



GANNAWARRA

Shire Council

Wednesday, 17 November 2021

6:30pm

Virtual Meeting via ZOOM

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

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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 - 20 October 2021

Meeting - 8 November 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 - 13 OCTOBER TO 9 NOVEMBER 2021

Author: Mel Scott, Executive Assistant - Chief Executive Office

Authoriser: Tom O'Reilly, CEO

Attachments: 1 Record of Councillor Briefing - 8 November 2021

RECOMMENDATION

That Council note the records of Councillor Briefings from 13 October to 9 November 2021.

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 2021-2025: Be a creative employer of choice through our adherence to good governance and our inclusive culture.

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



Type of Meeting	Councillor Briefing	
Date:	Monday, 8 November 2021	
Time:	10:00am – 2:42pm	
Location:	Virtual Video Conference Meeting via Zoom	
In Attendance: (Councillors)	Cr Charlie Gillingham Cr Ross Stanton Cr Kelvin Burt (10:00am to 10:15am) Cr Travis Collier Cr Jane Ogden Cr Keith Link (10:00am to 10:15am) Cr Garner Smith (10:00am to 10:15am)	
Apologies:	Nil	
In Attendance: (Officers)	Tom O'Reilly, Phil Higgins, Geoff Rollinson, Stacy Williams, Lisa Clue, Mel Scott, Wade Williams, Roger Griffiths, Shana Johnny, Alissa Harrower	
In Attendance: (Other)	Mayor Jason Modica – Chair, Murray River Group of Councils Geoff Turner – Executive Officer, Murray River Group of Councils	
Matters Discussed:	Presentations:	
	<ul style="list-style-type: none"> Murray River Group of Councils 	
	Draft Council Agenda – November Meeting of Council	
	Reports: 7.1 Proposed 2022 Council Meeting Dates, Times and Locations 7.2 2022 Citizenship Ceremony Dates 7.3 Committee Memberships 2021/2022 7.4 Council Policy Review 7.5 Quarterly Budget Report – Quarter ending 30 September 2021 7.6 Road Management Plan Adoption 7.7 G08-2021 Atkinson Park Play Space & Changing Places Facility	
Councillor Briefing Updates:		
<ul style="list-style-type: none"> Corporate Performance reporting Framework Quarterly Report Budget 2022/2023 – Rating Options Update New Victorian State Electoral Boundaries Community Satisfaction Survey 2022 Child Care Update Future Listing Report 		
Councillor Strategic Briefing Update:		
<ul style="list-style-type: none"> 2021/2022 Capital Works Program Update Strategic Projects – Towards 2025 Update 		
Councillor Issues Raised		
Conflict of Interest Disclosures		
Matter No.	Councillor/Officer making disclosure	Councillor/Officer left meeting Yes/No
Nil		
Completed By:	Tom O'Reilly – Chief Executive Officer	

7 BUSINESS REPORTS FOR DECISION

7.1 PROPOSED 2022 COUNCIL MEETING DATES, TIMES AND LOCATIONS

Author: Lisa Clue, Manager Governance

Authoriser: Phil Higgins, Director Corporate Services

Attachments: 1 Proposed dates, times and locations for 2022 scheduled meetings of Council

RECOMMENDATION

That Council adopt the list of dates, times and locations for 2022 scheduled meetings of Council as attached to this report.

EXECUTIVE SUMMARY

In accordance with Council's Governance Rules, at or before the last meeting each calendar year, Council must fix the date, time and place of all scheduled Council meetings for the following calendar year.

This report proposes scheduled Council meetings for 2022 continue to be held on the third Wednesday of each month from February to December inclusive, commencing at 6.30 pm at the Senior Citizens Centre, Kerang.

PURPOSE

The purpose of this report is to consider and adopt dates for 2022 scheduled meetings of Council.

ATTACHMENTS

Proposed dates, times and locations for 2022 scheduled meetings of Council.

DISCUSSION

Council's Governance Rules require Council to fix the date, time and place of all scheduled Council meetings for the following calendar year, at or before the last meeting each calendar year.

In previous years, Council meetings have been held on the third Wednesday of each month commencing at 6.30 pm.

The location of 2021 Council meetings has been a combination of physical meetings at the Kerang Senior Citizens Centre and Cohuna Community Meeting Room, and virtual meetings via Zoom.

It is proposed that 2022 meetings commence at 6.30pm on the third Wednesday of each month from February to December inclusive. It is further proposed that the meetings be held at the Kerang Senior Citizens Centre, noting there is provision in the Governance Rules for scheduled meeting dates, times and locations to be amended if required, providing notice of the change is given to the public.

RELEVANT LAW

Local Government Act 2020 – section 61 – Council meetings

Gannawarra Shire Council Governance Rules – Rule 12 – Date, time and place of Council meetings.

RELATED COUNCIL DECISIONS

Not Applicable

OPTIONS

Council's Governance Rules require Council to fix the date, time and place of all scheduled Council meetings for the following calendar year, at or before the last meeting each calendar year.

SUSTAINABILITY IMPLICATIONS

Not Applicable

COMMUNITY ENGAGEMENT

Members of the public unable to attend or view Council meetings in real time are able to access recordings of meeting livestreams and/or meeting minutes from Council's website.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not Applicable

COLLABORATION

Not Applicable

FINANCIAL VIABILITY

The adopted Annual Budget 2021/22 provides for expenses associated with meetings of Council.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not Applicable

COUNCIL PLANS AND POLICIES

Gannawarra Shire Council Plan 2021 – 2025 – Be a creative employer of choice through our adherence to good governance and our inclusive culture.

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.

MEETINGS OF COUNCIL 2022



Month	All Meetings to be held at 6.30pm Kerang Senior Citizens Centre
January	No Meeting
February	Wednesday 16
March	Wednesday 16
April	Wednesday 20
May	Wednesday 18
June	Wednesday 15
July	Wednesday 20
August	Wednesday 17
September	Wednesday 21
October	Wednesday 19
November	Wednesday 16
December	Wednesday 21

7.2 2022 CITIZENSHIP CEREMONY DATES

Author: Mel Scott, Executive Assistant - Chief Executive Office

Authoriser: Tom O'Reilly, CEO

Attachments:

RECOMMENDATION

That Council adopt the following dates for the 2022 Citizenship Ceremonies; Wednesday 26 January, Tuesday 5 April, Tuesday 5 July and Tuesday 4 October.

EXECUTIVE SUMMARY

Each year Council is required to set a schedule of Australian Citizenship Ceremony dates for the Department of Home Affairs, usually three to six months in advance.

This report proposes dates for ceremonies to be held in 2022.

PURPOSE

The purpose of this report is to establish Australian Citizenship Ceremony dates for 2022.

ATTACHMENTS

Nil

DISCUSSION

Citizenship ceremonies fulfil legal requirements prescribed by the *Australian Citizenship Act 2007* and the Australian Citizenship Regulations 2007. They are conducted by a Presiding Officer, usually the Mayor, Deputy Mayor or Chief Executive Officer, under the authority of the Minister for Immigration, Citizenship and Multicultural Affairs.

Each year Council is required to set a schedule of ceremony dates and provide this schedule to the Department of Home Affairs as soon as possible, usually three to six months in advance. Where possible, Parliamentary Sitting dates are avoided to allow for elected representatives from all three tiers of government to attend throughout the year.

RELEVANT LAW

Australian Citizenship Act 2007

Australian Citizenship Regulations 2007.

RELATED COUNCIL DECISIONS

Nearing the conclusion of each calendar year, Council receives a formal request from the Department of Home Affairs to provide confirmation of the proposed dates for Citizenship Ceremonies for the up-coming year.

Historically, this report has been provided to Council for consideration and adoption at the November Meeting of Council.

OPTIONS

Citizenship ceremonies are public ceremonial occasions which provide an important opportunity to formally welcome new citizens as full members of the Australian community and are formal occasions conducted with dignity, respect and due ceremony. Conducting four ceremonies will ensure that Council provides this opportunity for its community throughout the year.

SUSTAINABILITY IMPLICATIONS

Nil

COMMUNITY ENGAGEMENT

No formal consultation is required; however public notice will be given of the schedule.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not Applicable.

COLLABORATION

Not Applicable.

FINANCIAL VIABILITY

Council adopts a budget each financial year providing allowance for Council Ceremonies and Visits by Dignitaries. The expenses associated with Citizenship Ceremonies are included within the adopted budget.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not Applicable.

COUNCIL PLANS AND POLICIES

Council Plan 2021-2025: Liveability – Enhance the wellbeing and liveability of the Gannawarra through creative infrastructure and services.

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.

7.3 COMMITTEE MEMBERSHIPS 2021/2022

Author: Lisa Clue, Manager Governance
Authoriser: Phil Higgins, Director Corporate Services
Attachments: 1 Committee Memberships 2021/2022

RECOMMENDATION

That Council adopt the list of Committee memberships, and Councillor delegates or representatives to each, for 2021/2022 as detailed in this report.

EXECUTIVE SUMMARY

Council holds financial memberships for various committees, both locally and regionally, in the interests of advocating for and on behalf of the community. Membership to these and a number of other committees provides for Councillors to act as a Council delegate or representative on behalf of the Gannawarra Shire Council.

The table below lists each committee and the proposed Councillor delegate or representative to each, for 2021/2022.

COUNCILLOR COMMITTEES 2021/2022	
COMMITTEE	COUNCILLOR
Loddon Mallee Waste and Resource Recovery Group (LMWRRG) Forum	Cr Ogden
Central Victorian Greenhouse Alliance (CVGA)	Cr Stanton
Municipal Fire Management Planning Committee (MFMPC)	Cr Link
Municipal Association of Victoria (MAV)	Cr Collier
Audit and Risk Committee (x 2)	Cr Gillingham and Cr Smith
Murray River Group of Councils (MRGC)	Mayor
Loddon Campaspe Group of Councils	Mayor
Rail Freight Alliance	Cr Stanton
Rural Councils Victoria	Cr Smith
Community Halls Community Asset Committee	Cr Burt
Timber Towns Victoria	Cr Smith

PURPOSE

The purpose of this report is for Council to review and adopt committee memberships and assign Councillor delegates or representatives to each for 2021/2022.

ATTACHMENTS

Committee Memberships 2021/2022

DISCUSSION

Each year Council reviews its membership for various committees within and external to our municipality, and nominates Councillor delegates or representatives to each. This allows Councillors to pursue an area in which they have an interest and/or expertise and to use this knowledge to enhance their contribution to the committees on which they serve.

2021/2022 Committee Memberships detailing the composition and purpose of each committee is attached to this report.

RELEVANT LAW

Not applicable

RELATED COUNCIL DECISIONS

At its meeting on 25 November 2020, Council adopted a list of Committee memberships and Councillor representatives for 2020/2021, with the exception of Timber Towns Victoria.

At its meeting on 18 August 2021, Council resolved to become a financial member of Timber Towns Victoria and appointed Cr Smith as its delegate.

OPTIONS

That Council determine 2021/2022 committee memberships and Councillor representation to each.

SUSTAINABILITY IMPLICATIONS

Not applicable

COMMUNITY ENGAGEMENT

Council is committed to advocating in the best interest of the community and region.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable

COLLABORATION

Not applicable

FINANCIAL VIABILITY

The adopted Annual Budget 2021/22 provides for expenses associated with subscriptions and memberships to, and Councillor representation on the various committees.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Each committee identified is governed by individual strategic plans and policies relevant to their charter and purpose.

