

SPECIAL MEETING OF COUNCIL

Notice is hereby given of a
Special Meeting of Council to be held at
the Council Chamber, 15 Stead Street, Ballan on
Wednesday 29 June 2016,
commencing at 6:00 p.m.

Members:

Cr. Allan Comrie (Mayor)	East Moorabool Ward
Cr. Paul Tatchell	Central Ward
Cr. David Edwards	East Moorabool Ward
Cr. John Spain	East Moorabool Ward
Cr. Tonia Dudzik	East Moorabool Ward
Cr. Tom Sullivan	West Moorabool Ward
Cr. Pat Toohey	Woodlands Ward

Officers:

Mr. Rob Croxford	Chief Executive Officer
Mr. Phil Jeffrey	General Manager Infrastructure
Mr. Satwinder Sandhu	General Manager Growth and Development
Mr. Danny Colgan	General Manager Community Services

Rob Croxford
Chief Executive Officer

AGENDA

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1. OPENING OF MEETING

2. ACKNOWLEDGEMENT TO COUNTRY

We respectfully acknowledge the traditional owners of this land, their spirits and ancestors.

3. PRESENT

4. APOLOGIES

5. DISCLOSURE OF CONFLICT OF INTEREST

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest (section 77A and 77B). The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 set out the requirements of a Councillor or member of a Special Committee to disclose any conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

Definitions of the class of the interest are:

- a direct interest
 - (section 77A, 77B)
- an indirect interest (see below)
 - indirect interest by close association (section 78)
 - indirect financial interest (section 78A)
 - indirect interest because of conflicting duty (section 78B)
 - indirect interest because of receipt of gift(s) (section 78C)
 - indirect interest through civil proceedings (section 78D)
 - indirect interest because of impact on residential amenity (section 78E)

Time for Disclosure of Conflicts of Interest

In addition to the Council protocol relating to disclosure at the beginning of the meeting, section 79 of the Local Government Act 1989 (the Act) requires a Councillor to disclose the details, classification and the nature of the conflict of interest immediately at the beginning of the meeting and/or before consideration or discussion of the Item.

Section 79(6) of the Act states:

While the matter is being considered or any vote is taken in relation to the matter, the Councillor or member of a special committee must:

- (a) leave the room and notify the Mayor or the Chairperson of the special committee that he or she is doing so; and
- (b) remain outside the room and any gallery or other area in view of hearing of the room.

The Councillor is to be notified by the Mayor or Chairperson of the special committee that he or she may return to the room after consideration of the matter and all votes on the matter.

There are important reasons for requiring this disclosure immediately before the relevant matter is considered.

- Firstly, members of the public might only be in attendance for part of a meeting and should be able to see that all matters are considered in an appropriately transparent manner.
- Secondly, if conflicts of interest are not disclosed immediately before an item there is a risk that a Councillor who arrives late to a meeting may fail to disclose their conflict of interest and be in breach of the Act.

6. PRESENTATIONS / DEPUTATIONS

The Council has made provision in the business of the Special Meeting of the Council for the making of presentations or deputations to Council in relation to matters presented on the agenda for Council consideration.

Presentations or deputations are required to be conducted in accordance with the requirements contained within the **Presentation/Deputations Protocols and Procedural Guidelines**.

Persons wishing to make a presentation or deputation to the Council on a matter included in the agenda shall inform Council by 1pm on the Friday prior to the meeting by contacting the Chief Executive Officer's Office and registering their name and agenda item being spoken to.

At the meeting the Mayor will invite the persons wishing to make a presentation or delegation to address the Council on the agenda item.

The person making the presentation or deputation is to stand and address the Council on the item. No debate on the item is permitted between the person making the presentation or delegation and the Council.

A maximum of three minutes per presentation or delegation will be allocated. An extension of time may be granted at the discretion of the Mayor.

Councillors, through the Mayor, may ask the person making the presentation or delegation for clarification of matters presented.

The Mayor may direct that a member of the gallery ceases speaking if the above procedure is not followed.

List of Persons making Presentations/Deputations other than in relation to a planning item listed on the agenda:

As listed.

7. BUSINESS

7.1 Consideration of the Proposed 2016/17 Annual Budget

Introduction

File No.: 07/01/011
Author: Steven Ivelja
General Manager: Phil Jeffrey

In accordance with Section 130 of the Local Government Act 1989 (the Act) Council is required to formally adopt the 2016/17 Annual Budget by 30 June 2016. As resolved by Council on 4 May 2016, the proposed Budget was placed on public exhibition from Tuesday 10 May 2016 to Tuesday 7 June 2016 inclusive, calling for submissions as required under Section 223 of the Act. This was advertised in The Moorabool News on 10 May 2016 and the Ballarat Courier on 14 May 2016.

Section 223 of the Act requires Council to follow a process of enabling submissions to be received. There were 9 written submissions received by 7 June 2016. Council considered submissions at the Special Meeting of Council on 22 June 2016 and resolved:

1. *That the nine submissions be received;*
2. *That having considered the public submissions, the adoption of the 2016/17 Annual Budget, including the following amendment,*
 - *the net savings of Councils' contribution to the Maddingley Park changerooms refurbishment be applied as a Council contribution of seed funding to the pavilion improvement project, be referred to the Special Meeting of Council of Wednesday 29 June 2016 to be held at 6.00pm in Council Chamber, 15 Stead Street, Ballan.*
3. *That officers be requested to continue to work with committees and groups that have put forward capital projects in order to strengthen future submissions to funding opportunities.*
4. *That following the adoption of the 2016/17 Annual Budget, responses are provided to each Submitter.*

Having completed all statutory requirements, the 2016/17 Annual Budget can now be considered for adoption.

Background

The Proposed 2016/17 Annual Budget that was advertised for community consultation is attached to this report (Attachment 7.1). It recognises the importance of setting a clear direction for the future, achieving measurable objectives, encouraging community input and consultation, and being financially responsible. It is part of a financial plan that aims to secure a viable and sustainable path to achieve the Shire's objectives.

The budget includes a 3.5% rate increase for 2016/17 after approval was given by the Essential Services Commission for a 1.0% increase on top of the legislated 2.5% for all Victorian Councils. The rate increase is to fund the capital improvement program, new initiatives, service growth and Council operations.

The 2016/17 financial year is also a revaluation year. Due to the municipal revaluation a proposed 3.5% rate increase will not be reflected in the residents' rates notices as property valuations will result in a redistribution of the rating burden.

Budget Amendments and related matters

Since the Proposed Budget was presented to Council there are some suggested amendments to the Operating budget. New or updated information has become available and these amendments are highlighted below.

1. Indicative Financial Assistance Grant Allocations for 2016/17

On 24 May 2016, Council was advised by the Victorian Grants Commission of its indicative Financial Assistance Grants for 2016/17. As a result of this preliminary advice, it is likely that Council will receive \$58,819 more than the level estimated in the 2016/17 Proposed Budget. The increase is made up of;

Table 1.1;

	Proposed Budget	Indicative	
	2016/17	2016/17	Change
General Purpose Grant	4,060,328	4,103,925	43,597
Local Roads Grant	1,760,241	1,775,463	15,222
Total	5,820,569	5,879,388	58,819

2. Recent Council Resolutions

Two One-Off Projects have been approved recently by Council Resolution for inclusion in the 2016/17 budget. These are;

- Indoor Court Feasibility Study - \$15,000 from Capital Works Seed Funding Reserve and \$30,000 in external grant funds. Total project value \$45,000.
- Infrastructure Contributions Plan - \$15,000 allocated to undertake an initial report.

3. Developer Contributions

An amount of \$252,860 was budgeted to be received in 2016/17 for Halletts Way North Extension. This amount will now be received in the 2015/16 financial year.

4. Other Adjustments

Other minor adjustments include the following;

- Climate Change Grant (Develop an Implementation Plan for Sustainable Building Upgrades) – Council has been successful in obtaining \$10,000 in funding for this project. Overall the net cost to Council is zero.
- Election Costs – Council has been advised that the contracted cost to Victorian Electoral Commission will be \$161,495. The amount in the proposed budget was \$138,500. The 2016/17 Budget will be amended to reflect the variance of \$22,995.
- Changes to Capital Improvement Program from Budget Submissions as per the following:

Table 1.2;**Proposed Budget 2016/17**

Capital Works Area	ProjectCost \$'000	Grants \$'000	Contributions \$'000	CouncilCash \$'000	Loans \$'000
PROPERTY					
Maddingley Park Changeroom Refurbishment	96	25	0	71	0
Maddingley Park Pavilion Improvements	150	150	0	0	0
Total	246	175	0	71	0

Amendments as a result of 22nd June meeting

Capital Works Area	ProjectCost \$'000	Grants \$'000	Contributions \$'000	CouncilCash \$'000	Loans \$'000
PROPERTY					
Maddingley Park Changeroom Refurbishment	30	15	0	15	0
Maddingley Park Pavilion Improvements	170	114	0	56	0
Total	200	129	0	71	0

In relation to the Change Room refurbishment project, the proposed budget will be reduced from \$96,000 to \$30,000 to reflect the proposed changes to the scope of works. As a result, Council's contribution to the project will reduce from \$71,000 to \$15,000, with the remainder of the project funded by external grants.

With the change of scope of the Change Room project resulting in a \$56,000 reduction in Council contributions, the \$56,000 will be transferred to the Maddingley Park Pavilion Improvement project. As a result, Council's overall contribution to the 2 projects will remain constant at \$71,000. In line with the proposal put forward by the submitter, the aggregate of both projects combined is proposed to be capped at an overall cost of \$200,000, resulting in a total of \$114,000 needing to be sought from either contributions or external grants. Based on the submission put forward by the club, the club and the committee of management will contribute an aggregate sum of \$60,000 resulting in a shortfall of \$54,000 required to fund the project. Based on Council's resolution, Council has not funded the project shortfall.

Summary of Adjustments

Overall the changes will impact the Comprehensive Income Statement by \$293,036. The table below shows these amendments and the impact on the overall surplus for the 2016/17 Budget.

Table 1.3;

Comprehensive Income Statement			
	Proposed Budget	Adjusted Budget	Variance
	2016/17	2016/17	2016/17
	\$'000	\$'000	\$'000
Income			
Rates and charges	31,043	31,043	0
Statutory fees and fines	642	642	0
User fees	1,951	1,951	0
Contributions - monetary	353	100	(253)
Contributions - non-monetary assets	4,635	4,635	0
Grants - Operating (recurrent)	8,930	8,989	59
Grants - Operating (non-recurrent)	120	160	40
Grants - Capital (recurrent)	2,899	2,899	0
Grants - Capital (non-recurrent)	2,190	2,144	(46)
Other income	1,381	1,381	0
Interest received	374	374	0
Total income	54,517	54,317	(200)
Expenses			
Employee costs	18,226	18,226	0
Materials and services	14,530	14,623	(93)
Depreciation and amortisation	9,961	9,961	0
Finance costs	906	906	0
Other expenses	770	770	0
Net gain on disposal of property, infrastructure, plant and equipment	1,337	1,337	0
Total expenses	45,730	45,823	(93)
Surplus (deficit) for the year	8,787	8,494	(293)

Policy Implications

The 2013 – 2017 Council Plan provides as follows:

Key Result Area -	Continuous Improvement in Council Services
Objective -	Sound, long term financial management
Strategy -	Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets.

The consideration of the Proposed 2016/17 Annual Budget is consistent with the 2013-2017 Council Plan.

Financial Implications

The 2016/17 Annual Budget has been prepared within the adopted five year strategic financial plan. This will allow Council to improve its financial sustainability and balance the building of new infrastructure with maintaining our existing infrastructure. This is evidenced by:

- Excluding the impact of any proposed amendments contained in this report, the adjusted underlying deficit is budgeted to improve from a 2015/16 forecasted deficit of \$2.635m to a 2016/17 budgeted surplus of \$1.610m.
- Excluding the impact of any proposed amendments contained in this report, the 2016/17 capital budget is \$17.460m with almost 57% of this being committed to renewal/upgrade projects.

Communications Strategy

In accordance with Section 223 of the Act, Council considered submissions on 22 June 2016. Council received 9 written submissions, with the following people requesting to speak to their submission:

- Mrs. Margaret Scarff
- Mr. Chris Sharkey
- Mr. Russell Hendry on behalf of Maddingley Park CoM

The following outlines the timetable in place for the communication and adoption of the 2016/17 Annual Budget:

Timetable for the Proposal and Adoption of the 2016/17 Annual Budget	
Proposed 2016/17 Annual Budget presented for Council adoption and Public Notification	4 May 2016
Advertise Proposed 2016/17 Annual Budget, inviting public inspection and submissions according to Section 223 of the Local Government Act 1989, in Council's nominated newspapers	10 May to 7 June 2016
Consider public submissions per Section 223(1)(b) of the Local Government Act 1989 for the Proposed 2016/17 Annual Budget	22 June 2016
Formally adopt 2016/17 Annual Budget	29 June 2016
Submit 2016/17 Budget to the Minister for Local Government	30 June 2016
Public Notice – Adoption of 2016/17 Annual Budget	5 July 2016

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council the briefing officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Phil Jeffrey

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

Author – Steven Ivelja

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion

The budget presents Council's immediate and longer-term financial strategy and links the actions set out in the Council Plan. It also identifies the capital works and services the community can expect from Council during the 2016/17 financial year and beyond.

Recommendation:

1.1 That Council adopts the 2016/17 Proposed Annual Budget with the following amendments:

1.1.1 amendments related to Federal Assistance Grants based on preliminary advice received from the Victorian Grants Commission as per Table 1.1 of this report.

1.1.2 all other proposed amendments that comprise the net movement in Councils surplus as per Table 1.2 and 1.3 of this report.

1.2 That having considered the details of the 2016/17 recurrent and capital budget appended to this report, which includes:

1.2.1 – Mayor's Introduction

1.2.2 – Chief Executive Officer's Summary

1.2.3 – Budget Reports (contains all statutory requirements)

1.2.4 – Budget Analysis (best practice)

1.2.5 – Long Term Strategies

1.2.6 – Appendix A – Fees and charges schedule

1.2.7 – Appendix B – Budget process

the proposed operating and capital budget 2016/17 be the budget prepared for the purposes of section 127 of Act.

1.3 That in accordance Regulation 8 of the Regulations, Council declares its intention to borrow \$2.790m. Loan redemption for 2016/17 will be \$1.431m.

1.4 General Rates

1.4.1 That in accordance with Section 158 of the Local Government Act 1989, Council declares a General Rate for the rating period commencing 1 July 2016 and ending 30 June 2017.

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

1.4.3 A differential rate be declared for rateable land having the respective characteristics specified in the Schedule to this resolution, which characteristics will form the criteria for each differential rate so declared:

Category	Cents/\$CIV
Commercial & Industrial Rate	0.006528
Commercial & Industrial Vacant Land	0.010607
Extractive Industry Rate	0.012729
Farm Rate	0.003182
General Rate	0.004080
Vacant Land General	0.008567
Vacant Land FZ and RCZ	0.004080
Vacant Land GRZ	0.010199
Residential Retirement Villages	0.003671

1.4.4 Each differential rate will be determined by multiplying the Capital Improved Value (CIV) of each rateable land (categorised by the characteristics described in the Schedule to this Resolution) by the relevant percentages.

1.4.5 It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:

1.4.5.1 the respective objectives of each differential rate be those specified in the Schedule to this Resolution; and

1.4.5.2 the respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Resolution; and

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

1.4.5.4 the relevant
(a) uses of;
(b) geographical locations of; and
(c) Planning Scheme zonings of; and

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

1.5 Municipal Charge

1.5.1 It be confirmed that no municipal charge is declared in respect of the 2016/17 Financial Year.

1.6 Annual Service Charge

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

1.6.1.1 The annual service charge be declared in respect of the period 1 July 2016 to 30 June 2017.

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

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

- (i) \$144 per annum for each property that is within the defined urban service area to which a domestic waste collection service is available;**
- (ii) \$144 per annum for each property that is within the defined rural service area to which a domestic waste collection service is available;**
- (iii) \$144 per annum for each property that is not within a defined service area, to which a domestic waste collection service is provided;**
- (iv) \$90 per annum for all rateable properties in all Wards including:
 - (a) each rateable land that is "farm land" within the meaning of section 2(1) of the Valuation of Land Act 1960 and is a 'single farm enterprise' within the meaning of Section 159(8) of the Local Government Act 1989; and**
 - (b) each other rateable land, from which there is capable of being generated waste which can be deposited by a ratepayer or resident at a landfill or waste transfer station or any other litter facility.****
- (v) \$45 per annum for all rateable properties in all Wards including:
 - (a) each rateable land that is "farm land" within the meaning of section 2(1) of the Valuation of Land Act 1960 and is a 'single farm enterprise' within the****

- meaning of Section 159(8) of the Local Government Act 1989; and
- (b) each other rateable land, from which there is capable of being generated waste which can be deposited by a ratepayer or resident at a landfill or waste transfer station or any other litter facility.
 - (vi) \$50 per annum (half year impact 2016/17) non-compulsory and optional charge within the urban (residential and low density residential) areas of Bacchus Marsh and Ballan for kerbside greenwaste collection service.

The defined service areas outlined above and the designated routes are defined on a plan, which can be viewed at the Council offices.

1.7 Rebates & Concessions

- 1.7.1 It be recorded that Council grants to each owner of rateable land who is an "eligible recipient" within the meaning of the State Concessions Act 1986, a rebate of an amount determined by the Department of Human Services in respect of their principal place of residence. The criterion for "eligible recipient" is also determined by the Department of Human Services.

1.8 Payment

- 1.8.1 All rates and charges to be paid in four instalments, in accordance with Section 167 (1) and (2) of the Local Government Act 1989.
- 1.8.2 Unless Council resolves otherwise, a person may only pay rates and charges as a lump sum if payment is made on or before 15 February 2017.

1.9 Consequential

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

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

- 1.10 That it is proposed that an amount of \$31,043,434 be declared as the amount Council intends to raise from the general rates and charges (including Supplementary and Special Rates) for the period from 1 July 2016 to 30 June 2017.

- 1.11 That in accordance with Section 158 of the Act and Regulation 8 of the Regulations, detailed information concerning General Rates and Special Rates and charges is appended to this report.**
- 1.12 That as part of the public presentation process for the proposed budget, the following actions were undertaken in accordance with:**
- 1.12.1 Sections 127 and 129 of the Act and Regulation 9 of the Regulations – that the proposed 2016/17 budget be made available for public inspection.**
- 1.12.2 Section 129 of the Act and Regulation 9 of the Regulations – that the Chief Executive Officer be authorised to give public notice that the Proposed 2016/17 Annual Budget has been prepared and is available for public inspection.**
- 1.12.3 Sections 158 to 162 of the Act and Regulation 9 of Regulations - that Council give public notice and have ready for public inspection all prescribed information to be available from 10 May until 7 June 2016.**
- 1.13 That Council resolved to allow 28 days for submissions to be made by members of the public and that all submissions are to be made in the prescribed manner. Council heard submissions on Wednesday 22 June 2016 at the James Young Room, Lerderderg Library, Bacchus Marsh.**
- 1.14 That in accordance with Section 130 of the Act, Council resolves to notify and place on public notice its decision to adopt the 2016/17 Annual Budget on 29 June 2016 at a Special Meeting of Council held at the Ballan Council Chamber, 15 Stead Street, Ballan.**
-

SCHEDULE

Differential Rating Categories

General Developed Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial year.

Definition:

Any land:

- on which a dwelling is lawfully erected and occupied for the principal purpose of physically accommodating persons; and
- which does not have the characteristics of:
 - o Commercial and Industrial Land;

- Vacant Commercial and Industrial Land;
- Extractive Industry Land;
- Farm Land
- Residential Retirement Villages Land;
- Vacant General Land;
- Vacant FZ and RCZ Land; or
- Vacant GRZ.

Commercial and Industrial Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial year.

Definition:

Any land which is lawfully used:

- for the principal purpose of carrying out the manufacturing or productions of goods; or
- for the principal purpose of carrying out trade in goods or services.

Vacant Commercial and Industrial Land**Objective:**

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Definition:

Any land:

- located within an Industrial or Commercial zone under the Moorabool Planning scheme; and
- which is vacant; or
- not lawfully developed for the principal purpose of carrying out the manufacturing or production of goods or trade in goods or services; and
- which does not have the characteristics of General Developed Land.

Extractive Industry Land**Objective:**

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial year.

Definition:

Any land;

- which is used primarily for the extraction or removal of minerals, earth or stone including the treatment of minerals, earth or stone; or
- on which activities for the extraction or removal of minerals, earth or stone including the treatment of minerals earth or stone have been discontinued but which has not yet been rehabilitated to environmental standards as required by law.

Farm Land**Objective:**

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial year.

Definition:

Any land;

- which is “farm land” within the meaning of section 2(1) of the Valuation of Land Act 1960.

Vacant General Land**Objective:**

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Definition:

Any land;

- on which no building is lawfully erected; and
- which does not have the characteristics of;
 - o Vacant commercial and Industrial Land; or
 - o Vacant FZ and RCZ Land; or
 - o Vacant GRZ Land.

Vacant FZ and RCZ Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Definition:

Any land;

- on which no building is lawfully erected; and
- which is located within the Farm Zone (FZ) or Rural Conservation Zone (RCZ) under the Moorabool Planning Scheme; and
- which does not have the characteristics of Farm Land.

Vacant GRZ Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Definition:

Any land;

- on which no building is lawfully erected; and
- which is located within the General Residential Zone (GRZ) under the Moorabool Planning Scheme.

Residential Retirement Village Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial year.


Definition:

Any land:

- Which is defined as a Retirement Village land under the *Retirement Villages Act 1986*.

Report Authorisation

Authorised by:

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Wednesday, 22 June 2016

Attachment - Item 7.1

Moorabool Shire Council



2016/17 Proposed Annual Budget



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Mayor's introduction

It gives me great pleasure to present this Budget to the residents of Moorabool Shire Council. The Draft Budget 2016/17 is Council's first under the Victorian State Government's new rate capping regime. The budget is premised on general rate increase of 3.5 percent in the 2016/17 financial year. Due to the bi-annual revaluation effective from 1 July 2016, there will be variations to the average increase across all differential rating categories including residential, commercial and farming properties.

The proposed general rate increase is 3.5%, which is 1% above that of the new Fair Go Rates System (FGRS) which has capped rates increases by Victorian Councils to 2.5%. Moorabool Shire Council has made an application to the Essential Services Commission (ESC) for a special Order under section 185E of the *Local Government Act 1989* and is waiting for the outcome of the application. According to ESC guidelines, the ESC has a period of up to two months to review Councils application. Hence, it is expected that Council will learn of the outcome of the rate cap application in late May. If Council is unsuccessful in receiving a rate cap variation, the draft budget for 2016/17 will be adjusted prior to adoption.

If Council is unsuccessful in its application for a rate cap variation with the Essential Services Commission, the New and Upgrade program will be reduced by \$0.400 million. The projects proposed to be removed from the New and Upgrade program are:

- Masons Lane Western Pavilion (Design Works) - \$0.075 million
- Station Street, Maddingley Urbanisation (Kerb and Channel / Shared Paths) - \$0.325 million

Whilst the impact of an unsuccessful rate cap application will only have a minimal impact in 2016/17, the Council noted in its extensive community engagement campaign (conducted in March 2016) that the impact of rate capping will have a greater impact in future years, including;

- i) Threats to Councils financial stability if it continues to generate operating budget deficits on an annual basis
- ii) Cuts to services and capital works over time to ensure Councils financial sustainability
- iii) Reduction in funding available for New and Upgrade projects
- iv) Reduction in funds available for the asset renewal program

Whilst the Council has implemented a number of measures to improve its current and future financial position, Council believes that a responsible level of rate increases above the rate cap will be required for the next few years to service the needs of Moorabool Shires continued growth.

The rate increase of 3.5% is significantly lower than the level foreshadowed in Council's Strategic Resource Plan. Council has been able to minimise the rate burden on residents through the use of stringent budget and fiscal controls. Council has reduced operating expenditure by nearly \$5 million in the past 5 years in comparison to our Strategic Financial Plan projections, whilst maintaining service levels and continues to explore other revenue sources to assist in keeping rates as low as possible.

Council will also be increasing other fees and charges increasing under a "user-pays" model to be cost reflective including indirect costs.

This level of rates and charges increases allows us to maintain existing service levels, fund a number of new initiatives and continue to allocate additional funds to renew the Shire's infrastructure.

I am pleased to announce that Council will undertake a significant Capital Works program for 2016/17 totalling \$17.460 million for progression of major projects and funding of capital renewal and upgrade projects.

A \$9.112 million asset renewal program forms a significant part of the capital works budget, with:

- \$6.155 million being spent on road rehabilitations
- \$1.408 million on plant replacement
- \$0.850 million on bridges, drains and recreation / leisure assets
- \$0.478 million on footpaths and cycleways

- \$0.221 million on buildings

Further to this, \$8.348 million has been allocated to new and upgrade capital projects to be implemented across the municipality. As part of this program, a number of major projects will be funded:

- Halletts Way / Western route Southern extension \$5.885 million (overall \$10 million project)
- Bacchus Marsh Racecourse Reserve Sporting Facilities \$1.000 million (part of an overall \$12.993 million project)
- Ballan Depot \$0.150 million (part of an overall \$5.745 million project)

Halletts Way - The project has gone through a rigorous design process and will comprise of the section from Bacchus Marsh Road to the West Maddingley estate including steep terrain, a bridge over Werribee River and connection to Werribee Vale Road. Due to the scale of the project, the estimated \$10 million construction cost will be completed over two financial years. To assist with cost, Council was awarded a \$2.18 million grant from the Federal Government which will be put towards the cost of the bridge. Council will also receive developer contributions in coming years to help fund this project. This project also complements the recently commenced northern extension at Darley and an announcement by the previous State Government to fund freeway ramps at Halletts Way. This project was announced by the previous State Government and Council is currently awaiting confirmation of a commencement date for this project.

Bacchus Marsh Racecourse Reserve - Council is making an allocation to the provision of sports ovals at Bacchus Marsh Racecourse Recreation Reserve. Application for major grant funds has been made and pending the decision of this will determine the final project outcome. The objective is to construct new active recreation spaces and sports ovals to cater for the growth of Bacchus Marsh adjacent to new residential estates. Ultimately, the project will include a number of multi-purpose ovals, soccer pitches, pavilions, BMX facilities with associated parking and utility upgrades whilst catering for existing users. The overall project will be a staged approach in line with recent strategy and masterplan development.

Ballan Depot - To progress the design of a new municipal works depot at Ballan to relocate it from the existing inadequate location in the residential parts of Ballan to the industrial area.

Some of the key projects adopted as part of the 2016/17 Capital Program include:

- Halletts Way/O'Leary Way - Southern Extension (\$5.885 million)
- Plant Replacement Program (\$1.408 million)
- Bacchus Marsh Racecourse Reserve Sporting Facilities (\$1.000 million)
- Bacchus Marsh-Balliang Road, Balliang - Road Rehabilitation (\$0.650 million)
- Cairns Drive, Darley - Road Rehabilitation (\$0.605 million)
- Ballan-Meredith Road, Mt Wallace - Road Rehabilitation (\$0.515 million)
- Egerton-Ballark Road, Bungal - Road Rehabilitation (\$0.450 million)
- Butter Factory Road, Wallace (\$0.450 million)
- Inglis Street, Ballan (\$0.420 million)
- Dunnstown-Yendon Road, Dunnstown - Road Rehabilitation (\$0.380 million)
- Berry Street, Ballan - Road Widening and Intersection Conversion (\$0.378 million)
- Station Street, Maddingley - Urbanisation (\$0.325 million)
- Inglis Street, Ballan - Kerb and Channel (\$0.300 million)
- Beremboke Road, Beremboke (\$0.300 million)
- Navigators Road, Navigators - Road Rehabilitation (\$0.265 million)
- Butter Factory Road, Wallace - Road Rehabilitation (\$0.230 million)
- Lesters Road, Bungaree - Road Widening (\$0.171 million)
- Ballan Recreation Reserve Netball/Tennis Court Reconstruction (\$0.165 million)
- Reids Road, Balliang - Gravel Road Resheet (\$0.156 million)
- The Avenue Bowling Club Resurfacing of the Lorna Lucas Green (\$0.152 million)
- Ballan Depot - Preplanning (\$0.150 million)
- Maddingley Park Pavilion Improvements (\$0.150 million)
- Sutherland Street, Bacchus Marsh - Kerb and Channel (\$0.140 million)
- Beremboke Road, Beremboke - Gravel Road Resheet (\$0.130 million)

- Preplanning Work for Future Projects (\$0.100 million)

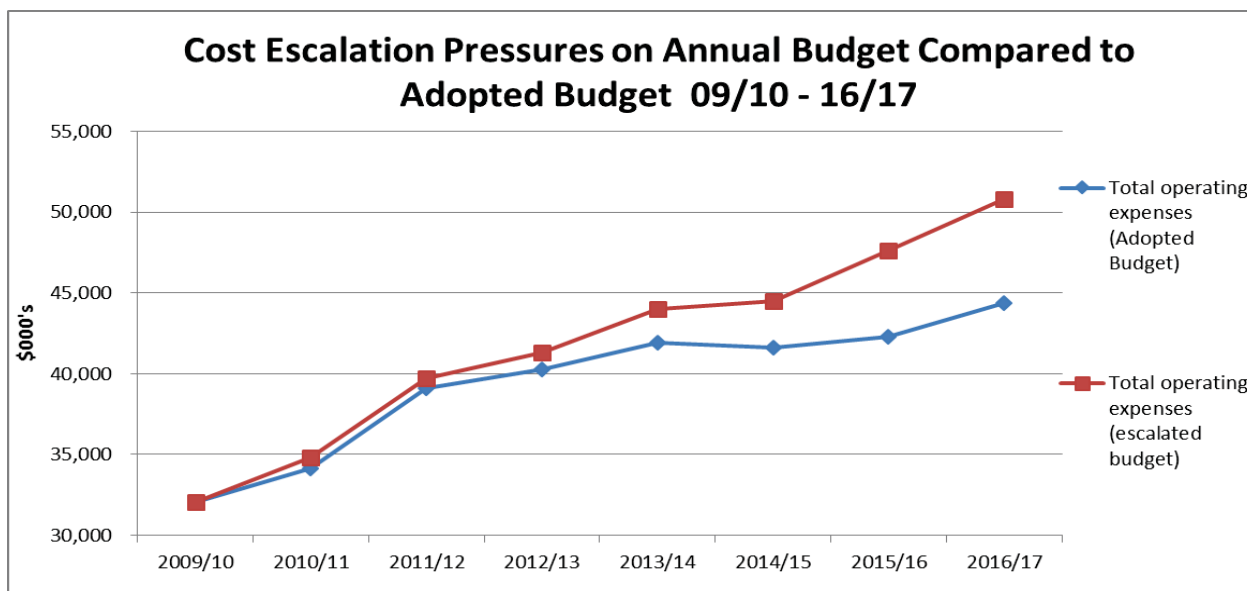
In addition to the planned Capital Works Program, the 2016/17 Annual Budget is proposing to fund a number of new initiatives being:

- Community Facilities Booking System (\$0.010 million)
- Moorabool Leisure Service Management Model Review (\$0.045 million)
- Fire Hydrant Maintenance (\$0.015 million)
- Residential Zone Implementation - Bacchus Marsh (\$0.050 million)
- Small Towns Strategy Implementation (\$0.055 million)
- Four Strategies(Retail, Industrial, Economic Development and Parwan) Amendment Development (\$0.050 million)

In total, the Council is proposing to invest \$0.225 million in new service initiatives across service areas.

For 2016/17, the community will see a continued improvement in the long term financial sustainability of the Council. In a difficult economic environment, this Council will oversee a significant improvement in a number of financial performance measures which will provide a significant long term benefit to the community in the form of improved infrastructure and expanded services.

As an indication of the extent to which Council has driven efficiency and cost savings over the last few years, a table has been presented below to show the increase in total operating expenditure over the last 6 years. The following graph compares the Adopted Budget Operating expenses from 2009/10 to 2016/17 (blue line) with total Operating expenses for 2009/10 to 2015/16 (red line) if total operating expenses continued to grow based on the annual cost escalation pressures of CPI, Enterprise Bargaining Agreements and salary banding movements, population growth and the impact of other external factors (such as the impact of carbon tax, landfill levy increases and the annual impact of new staff and new initiatives).



The above table indicates that a high level of rigour has been placed on cost control in the 2016/17 Budget. This result has been achieved in spite of the twin pressures of CPI and population growth which are predicted to increase at around 2.5%-3.0% and 2.5% respectively. Additionally, this result has been achieved whilst at the same time accommodating \$0.225 million in new initiatives for the benefit of the community.

Council's achievements in finding efficiencies is further highlighted by its performance in key measures published on the "Know Your Council" website (<https://knowyourcouncil.vic.gov.au/>). This website provides an opportunity for residents to access consistent information in regard to the performance of local councils across Victoria. The below table demonstrates how Moorabool is a low spending, low rating Council in comparison to other Victorian Councils.

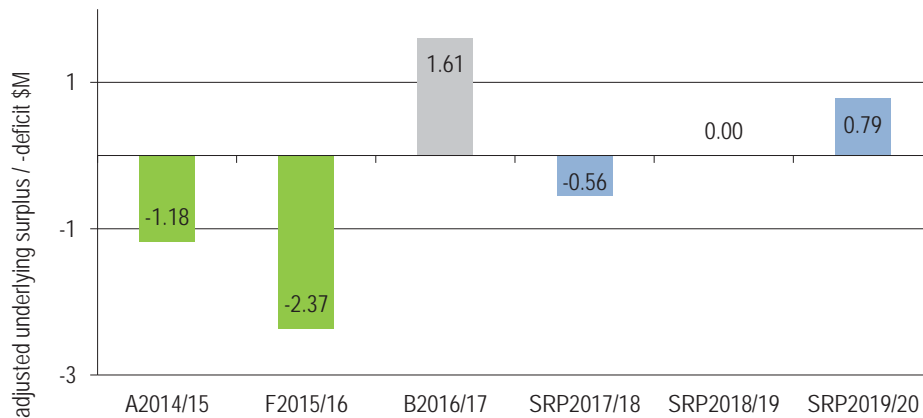
Performance Measure	MOORABOOL (2014-2015)	SIMILAR COUNCILS (2014-2015)	ALL COUNCILS (2014-2015)
Average residential rate per residential property assessment	\$1,392.85	\$1,443.61	\$1,409.30
Expenses per property assessment	\$2,665.52	\$3,189.80	\$2,980.68
Expenses per head of municipal population	\$1,352.32	\$2,011.55	\$1,805.28

Despite Council's efficiencies and cost saving achievements, Moorabool Shire receives significantly less State and Federal funding than other municipalities, this shortfall invariably results in higher rates and user fees being required. The below table taken from the "Know Your Council" website demonstrates this;

Performance Measure	MOORABOOL (2014-2015)	SIMILAR COUNCILS (2014-2015)	ALL COUNCILS (2014-2015)
Recurrent grants per head of municipal population	\$431.03	\$608.96	\$536.10

Council will continue to advocate for fairness and equity in its dealings with both the State and Federal Governments to ensure that the concerns and needs of Moorabool residents are understood.

Adjusted Underlying surplus / -deficit \$M

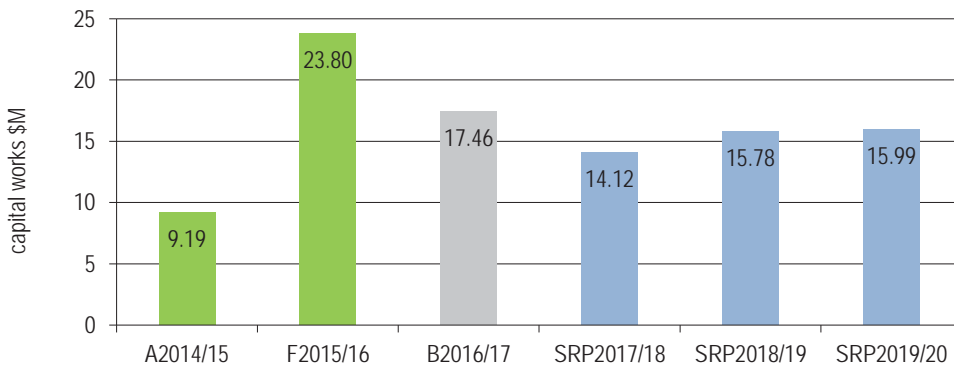


A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

Despite the challenges of population growth, increases in CPI and a difficult economic environment where government funding has and will continue to remain flat, the Council is able to demonstrate an improvement in its underlying deficit demonstrating a key focus on ensuring the ongoing sustainability and viability of the Shire. Whilst further effort is required, Council is able to demonstrate it is on the right track.

As a result of the continued improvement in the Shire's finances, the community will ultimately benefit through increased levels of service and improved infrastructure going forward. The table below provides a high level snapshot of the forward outlook for Capital Works for the next 4 years and demonstrates a high level of investment in community infrastructure and assets.

Forward outlook for Capital Works \$M



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

The 2016/17 capital budget includes some major projects as highlighted earlier. The future capital works programs show ups and downs depending on major projects occurring in those years. A steady capital works program is needed to reflect the continued expansion in the Shire's population in addition to meeting the community's growing expectations.

Rating Strategy

As mentioned previously, Council rates will increase by 3.5% (subject to ESC approval). Due to the bi-annual revaluation effective from 1 July 2016, there will be variations to the average increase across all differential rating categories including residential, commercial and farming properties.

When the Council Rate Notice is issued for the 2016/17 year, it will also include the costs of the Fire Services Levy that Council is collecting on behalf of the State Government. This will be the fourth year that the scheme will be in place. Even though Council receives funding to administer the Fire Services Levy, when Council calculates the time and effort required to administer the scheme in addition to the FSPL it is required to pay on Council owned properties, there is a significant net cost to the Council overall.

It is disappointing to note that in recent years Moorabool Shire is increasingly being subjected to the role of tax collector for other tiers of government as is shown by the Fire Services levy, the GST Act and various other levies and charges that Council administers on behalf of other tiers of government. Equally, it is disappointing that Council is required to embed in its waste charges the increasing costs of the State landfill levy in addition to the additional burden of increased government regulation. As an extension to this, the proposal announced in the Federal Budget 2014 to freeze indexation of Financial Assistance Grants will further compound some of the inherent inequities that are imposed on our Shire. The implementation of rate capping has further escalated pressures on the Shire and its ability to cope with the demands of population growth.

In summary, I am pleased to present the 2016/17 Budget to the residents of Moorabool. This Budget represents a significant improvement in the future financial outlook for the Shire despite a difficult economic environment. It will deliver increased level of services and infrastructure based on a rate increase that the Council has assessed as being financially responsible.

Council also has a long term financial plan for the long term sustainability of Moorabool Shire Council. This Budget has been developed in line with the parameters established in that plan.

We acknowledge the contribution of State and Federal Government grants in our Capital Works and service delivery programs.

Cr Allan Comrie
Mayor

Executive Summary

Council has prepared a Budget for 2016/17 which is aligned to the vision in the Council Plan 2013/17. It seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this within a 3.5% rate increase subject to approval from the Essential Services Commission. This rate increase is significantly lower than the level foreshadowed in Council's Strategic Resource Plan.

This Budget projects a surplus of \$8.787 million for 2016/17, however, it should be noted that the adjusted underlying result is a surplus of \$1.610 million after adjusting for capital grants and contributions (refer Sections 5 and 10.1).

1. Key things we are funding

1) Ongoing delivery of services to the Moorabool community funded by a budget of \$45.730 million. These services are summarised in Section 2.1.

2) Continued investment in Infrastructure assets (\$15.209 million). This includes roads (\$12.365 million); bridges (\$0.850 million); footpaths and bicycle paths (\$0.498 million); recreational, leisure and community facilities (\$1.395 million); parks, open space and streetscapes (\$0.093 million), and other infrastructure (\$0.008 million). The Statement of Capital Works can be found in Section 3 and further details on the capital works budget can be found in Sections 6 and 12.

Strategic Objective 1: Representation and Leadership of our Community

3) Council will spend \$3.958 million 2016/17 on activities which progress our objective of Advocacy and Leadership, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services.

Strategic Objective 2: Community Wellbeing

4) Funding for the Moorabool Leisure Service Management Model Review. This review will investigate the future operation and provision of Leisure Services in the Moorabool Shire. The project will critically assess and identify a recommended management model (internal or external) to guide Council's decision making for the future provision of Leisure Facilities within the Shire. (\$0.045 million net cost)

Strategic Objective 3: Enhanced Infrastructure and Natural and Built Environment

5) Funding for the Residential Zone Implementation (Bacchus Marsh). In 2014/15 Council undertook Amendment C72 to address residential zone reforms. This was hampered ultimately by the absence of an adopted housing strategy. In 2015/16 Council commissioned a housing strategy for Bacchus Marsh and draft amendments will also be prepared as part of the Strategy. In 2016/17 funds will be required to implement the amendments. (\$0.050 million net cost)

6) Funding for the Small Towns Strategy Implementation. In 2015/16 Council has been developing the Small Towns Strategy for some 20 settlements across the Shire. Funds will be required in the 2016/17 budget to implement the Strategy through amendments to the planning scheme. This will; identify a priority and action list for further structure plans; advocacy on servicing and preparation of business cases for future development of identified key service settlements; deliver clear direction for all other towns as to what services they should expect, how they will function and meet the needs of local residents. (\$0.055 million net cost)

7) Funding for the Four Strategies Amendment Development. The four strategies (Retail, Industrial, Economic Development and Parwan) have now been prepared. These have all been through public consultation and adopted by Council. The implementation of amendments will give clear shape to how Bacchus Marsh will develop from a retail, industrial and economic perspective, directing where development will occur, the types of uses and form. These are all integral to Moorabool 2041 as it transitions from high level policy (phase 1), through to precinct zone changes (phase 2), and local civic improvement (phase 3). (\$0.050 million net cost)

2. The Rate Rise

- a. The average rate will rise by 3.5% and is subject to approval from the Essential Services Commission.
- b. Key drivers
 - i. To fund ongoing service delivery – business as usual (balanced with greater service demands from residents)
 - ii. To fund renewal of infrastructure and community assets
 - iii. To cope with growth in the population of Victorian residents (2.2% in the last year)
 - iv. To cope with cost shifting from the State Government (refer Paragraph 5)
 - v. To cope with a reduction in funding from the Commonwealth Government via the Victoria Grants Commission caused by their freezing of indexation of the grant
- c. This will be a revaluation year. Valuations will be as per the General Revaluation dated 1 January 2016 (as amended by supplementary valuations).
- d. Waste Management Charges of \$135 (3.85% increase) for non-Serviced Properties in 2016/17
Waste Management Charges of \$279 (6.90% increase) for Serviced Properties in 2016/17
- e. Note that for every \$100 in taxes paid by Victorian residents, rates make up approximately \$3.50. The other \$96.50 goes to the State and Federal Governments.
- f. Refer Section 6 for further Rates and Charges details.

3. Key Statistics

- Total Revenue: \$54.517 million (2015/16 = \$54.220 million)
- Total Expenditure: \$45.730 million (2015/16 = \$45.532 million)
- Accounting Result: \$8.787 million surplus (2015/16 = \$8.688 million surplus)
(Refer Income Statement in Section 3)
(Note: Based on total income of \$54.507 million which includes capital grants and contributions)
- Underlying operating result: Surplus of \$1.610 million (2015/16 = Deficit of \$2.365 million)
(Refer Analysis of operating Budget in Section 10.1)
(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital, from being allocated to cover operating expenses)
- Cash result: \$0.304 million surplus (2015/16 = \$4.924 million deficit)
(Refer Statement of Cash Flows in Section 3)
This is the net funding result after considering the funding requirements to meet loan principal repayments and the reserve transfers.
- Total Capital Works Program of \$17.460 million
 - o \$8.815 million from Council operations (rates funded)
 - o \$2.790 million from borrowings
 - o \$0.414 million from asset sales
 - o \$5.441 million from external grants and contributions

4. Internal Influences

As well as external influences, there were also a number of internal influences arising from the 2015/16 year which have had a significant impact on the setting of the Budget for 2016/17. These include:

- A desire to improve Council's underlying position over the next five years;
- A need to focus on the level of funds provided for renewal and maintenance of existing assets; and
- With Council's implementation of the Australian Business Excellence Framework there is a focus of continuous improvement and levels of service.

5. Cost Shifting

Cost shifting occurs when Commonwealth and State programs transfer responsibilities to local government with insufficient funding or grants which don't keep pace with delivery costs.

Type 1: Cost Shifting for Specific Services

Examples:

1. Home and Community Care (HACC)
2. Library Services
3. Maternal and Child Health
4. School Crossing Supervision
5. Administration of the state wide temporary Food registration system 'Streatrader' shifts responsibility the State Government to Council without increase funding.

Type 2: Loss of funding in General

Examples:

6. A freeze on indexation of the federal financial assistance grants. The Commonwealth announced in its 2014-15 Budget that it will pause indexation of the total national pool of financial assistance grants to local government for three years (2014-15, 2015-16, 2016-17). The cumulative impact on Moorabool Shire Council for the three years totals \$0.843 million

Type 3: Statutory fee that prohibits full cost recovery

Examples:

7. Planning fees (set by the State and have been frozen for most of the past 14 years) despite increases to the costs of providing this service.

Type 4: Levies

Examples:

8. State Government landfill levy - The levy has increased from \$9 per tonne in 2008/09 to \$58.50 per tonne in 2016/17. The increase from 2015/16 to 2016/17 is approximately 4%.
9. Animal registration levy

Type 5: Statutory requirements lead to increased costs

Examples:

10. Line clearance (cutting back tree branches around power lines).
11. Council Elections in November 2016.

6. Population Growth

Moorabool Shire is a popular tree change destination, growing as fast as any other local government area in inland regional Victoria. The official population of Moorabool Shire in 2015 is 31,737. This is estimated to grow to 32,620 by the end of 2016. More than half the population lives in Bacchus Marsh and surrounds (18,247). The Shire's second largest population can be found in and around Ballan (2,985). The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire. The majority of people who relocate to Moorabool Shire are young families seeking a semi-rural lifestyle. Moorabool's demographic reflects this trend.

When considering future growth of Moorabool Shire, Council has identified three key residential locations where the majority of that growth will occur. These locations – Bacchus Marsh, Ballan and Gordon – already have established infrastructure to accommodate new growth. As part of the Moorabool 2041 (Small Towns and Clusters Settlement Strategy) framework, Council is also consulting with other settlements such as Wallace and Bungaree in reference to the growth opportunities. The population of the Shire is estimated to increase by 72% between 2015 and 2041 to 54,418. The majority of growth during this period will come from the new estates in Maddingley which are forecast to increase by over 174% during this same period.

Budget Reports

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

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

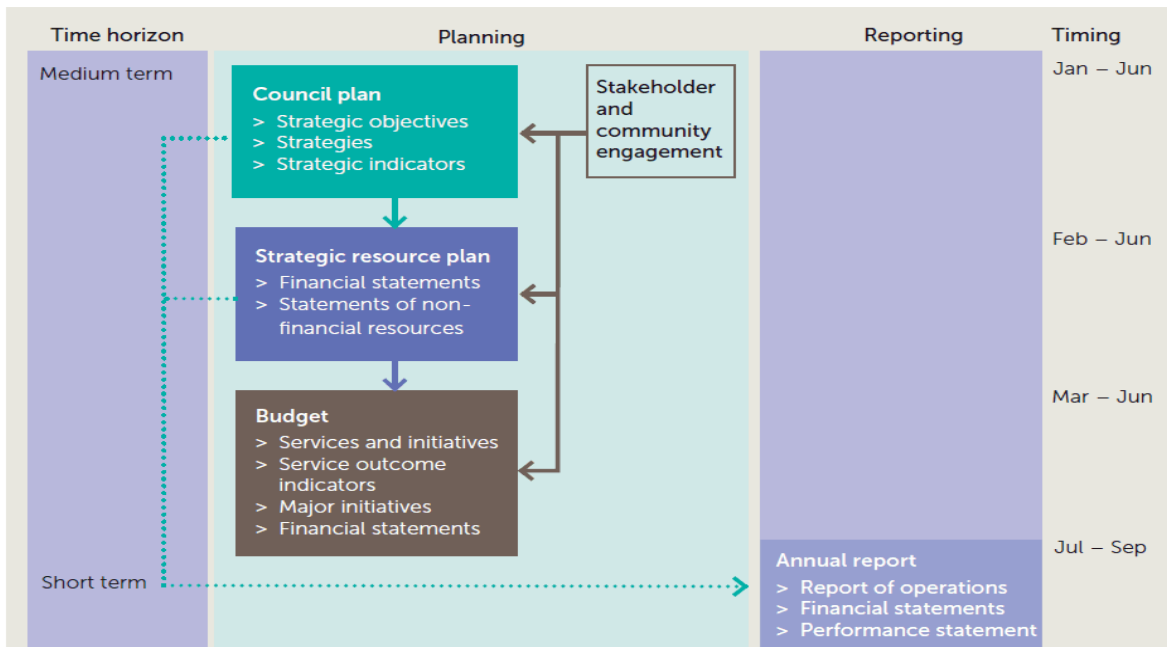
- 1 Links to Council Plan
- 2 Services and service indicators
- 3 Financial statements
- 4 Financial performance indicators
- 5 Grants and borrowings
- 6 Detailed list of capital works
- 7 Rates and charges

1. Link to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning framework. This framework guides the Council in identifying community needs and aspirations over the long term (Moorabool 2041), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Audited Statements).