COUNCIL PLANS AND POLICIES

Council Plan 2021 - 2025 – Achieve long-term financial and environmental sustainability.

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 COMMITTEES 2021/2022

Loddon Mallee Waste and Resource Recovery Group (LMWRRG) Forum	
Council Representative:	Cr Ogden
Meeting Frequency:	Four meetings per year
Members:	<ul style="list-style-type: none"> • Bendigo • Buloke • Gannawarra • Loddon • Macedon Ranges • Mount Alexander • Mildura • Swan Hill
Purpose:	<p>The LMWRRG is one of seven Waste and Resource Recovery Groups that cover regional Victoria that links state, local governments, community and industry.</p> <p>The LMWRRG is responsible for facilitating a coordinated approach to the planning and delivery of infrastructure and services for all waste streams, municipal solid waste, commercial and industrial waste and construction and demolition waste.</p>

Central Victorian Greenhouse Alliance (CVGA)	
Council Representative:	Cr Stanton
Meeting Frequency:	Four meetings per year
Members:	<ul style="list-style-type: none"> • Ararat • Ballarat • Bendigo • Buloke • Central Goldfields • Gannawarra • Hepburn • Loddon • Macedon Ranges • Mildura • Mount Alexander • Pyrenees • Swan Hill
Purpose:	<p>The CVGA is a network of 13 Local Governments working together across Central and Northern Victoria.</p> <p>The CVGA develops and implements innovative regional projects, undertakes advocacy on climate and energy policy, shares knowledge and promotes best practice.</p>

Municipal Fire Management Planning Committee (MFMP)	
Council Representative:	Cr Link
Meeting Frequency	Four meetings per year
Members:	<ul style="list-style-type: none"> • Council • Country Fire Authority (CFA) • Victoria Police (VicPol) • Parks Victoria • Forest Fire Management Victoria • VicRoads
Purpose:	The MFMP's purpose, of which the development of a municipal fire management plan is part, is to provide a municipal level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose with regard to fire management and ensure that the plans of individual agencies are linked and complement each other.

Municipal Association of Victoria (MAV)	
Council Representative:	Cr Collier
Meeting Frequency	Every three months
Members:	Victorian Local Government Areas
Purpose:	The MAV is a voice for Local government offering diverse business services to its council members including specialist policy and advocacy, governance and legislative advice, sector development, insurance and procurement services.

Audit and Risk Committee	
Council Representatives:	Cr Gillingham & Cr Smith
Meeting Frequency	Four meetings per year
Members:	<ul style="list-style-type: none"> • Three suitably qualified independent representatives • Two Councillors
Purpose:	The primary objective of the Audit and Risk Committee is to assist Council in the effective conduct of its duties and responsibilities as listed within its Charter.

Murray River Group of Councils (MRGC)	
Council Representatives:	Mayor
Meeting Frequency:	Four meetings per year
Members:	<ul style="list-style-type: none"> • Campaspe • Gannawarra • Loddon • Mildura • Moira • Swan Hill
Purpose:	<p>The Murray River Group of Councils:</p> <ul style="list-style-type: none"> • provides a forum for informed discussion on all issues relating to member councils' shared interests; • advocates strongly to State and Federal Governments with a single voice on common issues; • acts as a single point of contact for governments, councils and other stakeholders to disseminate, discuss and respond to issues and initiatives; • supports member councils for the good of the region; • appoints representatives to other bodies as and when required; and • works together with other councils or entities.

Loddon Campaspe Group of Councils	
Council Representatives:	Mayor
Meeting Frequency:	Every two months
Members:	<ul style="list-style-type: none"> • Bendigo • Buloke • Campaspe • Central Goldfields • Gannawarra • Loddon • Macedon Ranges • Mount Alexander
Purpose:	Eight Councils occupying a significant land area in central and north-west Victoria with a purpose of encouraging economic investment and addressing key issues for the region.

Rail Freight Alliance	
Council Representatives:	Cr Stanton
Meeting Frequency:	Four meetings per year
Members:	Rural, regional and metropolitan Victorian Local Government Councils.
Purpose:	<p>To advocate for:</p> <ul style="list-style-type: none"> • Rail standardisation of all key rail lines Victoria • Upgrading and connecting to a National Rail Freight Network • A competitive, independent and open access rail freight system • Seamless freight logistics that will facilitate efficient rail freight movement.

Rural Councils Victoria	
Council Representatives:	Cr Smith
Meeting Frequency:	Forum and Rural Summit
Members:	37 rural Victorian councils
Purpose:	Rural Councils Victoria represents Victoria's rural councils, supporting and promoting sustainable, liveable, prosperous rural communities.

Timber Towns Victoria	
Council Representatives:	Cr Smith
Meeting Frequency:	Bi-monthly
Members:	Various Victorian municipalities where forest industries are recognised as significant contributors to the economy and community.
Purpose:	Timber Towns Victoria is an incorporated Local Government Association representing the interests of municipal councils in relation to forestry on both public and private land.

Community Halls Community Asset Committee	
Council Representatives:	Cr Burt
Meeting Frequency:	Two meetings per year
Members:	Up to two representatives from: <ul style="list-style-type: none"> • Lake Charm Hall • Murrabit Hall • Myall Hall • Gannawarra Hall • Kooroop Hall • Dingwall Hall One Councillor One Council Officer
Purpose:	To support community management of Council's rural halls through formal delegation and administrative sub-committees established for each hall.

7.4 COUNCIL POLICY REVIEW

Author: Lisa Clue, Manager Governance

Authoriser: Phil Higgins, Director Corporate Services

Attachments: 1 Council Policy No. 097 - Hiring of Council Facilities

RECOMMENDATION

That Council:

1. **Endorse the following reviewed policy:**
 - **Policy No. 097 – Hiring of Council Facilities**

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 policy which has recently been reviewed:

- Policy No. 097 – Hiring of Council Facilities

PURPOSE

This report addresses one recently reviewed policy for the consideration of Council.

ATTACHMENTS

Policy No. 097 – Hiring of Council Facilities

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.

Whilst a number of policies are currently undergoing officer review, a review of Policy No. 097 is complete. Following is a summary of recommended adjustments to the policy.

Policy No.	Policy Title	Comments
097	Hiring of Council Facilities	<p>This policy outlines the requirements for hiring Council's indoor facilities.</p> <p>Proposed adjustments to the policy include:</p> <ul style="list-style-type: none"> • clarifying the type of facilities covered i.e. indoor facilities only, as hiring outdoor facilities (parks, gardens and recreation reserves) are managed through Council's Local Law No 1 – Community Amenity; • Increasing the required level of insurance cover for incorporated bodies to the level recommended by Council's own insurer; and • a small number of minor administrative adjustments.

RELEVANT LAW

Not applicable

RELATED COUNCIL DECISIONS

Council Policy No. 097 – Hiring of Council Facilities was last reviewed and endorsed by Council on 18 July 2018.

OPTIONS

Council may wish to endorse the recommended, or alternative adjustments or decide to not make any adjustments to the policy 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 2021 – 2025 – Be a creative employer of choice through our adherence to good governance and our inclusive culture.

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.



Hiring of Indoor Council Facilities

COUNCIL POLICY NO. 097

1. POLICY SCOPE

This policy applies to indoor Council facilities, made available to hire by the community. Information on hiring outdoor facilities such as parks and reserves is contained within Local Law No. 1 – Community Amenity, available from Council's website.

2. POLICY

Permission to Hire

Category 1 Facilities	<ul style="list-style-type: none"> Kerang and Cohuna Memorial Halls (including supper rooms) Cohuna Community Meeting Room (former Cohuna Council Chambers) Sir John Gorton Library Meeting Room Kerang Seniors Hall Barrook Seniors Hall Cohuna Seniors Rooms Quambatook Seniors Hall
Category 2 Facilities	<ul style="list-style-type: none"> Gannawarra Public Hall Dingwall Hall Koroop Hall Lake Charm Hall Murrabit Hall Myall Hall

Permission to hire Category 1 Facilities shall be granted by the Chief Executive Officer, or delegate, subject to the hirer agreeing to comply with the necessary Conditions of Hire as determined by Council from time to time and detailed in the most current Facility Hire Agreement.

Permission to hire Category 2 Facilities, i.e. Public Halls operated by sub-committees of Council's Community Halls Community Asset Committee shall be granted by the relevant sub-committee subject to the hirer complying with the necessary Conditions of Hire as determined by Council and the Sub-committee from time to time and detailed in the most current Terms and Conditions of Use.

(Permission to hire other Public Halls within the Gannawarra Shire shall be granted by the individual hall's Committee of Management.)

Fees and Charges

Fees and charges applicable to the hiring of category 1 and 2 facilities are set by Council as part of the annual budget process and outlined in the fees and charges schedule.

Fees and charges applicable to the hiring of all other Public Halls within the Gannawarra Shire are set by the respective Committees of Management.

Bond

Council charges a bond for alcohol consumption events only, which is held, and will be refunded if the facility is restored to its 'pre hire' condition. In instances where the bond is not refunded in full, every effort will be made to contact the hirer and explain the decision. The amount of the bond is determined by Council as part of the annual budget process.

Public Liability Insurance

Incorporated Bodies – The user, if an Incorporated Body, must provide to the Gannawarra Shire Council a Certificate of Currency that confirms that the Policy has a minimum of \$20,000,000 coverage and is in force for the duration of the use.

Casual Users – To ensure all users have adequate Public Liability Insurance cover, a 'blanket cover with the Gannawarra Shire Council' is in place to protect the interest of casual users who do not have existing cover and who meet certain criteria set by the insurer and Council. This cover is for an amount of \$20,000,000 and will provide liability protection for the user should an action be brought against them for any negligent act during the event relating to the use.

3. 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 *Victoria Charter of Human Rights and Responsibilities Act 2006*.

4. FURTHER INFORMATION

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

Any enquiries in relation to this policy should be directed to the Chief Executive Officer on (03) 5450 9333.

Altus Folder: 3.000518			
Originally adopted:	17/09/2014	Minute Book Reference:	11022
Reviewed:	18/07/2018	Minute Book Reference:	12699
Reviewed:	17/11/2021		
To be reviewed by:	2026		

7.5 QUARTERLY BUDGET REPORT - QUARTER ENDING 30 SEPTEMBER 2021

Author: Shana Johnny, Acting Manager Finance

Authoriser: Phil Higgins, Director Corporate Services

Attachments: 1 Quarterly Budget Report - 30 September 2021

RECOMMENDATION

That Council receive the report outlining the 2021/2022 Quarterly Budget Report as at 30 September, 2021.

EXECUTIVE SUMMARY

At 30 September, 2021 Council is anticipating that the budgeted underlying surplus of \$586k will increase by \$36k to an anticipated underlying surplus of \$622k.

The budgeted Operating Result of \$9.382 million surplus will increase by \$1.019 million to an anticipated Operating Result of \$10.401 million surplus. This increase is due to the recognition of unearned income at 30 June 2021 in 2021/22.

The adopted capital budget of \$16.542 million in 2021/2022 and will increase by \$1.167 million to allow for completion of carried forward works on multi-year projects.

The financial position of the Council remains stable.

PURPOSE

Council prepares a quarterly financial report as at 30 September, 31 December and 31 March each year. The purpose of the report is to ensure that the financial position of the Council is being managed.