1.1 Planning and accountability framework

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



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

In addition to the above, Council has a long term plan (Moorabool 2041) which articulates a community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan.

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

1.2 Our purpose

Our vision

Vibrant and resilient communities with unique identities.

Our mission

Working with our people to deliver valued outcomes that improve community wellbeing and are economically responsible.

Our values

- **Respect** - Treat others the way you want to be treated.
- **Integrity** - Do what is right.
- **Practicality** - Always be part of a solution.
- **Excellence** - Continually improve the way we do business.
- **Equity** - Fair distribution of resources.

1.3 Strategic objectives

Council delivers activities and initiatives under 44 major service categories. Each contributes to the achievement of one of the three Strategic Objectives as set out in the Council Plan for the 2015-19 years. The following table lists the three Strategic Objectives as described in the Council Plan.

Strategic Objective	Description
1. Representation and Leadership of our Community	<p>In representing and leading our community, Council will continue to improve its understanding of community needs. We will listen and recognise the diversity of expectations and priorities across Moorabool, whether in urban centres, small towns and hamlets, or rural areas. In building these relationships, we will communicate effectively and provide fair representation.</p> <p>We will value our people, providing them with learning opportunities, leadership development, a safe and functional workplace and a sense of wellbeing.</p> <p>We acknowledge that we need to continue to enhance our engagement with the community. In recognition of this, Council has revised its community engagement policy and framework (March 2016).</p> <p>Council will build mutually beneficial partnerships with Federal and State Governments, municipalities in our region and other key agencies to gain acknowledgement, respect, understanding and support for the needs of its communities. Council will continue to advocate to Federal and State Governments and non-government organisations for greater investment in services and facilities in the Shire to meet the current and future needs of our communities.</p> <p>We recognise that in representing our communities interests we need to operate in a regional and state wide context. We are well placed to do this. As a Council we provided strong input into the Central Highlands Regional Strategic plan in 2013 and feature in the state government blueprint for Victoria. The Regional Plan identifies growth for the townships of Ballan, Bacchus Marsh and Gordon. Council has also made a submission to Plan Melbourne Refresh in order to promote the interests of the communities.</p>

Strategic Objective	Description
---------------------	-------------

1. Representation and Leadership of our Community (cont)

As a Shire, we are well placed geographically being in close proximity to Melbourne’s western suburbs, Geelong, Ballarat and, to a lesser degree, Bendigo. Our future planning needs to take account of key transport linkages and our local land use planning in reference to these regional and capital centres.

We will advocate strongly for the resources, infrastructure and strategies required to sustain a quality future for Moorabool. We will identify the key advocacy issues through engagement with the community.

We recognise that there are extraordinary pressures on Moorabool Shire to deliver services and facilities appropriate for our diverse populations.

Council has established a Recreation and Leisure Strategy Advisory Committee to provide strategic advice into the planning and provision of active and passive recreation and leisure services and facilities across the municipality. The development of Council’s Recreation and Leisure Strategy (2014-2021) has been strongly informed through the input of the Advisory Committee.

The Council operates in a rapidly changing environment. Fiscally, the council needs to balance service demand from a growing population with reasonable levels of rates and debt. Grants from other levels of government cannot be relied upon.

In order to address these challenges, the Council uses the Integrated Planning and Delivery Framework that can be seen in section 9.5 "Long Term Strategies".

The key aspects of the Framework are briefly explained below:

Moorabool 2041:

Council is planning for the long term direction of our communities and has commenced Moorabool 2041 (M2041) which is a process/framework aimed at documenting the opportunities, pressures and challenges facing Moorabool.

M2041 will be a key framework to:

- Plan for the long term direction of our communities.
- Understand current and future opportunities, pressures and challenges in order to develop the future.
- Provide a holistic framework focussed on key strategic issues that prioritise land use planning activities, required infrastructure as well as service planning and delivery.

Service Plans:

Based on what we know from the initial M2041 work the Council will put in place plans that forecast the future level of service needed by our communities. This will be balanced by the long term financial plan of the Council and explore innovation in service delivery.

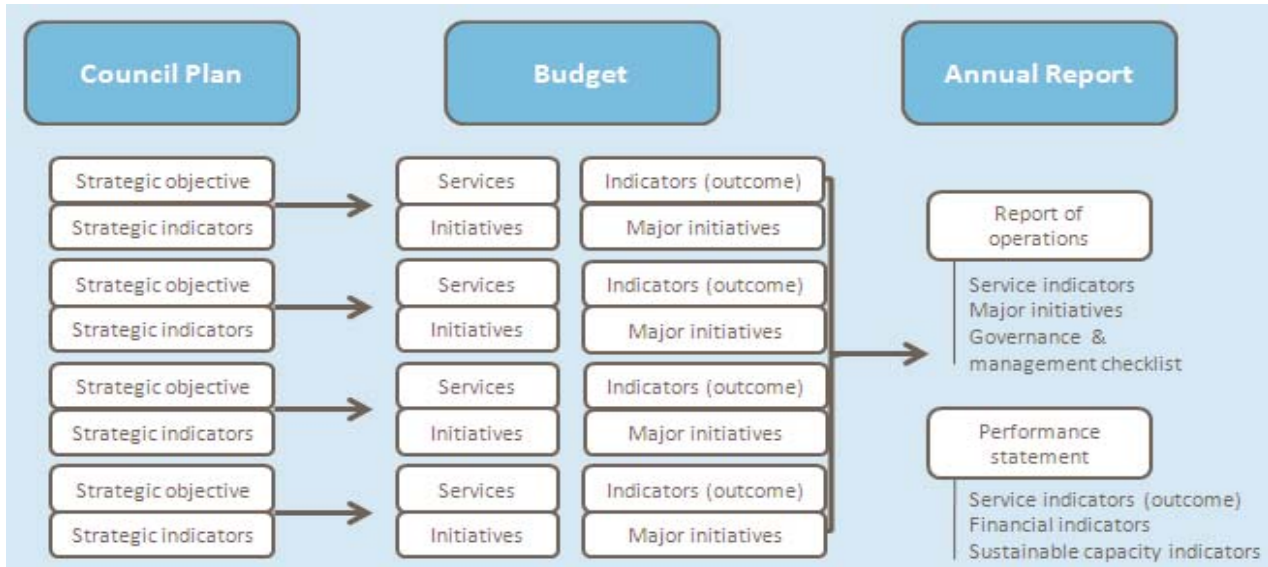
Strategic Objective	Description
1. Representation and Leadership of our Community (cont)	<p><i>Operational Plans:</i></p> <p>Operational plans take a systems approach to the day to day operations of the organisation. The plans are drawn from the Australian Business Excellence Framework and are known as Systems Views. This snapshot of the current state is also used in the service planning element set out above.</p> <p><i>Business Excellence:</i></p> <p>This Business Excellence philosophy and framework is incorporated into everything we do at Moorabool and is the driver for continuous improvement, innovation and superior organisational performance. As a team we operate and drive the culture of the organisation using the “Fish” principals*.</p> <p>* Make Their Day, Be Present, Play, Have Fun and Choose Your Attitude are trademarks or service marks of ChartHouse Learning and used with permission. All rights reserved.</p>
2. Community Wellbeing	<p>We will support volunteers, recognising and celebrating their vital role in community participation and service delivery.</p> <p>Council recognises the individuality, diversity and identity of each community. We will work together to strengthen each community’s capacity to plan, develop and implement projects that build the community they envisage.</p> <p>Council will monitor and plan for the needs and aspirations of our changing communities and opportunities to contribute to community life through enhancing our social, health and recreation planning.</p> <p>In the past three years, Council has undertaken considerable social, health and recreation planning that will inform and be informed by the Moorabool 2041 Strategy.</p> <p>The following health and social plans have been adopted by Council:</p> <ul style="list-style-type: none"> • Health and Wellbeing Plan (December 2013) – Including a Health Profile • Youth Strategy (December 2013) • Hike and Bike Strategy (August 2014) • Municipal Early Years Plan (July 2015) • Age Well Live Well & Access and Inclusion Plan (November 2015) • Recreation and Leisure Strategy (September 2015) • Community Development Strategy (October 2015) • Volunteer Strategy (October 2015) <p>Through increasing our understanding of the needs of our communities, Council places itself in a better position to improve the quality of life for the people who live, work and play/recreate in the municipality.</p> <p>Council will plan, lead and facilitate high quality services to families and children, young people, the aged, the people with disabilities and the disadvantaged. We will work with the community to plan and deliver services and facilities that are appropriate and affordable, reflecting the size, location and diversity of our communities.</p>

Strategic Objective	Description
2. Community Wellbeing (cont)	<p>Council will work with other levels of government and non-government organisations to increase their investment in services and facilities across the municipality.</p> <p>We will protect the peace, wellbeing and safety of our communities by the fair and equitable management of local laws, fire prevention and animal control. Furthermore, Council will work closely with the Municipal Association of Victoria and State Government in order to address potential wind farm issues that communities may be affected by during and post construction phase of wind turbine facilities.</p> <p>To build the economic capacity of Moorabool Shire, along with its residential growth, Council will refocus its resources toward:</p> <ul style="list-style-type: none"> • ensuring the local investment climate supports and encourages local businesses; • encouraging the formation of new enterprises and supporting the growth of particular clusters of businesses; and • advocating and forming partnerships in delivering key infrastructure.
3. Enhanced Infrastructure and Natural and Built Environment	<p>Moorabool Shire is a peri urban area between Melbourne and Ballarat and is experiencing significant change in response to the pressures of growth. This provides many challenges for Moorabool given the scale of planning and development issues it faces and the limited rate base of the municipality. In addition, much of the municipality sits within potable water catchments and this presents difficulties associated with development within these areas, thus highlighted the requirement to develop a Domestic Wastewater Management Plan.</p> <p>Moorabool's Domestic Wastewater Management Plan (DWMP) was adopted by Council in October 2014. Moorabool became one of the first Council's in Victoria to develop and adopt a DWMP in accordance with the Minister's guidelines and has immediately commenced implementing the Plan. The DWMP will guide Council in the management of existing onsite wastewater systems and minimise any potential risks which may otherwise have been posed by new systems.</p> <p>As previously mentioned, Council in planning for the long term direction of our communities has commenced Moorabool 2041 which is a process/framework aimed at documenting the opportunities, pressures and challenges facing Moorabool.</p> <p>At the same time, the municipality has vast rural expanses and significant existing infrastructure and Council needs to plan, create, renew and maintain its physical assets whilst balancing community expectations and the resource capacity of the growing Shire. As a principle, we will renew existing assets before constructing new assets and balance this with our communities' needs and growth pressures.</p> <p>We will continue our commitment to invest in Capital Improvement by progressively increasing renewal expenditure as well as investing in new and upgrade projects as outlined in the strategic financial plan.</p>

Strategic Objective	Description
3. Enhanced Infrastructure and Natural and Built Environment (cont)	<p>We will manage our physical assets such as roads, bridges, drains, footpaths, buildings, structures, community facilities, parks and sports grounds to meet a practical level of service in the most cost effective manner for present and future residents. We will advocate strongly for the resources, infrastructure and strategies required to sustain a quality future for Moorabool.</p> <p>We will support State and Federal environmental programs to continue to raise community awareness regarding waste minimisation, recycling and water management.</p>

2. Services and service performance indicators

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



Source: Department of Environment, Land, Water and Planning

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

2.1 Strategic Objective 1: Representation and Leadership of Our Community

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

Services

Activities	Description	(Net Cost) Revenue \$'000
Governance	This area, being <u>Governance</u> includes the Mayor, Councillors and Chief Executive Officer, General Managers and associated support which cannot be easily attributed to the direct service provision areas.	(2,248)
Public Relations and Marketing	Provide an open and accessible communication network that is accurate, accessible, user friendly, relevant and timely.	(560)

Activities	Description	(Net Cost) Revenue \$'000
Personnel Management	To provide, develop and implement strategies, policies and procedures through the provision of human resource and industrial relations services, that minimise the risk to Council.	(631)
Risk Management	To develop, build and identify effective management of Council's exposure to all forms of risk and to foster safer work places and environments within the municipality.	(554)
Finance	Financial management and accounting of Council's finances, including property rating and valuation services, collection of revenue and internal support and advice to internal departments. These services will be delivered by increasing the financial knowledge base of the whole of Council through customer awareness, consistency and clearly defined processes.	3,134
Customer Service	Manage service provisions to provide an open and accessible communication network that is accurate, accessible, user friendly, relevant and timely.	(869)
Document Management	Electronic document management of Council's external correspondence, maintain an effective and efficient electronic document management system and maintain Council's archive program.	(281)
Information Communication and Technology	To provide a range of services to the organisation that supports its development through the effective management and expansion of Council's information systems and technology.	(1,949)

Service Performance Outcome Indicators

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

2.2 Strategic Objective 2: Community Wellbeing

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

Services

Activities	Description	(Net Cost) Revenue \$'000
Aged and Disability Services	This service provides home and community care , assessment and care management, volunteer coordination, and senior citizen clubs.	(416)
Planned Activity Groups	To provide social interactions for socially isolated residents in Moorabool Shire.	(62)
Meals on Wheels	To assist residents at nutritional risk with meals that have been designed by a dietitian.	46
Personal Care	To provide support and personal hygiene to residents that are unable to physically complete their own personal care.	103
Aged and Disability Brokerage	To provide brokerages services to residents that have been allocated aged care packages with physical and social support.	48
Respite	To provide support to carers of residents with high care needs.	43
Property Maintenance	Property and home maintenance for residents of Moorabool includes; mowing, washers for taps, painting, ramps, rails and bathroom renovations.	20
Community Development	Community Development is concerned with empowering and enabling the communities of Moorabool to be innovative, engaged, skilled and help them work together to improve their well-being through opportunities for partnerships, better relationships with Council and increased participation in community life.	(717)
Emergency Management	Emergency Management works to ensure Moorabool has plans in place to engage with the community and assist with preparing resilient communities that can prepare and recover from emergencies.	(97)
Recreation Development	Provide leadership, strengthen networks and partnerships to plan, develop and deliver high quality recreation participation and engagement opportunities that enhance health and wellbeing. Includes Leisure and Pool Facilities .	(1,376)
Library Services	Provision of fixed and rural mobile library services to key points throughout the Moorabool area.	(349)

Activities	Description	(Net Cost) Revenue \$'000
Youth Services	Enable youth within Moorabool to have a community voice and establish programs and activities that enhance and reward them as people.	(261)
Environmental Health	Legislative Responsibilities (Food Act 1984 (food safety), Health Act 1958, Tobacco Act 1987, Residential Tenancies Act 1997 and Local Government Act 1989). Assessments and installations of septic tanks carried out in accordance with the Environmental Protection Act and the Septic Code of Practice 2003. Ensure children in the Australian Childhood Immunisation Register target group are fully immunised.	(264)
Early Years Services	Ensure that services and infrastructure provided to children and families are well planned and respond in a way that meets the needs of the local community. Early Years Services delivers a small number of high quality family and children's programs and services that support, promote and strengthen family health and wellbeing.	(312)
Maternal & Child Health	Provision of a universal service to families with children aged 0-6 years directed at improving outcomes by the prevention, early detection, and intervention of physical, emotional or social factors known to place children at risk of not reaching their potential.	(627)
Best Start	A State Government funded early intervention program aimed at reducing disadvantage and enhancing the outcomes of children 0-8 yrs. Best Start supports communities, parents, families and service providers to improve local early years services and support.	0
Education and Care Services	Occasional Care Service provides high quality care for children aged from six months to six years with the opportunity to explore a wide range of experiences, building upon their skills, interests and abilities through play in a calm and happy environment. Supported Playgroups provide support and connection to disadvantaged families through groups and in home support. Kindergarten liaison and support which includes the management of Council owned early years facilities, including kindergarten central enrolment for 4-year-old kindergarten programs and support and management of kindergarten cluster managers/kindergarten committees of management.	(113)
Fire Prevention	Ensure safety around the Moorabool Shire through fire prevention inspections of vacant land in urban and rural living areas.	(287)
Animal Management and Local Laws Compliance	Deliver and maintain a responsive and proactive animal management service throughout the Shire. Review, develop and implement local laws that promote peace and good order in Moorabool.	(132)
School Crossings	Provide school crossing supervisors or staff at 13 locations in Ballan and Bacchus Marsh within designated hours.	(200)
Economic Development and Tourism	The economic development service assists the organisation to facilitate an environment that is conducive to a sustainable and growing local business sector and provides opportunities for local residents to improve their skill levels and access employment. It also aims to develop strategies to bring tourists into Moorabool Shire.	(70)

Initiatives

1) **Community Facilities Booking System** - Implementation of a new Integrated Management System (IMS). This will provide a centralised online booking system for recreation reserves and community halls, allowing the community to log in and submit requests for usage, manage usage, process user agreements improving governance, identify and communicate with officers directly re maintenance issues. The system collects and stores required user agreements, insurance documentation and allows maintenance requests. (\$0.010 million net cost)

2) **Moorabool Leisure Service Management Model Review** - This initiative will investigate the future operation and provision of Leisure Services in the Moorabool Shire. The project will critically assess and identify a recommended management model (internal or external) to guide Council's decision making for the future provision of Leisure Facilities within the Shire. (\$0.045 million net cost)

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Library Services	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100
Home and Community Care	Participation	Participation in HACC service (Percentage of the municipal target population that receive a HACC service)	[Number of people that received a HACC service / Municipal target population for HACC services] x100
		Participation in HACC service by Culturally and Linguistically Diverse (CALD) people (Percentage of the municipal target population in relation to CALD people that receive a HACC service)	[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100
Maternal and Child Health	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100
Food Safety	Health and Safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100

Service	Indicator	Performance Measure	Computation
Pool Facilities	Utilisation	Utilisation of pool facilities (The number of visits to pool facilities per head of municipal population)	Number of visits to pool facilities / Municipal population
Economic Development	Economic activity	Change in number of businesses (Percentage change in the number of businesses with an ABN in the municipality)	[Number of businesses with an ABN in the municipality at the end of the financial year less the number of businesses at the start of the financial year / Number of businesses with an ABN in the municipality at the start of the financial year] x100
Animal Management	Health and Safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions

2.3 Strategic Objective 3: Enhanced Infrastructure and Natural and Built Environment

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

Services

Activities	Description	(Net Cost) Revenue \$'000
Fleet Management	To provide fleet management services for Council's passenger and light commercial vehicles, buses, trucks, and earthmoving & roadwork machinery.	804
Property Asset Management	To effectively manage Council land, property leases and licences as per the property register.	264
Building Maintenance	This service prepares maintenance management programs for Council's property assets. These include municipal buildings, pavilions and other community buildings.	(1,149)
Parks and Gardens	Maintain Council's parks and gardens assets and provide facilities for our residents for the future. Enhance and upgrade the aesthetic appearance of Moorabool townships.	(2,365)
Road Safety	This service is for the provision of street lighting and bus stop maintenance.	(307)
Waste Management	This unit covers maintenance, collection and disposal of domestic wastes and waste related products, litter and litter bins around the Shire and cleaning of roads and other public places. The unit is responsible for managing recycling, the transfer stations and related services.	(3,346)

Activities	Description	(Net Cost) Revenue \$'000
Asset Management	This service undertakes the design and coordination of Council's Capital Improvement Program.	(1,330)
Building Services	Ensure all building permits lodged by private building surveyors are registered in accordance with legislation, and all building department activities are undertaken within legislative timelines.	(90)
Road and Off Road Maintenance	To undertake maintenance to Council's road assets to ensure they are in a safe and serviceable condition for all users. This includes sealed and unsealed roads, bridges, kerb and channel, drainage, footpaths and signage.	(3,322)
Statutory Planning	Deliver statutory planning functions of Council to ensure responsible land use and development in Moorabool.	(623)
Environmental Management	This service develops environmental policy, coordinates and implements environmental projects and works with other services to improve Council's environmental performance.	(146)
Strategic Land Use Planning	Delivery of key strategic policies and projects that assist in the long-term development of the Shire.	(1,172)
Public Toilets	Cleaning and general maintenance of all public toilets.	(166)
Infrastructure Subdivision Development	Provide infrastructure support services for subdivisions and developments, whilst developing guidelines for Council to improve and provide consistency in the planning and delivery of subdivision development.	5,088
Geographical Information Services	Spatial maintenance of all land parcels.	(11)

Initiatives

3) **Fire Hydrant Maintenance** - A partnership between CFA, Western Water and Moorabool Shire for approximately 3 years has been very successful in the identification and marking of hydrants across Bacchus Marsh. In this time a number of faulty hydrants have been identified. This new initiative is to rectify these faulty hydrants over a period of 4 years with the higher risk hydrants that have been identified being completed first. (\$0.015 million net cost)

4) **Residential Zone Implementation (Bacchus Marsh)** - In 2014/15 Council undertook Amendment C72 to address residential zone reforms. This was hampered ultimately by the absence of an adopted housing strategy. In 2015/16 Council commissioned a housing strategy for Bacchus Marsh and draft amendments will also be prepared as part of the Strategy. In 2016/17 funds will be required to implement the amendments. (\$0.050 million net cost)

5) **Small Towns Strategy Implementation** - In 2015/16 Council has been developing the Small Towns Strategy for some 20 settlements across the Shire. Funds will be required in the 2016/17 budget to implement the Strategy through amendments to the planning scheme. This will; identify a priority and action list for further structure plans; advocacy on servicing and preparation of business cases for future development of identified key service settlements; deliver clear direction for all other towns as to what services they should expect, how they will function and meet the needs of local residents. (\$0.055 million net cost)

6) **Four Strategies Amendment Development** - The four strategies (Retail, Industrial, Economic Development and Parwan) have now been prepared. These have all been through public consultation and adopted by Council. The implementation of amendments will give clear shape to how Bacchus Marsh will develop from a retail, industrial and economic perspective, directing where development will occur, the types of uses and form. These are all integral to Moorabool 2041 as it transitions from high level policy (phase 1), through to precinct zone changes (phase 2), and local civic improvement (phase 3). (\$0.050 million net cost)

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Statutory Planning	Decision Making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Waste Collection	Waste Diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

2.7 Performance Statement

The service performance indicators detailed in the preceding pages will be reported on within the Performance Statement which is prepared at the end of the financial year as required by section 132 of the Act and included in the 2016/17 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in section 4) and sustainable capacity, which are not included in this Budget report. The full set of prescribed performance indicators are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the report of operations.

2.8 Reconciliation with budgeted operating result

	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Representation and Leadership of Our Community	3,958	8,559	(4,600)
Community Wellbeing	5,021	9,515	(4,494)
Enhanced Infrastructure and Natural and Built Environment	7,871	17,203	(9,332)
Total activities and initiatives	16,851	35,277	(18,426)
Other non-attributable #	10,494		
Deficit before funding sources	27,344		
Funding sources:			
Rates & charges	31,043		
Capital grants	5,088		
Total funding sources	36,132		
Surplus for the year	8,787		

Other non-attributable is the sum of Depreciation, Borrowing Costs and Interest Income

3. Financial statements

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

The section includes the following budgeted information:

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

3.1 Comprehensive Income Statement

For the four years ending 30 June 2020

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
Income					
Rates and charges	29,334	31,043	32,482	34,032	35,689
Statutory fees and fines	608	642	664	684	705
User fees	1,786	1,951	2,187	2,326	2,498
Contributions - monetary	215	353	2,180	882	3,319
Contributions - non-monetary assets	4,500	4,635	4,751	4,870	4,991
Grants - Operating (recurrent)	5,932	8,930	9,224	9,673	10,143
Grants - Operating (non-recurrent)	1,451	120	120	127	134
Grants - Capital (recurrent)	2,510	2,899	879	879	879
Grants - Capital (non-recurrent)	6,337	2,190	3,973	3,752	1,792
Other income	1,134	1,381	1,391	1,426	1,462
Interest received	412	374	527	655	759
Total income	54,220	54,517	58,377	59,305	62,371
Expenses					
Employee costs	17,854	18,226	19,244	20,019	20,811
Materials and services	16,020	14,530	14,776	15,269	15,684
Depreciation and amortisation	8,595	9,961	10,847	11,357	11,876
Finance costs	864	906	876	844	786
Other expenses	758	770	788	808	828
Net gain on disposal of property, infrastructure, plant and equipment	1,442	1,337	1,500	1,500	1,500
Total expenses	45,532	45,730	48,031	49,797	51,484
Surplus (deficit) for the year	8,688	8,787	10,346	9,508	10,887
Other comprehensive income					
Items that will not be reclassified to surplus or deficit:					
Impairment of fire impacted infrastructure	0	0	0	0	0
Net asset revaluation increment/(decrement)	0	30,283	3,734	0	40,235
Share of other comprehensive income of associates and joint ventures accounted for by the equity method	0	0	0	0	0
Comprehensive result	8,688	39,070	14,080	9,508	51,122

3.2 Balance Sheet

For the four years ending 30 June 2020

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
Assets					
Current assets					
Cash and cash equivalents	7,249	7,553	12,260	15,281	18,554
Trade and other receivables	4,573	4,400	4,566	4,745	4,933
Non current assets classified as held for sale	991	991	991	991	991
Other assets	327	327	327	327	327
Total current assets	13,140	13,270	18,144	21,344	24,805
Non-current assets					
Trade and other receivables	122	122	122	122	122
Property, infrastructure, plant & equipment	455,062	495,727	505,615	513,026	560,477
Other non-current assets	0	0	0	0	0
Total non-current assets	455,184	495,849	505,737	513,148	560,599
Total assets	468,324	509,119	523,881	534,491	585,404
Liabilities					
Current liabilities					
Trade and other payables	4,029	3,825	3,891	4,019	4,128
Trust funds and deposits	493	493	493	493	493
Provisions	3,820	4,275	4,730	5,203	5,696
Interest-bearing loans and borrowings	1,431	1,364	1,121	1,120	727
Total current liabilities	9,774	9,957	10,235	10,836	11,044
Non-current liabilities					
Provisions	1,360	1,476	1,593	1,714	1,840
Interest-bearing loans and borrowings	13,611	15,037	15,323	15,703	15,160
Total non-current liabilities	14,971	16,514	16,916	17,418	17,001
Total liabilities	24,745	26,471	27,151	28,254	28,045
Net assets	443,579	482,649	496,729	506,237	557,359
Equity					
Accumulated surplus	139,291	148,315	154,426	161,457	169,610
Asset revaluation reserve	298,973	329,256	332,990	332,990	373,225
Other reserves	5,315	5,078	9,313	11,790	14,524
Total equity	443,579	482,649	496,729	506,237	557,359

3.3 Statement of Changes in Equity

For the four years ending 30 June

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2017				
Balance at beginning of the financial year	443,579	139,291	298,973	5,315
Surplus (deficit) for the year	39,070	39,070	0	0
Net asset revaluation increment (decrement)	0	(30,283)	30,283	0
Transfer to other reserves	0	(2,116)	0	2,116
Transfer from other reserves	0	2,353	0	(2,353)
Balance at end of the financial year	482,649	148,315	329,256	5,078
2018				
Balance at beginning of the financial year	482,649	148,315	329,256	5,078
Surplus (deficit) for the year	14,080	14,080	0	0
Net asset revaluation increment (decrement)	0	(3,734)	3,734	0
Transfer to other reserves	0	(4,415)	0	4,415
Transfer from other reserves	0	180	0	(180)
Balance at end of the financial year	496,729	154,426	332,990	9,313
2019				
Balance at beginning of the financial year	496,729	154,426	332,990	9,313
Surplus (deficit) for the year	9,508	9,508	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(3,359)	0	3,359
Transfer from other reserves	0	882	0	(882)
Balance at end of the financial year	506,237	161,457	332,990	11,790
2020				
Balance at beginning of the financial year	506,237	161,457	332,990	11,790
Surplus (deficit) for the year	51,122	51,122	0	0
Net asset revaluation increment (decrement)	0	(40,235)	40,235	0
Transfer to other reserves	0	(6,053)	0	6,053
Transfer from other reserves	0	3,319	0	(3,319)
Balance at end of the financial year	557,359	169,610	373,225	14,524

3.4 Statement of Cash Flows

For the four years ending 30 June 2020

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
Cash flows from operating activities					
Rates and charges	29,290	31,217	32,315	33,853	35,501
Statutory fees and fines	608	642	664	684	705
User fees	1,786	1,951	2,187	2,326	2,498
Contributions - monetary	0	353	2,180	882	3,319
Grants - operating	7,384	9,050	9,344	9,800	10,278
Grants - capital	8,847	5,088	4,852	4,631	2,671
Interest received	412	374	527	655	759
Other receipts	1,349	1,381	1,391	1,426	1,462
Employee costs	(17,412)	(17,655)	(18,672)	(19,424)	(20,192)
Materials and consumables	(16,107)	(14,733)	(14,710)	(15,141)	(15,575)
Other payments	(758)	(770)	(788)	(808)	(828)
Net cash provided by operating activities	15,400	16,897	19,289	18,884	20,596
Cash flows from investing activities					
Payments for property, plant and equipment	(23,804)	(17,460)	(14,123)	(15,781)	(15,993)
Proceeds from sale of property, plant and equipment	1,333	414	373	382	392
Net cash used in investing activities	(22,471)	(17,045)	(13,749)	(15,398)	(15,600)
Cash flows from financing activities					
Finance costs	(864)	(906)	(876)	(844)	(786)
Proceeds from borrowings	4,476	2,790	1,406	1,500	184
Repayment of borrowings	(1,464)	(1,431)	(1,364)	(1,121)	(1,120)
Net cash provided by (used in) financing activities	2,147	452	(834)	(465)	(1,722)
Net (decrease) increase in cash & cash equivalents	(4,924)	304	4,706	3,021	3,274
Cash and cash equivalents at beginning of the financial year	12,173	7,249	7,553	12,260	15,281
Cash and cash equivalents at end of the financial year	7,249	7,553	12,260	15,281	18,554

3.5 Statement of Capital Works

For the four years ending 30 June 2020

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
Property					
Land	0	0	0	0	0
Buildings	5,974	842	1,681	2,661	2,772
Building improvements	0	0	0	0	0
Total property	5,974	842	1,681	2,661	2,772
Plant and equipment					
Plant, machinery and equipment	1,761	1,408	1,873	1,541	1,535
Computers and telecommunications	0	0	0	0	0
Library books	96	0	0	0	0
Total plant and equipment	1,857	1,408	1,873	1,541	1,535
Infrastructure					
Roads	12,749	12,365	7,168	5,888	7,881
Bridges	825	850	688	768	779
Footpaths	819	498	402	450	456
Drainage	90	0	100	120	200
Recreational, leisure and community facilities	1,220	1,395	2,129	4,261	2,278
Parks, open space and streetscapes	15	93	75	84	85
Other infrastructure	255	8	6	7	7
Total infrastructure	15,973	15,209	10,568	11,579	11,686
Total capital works expenditure	23,804	17,460	14,123	15,781	15,993
Represented by:					
Asset renewal expenditure	11,723	9,112	7,370	8,236	8,346
New asset expenditure	5,737	7,519	6,082	6,796	6,887
Asset upgrade expenditure	6,344	829	670	749	759
Asset expansion expenditure	0	0	0	0	0
Total capital works expenditure	23,804	17,460	14,123	15,781	15,993

3.6 Statement of Human Resources

For the four years ending 30 June 2020

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	17,854	18,226	19,244	20,019	20,811
Employee costs - capital	891	920	972	1,011	1,051
Total staff expenditure	18,744	19,146	20,215	21,029	21,861
	EFT	EFT	EFT	EFT	EFT
Staff numbers					
Employees	207.9	207.9	209.9	211.4	212.9
Total staff numbers	207.9	207.9	209.9	211.4	212.9

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

Department	Budget 2016/17 \$'000	Comprises	
		Permanent Full Time \$'000	Permanent Part Time \$'000
CEO's Office	376	376	0
Growth and Development	5,360	4,115	1,245
Community Services	5,229	2,057	3,171
Infrastructure Services	6,825	6,441	384
Total permanent staff expenditure	17,790	12,990	4,800
Casuals and other expenditure	436		
Capitalised labour costs	920		
Total	19,146		

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

Department	Budget FTE	Comprises	
		Permanent Full Time	Permanent Part Time
CEO's Office	2.0	2.0	0.0
Growth and Development	59.9	46.0	13.9
Community Services	58.5	23.0	35.5
Infrastructure Services	76.3	72.0	4.3
Total permanent staff expenditure	196.7	143.0	53.7
Casuals and other expenditure	3.5		
Capitalised labour costs	7.7		
Total	207.9		

4. Financial performance indicators

4.3 Financial performance indicators

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

Indicator	Measure	Notes	Forecast	Budget	Strategic Resource Plan			Trend +/-
			Actual 2015/16	2016/17	Projections 2017/18 2018/19 2019/20			
Operating position								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	-5.0%	3.1%	-1.1%	0.0%	1.4%	+
Liquidity								
Working capital	Current assets / current liabilities	2	134.4%	133.3%	177.3%	197.0%	224.6%	+
Unrestricted cash	Unrestricted cash / current liabilities		19.8%	24.9%	19.1%	23.1%	27.5%	+
Obligations								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	3	51.3%	52.8%	50.6%	49.4%	44.5%	o
Loans and borrowings	Interest and principal repayments / rate revenue		7.9%	7.5%	6.9%	5.8%	5.4%	+
Indebtedness	Non-current liabilities / own source revenue		45.0%	46.7%	45.4%	44.5%	41.4%	-
Asset renewal	Asset renewal expenditure / depreciation	4	136.4%	91.5%	68.0%	72.5%	70.3%	-
Stability								
Rates concentration	Rate revenue / adjusted underlying revenue	5	61.5%	59.7%	62.2%	62.2%	62.3%	o
Rates effort	Rate revenue / property values (CIV)		0.0005%	0.0005%	0.0005%	0.0005%	0.0005%	o
Efficiency								
Expenditure level	Total expenditure / no. of assessments		\$2,932	\$2,867	\$2,937	\$2,971	\$2,997	+
Revenue level	Residential rate revenue / No. of residential assessments		\$1,475	\$1,520	\$1,552	\$1,586	\$1,623	+
Workforce turnover	No. of resignations & terminations / average no. of staff		9.6%	6.7%	6.6%	6.6%	6.9%	+

Key to Forecast Trend:

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

Notes to indicators

1 Adjusted underlying result – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance expected over the period, although continued losses means reliance on Council's cash reserves or increased debt to maintain services.

2 Working capital – The proportion of current liabilities represented by current assets. Working capital is forecast to increase in the 2016/17 year. The trend in later years is to remain steady at an acceptable level.

3 Debt compared to rates - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.

4 Asset renewal - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

5 Rates concentration - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

5. Other budget information (required by the Regulations)

This section presents other budget related information required by the Regulations.

This section includes the following statements and reports

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

5.1.1 Grants - operating (\$1.666 million increase)

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants has increased by 22.6% or \$1.666 million compared to 2015/16. A list of operating grants by type and source, classified into recurrent and non-recurrent, is included below.

Operating Grant Funding Type and Source	Forecast	Budget	Variance
	Actual 2015/16 \$'000	2016/17 \$'000	\$'000
<i>Recurrent - Commonwealth Government</i>			
Victorian Grants Commission	2,942	5,821	2,878
<i>Recurrent - State Government</i>			
Aged and Disability	2,017	2,048	30
School Crossing Supervisors	52	55	3
Library	248	253	5
Early Years Services	235	225	(11)
Maternal and Child Health	250	253	3.23
Valuations	-	90	90
Fire Services Levy support	45	47	1
SES	16	16	-
Immunizations	34	33	(1)
Youth Services	63	61	(2)
Environment	29	29	1
Total recurrent grants	5,932	8,930	2,997
<i>Non-recurrent - State Government</i>			
Early Years Services	28	-	(28)
Emergency Management	245	120	(125)
Environment	166	-	(166)
Strategic Planning Projects	13	-	(13)
<i>Non-recurrent - Federal Government</i>			
Emergency Recovery	1,000	-	(1,000)
Total non-recurrent grants	1,451	120	(1,331)
Total Grants - Operating	7,384	9,050	1,666

5.1.2 Grants - capital (\$3.759 million decrease)

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall the level of capital grants has decreased by 42.5% or \$3.759 million compared to 2015/16. Section 6. "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2016/17 year. A list of capital grants by type and source, classified into recurrent and non-recurrent, is included below.

Capital Grant Funding Type and Source	Forecast		Variance
	Actual 2015/16 \$'000	Budget 2016/17 \$'000	
<i>Recurrent - Commonwealth Government</i>			
Roads to Recovery	2,510	2,899	389
<i>Recurrent - State Government</i>			
			0
Total recurrent grants	2,510	2,899	389
<i>Non-recurrent - Commonwealth Government</i>			
Roads	3,679	1,177	(2,502)
<i>Non-recurrent - State Government</i>			
Footpaths	30	-	(30)
Roads	257	-	(257)
Recreational and Leisure	444	765	321
Buildings	1,953	248	(1,705)
Emergency Management	(26)	-	26
Total non-recurrent grants	6,337	2,190	(4,147)
Total Grants - Capital	8,847	5,088	(3,759)

5.1.3 Statement of borrowings

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

	2015/16 \$	2016/17 \$
Total amount borrowed as at 30 June of the prior year	12,031,599	15,042,714
Total amount to be borrowed	4,475,586	2,790,000
Total amount projected to be redeemed	(1,464,471)	(1,431,348)
Total amount proposed to be borrowed as at 30 June	15,042,714	16,401,366

6. Detailed list of capital works

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

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

- New works for 2016/17

Capital works program

For the year ending 30 June 2017

1. New works

Capital Works Area	Project Cost \$'000	Summary of Funding Sources			
		Grants \$'000	Contributions \$'000	Council Cash \$'000	Loans \$'000
PROPERTY					
Asset Renewal Expenditure					
Dunnstown Standpipe - Replacement of Steel Tank Stand	30	0	0	30	0
Bacchus Marsh Swimming Pool	95	0	0	95	0
Ballan Swimming Pool	96	0	0	96	0
Total Asset Renewal Expenditure	221	0	0	221	0
New Asset Expenditure					
Ballan Depot - Preplanning	150	0	0	150	0
Total New Asset Expenditure	150	0	0	150	0
Asset Upgrade Expenditure					
Maddingley Park Changeroom Refurbishment	96	25	0	71	0
Maddingley Park Pavilion Improvements	150	150	0	0	0
Masons Lane Western Pavilion Detailed Design	75	0	0	75	0
Wallace Recreation Reserve Accessible Toilet	53	0	0	53	0
Coimadai Fire Brigade Community Facility	98	73	0	25	0
Total Asset Upgrade Expenditure	471	248	0	223	0
TOTAL BUILDINGS	842	248	0	594	0
TOTAL PROPERTY	842	248	0	594	0
PLANT & EQUIPMENT					
PLANT, MACHINERY & EQUIPMENT					
Asset Renewal Expenditure					
Plant Replacement Program	1,408	0	0	1,408	0
Total Asset Renewal Expenditure	1,408	0	0	1,408	0
TOTAL PLANT, MACHINERY & EQUIPMENT	1,408	0	0	1,408	0
TOTAL PLANT & EQUIPMENT	1,408	0	0	1,408	0

Capital Works Area	Project Cost \$'000	Summary of Funding Sources			
		Grants \$'000	Contributions \$'000	Council Cash \$'000	Loans \$'000
INFRASTRUCTURE					
ROADS					
Asset Renewal Expenditure					
Preplanning - Sealed Roads	70	0	0	70	0
Egerton-Ballark Road, Bungal - Road Rehabilitation	450	0	0	317	133
Ballan-Meredith Road, Mt Wallace - Road Rehabilitation	515	515	0	0	0
Dunnstown-Yendon Road, Dunnstown - Road Rehabilitation	380	380	0	0	0
Navigators Road, Navigators - Road Rehabilitation	265	265	0	0	0
Sutherland Street, Bacchus Marsh - Asphalt Overlay	18	0	0	18	0
Bacchus Marsh-Balliang Road, Balliang - Road Rehabilitation	650	526	0	0	124
Butter Factory Road, Wallace - Road Rehabilitation	230	230	0	0	0
Lesters Road, Bungaree - Road Widening	171	0	0	0	171
Berry Street, Ballan - Road Widening and Intersection Conversion	378	378	0	0	0
Cairns Drive, Darley - Road Rehabilitation	605	605	0	0	0
Old Melbourne Road, Millbrook - Preplanning	40	0	0	40	0
Dunnstown-Yendon Road, Dunnstown - Preplanning	33	0	0	33	0
Carween Lane, Ballan - Preplanning	33	0	0	33	0
Halletts Way, Darley - Preplanning	33	0	0	33	0
Lal Lal Falls Road, Lal Lal - Reseal	21	0	0	21	0
Mount Wallace Hall Lane, Mount Wallace - Reseal	7	0	0	7	0
Gillespies Lane, Ballan - Reseal	11	0	0	11	0
Smiths Road, Parwan - Reseal	11	0	0	11	0
Steele Court, Bacchus Marsh - Reseal	7	0	0	7	0
Tableland Road, Morrisons - Reseal	62	0	0	62	0
Clifton Drive, Bacchus Marsh - Reseal	38	0	0	38	0
Nariel Court, Ballan - Reseal	34	0	0	34	0
Evergreen Way, Gordon - Reseal	32	0	0	32	0
Rowsley Station Road, Maddingley - Reseal	4	0	0	4	0
Ramsay Crescent, Darley - Reseal	4	0	0	4	0
Morrisons Lane, Korobeit - Reseal	20	0	0	20	0
Lesters Road, Bungaree - Reseal	24	0	0	24	0
McLeod Drive, Darley - Reseal	9	0	0	9	0
Simpson Street, Bacchus Marsh - Reseal	3	0	0	3	0
Walsh Street, Ballan - Reseal	9	0	0	9	0
Leahy Street, Maddingley - Reseal	16	0	0	16	0
Moore Street, Maddingley - Reseal	13	0	0	13	0
Links Road, Darley - Reseal	13	0	0	13	0
Ballanee Road, Ballan - Reseal	12	0	0	12	0
Elaine Mount Mercer Road, Cargerie - Reseal	32	0	0	32	0
Lawson Road, Merrimu - Reseal	21	0	0	21	0
Lerderderg Park Road, Merrimu - Reseal	24	0	0	24	0
Lerderderg Park Road, Merrimu - Reseal	24	0	0	24	0
Spreadeagle Road, Millbrook - Reseal	11	0	0	11	0
Dog Trap Gully Road, Rowsley - Reseal	5	0	0	5	0

Capital Works Area	Summary of Funding Sources				
	Project Cost	Grants	Contributions	Council Cash	Loans
	\$'000	\$'000	\$'000	\$'000	\$'000
Old Corbetts Road, Gordon - Reseal	29	0	0	29	0
Elaine-Mount Mercer, Elaine - Reseal	25	0	0	25	0
Bacchus Marsh Balliang Service Road, Maddingley - Reseal	7	0	0	7	0
Forest Road, Morrisons - Reseal	11	0	0	11	0
Forest Road, Morrisons - Reseal	8	0	0	8	0
Hicks Lane, Ballan - Reseal	8	0	0	8	0
Peerewerrh Road, Millbrook - Reseal	7	0	0	7	0
Roch Court, Ballan - Reseal	3	0	0	3	0
Vallence North Road, Maddingley - Reseal	5	0	0	5	0
Vallence North Road, Maddingley - Reseal	4	0	0	4	0
Windle Street, Ballan - Reseal	9	0	0	9	0
La Cote Road, Greendale - Reseal	31	0	0	31	0
Atkinson Street, Ballan - Reseal	5	0	0	5	0
Atkinson Street, Ballan - Reseal	5	0	0	5	0
Windle Street, Ballan - Reseal	9	0	0	9	0
Clarkes Hill Road, Clarkes Hill - Final Seal	21	0	0	21	0
Yankee Flat Road, Navigators - Final Seal	22	0	0	22	0
Thomas Court, Gordon - Final Seal	6	0	0	6	0
Spencer Road, Ballan - Final Seal	14	0	0	14	0
Glenmore Road, Mount Wallace - Shoulder Resheet	48	0	0	48	0
Mount Wallace-Ballark Road, Mount Wallace - Shoulder Resheet	25	0	0	25	0
Ballanee Road, Ballan - Shoulder Resheet	12	0	0	12	0
Mount Blackwood Road, Myrniong - Shoulder Resheet	6	0	0	6	0
Spargo Creek Road, Bolwarrah - Shoulder Resheet	51	0	0	51	0
Reids Road, Balliang - Gravel Road Resheet	156	0	0	156	0
Beremboke Road, Beremboke - Gravel Road Resheet	130	0	0	90	40
Brougham Street, Gordon - Gravel Road Resheet	75	0	0	75	0
Back Settlement Road, Korweinguboora - Gravel Road Resheet	45	0	0	45	0
Hogan Track, Korweinguboora - Gravel Road Resheet	19	0	0	19	0
Ingliston-Settlement Road, Ingliston - Gravel Road Resheet	74	0	0	74	0
Whelans Road, Parwan - Gravel Road Resheet	25	0	0	25	0
Whelans Lane, Parwan - Gravel Road Resheet	26	0	0	26	0
Pope Street, Yendon - Gravel Road Resheet	15	0	0	15	0
Triggs Road, Yendon - Gravel Road Resheet	79	0	0	79	0
Slaters Road, Mollonghip - Gravel Road Resheet	14	0	0	14	0
Elaine-Egerton Road, Morrisons - Gravel Road Resheet	56	0	0	56	0
Bowmans Lane, Pentland Hills - Gravel Road Resheet	40	0	0	40	0
Scarffs North Road, Buninyong - Gravel Road Resheet	22	0	0	22	0
Ratcliffe Lane, Buninyong - Gravel Road Resheet	10	0	0	10	0
Church Street, Mt Egerton - Gravel Road Resheet	22	0	0	22	0
Trounces Ln, Mt Egerton - Gravel Road Resheet	75	0	0	75	0

Capital Works Area	Summary of Funding Sources				
	Project Cost	Grants	Contributions	Council Cash	Loans
	\$'000	\$'000	\$'000	\$'000	\$'000
Hills Road, Blackwood - Gravel Road Resheet	9	0	0	9	0
Skidders Road, Blackwood - Gravel Road Resheet	19	0	0	19	0
Handley Street, Blackwood - Gravel Road Resheet	8	0	0	8	0
Mathersons Lane, Blackwood - Gravel Road Resheet	5	0	0	5	0
McCarthys Road, Navigators - Gravel Road Resheet	64	0	0	64	0
Bates Road, Blackwood - Gravel Road Resheet	20	0	0	20	0
Sutherland Street, Bacchus Marsh - Kerb and Channel	140	0	0	140	0
Inglis Street, Ballan - Kerb and Channel	300	0	0	300	0
Total Asset Renewal Expenditure	6,155	2,899	0	2,790	467
New Asset Expenditure					
Halletts Way/O'Leary Way - Southern Extension	5,885	1,177	0	2,385	2,323
Halletts Way/Western Route - Northern Extension	0	0	353	-353	0
Station Street, Maddingley - Urbanisation	325	0	0	325	0
Total New Asset Expenditure	6,210	1,177	353	2,357	2,323
TOTAL ROADS	12,365	4,076	353	5,147	2,790
BRIDGES					
Asset Renewal Expenditure					
Butter Factory Road, Wallace	450	0	0	450	0
Beremboke Road, Beremboke	300	0	0	300	0
Preplanning Work for Future Projects	100	0	0	100	0
Total Asset Renewal Expenditure	850	0	0	850	0
TOTAL BRIDGES	850	0	0	850	0
FOOTPATHS & CYCLEWAYS					
Asset Renewal Expenditure					
Inglis Street, Ballan	420	0	0	420	0
Gell Street, Bacchus Marsh	45	0	0	45	0
Martin Street, Blackwood	13	0	0	13	0
Total Asset Renewal Expenditure	478	0	0	478	0
Asset Upgrade Expenditure					
DDA Upgrade Program (annual program) - Upgrade pedestrian crossings and footpaths to ensure DDA compliance	20	0	0	20	0
Total Asset Upgrade Expenditure	20	0	0	20	0
TOTAL FOOTPATHS & CYCLEWAYS	498	0	0	498	0

Capital Works Area	Summary of Funding Sources				
	Project Cost \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Loans \$'000
RECREATIONAL, LEISURE & COMMUNITY FACILITIES					
New Asset Expenditure					
Bacchus Marsh Racecourse Reserve Sporting Facilities	1,000	500	0	500	0
Darley Football Netball Club Safety Fencing	30	7	0	23	0
Ballan Golf Club Water Consolidation Program	28	3	0	25	0
Total New Asset Expenditure	1,058	510	0	548	0
Asset Upgrade Expenditure					
Ballan Recreation Reserve Netball/Tennis Court Reconstruction	165	125	0	40	0
Navigators Tennis Club Improvements	21	3	0	18	0
The Avenue Bowling Club Resurfacing of the Lorna Lucas Green	152	127	0	25	0
Total Asset Upgrade Expenditure	337	255	0	83	0
TOTAL RECREATIONAL, LEISURE & COMMUNITY FACILITIES	1,395	765	0	631	0
PARKS, OPEN SPACE & STREETSCAPES					
New Asset Expenditure					
Maddingley Park Lighting (Bacchus Marsh Train Station to Taverner Street)	93	0	0	93	0
Total New Asset Expenditure	93	0	0	93	0
TOTAL PARKS, OPEN SPACE & STREETSCAPES	93	0	0	93	0
OTHER INFRASTRUCTURE					
New Asset Expenditure					
Bus Shelter / Bus Route Development Program - New School Bus Shelters	8	0	0	8	0
Total New Asset Expenditure	8	0	0	8	0
TOTAL OTHER INFRASTRUCTURE	8	0	0	8	0
TOTAL INFRASTRUCTURE	15,209	4,840	353	7,226	2,790
TOTAL NEW CAPITAL WORKS 2016/17	17,460	5,088	353	9,229	2,790
Represented by:					
Asset Renewal Expenditure	9,112	2,899	0	5,747	467
New Asset Expenditure	7,519	1,687	353	3,156	2,323
Asset Upgrade Expenditure	829	503	0	326	0
Asset expansion expenditure	0	0	0	0	0
	17,460	5,088	353	9,229	2,790

7. Rates and charges

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

7. Rates and charges

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

Type or class of land	2015/16 cents/\$CIV	2016/17 cents/\$CIV	Change
Commercial & Industrial Rate	0.006745	0.006528	-3.2%
Commercial & Industrial Vacant Land	0.010961	0.010607	-3.2%
Extractive Industry Rate	0.013153	0.012729	-3.2%
Farm Rate	0.003288	0.003182	-3.2%
General Rate	0.004216	0.004080	-3.2%
Vacant Land General	0.008853	0.008567	-3.2%
Vacant Land FZ and RCZ	0.004216	0.004080	-3.2%
Vacant Land GRZ	0.010539	0.010199	-3.2%
Residential Retirement Villages	0.003794	0.003671	-3.2%

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

Type or class of land	2015/16 \$	2016/17 \$	Change
Commercial & Industrial Rate	1,683,876	1,855,365	10.2%
Commercial & Industrial Vacant Land	221,631	229,875	3.7%
Extractive Industry Rate	291,655	282,253	-3.2%
Farm Rate	3,166,827	3,212,499	1.4%
General Rate	16,979,704	17,951,408	5.7%
Vacant Land General	862,964	924,671	7.2%
Vacant Land FZ and RCZ	661,659	736,077	11.2%
Vacant Land GRZ	1,327,914	1,406,921	5.9%
Residential Retirement Villages	99,107	141,732	43.0%
Total amount to be raised by general rates	25,295,337	26,740,801	5.7%

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

Type or class of land	2015/16 \$	2016/17 \$	Change
Commercial & Industrial Rate	515	531	3.1%
Commercial & Industrial Vacant Land	69	66	-4.3%
Extractive Industry Rate	14	14	0.0%
Farm Rate	1,491	1,443	-3.2%
General Rate	11,509	11,808	2.6%
Vacant Land General	556	562	1.1%
Vacant Land FZ and RCZ	649	699	7.7%
Vacant Land GRZ	601	655	9.0%
Residential Retirement Villages	127	175	37.8%
Total number of assessments	15,531	15,953	2.7%

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

7.5 The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2015/16 \$	2016/17 \$	Change
Commercial & Industrial Rate	249,648,000	284,260,000	13.9%
Commercial & Industrial Vacant Land	20,220,000	21,672,000	7.2%
Extractive Industry Rate	22,174,000	22,174,000	0.0%
Farm Rate	963,147,000	1,009,585,000	4.8%
General Rate	4,027,444,000	4,399,855,000	9.2%
Vacant Land General	97,477,000	107,934,000	10.7%
Vacant Land FZ and RCZ	156,940,000	180,411,000	15.0%
Vacant Land GRZ	126,000,000	137,947,000	9.5%
Residential Retirement Villages	26,122,000	38,598,000	47.8%
Total value of land	5,689,172,000	6,202,436,000	9.0%

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

Type of Charge	Per Rateable Property 2015/16 \$	Per Rateable Property 2016/17 \$	Change
Waste Management	85	90	5.9%
Domestic Waste Collection	131	144	9.9%
Kerbside Greenwaste *	0	100	100.0%
State Landfill Levy Charge	45	45	0.0%
Total	261	379	45.2%

* Greenwaste collection service is estimated to be available in January 2017 - fee will be \$50 for 2016/17. The annualised charge will start at \$100.