ATTACHMENTS

Quarterly Budget Report – 30 September 2021.

DISCUSSIONOperating Budget

The 'Summary of Adjustments' details the changes between the approved budget and the forecast to 30 September 2021. The major changes in the operating budget are:-

- An increase in rate revenue of \$86k following supplementary valuations and additional bin service charges.
- An increase in family day care user fees due to an increase in service hours and educator fees. This income is offset by payments to educators.
- The increase in operating grants is due to the recognition of unearned income as at 30 June 2021 in 2021/22 (\$128k) and final grant instalment for Drought Relief Package Stage 2 (\$100k).
- An increase in employee costs due to additional staff hours at the childcare centres for licence compliance reasons.

- Increase in operational materials and services is due to grant income carried forward to facilitate completion of programs.
- The increase in capital grants is due to the recognition of unearned income as at 30 June 2021 in 2021/22 (\$782k) and new grant received to promote outdoor dining (\$200k). Part of capital grants shown as unearned income at 30 June 2021 were already included in the 2021/22 Adopted Budget.

At the end of September 2021, 30% of the forecasted capital works budget had been spent or committed. The capital budget adopted by Council (\$16.542 million) will increase by \$1.167 million to allow for completion of carried forward works on multi-year projects. These carried forward works are funded from carried forward grants and rates allocation from the prior year. A detailed listing of carried forward projects is included in the attachment.

- Grant funding has been received for a new project - Murray-Darling Basin economic development program - to revitalise outdoor dining near the Gunbower Creek waterfront in Cohuna.

RELEVANT LAW

Section 97 of the *Local Government Act 2020* requires a quarterly report be presented to Council at a Council meeting which is open to the public showing a comparison of the actual and budgeted results to date and an explanation of any material differences.

RELATED COUNCIL DECISIONS

The Quarterly Budget Report links to the budget process and the Council decision relating to the budget adoption on 16 June 2021.

OPTIONS

The variations projected are not significant and therefore a revised budget is not required.

SUSTAINABILITY IMPLICATIONS

The key risks are financial and compliance risks. As the projected variations are positive and minor there is no increased financial risk with the Quarterly Budget Report.

COMMUNITY ENGAGEMENT

The budget went through extensive consultation. This report highlights only minor change and no further community engagement has been undertaken.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Council Officers with responsibility for line budgets have had input into the report.

The Quarterly Budget Report to 30 September 2021 was presented to Council's Audit and Risk Committee meeting on 9 November, 2021.

FINANCIAL VIABILITY

The Quarterly Budget Report presents the interim financial position to 30 September 2021 and is consistent with the budget.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

The budget and annual financial statements are prepared in accordance with the accounting standards.

COUNCIL PLANS AND POLICIES

This report aligns to the Council Plan strategy to pursue initiative to achieve long term financial sustainability.

TRANSPARENCY OF COUNCIL DECISIONS

This report will be considered in an open Council meeting.

CONFLICT OF INTEREST

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




Quarterly Budget Report
for the Quarter Ending
30 September 2021



GANNAWARRA
Shire Council

Comprehensive Income Statement

	Note	As at 30 September 2021			Projected Year End		
		YTD Budget \$000	YTD Actual \$000	YTD Variance \$000	FY Budget \$000	FY Forecast \$000	FY Adjustments \$000
Income							
Rates and Charges	1	13,770	13,781	11	13,740	13,826	86
Statutory Fees and Fines		74	105	30	399	399	-
User Fees	2	910	876	(34)	3,359	3,570	211
Grants Operating	3	2,044	2,074	30	10,477	10,734	257
Contributions and Donations		-	-	-	45	45	-
Reimbursements		863	1,063	200	3,425	3,429	4
Sale of Assets		-	-	-	632	632	-
Cost of Assets Sold		-	-	-	(267)	(267)	-
Interest Earned		10	4	(6)	40	40	-
Other Income		71	51	(20)	282	282	-
Total income		17,743	17,953	211	32,131	32,689	558
Expenses							
Employee Costs	4	(3,870)	(4,032)	(161)	(16,065)	(16,120)	(55)
Operational Materials and Services	5	(2,504)	(2,366)	138	(8,498)	(8,965)	(467)
Bad and Doubtful Debts		(1)	(0)	1	(3)	(3)	-
Borrowing Costs		(11)	(4)	7	(20)	(20)	-
Depreciation		(1,659)	(1,605)	54	(6,639)	(6,639)	-
Other Expenses		(26)	(35)	(9)	(320)	(320)	-
Total expenses		(8,072)	(8,042)	30	(31,545)	(32,067)	(522)
Underlying surplus/(deficit)		9,671	9,911	240	586	622	36
Grants Capital and Major Projects	6	3,764	4,004	240	8,781	9,764	983
Contributions - Non Monetary Assets		-	-	-	-	-	-
Capital Contributions - Other Sources		-	-	-	15	15	-
Surplus/(deficit) for the year		13,435	13,915	480	9,382	10,401	1,019

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

Rounding

Unless otherwise stated, amounts in financial reports have been rounded to the nearest thousand dollars. Figures in the financial statements may not equate due to rounding

Overall Result

At 30 September 2021 Council is showing an underlying surplus YTD of \$9.911 million, this is \$0.240 million more than budgeted for the same period. Income has a favourable variance of \$0.211m and there is a \$0.030m favourable variance for expenditure YTD.

Council is forecasting a \$0.622 million underlying surplus for 30 June 2022 which is an increase of \$0.036m on the 2021/22 adopted budget.

Note	Income		
1	Rates and charges	Favourable	86
	Increase due to supplementary valuations and additional bin services.		86
2	User fees	Favourable	211
	Additional income is due to an increase in family day care service hours and educator fees. These fees are passed on to the educators.		211
3	Grants - Operating	Favourable	257
	Unearned grant income at 30 June 2021 recognised in 21/22 in line with the accounting standards.		128
	Final instalment of Drought Relief Package Stage 2 to be received upon acquittal of the grant.		100
	Additional grant funding to existing programs i.e. Childcare, libraries.		28
	Expenses		
4	Employee Direct Costs	Unfavourable	(55)
	Additional staff member required for licence compliance purposes while Kerang childcare centre is temporarily operating out of Kerang school premises. Construction at Kerang Children's centre is expected to be completed in December 2021.		(55)
5	Operational Materials and Services	Unfavourable	(467)
	Expenditure carried forward for the completion of the strategic documents.		(40)
	Additional income received from increased family day care service hours and educator fees being passed on to the educators.		(229)
	Expenditure associated with Municipal Emergency grant funding received in 20/21 carried forward for completion of the program.		(64)
	Expenditure associated with unearned grant income at 30 June 2021 carried forward for the completion of the programs.		(128)
6	Grants - Capital	Favourable	983
	Unearned grant income at 30 June 2021 recognised in 21/22 in line with the accounting standards.		783
	New grant received as part of Murray-Darling Basin economic development program to revitalise outdoor dining near the Gunbower Creek waterfront at Cohuna.		200

Capital Works Report as at 30 Sep 2021

Note	Adopted Budget \$000	YTD Actuals \$000	Hard Commitments \$000	Total Expenditure \$000	Projected Forecast - Total Project Cost \$000	Permanent Adjustments \$000
PROPERTY						
Building Improvements						
Buildings Renewal	\$ 150	\$ 42	\$ 36	\$ 78	\$ 150	\$ -
Climate Change Adaptation	\$ 10	\$ -	\$ -	\$ -	\$ 10	\$ -
TOTAL PROPERTY	\$ 160	\$ 42	\$ 36	\$ 78	\$ 160	\$ -
PLANT AND EQUIPMENT						
Plant, Machinery and Equipment						
Heavy plant replacement	\$ 300	\$ 106	\$ 111	\$ 217	\$ 300	\$ -
Light plant replacement	\$ 387	\$ 41	\$ 230	\$ 271	\$ 387	\$ -
Fixtures, Fittings and Furniture						
Kerang Children's Centre Furniture Renewal	\$ 50	\$ -	\$ -	\$ -	\$ 50	\$ -
Computers and Telecommunications						
ICT Capital renewals	\$ 170	\$ 16	\$ 8	\$ 24	\$ 170	\$ -
Library books						
Library book replacement	\$ 100	\$ 48	\$ 16	\$ 64	\$ 100	\$ -
TOTAL PLANT AND EQUIPMENT	\$ 1,007	\$ 211	\$ 364	\$ 576	\$ 1,007	\$ -
INFRASTRUCTURE						
Roads						
Bitumen Roads Reseal Program	\$ 910	\$ -	\$ -	\$ -	\$ 910	\$ -
Gravel Re-sheeting Program	\$ 994	\$ 93	\$ 2	\$ 95	\$ 994	\$ -
Sealed Roads Rehabilitation Program	\$ 1,060	\$ 40	\$ 17	\$ 57	\$ 1,060	\$ -
Footpaths and Cycleways						
Footpath replacement program	\$ 104	\$ 18	\$ 4	\$ 23	\$ 104	\$ -
Kerang to Koondrook Rail Trail (Murray River Adventure Trail) - Grant dependent	\$ 1,667	\$ -	\$ -	\$ -	\$ 1,667	\$ -
Kerb and channel						
Kerb replacement program	\$ 153	\$ 0	\$ -	\$ 0	\$ 153	\$ -
Drainage						
Stormwater Network and Town Pump renewal	\$ 160	\$ -	\$ -	\$ -	\$ 160	\$ -
Murrabit Stormwater	\$ 228	\$ 7	\$ 1	\$ 7	\$ 228	\$ -
Recreational, Leisure & Community Facilities						
Atkinson Park All Abilities Playground	\$ 1,100	\$ 12	\$ 107	\$ 119	\$ 1,100	\$ -
Promotional Infrastructure	\$ 25	\$ 0	\$ 4	\$ 4	\$ 25	\$ -
Swimming Pool Renewal Program	\$ 135	\$ 47	\$ 2	\$ 49	\$ 135	\$ -
Town/Boundary Entrances and Signage	\$ 25	\$ 6	\$ 1	\$ 7	\$ 25	\$ -
Cohuna CBD Waterfront Development	\$ 1,707	\$ 253	\$ 587	\$ 840	\$ 2,240	\$ 533
Cohuna Sporting Precinct Masterplan	\$ 100	\$ 10	\$ 19	\$ 29	\$ 100	\$ -
Waste Management						
Cell 5 construction - Gannawarra Central Landfill	\$ 60	\$ 4	\$ -	\$ 4	\$ 60	\$ -
Parks, Open Space and Streetscapes						
Automating Irrigation Systems	\$ 50	\$ -	\$ 41	\$ 41	\$ 50	\$ -
Tree Planting Program - Cool It Program	\$ 30	\$ -	\$ -	\$ -	\$ 30	\$ -
Kangaroo Lake North End Stage 2 - Grant dependent	\$ 830	\$ -	\$ -	\$ -	\$ 830	\$ -
Sustainable Recreational Water for Quambatook - Grant dependent	\$ 387	\$ 27	\$ 457	\$ 484	\$ 387	\$ -
Other Infrastructure						
Strategic Project Development and Planning	\$ 200	\$ 15	\$ 87	\$ 103	\$ 200	\$ -
TOTAL INFRASTRUCTURE	\$ 9,925	\$ 532	\$ 1,329	\$ 1,862	\$ 10,458	\$ 533
TOTAL NEW CAPITAL WORKS	\$ 11,092	\$ 786	\$ 1,730	\$ 2,516	\$ 11,625	\$ 533