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

Type of Charge	2015/16 \$	2016/17 \$	Change
Waste Management	1,265,905	1,383,120	9.3%
Domestic Waste Collection	1,511,216	1,741,104	15.2%
Kerbside Greenwaste	0	160,000	100.0%
Commercial Garbage	95,271	96,849	1.7%
State Landfill Levy Charge	670,185	691,560	3.2%
Total	3,447,306	4,072,633	18.1%

7.8 The estimated total amount to be raised by all rates and charges compared with the previous financial year

Type of Charge	2015/16 \$	2016/17 \$	Change
Rates and charges	29,333,629	31,043,434	5.8%

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

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

- The making of supplementary valuations (2016/17: estimated \$230,000, 2015/16: \$253,802)
- The variation of returned levels of value (e.g. valuation appeals);
- Changes of use of land such that rateable land becomes non-rateable land and vice versa; and
- Changes of use of land such that residential land becomes business land and vice versa.

7.12 Differential rates

Rates to be levied

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

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

General Developed Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

Definition:

Any land:

- on which a dwelling is lawfully erected and occupied for the principal purpose of physically accommodating persons; and
- which does not have the characteristics of:
 - Commercial and Industrial Land;
 - Vacant Commercial and Industrial Land;
 - Extractive Industry Land;
 - Farm Land;
 - Residential Retirement Villages Land;
 - Vacant General Land;
 - Vacant FZ and RCZ Land; or
 - Vacant GRZ Land.

Commercial / Industrial Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

Definition:

Any land which is lawfully used:

- for the principal purpose of carrying out the manufacturing or productions of goods; or
- for the principal purpose of carrying out trade in goods or services.

Vacant Commercial / Industrial Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Definition:

Any land:

- located within an Industrial or Commercial zone under the Moorabool Planning scheme; and
- which is vacant; or
- not lawfully developed for the principal purpose of carrying out the manufacturing or production of goods or trade in goods or services; and
- which does not have the characteristics of General Developed Land.

Extractive Industry Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

Definition:

Any land:

- which is used primarily for the extraction or removal of minerals, earth or stone including the treatment of minerals, earth or stone; or
- on which activities for the extraction or removal of minerals, earth or stone including the treatment of minerals earth or stone have been discontinued but which has not yet been rehabilitated to environmental standards as required by law.

Farm Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

Definition:

Any land:

- which is “farm land” within the meaning of section 2(1) of the Valuation of Land Act 1960.

Vacant General Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Definition:

Any land:

- on which no building is lawfully erected; and
- which does not have the characteristics of;
 - Vacant commercial and Industrial Land; or
 - Vacant FZ and RCZ Land; or
 - Vacant GRZ Land.

Vacant FZ or RCZ Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Definition:

Any land:

- on which no building is lawfully erected; and
- which is located within the Farm Zone (FZ) or Rural Conservation Zone (RCZ) under the Moorabool Planning Scheme; and
- which does not have the characteristics of Farm Land.

Vacant GRZ Land

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Definition:

Any land:

- on which no building is lawfully erected; and
- which is located within the General Residential Zone (GRZ) under the Moorabool Planning Scheme.

Residential Retirement Villages

Objective:

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

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

Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the Moorabool Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

Definition:

Any land:

- which is defined as a Retirement Village land under the Retirement Villages Act 1986.

Budget Analysis

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

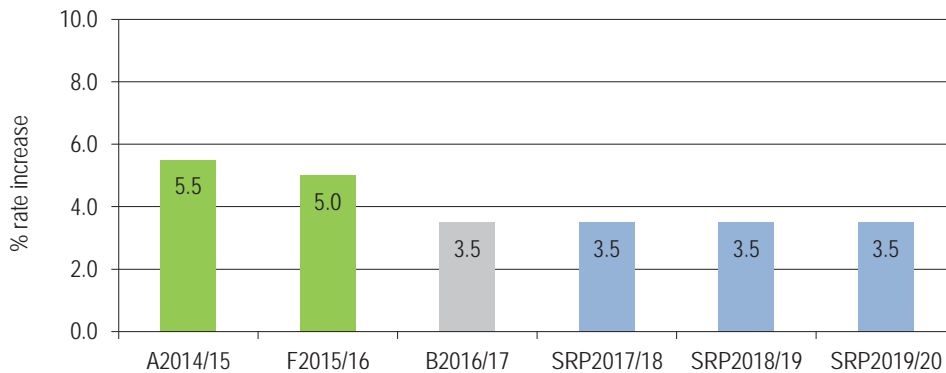
This section includes the following analysis and information.

- 8 Summary of financial position
- 9 Budget influences
- 10 Analysis of operating budget
- 11 Analysis of budgeted cash position
- 12 Analysis of capital budget
- 13 Analysis of budgeted financial position
- 14 Strategic resource plan
- 15 Summary of other strategies
- 16 Rating strategy

8. Summary of financial position

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

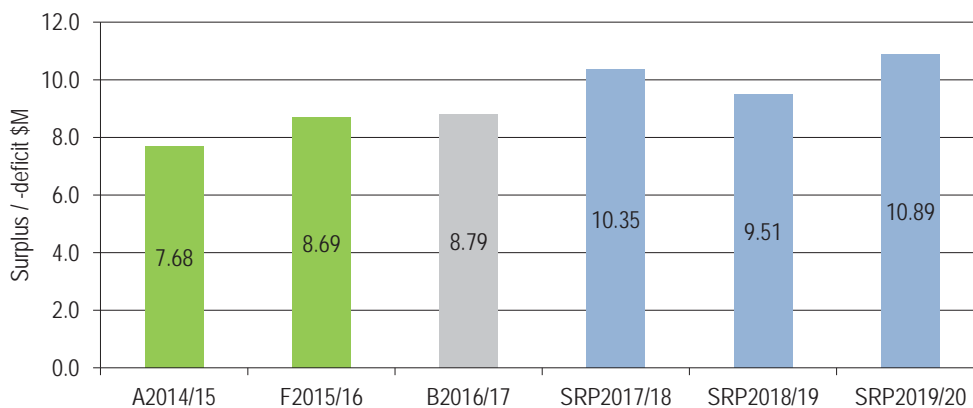
8.1 Rates and charges



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

It is proposed that general rates increase by 3.5% for the 2016/17 year, raising total rates of \$31.043 million, including \$0.230 million generated from supplementary rates. Of the 3.5% increase, a portion will be used to fund \$0.225 million of new initiatives in addition to funding a larger capital works program to address the asset renewal and population growth needs of the Shire. (The rate increase for the 2015/16 year was 5.0%).

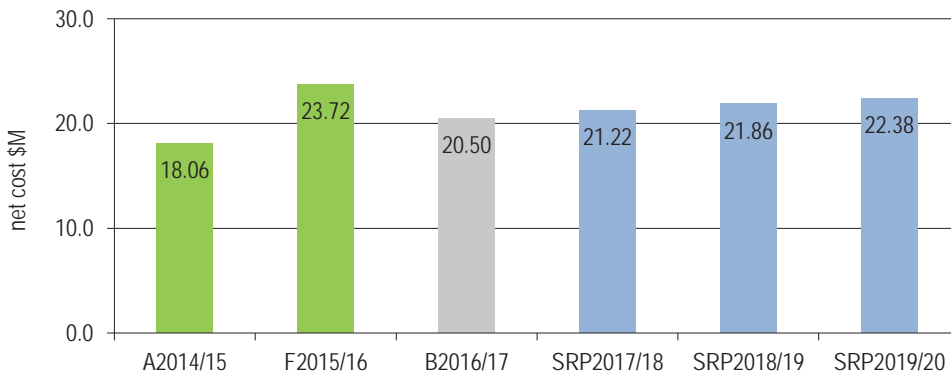
8.2 Operating result



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

The expected operating result for the 2016/17 year is a surplus of \$8.787 million, which is an increase of \$0.100 million from 2015/16. The adjusted underlying result, which excludes items such as non-recurrent capital grants and non-cash contributions, is a deficit of \$1.610 million - a decrease of \$3.974 million over 2015/16. (The forecast operating result for the 2015/16 year is a surplus of \$8.688 million).

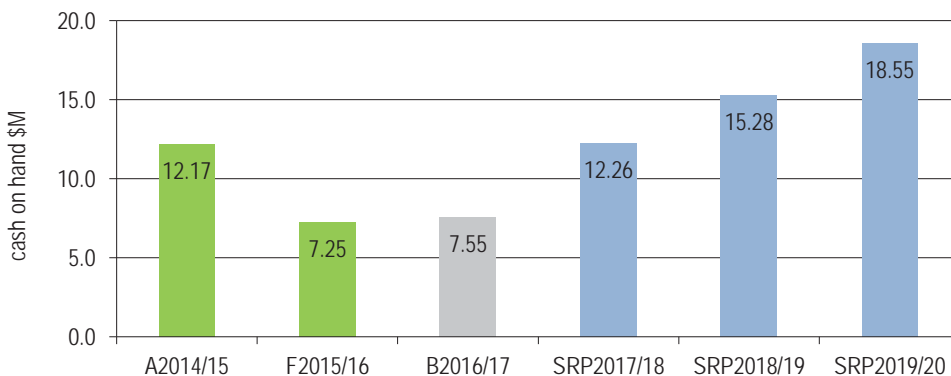
8.3 Services



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

The net cost of services delivered to the community for the 2016/17 year is expected to be \$20.502 million, which is a decrease of \$3.217 million from 2015/16. A key influencing factor in the development of the 2016/17 Budget has been the continuing focus on delivering operational efficiencies whilst maintaining an appropriate level of service delivery, despite continuing population growth. To this end, significant effort has been expended on ensuring operating budgets are justifiable and financially responsible taking into account the demand of population growth and the rising cost of goods and services against the backdrop of a continuing tough external economic environment. For the 2016/17 year, service levels have been maintained and a number of initiatives adopted. (The forecast net cost for the 2015/16 year is \$23.719 million).

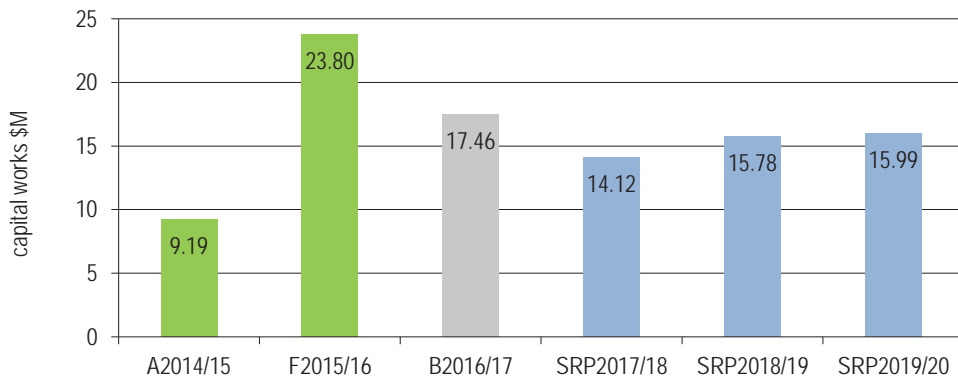
8.4 Cash and investments



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

Cash and investments are expected to increase by \$0.304 million during the year to \$7.553 million as at 30 June 2017. The reduction in cash and investments is in line with Council's Strategic Resource Plan. (Cash and investments are forecast to be \$7.249 million as at 30 June 2016).

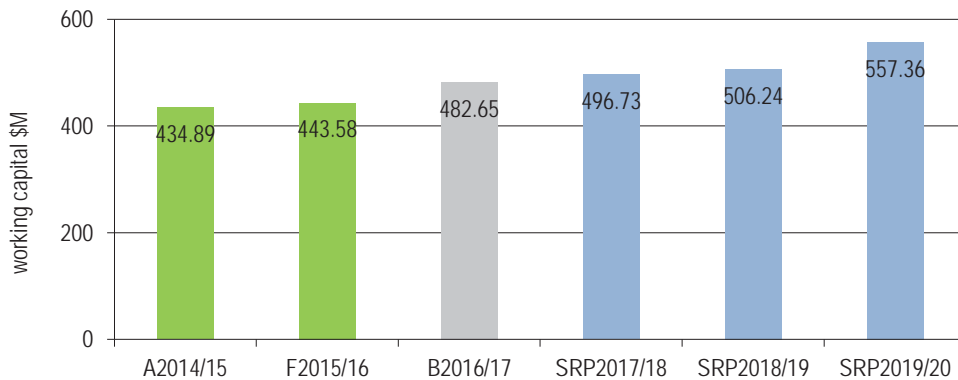
8.5 Capital works



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

The capital works program for the 2016/17 year is expected to be \$17.460 million. Of the \$17.460 million of capital funding required, \$5.088 million will come from external grants, \$2.790 million from borrowings, and the balance of \$9.581 million from Council cash. The Council cash amount includes asset sales of \$0.414 million. The capital expenditure program has been set and prioritised based on a rigorous process of consultation that has enabled Council to assess needs and develop sound business cases for each project. (Capital works is forecast to be \$23.804 million for the 2015/16 year).

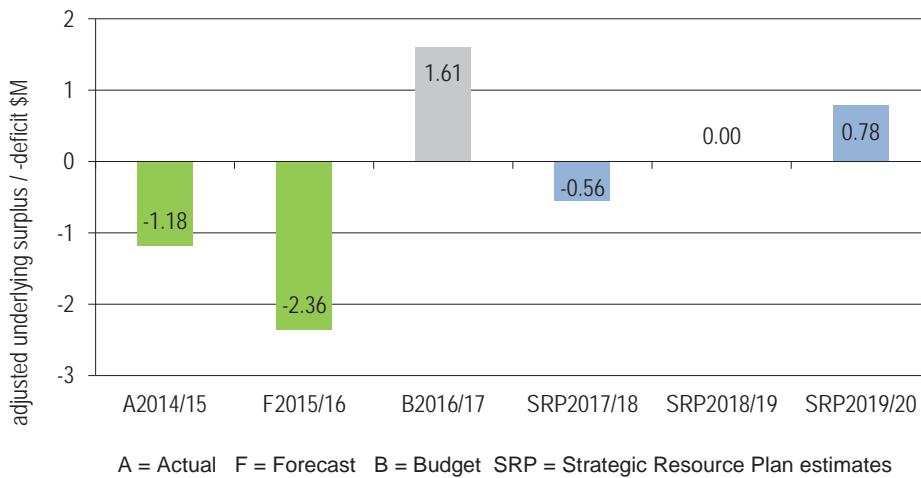
8.6 Financial position



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

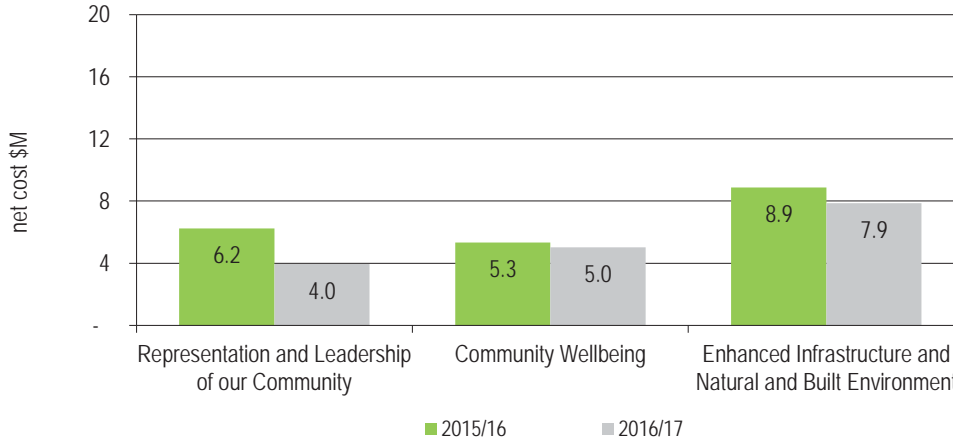
The financial position is expected to improve with net assets (net worth) to increase by \$39.070 million to \$482.649 million, and net current assets (working capital) will decrease by \$0.054 million to \$3.313 million as at 30 June 2017. (Total equity is forecast to be \$443.579 million as at 30 June 2016).

8.7 Financial sustainability



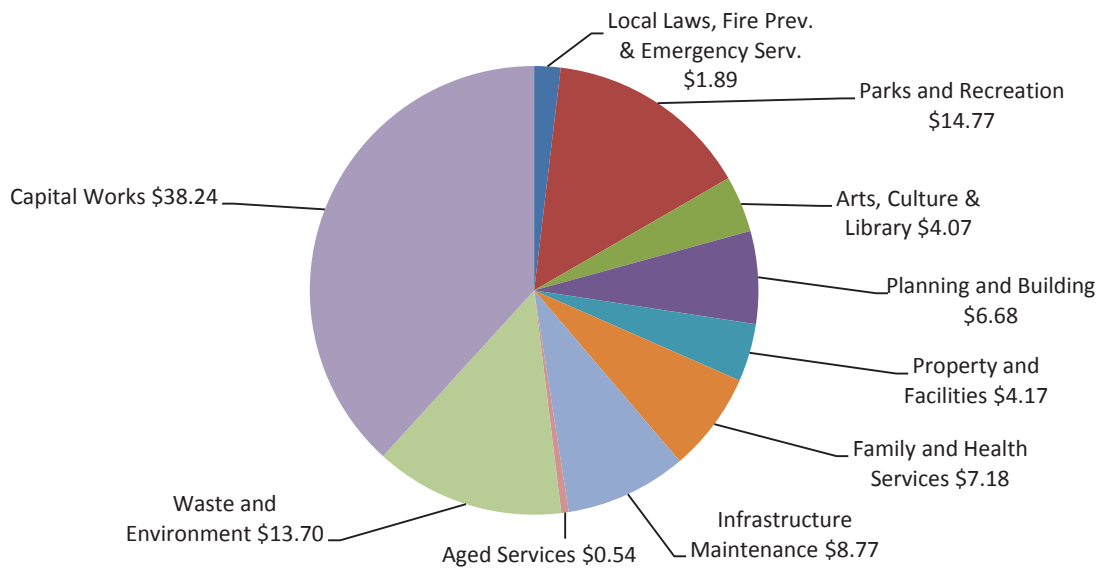
A high level Strategic Resource Plan for the years 2016/17 to 2019/20 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives as specified in the Council Plan. The adjusted underlying result, which is a measure of financial sustainability, shows a decreasing deficit over the four year period. This represents a significant overall improvement in the long term sustainability of Moorabool Shire Council.

8.8 Strategic objectives



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

9. Council expenditure allocations



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

9. Budget influences

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

9.1 Snapshot of Moorabool Shire Council

Moorabool Shire is a fast-growing semi-rural municipality nestled between Melbourne, Geelong and Ballarat. It offers residents picturesque and friendly surrounds with the vibrancy of an active, growing community.

The Shire's landscape provides an array of living options. Residents can enjoy an urban lifestyle in towns like Bacchus Marsh (45km west of the Melbourne CBD) and Ballan (70km west of the Melbourne CBD) or take advantage of Moorabool's small towns and hamlets, rural open spaces and natural surrounds.

A stunning Shire spanning more than 2,110 square kilometres, Moorabool is made up of 64 localities, hamlets and towns. More than 74% of the Shire comprises of water catchments, state forests and national parks. Moorabool boasts breathtaking landscapes, national parks, forests, gorges, mineral springs and tourism attractions. Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

The district was settled by Europeans between 1830 and 1850 and the character of our towns and surrounding areas reflect this era.

Gold was discovered in the region and a timber industry quickly developed. The availability of water attracted many people and resulted in pastoral and agricultural development led by pioneers such as Sir William Henry Bacchus, who in 1834 settled on the fertile soil of what is now the township of Bacchus Marsh.

Moorabool Shire is positioned along the major road and rail transport corridors between Melbourne and Adelaide.

Moorabool's eastern boundary is located just 40km west of Melbourne's CBD and extends westwards to the City of Ballarat municipal boundary. The Shire straddles Victoria's Western Highway and has excellent transport access to Melbourne, Ballarat and Geelong.

Bacchus Marsh is equi-distant to Melbourne and Avalon airports and close to the sea ports of Geelong and Melbourne.

Traditional Owners

We acknowledge the Indigenous history of Moorabool Shire. The land was traditionally occupied by and connected to a number of Aboriginal communities, most notably the Wathaurung Tribe in the south and west and the Wurundjeri Tribe in the east. In February 2015, the Council adopted a Statement of Commitment to Indigenous People.

Population

Moorabool Shire is a popular tree change destination, growing as fast as any other local government area in inland regional Victoria. The official population of Moorabool Shire in 2015 is 31,737. This is estimated to grow to 32,620 by the end of 2016. More than half the population lives in Bacchus Marsh and surrounds (18,247). The Shire's second largest population can be found in and around Ballan (2,985). The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire. The majority of people who relocate to Moorabool Shire are young families seeking a semi-rural lifestyle. Moorabool's demographic reflects this trend.

Population Growth

When considering future growth of Moorabool Shire, Council has identified three key residential locations where the majority of that growth will occur. These locations – Bacchus Marsh, Ballan and Gordon – already have established infrastructure to accommodate new growth. As part of the Moorabool 2041 (Small Towns and Clusters Settlement Strategy) framework, Council is also consulting with other settlements such as Wallace and Bungaree in reference to the growth opportunities. The population of the Shire is estimated to increase by 72% between 2015 and 2041 to 54,418. The majority of growth during this period will come from the new estates in Maddingley which are forecast to increase by over 174% during this same period.

Demographic

Moorabool Shire has a higher proportion of people in the younger age groups (0 to 17 years) as well as a higher proportion of people in the older age groups (60+ years) when compared to Greater Melbourne. Overall, 25.7% of the population was aged between 0 and 17, and 19.3% were aged 60 years and over, compared with 22.2% and 18.2% respectively for Greater Melbourne.

Births

Despite an ageing population, approximately 300 babies have been born each year since 2009. In the 2013/14 financial year 347 babies were born in the municipality. (Source: Maternal and Child Health database).

Housing

The number of homes is increasing. In 2011, there were 11,560 dwellings, compared to 10,172 dwellings in 2006. The growth in housing stock has been in line with population growth, as the average household size has remained relatively constant.

In 2011, there were 10,797 separate houses in the area, 609 medium density dwellings, and 23 high density dwellings.

Analysis of the types of dwellings in Moorabool Shire in 2011 shows that 93.4% of all dwellings were separate houses; 5.3% were medium density dwellings, and 0.2% were high density dwellings, compared with 71.1%, 21.1%, and 7.2% in the Greater Melbourne respectively.

In 2011, a total of 90.2% of the dwellings in Moorabool Shire were occupied on Census night, compared to 91.2% in Greater Melbourne. The proportion of unoccupied dwellings was 9.6%, which is larger compared to that found in Greater Melbourne (8.6%).

Affordability and Liveability

Moorabool offers diverse living options. Bacchus Marsh, Ballan, Gordon and the smaller Shire townships offer a vital array of community infrastructure, established social and sporting networks, combined with the charm and character only experienced in rural areas.

Bacchus Marsh ranks in the top three of regional Australia's housing markets that are likely to be the best suited for family living. Maintaining liveability for families is an important element for Council. This national ranking was based on a range of factors including house prices, typical block size, average number of bedrooms, expected capital gains and a range of proximity attributes involving schools, health care facilities, child care centres and retail facilities. The analysis also includes socioeconomic wellbeing measures.

Bacchus Marsh was the first area in regional Victoria to receive the National Broadband Network's super high-speed Fibre to the Premises (FTTP) service, with further FTTP rollouts planned for the Shire. Fixed wireless and satellite NBN services are already available in parts of Western Moorabool.

Education and occupation

In the past decade, Western Victoria, which includes Moorabool Shire, has experienced a steadily improving retention of students from Year 10 to Year 12, up from 85.6% in 2004 to 92.0% in 2013. (Source: Department of Education and Training, Summary Statistics Victorian Schools).

People in Moorabool Shire are also becoming better educated. The proportion of residents who have non-school qualifications is increasing. Many more residents in 2011 had completed a formal qualification (Bachelor or higher degree; Advanced Diploma or Diploma; or Vocational qualifications), than in 2006 (42.2% compared with 36.9%). (Source: Australian Bureau of Statistics, Census of Population and Housing).

In 2011, 7,091 (53.2%) of Moorabool Shire's working residents travelled outside of the area to work. Of those who lived and worked in Moorabool the majority worked in Bacchus Marsh (22.5%) followed by Ballan (6.6%). (Source: Australian Bureau of Statistics, Census of Population and Housing).

Business Profile

Traditional economic drivers such as agriculture, timber, wool and beef production and mineral, stone and water extraction remain extremely important to Moorabool's economy.

Residential growth, construction, retail and service industries, light manufacturing and tourism are emerging factors of growth.

The Shire's growing population provides tremendous opportunities for business growth and investment. The excellent services we provide, and those planned for the future, will see Moorabool become an even more attractive prospect.

The key drivers of Moorabool's regional economy in terms of regional exports, employment, value added and local expenditure on goods and services are: Agriculture, Forestry and Fishing (Output \$131.541 million); Construction (Output \$196.656 million); Health Care and Social Assistance (\$78.179 million); and Education and Training (\$67.714 million). The total output, based on gross revenue generated by businesses and organisations within Moorabool, is estimated at \$1,442.412 million (REMPPLAN 2014, based on 2011 Census data).

Between the last two Census periods the employment base of Moorabool Shire changed substantially. The most significant shifts in employment by industry sector included a lower share of employment in agriculture, forestry and fishing (-84 persons) manufacturing (-142 persons); and a higher proportion of jobs in construction (+396 persons), health care and social assistance (+251 persons), public administration and safety (+177 persons) and accommodation and food services (+166 persons).

An analysis of the jobs held by the resident population in Moorabool Shire in 2011 showed the top ranking industry sectors were:

- Construction (1,639 people or 12.3%)
- Health care and social assistance (1,397 people or 10.5%)
- Retail (1,307 people or 9.8%)
- Manufacturing (1,248 people or 9.4%)
- Education and training (1,115 people or 8.4%)
- Transport, postal and warehousing (1,018 people or 7.6%)
- Public administration and safety (935 people or 7.0%)
- Accommodation and food services (682 people or 5.1%)
- Professional, scientific and technical services (674 people or 5.1%)
- Agriculture, forestry and fishing (580 people or 4.4%)

More industry and commercial development is required to meet the rising population. The existing industrial estates, such as Ballan Industrial Estate and the Kennedy Place Industrial Estate in Bacchus Marsh are near capacity. To meet this need, Council is developing a plan for economic development over the next 10 years and investigating the future demand and supply for industrial land and how potential development locations like Parwan and Ballan will attract investment and cater for job growth.

Moorabool Shire is well positioned to capture new business opportunities from the digital economy with the early rollout of the National Broadband Network which delivers faster, more reliable broadband speeds than that available in metropolitan areas.

9.2 External influences

In preparing the 2016/17 Budget, a number of external influences have been taken into consideration because they are likely to impact significantly on the services delivered by Council in the budget period. These include:

- Consumer Price Index (CPI) increases on goods and services of 1.9% through the year to December quarter 2015 (ABS release 28 January 2016). State-wide CPI is forecast to be 2.5% for the 2016/17 year (Victorian Budget Papers 2015/16).
- Population growth will continue to generate an increase in demand for Council Services. By way of example, an increase in births and enrolments for Councils Maternal and Child Health Service will require additional investment in service delivery to keep up with the growth in demand.
- State and Federal governments budget deficits resulting in lower levels of grants and appropriations for both services and infrastructure delivery.
- The Victorian State Government has announced that local government rates will be capped from 2016/17. Depending on the level at which rates are capped Council may need to undertake a review of services that are provided to the community with the aim of reducing the level of rate payer subsidy for services undertaken by Local Government on behalf of the State and Federal Government.
- The Fire Services Property Levy will continue to be collected by Council on behalf of the State Government with the introduction of the Fire Services Property Levy Act 2012.
- Cost Shifting occurs where Local Government provides a service to the community on behalf of the State and Federal Government. Over time the funds received by local governments do not increase in line with real cost increases. Examples of services that are subject to Cost Shifting include school crossing supervision, Library services and Home and Community Care for aged residents. In all these services the level of payment received by Council from the State Government does not reflect the real cost of providing the service to the community.
- EPA Levy 10% increase year on year.

9.3 Internal influences

As well as external influences, there were also a number of internal influences arising from the 2015/16 year which have had a significant impact on the setting of the Budget for 2016/17. These include:

- A desire to improve Council's underlying position over the next five years;
- A need to focus on the level of funds provided for renewal and maintenance of existing assets; and
- With Council's implementation of the Australian Business Excellence Framework there is a focus of continuous improvement and levels of service.

9.4 Budget principles

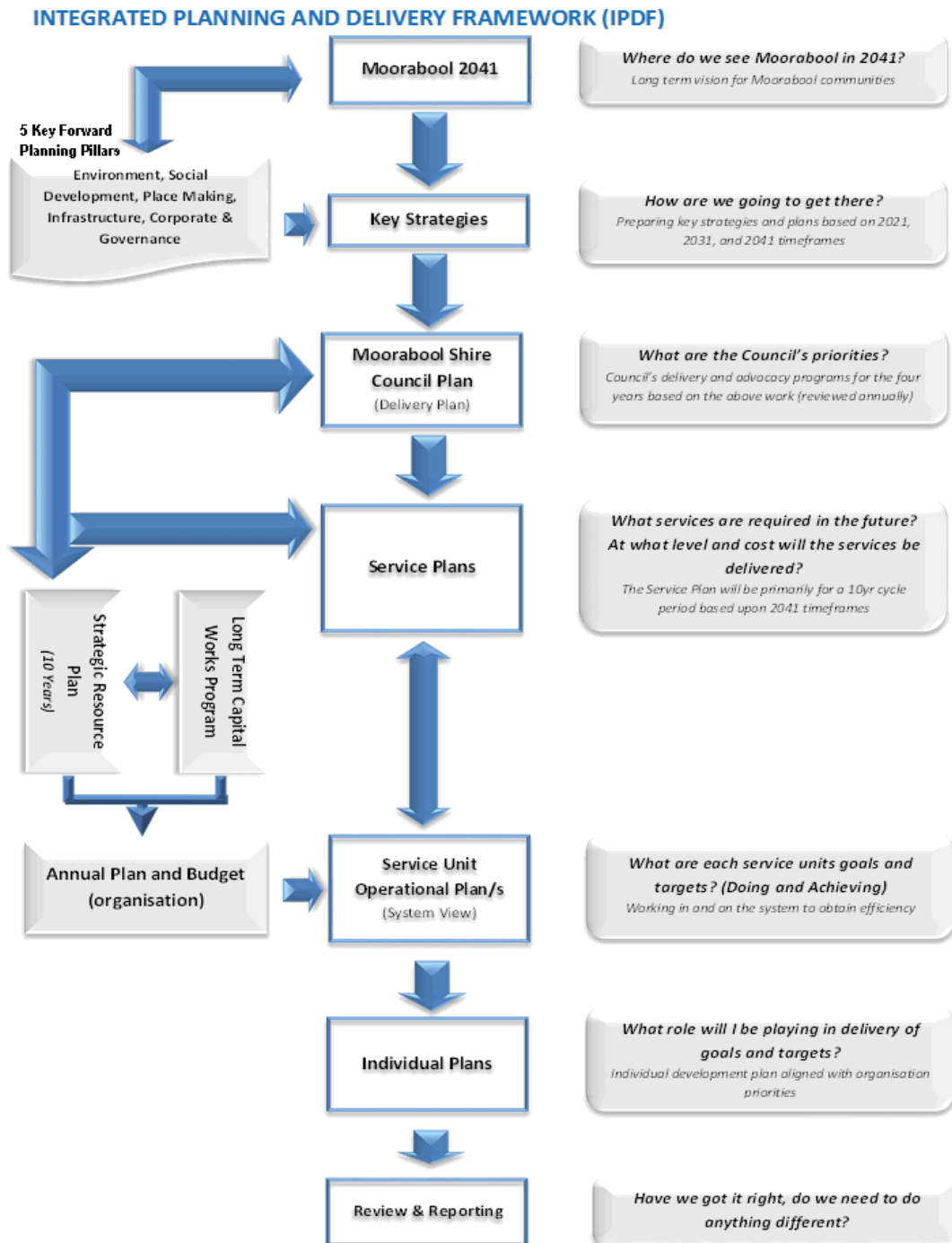
In response to these influences, guidelines were prepared and distributed to all Council officers with budget responsibilities. These guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- Existing fees and charges to be increased by 6%. However, a significant proportion of Council's fees and charges are statutory and therefore set through legislation and regulation and Council's capacity to increase these fees and charges is restricted;
- Grants to be based on confirmed funding levels;
- Salaries and wages to be increased in line with Year 3 of the current Enterprise Bargaining Agreement (EBA);
- New revenue sources to be identified where possible; and
- New initiatives or new employee proposals which are not cost neutral to be justified through a business case.

9.5 Long term strategies

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

The diagram below shows Council's Integrated Planning and Delivery Framework which outlines the links between key strategic documents and operational plans.



10. Analysis of operating budget

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

10.1 Budgeted income statement

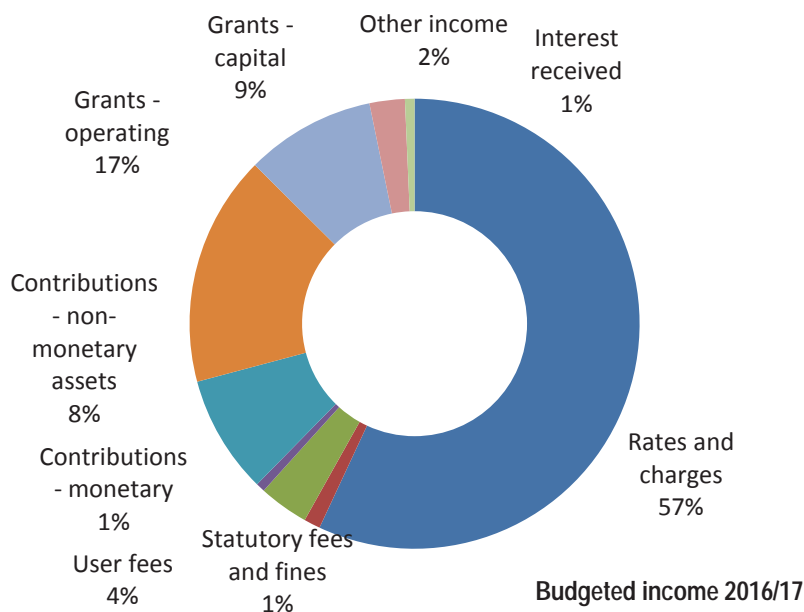
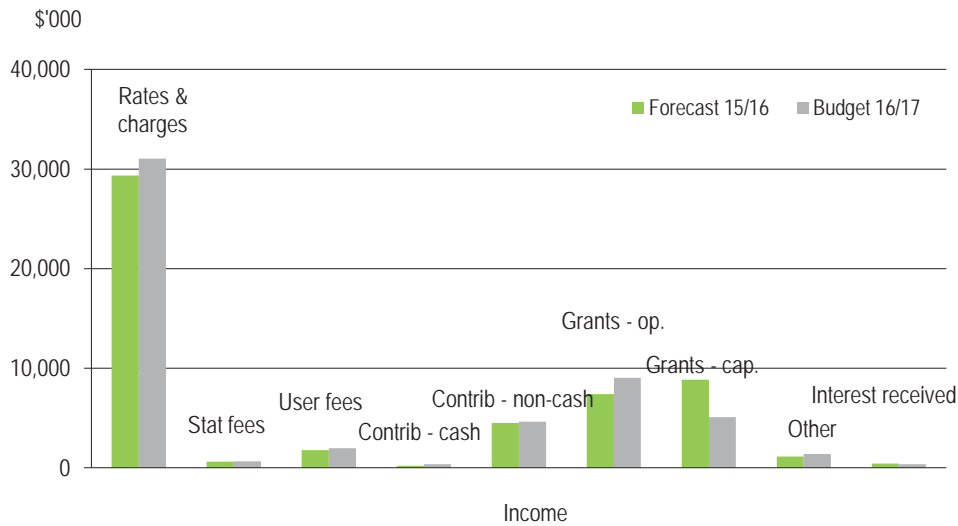
	Ref	Forecast	Budget	Variance
		Actual 2015/16 \$'000	2016/17 \$'000	\$'000
Total income	10.2	54,220	54,517	298
Total expenses	10.3	(45,532)	(45,730)	(198)
Surplus (deficit) for the year		8,688	8,787	100
Grants – capital non-recurrent	5.1.2	(6,337)	(2,190)	4,147
Contributions - non-monetary assets		(4,500)	(4,635)	(135)
Capital contributions - other sources	10.2.4	(215)	(353)	(138)
Adjusted underlying surplus (deficit)		(2,365)	1,610	3,974

10.1.1 Adjusted underlying deficit (\$3.974 million decrease)

The adjusted underlying result is the net surplus or deficit for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items which can often mask the operating result. The adjusted underlying result for the 2016/17 year is a surplus of \$1.610 million which is an increase of \$3.974 million from the 2015/16 year. In calculating the adjusted underlying result, Council has excluded grants received for capital purposes which are non-recurrent and capital contributions from other sources. Contributions of non-monetary assets are excluded as the value of assets assumed by Council is dependent on the level of development activity each year.

10.2 Income

Income Types	Ref	Forecast	Budget	Variance
		Actual 2015/16 \$'000	2016/17 \$'000	\$'000
Rates and charges	10.2.1	29,334	31,043	1,710
Statutory fees and fines	10.2.2	608	642	33
User fees	10.2.3	1,786	1,951	165
Contributions - monetary	10.2.4	215	353	138
Contributions - non-monetary assets	10.2.5	4,500	4,635	135
Grants - operating	5.1.1	7,384	9,050	1,666
Grants - capital	5.1.2	8,847	5,088	(3,759)
Other income	10.2.6	1,134	1,381	248
Interest received	10.2.7	412	374	(38)
Total income		54,220	54,517	298



Source: Section 3

10.2.1 Rates and charges (\$1.710 million increase)

General rate income will be increased by 3.5%, or \$1.710 million, over 2015/16 to \$31.043 million. Supplementary rates are forecast to decrease by \$0.024 million from 2015/16 to \$0.230 million. Section 15. "Rating Information" includes a more detailed analysis of the rates and charges to be levied for 2016/17. Information on rates and charges specifically required by the Regulations is included in section 7.

10.2.2 Statutory fees and fines (\$0.033 million increase)

Includes statutory fees that relate to fees and fines levied in accordance with legislation and includes animal registrations, Health Act registrations, parking fines and other local law infringements. Increases in statutory fees are made in accordance with legislative requirements.

Statutory fees are forecast to increase by 5.5% or \$0.033 million compared to the 2015/16 forecast actual. The main increases relate to Statutory Planning (\$0.017 million) with other small increases in Food, Health and Tobacco Act Compliance (\$0.008 million) and Litter Control (\$0.004 million).

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

10.2.3 User fees (\$0.165 million increase)

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include use of leisure and other community facilities and the provision of human services such as home care services. In setting the Budget, the key principle for determining the level of user charges has been to ensure that increases recognise equity issues and market levels.

User charges are projected to increase by 9.2% or \$0.165 million over the 2015/16 forecast actual. The main contributing factor to the increase are fees identified that will progressively increase to recover direct costs of the service and corporate overheads, a cost recovery basis. These fees relate to Transfer Stations (\$0.075 million), Animal Registrations (\$0.049 million) and Septic Tanks (\$0.031 million). In addition, Council plans to increase user charges for all other areas by 6% over the budget period to maintain parity between user charges and the costs of service delivery.

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

10.2.4 Contributions - monetary (\$0.138 million increase)

These contributions relate to monies paid by developers in regard to Public Open Space.

Contributions are projected to increase by \$0.138 million compared to 2015/16 due mainly to the expected completion of a number of major property developments within the municipality during the 2016/17 year.

10.2.5 Contributions - non-monetary assets (\$0.135 million increase)

These contributions relate to assets transferred to Council for works done by developers on new subdivisions within the Shire. These assets include Road Infrastructure, Footpaths, and Drainage.

10.2.6 Other income (\$0.248 million increase)

Other income relates to a range of items such as lease income of Council properties, royalties, reimbursements, and other miscellaneous income items.

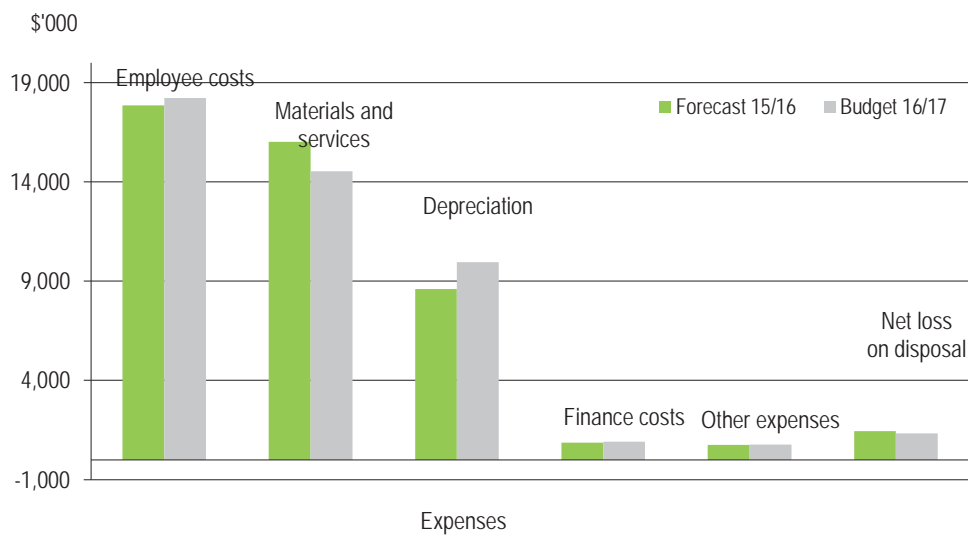
Other income is forecast to increase by 21.8% or \$0.248 million compared to 2015/16. This mainly relates to the sale of bins for the new Kerbside Greenwaste Collection.