	Note	Adopted Budget \$000	YTD Actuals \$000	Hard Commitments \$000	Total Expenditure \$000	Projected Forecast - Total Project Cost \$000	Permanent Adjustments \$000
Works carried forward from the 2020/21 year							
PROPERTY							
Land Improvements							
Industrial Estate Expansion Tate Drive - Kerang	2	\$ 229	\$ 143	\$ 234	\$ 377	\$ 331	\$ 102
TOTAL PROPERTY		\$ 229	\$ 143	\$ 234	\$ 377	\$ 331	\$ 102
PLANT AND EQUIPMENT							
Plant, Machinery and Equipment							
Light Plant Replacement		\$ 44			\$ -	\$ 44	\$ -
TOTAL PLANT AND EQUIPMENT		\$ 44	\$ -	\$ -	\$ -	\$ 44	\$ -
INFRASTRUCTURE							
Building Improvements							
Buildings Renewal		\$ 160			\$ -	\$ 160	\$ -
Kerang Children's Centre - Grant confirmed	3	\$ 600	\$ 124	\$ 507	\$ 631	\$ 668	\$ 68
Morton Garner Pavilion - Grant confirmed	4	\$ 475	\$ 237	\$ 265	\$ 502	\$ 568	\$ 93
Roads							
Kerang CBD Development Stage 2 - Grant confirmed	5	\$ 1,000	\$ 252	\$ 614	\$ 865	\$ 927	\$ (73)
Bridges							
Apex Park Bridge Replacement - Grant dependent		\$ 300	\$ -	\$ -	\$ -	\$ 300	\$ -
Footpaths and Cycleways							
Kerang to Koondrook Rail Trail (Murray River Adventure Trail) - Grant dependent		\$ 733	\$ -	\$ -	\$ -	\$ 733	\$ -
Drainage							
Murrabit Stormwater - Grant confirmed		\$ 926			\$ -	\$ 926	\$ -
Parks, Open Space and Streetscapes							
Sustainable Recreational Water for Quambatook - Grant confirmed		\$ 813			\$ -	\$ 813	\$ -
Other Infrastructure							
Climate Adaptation - Street Lights	6	\$ 90	\$ -	\$ 10	\$ 10	\$ 15	\$ (75)
Southern levee acquisition	7	\$ 80	\$ 1	\$ -	\$ 1	\$ 69	\$ (11)
TOTAL INFRASTRUCTURE		\$ 5,177	\$ 613	\$ 1,395	\$ 2,008	\$ 5,179	\$ 2
TOTAL CARRIED FORWARD CAPITAL WORKS 2020/21		\$ 5,450	\$ 756	\$ 1,629	\$ 2,385	\$ 5,554	\$ 104
Other Projects							
Gannawarra Outdoor Dinning Initiative - Goods Shed Restaurant		\$ -	\$ 4	\$ -	\$ 4	\$ -	\$ -
Other Plant And Equipment		\$ -	\$ 3	\$ -	\$ 3	\$ -	\$ -
Transfer Station Upgrade	8	\$ -	\$ -	\$ 73	\$ 73	\$ 125	\$ 125
Murray-Darling Basin Economic Development Program	9	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 200
Koondrook All Abilities Park	10	\$ -	\$ 204	\$ 2	\$ 206	\$ 204	\$ 204
Cohuna Caravan Park - Power Upgrade		\$ -	\$ -	\$ 27	\$ 27	\$ -	\$ -
TOTAL OTHER PROJECTS		\$ -	\$ 211	\$ 102	\$ 313	\$ 530	\$ 530
TOTAL WORKS 2021/2022		\$ 16,542	\$ 1,753	\$ 3,461	\$ 5,214	\$ 17,709	\$ 1,167

Summary - Overall Result

The adopted capital budget for 2021/2022 is \$16.542m. There has been an increase in the forecasted capital works budget by \$1.167m to recognise multi-year and new projects. Anticipated budgeted spend by 30 June 2022 is \$17.709m. 29% of the forecasted capital works budget had been committed by 30 September 2021.

As projects proceed a need may arise where the budget allocation needs to be reviewed, the following projects have been reviewed:

Note		\$000
1	Cohuna CBD waterfront development - \$3.4m multi-year project with funds carried forward to facilitate the completion of this project.	533
2	Industrial estate expansion Tate Drive - funds carried forward to complete this multi-year project.	102
3	Kerang children's centre expansion - multi-year project with additional expenditure carried over to complete the project.	68
4	Morton Garner Pavilion - recognised as a multi-year project and expenditure carried forward to 21/22 for completion of the building.	93
5	Climate adaptation - Street lights was identified as a carry over project in the budget process. Expenditure incurred early in 20/21.	(73)
6	Kerang CBD development - reduction of expenditure that was incurred early in 20/21 on this multi-year project.	(75)
7	Southern levee acquisition - expenditure incurred early in 20/21.	(11)
8	Transfer Station Upgrade - Fully funded project to install new bins for recycling.	125
9	Murray-Darling Basin economic development program - Fully funded project to revitalise outdoor dining near the Gunbower Creek waterfront in Cohuna.	200
10	Koondrook All Abilities - funds carried forward to finalise construction of this project.	204

The 21/22 carried forward works mentioned above are funded from grants and rates allocation from prior year 20/21.

Balance Sheet
As at 30 September 2021

	2020/21	Year to Date	Projected Forecast To 30 June 2022
	\$000	\$000	\$000
Assets			
Current assets			
Cash and cash equivalents	12,510	10,242	8,234
Trade and other receivables	2,879	15,566	2,877
Financial assets	2,503	2,503	2,503
Inventories	150	124	150
Other Assets	262	-	262
Total current assets	18,304	28,435	14,026
Non-current assets			
Property, infrastructure, plant and equipment	214,459	214,606	225,261
Investment Assets	1,030	1,030	1,030
Total non-current assets	215,488	215,636	226,291
Total assets	233,792	244,071	240,317
Liabilities			
Current liabilities			
Trade and other payables	991	90	991
Trust funds and deposits	813	1,905	813
Unearned Income	3,768	-	0
Provisions (CL)	3,599	3,600	3,599
Interest-bearing loans and borrowings (CL)	106	46	95
Total current liabilities	9,277	5,640	5,497
Non-current liabilities			
Provisions (NCL)	1,404	1,404	1,404
Interest-bearing loans and borrowings (NCL)	250	250	155
Total non-current liabilities	1,654	1,654	1,559
Total liabilities	10,931	7,294	7,056
Net Assets	222,861	236,777	233,261
Equity			
Accumulated surplus	94,585	108,501	104,987
Reserves	128,275	128,275	128,275
Total Equity	222,861	236,777	233,261

STATEMENT OF CASH FLOWS (\$000)

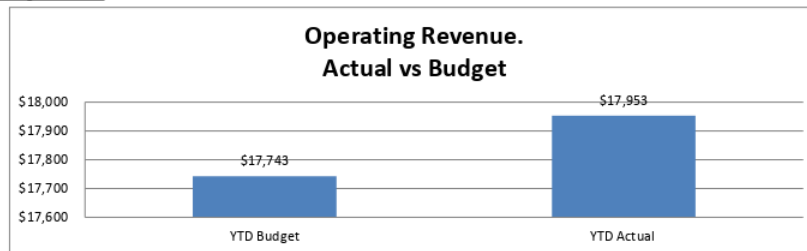
Description	2020/21	Year to Date	Projected Forecast To 30 June 2022
Cash Flows from Operating Activities			
Rates and charges	13,885	1,262	13,826
Statutory Fees and Fines	527	105	396
User Fees	3,254	708	3,927
Grants Operating	10,375	1,945	10,605
Grants Capital	9,347	365	6,125
Contributions monetary	150	-	60
Interest received	30	4	40
Trust funds and deposits taken	96	-	-
Other receipts	3,573	1,114	4,082
Net GST refund	285	175	1,908
Employee Costs	(15,559)	(4,031)	(16,120)
Materials & Services	(9,351)	(2,980)	(9,861)
Trust funds and deposits paid		1,092	-
Other Payments	(451)	(35)	(352)
Net Cash provided by operating activities	16,161	(276)	14,635
Cash Flows from Investing Activities			
Payment for property, infr. p&e	(11,673)	(1,928)	(19,480)
Proc. from sale property, infr. p&e	559	-	695
			-
Payment for investments	-	-	-
Proc. from sale of Investments	1,968	-	-
Net Cash used in Investing activities	(9,146)	(1,928)	(18,785)
Cash Flows from Financing Activities			
Proceeds from borrowings			-
Finance Costs	(26)	(4)	(20)
Loan Redemption	(100)	(60)	(106)
Net Cash used in Financing Activities	(126)	(64)	(126)
Net Increase / (Decrease) in Cash/ Invest.	6,889	(2,268)	(4,275)
Cash / Investments at beginning of year	5,621	12,510	12,510
Cash / Investments at end of financial period	12,510	10,242	8,234
Investments on Hand at Year end	2,503	2,503	2,503
Total Cash, cash equivalents and investments	15,013	12,745	10,737

FINANCIAL OVERVIEW

	Year to Date		
	YTD Budget	YTD Actual	Variance
Total income	\$17,743	\$17,953	\$211
Total expenses	(\$8,072)	(\$8,042)	\$30
Underlying Surplus(deficit)	\$9,671	\$9,911	\$240

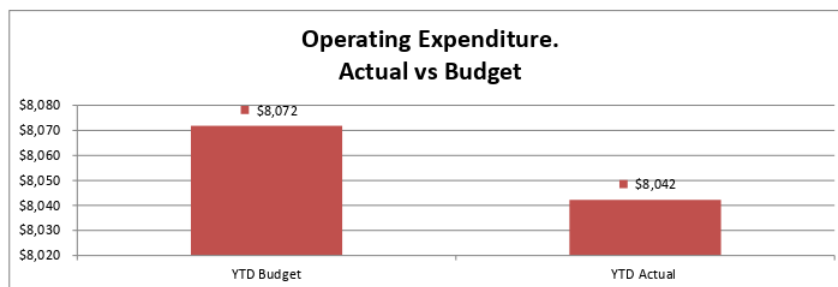
Abbreviations: YTD - Year to date EOY - End of year FY - Full year

Operating Revenue:



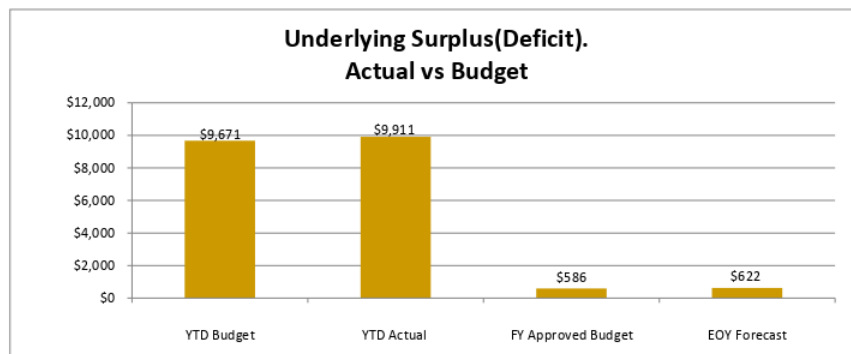
To date there is a favourable variance of \$0.211 million.