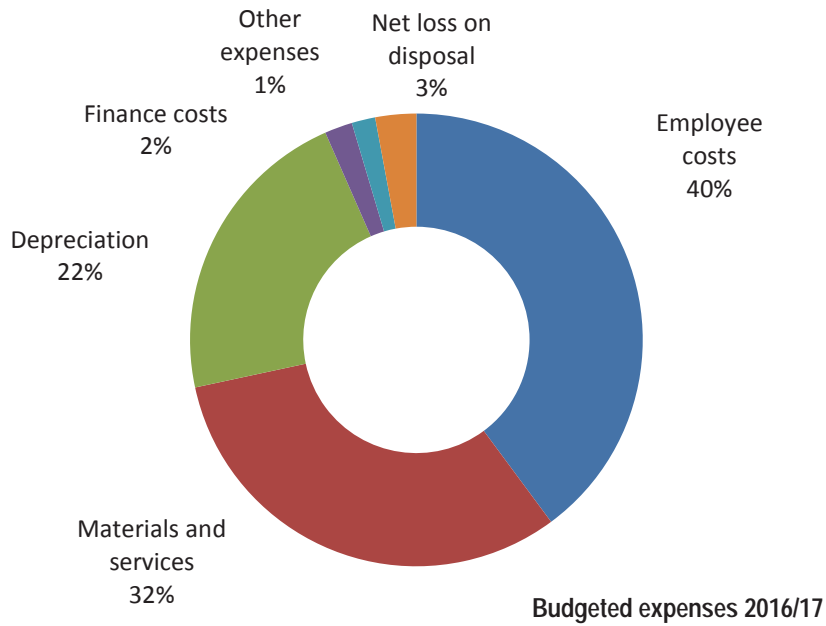
10.2.7 Interest (\$0.038 million decrease)

Interest revenue relates to interest received on investments and rate arrears. Interest revenue is forecast to decrease by \$0.038 million compared to 2015/16. This is due to an expected decrease in the amount of cash assets held during 2016/17 compared to 2015/16.

10.3 Expenses

Expense Types	Ref	Forecast	Budget	Variance
		Actual 2015/16 \$'000	2016/17 \$'000	\$'000
Employee costs	10.3.1	17,854	18,226	372
Materials and services	10.3.2	16,020	14,530	(1,490)
Depreciation	10.3.3	8,595	9,961	1,366
Finance costs	10.3.4	864	906	43
Other expenses	10.3.5	758	770	13
Net loss on disposal of property, infrastructure, plant and equipment	10.3.6	1,442	1,337	(106)
Total expenses		45,532	45,730	198





Source: Section 3

10.3.1 Employee costs (\$0.372 million increase)

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

Employee costs are forecast to increase by 2.1% or \$0.372 million compared to 2015/16. This increase relates to three key factors:

- Renegotiation of Council's Enterprise Bargaining Agreement (EBA) which is estimated to cost \$0.615 million in 2016/17.
- The comparison between 2015/16 Forecast and 2016/17 Budget is distorted by vacancies in 2015/16 being factored into the forecast.

The table below shows both the dollars and the percentage increase/decrease from the 2015/16 forecast actual. EB increases account for 3.5% of the total increase. The overall increase of 2.1% is achieved through \$0.390m (or 2.2%) in identified savings and reductions.

	Movement	
	\$'000	%
Enterprise Bargaining Agreements	615	3.5%
Banding Movements	112	0.6%
New Initiatives	0	0.0%
Oncosts	35	0.2%
Savings / Reductions	-390	-2.2%
Total	372	2.1%

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

Department	Budget 2016/17 \$'000	Comprises	
		Permanent Full Time \$'000	Permanent Part Time \$'000
		CEO's Office	376
Growth and Development	5,360	4,115	1,245
Community Services	5,229	2,057	3,171
Infrastructure Services	6,825	6,441	384
Total permanent staff expenditure	17,790	12,990	4,800
Casuals and other expenditure	436		
Capitalised labour costs	920		
Total	19,146		

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

Department	Budget FTE	Comprises	
		Permanent Full Time	Permanent Part Time
		CEO's Office	2.0
Growth and Development	59.9	46.0	13.9
Community Services	58.5	23.0	35.5
Infrastructure Services	76.3	72.0	4.3
Total permanent staff expenditure	196.7	143.0	53.7
Casuals and other expenditure	3.5		
Capitalised labour costs	7.7		
Total	207.9		

10.3.2 Materials and services (\$1.490 million decrease)

Materials and consumables includes the payments to contractors for the provision of services and includes contracts for garbage collection, infrastructure maintenance, building maintenance, the purchases of consumables, insurances, and utility costs. Materials and services are forecast to decrease by 9.3% or \$1.490 million compared to 2015/16.

The decrease relates mainly to the forecast for 2015/16 containing \$1.000 million for emergency works and asset restoration works for a natural disaster in December 2015 (Scotsburn Fire). The 2015/16 forecast also includes both grant funded and carried forward projects from previous financial years. Projects carried forward that appear in the 2015/16 forecast total \$0.601 million. These projects are excluded from the 2016/17 draft budget.

10.3.3 Depreciation (\$1.366 million increase)

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. Depreciation is expected to increase in 2016/17 as a result of the proposed revaluation of Council's Infrastructure assets.

10.3.4 Finance costs (\$0.043 million increase)

Borrowing costs relate to interest charged by financial institutions on funds borrowed. The reduction in borrowing costs results from the planned reduction in borrowings due to repayment of principal in accordance with loan agreements. Refer to Section 16.1 for further information.

10.3.5 Other expenses (\$0.013 million increase)

Other expenses relate to a range of unclassified items including Councillor allowances, Audit Committee sitting fees, audit expenses, bank fees, leases, bad debts and associated recovery costs.

10.3.6 Net loss on sale of assets (\$0.106 million decrease)

Council's loss from the sale of assets is forecast to be \$1.337 million for 2016/17. The written down value of assets is \$1.751 million, with \$1.500 million of that relating to infrastructure assets replaced. Sale proceeds are expected to be \$0.414 million which relates to the sale of plant and vehicles.

11. Analysis of budgeted cash position

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

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

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

11.1 Budgeted cash flow statement

	Ref	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Cash flows from operating activities	5.1.1			
<i>Receipts</i>				
Rates and charges		29,290	31,217	1,927
User fees and fines		2,395	2,593	198
Grants - operating		7,384	9,050	1,666
Grants - capital		8,847	5,088	(3,759)
Interest received		412	374	(38)
Other receipts		1,349	1,734	385
		49,676	50,056	380
<i>Payments</i>				
Employee costs		(17,412)	(17,655)	(243)
Other payments		(16,864)	(15,504)	1,361
		(34,277)	(33,159)	1,118
Net cash provided by operating activities		15,400	16,897	1,498
Cash flows from investing activities	5.1.2			
Proceeds from sales of property, infrastructure, plant & equipment		1,333	414	(919)
Payments for property, infrastructure, plant and equipment		(23,804)	(17,460)	6,344
Net cash used in investing activities		(22,471)	(17,045)	5,426
Cash flows from financing activities	5.1.3			
Finance costs		(864)	(906)	(43)
Proceeds from borrowings		4,476	2,790	(1,686)
Repayment of borrowings		(1,464)	(1,431)	33
Net cash used in financing activities		2,147	452	(1,695)
Net decrease in cash and cash equivalents		(4,924)	304	5,229
Cash and cash equivalents at the beg of the year		12,173	7,249	(4,924)
Cash and cash equivalents at end of the year	5.1.4	7,249	7,553	304

11.1.1 Operating activities (\$1.498 million increase)

The increase in cash inflows from operating activities is due mainly to a \$1.927 million increase in rates and charges, \$1.666 million increase in operating grants, and a \$1.361 million decrease other payments. These are offset by a \$3.749 million decrease in capital grants.

The net cash flows from operating activities does not equal the surplus for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Surplus (deficit) for the year	8,688	8,787	100
Depreciation	8,595	9,961	1,366
Loss (gain) on sale of assets	1,442	1,337	(106)
Contributions - non-monetary assets	(4,500)	(4,635)	(135)
Finance costs	864	906	43
Net movement in current assets and liabilities	311	541	230
Cash flows available from operating activities	15,400	16,897	1,498

11.1.2 Investing activities (\$5.426 million increase)

The decrease in payments for investing activities is distorted due to the 2015/16 forecast containing \$5.832 million in projects carried forward from previous financial years, and \$2.759 million in grants received since the adoption of the 2015/16 budget. In comparison to the Adopted Budget for 2015/16 there is \$2.247 million more to be spent on capital in 2016/17. Further details of the capital program can be seen in section 6.

11.1.3 Financing activities (\$1.695 million decrease)

For 2016/17 the total of principal repayments is \$1.431 million and finance charges is \$0.906 million. New borrowings for 2016/17 are expected to be \$2.790 million.

11.1.4 Cash and cash equivalents at end of the year (\$0.304 million increase)

Overall, total cash and investments is forecast to increase by \$0.304 million to \$7.553 million as at 30 June 2017. This is consistent with Council's Strategic Resource Plan (see Section 14), however Council has forecast a significant improvement in the overall cash position from 2016/17 onwards.

11.2 Restricted and unrestricted cash and investments

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement above indicates that Council is estimating at 30 June 2015 it will have cash and investments of \$7.249 million, which has been restricted as shown in the following table.

	Ref	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Total cash and investments		7,249	7,553	304
Restricted cash and investments				
- Statutory and other reserves	5.2.1	(4,270)	(4,033)	237
- Discretionary reserves	5.2.2	(1,044)	(1,044)	0
Unrestricted cash and investments	5.2.3	1,934	2,475	541

11.2.1 Statutory reserves (\$4.033 million)

These funds must be applied for specified statutory purposes in accordance with various legislative requirements. While these funds earn interest revenues for Council, the funds are not available for other purposes. During the 2016/17 year \$2.116 million is budgeted to be transferred to and \$2.353 million from Statutory Reserves.

11.2.2 Discretionary reserves (\$1.044 million)

These funds are shown as discretionary reserves as, although not restricted for statutory purposes, Council has made decisions regarding the future use of these funds and unless there is a Council resolution these funds will be used for those earmarked purposes. The decisions about future use of these funds has been reflected in Council's Strategic Resource Plan and any changes in the future use of these funds will be made in the context of the future funding requirements set out in the plan.

11.2.3 Unrestricted cash and investments (\$2.475 million)

These funds are free of all specific Council commitments and represent funds available to meet daily cash flow requirements, unexpected short term needs and any budget commitments which will be expended in the following year such as grants and contributions. Council regards these funds as the minimum necessary to ensure that it can meet its commitments as and when they fall due without borrowing further funds.

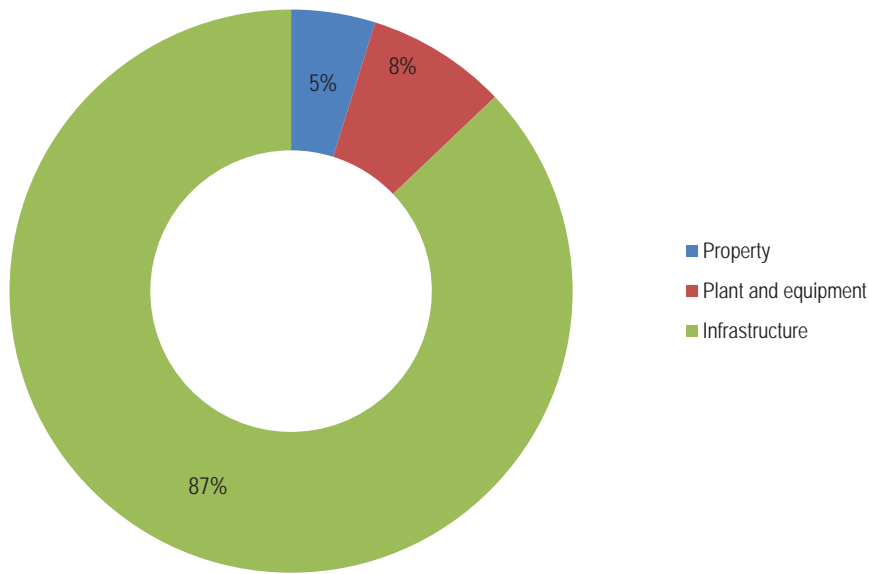
12. Analysis of capital budget

This section analyses the planned capital expenditure budget for the 2016/17 year and the sources of funding for the capital budget.

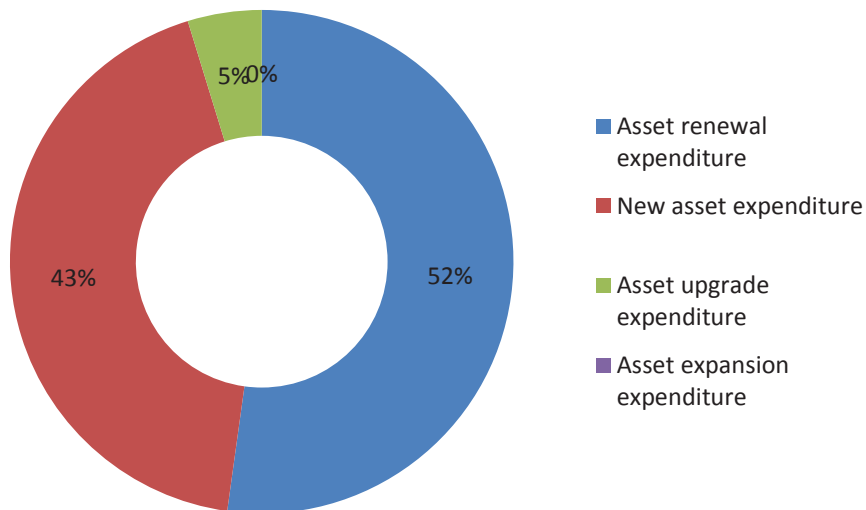
12.1 Capital works

Capital Works Areas	Ref	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Property	6.1.1			
Land		0	0	0
Buildings		5,974	842	(5,132)
Building improvements		0	0	0
Total property		5,974	842	(5,132)
Plant and equipment	6.1.2			
Plant, machinery and equipment		1,761	1,408	(353)
Library books		96	0	(96)
Total plant and equipment		1,857	1,408	(449)
Infrastructure	6.1.3			
Roads		12,749	12,365	(383)
Bridges		825	850	25
Footpaths		819	498	(322)
Drainage		90	0	(90)
Rec, leisure and community facilities		1,220	1,395	175
Parks, open space and streetscapes		15	93	78
Other infrastructure		255	8	(247)
Total infrastructure		15,973	15,209	(764)
Total capital works expenditure		23,804	17,460	(6,344)
Represented by:				
Asset renewal expenditure	6.1.4	11,723	9,112	(2,611)
New asset expenditure	6.1.4	5,737	7,519	1,782
Asset upgrade expenditure	6.1.4	6,344	829	(5,515)
Asset expansion expenditure	6.1.4	0	0	0
Total capital works expenditure		23,804	17,460	(6,344)

Budgeted capital works 2016/17



Budgeted capital works 2016/17



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

12.1.1 Property (\$0.842 million)

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

For the 2016/17 year, \$0.842 million will be expended on building and building improvement projects. The more significant projects include Maddingley Park Pavilion Upgrade (\$0.150 million), Ballan Depot Relocation Preplanning (\$0.150 million), Coimadai Fire Brigade Community Facility (\$0.096 million) and Wallace Recreation Reserve Accessible Toilet (\$0.075 million).

12.1.2 Plant and equipment (\$1.408 million)

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

For the 2016/17 year, \$1.408 million will be expended on the ongoing cyclical replacement of the plant and vehicle fleet.

12.1.3 Infrastructure (\$15.209 million)

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

For the 2016/17 year, \$12.365 million will be expended on road projects. The more significant projects include Halletts Way Bacchus Marsh (\$5.885 million), gravel road resheeting (\$1.005 million), reseal works (\$0.699 million), Bacchus Marsh-Balliang Road (\$0.650 million), and Ballan-Meredith Road (\$0.515m).

Bridge works total \$0.850 million and include Butter Factory Road (\$0.450 million) and Beremboke Road (\$0.300 million).

\$0.498 million will be expended on Footpaths and Cycleways, including \$0.420 million for works at Inglis Street, Ballan.

\$1.395 million will be expended on Recreational, Leisure and Community Facilities, including \$1.000 million for Bacchus Marsh Racecourse Reserve Sporting Facilities.

Other infrastructure expenditure includes \$0.093 million on Parks, Open Space and Streetscapes and \$0.008 million on Other Infrastructure.

12.1.4 Asset renewal (\$9.112 million), new assets (\$7.519 million), and upgrade (\$0.829 million)

A distinction is made between expenditure on new assets, asset renewal, upgrade and expansion. Expenditure on asset renewal is expenditure on an existing asset, or on replacing an existing asset that returns the service of the asset to its original capability. Expenditure on new assets does not have any element of expansion or upgrade of existing assets but will result in an additional burden for future operation, maintenance and capital renewal.

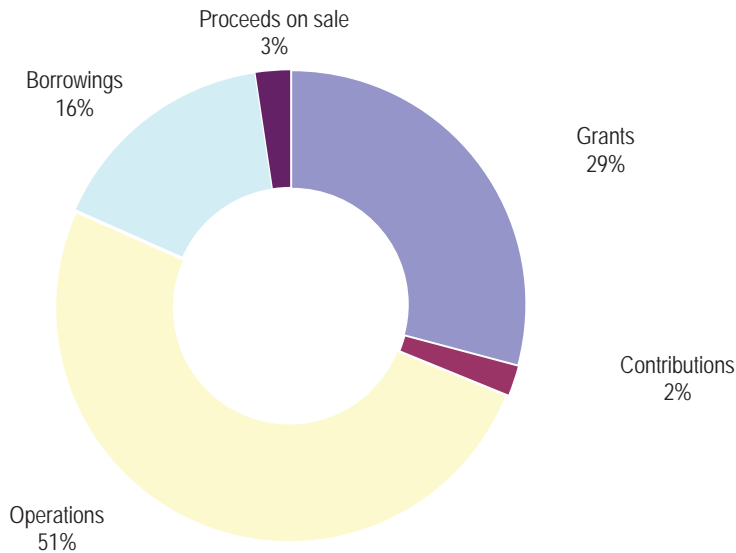
The major projects included in the above categories, which constitute expenditure on new assets, are the Construction of Halletts Way /O'Leary Way (\$5.885 million) and Bacchus Marsh Racecourse Reserve (\$1.000 million). The remaining capital expenditure represents renewals and expansion/upgrades of existing assets.

Council has committed to an extra \$0.400 million in funding for asset renewal and \$0.250 million for new/upgrade in the 2016/17 budget.

12.2 Funding sources

Sources of funding	Ref	Forecast	Budget	Variance
		Actual 2015/16 \$'000	2016/17 \$'000	\$'000
New works				
Current year funding				
Grants	6.2.1	8,847	5,088	(3,759)
Contributions	6.2.1	0	353	353
Borrowings		4,476	2,790	(1,686)
Council cash				0
- operations	6.2.2	9,149	8,815	(334)
- proceeds on sale of assets	6.2.3	1,333	414	(919)
- reserve cash and investments	6.2.4	0	0	0
Total new works		23,804	17,460	(6,344)
Total funding sources		23,804	17,460	(6,344)

Budgeted total funding sources 2016/17



Source: Section 3

12.2.1 Grants and contributions - Capital (\$5.441 million)

Capital grants include all monies received from State and Federal sources for the purposes of funding the capital works program. Significant grants and contributions are budgeted to be received for Halletts Way (\$1.177 million) and Roads to Recovery Projects (\$2.899 million). There is also \$0.353 million in developer contributions.

12.2.2 Council cash - operations (\$8.815 million)

Council generates cash from its operating activities, which is used as a funding source for the capital works program. It is forecast that \$8.815 million will be generated from operations to fund the 2016/17 capital works program.

12.2.3 Council cash - proceeds from sale of assets (\$0.414 million)

Proceeds from sale of assets include major plant, buses, and motor vehicle sales in accordance with Council's fleet renewal policy of \$0.414 million.

12.2.4 Reserve cash - reserve cash and investments (\$0.000 million)

Each year Council receives cash contributions from developers and these funds are kept in a reserve to fund future capital works in the area being developed. There are no projects proposed to be funded or part funded from reserves in 2016/17.

13. Analysis of budgeted financial position

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

13.1 Budgeted balance sheet

	Ref	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Current assets	7.1.1			
Cash and cash equivalents		7,249	7,553	304
Trade and other receivables		4,573	4,400	(174)
Non current assets classified as held for resale		991	991	0
Other assets		327	327	0
Total current assets		13,140	13,270	130
Non-current assets	7.1.1			
Trade and other receivables		122	122	0
Property, infrastructure, plant & equipment		455,062	495,727	40,665
Other non-current assets		0	0	0
Total non-current assets		455,184	495,849	40,665
Total assets		468,324	509,119	40,795
Current liabilities	7.1.2			
Trade and other payables		4,029	3,825	204
Trust funds and deposits		493	493	0
Provisions		3,820	4,275	(454)
Interest-bearing loans and borrowings		1,431	1,364	67
Total current liabilities		9,774	9,957	(184)
Non-current liabilities	7.1.2			
Provisions		1,360	1,476	(116)
Interest-bearing loans and borrowings		13,611	15,037	(1,426)
Total non-current liabilities		14,971	16,514	(1,542)
Total liabilities		24,745	26,471	(1,726)
Net assets		443,579	482,649	39,070
Equity	7.1.4			
Accumulated surplus		139,291	148,315	9,024
Asset revaluation reserve		298,973	329,256	30,283
Other reserves		5,315	5,078	(237)
Total equity		443,579	482,649	39,070

Source: Section 3

13.1.1 Current Assets (\$0.130 million increase) and Non-Current Assets (\$40.665 million increase)

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are expected to decrease by \$0.174 million in the 2016/17 budget.

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

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc which has been built up by Council over many years. The increase in this balance is attributable to the net result of proposed revaluations (\$30.283 million), the capital works program (\$17.460 million of new assets), contributed assets (\$4.635 million), depreciation of assets (\$9.961 million), and the sale of property, plant and equipment (\$1.751 million).

13.1.2 Current Liabilities (\$0.184 million increase) and Non Current Liabilities (\$1.542 million increase)

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are budgeted to reduce from that of the 2015/16 forecast levels.

Provisions include accrued long service leave, annual leave and rostered days off owing to employees. These employee entitlements are only expected to increase marginally due to more active management of entitlements.

Interest-bearing loans and borrowings are borrowings of Council. The Council is budgeting to repay loan principal of \$1.431 million over the year, whilst borrowing \$2.790 million to help fund capital works.

13.1.3 Working Capital (\$0.054 million decrease)

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

Council has also committed further current assets to specific and restricted purposes, represented by reserves, which may not yet be represented as current liabilities at 30 June.

	Forecast		Variance
	Actual 2015/16 \$'000	Budget 2016/17 \$'000	\$'000
Current assets	13,140	13,270	130
Current liabilities	9,774	9,957	(184)
Working capital	3,367	3,313	(54)
Restricted cash and investment current assets			
- Statutory and other reserves	(4,270)	(4,033)	(237)
- Discretionary reserves	(1,044)	(1,044)	0
Unrestricted working capital	(1,948)	(1,765)	183

13.1.4 Equity (\$39.070 million increase)

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

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations. Asset revaluation increments are expected to be \$30.283 million in 2016/17.
- Other reserves are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed. A net movement of \$0.237 million is budgeted for in 2016/17.
- Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$9.024 million results directly from the operating surplus for the year of \$8.787, plus the movement of \$0.237 million in other reserves.

13.2 Key assumptions

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

- A total of 98.5% of total rates and charges raised will be collected in the 2016/17 year.
- Other debtors and creditors to remain consistent with 2015/16 levels.
- Employee entitlements to be increased by the Enterprise Bargaining Agreement outcome offset by the impact of more active management of leave entitlements of staff.
- Repayment of loan principal to be \$1.431 million.
- Total capital expenditure to be \$17.460 million.

Long Term Strategies

This section includes the following analysis and information.

- 14 Strategic resource plan
- 15 Rating information
- 16 Other long term strategies

14. Strategic resource plan

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

14.1 Plan development

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

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

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

- Maintain existing service levels
- Achieve a breakeven operating result within five to six years
- Maintain a large capital expenditure program to cater for a growing community
- Achieve a balanced budget on a cash basis.

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

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

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

14.2 Financial resources

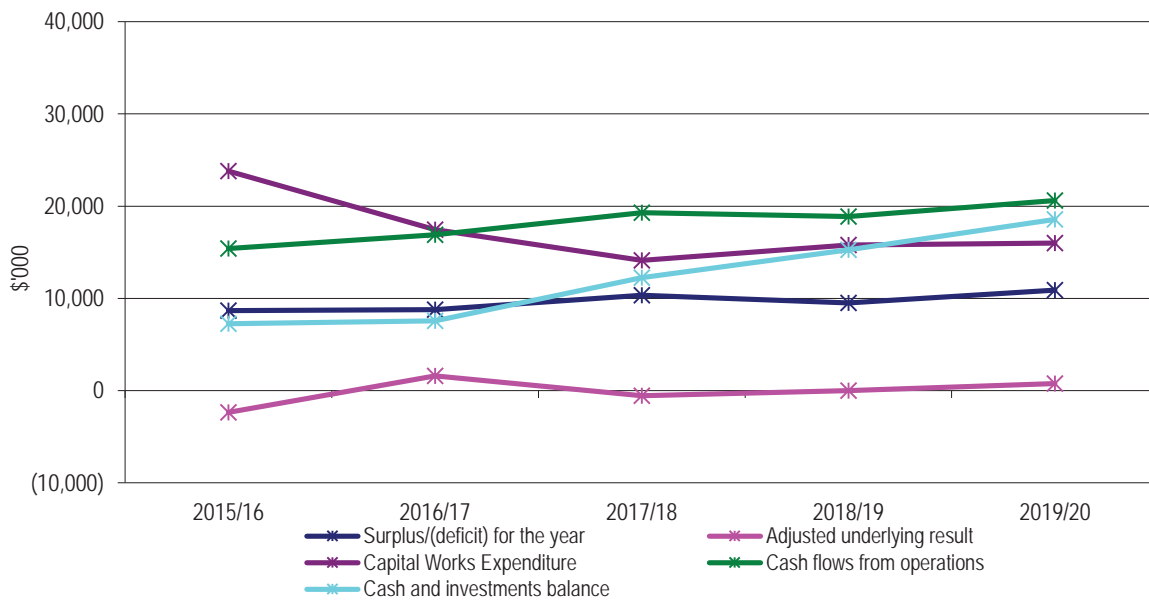
The following table summaries the key financial results for the next four years as set out in the SRP for years 2016/17 to 2019/20. Section 3 includes a more detailed analysis of the financial resources to be used over the four year period.

Indicator	Forecast	Budget	Strategic Resource Plan			Trend
	Actual		Projections			
	2015/16	2016/17	2017/18	2018/19	2019/20	+/-
	\$'000	\$'000	\$'000	\$'000	\$'000	
Surplus/(deficit) for the year	8,688	8,787	10,346	9,508	10,887	+
Adjusted underlying result	(2,365)	1,610	(557)	4	785	+
Cash and investments balance	7,249	7,553	12,260	15,281	18,554	+
Cash flows from operations	15,400	16,897	19,289	18,884	20,596	+
Capital works expenditure	23,804	17,460	14,123	15,781	15,993	o

Key to Forecast Trend:

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

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



The key outcomes of the Plan are as follows:

- Financial sustainability (section 11)** - Cash and investments is forecast to increase over the four year period from \$7.553 million to \$18.554 million, which indicates a balanced budget on a cash basis in each year.
- Rating levels (section 15)** – Modest rate increases are forecast over the four years at an average of 3.5%, which is comparable to similar Councils.
- Service delivery strategy (section 16)** – Service levels will be maintained throughout the four year period. Despite this, operating surpluses are forecast for the next 4 years as a result of significant capital grant revenue being received to fund the annual capital works program. However, excluding the effects of capital items such as capital grants and contributions, the adjusted underlying result is a deficit reducing over the four year period. The underlying result is a measure of financial sustainability and is an important measure as once-off capital items can often mask the operating result.
- Borrowing strategy (section 16)** – Borrowings are forecast to increase from \$16.401 million to \$15.887 million over the four year period. This includes new borrowings of \$10.356 million over the same period.
- Infrastructure strategy (section 16)** - Capital expenditure over the four year period will total \$63.355 million at an average of \$15.839 million per year.

15. Rating information

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

15.1 Rating context

In developing the Strategic Resource Plan (referred to in Section 14), rates and charges were identified as an important source of revenue, accounting for 56.8% of the total revenue received by Council annually. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the Moorabool community.

However, it has also been necessary to balance the importance of rate revenue as a funding source with community sensitivity to increases. To ensure that deliberations about future rate increases have been made on an informed basis, comparisons of historical rate increases were made between Council and other Victorian Local Councils. The following table shows a comparison of the last five years and the average rates per capita for the 2015/16 year.

Year	Moorabool Shire Council	Victorian Local Councils
2011/12	5.5%	5.0%
2012/13	6.0%	4.8%
2013/14	5.5%	4.8%
2014/15	5.0%	5.2%
2015/16	5.0%	5.7%
Average increase	5.4%	5.1%
Average per capita 2015/16	\$890	\$819

Source: MAV website

The table indicates that over the past five years Council's rate increases have been somewhat consistent with the average of Victorian Local Councils and the average rate per capita was \$71 higher than the average of Victorian local Councils in 2015/16. This reflects the peri urban nature of the Shire, a growing community and the infrastructure gap being addressed.

15.2 Current year rate

The 2016/17 budget will be impacted by wages growth and reductions in government funding. Additionally, discretionary expenditures will be impacted by increases in the cost of living and population growth pressures. It will therefore be necessary to achieve future revenue growth while containing costs in order to ensure continued improvement in Councils Operating result as set out in the Strategic Resource Plan. The increasing contribution from operations toward capital investment for the 2016/17 year and beyond is dependant on Councils ability to improve its underlying operating results and therefore, unless the net surplus from its day to day operations is improved, it will be difficult to maintain robust capital works programs in the future.

In order to achieve these objectives while maintaining service levels and a strong capital expenditure program, the general rate will increase by 3.5%. This will raise total rates and charges for 2016/17 of \$31.043 million, including \$0.230 million generated from supplementary rates.

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

Year	General Rate Increase %	Waste M'ment Service \$	Domestic Waste Collection \$	State Landfill Levy \$	Total Rates Raised \$'000
2015/16	5.00	-6.00	-3.00	3.00	29,334
2016/17	3.50	5.00	13.00	0.00	31,043
2016/17	3.50	0.00	0.00	0.00	32,482
2017/18	3.50	0.00	0.00	0.00	34,032
2018/19	3.50	0.00	0.00	0.00	35,689

15.3 Rating structure

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

- Property values, form the central basis of rating under the *Local Government Act 1989*
- A user pays component to reflect usage of certain services provided by Council

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

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

Having reviewed the various valuation bases for determining the property value component of rates as part of the 2014 Rating Strategy review, Council has determined to apply a Capital Improved Value (CIV) basis on the grounds that it provides the most equitable distribution of rates across the municipality. There are currently no plans to change that basis for the duration of the current Council term. The basis of valuation will be considered as part of future Rating Strategy reviews.

The existing rating structure comprises nine differential rates, and a rate concession for Cultural and Recreational land. These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Act. A summary of the applicable rating categories are shown below. Under the Cultural and Recreational Lands Act 1963, provision is made for a Council to levy the rate for cultural and recreational lands at "such amount as the municipal council thinks reasonable having regard to the services provided by the municipal council in relation to such lands and having regard to the benefit to the community derived from such lands". Council also levies a waste management charge, a kerbside collection charge and a state landfill levy charge as allowed under the Act.

The following table summarises the rates to be determined for the 2016/17 year. A more detailed analysis of the rates to be raised is contained in section 7 "Statutory Disclosures".

Rate type	How applied	2015/16	2016/17	Change
Commercial & Industrial Rate	Cents/\$ CIV	0.006745	0.006528	-3.2%
Commercial & Industrial Vacant Land	Cents/\$ CIV	0.010961	0.010607	-3.2%
Extractive Industry Rate	Cents/\$ CIV	0.013153	0.012729	-3.2%
Farm Rate	Cents/\$ CIV	0.003288	0.003182	-3.2%
General Rate	Cents/\$ CIV	0.004216	0.004080	-3.2%
Vacant Land General	Cents/\$ CIV	0.008853	0.008567	-3.2%
Vacant Land FZ and RCZ	Cents/\$ CIV	0.004216	0.004080	-3.2%
Vacant Land GRZ	Cents/\$ CIV	0.010539	0.010199	-3.2%
Residential Retirement Villages	Cents/\$ CIV	0.003794	0.003671	-3.2%
Waste Management	\$/ property	\$85	\$90	5.9%
Domestic Waste Collection	\$/ property	\$131	\$144	9.9%
Kerbside Greenwaste	\$/ property	\$0	\$100	100.0%
State Landfill Levy Charge	\$/ property	\$45	\$45	0.0%

In the 2013/14 financial year, Council undertook a formal Rating Strategy review. As part of the Rating Strategy review, an extensive community consultation plan was undertaken to ensure the community was informed and educated as to the various rating options under consideration in addition to providing residents with an opportunity to choose their preferred rating proposal. The adopted rating strategy will apply for the 2016/17 financial year. The document is available on Council's website for ratepayers to view. Alternatively, refer to section 7 for further information on Council's rating structure.

15.4 General revaluation of properties

2016/17 is a revaluation year. A general revaluation occurs every two years with the next revaluation effective for the 2016/17 financial year. In a revaluation year, property values will fluctuate according to the changing market values for properties. For this reason, in a revaluation year, some properties will experience a rate increase and others will experience a rate decrease.

16. Other long term strategies

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

16.1 Borrowings

In developing the Strategic Resource Plan (see Section 14), borrowings was identified as an important funding source for the capital works program. In the past, Council has borrowed strongly to finance large infrastructure projects and plans to continue this trend maintaining a 40-50% debt to rates revenue ratio. An estimate of future borrowing requirements has been incorporated into the Strategic Resource Plan. All intended borrowings must be approved by the Loan Council (Department of Planning and Community Development) and approved/adopted as part of the Annual Budget process by Council.

The SRP includes the results of an analysis of Council's debt position over a number of different indicators. It also shows the results of the 'obligations' indicators that are part of the prescribed financial reporting indicators. The outcome of the analysis highlights that Council can accommodate the debt levels proposed in the SRP.

For the 2016/17 year, Council has adopted to take up \$2.790 million in new borrowings to help fund the capital works program and therefore, after making loan repayments of \$1.431 million, will increase its total borrowings to \$16.401 million as at 30 June 2016. However, it is likely that in future years, borrowings will be required to fund future infrastructure initiatives. The following table sets out future adopted borrowings, based on the forecast financial position of Council as at 30 June 2016.

Year	New Borrowings \$'000	Principal Paid \$'000	Interest Paid \$'000	Balance 30 June \$'000
2015/16	4,476	1,464	864	15,043
2016/17	2,790	1,431	906	16,401
2017/18	1,406	1,364	876	16,444
2018/19	1,500	1,121	844	16,823
2019/20	184	1,120	786	15,887

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

	2015/16 \$	2016/17 \$
Total amount borrowed as at 30 June of the prior year	12,031,599	15,042,714
Total amount to be borrowed	4,475,586	2,790,000
Total amount projected to be redeemed	(1,464,471)	(1,431,348)
Total amount proposed to be borrowed as at 30 June	15,042,714	16,401,366

16.2 Infrastructure

Council is currently in the process of developing a Long Term Capital Improvement Plan based on the knowledge provided by various Asset Management Plans, which will set out the capital expenditure requirements of Council for the next 10 years by class of asset, and will be a key input to the SRP. It will predict infrastructure consumption, renewal needs and consider infrastructure needs to meet future community service expectations. The Strategy will be developed through a rigorous process of consultation and evaluation. The key aspects of the process are as follows:

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

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

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

Year	Total Capital Program \$'000	Grants \$'000	Summary of funding sources		
			Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2015/16	23,804	8,847	0	10,482	4,476
2016/17	17,460	5,088	353	9,228	2,790
2017/18	14,123	4,852	2,000	5,864	1,406
2018/19	15,781	4,631	0	9,650	1,500
2019/20	15,993	2,671	0	13,138	184

In addition to using cash generated from its annual operations, borrowings and external contributions such as government grants, Council has significant cash or investment reserves that are also used to fund a variety of capital projects. These reserves are either 'statutory' or 'discretionary' cash reserves. Statutory reserves relate to cash and investments held by Council that must be expended on a specific purpose as directed by legislation or a funding body, and include contributions to car parking, drainage and recreation. Discretionary cash reserves relate to those cash and investment balances that have been set aside by Council and can be used at Council's discretion, even though they may be earmarked for a specific purpose.

16.3 Service delivery

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

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

	2016/17	2017/18	2018/19	2019/20
	%	%	%	%
Consumer Price Index	2.3	2.5	2.5	2.5
Rate increases	3.5	3.5	3.5	3.5
Property growth	2.7	2.6	2.4	2.4
Wages growth	3.5	3.5	2.5	2.5
Government funding	5.0	5.1	4.9	4.9
Statutory fees	5.0	5.1	4.9	4.9
Interest on loans	4.4	4.5	4.6	4.6
Investment return	2.7	2.7	2.8	2.9

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

Year	Surplus (Deficit) for the year \$'000	Adjusted Underlying Surplus (Deficit) \$'000	Net Service (Cost) \$'000
2015/16	8,688	(2,365)	(23,719)
2016/17	8,787	1,610	(20,502)
2017/18	10,346	(557)	(21,222)
2018/19	9,508	4	(21,860)
2019/20	10,887	785	(22,381)

Service levels have been maintained throughout the four year period with operating surpluses forecast as a result of significant capital grant revenue being received to fund the annual capital works program. Excluding the effects of items such as capital contributions, the adjusted underlying result is a reducing deficit over the four year period. The net cost of the services provided to the community increases from \$20.502 million to \$22.381 million over the four year period.

Appendices

Fees and charges schedule

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

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Aged and Disability Services								
Council Aged and Disabled Client Charges								
Personal Care	Council Fee (No GST)	5.50	to	44.40	Per Hour	4.40	to	45.00
Respite Care	Council Fee (No GST)	3.70	to	40.10	Per Hour	3.00	to	45.00
Domestic Assistance (Home Care)	Council Fee (No GST)	7.10	to	39.00	Per Hour	5.90	to	45.00
Disability CSDA Respite Programs	Council Fee (No GST)	1.90	to	40.10	Per Hour	3.00	to	45.00
<i>Range of fees set by DHS under Home & Community Care funding guidelines</i>								
Property Maintenance - Lawn Mowing	Council Fee (No GST)	21.60	0.00	21.60	Per Hour	11.80	to	46.70
Property Maintenance - General	Council Fee (No GST)	15.60	0.00	15.60	Per Hour	11.80	to	46.70
Delivered Meals	Council Fee (No GST)	9.00	0.00	9.00	Per Meal	8.90	0.00	8.90
Community Meals	Council Fee (No GST)	10.50	0.00	10.50	Per Meal	8.90	0.00	8.90
Centre Based Meals Programs	Council Fee (No GST)	6.00	0.00	6.00	Per Meal	8.90	0.00	8.90
Day Programs CORE	Council Fee (No GST)	13.45	0.00	13.45	Per day	7.40	0.00	7.40
Day Programs CORE (Includes transport, activities and meals)	Council Fee (No GST)	13.45	0.00	13.45	Per Hour (CORE)	13.40	0.00	13.40
Day Programs HIGH including Dementia Programs (Includes transport, activities and meals)	Council Fee (No GST)	18.00	0.00	18.00	Per Hour (HIGH)	18.70	0.00	18.70
Occupational Therapist / Dietician Assessment	Council Fee (No GST)	2.55	0.00	2.55	Per Hour	9.60	to	97.50
Disability Program - Kidz Club	Council Fee (No GST)	2.55	0.00	2.55	Per Hour	3.00	to	45.00
Disability Program - Teenage Group	Council Fee (No GST)	2.55	0.00	2.55	Per Hour	3.00	to	45.00
Disability Program - Explorers	Council Fee (No GST)	2.55	0.00	2.55	Per Hour	3.00	to	45.00
Disability Program - Marshlanders	Council Fee (No GST)	2.55	0.00	2.55	Per Hour	3.00	to	45.00
Disability Program - Overlanders	Council Fee (No GST)	2.55	0.00	2.55	Per Hour	3.00	to	45.00
<i>Plus additional costs depending on activity</i>								
Dementia Drop-in Respite	Council Fee (No GST)	48.70	to	75.00	Per Hour (HIGH)	18.70	0.00	18.70
Dementia Drop-in Respite	Council Fee (No GST)				Per Day	7.40	0.00	7.40
Brokerage Agency Client Charges								
Assessment of Client	Council Fee (GST Applies)	87.82	8.78	96.60	Per Client	93.09	9.31	102.40
OHS Safety Check	Council Fee (GST Applies)		As advised by DHS		Per Assessment	45.45	4.55	50.00
Home/Respite/Personal Care - Core Hours	Council Fee (GST Applies)	49.00	4.90	53.90	Per Hour	40.91	4.09	45.00
Home/Respite/Personal Care - After Hours	Council Fee (GST Applies)	78.09	7.81	85.90	Per Hour	81.82	8.18	90.00
Home Maintenance	Council Fee (GST Applies)	68.45	6.85	75.30	Per Hour	68.18	6.82	75.00
Home Maintenance (Part of Service Review)	Council Fee (GST Applies)				Per Hour (HIGH)	81.82	8.18	90.00
Day Programs (Includes transport, activities and meals)	Council Fee (GST Applies)				Per Day	68.18	6.82	75.00
Maintenance of Effort	Council Fee (GST Applies)	10.73	1.07	11.80	Per Hour	11.27	1.13	12.40
Occupational Therapist Assessment	Council Fee (GST Applies)				Per Hour	88.64	8.86	97.50

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Other								
Use of Council Vacuum Cleaner	Council Fee (GST Applies)	13.00	1.30	14.30	Per Month (HIGH)	13.64	1.36	15.00
Use of Council Vacuum Cleaner	Council Fee (GST Applies)				Per Month (HIGH)	22.73	2.27	25.00
Meals on Wheels Full Cost Recovery (Part of Service Review)	Council Fee (GST Applies)				Per Meal	13.64	1.36	15.00
Domestic Business Opportunity (Part of Service Review)	Council Fee (GST Applies)				Per Hour	40.00	to	45.00
Property Business Opportunity (Part of Service Review)	Council Fee (GST Applies)				Per Hour	45.00	to	75.00
* Aged and Disability fees are subject to change due to updates from State and Federal Departments								
Asset Management								
Map Sales								
Shire Maps	Council Fee (GST Applies)	25.27	2.53	27.80	Each	26.82	2.68	29.50
Information and Permit Services for Assets								
Property and Drainage Information	Statutory Fee (No GST)	97.80	0.00	97.80	Per Request	97.80	0.00	97.80
B-Double Permits	Statutory Fee (No GST)	30.00	0.00	30.00	Per Permit	30.00	0.00	30.00
Storm Water Information Only (Other Design Income)	Statutory Fee (No GST)	58.17	0.00	58.17	Per Request	58.17	0.00	58.17
Asset Protection Permit - Residential	Council Fee (No GST)	147.00	0.00	147.00	Per Permit	155.80	0.00	155.80
Asset Protection Permit - Commercial/Industrial	Council Fee (No GST)	189.00	0.00	189.00	Per Permit	200.30	0.00	200.30
Standpipes								
Security Deposit (All Key Types)	Council Fee (No GST)	50.00	0.00	50.00	Flat Rate	50.00	0.00	50.00
Permanent Account Administration Fee	Council Fee (GST Applies)	17.27	1.73	19.00	Per Account	18.27	1.83	20.10
Pre-Paid Account Administration Fee	Council Fee (GST Applies)	8.73	0.87	9.60	Per Account	9.27	0.93	10.20
Sale of Treated Water (Permanent or Pre Paid Account)	Council Fee (No GST)	4.80	0.00	4.80	Per KI	5.10	0.00	5.10
Sale of Untreated Water (Channel or Bore Water) (Permanent or Pre Paid Account)	Council Fee (No GST)	2.30	0.00	2.30	Per KI	2.40	0.00	2.40
Other Asset Management								
Vehicle Crossing Permit	Council Fee (No GST)	72.90	0.00	72.90	Per Permit	77.30	0.00	77.30
Road Opening Permit	Council Fee (No GST)	79.50	0.00	79.50	Per Permit	84.30	0.00	84.30

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Permit to occupy part of Roadway	Council Fee (No GST)	79.50	0.00	79.50	Per Permit	84.30	0.00	84.30
Engineering Services								
Subdivision Fees								
Checking of Engineering Plans - estimated Cost of Constructing Works	Statutory Fee (No GST)	0.75%		0.75%	Per \$100	0.75%		0.75%
Supervision of Works (of the cost of Constructing works subject to supervision)	Statutory Fee (No GST)	2.5%		2.5%	Per \$100	2.5%		2.5%
Early Years Services								
Early Years Services								
Occasional Care (Per Hour) <i>Term prices available on request</i>	Council Fee (No GST)	8.00	0.00	8.00	Per Hr/Child	8.50	0.00	8.50
Recreation and Youth Development								
Recreation User Fees								
Darley Park - Darley Cricket Club	Council Fee (GST Applies)	531.82	53.18	585.00	Per Quarter	563.64	56.36	620.00
Darley Park - Darley Senior Football Club	Council Fee (GST Applies)	1,213.64	121.36	1,335.00	Per Quarter	1,286.36	128.64	1,415.00
Darley Park - Darley Junior Football Club	Council Fee (GST Applies)	389.09	38.91	428.00	Per Quarter	412.73	41.27	454.00
Darley Park - Darley Pigeon Club	Council Fee (GST Applies)	106.36	10.64	117.00	Per Quarter	112.73	11.27	124.00
Darley Park - Tennis Courts	Council Fee (GST Applies)	216.36	21.64	238.00	Per Quarter	229.09	22.91	252.00
Darley Park - Auskick	Council Fee (GST Applies)	182.73	18.27	201.00	Per Annum	193.64	19.36	213.00
Maddingley Park - Bacchus Marsh Football Club	Council Fee (GST Applies)	1,769.09	176.91	1,946.00	Qtrs 1 & 4	1,810.00	181.00	1,991.00
Maddingley Park - Bacchus Marsh Netball Club	Council Fee (GST Applies)	283.64	28.36	312.00	Qtrs 1 & 4	290.00	29.00	319.00
Maddingley Park - Bacchus Marsh Cricket Club	Council Fee (GST Applies)	498.18	49.82	548.00	Qtrs 2 & 3	510.00	51.00	561.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Maddingley Park - Bacchus Marsh Junior Cricket Club	Council Fee (GST Applies)	283.64	28.36	312.00	Qtrs 2 & 3	290.00	29.00	319.00
Maddingley Park - Bacchus Marsh Lawn Tennis Club	Council Fee (GST Applies)	889.09	88.91	978.00	Per Quarter	909.09	90.91	1,000.00
Masons Lane - Bacchus Marsh Baseball Club	Council Fee (GST Applies)	945.45	94.55	1,040.00	Qtrs 1 & 4	1,001.82	100.18	1,102.00
Masons Lane - Bacchus Marsh Baseball Club	Council Fee (GST Applies)	289.09	28.91	318.00	Qtrs 2 & 3	306.36	30.64	337.00
Masons Lane - Bacchus Marsh Dog Obedience Club	Council Fee (GST Applies)	195.45	19.55	215.00	Qtrs 1 & 4	207.27	20.73	228.00
Masons Lane - Bacchus Marsh Cricket Club	Council Fee (GST Applies)	495.45	49.55	545.00	Qtrs 2 & 3	525.45	52.55	578.00
Masons Lane - Bacchus Marsh Junior Cricket Club	Council Fee (GST Applies)	280.00	28.00	308.00	Qtrs 2 & 3	296.36	29.64	326.00
Masons Lane - Bacchus Marsh Little Athletics	Council Fee (GST Applies)	785.45	78.55	864.00	Qtrs 2 & 3	832.73	83.27	916.00
10 Teen Sessions	Council Fee (GST Applies)	64.55	6.45	71.00	10 Sessions	64.55	6.45	71.00
Personal Training	Council Fee (GST Applies)	38.18	3.82	42.00	Per Session	38.18	3.82	42.00
Personal Training Up Front 20 Pack	Council Fee (GST Applies)	690.91	69.09	760.00	20 Sessions	690.91	69.09	760.00
Teen Trainer D/D (12 month minimum)	Council Fee (GST Applies)	11.82	1.18	13.00	Per Week	11.82	1.18	13.00
Teen 3 upfront	Council Fee (GST Applies)	221.82	22.18	244.00	3 Sessions	221.82	22.18	244.00
Teen 6 upfront	Council Fee (GST Applies)	336.36	33.64	370.00	6 Sessions	336.36	33.64	370.00
Teen 12 upfront	Council Fee (GST Applies)	531.82	53.18	585.00	12 Sessions	531.82	53.18	585.00
Emergency Management								
Fire Prevention								
Fine for Failure to comply with notice	Statutory Fee (No GST)			10 Penalty Units	Per Penalty			10 Penalty Units
Costs of Works to Clear Property	Council Fee (GST Applies)			At Contractors Cost	Per Property			At Contractors Cost
Administration Fee for Works Undertaken by Council	Council Fee (GST Applies)	71.82	7.18	79.00	Per Property	76.36	7.64	84.00
Administration Fee for additional works carried out by Municipal Fire Prevention Officer <i>(Reinspections / slashing contractor meetings on site and reinspection after works carried out)</i>	Council Fee (GST Applies)	132.73	13.27	146.00	Per Hour	140.91	14.09	155.00
Community Safety								
Community Safety Administration with audit trail								