Operating Expenditure:



To date there is a favourable variance of \$0.030 million

Result from ordinary activities:

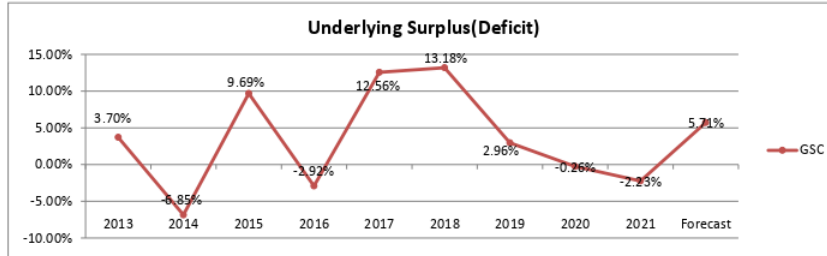


A favourable year to date result has been achieved with a forecasted favourable change on budget at 30 June 2022

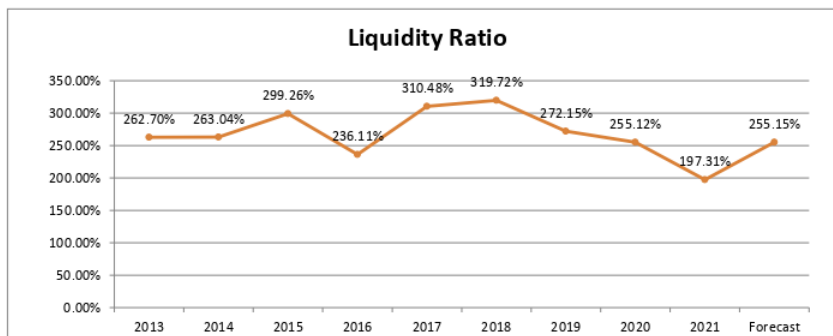
Abbreviations: YTD - Year to date FY - Full year EOY - End of year

Financial Ratios

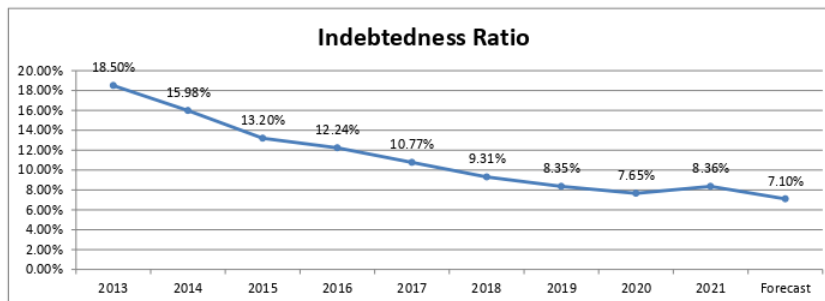
Financial Sustainability:



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



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



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

7.6 ROAD MANAGEMENT PLAN ADOPTION

Author: Geoff Rollinson, Director Infrastructure and Development

Authoriser: Tom O'Reilly, CEO

Attachments: 1 Draft Road Management Plan
2 Amendments

RECOMMENDATION

That Council adopt the Road Management Plan 2021, following a review pursuant to provisions of the *Road Management Act 2004* and Road Management (General) Regulations 2016.

EXECUTIVE SUMMARY

Council resolved to commence the review of Council's Road Management Plan at its June 2021 meeting.

Feedback from both Council's liability insurer, MAV Insurance and Council officers was sought in relation to the draft Road Management Plan 2021.

A notice was published in line with Council's resolution and pursuant to Regulation 10 of the Road Management (General) Regulations 2016 in the Government Gazette, the Gannawarra Times and on Council's website, inviting submissions from the community.

One submission was received and has been responded to. The submission related to laying gravel at school bus stops which is outside the scope of the Road Management Plan.

PURPOSE

Each incoming municipal council must review its Road Management Plan during the same period as it is preparing its Council Plan.

Council's Road Management Plan has been reviewed and made available for public submissions following public notice being placed in the Victorian Government Gazette on Thursday 19 August 2021; the Gannawarra Times on Tuesday 13 July 2021; and on the 'Have Your Say' area of Council's website from 2 July 2021.

The purpose of this report is to seek Council adoption of the reviewed Road Management Plan.

ATTACHMENTS

Road Management Plan 2021

Amendments

DISCUSSION

Each incoming municipal council must review its Road Management Plan during the same period as it is preparing its Council Plan.

The main purpose of Council's Road Management Plan is to document the frequency Council inspects its roads and footpaths, what Council defines as a hazard and defect, and within what timeframe Council will rectify a hazard or defect.

The review process takes into consideration the following:

- Changes to law and precedence set by court decisions.

- Benchmarking of service levels with neighbouring councils.
- Public liability claims history.
- Performance of the road and footpath network.
- Intervention level compliance.
- Budget analysis.
- Community consultation.

In conducting a review of a Road Management Plan, a Road Authority (Council) must ensure that the standards and priorities in relation to the inspection, maintenance and repair of the roads and classes of roads to which the plan applies, are appropriate.

RELEVANT LAW

Road Management Act 2004

Road management (General) Regulations 2016.

RELATED COUNCIL DECISIONS

Council first adopted a Road Management Plan on 22 December 2004. The Road Management Plan has been reviewed previously in 2009, 2013 and 2017.

At its June 2021 meeting, Council resolved to note the statutory review of Council's Road Management Plan had commenced.

OPTIONS

It is a requirement of the *Road Management Act 2004* that councils review the Road Management Plan in accordance with the Road Management (General) Regulations 2016.

Council has the following options available:

1. That Council adopt the Road Management Plan 2021, following a review pursuant to provisions of the *Road Management Act 2004* and the Road Management (General) Regulations 2016; or
2. That Council does not adopt the Road Management Plan 2021 at this time.

SUSTAINABILITY IMPLICATIONS

Council must ensure that when works are being undertaken on the road or within the road reserve a holistic approach is appreciated to ensure minimal impact on the environment and that the function of the road supports the social and economic requirements of the community.

COMMUNITY ENGAGEMENT

As part of the review, notices must be published in the Government Gazette and local newspapers advising of the review process and providing the opportunity for public submissions in accordance with the *Road Management Act 2004* and the Road Management (General) Regulations 2016.

Notice of Gannawarra Shire Council's Road Management Plan review was published in the Victorian Government Gazette on Thursday 19 August 2021; the Gannawarra Times on Tuesday 13 July 2021; and on the 'Have Your Say' area of Council's website from 2 July 2021. One submission was received, relating to the laying of gravel at school bus stops which is an operational matter and does not form part of the Road Management Plan.

INNOVATION AND CONTINUOUS IMPROVEMENT

Council officers have been working with neighbouring councils and the MAV to obtain a consistent approach to road management functions.

FINANCIAL VIABILITY

The purpose of a Road Management Plan is to establish a management system for the road management functions of a road authority which is based on policy, operational objectives and available resources.

Any proposed changes to frequency of inspection or intervention levels will have an impact on operational budgets. The Road Management Plan review process has accounted for existing resources available to discharge Council's duties to inspect, repair and maintain public roads established within the *Road Management Act 2004*.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

The Road Management Plan 2021 has been prepared in accordance with the following Acts, Regulations and Codes of Practice:

- *Road Management Act, 2004*
- *Road Safety Act 1986*
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2005
- Code of Practice for Road Management Plans
- Code of Practice for Operational Responsibility for Public Roads
- Code of Practice for Management of Infrastructure in Road Reserves
- Code of Practice for Worksite Safety – Traffic Management.

COUNCIL PLANS AND POLICIES

During development of the Council Plan 2021-2025, road infrastructure was acknowledged as being critical to sustaining economic productivity and development within the Gannawarra Shire.

- Goal 2 - Growth, *Facilitate infrastructure, programs and policies that support economic development and productivity whilst considering our natural environment.*

It is considered appropriate that during the review of the Road Management Plan, other "Asset Management Plans" be considered. The Asset Management Plans set out the level of service for relevant asset classes and are currently being reviewed by Council officers.

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 regard to this matter.



ROAD MANAGEMENT PLAN



June 2021

SCHEDULE OF ADOPTION

No.	Date	Comment	File Reference
1	10/10/2007	Included in Section 4.4 is 4.10 Suspension of Plan Due to Natural Disasters	
2	25/11/2009	Draft approved for public comment by Council	30/12/020
3	30/06/2010	Adopted by Council at Council's Ordinary Meeting	30/12/020
4	21/08/2013	Adopted by Council at Council's Ordinary Meeting	30/12/020
5	28/06/2017	Adopted by Council at Council's Ordinary Meeting	30/12/020



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1. INTRODUCTION

1.1 Purpose of the Plan

The purpose of the Road Management Plan (referred to hereafter as the Council's 'RMP') is to establish a management system to assist the Shire to meet its Road Management Act duties based on its policy and operational objectives having regard to available resources.

While the Council is cognisant of its legislative Best Value duties, it is also cognisant of all the legislative frameworks and policy discretions afforded to it when satisfying Road Management Act duties.

1.2 Council's Strategic Planning Process

This RMP has been developed in line with Council's corporate strategies and plans and reflects the outcomes resulting from budget considerations, various asset management plans and levels of service adopted by Council.

1.3 Legislative and Statutory Requirements

This Municipal Road Management Plan (referred to hereafter as the 'Plan') has been prepared in accordance with the following Acts, Regulations and Codes of Practice:

- *Road Management Act, 2004*
- *Road Safety Act 1986*
- Road Management (General) Regulations 2005
- Road Management (Works and Infrastructure) Regulations 2005
- Code of Practice for Road Management Plans
- Code of Practice for Operational Responsibility for Public Roads
- Code of Practice for Management of Infrastructure in Road Reserves
- Code of Practice for Worksite Safety – Traffic Management

Section 36 of the *Road Management Act 2004* provides information on coordinating road authority. According to subsection ©, the coordinating road authority:

If the road is a municipal road, it is the municipal council of the municipal district in which the road or part of the road is situated.

2. PUBLIC ROADS, USER RIGHTS AND RESPONSIBILITIES

2.1 Road Definitions:

There is a wide range of roads in the municipality. However as the Council's Plan only applies to those roads and section 40 (3) Road Management Act assets, the Council has included in its Register of Public Roads, or are included because of the Road Management Act, it is only responsible for these roads/assets. Moreover, the Shire roads and assets so included are the only roads and assets that attract Road Management Act duties and responsibilities. Details of these roads and assets are outlined in Appendix 1.

2.2 Key Stakeholders

The key stakeholders in the community who are both users of the road network and/or are affected by it include:

- The community in general (for recreation, sport, leisure and business);
- Residents and businesses adjoining the road network;
- Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);
- Users of a range of miscellaneous smaller and lightweight vehicular appliances such as pedal cyclists, motorised buggies, wheel chairs and prams;
- Vehicle operators using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cycles;
- Farmers and Commercial Business People for haulage of a range of products such as grain, livestock, fruit, vegetables, grapes, fire-wood, redgum furniture and general produce;
- Tourists and visitors to the area;
- Emergency agencies (Police, Fire, Ambulance, VICSES);
- Traffic and Transportation managers including rail operators;
- Council as managers of the asset that is the road network;
- Construction and maintenance personnel who build and maintain asset components;
- Utility agencies that utilise the road reserve for their infrastructure (Water, sewerage, gas, electricity, telecommunications);
- State and Federal Government that periodically provide support funding to assist with management of the network.