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Application for Permit Under Local Laws, includes the following: - A Frames - A Frames (Temporary Event Signage) - Outdoor Dining - Roadside Grazing (MSC Drought Declared) - Roadside Grazing - Recreational Vehicles - Heavy Vehicles - Itinerant Trader - Charity Clothing Bins - Street Stalls - Business - Street Stalls - Community Groups - Additional Animals Replacement of Disabled parking Permits (Replacement for lost or damaged permit) New or Renewal of Disabled Parking Permits Infringements - Traffic Fines for prescribed regulations Infringement prosecutions administrative fee Legal costs for prosecutions (summons etc) Organisation/Business parking permit (Gell St only) Charity Organisation parking permit (max 5) (Gell St only) Organisation/Business Parking Permits (All other areas) Hire - "No Standing" signs	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
	Council Fee (No GST)	54.00	0.00	54.00	Per Permit	57.00	0.00	57.00
	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
	Council Fee (No GST)	14.00	0.00	14.00	Per Permit	15.00	0.00	15.00
	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
	Council Fee (No GST)	300.00	0.00	300.00	Per Permit	318.00	0.00	318.00
	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
	Council Fee (No GST)	158.00	0.00	158.00	Per Stall	168.00	0.00	168.00
	Council Fee (No GST)	158.00	0.00	No Charge	Per Stall	168.00	0.00	No Charge
	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
	Council Fee (No GST)	8.90	0.00	8.90	Per Permit	9.40	0.00	9.40
	Council Fee (No GST)	8.90	0.00	8.90	Per Permit	9.40	0.00	9.40
	Council Fee (No GST)	40.00	0.00	as per regulations	Per Penalty	43.00	0.00	as per regulations
	Council Fee (No GST)	40.00	0.00	40.00	Per Penalty	43.00	0.00	43.00
	Council Fee (No GST)	14.15	0.00	14.15	Per Penalty	15.00	0.00	15.00
Council Fee (No GST)	14.15	0.00	14.15	Per Permit	15.00	0.00	15.00	
Council Fee (GST Applies)	14.77	1.48	16.25	Per Day	15.64	1.56	17.20	
Impounded Items								
Impounded Items release fees, includes the following: - Advertising Frames - Supermarket Trolleys - Other items - Holding Fee Impounded Vehicles - Impound Fee - Costs incurred by Council to Impound (i.e. Towing) - Holding Fee	Council Fee (No GST)	42.00	0.00	42.00	Per Day	45.00	0.00	45.00
	Council Fee (No GST)	42.00	0.00	42.00	Per Day	45.00	0.00	45.00
	Council Fee (No GST)	42.00	0.00	42.00	Per Day	45.00	0.00	45.00
	Council Fee (GST Applies)	21.82	2.18	24.00	Per Day	23.64	2.36	26.00
	Council Fee (No GST)	105.00	0.00	105.00	Per Vehicle	112.00	0.00	112.00
Council Fee (GST Applies)	40.91	4.09	At Contractors Cost	Per Vehicle	43.64	At Contractors Cost	48.00	
Council Fee (GST Applies)	40.91	4.09	45.00	Per Day	43.64	4.36	48.00	
Animal Control - Registrations (Domestic)								

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Dog - Category 1 to 8	Council Fee (No GST)	42.00	0.00	42.00	Per Dog	50.00	0.00	50.00
Dog - Category 9	Council Fee (No GST)	118.00	0.00	118.00	Per Dog	150.00	0.00	150.00
Dog - Declared Dangerous, Restricted Breed	Council Fee (No GST)	234.00	0.00	234.00	Per Dog	500.00	0.00	500.00
Cat - Category 10 to 14	Council Fee (No GST)	42.00	0.00	42.00	Per Cat	45.00	0.00	45.00
Cat - Category 15	Council Fee (No GST)	118.00	0.00	118.00	Per Cat	150.00	0.00	150.00
Dog - Formal Foster Animal or Animal 3-12 months	Council Fee (No GST)	5.00	0.00	5.00	Per Dog	5.50	0.00	5.50
Cat - Formal Foster Animal or Animal 3-12 months	Council Fee (No GST)	5.00	0.00	5.00	Per Cat	5.50	0.00	5.50
<i>(Increase in Animal Registrations will not take effect until 10th April 2016)</i>								
Replacement Animal Tags	Council Fee (GST Applies)	3.09	0.31	3.40	Per Tag	3.64	0.36	4.00
Animal Control (Feral)								
Security Deposit - Anti Bark Bird Cages	Council Fee (No GST)	150.00	0.00	150.00	Flat	150.00	0.00	150.00
Hire Fee - Anti Bark Bird Cages	Council Fee (GST Applies)	47.73	4.77	52.50	Per Week	50.45	5.05	55.50
Sale of Citronella Dog Collar	Council Fee (GST Applies)	136.36	13.64	150.00	Per Collar	144.55	14.45	159.00
Animal Control - Administration								
Animal Register Inspection	Council Fee (No GST)	29.00	0.00	29.00	Per Inspection	31.00	0.00	31.00
Issue of Certificate from Animal Register	Council Fee (No GST)	29.00	0.00	29.00	Per Certificate	31.00	0.00	31.00
Registration Renewal of Domestic Animal Business - Boarding	Council Fee (No GST)	170.00	0.00	170.00	Per Business	180.00	0.00	180.00
Registration Renewal of Domestic Animal Business - Pet Shop	Council Fee (No GST)	170.00	0.00	170.00	Per Business	180.00	0.00	180.00
Registration Renewal of Domestic Animal Business - Breeding	Council Fee (No GST)	170.00	0.00	170.00	Per Business	180.00	0.00	180.00
Registration Renewal of Domestic Animal Business - Training Facility	Council Fee (No GST)	113.00	0.00	113.00	Per Business	120.00	0.00	120.00
Transfer of Domestic Animal Business Registration	Council Fee (No GST)	50.00	0.00	50.00	Per Transfer	53.00	0.00	53.00
<i>(Increase will not take effect until 10th April 2016)</i> <i>(These are Statutory Fees but prices are set by Council)</i>								
Animal Control - Pound Fees								
Pound Entry Fee - Cattle & Horses	Council Fee (No GST)	95.00	0.00	95.00	Per Head	101.00	0.00	101.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Pound Entry Fee - Stallions & Bulls	Council Fee (No GST)	144.00	0.00	144.00	Per Head	153.00	0.00	153.00
Pound Entry Fee - Sheep, Goats, miscellaneous animal (Eg: Emu, chicken, etc)	Council Fee (No GST)	29.00	0.00	29.00	Per Head	31.00	0.00	31.00
Pound Entry Fee - Dog, Cat	Council Fee (No GST)	78.00	0.00	78.00	Per Head	83.00	0.00	83.00
Pound Maintenance Fee - Cattle, Bulls, Horses, Stallions	Council Fee (GST Applies)	30.00	3.00	33.00	Per Head/Day	31.82	3.18	35.00
Pound Maintenance Fee - Sheep, Goats, miscellaneous animal (Eg: Emu, chicken, etc)	Council Fee (GST Applies)	21.82	2.18	24.00	Per Head/Day	23.18	2.32	25.50
Pound Maintenance Fee - Dog, Cat	Council Fee (GST Applies)	21.82	2.18	24.00	Per Head/Day	23.18	2.32	25.50
Advertising of Impoundments	Council Fee (GST Applies)		Current Media Rates		Per Advert		Current Media Rates	
Surrender of animal to Council	Council Fee (GST Applies)	51.36	5.14	56.50	Per Head	54.55	5.45	60.00
Euthanasia of Dog/Cat when related to Compliance Issue	Council Fee (GST Applies)	115.45	11.55	127.00	Per Head	122.73	12.27	135.00
Microchipping of Impounded, Unregistered pet	Council Fee (GST Applies)			At Cost	Per Pet			At Cost
Rehousing of (in-house)	Council Fee (GST Applies)	22.73	2.27	25.00	Per Pet	24.09	2.41	26.50
Rehousing of Dog/Cat - Unsexed Male or Female (Vaccinated & Vet Checked)	Council Fee (GST Applies)	286.36	28.64	315.00	Per Head	303.64	30.36	334.00
Rehousing of Dog/Cat - Desexed (Vaccinated & Vet Checked)	Council Fee (GST Applies)	143.64	14.36	158.00	Per Head	152.73	15.27	168.00
<i>All rehousing costs do not include the registration of the Animal</i>								
After Hours Ranger Call Out Fees	Council Fee (GST Applies)	115.45	11.55	127.00	Per Hour/Officer	122.73	12.27	135.00
After Hours Ranger Call Out Fees with Stock Trailer	Council Fee (GST Applies)	155.45	15.55	171.00	Per Hour/Officer	164.55	16.45	181.00
Contractor Livestock Cartage Fees	Council Fee (GST Applies)		At Contractors Cost		Per Cartage		At Contractors Cost	
Costs incurred by Council if stray pet is taken to Vet (includes any Vet bills and cost of housing)	Council Fee (GST Applies)		At Contractors Cost		Per Pet		At Contractors Cost	
Customer and Business Services								
Customer Service (Photocopying)								
<i>(To be applied in conjunction with the Community use of Council Services Policy)</i>								
Community Group - (Our Paper)	Council Fee (GST Applies)	0.27	0.03	0.30	Per Page	0.32	0.03	0.35
Other Groups and Private Individuals (A4 Page)	Council Fee (GST Applies)	0.55	0.05	0.60	Per Page	0.59	0.06	0.65
Larger Sized Documents (A3 Page)	Council Fee (GST Applies)	0.73	0.07	0.80	Per Page	0.77	0.08	0.85
Colour Printing	Council Fee (GST Applies)	1.09	0.11	1.20	Per Page	1.18	0.12	1.30
Plan Printing (A2 Page)	Council Fee (GST Applies)	8.64	0.86	9.50	Per Page	9.09	0.91	10.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Plan Printing (A1 Page)	Council Fee (GST Applies)	10.00	1.00	11.00	Per Page	10.91	1.09	12.00
Fax - Sending	Council Fee (GST Applies)	2.18	0.22	2.40	First Page	2.27	0.23	2.50
Fax - Sending	Council Fee (GST Applies)	1.09	0.11	1.20	Subsequent Pages	1.18	0.12	1.30
Council Agenda - Business Papers plus non confidential attachments	Council Fee (No GST)	22.00	0.00	22.00	Per Issue	23.50	0.00	23.50
Council Agenda - Business Papers excluding attachments	Council Fee (No GST)	18.50	0.00	18.50	Per Issue	19.50	0.00	19.50
Council Agenda - CD Rom (Provided by mail on subscription payable in advance)	Council Fee (No GST)	7.00	0.00	7.00	Per Issue	7.50	0.00	7.50
Cat Cages								
Security Deposit - Cat Cage	Council Fee (No GST)	50.00	0.00	50.00	Flat	50.00	0.00	50.00
Hire Fee - Cat Cage (Maximum Hire period is 1 week)	Council Fee (GST Applies)	10.91	1.09	12.00	Per Week	11.82	1.18	13.00
Land and Buildings								
Moorabool Shire Council Corporate Marquee								
Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
Hire Fee	Council Fee (GST Applies)	100.00	10.00	110.00	Day or Weekend	106.36	10.64	117.00
Quamby Rooms								
Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
Quamby Rooms - Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	19.09	1.91	21.00	Per Hour	20.00	2.00	22.00
Quamby Rooms - Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	10.91	1.09	12.00	Per Hour	11.82	1.18	13.00
Community Learning Centre - Lerderberg Library								
Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
Small Meeting Room - Geoffrey Hire Room								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	10.91	1.09	12.00	Per Hour	11.82	1.18	13.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	5.91	0.59	6.50	Per Hour	6.36	0.64	7.00
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	18.18	1.82	20.00	Per Hour	19.09	1.91	21.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	100.00	10.00	110.00	Per Day	106.36	10.64	117.00
Hire fee with video conferencing facilities (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	27.27	2.73	30.00	Per Hour	29.09	2.91	32.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Hire fee with video conferencing facilities (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	145.45	14.55	160.00	Per Day	154.55	15.45	170.00
Medium Meeting Room - Jean Oomes Room								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	16.36	1.64	18.00	Per Hour	17.27	1.73	19.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	10.45	1.05	11.50	Per Hour	10.91	1.09	12.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	31.36	3.14	34.50	Per Day/Night (8 hrs)	33.64	3.36	37.00
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	22.73	2.27	25.00	Per Hour	24.55	2.45	27.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	118.18	11.82	130.00	Per Day	125.45	12.55	138.00
Medium Meeting Room - James Young Room 1 or 2								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	16.36	1.64	18.00	Per Hour	17.27	1.73	19.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	10.45	1.05	11.50	Per Hour	10.91	1.09	12.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	31.36	3.14	34.50	Per Day/Night (8 hrs)	33.64	3.36	37.00
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	31.82	3.18	35.00	Per Hour	33.64	3.36	37.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	145.45	14.55	160.00	Per Day	154.55	15.45	170.00
Large Meeting Room - James Young Rooms 1 and 2 combined								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	16.36	1.64	18.00	Per Hour	17.27	1.73	19.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	10.45	1.05	11.50	Per Hour	10.91	1.09	12.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	53.64	5.36	59.00	Per Day/Night (8 hrs)	57.27	5.73	63.00
Commercial/Profit-making groups								
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	59.09	5.91	65.00	Per Hour	62.73	6.27	69.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	272.73	27.27	300.00	Per Day	289.09	28.91	318.00
All room bookings - Liability Insurance (Compulsory)	Council Fee (GST Applies)	31.82	3.18	35.00	Per Hire	33.64	3.36	37.00
Community Development								
Community Bus								
Security Deposit (Payable by ALL categories)	Council Fee (No GST)	100.00	0.00	100.00	Flat	100.00	0.00	100.00
Category 1 Hire Fee	Council Fee (GST Applies)	23.18	2.32	25.50	Per Day	24.55	2.45	27.00
Category 1 Charge per Km	Council Fee (GST Applies)	0.73	0.07	0.80	Per km	0.77	0.08	0.85
Category 2 Hire Fee	Council Fee (GST Applies)	121.36	12.14	133.50	Per Day	128.64	12.86	141.50

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Category 2 Charge per Km	Council Fee (GST Applies)	0.73	0.07	0.80	Per km	0.77	0.08	0.85
Category 3 Hire Fee	Council Fee (GST Applies)	292.27	29.23	321.50	Per Day	309.82	30.98	340.80
Category 3 Charge per Km	Council Fee (GST Applies)	0.73	0.07	0.80	Per km	0.77	0.08	0.85
Definitions:								
Category 1 - Non profit groups operating largely within Shire, not funded by Government, including regular and frequent users.								
Category 2 - Non profit groups operating largely within Shire, but receive funding from State or Commonwealth Governments which enables them to pay for operation costs. Usually infrequent or casual hirers.								
Category 3 - Commercial Rates to apply to all other types of users								
Lerderberg Library								
Fines (Per day, per item - max \$5 per item)	Council Fee (GST Applies)	0.32	0.03	0.35	Per day / Per item	0.36	0.04	0.40
Inter Library Loans (Public Library)	Council Fee (GST Applies)	2.18	0.22	2.40	Per Item	2.27	0.23	2.50
Inter Library Loans (Tertiary Institutions)	Council Fee (GST Applies)	19.09	1.91	21.00	Up to - Per Item	20.45	2.05	22.50
Replacement Card	Council Fee (GST Applies)	2.18	0.22	2.40	Per Card	2.27	0.23	2.50
Lost or damaged items	Council Fee (GST Applies)		Cost of Replacement			Cost of Replacement		
Processing fee	Council Fee (GST Applies)	5.91	0.59	6.50		6.36	0.64	7.00
Debt Collection Charge	Council Fee (GST Applies)	16.00	1.60	17.60	Per Escalation	17.27	1.73	19.00
Book Sales	Council Fee (GST Applies)		As marked					As marked
Environmental Health								
Environmental Health - Food Act Registrations and Renewals								
Class 1 Food Registrations (Eg: Hospital, Child Care Centre)								
- 1 to 10 Full Time Equivalent Employees	Council Fee (No GST)	445.00	0.00	445.00	Annually	500.00	0.00	500.00
All food premises as above for additional people (over 10 full time equivalent employee's)	Council Fee (No GST)	40.00	0.00	40.00	Annually	50.00	0.00	50.00
Class 2 Food Registrations (Eg: Take Away, Café, Restaurant)								
- 1 to 10 Full Time Equivalent Employees	Council Fee (No GST)	445.00	0.00	445.00	Annually	500.00	0.00	500.00
All food premises as above for additional people (over 10 full time equivalent employee's)	Council Fee (No GST)	40.00	0.00	40.00	Annually	50.00	0.00	50.00
- Community Group	Council Fee (No GST)	165.00	0.00	165.00	Annually	175.00	0.00	175.00
- Temporary or Mobile (1 vehicle)	Council Fee (No GST)	445.00	0.00	445.00	Annually	475.00	0.00	475.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
- Extra mobile food vehicles (per vehicle) - Single event temporary or mobile	Council Fee (No GST) Council Fee (No GST)	126.00 60.00	0.00 0.00	126.00 60.00	Annually Each event	150.00 65.00	0.00 0.00	150.00 65.00
Class 3 Food Registrations (Eg: Bakery, Milk Bar, General Store)								
- Commercial	Council Fee (No GST)	328.00	0.00	328.00	Annually	350.00	0.00	350.00
- Community Group	Council Fee (No GST)	106.00	0.00	106.00	Annually	115.00	0.00	115.00
- Bed and Breakfasts	Council Fee (No GST)	106.00	0.00	106.00	Annually	115.00	0.00	115.00
- Temporary or Mobile (up to 2 vehicles)	Council Fee (No GST)	328.00	0.00	328.00	Annually	350.00	0.00	350.00
- Extra mobile food vehicles (per vehicle)	Council Fee (No GST)	126.00	0.00	126.00	Annually	150.00	0.00	150.00
- Single event temporary or mobile	Council Fee (No GST)	40.00	0.00	40.00	Each event	65.00	0.00	65.00
Class 4 Food Registration (Eg: Service Station, Video Shop, Pharmacy, Newsagent, Gift Shop)	Council Fee (No GST)			No Charge	N/A			No Charge
Additional Inspections	Council Fee (No GST)	128.00	0.00	128.00	Per Inspection	150.00	0.00	150.00
Transfer of Registration	Statutory Fee (No GST)	223.00	0.00	223.00	Per Transfer	236.00	0.00	236.00
Premises Pre Sale Inspection & Release of Documents	Statutory Fee (No GST)	223.00	0.00	223.00	Per Inspection	236.00	0.00	236.00
Infringements - Fines as per Food Act 1984				as per regulations	Per Penalty			as per regulations
Pre Registration	Council Fee (No GST)	223.00	0.00	223.00	Per Registration	250.00	0.00	250.00
Community Group less than 12 Events	Council Fee (No GST)			No Charge				No Charge
Late Payment Fee	Council Fee (GST Applies)			50% of Registration				50% of Registration
Food Safety Program Templates	Council Fee (GST Applies)	40.00	4.00	44.00	Per Set	45.45	4.55	50.00
Sample Request	Council Fee (No GST)	97.00	0.00	97.00	Per Sample	105.00	0.00	105.00
Reissuing of Documents/Permits	Council Fee (GST Applies)	19.09	1.91	21.00	Per Copy	45.45	4.55	50.00
Environmental Health - Health Act Registrations and Renewals								
Premises required to be registered pursuant to Public Health and Wellbeing Act 2008 (Includes: Beauty Parlours, Hairdressers, Tattooists, Ear Piercing, etc)	Council Fee (No GST)	336.00	0.00	336.00	Annually	356.00	0.00	356.00
Hairdressers (including Mobile)	Council Fee (No GST)	168.00	0.00	168.00	Annually	178.00	0.00	178.00
Caravan Park - Statutory Requirement (Per Site)	Statutory Fee (No GST)			as per state government regulation	Triannually			as per state government regulation
Prescribed Premises (Eg: Accommodation Houses)	Council Fee (No GST)	336.00	0.00	336.00	Annually	356.00	0.00	356.00
Transfer of Registration	Statutory Fee (No GST)	168.00	0.00	168.00	Per Transfer	178.00	0.00	178.00
Premises Pre Sale Inspection & Release of Documents	Statutory Fee (GST Applies)	168.00	0.00	168.00	Per Inspection	152.73	15.27	168.00
Late payment fee	Council Fee (GST Applies)			50% of Registration				50% of Registration

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Pre Registration Review of Plans	Council Fee (No GST)	212.00	0.00	212.00	Per Premise	224.60	0.00	224.60
Environmental Health - Septic Tank Fees								
New Installation Permit & Inspection (Inc. Pre Installation Inspection (#5.25))	Council Fee (No GST)	600.00	0.00	600.00	Per Permit	750.00	0.00	750.00
Alteration to Current Permit	Council Fee (No GST)	300.00	0.00	300.00	Per Alteration	450.00	0.00	450.00
Extension of Current Permit	Council Fee (No GST)	245.00	0.00	245.00	Per Extension	260.00	0.00	260.00
Additional Inspection Requests	Council Fee (No GST)	140.00	0.00	140.00	Per Inspection	160.00	0.00	160.00
Grey Water Permit	Council Fee (No GST)	300.00	0.00	300.00	Per Permit	318.00	0.00	318.00
Septic/Sewer Information Requests	Council Fee (No GST)	59.00	0.00	59.00	Per Request	100.00	0.00	100.00
Sample Request	Council Fee (No GST)	97.00	0.00	97.00	Per Sample	105.00	0.00	105.00
Finance								
Revenue - Other								
Land Information Certificates	Statutory Fee (No GST)	20.00	0.00	20.00	Each	20.00	0.00	20.00
Land Information Certificates - Urgent Fee	Council Fee (GST Applies)	45.45	4.55	50.00	Each	48.18	4.82	53.00
Finance Invoice preparation costs	Council Fee (GST Applies)	28.18	2.82	31.00	Per Job	30.00	3.00	33.00
Record Searches - 30 Year Search Adverse Possession (Minimum Charge)	Council Fee (No GST)	117.50	0.00	117.50	Each	124.50	0.00	124.50
Record Searches - 30 Year Search Adverse Possession (Maximum Charge)	Council Fee (No GST)	414.50	0.00	414.50	Each	439.50	0.00	439.50
Bungaree Public Weighbridge								
Tray Truck	Council Fee (GST Applies)	19.18	1.92	21.10	Per Weighing	20.36	2.04	22.40
Semi Trailer Truck	Council Fee (GST Applies)	29.64	2.96	32.60	Per Weighing	31.45	3.15	34.60
B-Double Truck	Council Fee (GST Applies)	42.18	4.22	46.40	Per Weighing	44.73	4.47	49.20
Governance								
Freedom of Information								
Freedom of Information Requests	Statutory Fee (No GST)	25.70	0.00	25.70	Each	25.70	0.00	25.70
Freedom of Information - Supervision Fee	Statutory Fee (No GST)	5.00	0.00	5.00	Per 1/4 Hour	5.00	0.00	5.00
Freedom of Information - Search Fee	Statutory Fee (No GST)	20.00	0.00	20.00	Per Hour	20.00	0.00	20.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Planning and Building								
Building Control - Permits & Services								
Building Notices and Orders	Council Fee (No GST)	332.00	0.00	332.00	Per Unit	352.00	0.00	352.00
Class 1A - New Dwellings - Construction Value \$99,999 and under	Council Fee (GST Applies)	3,290.00	329.00	3,619.00	Per Permit	3,487.27	348.73	3,836.00
Class 1A - New Dwellings - Construction Value \$100,000 to \$149,999	Council Fee (GST Applies)	3,290.00	329.00	3,619.00	Per Permit	3,487.27	348.73	3,836.00
Class 1A - New Dwellings - Construction Value \$150,000 to \$199,999	Council Fee (GST Applies)	3,290.00	329.00	3,619.00	Per Permit	3,487.27	348.73	3,836.00
Class 1A - New Dwellings - Construction Value \$200,000 to \$249,999	Council Fee (GST Applies)	3,703.64	370.36	4,074.00	Per Permit	3,925.45	392.55	4,318.00
Class 1A - New Dwellings - Construction Value \$250,000 and over	Council Fee (GST Applies)	4,535.45	453.55	4,989.00	Per Permit	4,807.27	480.73	5,288.00
Class 1B - Residential Building (To be assessed by MBS) Minimum	Council Fee (GST Applies)	3,703.64	370.36	4,074.00	Per Permit	3,925.45	392.55	4,318.00
Class 2 - Multi Unit Development (Each)	Council Fee (GST Applies)	3,290.00	329.00	3,619.00	Per Unit/Permit	3,487.27	348.73	3,836.00
Class 3 - Hostels, etc (To be assessed) Minimum	Council Fee (GST Applies)	3,960.00	396.00	4,356.00	Per Permit	4,197.27	419.73	4,617.00
Class 4 - Dwellings associated with other classes (To be assessed) Minimum	Council Fee (GST Applies)	3,960.00	396.00	4,356.00	Per Permit	4,197.27	419.73	4,617.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value up to \$30,000	Council Fee (GST Applies)	4,790.91	479.09	5,270.00	Per Permit	5,078.18	507.82	5,586.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$30,000 to \$100,00	Council Fee (GST Applies)	4,790.91	479.09	5,270.00	Fee + 1.0%	5,078.18	507.82	5,586.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$100,001 to \$500,000	Council Fee (GST Applies)	4,790.91	479.09	5,270.00	Fee + 0.25%	5,078.18	507.82	5,586.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$500,001 to \$2 million	Council Fee (GST Applies)	6,131.82	613.18	6,745.00	Fee + 0.1%	6,500.00	650.00	7,150.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value over \$2 million	Council Fee (GST Applies)	9,580.91	958.09	10,539.00	Fee + 0.1%	10,155.45	1,015.55	11,171.00
Class 5 to 9 - Offices, Shops, Factories - Or to be assessed by Build Surv. (\$5m)	Council Fee (GST Applies)	14,689.09	1,468.91	16,158.00	Per Permit	15,570.00	1,557.00	17,127.00
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$4,999 and under	Council Fee (GST Applies)	1,302.73	130.27	1,433.00	Per Permit	1,380.91	138.09	1,519.00
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$5,000 to \$9,999	Council Fee (GST Applies)	1,437.27	143.73	1,581.00	Per Permit	1,523.64	152.36	1,676.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$10,000 and over	Council Fee (GST Applies)	1,570.91	157.09	1,728.00	Per Permit	1,665.45	166.55	1,832.00
Class 10B - Masts, Fences (To be assessed) Minimum	Council Fee (GST Applies)	1,372.73	137.27	1,510.00	Per Permit	1,455.45	145.55	1,601.00
Dwelling additions/alterations - Construction Value \$9,999 and under	Council Fee (GST Applies)	2,196.36	219.64	2,416.00	Per Permit	2,328.18	232.82	2,561.00
Dwelling additions/alterations - Construction Value \$10,000 to \$14,999	Council Fee (GST Applies)	2,196.36	219.64	2,416.00	Per Permit	2,328.18	232.82	2,561.00
Dwelling additions/alterations - Construction Value \$15,000 to \$19,999	Council Fee (GST Applies)	2,196.36	219.64	2,416.00	Per Permit	2,328.18	232.82	2,561.00
Dwelling additions/alterations - Construction Value \$20,000 to \$24,999	Council Fee (GST Applies)	2,747.27	274.73	3,022.00	Per Permit	2,911.82	291.18	3,203.00
Dwelling additions/alterations - Construction Value \$25,000 and above	Council Fee (GST Applies)	3,703.64	370.36	4,074.00	Per Permit	3,925.45	392.55	4,318.00
Regulation 312(2) - consent and Report (Dispensation) (Rescode, Projections & Flood) Maximum	Statutory Fee (No GST)			as per regulations	Per Certificate			as per regulations
Regulation 320 - Lodgement of Building Permits over \$5,000 (All Classes)	Statutory Fee (No GST)			as per regulations	Per Permit			as per regulations
Regulation 326(1) - Request for Information in relation to property sale	Statutory Fee (No GST)			as per regulations	Per Certificate			as per regulations
Regulation 326(1)(a,b,c)(2 & 3) - Request for Information for Building Permit (Eg: Termitte, Bushfire, Flood, etc)	Statutory Fee (No GST)			as per regulations	Per Certificate			as per regulations
Building Permit Levy - WV (For applications over \$10,000)	Statutory Fee (No GST)		0.128% of construction cost		Per Permit			0.128% of construction cost
Building Permit Levy - HIH (Domestic Buildings over \$10,000)	Statutory Fee (No GST)		0.032% of construction cost		Per Permit			0.032% of construction cost
<i>Above fees must be paid in advance by Legislation to State Government</i>								
Security Deposit - Resited Dwelling (Deposit Bank Guarantee or Cash)	Statutory Fee (No GST)	5,000.00	0.00	5,000.00	Per Resiting	5,000.00	0.00	5,000.00
Building Permit for Demolition - Domestic Building	Council Fee (GST Applies)	1,372.73	137.27	1,510.00	Per Building	1,455.45	145.55	1,601.00
Building Permit for Demolition - Commercial Building	Council Fee (GST Applies)	2,460.00	246.00	2,706.00	Per Storey	2,607.27	260.73	2,868.00
Demolition permit under Section 29A	Statutory Fee (No GST)			as per regulations	Per Application			as per regulations
Re-activation of Lapsed Permit/Permit Extension (Minimum)	Council Fee (GST Applies)	204.55	20.45	225.00	6mth Extension	217.27	21.73	239.00
Re-activation of Lapsed Permit/Permit Extension (Minimum)	Council Fee (GST Applies)	408.18	40.82	449.00	12mth Extension	432.73	43.27	476.00
Inspection Appointments (Or Assessed by Building Surveyor)	Council Fee (GST Applies)	136.36	13.64	150.00	Per Inspection	144.55	14.45	159.00
Inspection Appointments (Or Assessed by Building Surveyor) - Commercial	Council Fee (GST Applies)	166.36	16.64	183.00	Per Inspection	176.36	17.64	194.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Any Service/Inspection Not Otherwise provided for	Council Fee (GST Applies)	153.64	15.36	169.00	Minimum	162.73	16.27	179.00
Request for copy of House Plans (Copying extra)	Council Fee (No GST)	138.00	0.00	138.00	Each	146.00	0.00	146.00
Request for copy of House Plans - On Site (Copying Extra)	Council Fee (No GST)	56.00	0.00	56.00	Each	59.00	0.00	59.00
Swimming Pool (Within Moorabool Shire) - Construction Value \$14,999 and under	Council Fee (GST Applies)	1,501.82	150.18	1,652.00	Per Permit	1,591.82	159.18	1,751.00
Swimming Pool (Within Moorabool Shire) - Construction Value \$15,000 to \$19,999	Council Fee (GST Applies)	1,774.55	177.45	1,952.00	Per Permit	1,880.91	188.09	2,069.00
Swimming Pool (Within Moorabool Shire) - Construction Value \$20,000 and over	Council Fee (GST Applies)	2,330.91	233.09	2,564.00	Per Permit	2,470.91	247.09	2,718.00
Place of Public Entertainment - Low impact (occupancy permit)	Council Fee (No GST)	708.00	0.00	708.00	Per permit	750.00	0.00	750.00
Place of Public Entertainment - High impact (occupancy permit)	Council Fee (No GST)	1,416.00	0.00	1,416.00	Per permit	1,501.00	0.00	1,501.00
Swimming Pool Inspection Fee	Council Fee (No GST)	157.50	0.00	157.50	Per permit	167.00	0.00	167.00
Land Use Planning								
Certificates of Compliance	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Secondary Consent Administration Fee	Council Fee (No GST)	178.50	0.00	178.50	Each	189.00	0.00	189.00
Satisfaction Matter	Council Fee (GST Applies)		as per regulations		Each	54.55	5.45	60.00
	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
<i>The fee for determining a matter where a planning scheme specifies that the matter must be done to the satisfaction of a responsible authority or a referral authority</i>								
Permit extension (1st)	Council Fee (No GST)	162.00	0.00	162.00	Each	172.00	0.00	172.00
Permit extension (2nd)	Council Fee (No GST)	321.50	0.00	321.50	Each	341.00	0.00	341.00
Permit extension (3rd and subsequent)	Council Fee (No GST)	483.00	0.00	483.00	Each	512.00	0.00	512.00
Processing S173 Agreements for Sealing Administration fee for Council solicitor drafting agreement (Solicitor fee plus this fee)	Council Fee (GST Applies)	156.36	15.64	172.00	Each	165.91	16.59	182.50
	Council Fee (GST Applies)	72.27	7.23	79.50	Each	76.82	7.68	84.50
Section 52 Public Notice - Application for Permits - Notice by Normal Mail	Council Fee (No GST)	8.70	0.00	8.70	Each	9.20	0.00	9.20

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Section 52 Public Notice - Application for Permits - Notice in Newspaper	Council Fee (No GST)	210.00	0.00	210.00	Each	222.50	0.00	222.50
Section 52 Public Notice - Application for Permits - Notice for site	Council Fee (No GST)	30.00	0.00	30.00	Each	32.00	0.00	32.00
<i>Charges for Newspaper Notices to be cumulative based on actual notices required for project and charges are subject to change as reviewed by newspapers from time to time</i>								
Public notice erected and maintained on site for 14 days	Council Fee (No GST)	168.00	0.00	168.00	Each	178.00	0.00	178.00
Retrieval of Planning Files	Council Fee (No GST)	60.50	0.00	60.50	Per File	64.00	0.00	64.00
Planning Information Controls	Council Fee (No GST)	72.00	0.00	72.00	Each	76.50	0.00	76.50
Hopetoun Park Assessment	Council Fee (No GST)	123.00	0.00	123.00	Each	130.50	0.00	130.50
Advertising sign A3 (Laminated)	Council Fee (No GST)	30.00	0.00	30.00	Each	32.00	0.00	32.00
Advertising sign A2 (Laminated)	Council Fee (No GST)	60.00	0.00	60.00	Each	63.50	0.00	63.50
Advertising sign A1 (Laminated)	Council Fee (No GST)	90.00	0.00	90.00	Each	95.50	0.00	95.50
Additional A3 Signs	Council Fee (No GST)	18.50	0.00	18.50	Each	19.50	0.00	19.50
Copy of Permit	Council Fee (No GST)	63.00	0.00	63.00	Each	67.00	0.00	67.00
Copy of Endorsed Plans - Administration Cost (Customer will be charged Administration Fee and then a cost per page)	Council Fee (GST Applies)	6.18	0.62	6.80	Each	6.55	0.65	7.20
Copy of Endorsed Plans - A4	Council Fee (No GST)	1.40	0.00	1.40	Per Page	1.50	0.00	1.50
Copy of Endorsed Plans - A3	Council Fee (No GST)	2.20	0.00	2.20	Per Page	2.30	0.00	2.30
Copy of Endorsed Plans - A2	Council Fee (No GST)	14.50	0.00	14.50	Per Page	15.40	0.00	15.40
Copy of Endorsed Plans - A1	Council Fee (No GST)	22.60	0.00	22.60	Per Page	24.00	0.00	24.00
Copy of Endorsed Plans - A0	Council Fee (No GST)	28.90	0.00	28.90	Per Page	30.60	0.00	30.60
Regulation 6 - Amendments to Planning Schemes								
Subregulation 1 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)	Statutory Fee (No GST)			as per regulations	Each			as per regulations
Subregulation 2 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)								
Subregulation 3 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)	Statutory Fee (No GST)			as per regulations	Each			as per regulations
<i>The fee for Stage 4 is paid to the Minister by the person who requested the amendment.</i>								

Description	Type of Fee	2015/2016 Adopted Fees			2016/2017 Proposed Fees		
		Pre GST	GST	Total	Pre GST	GST	Total
Regulation 7 - Application for Planning Permits							
Class 1 - An Application for use only	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 2 - Development Cost > \$10,000 and < \$100,000 (Develop for single Dwelling)	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 3 - Development Cost > \$100,000 (Develop for single Dwelling)	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 4 - Development Cost Up to \$10,000 (To develop for other than a single dwelling)	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 5 - Development Cost > \$10,000 & < \$250,000 (Other than Class 2, 3 or subdivide)	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 6 - Development Cost > \$250,000 and < \$500,000 (Other than Class 3)	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 7 - Development Cost > \$500,000 and < \$1 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 8 - Development Cost > \$1 million and < \$7 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 9 - Development Cost > \$7 million and < \$10 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 10 - Development Cost > \$10 million and < \$50 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 11 - Development Cost > \$50 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 12 - To subdivide an existing building	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 13 - To subdivide land into two lots	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 14 - Realignment of Boundary or Consolidation	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 15 - To subdivide land	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 16 - Remove restriction within meaning of Subdivision Act 1988	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 17 - Vary or remove a restriction, create or remove right of way	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
Class 18 - Create, Vary or remove and Easement	Statutory Fee (No GST)		as per regulations	Each		as per regulations	
<i>Reference should be made to the Planning & Env Fees Regs 2000 for full wording</i>							
Combined Permit Applications							
<i>The fee for an application for any combination of the classes of applications is the sum arrived at by adding the highest of the fees which would have applied if separate applications had been made plus 50% of each of the other fees which would have applied if separate applications had been made.</i>							

Description	Type of Fee	2015/2016 Adopted Fees			2016/2017 Proposed Fees		
		Pre GST	GST	Total	Pre GST	GST	Total
Regulation 8B - Applications for Amendments to Planning Permits							
Class 1 - Application to amend a permit to change use	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 2 - (a) application to amend permit to change the statement of what the permit allows	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 2 - (b) Application to change any or all of the conditions which apply to the permit	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 2 - (c) Application to change a permit in any way not otherwise provided for	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 3 - Application to amend a permit >\$10,000 and <\$100,000 (Single Dwelling)	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 4 - Application to amend a permit to develop and use land >\$100,000 (Single Dwelling)	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 5 - Application to amend a permit to develop land, other than an application to amend a permit to develop land <\$10,000 (Single Dwelling), or an application to amend a permit to subdivide land <\$10,000	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 6 - Application (other than Class 3 or Class 4) >\$10,000 and <\$250,000	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 7 - Application (other than Class 4) >\$250,000 and <\$500,000	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 8 - Application (other than Class 4) >\$500,000	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 9 - (a) Application to amend a permit to subdivide an existing building	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 9 - (b) Application to amend a permit to subdivide the land into two lots	Statutory Fee (No GST)		as per regulations			as per regulations	
Class 9 - (c) Application to amend a permit to realign a common boundary to consolidate two or more lots	Statutory Fee (No GST)		as per regulations			as per regulations	
Regulation 12 - Planning Scheme Amendments							
Refer definition in Planning & Env (Fees) Interim Regs 2014, section 12	Statutory Fee (No GST)		as per regulations			as per regulations	
Subdivision Fees							
Application to Certify a Plan of Subdivision	Statutory Fee (No GST)		as per regulations			as per regulations	
Application to Certify a Plan of Subdivision (per Lot fee)	Statutory Fee (No GST)		as per regulations			as per regulations	

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Recertification	Statutory Fee (No GST)		as per regulations					
Processing of new versions of Subdivision Plans	Council Fee (GST Applies)	90.91	9.09	100.00	Each	96.36	9.64	106.00
Subdivisions (Applications for land, removal of restrictions) - see above								
Property Valuation Fee (\$0 to \$199,999)	Council Fee (GST Applies)	484.55	48.45	533.00	Per Valuation	513.64	51.36	565.00
Property Valuation Fee (\$200,000 to \$399,999)	Council Fee (GST Applies)	540.91	54.09	595.00	Per Valuation	573.64	57.36	631.00
Property Valuation Fee (\$400,000 to \$499,999)	Council Fee (GST Applies)	601.82	60.18	662.00	Per Valuation	638.18	63.82	702.00
Property Valuation Fee (\$500,000 to \$599,999)	Council Fee (GST Applies)	659.09	65.91	725.00	Per Valuation	699.09	69.91	769.00
Property Valuation Fee (\$600,000 to \$699,999)	Council Fee (GST Applies)	716.36	71.64	788.00	Per Valuation	759.09	75.91	835.00
Property Valuation Fee (\$700,000 to \$799,999)	Council Fee (GST Applies)	778.18	77.82	856.00	Per Valuation	824.55	82.45	907.00
Property Valuation Fee (\$800,000 to \$899,999)	Council Fee (GST Applies)	897.27	89.73	987.00	Per Valuation	950.91	95.09	1,046.00
Property Valuation Fee (\$900,000 to \$999,999)	Council Fee (GST Applies)	1,011.82	101.18	1,113.00	Per Valuation	1,072.73	107.27	1,180.00
Property Valuation Fee (\$1,000,000 to \$1,499,999)	Council Fee (GST Applies)	1,130.91	113.09	1,244.00	Per Valuation	1,199.09	119.91	1,319.00
Property Valuation Fee (\$1,500,000 to \$2,000,000)	Council Fee (GST Applies)	1,245.45	124.55	1,370.00	Per Valuation	1,320.00	132.00	1,452.00
Property Valuation Fee (\$2,000,000 +)	Council Fee (GST Applies)							
			Per cost from contract valuer					Per cost from contract valuer
Economic Development & Marketing								
Signage Permits								
Administration fee in relation to Tourist Sign Permit (Design, manufacture, installation and maintenance of sign/s, costs borne by applicants and will remain applicants full responsibility) Tourist Signing Guidelines 1998	Council Fee (GST Applies)	51.36	5.14	56.50	5 Year Permit	54.55	5.45	60.00
Operations								
Events Trailer								
Security Deposit to utilise Trailer	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
Waste Management - Sales								
Wheelee Bin 120 Litre - Only sold to residents in BM & Urban townships	Council Fee (No GST)	101.50	0.00	101.50	Per Bin	108.00	0.00	108.00
Wheelee Bin 240 Litre - Sold to all residents in Shire	Council Fee (No GST)	137.50	0.00	137.50	Per Bin	146.00	0.00	146.00
Wheelee Bin 120 Litre - Replacement Red Lid (If Bin purchased elsewhere)	Council Fee (No GST)	28.50	0.00	28.50	Per Lid	30.00	0.00	30.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Wheellie Bin 240 Litre - Replacement Red Lid (If Bin purchased elsewhere)	Council Fee (No GST)	35.00	0.00	35.00	Per Lid	37.00	0.00	37.00
Waste Management Service Charges								
Waste Management Service Charge <i>Farming Enterprises only pay one service charge fee</i>	Council Fee (No GST)	85.00	0.00	85.00	Annual Charge	90.00	0.00	90.00
State Landfill Levy Charge <i>Farming Enterprises only pay one service charge fee</i>	Council Fee (No GST)	45.00	0.00	45.00	Annual Charge	45.00	0.00	45.00
Waste Collection Services - Residential								
Ballan & Bacchus Marsh - 120 Litre Bin - Weekly Collection - Compulsory	Council Fee (No GST)	92.00	0.00	92.00	Per Service	96.00	0.00	96.00
Ballan & Bacchus Marsh - Fortnightly Recycle Collection - Compulsory	Council Fee (No GST)	39.00	0.00	39.00	Per Service	48.00	0.00	48.00
Total Waste Collection Fee		131.00	0.00	131.00		144.00	0.00	144.00
Other Rural - 240 Litre - Fortnightly Collection - Compulsory	Council Fee (No GST)	92.00	0.00	92.00	Per Service	96.00	0.00	96.00
Other Rural - Fortnightly Recycle Collection - Compulsory	Council Fee (No GST)	39.00	0.00	39.00	Per Service	48.00	0.00	48.00
Total Waste Collection Fee		131.00	0.00	131.00		144.00	0.00	144.00
Non Compulsory Service - 120 Litre - Weekly Collection	Council Fee (No GST)	92.00	0.00	92.00	Per Service	96.00	0.00	96.00
Non Compulsory Service - Fortnightly Recycle Collection	Council Fee (No GST)	39.00	0.00	39.00	Per Service	48.00	0.00	48.00
Total Waste Collection Fee		131.00	0.00	131.00		144.00	0.00	144.00
Non Compulsory Service - 240 Litre - Fortnightly Collection	Council Fee (No GST)	92.00	0.00	92.00	Per Service	96.00	0.00	96.00
Non Compulsory Service - Fortnightly Recycle Collection	Council Fee (No GST)	39.00	0.00	39.00	Per Service	48.00	0.00	48.00
Total Waste Collection Fee		131.00	0.00	131.00		144.00	0.00	144.00
Greenwaste Collection Services								
Non Compulsory Service - Fortnightly Greenwaste Collection (New Service in 2016/17 - expected to be available in January 2017. The fee for first six months of 2016/17 will be \$50)	Council Fee (No GST)				Per Service	100.00	0.00	100.00
Garbage Collection Services - Commercial								
1 (Number of 240 Litre Bins)	Council Fee (No GST)	249.00	0.00	249.00	Annual Charge	264.00	0.00	264.00
2	Council Fee (No GST)	483.00	0.00	483.00	Annual Charge	512.00	0.00	512.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
3 Service Ballan & Bacchus Marsh - Weekly	Council Fee (No GST)	714.00	0.00	714.00	Annual Charge	757.00	0.00	757.00
4 Service Rural Areas - Fortnightly	Council Fee (No GST)	945.00	0.00	945.00	Annual Charge	1,002.00	0.00	1,002.00
5 Urban Eg: 2 bins for collection x 3 collections	Council Fee (No GST)	1,181.00	0.00	1,181.00	Annual Charge	1,252.00	0.00	1,252.00
6 of each bin	Council Fee (No GST)	1,418.00	0.00	1,418.00	Annual Charge	1,503.00	0.00	1,503.00
7 per week = 6 pick ups	Council Fee (No GST)	1,649.00	0.00	1,649.00	Annual Charge	1,748.00	0.00	1,748.00
8 Rural Eg: 2 bins for collection x 1 collection of	Council Fee (No GST)	1,885.00	0.00	1,885.00	Annual Charge	1,998.00	0.00	1,998.00
9 each bin	Council Fee (No GST)	2,116.00	0.00	2,116.00	Annual Charge	2,243.00	0.00	2,243.00
10 per fortnight = 2 pick ups	Council Fee (No GST)	2,347.00	0.00	2,347.00	Annual Charge	2,488.00	0.00	2,488.00
11 (4 bins for rural collection per fortnight = 4	Council Fee (No GST)	2,573.00	0.00	2,573.00	Annual Charge	2,727.00	0.00	2,727.00
12 pick ups)	Council Fee (No GST)	2,809.00	0.00	2,809.00	Annual Charge	2,978.00	0.00	2,978.00
13	Council Fee (No GST)	3,045.00	0.00	3,045.00	Annual Charge	3,228.00	0.00	3,228.00
14	Council Fee (No GST)	3,281.50	0.00	3,281.50	Annual Charge	3,478.00	0.00	3,478.00
15	Council Fee (No GST)	3,518.00	0.00	3,518.00	Annual Charge	3,729.00	0.00	3,729.00
16	Council Fee (No GST)	3,754.00	0.00	3,754.00	Annual Charge	3,979.00	0.00	3,979.00
20	Council Fee (No GST)	3,985.00	0.00	3,985.00	Annual Charge	4,224.00	0.00	4,224.00
Commercial Recycling (Schools Only)								
Fortnight Collection (maximum 4 bins per School)	Council Fee (No GST)	178.50	0.00	178.50	Per Bin	189.00	0.00	189.00
Bacchus Marsh, Ballan & Mt Egerton Transfer Station & Tips - Residents								
Tyre Disposal - Motor Cycle	Council Fee (GST Applies)	9.09	0.91	10.00	Per Tyre	10.00	1.00	11.00
Tyre Disposal - Car	Council Fee (GST Applies)	8.18	0.82	9.00	Per Tyre	9.09	0.91	10.00
Tyre Disposal - Light Truck & 4WD	Council Fee (GST Applies)	11.82	1.18	13.00	Per Tyre	12.73	1.27	14.00
Tyre Disposal - Heavy Truck	Council Fee (GST Applies)	24.55	2.45	27.00	Per Tyre	26.36	2.64	29.00
Tyre Disposal - Heavy Truck Super Single	Council Fee (GST Applies)	35.45	3.55	39.00	Per Tyre	37.27	3.73	41.00
Tyre Disposal - Small Tractor	Council Fee (GST Applies)	70.91	7.09	78.00	Per Tyre	75.45	7.55	83.00
Tyre Disposal - Large Tractor	Council Fee (GST Applies)	141.82	14.18	156.00	Per Tyre	150.00	15.00	165.00
Tyre Disposal - Earthmover	Council Fee (GST Applies)	354.55	35.45	390.00	Per Tyre	375.45	37.55	413.00
Tyre Disposal - Car (tyres on rims)	Council Fee (GST Applies)	11.82	1.18	13.00	Per Tyre	12.73	1.27	14.00
Tyre Disposal - Light Truck & 4WD (tyres on rims)	Council Fee (GST Applies)	14.55	1.45	16.00	Per Tyre	15.45	1.55	17.00
Tyre Disposal - Heavy Truck (tyres on rims)	Council Fee (GST Applies)	20.91	2.09	23.00	Per Tyre	21.82	2.18	24.00

Description	Type of Fee	2015/2016 Adopted Fees			2016/2017 Proposed Fees		
		Pre GST	GST	Total	Pre GST	GST	Total
Car or Station Wagon	Council Fee (GST Applies)	17.27	1.73	19.00	20.00	2.00	22.00
Small Trailer (1.8 x 1.2 x 0.3) or Utility	Council Fee (GST Applies)	25.45	2.55	28.00	30.00	3.00	33.00
Small Trailer (Heaped Load)	Council Fee (GST Applies)	35.45	3.55	39.00	40.91	4.09	45.00
Small Trailer (High Sides)	Council Fee (GST Applies)	45.45	4.55	50.00	52.73	5.27	58.00
Large Trailer	Council Fee (GST Applies)	35.45	3.55	39.00	40.91	4.09	45.00
Large Trailer (Heaped Load)	Council Fee (GST Applies)	56.36	5.64	62.00	65.45	6.55	72.00
Large Trailer (High Sides)	Council Fee (GST Applies)	65.45	6.55	72.00	75.45	7.55	83.00
Trucks	Council Fee (GST Applies)	45.45	4.55	50.00	48.18	4.82	53.00
Clean Green Waste	Council Fee (GST Applies)			1/2 Price			1/2 Price
Recyclable materials separated to the recyclable by the customer	Council Fee (GST Applies)			Free			Free
Mattresses	Council Fee (GST Applies)	26.36	2.64	29.00	28.18	2.82	31.00
Tip Vouchers (Book 26 Tickets) <i>Available to residents who cannot be provided with a garbage collection service</i>	Council Fee (GST Applies)	60.91	6.09	67.00	64.55	6.45	71.00
Bacchus Marsh, Ballan & Mt Egerton Transfer Station & Tips - Non Residents							
Tyre Disposal - Motor Cycle	Council Fee (GST Applies)	9.09	0.91	10.00	10.00	1.00	11.00
Tyre Disposal - Car	Council Fee (GST Applies)	8.18	0.82	9.00	9.09	0.91	10.00
Tyre Disposal - Light Truck & 4WD	Council Fee (GST Applies)	11.82	1.18	13.00	12.73	1.27	14.00
Tyre Disposal - Heavy Truck	Council Fee (GST Applies)	24.55	2.45	27.00	26.36	2.64	29.00
Tyre Disposal - Heavy Truck Super Single	Council Fee (GST Applies)	35.45	3.55	39.00	37.27	3.73	41.00
Tyre Disposal - Small Tractor	Council Fee (GST Applies)	70.91	7.09	78.00	75.45	7.55	83.00
Tyre Disposal - Large Tractor	Council Fee (GST Applies)	141.82	14.18	156.00	150.00	15.00	165.00
Tyre Disposal - Earthmover	Council Fee (GST Applies)	354.55	35.45	390.00	375.45	37.55	413.00
Tyre Disposal - Car (tyres on rims)	Council Fee (GST Applies)	11.82	1.18	13.00	12.73	1.27	14.00
Tyre Disposal - Light Truck & 4WD (tyres on rims)	Council Fee (GST Applies)	14.55	1.45	16.00	15.45	1.55	17.00
Tyre Disposal - Heavy Truck (tyres on rims)	Council Fee (GST Applies)	20.91	2.09	23.00	21.82	2.18	24.00
Car or Station Wagon	Council Fee (GST Applies)	17.27	1.73	19.00	27.27	2.73	30.00
Small Trailer (1.8 x 1.2 x 0.3) or Utility	Council Fee (GST Applies)	25.45	2.55	28.00	52.73	5.27	58.00
Small Trailer (Heaped Load)	Council Fee (GST Applies)	35.45	3.55	39.00	90.91	9.09	100.00
Small Trailer (High Sides)	Council Fee (GST Applies)	45.45	4.55	50.00	116.36	11.64	128.00
Large Trailer	Council Fee (GST Applies)	35.45	3.55	39.00	90.91	9.09	100.00
Large Trailer (Heaped Load)	Council Fee (GST Applies)	56.36	5.64	62.00	142.73	14.27	157.00
Large Trailer (High Sides)	Council Fee (GST Applies)	65.45	6.55	72.00	166.36	16.64	183.00
Trucks	Council Fee (GST Applies)	45.45	4.55	50.00	96.36	9.64	106.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Clean Green Waste Recyclable materials separated to the recyclable by the customer	Council Fee (GST Applies) Council Fee (GST Applies)			1/2 Price Free			1/2 Price Free	
Mattresses	Council Fee (GST Applies)	26.36	2.64	29.00	28.18	2.82	31.00	
Works Department Services								
Private Works will be Quoted depending on the nature of the job	Council Fee (GST Applies)			As Quoted for particular job			As Quoted for particular job	

Appendix B Budget process

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

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

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

In advance of preparing the budget, officers firstly review and update Council's long term financial projections. Financial projections for at least four years are ultimately included in Council's Strategic Resource Plan, which is the key medium-term financial plan produced by Council on a rolling basis. The preparation of the budget, within this broader context, begins with officers preparing the operating and capital components of the annual budget during January and February. A draft consolidated budget is then prepared and various iterations are considered by Council at informal briefings during March. A 'proposed' budget is prepared in accordance with the Act and submitted to Council in April for approval 'in principle'. Council is then required to give 'public notice' that it intends to 'adopt' the budget. It must give 28 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices and on its web site. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.