2.3 Community Obligations

2.3.1 Interference with Shire Road Management Act Assets

All persons and entities should note that if any party or entity interferes with or compromises the Council's Road Management Act assets and its Plan, the Council's Community Amenity Local Law 2012 and the Council's powers generally will be invoked. A hard copy of the Local Law can be perused at Council's Kerang and Cohuna Offices during normal business hours and an electronic version can be found on Council's website www.gannawarra.vic.gov.au

Landowners are particularly reminded of their duties in relation to vegetation overhanging Road Management Act pathways, which we will refer to as Road Management Act footpaths and even Council Register of Public Roads roads. This includes any illegal works on any part

of a Shire road reserve, being from private property line to private property line.

2.3.2 “Road Opening Permit”

A person on a road under the control of Council must not, without a permit in accordance with Council’s Community Amenity Local Law 2012 –

- occupy or fence off part of a road;
- erect a hoarding or overhead protective awning;
- use a mobile crane or travel tower for any building work;
- make a hole or excavation; or
- reinstate a hole or excavation.

“Road opening permits” will require evidence of Public Liability insurance before a permit is granted.

Applications for a “Road Opening Permit” are available from Council offices during normal business hours or an application form can be downloaded from Council’s website www.gannawarra.vic.gov.au

2.3.3 Heavy Vehicle Restrictions

Heavy vehicle restrictions apply to some roads and bridges within the boundaries of the Gannawarra Shire. It is the obligation of the road user to adhere to applicable restrictions including:

- all mass limit vehicles are not permitted without a permit;
- B-Doubles exceeding 19 metres are not permitted without a permit;
- heavy vehicle parking restrictions apply within built up and residential areas;
- load limits apply to some bridges within the Gannawarra Shire; and
- all B-Double and mass management permits are issued by the National Heavy Vehicle Regulator.

2.3.4 Road Reserve Local Laws - Discharge of Water/ Damage/Interference

Under the provision of Council’s Streets and Roads Local Law – Community Amenity 2012 –

- a person who has control of water running through channels, pipes or culverts for the purpose of irrigation or otherwise, must not permit water to escape onto a road under the care and management of the Council;
- a person must not, without a permit, deposit or discharge water on a road under the care and management of the Council;
- the owner and/or occupier of land must not permit irrigation water from the land to flow onto a road reserve under the care and management of the Council.

Other provisions of Council's Streets and Roads Local Law – Community Amenity 2012 states that:

- no person may destroy, damage or interfere with a watercourse, ditch, creek, gutter, drain, tunnel, bridge, levee or culvert
- a person must not without the approval of the Council tamper or interfere with any road reserve.

Single property stormwater drains that are constructed within the road reserve, between the property boundary to a discharge outlet in the kerb or into the drain, are there to benefit the property and as such are the responsibility of the owner of the property being served to maintain.

3. ROAD MANAGEMENT ACT & COUNCIL POLICIES

3.1 Register of Public Roads

The Road Management Act 2004 places a mandatory requirement that a road authority maintains a register of public roads. The purpose of the Public Register of Public Roads is to define public roads for which Council is the responsible road authority. Public roads are considered to be 'roadways' and 'pathways' that are "considered to be reasonably required for general public use".

The Public Register of Public Roads will be reviewed annually. A copy of the Public Register of Public Roads is available for inspection at the Kerang and Cohuna Service Centres.

While the Council is cognisant of its Road Management Act duties, these duties only apply to those roads and assets caught by the Act and are conditional on policy decisions the Council has made in relation to its Road Asset Management Plan and any subsequent amendments.

The Road Asset Management Plan is available from both Council Kerang and Cohuna Offices during normal business hours and online at Council's Website www.gannawarra.vic.gov.au.

3.2 Road Management Act Plan-Hierarchy of Council Road Management Act Assets

3.2.1 Roads

The Council's Plan only applies to roads in Council's Public Road Register and Council assets implied in section 40 (3) of the Road Management Act.

In relation to the above assets, the Council has decided, based on reasons of efficiency, Best Value, limited resources and conflicting priorities to adopt a hierarchy of the above roads and assets. Council's road hierarchy is based on a 7-tier hierarchy outlined in Appendix 1.

3.2.2 Footpaths

Section 40 (3) of the Road Management Act imposes statutory duties on the Council in relation to pathways adjacent to roads included in the Council's Road Register. For ease of reference, we will refer to these as Council Road Register footpaths and Council's hierarchy for footpaths is included in Appendix 1.

3.3 Road Management Responsibilities

Gannawarra Shire Council:

Gannawarra Shire Council is the responsible road authority for only those roads set out in section 37 of the Road Management Act.

Council is not responsible for:

VicRoads:

VicRoads is the responsible authority for managing the Arterial road network in the Shire, which includes all roads previously classified as Highways and Main Roads.

These roads include:

- 2 Highways:
 - Murray Valley Highway
 - Loddon Valley Highway

- 10 Arterial Roads:
 - Airport Road
 - Boort-Kerang Road
 - Cohuna-Koondrook Road
 - Cohuna-Leitchville Road
 - Donald-Swan Hill Road
 - Dumosa-Quambatook Road
 - Kerang-Koondrook Road
 - Kerang-Murrabit Road
 - Kerang-Quambatook Road
 - Leitchville-Pyramid Road

Abutting Municipalities:

Council shares responsibility for managing roads on the boundaries of the municipality. The Road Register identifies which Councils have maintenance responsibilities for which sections of the boundary roads, and the associated assets on these roads.

Department of Environment, Land, Water and Planning (DELWP):

A number of roads exist on Crown Land, other than road reserves, for which DELWP has management responsibility. These roads are not included in Council's Register of Public Roads, however a Council database is available identifying these roads.

VicTrack:

VicTrack is responsible for maintaining railway level crossings throughout the Gannawarra Shire, in the immediate vicinity of the railway line. Details relating to each crossing are detailed in the relevant Rail Safety Infrastructure Agreements.

Utility Assets:

Utility assets on the road reserve are provided and maintained by the authority responsible for the relevant non-road infrastructure. Council does not have any duties in relation to these utility assets.

3.4 Customer Requests, Action Process and Tracking System

Council is cognisant of its duties pursuant to the Road Management Act to consider inspection, both reactive and proactive of Road Register assets and also to maintain and repair these assets in accordance with the Council's Road Management Plan intervention objectives. To achieve this, Council has implemented its Confirm Asset Management System, a customer request system which triggers its Plan.

3.5 Suspension of Plan Due to Exceptional Circumstances

While the Council will endeavour to meet its Plan, from time-to-time because of changed circumstances including natural disasters, limited resources and conflicting priorities, this may not be possible. Moreover for the same reasons, the Council may have to suspend its Plan.

In the event of the above circumstances occurring, the Council relies on sections 83 and 84 of the Victorian Wrongs Act 1958 as a complete defence to any claim arising out of non-compliance with this Plan.

Where suspension of the Council's Plan is necessary, the Council's CEO or most senior officer in their absence will consider and decide on a suspension without necessarily consulting with any stakeholder.

If a suspension of the Council's Plan is undertaken, the reasons for this will be referred to as a force majeure event.

If the Council's Plan is suspended, stakeholders should be aware it will only be reinstated when the reasons for the suspension have abated and the Council has the resources to reasonably resume and meet its Plan.

4. INSPECTIONS OF COUNCIL ROAD MANAGEMENT ACT ASSETS

To assist Council to meet its Road Management Act duties and based on the same reasons explaining the Council's hierarchy of Road Management Act roads and Road Management Act footpaths referred to in this Plan, the Council has adopted the following inspection regimes -

In relation to inspections relating to complaints concerning Road Management Act assets, the Council's inspection regimes and risk adaptations are outlined in Appendix 3.

In relation to proactive inspections of Council Road Management Act assets, the Council's inspection regimes and risk adaptations are outlined in Appendix 3.

While the Council understands it is not mandatory or necessary to conduct proactive inspection of all Road Management Act Road Register assets, the Council, where possible as described in Appendix 3, will attempt to undertake these inspections for the purpose of developing a works program in accordance with Council's Road Asset Management Plan as amended.

The maintenance intervention levels are set out in Appendix 2.

5. REVIEW OF ROAD MANAGEMENT PLAN

5.1 Plan Review

A formal review, in accordance with sections 303 and 304 of the Road Management (General) Regulations 2005, will be conducted every four years in line with Council elections.

5.2 Amendment of Road Management Plan

Unless required as a result of a significant change in budget allocations for road and footpath maintenance, this Road Management Plan will not be amended during the life of the Plan.

Any revision of the Plan would be subject to consultation and approval processes as detailed in Section 54 of the Act.

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APPENDIX 1 - ROAD HIERARCHY

Council's Road Hierarchy is based on a 7-tier system of Link, Collector, Access-Major, Access-Minor, Ancillary Road Areas, Developer Roads and Not Maintained roads. Link Roads being the highest and more important category. Because of varying traffic volumes and types of usage between rural and urban areas, the criteria for determining the road classifications for each of these zones is slightly different.

The table below provides the definitions of the roads and applies to both urban and rural situations.

Classification	Definition	Accessibility	Surface
Roads			
Link	Primarily a link/connector between declared roads, major residential areas, industrial centres or areas of significance.	All Weather Access	Generally Sealed
Collector	Primarily connects into residential areas, minor industrial centres, primary commercial access or conveys traffic to link or arterial roads.	All Weather Access	Gravel or Sealed
Access-Major	Primarily provides access to residences.	Generally All Weather Access	Gravel or Sealed
Access-Minor	Primarily provides access to property.	All Weather or Dry Weather Only Access	Gravel or Earth
Ancillary Road Areas	A roadway generally contained within a Caravan Park, public park or public reserves. These are generally not within a road reserve but on Council managed land.	Generally All Weather Access	Gravel or Sealed
Developer Road	A roadway within a road reserve that is currently under construction or within a defects liability period. These roads do not form part of Councils Register of Public Roads as RM Act roads until such time as the defects liability period imposed on the developer has lapsed and the responsibility to maintain the road passes to Council, this is generally after the defects liability period and Council has informed the developer of such.	Generally All Weather Access	Generally Sealed
Not Maintained	Primarily un-formed roads, laneways or tracks and very rarely used. These roads do not form part of Councils Register of Public Roads as RM Act Roads.	Dry Weather Only	Gravel or Earth

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The Footpath hierarchy is divided into three categories, with Category 1 being the highest ranked as it has the highest user profile.

For the footpath hierarchy, pedestrian traffic is the basis of usage volume.

Classification	Definition
Category 1 High and Commercial Use Areas	These are footpaths within town and village centres where public footpaths have been constructed. Primarily included in this category is any footpath specifically constructed as access to the central business areas (CBD).
Category 2 Strategic and Intermediate Use Areas	Primarily included in this category is any footpath specifically constructed as access to Hospitals, Churches, Schools, Aged Hostels, and strategic routes to areas of significance. They generally have less use than Category 1 footpaths.
Category 3 Infrequently Used	Primarily included in this category is any footpath specifically constructed as access to residential areas and have less use than Category 2 footpaths.