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

The final step is for Council to adopt the Budget after receiving and considering any submissions from interested parties. The Budget is required to be adopted and a copy submitted to the Minister by 30 June each year. The key dates for the Budget process are summarised below:

Budget process	Timing
1. Officers update Council's long term financial projections	Sep/Oct
2. Officers prepare operating and capital budgets	Oct/Nov
3. Councillors consider draft budgets at informal briefings	Dec/Jan
4. Councils notify ESC of intention to seek a variation	20 Jan
5. Council undertake community consultation to support ESC rate variation process	Feb/Mar
6. Proposed budget submitted to Council for approval	23 Mar
7. Council officially applies for Rate Cap Variation	31 Mar
8. Public notice advising intention to adopt budget	5 May
9. Budget available for public inspection and comment	10 May
10. Public submission process undertaken	May/June
11. Submissions period closes (28 days)	7 Jun
12. Submissions considered by Council/Committee	22 Jun
13. Budget and submissions presented to Council for adoption	22 Jun
14. Copy of adopted budget submitted to the Minister	30 Jun

7.2 Adoption of the 2013-2017 Council Plan (Revised 2016) inclusive of Strategic Resource Plan

Introduction

File No.: 02/02/002
Author: John Whitfield
General Manager: Satwinder Sandhu

The following report is presented to Council for consideration to adopt the 2013-2017 Council Plan (Revised 2016) Council Plan inclusive of the Strategic Resource Plan.

Background

Part 6, Section 125 (7) of the *Local Government Act* 1989 determines that at least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.

On Wednesday 4 May 2016, Council resolved to place the proposed 2013-2017 Council Plan (2016 revision), inclusive of the Strategic Resource Plan, on public exhibition, seeking submissions in accordance with Section 223 of the *Local Government Act* 1989.

Notices to advertise the public exhibition period were placed with the regional newspaper, the (Ballarat) Courier, the local newspaper on Council's weekly page in the Moorabool News and via Council's *Have Your Say* online community engagement forum.

A Special Meeting of Council was held on Wednesday 22 June 2015 for Council to consider submissions to the draft plan. No submissions were received and Council resolved that the adoption of the Council Plan be referred to a Special Meeting of Council to be held 29 June 2016.

Proposal

Submissions to the 2016/17 Annual Budget were considered at a Special Meeting of Council held on Wednesday 22 June 2015.

Further, Council is to consider the adoption of the Annual Budget in the Agenda item immediately prior to this one. Any changes to the budget as resolved by the Council at this meeting will be incorporated into the Strategic Resource Plan section of the adopted Council Plan.

Also, an update to the population figures presented on page 7 of the Council Plan has been made and is now shown on the Council Plan attached to this report.

With the incorporation of the adopted Strategic Resource Plan and having completed all statutory requirements, it is now recommended that Council adopts the 2013-2017 Council Plan (Revised 2016) and gives public notice as required under the *Local Government Act* 1989 that the 2013-2017 Council Plan (Revised 2016) has been adopted.

Policy Implications

The 2013–2017 Council Plan provides as follows:

Key Result Area	Representation and Leadership of our Community
Objective	Good governance through open and transparent processes and strong accountability to the community.
Strategy	Ensure policies and good governance are in accordance with legislative requirements and best practice.

The proposal to adopt the proposed 2013-2017 Council Plan (2016 revision) is consistent with the 2013-2017 Council Plan.

Financial Implications

In accordance with Section 126 of the Local Government Act 1989, Council has prepared the Strategic Resource Plan that details the resources required to achieve the objectives and strategies outlined in the 2013-2017 Council Plan (Revised 2016). It reflects the adopted budget in the Agenda item prior to this one.

The Strategic Resource Plan will include the following information in respect of the next four year period that concludes 30 June 2020.

- *the standard statements describing the required financial resources in the form and containing the information required by the regulations as amended by the adoption of the 2016/17 Annual Budget; and*
- *statements describing the required non-financial resources, including human resources.*

Communications Strategy

In accordance with the *Local Government Act* 1989 the 2013-2017 Council Plan (Revised 2016) will progress through the final adoption process.

Timetable for the Adoption of 2013-2017 Council Plan (Revised 2016) inclusive of the Strategic Resource Plan	
Formally adopt 2013-2017 Council Plan (2016 revision) and Strategic Resource Plan	29 June 2016
Public Notice - Adoption of 2013-2017 Council Plan (2016 revision) and Strategic Resource Plan	2 July 2016
Submit 2013-2017 Council Plan (2016 revision) and Strategic Resource Plan to Minister for Local Government by:	31 July 2016

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Satwinder Sandhu

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

Author – John Whitfield

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion


Having completed all statutory requirements in accordance with Part 6 Section 125 and Section 223 of the *Local Government Act 1989*, the 2013-2017 Council Plan (Revised 2016) inclusive of the Strategic Resource Plan, as amended at this meeting, is now presented to Council for adoption and for its placement on public notice as required under the *Act*.

Recommendation:

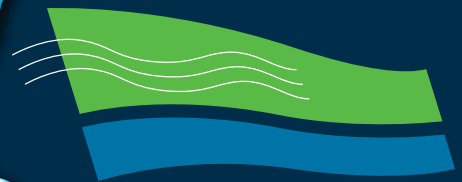
That Council, having advertised the proposed 2013-2017 Council Plan (Revised 2016) inclusive of the Strategic Resource Plan, resolves to:

- 1. adopt the 2013-2017 Council Plan (Revised 2016) inclusive of the Strategic Resource Plan and in accordance with the adopted 2016/17 Annual Budget.**
- 2. notify and place on public notice its decision to adopt the 2013-2017 Council Plan (Revised 2016) inclusive of the Strategic Resource Plan in accordance with Section 125 of the Act.**
- 3. submit a copy of the 2013-2017 Council Plan (Revised 2016) inclusive of the Strategic Resource Plan to the Minister for Local Government in accordance with Section 125 of the Act.**

Report Authorisation**Authorised by:**

Name: Satwinder Sandhu 
Title: General Manager Growth and Development
Date: Thursday 23 June 2016

Attachment - Item 7.2



MOORABOOL
SHIRE COUNCIL

COUNCIL
PLAN
2013-2017
(2016 REVIEW)



MOORABOOL
SHIRE COUNCIL

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The sculpture featured on the front cover of this Council Plan is titled "Fearless" by the artists Anuradha Patel and Velislav Georgiev.

Design and printing by Star Printing Terang & Warrnambool.

Photography by Tim Burder and Alonda Kmiec.

Council Plan 2013-2017 adopted 19/06/2013
Revised 2014 Council Plan adopted 02/07/2014
Revised 2015 Council Plan adopted 01/07/2015

MAYOR AND CEO MESSAGE

We are pleased to present the 2016 and final review of the 2013 - 2017 Council Plan.

This final review by the current Council will form an important platform to be handed to the Council to be elected in October 2016 and the commencement of the development of a new plan for the next four years for Moorabool.

Looking back over the four year journey there have been significant advancements in strategic land use planning, recreation policy and development, community development and engagement and the scale of our capital works program. Importantly also our financial sustainability improved and will be a constant focus particularly in the context of the state government rate capping environment.

This Plan also continues the 2041 journey embarked upon

in 2011. The urban strategy headed by the Bacchus Marsh Framework Plan is now under development in partnership with the Melbourne Planning Authority and the rural Small Towns and Settlement Strategy is drawing to a conclusion. Each of these pieces of work and the underlying strategies have been through rigorous consultation and review to ensure the communities of Moorabool are well placed to deal with growth, change and opportunity to 2041.

The 2013 - 2017 Council Plan will also see the completion of the largest capital program undertaken by Moorabool at \$23 mil and will include the construction of a western route (Halletts Way, O'Leary Way), the Darley Early Years Hub and Sports pavilion.

Our key achievements during this term of Council are set out below:

Key Achievements	
<ul style="list-style-type: none"> Commenced the construction of Halletts/O'Leary Way (south) extension. Completed the construction of Halletts Way (north) extension. 	<p>Moorabool 2041 Framework. Continued development of the:</p> <ul style="list-style-type: none"> Urban Growth Urban Growth Strategy for the Bacchus Marsh area Small Towns and Settlements Strategy for the rural towns and villages of the Shire.
Announcement of funding for East facing freeway ramps at Halletts Way	Commenced the construction of the Darley Early Years Hub including receipt of a State Government grant of \$1.6m
Completion of the Bacchus Marsh Racecourse and Recreation Reserve Master Plan.	Adoption of the Ballan Structure Plan & commencement of the process for inclusion in the Planning Scheme.
Completion of an Integrated Transport Strategy for Bacchus Marsh	Adopted a service review policy, framework and prioritisation plan.
Resolved to commence a non-compulsory green waste service to urban areas in January 2017	Finalised and endorsed the Economic Development Strategy and Moorabool Industrial Areas Strategy.
Completion of a Domestic Wastewater Management Plan	Adoption of eight (8) key health, recreation and social plans and strategies: Health and Wellbeing Plan, Youth Strategy, Hike and Bike Strategy, Municipal Early Years Plan, Recreation and Leisure Strategy, Community Development Strategy, Volunteer Strategy, Ageing Well and Access and Inclusion Plan
Adoption of the retail strategy.	Completion of the Parwan Employment Precinct Strategy (Agribusiness Analysis)

MAYOR AND CEO MESSAGE CONT.

From a financial perspective the Strategic Financial Plan included in this Plan shows an improvement in underlying deficits and cash levels over the past 4 years.

In relation to our financial performance going forward an underlying deficit of 5% is forecast for 2016/17 with a trend towards breakeven or small surpluses into the future. This of course is subject to the impacts of rate capping environment. It is also noted that our liquidity ratio will be around 1.3 and that our debt moves towards the maximum under state government guidelines at 53%.

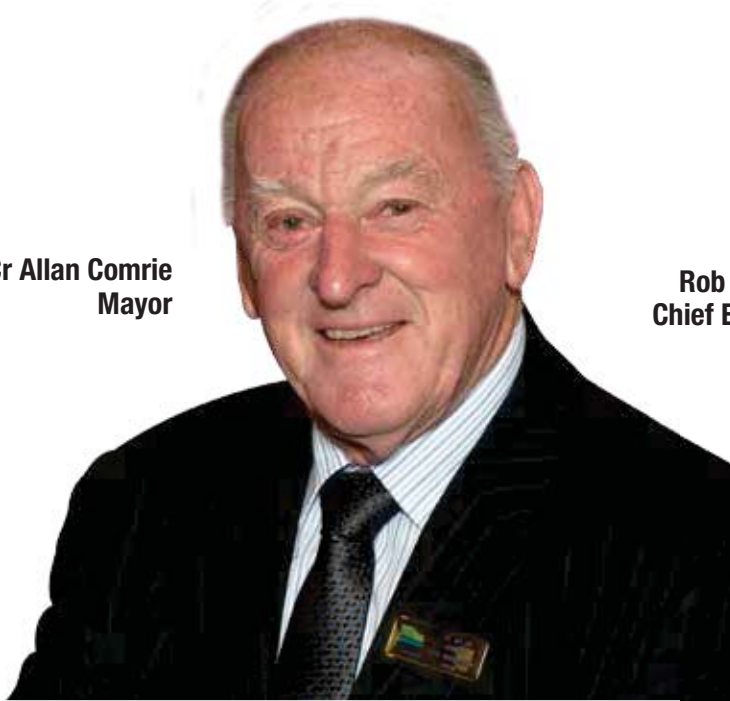
The introduction of rate capping will result in financial indicators showing stress and the Council will continue

to reduce operating costs, review levels of service, share services, seek alternative revenue streams and continue our business excellence program.

We seek your feedback and support on the contents and delivery of this Plan and look forward to reporting to the community on a regular basis on progress and challenges we will face in delivery.

We are confident that by continuing to work together we can ensure Moorabool remains a progressive and vibrant Shire into the future and a highly sought after place to live, work, invest and visit.

Cr Allan Comrie
Mayor



Rob Croxford
Chief Executive
Officer



VISION

Vibrant and resilient communities with unique identities.

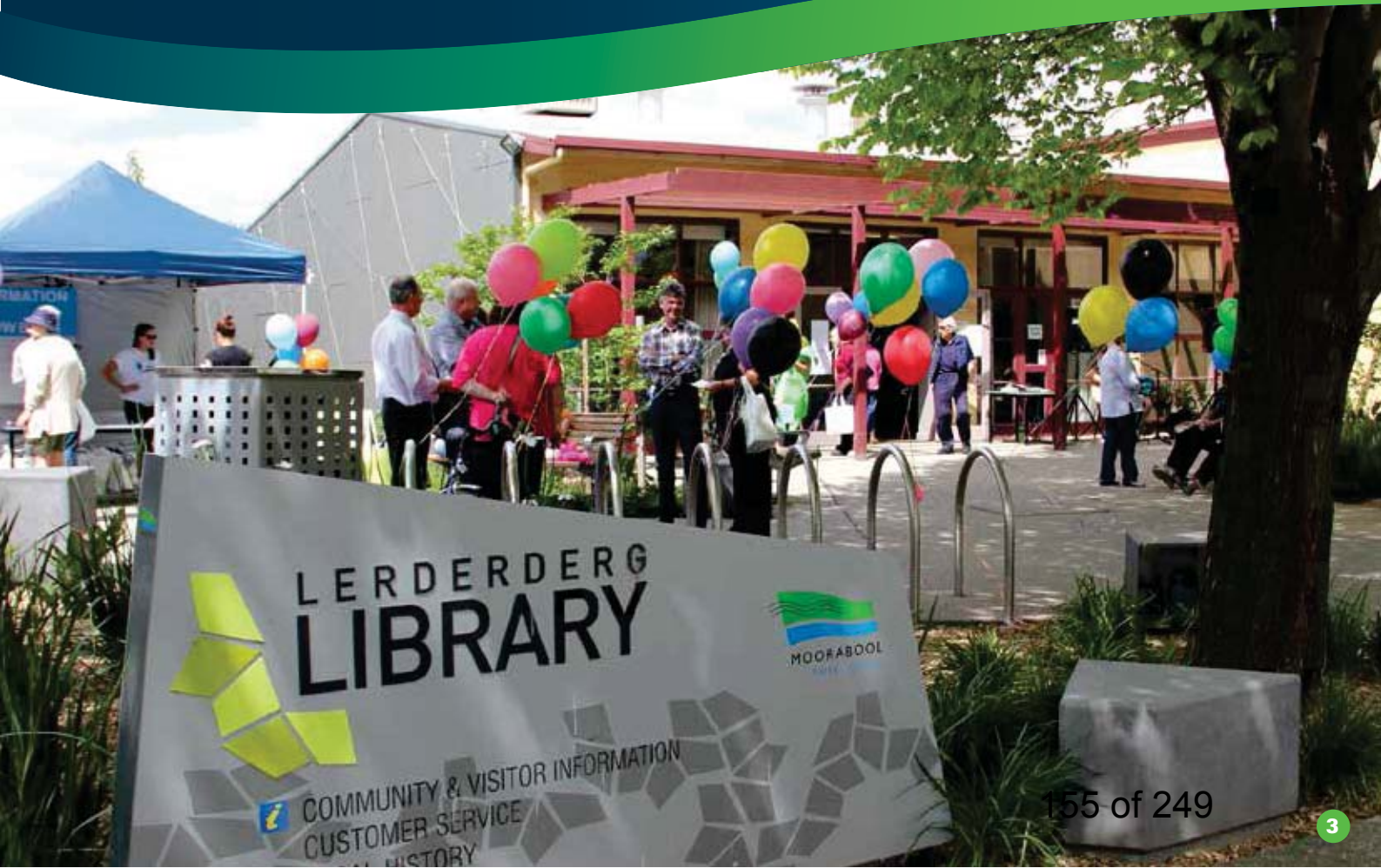
MISSION

Working with our people to deliver valued outcomes that improve community wellbeing and are economically responsible.

VALUES

Respect
Integrity
Practicality
Excellence
Equity

Treat others the way you want to be treated.
Do what is right.
Always be part of a solution.
Continually improve the way we do business.
Fair distribution of resources.



OUR COUNCILLORS

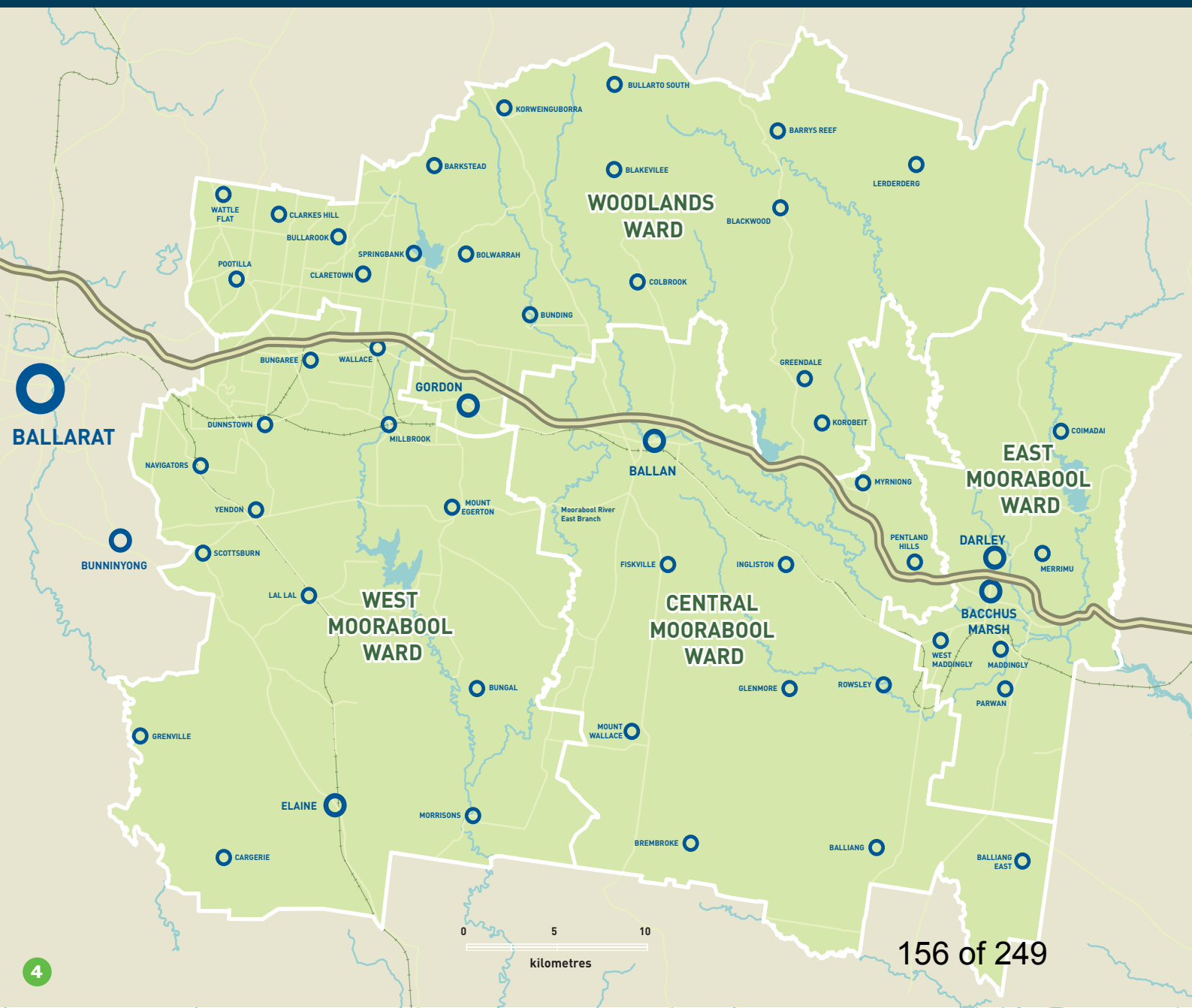
Moorabool Shire is represented by seven Councillors who are elected by residents to govern the municipality. Our Councillors for this four year term were elected in October 2012.

Councillors strive to determine the strategic direction for the Shire in terms of budget and Council Plan frameworks, economic growth; quality of life for the community; and broadening opportunities for all communities, urban and rural. A Councillor's time is often divided between family and work commitments whilst performing specific Council duties such as community involvement, advocacy, community leadership, debating and decision making at Council forums and meetings.

Moorabool Shire is divided into three single-Councillor wards and one ward which has four Councillors. Wards are the electorates a Councillor represents.

- Central Moorabool Ward – 1 Councillor
- East Moorabool Ward – 4 Councillors
- West Moorabool Ward – 1 Councillor
- Woodlands Ward – 1 Councillor

The election of the Mayor is conducted each year at a special meeting of Council and where it is the responsibility of the elected Councillors to elect one Councillor to become Mayor.



OUR COUNCILLORS



Cr. Allan Comrie (Mayor)
East Moorabool Ward
Mobile: 0408 022 233
acomrie@moorabool.vic.gov.au



Cr. Tonia Dudzik
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Cr. John Spain
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Cr. David Edwards
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dedwards@moorabool.vic.gov.au

Cr. Paul Tatchell
Central Moorabool Ward
Mobile: 0407 108 025
ptatchell@moorabool.vic.gov.au



Cr. Pat Toohey
Woodlands Ward
Telephone: 5334 0648 (preferred)
Mobile: 0439 009 677
ptoohey@moorabool.vic.gov.au



Cr. Tom Sullivan
West Moorabool Ward
Mobile: 0418 323 221
tsullivan@moorabool.vic.gov.au





OUR SHIRE

Moorabool Shire is a fast growing semi-rural municipality nestled between Melbourne, Geelong and Ballarat. It offers residents picturesque and friendly surrounds with the vibrancy of an active, growing community.

The Shire's landscape provides an array of living options. Residents can enjoy an urban lifestyle in towns like Bacchus Marsh (45km west of the Melbourne CBD) and Ballan (70km west of the Melbourne CBD) or take advantage of Moorabool's small towns and hamlets, rural open spaces and natural surrounds.

A stunning Shire spanning more than 2,110 square kilometres, Moorabool is made up of 64 localities, hamlets and towns. More than 74% of the Shire is comprised of water catchments, state forests and national parks. Moorabool boasts breathtaking landscapes, national parks, forests, gorges, mineral springs and tourism attractions. Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

The district was settled by Europeans between 1830 and 1850 and the character of our towns and surrounding areas reflect this era.

Gold was discovered in the region and a timber industry quickly developed. The availability of water attracted many people and resulted in pastoral and agricultural development led by pioneers such as Sir William Henry Bacchus, who in 1834 settled on the fertile soil of what is now the township of Bacchus Marsh.

Moorabool Shire is positioned along the major road and rail transport corridors between Melbourne and Adelaide.

Moorabool's eastern boundary is located just 40km west of Melbourne's CBD and extends westwards to the City of Ballarat municipal boundary. The Shire straddles Victoria's Western Highway and has excellent transport access to Melbourne, Ballarat and Geelong.

Bacchus Marsh is equidistant to Melbourne and Avalon airports and close to the sea ports of Geelong and Melbourne.

TRADITIONAL OWNERS

We acknowledge the Indigenous history of Moorabool Shire. The land was traditionally occupied by and connected to a number of Aboriginal communities, most notably the Wathaurung Tribe in the south and west and the Wurundjeri Tribe in the east. In February 2015, the Council adopted a Statement of Commitment to Indigenous People.

OUR POPULATION

Moorabool Shire is a popular tree change destination, growing as fast as any other local government area in inland regional Victoria.

According to the .id organisation, the estimated official population of Moorabool Shire in 2016 is 32,311. More than half the population lives in Bacchus Marsh and surrounds (18,535). The Shire's second largest population can be found in and around Ballan (3,010). The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire. The majority of people who relocate to Moorabool Shire are young families seeking a semi-rural lifestyle. Moorabool's demographic reflects this trend.

POPULATION GROWTH

When considering future growth of Moorabool Shire, Council has identified three key residential locations where the majority of that growth will occur. These locations – Bacchus Marsh, Ballan and Gordon – already have established infrastructure to accommodate new growth. As part of the Moorabool 2041 (Small Towns and Clusters Settlement Strategy) framework, Council is also consulting with other settlements such as Wallace and Bungaree in reference to the growth opportunities.

The population of the Shire is estimated to increase by 65% between 2016 and 2041 to 53,270. The majority of growth during this period will come from the new estates in Maddingley which are forecast to increase by over 200% during this same period.

AFFORDABILITY AND LIVEABILITY

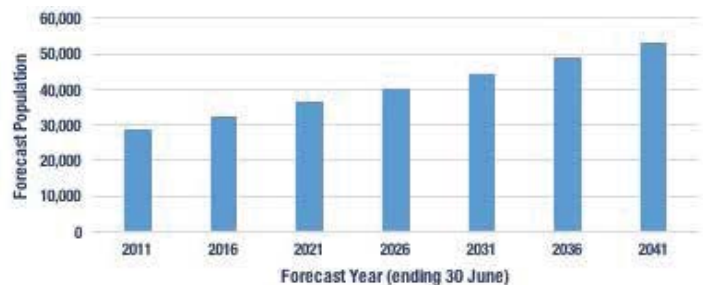
Moorabool offers diverse living options. Bacchus Marsh, Ballan, Gordon and the smaller Shire townships offer a vital array of community infrastructure, established social and sporting networks, combined with the charm and character only experienced in rural areas.

Bacchus Marsh ranks in the top three of regional Australia's housing markets that are likely to be the best suited for family living. Maintaining liveability for families is an important element for Council.

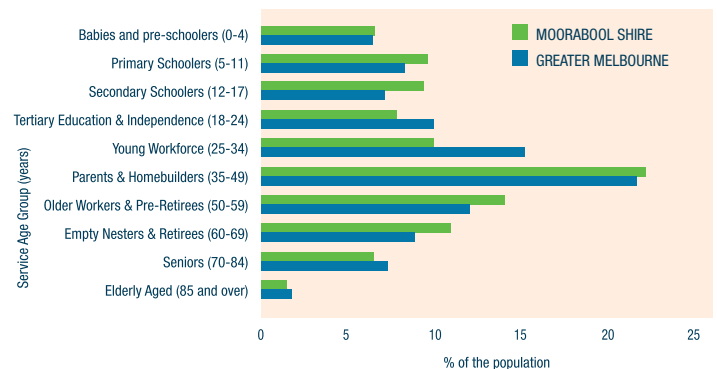
This national ranking was based on a range of factors including house prices, typical block size, average number of bedrooms, expected capital gains and a range of proximity attributes involving schools, health care facilities, child care centres and retail facilities. The analysis also includes socioeconomic wellbeing measures.

Bacchus Marsh was the first area in regional Victoria to receive the National Broadband Network's (NBN) super high-speed Fibre to the Premises (FTTP) service, with further NBN rollouts planned. Fixed wireless and satellite NBN services are already available in parts of western Moorabool.

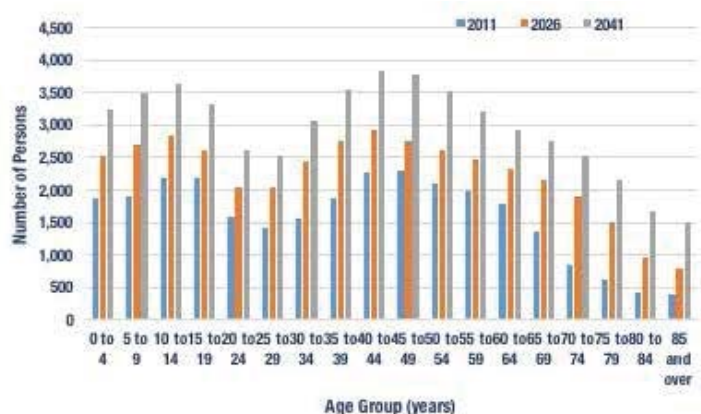
FORECAST POPULATION – Shire of Moorabool



AGE STRUCTURE – Service Age Groups 2011



FORECAST AGE STRUCTURE



OUR BUSINESS

BUSINESS PROFILE

Traditional economic drivers such as agriculture, timber, wool and beef production and mineral, stone and water extraction remain extremely important to Moorabool's economy.

Residential growth, construction, retail and service industries, light manufacturing and tourism are emerging factors of growth.

The Shire's growing population provides tremendous opportunities for business growth and investment. The excellent services we provide, and those planned for the future, will see Moorabool become an even more attractive prospect.

The key drivers of Moorabool's regional economy in terms of regional exports, employment, value added and local expenditure on goods and services are: Agriculture, Forestry and Fishing (Output \$131.541m) ; Construction (Output \$196.656m); Health Care and Social Assistance (\$78.179m); and Education and Training (\$67.714m). Once all industry sectors are included, the total output, based on gross revenue generated by businesses and organisations within Moorabool, is estimated at \$1,442 million (REMPPLAN 2014, based on 2011 Census data).

EMPLOYMENT PROFILE

Between the last two Census periods the employment base of Moorabool Shire changed substantially. The most significant shifts in employment by industry sector included a lower share of employment in agriculture, forestry and fishing (-84persons) manufacturing (-142persons); and a higher proportion of jobs in construction (+396persons), health care and social assistance (+251 persons), public administration and safety (+177 persons) and accommodation and food services (+166 persons).

An analysis of the jobs held by the resident population in Moorabool Shire in 2011 showed the top ranking industry sectors were:

- Construction (1,639 people or 12.3%)
- Health care and social assistance (1,397 people or 10.5%)
- Retail (1,307 people or 9.8%)
- Manufacturing (1,248 people or 9.4%)
- Education and training (1,115 people or 8.4%)
- Transport, postal and warehousing (1,018 people or 7.6%)

- Public administration and safety (935 people or 7.0%)
- Accommodation and food services (682 people or 5.1%)
- Professional, scientific and technical services (674 people or 5.1%)
- Agriculture, forestry and fishing (580 people or 4.4%)

More industry and commercial development is required to meet the needs of the rising population. The existing industrial estates, such as Ballan Industrial Estate and the Kennedy Place Industrial Estate in Bacchus Marsh are near capacity. To meet this need, Council is developing a plan for economic development over the next 10 years and investigating the future demand and supply for industrial land and how potential development locations like Parwan and Ballan will attract investment and cater for job growth.

Moorabool Shire is well positioned to capture new business opportunities from the digital economy with the early rollout of the National Broadband Network which delivers faster, more reliable broadband speeds than that available in metropolitan areas.

TRANSPORT

Moorabool Shire is well connected to Melbourne, Geelong and Ballarat, with easy access to major highways.

Improvements to the Western Highway, the main arterial road between Melbourne and Adelaide, upgraded with the recently completed Deer Park Bypass and the realignment of Anthonys Cutting east of Bacchus Marsh makes Moorabool increasingly accessible to Melbourne. The establishment of vehicle bypasses for Bacchus Marsh, in particular an alternative heavy vehicle north-south route, would dramatically increase the amenity of the town.

The rail link between Ballarat and Melbourne services Moorabool residents with scheduled stops at Ballan and Bacchus Marsh. Public Transport Victoria announced an expansion to bus services in Bacchus Marsh, adding increased frequency, new routes and improved coordination with the train network. Furthermore, Bacchus Marsh is included as part of an integrated metropolitan public transport ticketing system, providing seamless public transport access to metropolitan Melbourne. The trial V/Line bus service which serves the communities between Daylesford and Ballan, and

Mt Egerton and Gordon to Ballan has been extended till at least 2015.

OUR COMMUNITY

Council recognises the need for further connections in the more remote communities to link up with the existing public service network and is advocating for new services. Council has implemented transport connections projects to provide practical solutions that relieve transport issues in many of Moorabool's smaller communities.

LANDSCAPE AND NATURAL HERITAGE

Visitors are attracted to Moorabool for many reasons. The beauty of its landscape showcases mountain ranges, gorges, national and state parks, lakes and forests that are integral to the sense of place experienced in Moorabool Shire.

The rich volcanic and river delta soils nurture the landscape drawing many visitors to the farm gate stalls set up by local growers, producing everything from apples to truffles.

The South West Landscape Assessment study identified four state significant landscapes and four regional significant landscapes within Moorabool Shire.

State	Regional
• Lal Lal Falls	• Bacchus Marsh Agricultural Valley
• Werribee Gorge	• Mount Warrenheip
• Brisbane Ranges & Rowsley Scarp	• Wombat State Forest & Mineral Springs
• Parwan Valley	• Lerderderg Gorge & Park

Moorabool's history as a goldfield area and the main route to many others has left a treasure of historic buildings, bridges and infrastructure widely recognised for their heritage values. Council is currently working on documenting the history and heritage values of West

Moorabool following the successful implementation of the Bacchus Marsh Heritage Study.

MOORABOOL IN A REGIONAL CONTEXT

Moorabool Shire Council borders Hepburn Shire, City of Melton, Macedon Ranges Shire, Golden Plains Shire, City of Wyndham, City of Greater Geelong and City of Ballarat. Council works strategically with local, state and federal governments in regional planning processes and projects via membership of bodies like the Central Highlands Mayors and CEOs Forum and the Peri-Urban Group of Rural Councils.

The Peri-Urban Group of Rural Councils aims to promote a comprehensive vision for the Peri-Urban region focussed on the Melbourne metropolitan fringe.

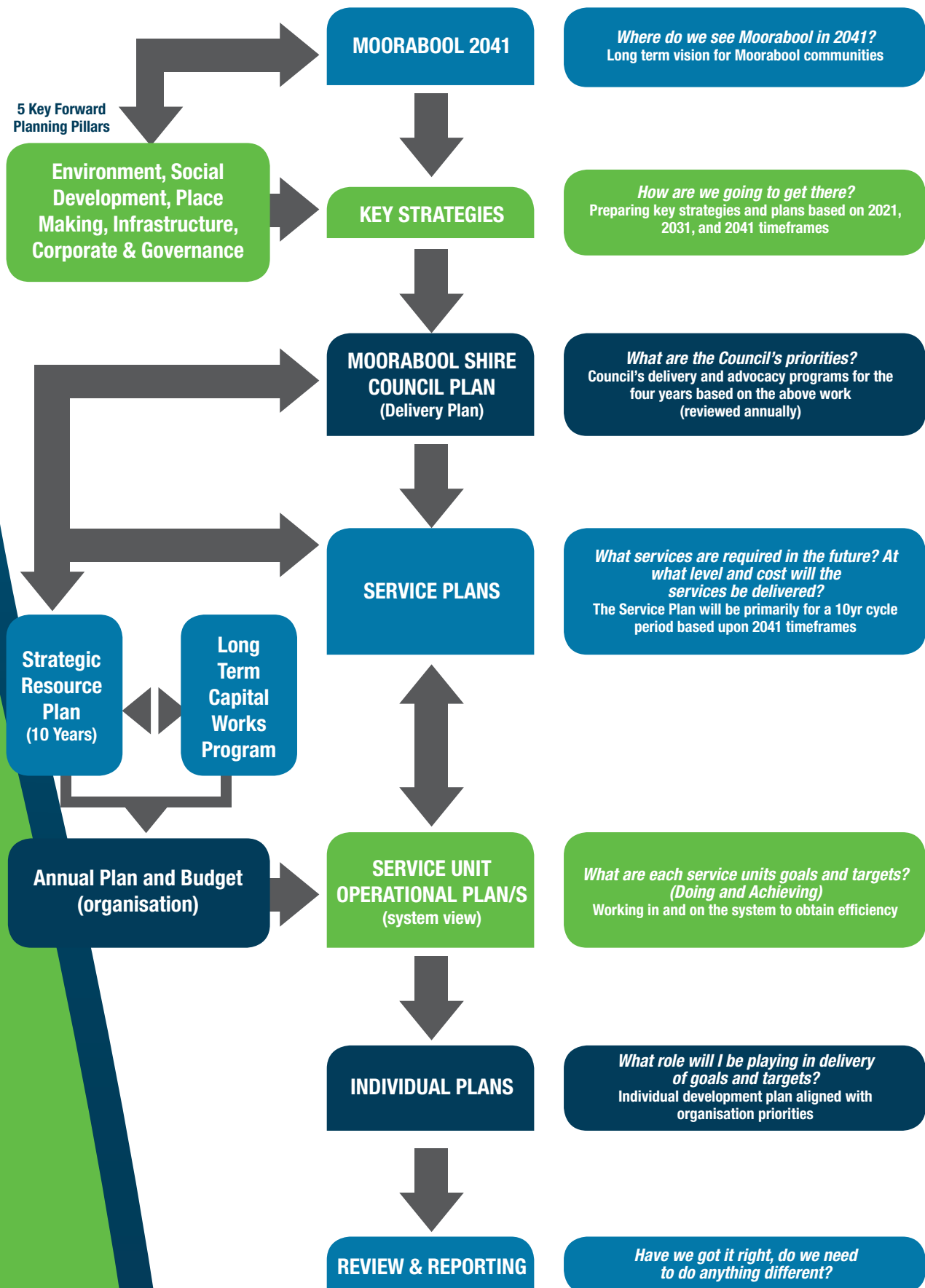
LINK TO THE REGIONAL/ STATE GROWTH PLANS

Moorabool Shire is covered by the Central Highlands Regional Growth Plan. Along with Ballarat, Bacchus Marsh is defined as an area for significant growth. Furthermore, the Parwan area (south east of Bacchus Marsh) is identified as a potential area for an industry employment hub. Due to existing infrastructure capacity the township of Ballan is considered a desirable township for future growth.

Plan Melbourne identifies Bacchus Marsh and Ballan as Peri-Urban towns with potential to attract housing and population growth out of Melbourne.



INTEGRATED PLANNING & DELIVERY FRAMEWORK (IPDF)





KEY RESULT AREAS

- Representation and Leadership of our Community
- Community Wellbeing
- Enhanced Infrastructure and Natural and Built Environment

REPRESENTATION AND LEADERSHIP OF OUR COMMUNITY

In representing and leading our community, Council will continue to improve its understanding of community needs. We will listen to and recognise the diversity of expectations and priorities across Moorabool, whether in urban centres, small towns and hamlets, or rural areas. In building these relationships, we will communicate effectively and provide fair representation.

We will value our staff and community, supporting them with learning opportunities, leadership development, a safe and functional workplace and a sense of wellbeing.

We acknowledge that we need to continue to enhance our engagement with the community. In recognition of this, Council has revised its Community Engagement Policy and Framework (March 2016).

Council will build mutually beneficial partnerships with federal and state governments, municipalities in our region and other key agencies such as the Melbourne Planning Authority to gain acknowledgement, respect, understanding and support for the needs of its communities. Council will continue to advocate to federal and state governments and non-government organisations for greater investment in services and facilities in the Shire to meet the current and future needs of our communities.

We recognise that in representing our communities' interests we need to operate in a regional and state wide context. We are well placed to do this. As a Council in 2013 we provided strong input into the Central Highlands Regional Strategic plan and feature in the state government blueprint for Victoria. The Regional Plan identifies growth for the townships of Ballan, Bacchus Marsh and Gordon. Council has also made a submission to Plan Melbourne Refresh in order to promote the interests of the communities.

The towns of Bungaree and Wallace have been noted in the Regional Strategy and our Rural Policy as a settlement cluster closer to the regional City of Ballarat.

As a Shire we are well placed geographically being in close proximity to Melbourne's western suburbs, Geelong, Ballarat and, to a lesser degree, Bendigo. Our future planning needs to take into account of key transport links and our local land use planning in reference to these regional and capital centres.

We recognise that there are extraordinary pressures

on Moorabool Shire to deliver services and facilities appropriate for our diverse populations.

Council has established a Recreation and Leisure Strategy Advisory Committee to provide strategic advice into the planning and provision of active and passive recreation and leisure services and facilities across the municipality. The development of Council's Recreation and Leisure Strategy (2015-2021) will be informed through the input of the Advisory Committee.

The Council operates in a rapidly changing environment. Fiscally, the council needs to balance service demand from a growing population with reasonable levels of rates and debt. Grants from other levels of government cannot be relied upon.

Commencing on 1 July 2016, Victorian Councils are required to limit their increase in general rates to a cap imposed by the state government. For the 2016/17 financial year that rate cap is 2.5%. Working within the confines of the cap presents significant challenges for the way Council continues its business of delivering high quality services to its residents.

In December 2015, the Council notified the Essential Services Commission of its intention to submit an application for a higher rate cap. At a Special Meeting of Council held 23 March 2016, the Council resolved to submit an application to the Essential Services Commission for a rate cap variation of 3.50% (1.0% above the cap) for 2016/2017 based on other fees and charges increasing under a "user-pays" model to be cost reflective including indirect costs.

In order to address these challenges the Council uses the Integrated Planning and Delivery Framework that is set out on page 10 of this Plan.

The key aspects of the Framework are briefly explained below:

Moorabool 2041:

Council is planning for the long term direction of our communities and has commenced Moorabool 2041 (M2041) which is a process/framework aimed at documenting the opportunities, pressures and challenges facing Moorabool.

M2041 will be a key framework to:

- Plan for the long term direction of our communities.

- Understand current and future opportunities, pressures and challenges in order to develop the future.
- Provide a holistic framework focussed on key strategic issues that prioritise land use planning activities, required infrastructure as well as service planning and delivery.

Service Plans:

Based on what we know from the initial M2041 work, Council will put in place plans that forecast the future level of service needed by our communities. This will be balanced by Council’s long term financial plan and explore innovation in service delivery.