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APPENDIX 2 – INTERVENTION LEVELS

INTERVENTION LEVELS – SEALED ROADS				
Service Code	Item	Defect Levels when Intervention is Required	Classification	June 2021 Target Response Time
PH	Pothole Patching	Repair if hole >50mm deep and 400mm diameter.	Link	Within 4 weeks
			Collector	Within 5 weeks
			Access-Major	Within 8 weeks
			Access-Minor	No seal in this Category
			Ancillary Areas	6 weeks
US	Unsealed Shoulders	a) Repair scours >75mm measured by a 1.2 m straight edge over a 20m length of shoulder. b) Any pothole > 50mm deep x 400 mm diameter.	Link	a) 3 months b) 1 month
			Collector	a) 3 months b) 1 month
			Access-Major	Programmed
			Access-Minor	N/A
			Ancillary Areas	Programmed
SW	Sweeping	Sweep if area > 40m ² and 40mm in depth.	Link	4 weeks
			Collector	16 weeks
			Access-Major	16 weeks
			Access-Minor	No seal in this Category
			Ancillary	Programmed
ER	Edge Repair	Repair Edge of break >200mm laterally or drop off > 75mm.	Link	8 weeks
			Collector	16 weeks
			Access-Major	16 weeks
			Access-Minor	No seal in this Category
			Ancillary	16 weeks

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Road Management Plan

INTERVENTION LEVELS – SEALED ROADS				
Service Code	Item	Defect Levels when Intervention is Required	Classification	June 2021 Target Response Time
PF	Pavement Failure (digouts)	When area is cracked and deformed and likely to deteriorate. Areas <25m ² and > 50mm deep (Link), > 75mm deep (Other classifications) under a 1.2m straight edge.	Link	16 weeks
			Collector	24 weeks
			Access-Major	32 weeks
			Access-Minor	No seal in this Category
			Ancillary	32 weeks
WL	Weed and sucker Control	Weeds and suckers obstructing vision of motorists at intersections and curves to be removed.	Link	4 weeks
			Collector	12 weeks
			Access-Major	12 weeks
			Access-Minor	No seal in this Category
			Ancillary	12 weeks
E	Emergency	Any reported hazard which presents an imminent threat to public health and safety.	Link	4 hours
			Collector	4 hours
			Access-Major	4 hours
			Access-Minor	4 Hours
			Ancillary	8 hours

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INTERVENTION LEVELS – GRAVEL ROADS INCLUDING UNSEALED URBAN ROADS				
Service Code	Item	Defect Levels when Intervention is Required	Classification	June 2021 Target Rectification Response Time
GPH	Pot Holes	Holes 75mm deep and 400mm diameter.	Link	No gravel Link Roads
			Collector	8 weeks
			Access-Major	12 weeks
			Access-Minor	Next scheduled grading works
			Ancillary	Next scheduled grading works
WR	Rutting	Rutting concentration for a length of road and average depth exceeding 75mm in any 100m ² .	Link	No gravel Link Roads
			Collector	Next scheduled grading works
			Access-Major	Next scheduled grading works
			Access-Minor	Next scheduled grading works
			Ancillary	Next scheduled grading works
C	Corrugations	Corrugation concentration for a length of road and average depth exceeding 50mm for 20% of road area in any 100m.	Link	No gravel Link Roads
			Collector	Next scheduled grading works
			Access-Major	Next scheduled grading works
			Access-Minor	Next scheduled grading works
			Ancillary	Next scheduled grading works
SS	Slippery Surface	Repair if area is > 100m in length and 500m ² .	Link	No gravel Link Roads
			Collector	Next scheduled grading works
			Access-Major	Next scheduled grading works
			Access-Minor	Next scheduled grading works
			Ancillary	Next scheduled grading works

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* In relation to rutting and corrugations, the repair method on unsealed roads is **GRADING**. This is done on a rotational basis, generally – Collectors twice per year and Access Major once per year.

INTERVENTION LEVELS – GRAVEL ROADS INCLUDING UNSEALED URBAN ROADS				
Service Code	Item	Defect Levels when Intervention is Required	Classification	Target Rectification Response Time
SC	Surface Scour	Area if long or transverse scouring exceeds 75mm depth >100m ² .	Link	No gravel Link Roads
			Collector	8 weeks
			Access-Major	16 weeks
			Access-Minor	Scheduled grading works
			Ancillary	Scheduled grading works
GE	Emergency	Any reported hazard which presents an imminent threat to public health and safety.	Link	No gravel Link Roads
			Collector	4 hours
			Access-Major	4 hours
			Access-Minor	4 hours
			Ancillary	8 hours

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INTERVENTION LEVELS – FOOTPATHS and SIGNS				
Service Code	Item	Defect Levels when Intervention is Required	Classification	Target Rectification Response Time
FP	Footpath	Vertical displacement > 20mm Undulations – height measured under a straight edge 1m in length.	Category 1	1 month
			Category 2	3 months
			Category 3	Programmed
GP	Guideposts	Where Council has installed guideposts to the Council's Standard replace if more than 20% of these posts are missing.	Link	6 weeks
			Collector	8 weeks
			Access-Major	16 weeks
			Access-Minor	16 weeks
			Ancillary	16 weeks
LM	Linemarking	All linemarking to be repainted as per program.	Link	Annual Program
			Collector	Annual Program
			Access-Major	2 years
			Access-Minor	No seal in this category
			Ancillary	2 years
RS	Regulatory Signs	Replace regulatory signs (Parking Signs excepted) that are missing or illegible at 100m at night using low beam or are illegible at 100 metres in daylight.	Link	4 weeks
			Collector	4 weeks
			Access-Major	6 weeks
			Access-Minor	6 weeks
			Ancillary	6 weeks
AS	Advisory Signs	Replace advisory signs that are missing or illegible at 100m using low beam at night or are illegible at 100 metres in daylight.	Link	6 weeks
			Collector	6 weeks
			Access-Major	8 weeks
			Access-Minor	12 weeks
			Ancillary	12 weeks

For all missing signs, the timing may be variable due to the promptness of ordering and supply.

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Road Management Plan

APPENDIX 3 -

INSPECTION FREQUENCIES ROADS

INSPECTION TYPE	FREQUENCY – Day Inspection					
	Link	Collector	Access-Major	Access-Minor	Ancillary Road Area	Not Responsible
RM Act Plan Inspections	3 times per year	Twice per year	Once per year	Once per year	Twice per year	N/A
Or as soon as reasonably practicable thereafter.						
Reactive interventions and risk strategies "reactive inspections"	Council will inspect within 10 business days.					N/A
INSPECTION TYPE	FREQUENCY – Night Inspection					
	Link	Collector	Access-Major	Access-Minor	Ancillary Road Area	Not Responsible
Safety/Hazard Inspection	Once per year	Once per year	N/A	N/A	N/A	N/A

INSPECTION FREQUENCIES FOOTPATHS

FOOTPATH INSPECTION	FREQUENCY		
	Category 1	Category 2	Category 3
Defect Inspection	Twice per year	Once per year	Once per year

No	MAV Recommendation	Council Responses
1.3	Council should consider including reference to the Road Safety Act 1986 within this list.	Updates to relevant legislation have been made to the document.
1.3	Council should consider replacing this paragraph with accurate quotes/extracts from the referenced sections of the Road Management Act, rather than the current approach of attempting to summarise these sections. For example: <i>Section 36 of the Road Management Act 2004 provides information on coordinating road authority. According to subsection (c), the coordinating road authority: If the road is a municipal road, it is the municipal council of the municipal district in which the road or part of the road is situated.</i>	Updates to relevant legislation have been made to the document, with the wording: Section 36 of the Road Management Act 2004 provides information on coordinating road authority. According to subsection (c), the coordinating road authority: If the road is a municipal road, it is the municipal council of the municipal district in which the road or part of the road is situated.
3.5	Council should consider changing the title of this section to "Suspension of Plan Due to Exceptional Circumstances".	As advised, title change to: Suspension of Plan Due to Exceptional Circumstances
4	Council should consider removing any use of the terms "programmed" as a repair timeframe. It is recommended that all response/repair timeframes be clear, practicable and measurable.	Removed the following wording: Where the response is "programmed" it is referred to a program of works and undertaken subject to the availability of resources.
5.1	Council should consider reviewing this statement and updating as appropriate to ensure it accurately reflects the current status of this auditing process.	The following statement has been removed. A program of auditing, using both internal and external auditors, is being developed for the purposes of ensuring that all the management systems in place are delivering the levels of service adopted by Council for its road network assets.
App 1	If Council does own/maintain shared pathways located within the road reserve, Council should consider ensuring it is clear how such pathways are classified within the footpath hierarchy.	No changes required as council does not have any shared pathways.
App 2	Council should consider changing the word "or" to "and" in this intervention level, so that only potholes that exceed both measurements are identified as exceeding intervention level and require repair works.	As advised replaced the word 'or' with 'and'.
App 2	Council should consider reviewing and updating the wording of this intervention level such that it is clear and measurable.	As advised sweeping intervention level changed so it is clear and measurable. Added wording: Sweep if area>40m2 and 40mm in depth. Removed wording: that has build-up that is visible in the travel path and/or is a potential hazard to vehicles or pedestrians.

No	MAV Recommendation	Council Responses
App 2	Council should consider reviewing and updating the wording of this intervention level to something similar to: <i>“Any reported hazard which presents an imminent threat to public health and safety”</i> . Council should also consider including a specified response timeframe for Emergency situations located on Access Minor roads.	As advised intervention level changed. Added wording: Any reported hazard which presents an imminent threat to public health and safety. Removed wording: When any call is received which reports public safety in jeopardy. Includes all work arising from emergency incidents including flood, fires, storms, traffic accidents, roads blocked by rubbish or animals and waste that may impact on the safety of the public and protection of the asset.
App 2	Council should consider removing the word “or” and leaving just the word “and” in this intervention level, so that only potholes that exceed both measurements are identified as exceeding intervention level and require repair works.	As advised removed the word ‘or’ with ‘and’.
App 2	Council should consider replacing use of the term “Programmed” for response timeframes. One option may be to state that such defects are repaired within the next scheduled grading works.	As advised removed the word: Programmed. Added wording: Next scheduled grading works.
App 2	Council should consider reviewing and updating the wording of the slippery surface intervention level such that it is clear and measurable.	As advised removed the word: Any part. As advised added the wording: Repair if area is >100m in length and 500m ²
App 2	Council should consider reviewing and updating the wording of this intervention level to something similar to: <i>“Any reported hazard which presents an imminent threat to public health and safety”</i> . Council should also consider including a specified response timeframe for Emergency situations located on Access Minor roads.	As advised intervention level changed. Added wording: Any reported hazard which presents an imminent threat to public health and safety. Removed wording: When any call is received which reports public safety in jeopardy. Includes all work arising from emergency incidents including flood, fires, storms, traffic accidents, roads blocked by rubbish or animals and waste that may impact on the safety of the public and protection of the asset.
App 2	Council should consider reviewing the intervention level(s) for footpaths to include two specific types of defect: Vertical displacement (i.e. trip hazard)->20mm Undulations (i.e. “bumps” usually found on asphalt paths)-height measured under a straight edge, usually 1m in length. This will ensure each type of defect is considered accordingly, and vertical displacements are mitigated consistently regardless of the type of surface on which they are found.	As advised removed the wording: Concrete: Vertical displacement between two adjacent surfaces is greater than 20mm. Asphalt: Tree root or similar displacement greater than 75 mm. Added wording: Vertical displacement > 20mm Undulations – height measured under a straight edge 1m in length

No	MAV Recommendation	Council Responses
App 3	Council should consider removing any use of terms such as “as soon as reasonably practicable” or similar. All response timeframes should be clear and measurable, in terms of hours, days, working/business days, weeks, etc. Council should specify a timeframe that they have determined is reasonably practicable, and one that is regularly achievable given consideration to their available resources.	As advised removed the wording: The Shire will respond as soon as reasonably practicable following receipt of a possible RM Act defect. Added wording: Council will inspect within 10 business days

INSPECTION FREQUENCIES

MAV Insurance raised concern over the specified inspection frequencies. Therefore, the following changes have been made to the draft Road Management Plan.