Operational Plans:

Operational plans take a systems approach to the day to day operations of the organisation. The plans are drawn from the Australian Business Excellence Framework and are known as Systems Views. This snapshot of the current state is also used in the service planning element set out above.

Business Excellence:

The business excellence philosophy and framework is incorporated into everything we do at Moorabool and is the driver for continuous improvement, innovation and superior organisational performance. As a team we operate and drive the culture of the organisation using the “Fish” principles*.

* Make Their Day, Be Present, Play Have Fun and Choose Your Attitude are trademarks or service marks of ChartHouse Learning and used with permission. All rights reserved.

Advocacy Priorities as reflected in the adopted Advocacy Plan

Community Projects:

- Recreation Reserves for our growing communities
- Moorabool Regional Community Sports Hub (also known as Racecourse Reserve Upgrade (Bacchus Marsh))
- West Maddingley Early Years Hub
- Moorabool Indoor Aquatic Centre

Transport Projects:

- Bacchus Marsh Traffic Improvements
 - Bacchus Marsh Traffic Improvements Package (Package of Works)
 - Bacchus Marsh Western Link - Halletts Way / O’Leary Way
 - Bacchus Marsh Eastern Link
 - Integrated Transport Solutions for Bacchus Marsh
- Reopening of Gordon Railway Station

Shire Development Projects:

- Servicing for small towns
 - Sewerage and Water for small towns
 - Mobile phone blackspots
 - Extension of natural gas supply
- Bacchus Marsh Irrigation District
- Parwan Employment Precinct
- Advocate for the provision of primary and secondary schools for Bacchus Marsh, Ballan and the rest of the Shire

Community Advocacy:

- Supporting agriculture
- The Moorabool River
- Wind farms
- Continue to advocate for NBN to all parts of the Shire

Strategic Objective:

Advocate for services and infrastructure that meets the Shire’s existing and future needs.

Strategy:

Advocate on behalf of the community to improve services and infrastructure within the Shire.

Represent Council at a regional level to improve services and infrastructure within the Shire.

Strategic Objective:

Good governance through open and transparent processes and strong accountability to the community.

Strategy:

Ensure policies and good governance are in accordance with legislative requirements and best practice.

Support an Audit Committee to provide Council with pro-active management of corporate governance and risk.

Strategic Objective:

Leadership through best practice community engagement.

Strategy:

To make well-informed decisions based on input from the community and other key stakeholders through effective community engagement.

Pursue strategic alliances, stakeholder forums and advisory committees that assist Council in policy development and service planning.

Strategic Objective:

Provide quality customer services that respond to the needs of our whole community.

Strategy:

Deliver responsive customer service in accordance with Customer Service Charter.

Explore option for on line service delivery, particularly using the National Broadband Network (NBN).

Strategic Objective:

Sound, long term financial management.

Strategy:

Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets.

Strategic Objective:

Professional and skilled staff in a safe and supportive environment.

Strategy:

Develop a Workforce Plan that supports the future needs of Council.

Foster a motivated, responsive, innovative and performance oriented workforce.

Provide a safe and effective work environment.

Strategic Objective:

Effective strategic and business planning for a growing community.

Strategy:

Plan for and manage Council's strategic and operational risks.

Refine and implement a project management framework and processes to guide project prioritisation and delivery.

Develop service plans consistent with Business Excellence principles that reflect systems thinking and value for the community.

Critically review the services provided by council.

Strategic Indicators:

Local Government Victoria has developed a new performance reporting framework to ensure that all councils are measuring and reporting on their strategic indicators in a consistent way. The framework became mandatory from 1 July 2014.

Governance:

- Council decisions made at Council meetings closed to the public as a percentage of overall decisions.
- Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community.
- Councillor attendance at Council Meetings (Ordinary and Special) as a percentage of overall meetings.
- Direct cost of delivering Governance service per Councillor.
- Community satisfaction with council decisions – rating out of 100.

Financial Performance:**Efficiency**

- Residential rate revenue per residential property assessment.
- Total expenses per property assessment.
- Number of permanent staff resignations and terminations as a percentage of average number of permanent staff.

Liquidity

- Current assets as a percentage of current liabilities.
- Unrestricted cash as a percentage of current liabilities.

Obligations

- Asset renewal expenses as a percentage of depreciation.
- Interest bearing loans and borrowings as a percentage of rate revenue.
- Interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.
- Non-current liabilities as a percentage of own source revenue.

Operating Position

- Adjusted underlying surplus (or deficit) as a percentage of adjusted underlying revenue.

Stability

- Rate revenue as a percentage of adjusted underlying revenue.
- Rate revenue as a percentage of the capital improved value of rateable properties in the municipality.

Capacity:

- Total expenses per head of municipal population.
- Value of infrastructure per head of municipal population.
- Municipal population per kilometre of local road.
- Own source revenue per head of municipal population.
- Recurrent grants per head of municipal population.
- Relative socio-economic disadvantage of the municipality.

2016/17 Projects

Projects to be completed

- Finalise the General Local Law review.

New Projects

- Develop and implement a candidate information program in preparation for the October 2016 election.
- Develop and implement an induction program for the council elected in October 2016.
- Investigate ways to increase TV and Radio availability in the shire to cover local issues.
- Review & implement the after hours response system as approved by Council.
- Implement the Council endorsed level of service review for 2016/17 year.
- Continue to provide assistance to the people affected by the Scotsburn fire, including the provision of personal support, case management and all aspects of recovery for the community, individuals, stock and land management.

2015/16 Achievements

- ✓ Prepared and presented to Council a service review policy, framework and prioritisation plan.
- ✓ Undertook a review and implement shared services with other organisations; payroll services with Hepburn Shire, line-marking service with VicRoads.
- ✓ Enhanced strategic partnerships with other organisations, Melbourne Planning Authority and Central Highlands Water.



COMMUNITY WELLBEING

We will support volunteers, recognising and celebrating their vital role in community participation and service delivery.

Council recognises the individuality, diversity and identity of each community. We will work together to strengthen each community's capacity to plan, develop and implement projects that build the community they envisage.

Council will monitor and plan for the needs and aspirations of our changing communities and opportunities to contribute to community life through enhancing our social, health and recreation planning.

In the past three years, Council has undertaken considerable social, health and recreation planning that will inform and be informed by the Moorabool 2041 Framework.

The following health, recreation and social plans have been adopted by Council:

- Health and Wellbeing Plan (December 2013) – Including a Health Profile;
- Youth Strategy (December 2013);
- Hike and Bike Strategy (August 2014);
- Municipal Early Years Plan (July 2015);
- Age Well Live Well & Access and Inclusion Plan (November 2015);
- Recreation and Leisure Strategy (September 2015);
- Community Development Strategy (October 2015); and
- Volunteer Strategy (October 2015)

Through increasing our understanding of the needs of our communities, Council places itself in a better position to improve the quality of life for the people who live, work and play/recreate in the municipality.

Council will plan, lead and facilitate high quality services to families and children, young people, the aged, people with disabilities and the disadvantaged. We will work with the community to plan and deliver services and facilities that are appropriate and affordable, reflecting the size, location and diversity of our communities.

Council will work with other levels of government and non-government organisations to increase their investment in services and facilities across the municipality.

We will protect the peace, wellbeing and safety of our communities by the fair and equitable management of local laws, fire prevention and animal control. Furthermore, Council will work closely with the Municipal Association of Victoria and the State Government in order to address potential wind farm issues that communities may be affected by during and post construction phase of wind turbine facilities.



To build the economic capacity of Moorabool Shire, along with its residential growth, Council will refocus its resources toward:

- ensuring the local investment climate supports and encourages local businesses;
- encouraging the formation of new enterprises and supporting the growth of particular clusters of businesses; and
- advocating and forming partnerships in delivering key infrastructure.

Strategic Objective:

Community self-reliance and resilience.

Strategy:

Undertake social, health and recreation planning that increases our understanding of the needs of our communities now and into the future and articulates the role of Council.

Provide community development support and partnership projects.

Support and recognise the vital role and contribution of volunteers in our communities.

Support community and cultural events.

Support advisory committees and committees of management to manage and develop community assets in accordance with the Appointments and Delegations Policy.

Pursue initiatives that promote lifelong learning, literacy and information needs of the community.

Strategic Objective:

Inclusive, responsive and accessible community services.

Strategy:

Work in partnership with government and non-government service providers to deliver early years facilities and services.

Advocate, support and deliver youth development programs and services in partnership with other agencies.

Advocate, support and provide aged and disability services.

Ensure Council's services and facilities are accessible.

Strategic Objective:

Increase and encourage participation in a range of sport, recreation and leisure activities.

Strategy:

Promote community health and wellbeing through the provision of recreation facilities, open space, programs and activities.

Provide and promote walking and cycling trails for recreation and commuter use.

Pursue efficiencies in managing sporting and recreation facilities in partnership with Section 86 committees of management and other committees of management and sporting groups.

Strategic Objective:

A safe community.

Strategy:

Support the community in emergency management planning, response, recovery and in the prevention and mitigation of all hazards and works towards community resilience.

Respond to the Bushfire Royal Commission recommendations.

Deliver public and environmental health programs in accordance with relevant legislation.

Support police and other community safety programs and initiatives.

Promote and administer Council's Local Laws and other relevant legislation.

Review Council's Wind Farm Policy in line with Council policy and legislative developments.

Strategic Objective:

A strong and diverse local economy.

Strategy:

Investigate and plan areas for potential employment zones.

Evaluate and implement support programs that assist the growth of existing business.

Collaborate with other agencies/business partners in pursuing agricultural value adding industries in the region.

Encourage tourism initiatives through local and regional groups.

Strategic Indicators

Local Government Victoria has developed a new performance reporting framework to ensure that all councils are measuring and reporting on their strategic indicators in a consistent way. The framework became mandatory from 1 July 2014.

Libraries

- Number of library collection loans per collection item
- Percentage of Library collection that has been purchased in last 5 years
- Cost of Library service per visit
- Percentage of the municipal population that are active library members.

Home and Community Care (HACC)

- Average number of days taken for new client to commence HACC service
- Percentage of Community Care common standards outcomes met
- Cost of domestic care service per hour of service
- Cost of personal care service per hour of service
- Cost of respite care service per hour of service
- Percentage of the municipal target population that receive HACC service.
- Percentage of the municipal target population in relation to CALD people who receive a HACC service.

Maternal and Child Health (MCH)

- Percentage of infants enrolled MCH service who receive the first home care service
- Percentage of infant enrolments in MCH service compared to birth notices
- Cost of MCH service per hour of service
- Percentage of children attending the Maternal and Child Health key ages and stages visits.
- Percentage of Aboriginal children attending the Maternal Child and Health key ages and stages visits.

Food Safety

- Average days taken to action food complaints from public about safe handling of food for sale
- Percentage of registered class 1 and 2 premises that undertake an annual food safety assessment
- Cost of Food Safety Service per registered food premise
- Percentage of critical and major non-compliance outcome notifications that are followed up by Council.

Animal Management

- Average number of days taken to action animal management related requests.
- Percentage of collected registered animals under the Domestic Animals Act 1994 reclaimed.
- Direct cost of animal management service per registered animal under the Domestic Animals Act 1994.
- Number of successful animal management prosecutions.

Aquatic Facilities

- Number of health inspections by authorised officer per Council aquatic facility
- Number of WorkSafe reportable aquatic facility safety incidents
- Direct cost to Council (less any income) of outdoor aquatic facilities per visit
- Number of visits to aquatic facilities per head of municipal population.

2016/17 Projects

Projects to be completed

- Construct the Darley Early Years Hub.
- Construct the Darley Civic and Community Hub Multi-Purpose facility.

New Projects

- Implement a council adopted response to the roll out of the National Disability Insurance Scheme (NDIS).
- Implement the Reserve Management Framework and associated policies being the: draft Community Facilities Funding Policy; draft Recreation Reserve User Fees & Charges Policy; draft Recreation Reserve Leases & Licenses Occupancy Policy; draft Recreation Reserves Capital Works Contribution Policy and Revised draft Appointments and Delegations Policy.

2015/16 Achievements

- ✓ Finalised the Ageing Well Strategy (Live Well Age Well).
- ✓ Finalised the Access and Inclusion Plan.
- ✓ Finalised the Community Development Strategy.
- ✓ Finalised the Recreation and Leisure Strategy.
- ✓ Undertook Community Emergency Management Planning (CEMP) Pilots in Moorabool.
- ✓ Implemented key actions from the Digital Strategy including the Corporate Website and information management officer position to improve communications and customer service outcomes.
- ✓ Reviewed the Community Engagement Policy and Framework.
- ✓ Prepared a Fees and Charges Policy for Recreation Reserves.
- ✓ Prepared a Community Facilities Funding Policy.
- ✓ Reviewed the Appointments and Delegations Policy.

ENHANCED INFRASTRUCTURE AND NATURAL AND BUILT ENVIRONMENT

Moorabool Shire is a peri urban area between Melbourne and Ballarat and is experiencing significant change in response to the pressures of growth. This provides many challenges for Moorabool given the scale of planning and development issues it faces and the limited rate base of the municipality. In addition, much of the municipality sits within potable water catchments and this presents difficulties associated with development within these areas, thus highlighting the importance of a Domestic Wastewater Management Plan.

Moorabool's Domestic Wastewater Management Plan (DWMP) was adopted by Council in October 2014. Moorabool became one of the first Council's in Victoria to develop and adopt a DWMP in accordance with the Minister's guidelines and has immediately commenced implementing the Plan. The DWMP will guide Council in the management of existing onsite wastewater systems and will assist in managing new housing development in water catchment areas. The adoption of DWMP has also played a major role in developing a localised solution for Blackwood. This project will not only resolve ongoing environmental issues but has also helped in providing a cost effective solution for both the local community and Central Highlands Water.

As previously mentioned, Council planning for the long term direction of our communities has commenced

with Moorabool 2041, a process/framework aimed at documenting the opportunities, pressures and challenges facing Moorabool.

At the same time, the municipality has vast rural expanses and significant existing infrastructure and Council needs to plan, create, renew and maintain its physical assets whilst balancing community expectations and the resource capacity of the growing Shire. As a principle, we will renew existing assets before constructing new assets and balance this with our communities' needs and growth pressures.

We will continue our commitment to invest in capital improvement by progressively increasing renewal expenditure as well as investing in new and upgrade projects as outlined in the strategic financial plan.

We will manage our physical assets such as roads, bridges, drains, footpaths, buildings, structures, community facilities, parks and sports grounds to meet a practical level of service in the most cost effective manner for present and future residents. We will advocate strongly for the resources, infrastructure and strategies required to sustain a quality future for Moorabool.

We will support state and federal environmental programs to continue to raise community awareness regarding waste minimisation, recycling and water management.



Strategic Objective:

Effective and integrated strategic planning in place to create sustainable communities.

Strategy:

Adoption of Moorabool 2041 Framework and vision.

Development of Urban and Rural Growth Strategies in conjunction with other related plans.

Advocate and lobby government for increased infrastructure funding and ensure state land use plans are in line with the Moorabool community needs.

Advocate and lobby government for increased funding/ support for project implementation via the planning scheme amendment process.

Lobby government to significantly increase the planning scheme amendment fees to assist in cost recovery of an increasingly complex and time consuming process.

Undertake integrated infrastructure and land use planning to guide future growth and development of our towns and settlements.

Strategic Objective:

Ensure current and future infrastructure meets the needs of the community.

Strategy:

Develop long term social and physical infrastructure plans and funding modelling as part of the Moorabool 2041 Framework including opportunities for development contributions.

Plan and maintain a long term and annual capital improvement program.

Construct physical infrastructure to appropriate standards.

Provision of effective and safe transport networks.

Strategic Objective:

Management of assets and infrastructure.

Strategy:

Develop Asset Management Plans for all asset classes.

Address the infrastructure renewal gap through prudent financial strategies and an accurate understanding of the renewal demand.

Management of gifted assets through development.

Delivery of the annual Capital Improvement Program.

Proactive maintenance of roads, bridges and footpaths to the documented standards in the Road Management Plan.

Proactive maintenance of buildings, structures, public amenities and community facilities.

Proactive maintenance of Council owned and managed parks, gardens, trees, playgrounds, open space and town entrances.

Strategic Objective:

Enhance and protect the long term integrity and biodiversity of the natural environment.

Strategy:

Pursue initiatives to reduce greenhouse gases, energy and water consumption.

Work with Landcare networks, government and community to implement and support environmental and sustainability initiatives.

Provide integrated stormwater infrastructure in accordance with the principles of water sensitive design.

Implement the Domestic Wastewater Management Plan in accordance with new ministerial guidelines.

Strategic Objective:

Effective management of municipal waste and recycling.

Strategy:

Implement the Moorabool Waste Management and Resource Recovery Strategy.

Promote recycling, reuse and minimisation of waste.

Strategic Objective:

Promote, and enhance places of heritage, landscape and environmental significance.

Strategy:

Develop future planning policy to ensure it :

- preserves the unique character and sense of place
- maintains the rural setting of the Shire
- provides a sense of connection with the town's origins and familiarity with the country town feel
- ensures environmentally sensitive areas such as Lerderderg State Park and remnant vegetation are protected in accordance with relevant legislation.

Complete West Moorabool Heritage Study Stage 2A and include funding its implementation and the completion of Stage 2 in the Strategic Resource Plan. (2015/16 Budget initiative)

Strategic Objective:

Effective and efficient land use planning and building controls.

Strategy:

Implement high quality, responsive, and efficient processing systems for planning and building applications.

Ensure the Planning Scheme is reviewed and updated in order to facilitate land use and development to support the social, economic, environment and well-being of the Shire.

Ensure that development is sustainable, resilient to change and respects the existing character

Strategic Indicators

Local Government Victoria has developed a new performance reporting framework to ensure that all councils are measuring and reporting on their strategic indicators in a consistent way. The framework became mandatory from 1 July 2014.

Statutory Planning

- Median number of days taken to decide planning applications from date of receipt to date of decision.
- Percentage of planning applications decided within 60 days to overall planning application decisions.
- Direct cost to Council of statutory planning service per planning application received.
- Percentage of planning application decisions subject to review by VCAT and that were upheld in favour of the Council.

Roads

- Number of sealed local road requests per 100km of sealed local road.
- Percentage of sealed local roads below the intervention level set by Council and not requiring renewal.
- Direct reconstruction cost to Council per square metre of sealed local road reconstructed.
- Direct resealing cost to Council per square kilometre of sealed local road resealed.
- Community satisfaction rating out of 100 how Council has performed on the condition of sealed local roads.

Waste Collection

- Number of kerbside bin collection requests per 1,000 kerbside bin collection households
- Number of kerbside bin collection bins missed per 10,000 scheduled kerbside collection bin lifts
- Direct cost of kerbside garbage bin collection service per kerbside garbage collection bin

- Direct cost of kerbside recyclable bin collection service per kerbside recyclable collection bin
- Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill.

2016/17 Projects

Projects to be completed

- Prepare a Water Asset Strategy including allocations for sports grounds and irrigation.
- Complete the construction of Halletts/O'Leary Way (south) extension.
- Complete a Moorabool 2041 framework based on the Councils adopted work program.
- Investigate frameworks for cost recovery in terms of ongoing monitoring of Domestic Wastewater Management Plan.
- Develop the Urban Growth Framework in conjunction with Melbourne Planning Authority.
- Undertake Bacchus Marsh Urban Zone review based on the Housing and Retail Strategies.
- Complete the Community Infrastructure Plan.

New Projects

- Participate in the Ballarat Rail-line Action Committee (BRAC) to advocate for improved rail services for our communities.
- Prepare and adopt 5 year Action Plan for Moorabool growth planning and development, which include following but not limited to:
 - Bacchus Marsh Future Framework plan
 - Small Town Strategy
 - Bacchus Marsh Civic square and Darley plaza Hub Urban Design Framework
 - Bulky goods Precinct Planning
 - Ballan Structure Plan incorporation into Planning Scheme
- Develop a State of the Assets Report and revision of Assets Policy.
- Complete an Information and Communication Technology (ICT) framework and systems review to produce Strategy and Service plans that will provide for services, systems and information management towards 2021.
- Finalise key infrastructure projects:
 - Halletts Way,
 - Early Years Hub, and
 - Sports pavilion development
- Prepare and implement Investment Attraction Plan for Parwan Employment Precinct, including incentives, agencies commitments and private funding models.
- Continue to advocate for funding of Stage 3 - Bacchus Marsh Traffic Improvements Package (Package of Works)

- Commence Stage 1 of the Moorabool Regional Community Sports Hub (formerly referred to as Racecourse Reserve Upgrade (Bacchus Marsh))-subject to successful grant applications.
- Work with Central Highlands Water to implement the Blackwood Localised Septic Program.
- Continue to advocate for the servicing of small towns across the shire.
- Advocate strongly for a solution for the rebuilding of Fiskville training facilities in the Ballan area.

2015/16 Achievements

- ✓ Commenced the construction of Halletts/O’Leary Way (south) extension.
- ✓ Completed the construction of Halletts Way (north) extension.
- ✓ Developed a Street Tree Policy.
- ✓ Progressed the West Moorabool Heritage Study.
- ✓ Finalised and endorsed the Economic Development Strategy.
- ✓ Resolved Council’s position in relation to energy efficient street lighting.
- ✓ Finalised the Parwan Employment Strategy (Investment Attraction).
- ✓ Prepared amendment to Ballan Structure Plan for inclusion in the Planning Scheme.
- ✓ Undertook a number of planning scheme amendments as per Councils approved work plan.
- ✓ Surveyed residents and resolved Council’s position in relation to green waste and hard waste.



STRATEGIC RESOURCE PLAN

Assumptions

The Financial Plan is based on the following key assumptions.

- CPI is based on 2.3% for 2016/17 and 2.5% there after
- Existing fees and charges will increase by 6.0% with the exception of fees set by legislation and certain charges accelerated under a user pays model
- Operating grants will increase by 2.3% per annum with an allowance for population growth
- Financial Assistance Grants indexation will be frozen for years 2016/17 to 2017/18 inclusive
- Employee costs indexed in line with Enterprise Bargaining Agreement of 3.5% and includes allowances for banding movements
- Other revenue will increase by 2.3% per annum with an additional allowance for population growth
- An allowance is made for service growth and new initiatives which is provided for in employee costs and materials and consumables
- General rate in the dollar will increase by 3.5% from 2016/17 to 2019/20 depending on the outcome of Councils Rate Cap Variation Application
- The SRP forecasts are subject to ongoing consideration of 'rate capping' by the State Government which may impact on Council's forward estimates

Financial Position

Standard Statements

1. Comprehensive Income Statement – For the four years ending 30 June 2020

The Comprehensive Income Statement shows what is expected to happen over the next five years in terms of revenues, expenses and other gains/losses.

	Forecast	Budget	Strategic Resource Plan		
	Actual 2015/16 \$'000	2016/17 \$'000	Projections 2017/18 2018/19 2019/20 \$'000 \$'000 \$'000		
Income					
Rates and charges	29,334	31,043	32,482	34,032	35,689
Statutory fees and fines	608	642	664	684	705
User fees	1,786	1,951	2,187	2,326	2,498
Contributions - monetary	215	353	2,180	882	3,319
Contributions - non-monetary assets	4,500	4,635	4,751	4,870	4,991
Grants - Operating (recurrent)	5,932	8,930	9,224	9,673	10,143
Grants - Operating (non-recurrent)	1,451	120	120	127	134
Grants - Capital (recurrent)	2,510	2,899	879	879	879
Grants - Capital (non-recurrent)	6,337	2,190	3,973	3,752	1,792
Other income	1,134	1,381	1,391	1,426	1,462
Interest received	412	374	527	655	759
Total income	54,220	54,517	58,377	59,305	62,371
Expenses					
Employee costs	17,854	18,226	19,244	20,019	20,811
Materials and services	16,020	14,530	14,776	15,269	15,684
Depreciation and amortisation	8,595	9,961	10,847	11,357	11,876
Finance costs	864	906	876	844	786
Other expenses	758	770	788	808	828
Net gain on disposal of property, infrastructure, plant and equipment	1,442	1,337	1,500	1,500	1,500
Total expenses	45,532	45,730	48,031	49,797	51,484
Surplus (deficit) for the year	8,688	8,787	10,346	9,508	10,887
Other comprehensive income					
Items that will not be reclassified to surplus or deficit:					
Impairment of fire impacted infrastructure	0	0	0	0	0
Net asset revaluation increment/(decrement)	0	30,283	3,734	0	40,235
Share of other comprehensive income of associates and joint ventures accounted for by the equity method	0	0	0	0	0
Comprehensive result	8,688	39,070	14,080	9,508	51,122

(Subject to the outcomes of Council's Rate Cap Variation Application)

2. Balance Sheet – For the four years ending 30 June 2020

The Balance Sheet provides a snapshot of the Council's expected financial position at the end of each of the next five years. It shows the total of what is owned (assets) less what is owed (liabilities). The bottom line of this statement is net assets which is the net worth of Council.

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
Assets					
Current assets					
Cash and cash equivalents	7,249	7,553	12,260	15,281	18,554
Trade and other receivables	4,573	4,400	4,566	4,745	4,933
Non current assets classified as held for sale	991	991	991	991	991
Other assets	327	327	327	327	327
Total current assets	13,140	13,270	18,144	21,344	24,805
Non-current assets					
Trade and other receivables	122	122	122	122	122
Property, infrastructure, plant & equipment	455,062	495,727	505,615	513,026	560,477
Other non-current assets	0	0	0	0	0
Total non-current assets	455,184	495,849	505,737	513,148	560,599
Total assets	468,324	509,119	523,881	534,491	585,404
Liabilities					
Current liabilities					
Trade and other payables	4,029	3,825	3,891	4,019	4,128
Trust funds and deposits	493	493	493	493	493
Provisions	3,820	4,275	4,730	5,203	5,696
Interest-bearing loans and borrowings	1,431	1,364	1,121	1,120	727
Total current liabilities	9,774	9,957	10,235	10,836	11,044
Non-current liabilities					
Provisions	1,360	1,476	1,593	1,714	1,840
Interest-bearing loans and borrowings	13,611	15,037	15,323	15,703	15,160
Total non-current liabilities	14,971	16,514	16,916	17,418	17,001
Total liabilities	24,745	26,471	27,151	28,254	28,045
Net assets	443,579	482,649	496,729	506,237	557,359
Equity					
Accumulated surplus	139,291	148,315	154,426	161,457	169,610
Asset revaluation reserve	298,973	329,256	332,990	332,990	373,225
Other reserves	5,315	5,078	9,313	11,790	14,524
Total equity	443,579	482,649	496,729	506,237	557,359

(Subject to the outcomes of Council's Rate Cap Variation Application)



3. Cash Flow – For the four years ending 30 June 2020

The Cash Flow Statement shows what is expected to occur during the next five years with respect to cash. It explains what cash movements are expected to result in the difference in the cash balance at the beginning and the end of the year.

The net cash flow from operating activities shows how much cash is expected to be available after providing services to the community.

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
Cash flows from operating activities					
Rates and charges	29,290	31,217	32,315	33,853	35,501
Statutory fees and fines	608	642	664	684	705
User fees	1,786	1,951	2,187	2,326	2,498
Contributions - monetary	0	353	2,180	882	3,319
Grants - operating	7,384	9,050	9,344	9,800	10,278
Grants - capital	8,847	5,088	4,852	4,631	2,671
Interest received	412	374	527	655	759
Other receipts	1,349	1,381	1,391	1,426	1,462
Employee costs	(17,412)	(17,655)	(18,672)	(19,424)	(20,192)
Materials and consumables	(16,107)	(14,733)	(14,710)	(15,141)	(15,575)
Other payments	(758)	(770)	(788)	(808)	(828)
Net cash provided by operating activities	15,400	16,897	19,289	18,884	20,596
Cash flows from investing activities					
Payments for property, plant and equipment	(23,804)	(17,460)	(14,123)	(15,781)	(15,993)
Proceeds from sale of property, plant and equipment	1,333	414	373	382	392
Net cash used in investing activities	(22,471)	(17,045)	(13,749)	(15,398)	(15,600)
Cash flows from financing activities					
Finance costs	(864)	(906)	(876)	(844)	(786)
Proceeds from borrowings	4,476	2,790	1,406	1,500	184
Repayment of borrowings	(1,464)	(1,431)	(1,364)	(1,121)	(1,120)
Net cash provided by (used in) financing activities	2,147	452	(834)	(465)	(1,722)
Net (decrease) increase in cash & cash equivalents	(4,924)	304	4,706	3,021	3,274
Cash and cash equivalents at beginning of the financial year	12,173	7,249	7,553	12,260	15,281
Cash and cash equivalents at end of the financial year	7,249	7,553	12,260	15,281	18,554

(Subject to the outcomes of Council's Rate Cap Variation Application)

4. Capital Works – For the four years ending 30 June 2020

At Moorabool we face the challenge, as do all municipalities, of sustaining our built infrastructure. This is referred to as the infrastructure gap. It is a major focus of Council to reduce this gap, however this is not a problem that will be solved in the short term.

This statement sets out all expected capital expenditure in relation to non-current assets for the next five years. It also shows the amount of capital works expenditure which is expected for renewing, upgrading and expanding or creating new assets. This is important because each of these categories has a different impact on Council's future costs.

Capital expansion expenditure extends an existing asset to a new group of users. It is discretionary expenditure which increases future operating and maintenance costs because it increases Council's asset base but may be associated with additional revenue from the new user group.

Capital renewal expenditure reinstates existing assets. It has no impact on revenue but may reduce future operating and maintenance expenditure if completed at an optimal time.

Capital upgrade expenditure enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. It is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operating and maintenance expenditure in the future because of the increase in Capital asset base.

New capital expenditure does not have any element of renewal, expansion or upgrade of existing assets. New capital expenditure may or may not result in additional revenue for Council and will result in additional operating, maintenance and capital renewal costs.

Council has a number of major projects that will be progressing over the next 5 years. These include:

- Halletts Way / Western Route – Southern Connection
- Darley Children's Hub
- Bacchus Marsh Racecourse Recreation Reserve Upgrade

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
Property					
Land	0	0	0	0	0
Buildings	5,974	842	1,681	2,661	2,772
Building improvements	0	0	0	0	0
Total property	5,974	842	1,681	2,661	2,772
Plant and equipment					
Plant, machinery and equipment	1,761	1,408	1,873	1,541	1,535
Computers and telecommunications	0	0	0	0	0
Library books	96	0	0	0	0
Total plant and equipment	1,857	1,408	1,873	1,541	1,535
Infrastructure					
Roads	12,749	12,365	7,168	5,888	7,881
Bridges	825	850	688	768	779
Footpaths	819	498	402	450	456
Drainage	90	0	100	120	200
Recreational, leisure and community facilities	1,220	1,395	2,129	4,261	2,278
Parks, open space and streetscapes	15	93	75	84	85
Other infrastructure	255	8	6	7	7
Total infrastructure	15,973	15,209	10,568	11,579	11,686
Total capital works expenditure	23,804	17,460	14,123	15,781	15,993
Represented by:					
Asset renewal expenditure	11,723	9,112	7,370	8,236	8,346
New asset expenditure	5,737	7,519	6,082	6,796	6,887
Asset upgrade expenditure	6,344	829	670	749	759
Asset expansion expenditure	0	0	0	0	0
Total capital works expenditure	23,804	17,460	14,123	15,781	15,993

(Subject to the outcomes of Council's Rate Cap Variation Application)

NON FINANCIAL RESOURCES

At Moorabool we believe in building and sustaining our relationships with our customers and stakeholders. Service to our community will be the key driver. This means becoming a flexible organisation where one mode of service delivery may not be applicable for all communities.

Moorabool Shire Council is committed to delivering public value and continuously improving and refining our service delivery. The wellbeing of our community is paramount.

As a team we operate using the nine business excellence principles and the broader Business Excellence Framework.

1. Clear direction and mutually agreed plans enable organisational alignment and a focus on the achievement of goals.
2. Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.
3. All people work IN a system. Outcomes are improved when people work ON the system and it's associated with processes.
4. Engaging people's enthusiasm, resourcefulness and participation improves organisational performance.
5. Innovation and learning influence the agility and responsiveness of the organisation.
6. Effective use of facts, data and knowledge leads to improved decisions.

7. Variation impacts predictability, profitability and performance.
8. Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.
9. Leaders determine the culture and value system of the organisation through their decisions and behaviour.

Additionally as individuals we aim to:

- Choose our attitude.
- Make the customers day
- Be present in conversations, and
- Enjoy what we are doing.

* Make Their Day, Be Present, Play, Have Fun and Choose Your Attitude are trademarks or service marks of ChartHouse Learning and used with permission. All rights reserved.

In delivering our services we will provide excellent customer service using our values, principles, policy and Customer Service Strategy.

We will value our staff and community, supporting them with learning opportunities, leadership development, a safe and functional workplace and a sense of wellbeing.

Our aim is to provide high level customer services, governance and leadership whilst managing our finance and human resources and ensuring the integrity of systems, data and processes to benefit the community.

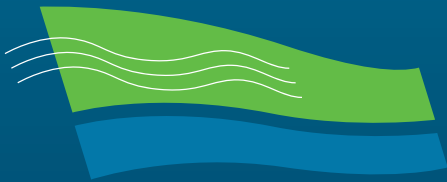
STATEMENT OF HUMAN RESOURCES

In addition to the financial resources to be utilised over the planning period, Council will also use non-financial resources, in particular human resources. The following table summarises the non-financial resources for the next four years.

Council takes a proactive approach to organisational development that aims to fully achieve the potential of all staff. Programs and internal support mechanisms are available to ensure that competencies are maintained or developed to ensure that staff have the current skill sets to effectively fulfil the expectation of the community.

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	17,854	18,226	19,244	20,019	20,811
Employee costs - capital	891	920	972	1,011	1,051
Total staff expenditure	18,744	19,146	20,215	21,029	21,861
	EFT	EFT	EFT	EFT	EFT
Staff numbers					
Employees	207.9	207.9	209.9	211.4	212.9
Total staff numbers	207.9	207.9	209.9	211.4	212.9

(Subject to the outcomes of the state government review into rate capping).



MOORABOOL
SHIRE COUNCIL

CONTACTING COUNCIL

COUNCIL OFFICES

Ballan, 15 Stead Street

Bacchus Marsh, Lerderderg Library
– Customer Service, 215 Main Street

Darley, Civic & Community Hub, 182 Halletts Way

OPENING HOURS

Weekdays: 8.30am – 5.00pm (all offices)

Saturdays: 10.00am – 4.00pm (Lerderderg Library only)

GENERAL INFORMATION

Telephone: 03 5366 7100

Facsimilie: 03 5368 1757

Website: www.moorabool.vic.gov.au

Email: info@moorabool.vic.gov.au

Mail to: PO Box 18, Ballan, 3342

Interpreter and TTY service available



– moorabool shire council



– @mooraboolshire





7.3 Adoption of Meeting Procedure Local Law No. 9

Introduction

File No.: 02/01/001
Author: John Whitfield
General Manager: Satwinder Sandhu

The following report is presented to Council for consideration to adopt Meeting Procedure Local Law No. 9

Background

Section 91(1) of the *Local Government Act* 1989 (the Act) stipulates that Council's must make a Local Law governing the conduct of Council and Special Committee meetings to ensure the orderly function of Council business.

Council's existing Meeting Procedure Local Law No. 8 was adopted by Council in 2009. Since this time, there have been a number of amendments to the Act that has necessitated a review of Council's Meeting Procedure Local Law.

On Wednesday 4 May 2016, Council resolved to place the reviewed Meeting Procedure Local Law No. 9 on public exhibition, seeking submissions in accordance with Section 223 of the Local Government Act 1989.

A communications plan was developed to advise the community via the Government Gazette, Council's website, local and regional newspapers, media release, social media, Council's community consultation website: haveyoursay.com.au and with hard copies available at all Council offices. The public submission period commenced on Tuesday 10 May and closed on Tuesday 7 June 2016.

A Special Meeting of Council was held on Wednesday 22 June 2016 for Council to consider submissions to the local law. One submission was received and considered. Council resolved that the adoption of Meeting Procedure Local Law No. 9 be referred to a Special Meeting of Council to be held 29 June 2016.

Proposal

Submissions to Meeting Procedure Local Law No. 9 were considered at a Special Meeting of Council held on Wednesday 22 June 2016. Two small amendments to the local law as presented to Council at that meeting have now been incorporated. (Clauses 5.1(e) and 5.1(f). The revised local law is now attached to this report.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

Key Result Area	Representation and Leadership of our Community
Objective	Good governance through open and transparent processes and strong accountability to the community
Strategy	Ensure policies and good governance are in accordance with legislative requirements and best practice.

The proposal to adopt Meeting Procedure Local Law No. 9 is consistent with the 2013-2017 (Revised 2015) Council Plan.

Financial Implications

The only financial implications to Council are administrative and advertising costs.

Risk & Occupational Health & Safety Issues

There are no risk and occupational health and safety issues associated with the preparation of the proposed Local Law No. 9.

Communications Strategy

In accordance with the *Local Government Act 1989* Meeting Procedure Local Law No. 9 will progress through the final adoption process.

Timetable for the Adoption of Meeting Procedure Local Law No. 9	
Formally adopt the Meeting Procedure Local Law No. 9	29 June 2016
Public Notice - Adoption of Meeting Procedure Local Law No. 9	2 July 2016

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the *Local Government Act 1989* (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Satwinder Sandhu

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

Author – John Whitfield

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion

Meeting Procedure Local Law No. 9 has been amended after taking into consideration the submission received.

Having completed all statutory requirements in accordance with Section 223 of the *Local Government Act 1989*, Meeting Procedure Local Law No. 9 is now presented to Council for adoption and for its placement on public notice as required under the *Act*.

Recommendation:

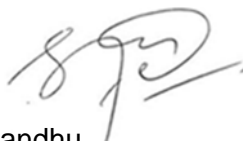
That Council, having advertised the proposed Meeting Procedure Local Law No. 9, resolves to:

- 1. adopt Meeting Procedure Local Law No. 9 under the common seal of Council;**
- 2. notify and place on public notice its decision to adopt Meeting Procedure Local Law No. 9 in accordance with the Act.**

Report Authorisation

Authorised by:

Name: Satwinder Sandhu
Title: General Manager Growth and Development
Date: Friday 17 June 2016



Attachment - Item 7.3



LOCAL LAW MEETING PROCEDURE

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PART 1 INTRODUCTION

Overview:

The introductory part of the Local Law outlines the title, purpose, authority and the application of the Local Law. It also defines key terms used throughout the Local Law.

1.1 TITLE

This Local Law will be known as the Moorabool Shire Council Meeting Procedure Local Law No. 9-2016.

1.2 PURPOSE

The purpose of this Local Law is to:

- a) regulate proceedings and provide for orderly and fair conduct at all Council Meetings, Special Committee Meetings and Advisory Committee Meetings.
- b) provide for the administration of the Council's powers and functions;
- c) regulate proceedings for the election of the Mayor/Deputy Mayor and Chairperson/Deputy Chairperson of the committees referred to in (a) above;
- d) regulate the use and prohibit unauthorised use of the common seal or any device resembling the common seal; and
- e) revoke Council's Meeting Procedure Local Law No 8 effective 3 June 2009.

1.3 AUTHORISING PROVISIONS

The Council's power to make this Local Law is contained in sections 5, 91(1) and 111(1) of the *Local Government Act 1989*.

1.4 COMMENCEMENT DATE AND AREA OF OPERATION

This Local Law:

- a) comes into operation on the day following notice of the making of this Local Law published in the Victoria Government Gazette, and
- b) operates throughout the whole of the municipal district of Council.

1.5 REVOCATION DATES

Upon the coming into operation of this Local Law, Council's Meeting Procedure Local Law No 8 effective 3 June 2009 is revoked.

This Local Law ceases to operate on the 10th anniversary of the day on which it commenced operation unless revoked sooner by Council resolution.

1.6 DEFINITIONS

the Act:	means the <i>Local Government Act 1989</i> (as amended from time to time).
Advisory Committee	means an Advisory Committee established by the Council.
Agenda	means a document containing the date, time and place of a meeting and a list of business to be transacted at the meeting.
Assembly of Councillors	means a meeting at which matters are considered that are intended or are likely to be the subject of a Council decision or the exercise of a delegated authority and which is either of the following: <ul style="list-style-type: none">i) A meeting of an Advisory Committee where at least one (1) Councillor is present; orii) A planned or scheduled meeting that includes at least half the Councillors and at least one (1) Council Officer.
Authorised Officer	means a person appointed by Council under section 224 of the Act.
Call of the Council	A Call of the Council Meeting is a Special Meeting of Council. Chair refers to the Chairperson.
Chairperson	means the person who chairs a meeting of the Council.
Chief Executive Officer	means the person who is the Chief Executive Officer of the Council or any person acting in that position. Clause means a clause of this Local Law.
Committee	means a Special Committee established under section 86 of the Local Government Act or an advisory committee.
Common Seal	means the Common Seal of the Council. Council means the Moorabool Shire Council.
Councillor	means a Councillor of the Council.
Mayor	means the Mayor of the Council and any person acting as Mayor.
Meeting	means an Ordinary Meeting, Special Meeting, Statutory meeting or Committee Meeting.

Member	means a Councillor or a member of a Committee who is entitled to vote on motions (other than on matters in which he or she has a pecuniary interest) that are dealt with at meetings. Minutes means the record of proceedings of a Council Meeting.
Minutes	means the record of proceedings of a Council Meeting.
Notice of Motion	means a notice setting out the text of a motion which a member proposes to move at a Meeting.
Officer	means an employee of the Council.
Offence	means an act or default contrary to this Local Law. Ordinary Meeting means an Ordinary Meeting of Council.
Petition	means a letter or a document which is addressed to or is obviously intended for the Council and is signed by ten (10) or more persons.
Special Committee	means a Special Committee established by the Council under section 86 of the Act.
Special Meeting	means a Special Meeting of the Council.
Visitor	means any person other than a Councillor or Member of Council staff present at a Meeting.
Written or in Writing	includes duplicated, lithographed, photocopied, photographed, facsimiles, transmitted electronically, printed, typed, or emailed.

1.7 EXPLANATION OF WORDS USED IN THIS LOCAL LAW

Introductions to Parts, headings and notes are explanatory only and do not form part of this Local Law. They are provided to assist understanding.

Unless the contrary intention appears, words in the singular include the plural and words in the plural include the singular.

PART 2 NOTICES AND AGENDAS

Overview:

Ordinary meetings are held each month to conduct the ongoing business of the Council with Special Meetings being held from time to time for specific purposes. The Act provides for confidential information to be considered at a Meeting closed to members of the public.

The Act also provides that the Council must at least (7) days before the holding of an Ordinary Meeting, a Special Meeting or a Meeting of a Special Committee comprised solely of Councillors, give public notice of the Meeting (s89(4)). If urgent or extraordinary circumstances prevent the Council from giving the prescribed notice, the Council must give such public notice as is practicable and specify in the Minutes of the Meeting the urgent or extraordinary circumstances which prevented the Council from complying (s89(4A)). In the case of Special Committees that are not comprised solely of Councillors, the Chair must provide reasonable notice to the public of Meetings of the Special Committee (s89(5)). The Council must ensure that the public notice of any Meeting is also published on the Website (s89(2A)).

2.1 DATE, TIME AND PLACE OF MEETINGS

- a) Council will fix the dates, times and places of all Council Ordinary Meetings for a twelve month period at the Statutory Meeting of Council which is to be held no earlier than the last Saturday in October and no later than 30 November in each year.
- b) The date, time and place of all Council Ordinary Meetings are to be made available to the public.

2.2 ALTERING MEETING DATES

Council may, by resolution, at an Ordinary Meeting or Special Meeting, alter the day, time and place upon which an Ordinary or Special Meeting shall be held, and must provide reasonable notice of the change to the public.

2.3 CANCELLATION OF A MEETING

- a) In the case of an emergency or in other justifiable circumstances, the Chief Executive Officer may call or postpone a meeting of the Council, without the necessity to comply with clause 2.4 or 2.5 provided reasonable attempts are made to notify every Councillor.
- b) The Chief Executive Officer must submit a written report of the circumstances requiring this action to the next Ordinary Meeting of the Council.

2.4 NOTICE OF MEETING - PUBLIC

- a) Reasonable notice of Council Meetings must be given to the public by advertising on the Council website and in local newspapers generally circulating within the municipality unless time does not permit.
- b) Advertising can be done as a schedule of meetings either annually or at various times throughout the year, or just prior to each meeting unless extraordinary circumstances exist.
- c) Reasonable notice of Council Meetings is considered to be at least forty-eight (48) hours before a meeting.

2.5 NOTICE OF MEETING - COUNCILLORS

- a) The notice for any meeting must state the date, time and place and the business to be dealt with and must be delivered to each Councillors' place of residence (or other nominated destination advised by Councillors in writing to the Chief Executive Officer) by courier, post, electronic medium or other agreed mechanism.
- b) A notice of any meeting incorporating or accompanied by an agenda of the business to be dealt with must be served on every Councillor at least forty-eight (48) hours before a meeting unless impossible due to extraordinary circumstances.
- c) A notice of a meeting will be served on a Councillor who has been granted leave of absence unless the Councillor has requested in writing to the Chief Executive Officer to discontinue the giving of notice of any meeting to be held during his or her absence.

2.6 MEETINGS OPEN TO THE PUBLIC

In accordance with section 89(1) of the Act, all meetings of Council or Special Committees must be open to the public unless a resolution is made to close the meetings to members of the public pursuant to section 89(2) of the Act.

2.7 MEETINGS CLOSED TO THE PUBLIC

Council may resolve that a Council Meeting be closed to the public if the meeting is discussing:

- a) personnel matters;
- b) the personal hardship of any resident or ratepayer;
- c) industrial matters;
- d) contractual matters;
- e) proposed developments;
- f) legal advice;

- g) matters affecting the security of Council property;
- h) any other matter which Council or the Special Committee considers would prejudice Council or any person;
- i) a resolution to close the meeting to members of the public.

PART 3 QUORUM

Overview:

No business can be transacted at a Meeting unless a Quorum, that is, a majority of the Councillors is present. If there is no Quorum at the commencement of a Meeting, or if a Quorum cannot be maintained during a Meeting, the Meeting is to be adjourned to another time and/or date.

3.1 QUORUM – COUNCIL MEETING

The quorum for any Council Meeting shall be the majority of the total number of Councillors.

3.2 QUORUM – ADVISORY OR SPECIAL COMMITTEE

The quorum for a meeting of an Advisory Committee or a Special Committee is a majority of the members who comprise the Advisory Committee or Special Committee or such other number as Council specifies when establishing the Advisory or Special Committee. The number cannot be less than a majority.

3.3 FAILURE TO RAISE A QUORUM

If a quorum is not present within thirty (30) minutes of the time appointed for the commencement of any meeting or adjournment, those Councillors present, or if there are no Councillors present the Chief Executive Officer, or in his or her absence, a Senior Officer, may adjourn the meeting for a period not exceeding seven (7) days from the date of the adjournment.

3.4 INABILITY TO MAINTAIN A QUORUM

If during any meeting a quorum cannot be achieved and maintained, those Councillors present, the Chief Executive Officer, or in his or her absence, a Senior Officer, may adjourn the meeting for a period not exceeding seven (7) days from the time of the adjournment.

3.5 INABILITY TO MAINTAIN A QUORUM DUE TO DECLARATIONS OF INTERESTS

If a quorum cannot be achieved or maintained due to the disclosure of conflicts of interest by the majority of Councillors, the Chief Executive Officer, or, in his or her absence, an authorised officer, must adjourn the meeting for a length of time sufficient to enable dispensation for the affected Councillors to be obtained from the Minister administering the Act.

PART 4 CALL OF THE COUNCIL

Overview:

The Chief Executive can convene a "Call of the Council" which will be treated as a Special Meeting. This is provided for in section 85 of the Act. It is generally reserved for occasions on which all Councillors are required to attend and remain throughout a Council meeting lest Council be deprived of a quorum and be unable to transact an item of business which has, in the past, not been transacted because of some Councillors absenting themselves from the Chamber prevents proper consideration of the matter.