Inspection Frequencies Roads	Current	Change
Link	13 weeks	Three times per year
Collector	13 weeks	Twice per year
Access Major	26 weeks	Once per year
Access Minor	52 weeks	Once per year
Ancillary Road Area	26 weeks	Twice per year
Not Responsible	N/A	N/A

Night Inspections	Current	Change
Link	52 weeks	Once per year
Collector	52 weeks	Once per year

Inspection Frequencies Footpaths	Current	Changed
Category 1	13 weeks	Twice per year
Category 2	13 weeks	Once per year
Category 3	26 weeks	Once per year

7.7 G08-2021 ATKINSON PARK PLAY SPACE & CHANGING PLACES FACILITY

Author: Wade Williams, Manager Projects and Property

Authoriser: Geoff Rollinson, Director Infrastructure and Development

Attachments: 1 G08-2021 Tender Evaluation
2 G08-2021 Tender Price

RECOMMENDATION

1. Council award contract G08-2021 for the Atkinson Park Play Space & Changing Places Facility to CJ & BT McLoughlan Pty Ltd for the lump sum amount, not subject to rise and fall, of \$976,584.00 excluding GST.

EXECUTIVE SUMMARY

The Atkinson Park Play Space & Changing Places Facility forms part of Kerang's Sir John Gorton Precinct. The project is supported by \$1 million from the State Government's Community Sports Infrastructure Stimulus Program.

Council officers have completed a tendering and evaluation process and recommend the appointment of CJ & BT McLoughlan Pty Ltd as the successful tenderer for the development of the new Atkinson Park Play Space & Changing Places Facility.

PURPOSE

The purpose of this report is for Council to consider awarding tender G08-2021 for the development of the Atkinson Park Play Space & Changing Places Facility with associated play equipment, park furniture, Changing Places facility and landscaping.

ATTACHMENTS

G08-2021 Tender Evaluation.
G08-2021 Tender Price.

DISCUSSION

The 2020/21 Council budget allocates a total of \$1.1 million towards the Atkinson Park Play Space & Changing Places Facility comprising \$100,000 in Council funding and \$1 million in grant funding. Council has received grant funding, through Sport and Recreation Victoria's Community Sports Infrastructure Stimulus Program, for accessibility developments to Kerang's Sir John Gorton Precinct.

This project will deliver two primary developments at Atkinson Park as the first in a suite of developments planned for the Sir John Gorton Precinct. It will provide crucial infrastructure for people to participate in recreational activities and events, and presents an opportunity to build infrastructure that supports the key pillars of health and wellbeing, social inclusion, liveability and tourism.

The playground component of the project will provide an all abilities play facility at Kerang's primary tourist stopping point and major events location. Including the installation of accessible and inclusive play equipment and activities, this will encourage greater socialisation and physical activity for the local community and regional visitors.

There are currently 183 Changing Places facilities around Australia, these provide amenities for people who cannot utilise standard accessible toilets which allows people with high support needs to fully participate in the community. The planned facility includes adult sized change table, ceiling hoist, toilet, shower, privacy screen and additional circulation space to meet the needs of people with complex disabilities.

The Changing Places facility will be approved by a Changing Places Assessor and then registered as an accredited facility on the Changing Places website. The accreditation process ensures that Changing Places are built to standard so that users can be confident that the design is fit for purpose.

Access will be gained via a Master Locksmiths Access Key (MLAK) which, while not mandated, has been almost universally adopted across all facilities in Australia. People with disabilities, their carers, assistants and support workers needing to utilise these facilities can purchase their own MLAK key, in addition one will be available from the Sir John Gorton Library.

Council officers engaged a qualified landscape architect and consulted with several community groups with design workshops to finalise the design, including working with the local Landcare group to select native and indigenous plants. The Changing Places facility design has been adopted from a standard approved layout, with additions being a public shower and sheltered rest area.

In addition, upgrades to the existing toilets are planned to update the exterior colours and provide a double hand wash station outside the toilets. This will see removal of the internal basins, paper towel and soap dispensers and bins that are currently in each cubicle.

Tenders for the expansion of the Atkinson Park Play Space & Changing Places Facility were advertised through Council's E-Tendering Portal and closed on 2 November 2021. A total of one submission was received and subsequently evaluated by a panel of three Council officers.

Evaluation of the submission 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.

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).	30%
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-contractors' resources, technical and financial capabilities to successfully complete the contract.	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 (refer to Council Policy 109 for guidance)	15%

Post tender closing, Council officers have negotiated the exclusion of some minor items, and the replacement of one piece of equipment with another, to reduce the contract value in order to remain within the allocated budget.

The negotiated tendered price is shown in the table below:

Tenderer	Price (excluding GST)
CJ & BT McLoughlan Pty Ltd	\$ 976,584.00

The preferred tenderer has previously delivered the Koondrook All Abilities playground, along with a variety of building works, and is currently undertaking the Cohuna All Abilities Playground and Morton Garner Pavilion projects for Council.

RELATED COUNCIL DECISIONS

Not applicable.

OPTIONS

1. Award the tender to CJ & BT McLoughlan Pty Ltd for the lump sum amount of \$976,584.00 excluding GST.
2. Reject the tender and readvertise the tender with the anticipation that Council receive other tender submissions. Previous advertised tenders for similar projects have shown this is unlikely to be the case and this would delay the project's current Practical Completion of 15 June 2022.
3. Abandon the project and return the grant funding.

Officers recommend proceeding with Option 1.

SUSTAINABILITY IMPLICATIONS

- Maintenance

The plantings selected for the garden areas are low maintenance natives with low water demand.
- Social

The project will improve diversity and inclusion by increasing participation by disadvantaged communities and underrepresented groups identified in Active Victoria. The project will enable people with a disability to participate more fully in activities and events, opening these recreational opportunities to all locals and visitors no matter their age or ability.
- Environmental

No existing trees will be removed. New plantings include selections beneficial for various butterflies, insects and native birds.
- Climate Change

The plantings selected for the garden areas are low maintenance and low water demand varieties with hardy kikuyu turf in grassed areas.

COMMUNITY ENGAGEMENT

This project has been developed with input from several community groups who, working with Council officers and the designer, have helped to refine the project design.

Communication with the local community will be ongoing as the project progresses towards commencement and ultimately completion.

INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable.

COLLABORATION

Not applicable.

FINANCIAL VIABILITY

There will be a negative impact on Council's cleaning budget due to the Changing Places facility and the public shower. This will be offset by a reduction in cleaning duties relating to moving to a single hand wash station outside the existing toilets and removing the internal basins, bins and hand towel and soap dispensers.

The playground expansion will result in a minor increase in parks and gardens maintenance due to the additional gardens and area requiring soft fall mulch.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

COUNCIL PLANS AND POLICIES

Council Plan 2021 – 2025:

Goal 1. Liveability - Strategic Priority 2: Build unique transformational infrastructure that enhances liveability and passive and active recreation.

Goal 2. Growth - Strategic Priority 4: Support the creation of destinations in the Gannawarra to attract visitors to our region.

Gannawarra Shire Children & Youth Strategy 2016-2020:

1. Health and Wellbeing - Continue to build on the development of community gyms or parks/outdoor spaces with exercise equipment.

Gannawarra Shire Sport and Recreation Strategy 2019-2029:

High priority project I - Upgrade Atkinson Park Kerang

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


Contract name: Atkinson Park Play Space & Changing Places Facility
 Contract number: G08-2021

Criteria	Weight	CJ & BT McLoughlan	
		Score	Wghtd score
1 Price - Financial Cost to Council	0.35	5.00	1.75
2 Tenderer's and any nominated sub-contractors' resources, technical and financial capabilities to successfully complete the contract.	0.20	8.00	1.60
3 Tenderer's experience on similar projects and standing, experience and skill within the industry	0.20	8.00	1.60
4 Tender's and nominated sub contractors OH&S record and procedures and ability to minimise Council's insurance risks	0.15	9.00	1.35
5 Tenderers and nominated sub-contractor's operational base including assessment of business, staff location, materials purchasing and sub-contractor locations.	0.10	6.00	0.60
TOTAL WEIGHTEDSCORE :			6.90

Approximate Contract Total

Criteria	Weight	Comments
Price - Financial Cost to Council	0.35	Auto Calculation
Tenderer's and any nominated sub-contractors' resources, technical and financial capabilities to successfully complete the contract.	0.20	Tenderer has extensive building experience. Subcontractors experienced in their respective fields. Completed Koondrook All Abilities Playground. Experience in installation of components is with individual installers. 23 week project schedule.
Tenderer's experience on similar projects and standing, experience and skill within the industry	0.20	Use of specialist contractors to complete individual elements of the project. Individual suppliers to install there own components.
Tender's and nominated sub contractors OH&S record and procedures and ability to minimise Council's insurance risks	0.15	Registered on Rapid with Council. Have the necessary policies and procedures in place. No 3rd party accreditation.
Tenderers and nominated sub-contractor's operational base including assessment of business, staff location, materials purchasing and sub-contractor locations.	0.10	Locally based company with Regional based partner. Use of local contractors. Approx 40% local content.

Evaluation Panel

Name: Leigh Hollingworth  9/11/2021
 Title: Civil Projects Officer

 09/11/2021
 Name: Wade Williams
 Title: Manager Projects and Property

 09/11/2021
 Name: Amit Patel
 Title: Civil Projects Officer

The above personnel were previously approved to form the Evaluation Panel.

Consideration has be given when establishing the above evaluation panel to ensure proper probity issues are considered, especially when an existing contractor may be involved in the tender process. All members of the Evaluation Panel shall being signatories to this report declare their probity and confidentiality in dealing with this tender evaluation.

The evaluation process used was in accordance with the adopted policies of Gannawarra Shire Council and were advised to all tenderers in the Tender Conditions.

Gannawarra Shire Council

Contract name: Atkinson Park Play Space & Changing Places Facility
Contract number: G08-2021

Based on "Lump Sum" only	CJ & BT McLoughlan
Tender price:	1094904.00
Median Price	1094904.00
(Median Price -Tender Price)	0.00
10 x (Median \$ -Tender \$) / Median \$	0.00
Financial Criteria Score:	5.00

Median Price: \$ 1,094,904.00

8 URGENT ITEMS**9 NOTICES OF MOTION**

Nil

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@gsc.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 a 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
Timber Towns 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

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 66(2)(a) of the *Local Government Act 2020* (the Act):

12.1 Chief Executive Officer - Performance Review

This matter is considered to be confidential as defined by section 3(1) of the Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personal information.