4.1 CALL OF THE COUNCIL

- a) If a quorum of Councillors cannot be formed and maintained due to the absence of Councillors, the Minister responsible for administering the Act or the Chief Executive Officer may require all Councillors to attend a call of the Council Meeting.
- b) A call of the Council Meeting must be treated as a Special Meeting.
- c) The Minister responsible for administering the Act (or a person appointed by the Minister) is entitled to attend and speak at a call of the Council Meeting which he or she has required Councillors to attend.
- d) If a call of the Council Meeting has been required, immediately after the opening of the meeting, the Chief Executive Officer must call the name of:
 - i) the Mayor; and
 - ii) each Councillor in alphabetic order.
- e) Each person present must answer to his or her name, all excuses for absence must be considered and to each excuse the question:

"Is the excuse of Cr__ a reasonable excuse to the satisfaction of Council?"

must be put to the vote.
- f) If a Councillor does not attend within thirty (30) minutes after the time fixed for a Call of the Council Meeting, or remain at the Meeting, the Chief Executive Officer must immediately advise the Minister responsible for administering the Act in writing.
- g) The Minister will then determine whether the Councillor's excuse for not attending is reasonable, and will also determine whether the Councillor is capable of remaining in office.

PART 5 MINUTES

Overview:

The Chief Executive is required to arrange for Minutes of a Council meeting to be kept in accordance with Section 93 of the Act. The Minutes must contain details of the proceedings and resolutions made, be clearly expressed, be self-explanatory and incorporate relevant reports or a summary of the relevant reports considered in the decision making process. The Minutes of a Council meeting must be submitted to the next appropriate Council meeting for confirmation. Part 5 also outlines the provisions for the recording of Council meetings.

5.1 CONTENT OF MINUTES

The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and to take the minutes of such meeting) must keep minutes of each Council Meeting and those minutes must record:

- a) the date and time the meeting was commenced, adjourned, resumed and concluded;
- b) the names of Councillors and whether they are present, an apology, or leave of absence or other details as provided;
- c) the names of members of Council staff in attendance with their organisational titles;
- d) arrivals and departure times (including temporary departures) of Councillors during the course of the meeting;
- e) questions upon notice, including the name of the person asking the question, what the question is and the response to the question provided at the meeting (refer Section 6.9 - Public Question Time);
- f) for Presentations / Deputations, the speaker to an Agenda item and whether they support or object to the Agenda recommendation;
- g) each motion and amendment moved, including the mover and seconder of the motion;
- h) the outcome of every motion, whether it was put to the vote and the result to indicate whether the motion was carried, lost, withdrawn, lapsed or amended.
- i) where a division is called, the names of every Councillor and the way their vote was cast (either for or against or abstention);
- j) the vote cast by an Councillor who has requested that his or her vote or abstention be recorded in the minutes;
- k) details of a failure to achieve a quorum and any adjournment whether as a result or otherwise;
- l) Committee or deputation attendance reported by each respective Councillor;
- m) the time and reason for any adjournment of the meeting or suspension of standing orders;

- n) closure of the meeting to members of the public and the reason for such closure;
- o) any disclosure of the existence and nature, and, where applicable, class, of a conflict of interest made by a Councillor, and when such disclosure occurred.
- p) any other matter which the Chief Executive Officer deems should be recorded to clarify the intention of the meeting or the reading of the minutes.

5.2 CONFIRMATION OF MINUTES

- a) Advice that the minutes are available must be provided to all Councillors no later than ninety-six (96) hours before the next scheduled meeting.
- b) At every meeting of Council the minutes of the previous meeting are to be listed on the agenda for confirmation and a resolution of Council must confirm the minutes.
- c) The Chairperson of the meeting at which the minutes were confirmed, with or without amendment, must subsequently sign the confirmed minutes.
- d) Unless otherwise resolved or required by law, minutes of Special Committee Meetings and Advisory Committee Meetings requiring confirmation by Council must not be available to the public until confirmed by Council.
- e) The minutes must be entered in the minute book and each item in the minute book must be entered consecutively.

5.3 OBJECTION TO CONFIRMATION OF MINUTES

- a) If a Councillor is dissatisfied with the accuracy of the minutes then he or she must:
 - i) state the item or items with which he or she is dissatisfied; and
 - ii) propose a motion clearly outlining the alternative wording to amend the minutes.
- b) The item(s) objected to must be considered separately in the order in which it (or they) appear on the minutes.
- c) No discussion or debate on the confirmation of the minutes will be permitted, except where their inaccuracy as a record of the proceedings of the meeting to which they relate is questioned.

5.4 DEFERRAL OF CONFIRMATION OF MINUTES

The Council may defer the confirmation of minutes until later in the meeting or until the next meeting as appropriate.

PART 6 BUSINESS OF A MEETING

6.1 ORDER OF BUSINESS LISTED ON AN AGENDA

- a) The order in which business is listed on the agenda is determined by the Chief Executive Officer and should be kept consistent from meeting to meeting. This should not preclude the Chief Executive Officer from altering the order of business from time to time to enhance the fluent and open process of the government of the Council.
- b) The Chief Executive Officer may include any matter on the agenda that he or she believes should be considered by Council.
- c) In the absence of any changes as directed by the Chief Executive Officer, the default order of business is as follows:
 - i) Opening of Meeting and Prayer
 - ii) Acknowledgement to Country
 - iii) Present
 - iv) Apologies
 - v) Confirmation of Minutes
 - vi) Disclosure of Conflict of Interest
 - vii) Public Question Time
 - viii) Petitions
 - ix) Presentations/Deputations
 - x) Officers Reports
 - xi) Other reports
 - xii) Notices of Motion
 - xiii) Mayors Report
 - xiv) Councillors' Reports
 - xv) Urgent Business
 - xvi) Closed Session of the meeting to the Public
 - xvii) Meeting closure

6.2 APOLOGIES (INCLUDING LEAVE OF ABSENCE)

A Councillor is required to seek a leave of absence from the Council if they will knowingly be absent from a scheduled Ordinary Meeting of Council.

6.3 CHANGES TO THE ORDER OF BUSINESS

Once an agenda has been prepared and sent to Councillors, the order of business for that meeting may only be altered by resolution of the Council. This includes a request for an item to be brought forward.

6.4 DEPUTATIONS

- a) Deputation to be referred to Mayor
A deputation wishing to be heard by Council may make a request to the Chief Executive Officer who must refer the request to the Mayor.
- b) Consideration of Request
The Mayor may direct the Chief Executive Officer as to the meeting at which the deputation will be heard or, alternatively, ask the Chief Executive Officer to place a request before Council.
- c) Notification of Hearing
If the Mayor asks for a deputation to be heard, the Chief Executive Officer must notify all Councillors of that direction, and also notify a member of the deputation of the date, time, and place at which the deputation will be heard.
- d) Summary of Submissions
A deputation may lodge with the Chief Executive Officer, a written submission detailing the subject matter of the deputation prior to the deputation addressing Council.
- e) Limitations upon Speakers
Council will not hear more than 2 speakers on behalf of any deputation, and may set time limits on the length and address of each speaker.
- f) Questions but no discussion permitted
Councillors and members of Council staff may question the deputation on matters raised by it for purposes of clarification but no discussion will be allowed.
- g) Matter to be Determined at a subsequent meeting
No motion must be allowed on any deputation until the next Ordinary meeting after the deputation has been heard unless Council, by resolution, decides otherwise.

6.5 SPEAKERS TO AN ITEM ON THE AGENDA

- a) The Council has made provision in the business of the Ordinary Meetings of the Council for speakers to address Council in relation to matters presented on the agenda for Council consideration.
- b) Persons wishing to address Council on a matter included in the agenda shall inform Council prior to 3.00pm on the day of the meeting by contacting the Chief Executive Officer's office and registering their name and agenda item being spoken to.
- c) At the meeting the Mayor will invite the persons wishing to speak to an item to address the Council on the agenda item.
- d) The person may elect to sit or stand to address Council, and state their name and address before commencing. No debate on the item is permitted between the person addressing Council and the Council.

- e) A maximum of three minutes per person will be allocated. An extension of time may be granted at the discretion of the Mayor.
- f) Councillors, through the Mayor, may ask the person addressing Council for clarification of matters presented.
- g) The Mayor may direct that a member of the gallery ceases speaking if the above procedure is not followed.

6.6 DECLARATION OF CONFLICT OF INTEREST

- a) Councillors, Officers and members of Special Committees must comply with the conflict of interest provisions outlined in section 77A of the Act.
- b) The onus is on a Councillor, Officer or members of Special Committees to identify any conflict of interest, whether it is of a direct or indirect nature, which he or she may have.
- c) If a Councillor has a conflict of interest in a matter which the Council is to consider at a meeting of the Council, the Councillor must fill in a Disclosure of Conflict of Interest form setting out the conflict of interest and lodge it with the Chief Executive Officer prior to the commencement of the meeting.
- d) The disclosure must include the class type and nature of the relevant conflict of interest.
- e) A Councillor who has a conflict of interest in a matter before Council must:
 - i) disclose the nature of the conflict of interest immediately before the consideration of the matter;
 - ii) leave the Chamber for the duration of the Council's deliberation, voting and resolution of the matter;
 - iii) remain outside of the Chamber and any gallery, room or other area this is in view or hearing of the Chamber until recalled to the Chamber.
- f) The Councillor must be called back into the room before the meeting can advance to the next item of business unless the Councillor declares a further conflict of interest in the next item of business as listed on the agenda and state the type of conflict of interest for consecutive items before vacating the Chamber.

6.7 PETITION AND JOINT LETTERS

Overview:

Petitioning is a long established process for members of the community wishing to make a request or present their views on a matter directly to the Council. In order to ensure a petition is valid for presentation to the Council, the procedures set out in the clause must be followed.

- a) Petitions or joint letters received by Councillors and/or Council Officers can be lodged with the Chief Executive Officer within the appropriate time for inclusion in the agenda, unless the matter which is the subject of the petition has already been acted upon.
- b) Councillors may table a petition or joint letter received directly by them at any Council Meeting.
- c) Council may resolve to receive the petition or joint letter and to refer the matter for a report or appropriate action as required to the next appropriate meeting of the Council, unless the Council agrees to deal with it earlier.
- d) A petition or joint letter must:
 - i) be in legible and permanent writing and be signed by at least 10 people;
 - ii) be signed by the persons whose names are appended to it by their names or marks, and , except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated;
 - iii) not be defamatory, indecent, abusive or objectionable in language or content;
 - iv) not relate to matters beyond the powers of Council;
 - v) bear the whole of the petition or request upon each page of the petition; and
 - vi) consist of single pages of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.
- e) Any petitions or joint letters that do not comply with this Local Law will not be tabled at a Council Meeting.
- f) A petition or joint letter may nominate a person to whom a reply must be sent, but if no person is nominated or there is no obvious intended contact person, Council may reply to the first signatory which appears on the petition.
- g) Any person who fraudulently signs a petition or joint letter which is presented to the Council is guilty of an offence.
- h) A petition or joint submission to a planning application will be treated as a joint submission to the planning application; therefore the provisions under Clause 6.7 will not apply.

See clause 12.1

6.8 RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

See clause [8.31](#)

6.9 PUBLIC QUESTION TIME

Question time will be available at every Ordinary Meeting to enable members of the public to address questions to Council.

- a) All questions and answers must be as brief as possible.
- b) All questions must be received in writing or provided verbally to a Councillor on behalf of the constituent on the prescribed form as outlined on the Council's website and state the name and address of the person submitting the question.
- c) All questions must be received by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer no later than 5.00pm the day before the Council Meeting.
- d) A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson.
- e) A question will only be read to the meeting if the Chairperson or other person authorised for this purpose by the Chairperson has determined that:
 - i) the person directing the question is present in the gallery;
 - ii) the question does not relate to a matter of the type described in section 89(2) of the Act (for confidential matters);
 - iii) the question does not relate to a matter in respect of which Council has no power to act;
 - iv) the question is not defamatory, indecent, abusive or objectionable in language or substance;
 - v) the question is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and
 - vi) the question is not asked to embarrass a Councillor, member of Council staff or member of the public.
- f) If the person submitting a question is not present in the gallery, the question will be held over to next meeting only.
- g) If the Chairperson or other person authorised for this purpose by the Chairperson has determined that the question shall not be read to the meeting, then the Chairperson must advise the meeting accordingly.

See clause [6.9\(e\)](#)

- h) The Chief Executive Officer or delegate must read to the meeting the name of the person who has submitted a question.
- i) The Chief Executive Officer or delegate must read the text of the question and the Chairperson will then direct that question to be answered by a nominated Councillor or member of Council staff.

- j) A Councillor or Council officer may:
 - i) immediately answer the question asked; or
 - ii) elect to have the question taken on notice until the next Ordinary meeting of Council; at which time the question must be answered and incorporated in the Agenda of the meeting under Public Question Time; or
 - iii) elect to submit a written answer to the person asking the question within 10 working days.
- k) No debate on or discussion of a question or an answer will be permitted.

6.10 NOTICES OF MOTION

- a) A Notice of Motion must be in writing, dated and signed by the intending mover and lodged with the Chief Executive Officer at least 96 hours before the meeting.
- b) A Notice of Motion cannot be accepted by the Chairperson unless the full text of any such motion has been listed on the agenda for the Council Meeting at which it is proposed to be moved.
- c) Where a Notice of Motion seeks to substantially affect the level of Council services, commit Council to significant expenditure not included in the adopted budget or commit Council to any contractual arrangement, as determined by the Chief Executive Officer, then a formal report must be prepared and presented to Council in response to the Notice of Motion. Where practicable the report should be presented to the next Ordinary Meeting of Council.
- d) Except by leave of the Council, Notices of Motion before a Council Meeting must be considered in the order in which they were entered in the Notice of Motion register.
- e) If a Councillor who has given a Notice of Motion:
 - i) is absent from the meeting; or
 - ii) fails to move the motion when called upon by the Chairperson, any other Councillor may himself or herself move the motion
- f) If a Councillor proposing the motion wishes to amend the Notice of Motion he or she may do so by seeking leave of Council to amend the Notice of Motion prior to it being seconded.
- g) If a notice of motion is not moved at the meeting at which it is listed, it lapses
- h) Another Councillor can put forward an amendment for consideration, which must be dealt with in accordance with clauses 8.17, 8.20, 8.21, 8.22, 8.23, 8.24 and 8.25 of this Local Law, except for confirmation of a previous resolution.
- i) If a Notice of Motion, whether amended or not, is lost, a similar motion cannot again be put before Council for a period of three (3) calendar months from the date it was lost.

- j) A Notice of Motion cannot be submitted in relation to a matter that is the subject of a Rescission Motion within three (3) calendar months of the Rescission Motion having been dealt with.
- k) The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered into the notice of motion book in the order in which they were received

See clause [8.32](#)

6.11 MOTIONS WITHOUT NOTICE

- a) At every Ordinary meeting, a Councillor may move a motion for consideration at the following Ordinary Meeting.
- b) If such a motion is moved, it:
 - i) must not be seconded, spoken to or debated at the Ordinary Meeting at which it is first moved; and
 - ii) will be deemed to be a Notice of Motion for the purposes of the next Ordinary Meeting following the Ordinary Meeting at which it was moved.

6.12 URGENT BUSINESS

Business which has not been listed on the Agenda may only be raised as urgent by resolution of Council.

- a) Notwithstanding anything to the contrary in this Local Law, a Councillor (with the agreement of the meeting) may at a Council Meeting submit or propose an item of business if the matter relates to business which does not:
 - i) substantially affect the levels of Council service;
 - ii) commit Council to significant expenditure not included in the adopted budget;
 - iii) establish or amend Council policy;
 - i) commit Council to any contractual arrangement; and
 - ii) require, pursuant to other policy determined by Council from time to time, the giving of prior notice.
- b) Business must not be admitted as urgent business unless it:
 - i) relates to or arises out of a matter which has arisen since distribution of the agenda; and
 - ii) cannot safely or conveniently be deferred until the next Council Meeting.

6.13 CONFIDENTIAL BUSINESS

See clause 2.7

6.14 TIME LIMIT FOR MEETINGS

- a) Unless Council resolves to the contrary a Council Meeting or Committee Meeting shall not continue beyond four (4) consecutive hours.
- b) Any business not reached or dealt with at the time the meeting closes shall be held over until the next Council or Committee Meeting.
- c) Council may resolve to extend the meeting by one (1) forty-five (45) minute interval only if deemed necessary.
- d) Any business not dealt with that is adjourned until the next Council or Committee Meeting shall be recorded in the minutes of the meeting.

PART 7 ADDRESSING THE MEETING

7.1 ADDRESSING THE MEETING

- a) Any Councillor or person who addresses the meeting must direct all remarks through the Chairperson.
- b) The Chairperson may address a meeting, however if the Chairperson wishes to debate a particular motion or move any motion or amendment, or address any matter under discussion, the Chairperson must advise the Council of that intention and vacate the Chair on such occasions for the duration of the item under discussion.
- c) If the Chairperson vacates the Chair, Councillors will appoint a Councillor to act as temporary Chairperson until the item has been voted on.

See clauses 6.4, 6.5, 15.10

- d) Any person addressing the Chair should refer to the Chairperson as:

Mr. Mayor; or
Madam Mayor; or
Mr. Chairperson; or
Madam Chairperson; as the case may be.

- e) Councillors and Officers in speaking shall address each other by the titles of Councillor or Officer as the case may be.

See clause [8.39](#)

PART 8 MEETING PROCEDURES

DIVISION 1 - VOTING

8.1 VOTING – HOW DETERMINED

- a) Voting is pursuant to the motion procedure set out in clause [8.15](#).
- b) To determine a motion that is put to a meeting, the Chairperson will first ask for those in favour of the motion, then those opposed to the motion, then those abstaining from the vote and will then declare the results to the meeting.
- c) The motion is determined in the affirmative by a majority of the Councillors or members of the Special Committee present at a meeting at the time the vote is taken voting in favour of the question.

8.2 VOTING - BY SHOW OF HANDS

Unless the Council resolves otherwise, voting on any matter will be by show of hands as stated in Section 90(1)(c) of the Act.

8.3 REQUEST FOR A DIVISION

- a) Immediately after any motion is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.
- b) The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken, but cannot be requested after the next item of business has commenced.

8.4 PROCEDURE FOR A DIVISION

- a) When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.
- b) When a division is called for, the Chairperson will:
 - i) first ask each Councillor wishing to vote in the affirmative to stand and, upon such request being made, each Councillor wishing to vote in the affirmative must stand or, if a Councillor is prevented from standing, raise 1 of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) must record in the minutes, the names of those Councillors voting in the affirmative; and

- ii) then ask each Councillor wishing to vote in the negative to stand and, upon such request being made, each Councillor wishing to vote in the negative must stand or, if a Councillor is prevented from standing, raise 1 of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) must record in the minutes, the names of those Councillors voting in the negative; and
- iii) then ask any Councillor wishing to abstain from the vote to stand and, upon such request being made, each Councillor wishing to abstain from voting must stand or, if a Councillor is prevented from standing, raise 1 of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) must record in the minutes, the names of those Councillors who abstained from voting.

8.5 CHANGING VOTES FOR A DIVISION

No Councillor is prevented from changing his or her original vote when voting on the division.

8.6 VOTE TO BE TAKEN IN SILENCE

Except that a Councillor may demand a division, Councillors must remain seated in silence while a vote is being taken.

8.7 RECOUNT OF VOTE

The Chairperson may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.

8.8 DECLARATION OF VOTE

The Chairperson must declare the result of the vote or division as soon as it is taken.

8.9 CASTING VOTE

If the number of votes in favour of the question, motion or amendment is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chairperson has a second vote, except in cases where the Act provides that a matter or amendment is to be determined by lot.

Section 90(1)(e) and 90(2) of the Act

8.10 RECORDING OF OPPOSITION OR ABSTENTION TO A MOTION

Any Councillor, before the next item of business is considered, may ask that his or her opposition or abstention regarding a motion adopted by the meeting be recorded in the minutes of the meeting.

8.11 MOTION TO BE READ AGAIN

- a) Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again.
- b) The Chairperson, without being so requested, may direct the Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) to read the question, motion or amendment to the meeting before the vote is taken.

DIVISION 2 – MOTIONS AND AMENDMENTS

Overview:

This Division describes the process for introducing a motion, the rules of debate, an amendment or foreshadowing motion and the duty of the Chief Executive and Chair in relation to accepting motions and amendments. It also describes the process for a Councillor lodging a Notice of Motion for consideration.

8.12 NOTICE OF MOTION

See clause [6.9](#)

8.13 FORM OF MOTION

- a) A motion or amendment must:
 - i) relate to the powers or functions of Council; and
 - ii) except in the case of urgent business, be relevant to an item of business on the agenda.
- b) The Chairperson may request that the motion or amendment be put in writing and suspend the meeting while the motion is being written, or may request Council defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.
- c) The minute taker may be requested to read a motion or amendment to the meeting.
- d) A motion or amendment must not be defamatory or objectionable in language or nature.
- e) The Chairperson may refuse to accept any motion or amendment which contravenes this clause.

8.14 MOTION NOT TO BE WITHDRAWN WITHOUT CONSENT (LEAVE OF COUNCIL)

A motion or amendment cannot be withdrawn without Council consenting to the withdrawal by resolution.

8.15 MOVING A MOTION

The procedure for any motion or amendments is:

- a) the mover must, in not more than thirty (30) seconds, state the nature of the motion or amendment, and then move it without speaking to it;
- b) the Chairperson will call for a seconder unless the motion is a call to enforce a Point of Order;
- c) if the motion is not seconded, the motion will lapse for want of a seconder.
- d) once seconded the Chairperson will call for any Councillor wishing to speak to the motion;
- e) if any Councillor indicates they wish to speak to the motion, the Chairperson must invite the mover to address Council upon it;

Time Limit – five (5) minutes

- f) after the mover has spoken the Chairperson must call upon any Councillor wishing to oppose the motion to address the meeting;

Time Limit – three (3) minutes

- g) after an opposing speaker has addressed the meeting (or after the mover if an opposing argument is not proffered) the Chairperson must call;
 - i) the seconder to address the meeting; then
 - ii) any Councillor wishing to abstain to address the meeting;

Time Limit – two (2) minutes respectively

- h) after the mover, first opposition, seconder, and first abstention have had the opportunity to address the meeting, the Chairperson will call speakers for, against and abstaining in alternate sequence until all Councillors wishing to speak to the motion have had opportunity;

Time Limit – two (2) minutes respectively

- i) a Councillor may speak once on the motion

Time Limit – two (2) minutes

- j) Motions must be clear and unambiguous and not be defamatory or objectionable in language or nature.

- k) A Councillor calling the attention of the Chairperson to a Point of Order is not regarded as speaking to the motion.

8.16 RIGHT OF REPLY

- a) The mover of an original motion which has not been amended may, once debate has been exhausted, has a right of reply to matters raised during the debate.

Time Limit – two (2) minutes

- b) After a right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate.

8.17 MOVING A MOTION OR AMENDMENT

- a) A motion having been moved and seconded may be amended by the minute taker by leaving out, inserting or adding words which must be relevant to the original motion or amendment and framed as to complement it as an intelligible and consistent whole.
- b) Any Councillor moving an amendment to a motion will be allocated thirty (30) seconds to explain the reasons for the amendment.
- c) The statement must be an explanation only and will not entertain the benefits or detriments of the amendment or substantive motion.

8.18 AGREED ALTERATIONS TO A MOTION

- a) With the leave of the Chairperson, both the mover and seconder of a motion may agree to an alteration to the original motion proposed by any other Councillor. This does not necessitate the recording of an amendment into the minutes of the meeting as the alteration would then form part of the substantive motion.
- b) No notice need be given of any amendment, however if any Councillor intends to move an amendment, it must be done prior to the right of reply.

8.19 RIGHT OF REPLY - AMENDMENTS

No right of reply is available where an amendment is before Council.

8.20 WHO MAY PROPOSE AN AMENDMENT

An amendment may be proposed or seconded by any Councillor, other than the mover or seconder of the original motion.

8.21 WHO MAY DEBATE AN AMENDMENT

A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion, but debate must be confined to the amendment.

8.22 HOW MANY AMENDMENTS MAY BE PROPOSED

Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chairperson at any one time.

8.23 SEPARATION OF MOTIONS AND AMENDMENTS

Where a motion or amendment contains more than one part, a Councillor may request the Chairperson to put the motion or amendment to the vote in separate parts.

8.24 CHAIRPERSON MAY SEPARATE OR AGGREGATE MOTIONS AND AMENDMENTS

The Chairperson may decide to put any motion to the vote in:

- i) several parts; or
- ii) its aggregate form.

8.25 SECOND OR SUBSEQUENT AMENDMENTS

- a) A second or subsequent amendment cannot be moved until the preceding amendment is disposed of.
- b) If any Councillor intends to move a second or subsequent amendment he or she must give notice of the intention prior to the right of reply being exercised.
- c) A Councillor cannot move more than two (2) amendments in succession.

8.26 AN AMENDMENT ONCE CARRIED

If an amendment is adopted it becomes the substantive motion and, as such, will be put to the vote by the Chairperson but only after Councillors who did not speak to the original motion have exercised their right to do so.

8.27 FORESHADOWING A MOTION

- a) At any time during debate, a Councillor may foreshadow a motion to inform the Council of his or her intention to move a motion at a later stage in the meeting. This does not extend any special rights to the foreshadowed motion.

- b) A foreshadowed motion may be prefaced with a statement that in the event a particular motion is resolved in a certain way a Councillor intends to move an alternative or additional motion.
- c) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting, however, upon a motion being foreshadowed, the Chairperson may request the Councillor who foreshadowed it to move that motion immediately or after the business currently before the meeting is disposed of.
- d) The Chief Executive Officer or other person authorised by the Chief Executive Officer is not expected to record a foreshadowed motion in the minutes until the foreshadowed motion is formally moved, but may do so if thought appropriate.

8.28 RIGHT TO ASK QUESTIONS

A Councillor may, at any time when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.

8.29 WITHDRAWAL OF A MOTION OR AMENDMENTS

- a) Before any motion or amendment is put to the vote, it may be withdrawn by the mover and seconder with the leave of council.
- b) If the majority of Councillors object to the withdrawal of the motion or amendment, it may not be withdrawn.

8.30 MOTIONS AND AMENDMENTS IN WRITING

- a) A Councillor wishing to move a complex or detailed motion or amendment other than the recommendation must submit their motion or amendment in writing.
- b) The Chairperson may suspend the meeting while the motion or amendment is being written or may request the Council defer the matter until the motion or amendment has been written, allowing the meeting to proceed uninterrupted.

8.31 DEBATING A MOTION

- a) Debate must always be relevant to the question before the Chair, and if not, the Chairperson will request the speaker to confine debate to the subject matter.
- b) If after being told to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may disallow the speaker any further comment in respect to the matter before the Chair.
- c) A speaker to whom a direction has been given under clause 8.31(b) must comply with that direction.

See clause 8.39 and 8.42

8.32 ADJOURNED DEBATE

- a) A motion, *'That the motion or amendments now before the meeting be adjourned until a later hour or date'*;
 - i) is a procedural motion which if carried to an original motion or amendment, requires that the meeting dispose of the matter so that debate can resume at a later hour and or date and the meeting move on to the next business; or
 - ii) if lost, allows debate to continue unaffected.
- b) If it is not the intention of a motion to adjourn debate until a time or date stated in the motion, debate can be adjourned indefinitely.
- c) The effect of the motion is that the particular matter being debated is adjourned, but that the meeting still continues to deal with all other business.
- d) If debate is adjourned indefinitely, some indication must be given to the Chief Executive Officer as to when the matter should be relisted, otherwise it will be decided at the discretion of the Chief Executive Officer, or upon the subsequent resolution of the Council, whichever occurs first. The Chief Executive Officer must not relist the item until at least the next Ordinary Meeting of Council in the event of notification of a proposed relisting not being provided.

8.33 RESUMPTION OF ADJOURNED DEBATE

- a) The business to which the debate relates must be placed on the agenda paper of the meeting to which it is adjourned. Adjourned business should have priority over any other business except formal business.
- b) If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless he or she has already spoken to the motion or amendment.

8.34 WHEN A RESOLUTION IS ACTED UPON

- a) A resolution, or part thereof, will be considered as having been acted on:
 - i) once its details have been formally communicated in writing (which includes electronic communications) to either internal or external parties affected by or reliant on the resolution; or
 - ii) where a statutory procedure has been carried out so as to vest enforceable rights in or obligations on Council or any other person.
- b) The Chief Executive Officer or a relevant delegate may initiate action or cause action to be initiated on any Council resolution, or part thereof, at any time after the meeting at which it was carried.

8.35 RESCISSION NOTIFICATION

- a) A notice of motion to rescind or alter a previous resolution of Council:
- i) Must be given to the Chief Executive in sufficient time to enable the Chief Executive Officer to give ninety-six (96) hours' notice to all Councillors;
 - ii) Is deemed to have been withdrawn if not moved at the next meeting at which such business may be transacted;
 - iii) Cannot be considered at a meeting unless the number of Councillors in attendance at the meeting is at least equal to the number of Councillors in attendance when the resolution of Council was adopted; and
 - iv) If it is a second or subsequent notice to rescind or alter an earlier resolution, it must not be accepted by the Chief Executive until a period of three (3) months has elapsed since the date of the meeting at which the first or last motion of rescission or alteration was dealt with.
- b) A Councillor may propose a motion to amend or rescind a decision of the Council provided:
- i) the decision has not been acted upon; and
 - ii) a notice is delivered to the Chief Executive Officer by the close of business on the day following the meeting at which the decision of Council was made stating:
 - the decision proposed to be amended or rescinded; and
 - the meeting and date when the decision was made.
- c) The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:
- i) has not been acted on; and
 - ii) is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with clause 8.35(a).

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

See *clause 8.34*

DIVISION 3 – PROCEDURAL (FORMAL) MOTIONS

8.36 MOVING A PROCEDURAL MOTION

Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.

8.37 WHO CAN MOVE A PROCEDURAL MOTION

- a) The mover/seconded of a procedural motion must not have moved, seconded or spoken to the motion or any amendment of it before the Chair.
- b) A procedural motion cannot be moved by the Chairperson.
- c) Notwithstanding any other provision in this Local Law, procedural motions must be dealt with in accordance with the procedures set out in **Appendix 1** of the Meeting Procedure Local Law.

DIVISION 4 – SPEAKING TO THE MEETING

8.38 RISING WHEN SPEAKING

- a) Except in cases of sickness or infirmity or as determined by the Chairperson, a Councillor must rise when speaking at a Council meeting.
- b) The Chairperson may remain seated when speaking at a Council meeting.
- c) It is unnecessary to rise when speaking at a Committee meeting.

8.39 SPEAKING TIMES

A Councillor must not speak longer than the times set out below, unless granted an extension by the Chairperson:

- a) a mover of a motion – *five (5) minutes*;
- b) the seconder of a motion – *three (3) minutes*;
- c) any other Councillor – *two (2) minutes*; and
- d) the mover of a motion when exercising their right of reply – *two (2) minutes*.
- e) the mover of an unopposed motion if granted leave by the Chairperson – *two (2) minutes*; and
- f) the mover of a motion and any other Councillor once confirmed, if granted leave by the Chairperson – *two (2) minutes*.

8.40 EXTENSION OF SPEAKING TIME

An extension of speaking time may be granted by the Chairperson but only one (1) extension is permitted for each question.

8.41 LENGTH OF EXTENSION

Any extension of speaking time must not exceed two (2) minutes.

8.42 INTERRUPTIONS, INTERJECTIONS AND RELEVANCE

- a) A Councillor must not be interrupted except by the Chairperson or upon a Point of Order or personal explanation.

See *clause 8.45*

- b) A Councillor must not digress from the subject matter of the motion or business under discussion.

See *clause 8.31*

- c) The mover of a motion must not introduce fresh matter when exercising any right of reply.

8.43 PRIORITY OF ADDRESS

In the case of competition for the right to speak, the Chairperson must decide the order in which Councillors will be heard.

8.44 COUNCILLORS NOT TO SPEAK TWICE TO SAME MOTION OR AMENDMENT

Except that the mover of an unamended motion has the right of reply and that any Councillor may take a Point of Order or offer a personal explanation, a Councillor must not speak more than once to the same motion or amendment.

DIVISION 5 – POINTS OF ORDER

Overview:

A Point of Order is taken when a Councillor draws the attention of the Chair to an alleged irregularity in the proceedings of a Meeting. This Division describes valid Points of Order, the process for raising and ruling on a Point of Order, and the procedure if there is dissent on the Chair's ruling.

8.45 POINT OF ORDER

- a) A Councillor who is addressing the meeting must not be interrupted unless a Point of Order is called, at which time he or she must remain silent until the Councillor raising the Point of Order has been heard and the question disposed of.
- b) A Councillor raising a Point of Order must:
 - i) state the Point of Order; and
 - ii) state any section, clause, paragraph or provision relevant to the point of order before resuming his or her seat.
- c) A Point of Order may be raised in relation to:
 - i) a motion, which, under clause 8.13(d) or a question which, under clause 6.9(e) should not be accepted by the Chairperson;
 - ii) a question of procedure; or
 - iii) any act of disorder.

8.46 CHAIRPERSON TO DECIDE POINT OF ORDER

- a) The Chairperson shall decide on all Points of Order by stating the provision, rule, practice or precedent which he or she considers applicable to the point raised without entering into any discussion or comment.
- b) The Chairperson may adjourn the meeting to consider a Point of Order but must otherwise rule upon it as soon as it is taken.
- c) All matters before the Council are to be suspended until the Point of Order is decided.
- d) A Point of Order cannot be taken for the sole purpose of:
 - i) expressing a mere difference of opinion; or
 - ii) contradicting a speaker; or
 - iii) disrupting the meeting.

8.47 DISAGREEING WITH CHAIRPERSON'S RULING

The decision of the Chairperson in respect to a Point of Order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present at the meeting move a motion of dissent.

- a) A motion of dissent requires no seconder, and the Chairperson must immediately stand down.
- b) A Temporary Chairperson takes the chair for discussion on the motion of dissent following the process outlined in Clause 15.10.
- c) The Chairperson is given the opportunity to explain their decision and the mover also puts forward their reason for dissent.
- d) The meeting then votes on the motion: if the motion is upheld, the Chairperson must reverse their decision. If the motion is lost, the meeting continues as before.

8.48 CRITICISM OF MEMBERS OF COUNCIL STAFF

- a) The Chief Executive Officer may make a brief statement at a Council meeting in respect of any statement by a Councillor made at the Council meeting criticising him or her or any member of Council staff.
- b) A statement under clause 8.48(a) must be made by the Chief Executive Officer, through the Chairperson, as soon as is practicable after the Councillor who made the statement has resumed his or her seat.

8.49 ORDERING WITHDRAWAL OF REMARK

- a) Whenever any Councillor makes use of any expression or remark that is disorderly or capable of being applied offensively to any other Councillor or Officer, the offending Councillor will be required by the Chairperson to withdraw the expression or remark and to make a satisfactory apology to the meeting.
- b) The Chairperson may require a Councillor to withdraw any remark that is defamatory, indecent, abusive or offensive in language or substance.
- c) A Councillor required to withdraw a remark must do so immediately without qualification or explanation.
- d) Any Councillor using defamatory, indecent, abusive or offensive language, and having been twice called to order or to apologise for such conduct and refusing to do so will be guilty of an offence.

See clause [12.1](#)

8.50 CALL FOR SUPPORTING DOCUMENTATION

- a) A Councillor may request prior to a Council Meeting any documents kept in the municipal offices and relevant to the business being considered.

- b) Reasonable notice must be given and upon the request being made, the Chief Executive Officer must use best endeavours to make available the documents.
- c) Reasonable notice is considered to be at least forty-eight (48) hours before a meeting.

DIVISION 6 – SUSPENSION OF STANDING ORDERS

Overview:

Standing Orders are the rules made to govern the procedure at Meetings contained in this Local Law. The Standing Orders cover a range of matters including the order of business, rules of debate, procedural motions and election procedures. Standing Orders can be suspended to facilitate the business of a Meeting but should not be used purely to dispense with the processes and protocol of the government of Council.

8.51 SUSPENSION OF STANDING ORDERS FOR THE PURPOSE OF DISCUSSION

- a) The provisions of this Local Law may be suspended for a particular purpose by resolution of the Council.
- b) The suspension of Standing Orders will be used to enable full discussion of any issues without the constraints of formal meeting procedure.
 - i) An appropriate motion would be *“That Standing Orders be suspended to enable discussion on ___”*.
- c) Once the discussion has taken place and before any motion can be put the resumption of Standing Orders will be necessary.
 - i) An appropriate motion would be *“That Standing Orders are resumed”*.
- d) No motion may be accepted by the Chair or be lawfully dealt with during any suspension of standing orders.

DIVISION 7 – ADJOURNMENTS

8.52 ADJOURNING THE MEETING

- a) Once a meeting is declared open, Council or the Chairperson may, from time to time, resolve or decide to adjourn the meeting;
 - i) if a quorum is not present within thirty (30) minutes after the time appointed for the meeting;

- ii) if at any time throughout a meeting a quorum is lost;
 - iii) if the meeting becomes excessively disorderly and order cannot be restored;
 - iv) to allow for additional information to be presented to a meeting; and
 - v) in any other situation where adjournment could aid the process of the meeting.
- b) A meeting cannot be adjourned for a period exceeding seven (7) days from the date of the adjournment.
- c) An appropriate motion would be:
- “That the meeting be adjourned until ___”.* (Time and date to be specified which does not exceed seven (7) days.)
- d) No discussion is allowed on any motion for adjournment of the meeting, but if the motion is lost, the subject then under consideration or any other matter that may be allowed precedence must be resolved before any subsequent motion for adjournment is made.

8.53 NOTICE FOR ADJOURNMENT OF MEETING

- a) If a meeting is adjourned, the Chief Executive Officer will ensure that the agenda for such a meeting is identical to the agenda for the meeting which was adjourned.
- b) Except where a meeting is adjourned until later on the same day, the Chief Executive Officer must give all Councillors written notice of a new date for the continuation of the adjourned meeting and every reasonable attempt must be made to advise the public of the new meeting date.
- c) Where it is not practical to provide written notice to Councillors because time does not permit that to occur then provided a reasonable attempt is made to contact each Councillor, contact by telephone, electronic medium, or in person will be sufficient.

8.54 LAPSED MEETING

A meeting is deemed to have lapsed if a meeting does not commence and therefore no resolution can be carried to adjourn the meeting.

8.55 UNDISPOSED BUSINESS OF A LAPSED MEETING

- a) If a Council Meeting lapses, the undisposed business will, unless it has already been disposed of at a Special Meeting, be included in the agenda for the next Ordinary Meeting.
- b) The business of the lapsed meeting must be dealt with prior to any other business, and in the same order as the original meeting papers.

PART 9 BEHAVIOURAL CONDUCT DURING MEETINGS

DIVISION 1 – COUNCILLOR BEHAVIOUR DURING COUNCIL MEETINGS

9.1 CODE OF CONDUCT - COUNCILLORS

During the course of any Council Meeting, Councillors must comply with the Councillor Code of Conduct. A copy of the code is available on the Moorabool Shire Council website, or can be obtained by contacting the Chief Executive Officer.

9.2 SUSPENSION

Council may suspend from a meeting, and for the balance of the meeting, any Councillor whose actions are disruptive to the business of Council, or impedes its orderly conduct.

Penalties may be enforced. See clause 12.1

9.3 REMOVAL FROM CHAMBER

The Chairperson may ask any member of Victoria Police to remove from the Chamber any Councillor who acts in breach of this Local Law.

Penalties may be enforced. See clause 12.1

DIVISION 2 – PUBLIC BEHAVIOUR DURING COUNCIL MEETINGS

9.4 GALLERY TO BE SILENT

- a) Visitors must not interject or take part in the debate.
- b) Silence must be maintained by members of the public in the gallery at all times.

Penalties may be enforced. See clause 12.1

9.5 EJECTION OF DISORDERLY VISITORS

- a) If any visitor is called to order by the Chairperson and again acts in breach of this Local Law, the Chairperson may order that person to remove themselves from the Chamber.
- b) If necessary, the Chairperson may ask any member of Victoria Police to remove that person from the Chamber.

Penalties may be enforced. See clause 12.1

9.6 CHAIRPERSON MAY ADJOURN DISORDERLY MEETING

If the Chairperson is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, the Chairperson may adjourn the meeting to a later time on the same day, or to some later day prior to the next Ordinary Meeting, at a time and date and venue to be fixed as the Chairperson thinks proper.

See clause 8.52 and 8.53

9.7 CONDUCT OF PUBLIC MEETING

- a) The provisions of this Local Law applicable to Ordinary Meetings apply to meetings of ratepayers, residents and/or citizens and other public meetings called by the Mayor or Council, with appropriate modifications.
- b) This clause does not prevent any person from addressing a meeting if permitted to do so by the Chairperson.

PART 10 PROCEDURE NOT PROVIDED IN LOCAL LAW

10.1 PROCEDURE NOT PROVIDED IN LOCAL LAW

Where a situation has not been provided for in this Local Law, the Council may determine the matter by resolution.

PART 11 PROVISIONS TO RECORD COUNCIL MEETINGS

11.1 WEBCASTING AND RECORDING PROCEEDINGS

- a) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may conduct electronic broadcasting by any means of the proceedings of the Council Meeting.
- b) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may also otherwise record all the proceedings of a Council or Special Committee Meeting using a suitable electronic recording device.
- c) Recordings will be retained and available to the public for viewing or listening for a period of three (3) months from the date of the meeting.
- d) Media representatives may, with the consent of Council or the Special Committee (as the case may be), be permitted to record any part of the proceedings of the Council or Special Committee Meeting. The consent of Council or the Special Committee must not be unreasonably withheld, but may be revoked at any time during the course of the relevant meeting.
- e) Members of the public must not operate recording equipment at any Council or Special Committee Meeting without the prior written consent of Council. Such consent may be given only after receipt of a written application and may at any time during the course of such meeting be revoked by Council or the Special Committee as the case may be.

Penalty: 5 penalty units.

PART 12 OFFENCES AND PENALTIES

12.1 OFFENCES AND PENALTIES

It is an offence:

- a) For a Councillor to not withdraw an expression which is considered by the Chairperson to be defamatory, indecent, abusive, disorderly or objectionable and to not satisfactorily apologise when called upon twice by the Chairperson to do so.

Penalty: 2 penalty units.

- b) For any person, not being a Councillor, who is guilty of any improper or disorderly conduct to not leave the meeting when requested by the Chairperson to do so.

Penalty: 5 penalty units.

- c) For any person to fail to obey a direction of the Chairperson relating to the conduct of the meeting and the maintenance of order.

Penalty: 2 penalty units.

- d) For a suspended Councillor to refuse to leave the Chamber.

Penalty: 5 penalty units.

- e) For any person to fraudulently sign a petition or joint letter which is presented to the Council.

Penalty: 5 penalty units.

- f) For any person who uses the common seal or any device resembling the common seal without authority.

Penalty: 5 penalty units.

12.2 SERVICE OF NOTICES

- a) Any infringement notice to be served on or given to a person under this Local Law may be served on or given to the person by:

- i) delivering the notice to the person;
- ii) leaving the notice at his or her usual or last known place of residence or business with a person apparently over the age of 16 years and apparently residing or employed at that place; or
- iii) sending the document by post addressed to the person at his or her last known place of residence or business.

- b) The relevant authorised officer may withdraw the infringement notice within twenty- eight (28) days of its date by sending a notice to the person on whom the infringement notice was served.
- c) If the person pays the penalty before the infringement notice is withdrawn, the person is entitled to a refund of the penalty
- d) If the person pays the penalty within the time specified in the notice or, if the relevant authorised officer allows, before a summons is served on the person in respect of the infringement, the following provisions apply:
 - i) further proceedings for an offence are not to be taken against the person; and
 - ii) there is to be no conviction recorded against the person for the infringement.
- e) A penalty paid under this clause must be applied as if the person who paid it was found guilty of the infringement in a Magistrates Court on the information of an authorised relevant person.
- f) If a person served with an infringement notice has not paid the penalty within the time specified in the notice or any extension of that time or if an infringement notice is not withdrawn, proceedings may still be taken or continued to prosecute the alleged offence.

12.3 PAYMENT OF PENALTY

- a) A person issued with an infringement notice may pay the penalty indicated to:
 - i) 15 Stead Street, Ballan, 182 Halletts Way, Darley, 215 Main Street, Bacchus Marsh
 - ii) Moorabool Shire Council, PO Box 18, Ballan, Victoria 3342;
- b) To avoid prosecution, the penalty indicated must be paid within twenty-eight (28) days after the day on which the infringement notice is issued.
- c) A person issued with an infringement notice is entitled to disregard the notice and defend the prosecution in court.

12.4 EVIDENCE OF SERVICE

A statutory declaration by a person who has served or given notice in accordance with this Local Law is evidence of the notice having been served or given as described in that declaration.

Some (but not all) breaches of this Local Law result in an offence being committed. Those breaches which result in an offence being committed are to be found in clause 12.1 and those clauses where a penalty and 'penalty units' appear below the text (e.g. clause 11.1(e)). At the time of making this Local Law, each penalty unit is equal to \$151.67. A penalty of 5 penalty units is therefore a penalty of \$758.35.

The penalty units shown are the maximum penalty units which a Court can impose. It is always open to a Court to impose no penalty or a lessor fine.

PART 13 SPECIAL MEETINGS

13.1 SPECIAL MEETINGS

- a) The Mayor or at least three (3) Councillors may, by written notice, call a Special Meeting.
- b) The notice must specify the date, time and place of the Special Meeting and the business to be transacted.
- c) The notice is to be delivered to the Chief Executive Officer and the Chief Executive Officer must convene the Special Meeting and the business to be transacted, giving at least forty-eight (48) hours' notice of the Special Meeting to members of the public and Councillors. A period less than 48 hours may, however, be justified if exceptional circumstances exist.
- d) Unless all Councillors are present and unanimously agree to deal with another matter, only the business specified in the notice is to be transacted.
- e) Subject to any resolution providing otherwise, the order of business of any Special Meeting must be in the order in which such business stands in the agenda for the meeting.

PART 14 ADVISORY AND SPECIAL COMMITTEES

14.1 APPLICATION TO COMMITTEES

This Local Law applies to Special Committee Meetings, Advisory Committee Meetings and other meetings where Council has resolved that the provisions of this Local Law must apply, with any necessary modifications.

For the purposes of Special Committee and Advisory Committee Meetings, a reference of this Local Law to

- i) a *Council meeting* is to be read as a reference to a meeting of the respective *Special and Advisory Committee*;
- ii) a Councillor is to be read as a reference to a member of the respective *Special and Advisory Committee*; and
- iii) the *Mayor* is to be read as a reference to the *Chairperson* of the respective *Special and Advisory Committee*.

14.2 RECORDING MINUTES OF COMMITTEES

- a) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) must record (document) the minutes of all meetings of Special and Advisory Committees of Council.
- b) If the minutes of any meeting of a Special or Advisory Committee of Council disclose a recommendation to Council, the Chief Executive Officer must ensure that such recommendation is reported to the next practicable meeting of Council for consideration and possible adoption.

14.3 QUORUM – ADVISORY OR SPECIAL COMMITTEES

See clause 3.2 - *Quorum – Advisory or Special Committees*

PART 15 ELECTION OF THE MAYOR

Overview:

This Part is concerned with the election of the Mayor. It describes how the Mayor and temporary Chair are to be elected. It also provides for the establishment of the role of a Deputy Chair (optional). The Act contains specific provisions governing the election of the Mayor and the term of office for the Mayor:

Section 71 - Election of Mayor

- (1) At a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.*
- (2) Before a Mayor is elected under this section, the Council may resolve to elect a Mayor for a term of two (2) years.*
- (3) The Mayor is to be elected—*
 - (a) after the fourth Saturday in October but not later than 30 November in each year; or*
 - (ab) if under subsection (2), the Mayor is elected for a term of two (2) years, the next election of Mayor is two (2) years after the fourth Saturday in October but not later than 30 November in the second year after the election; or*
 - (b) as soon as possible after any vacancy in the office of Mayor occurs.*
- (4) The election of a Mayor after the period specified in this section does not invalidate the election.*

Section 72 - Term of office

- (1) The office of Mayor becomes vacant—*
 - (a) at 6 a.m. on the day of the election of the Mayor; or*
 - (b) if he or she dies or ceases to be a Councillor; or*
 - (ba) if his or her office as a Councillor is suspended for any period under this Act; or*
 - (c) if he or she resigns In Writing which is given at a Council meeting or to the Chief Executive; or*
 - (ca) if he or she becomes ineligible to hold office under section 81K; or*
 - (d) if he or she is ousted from office.*
- (2) For the avoidance of doubt, the office of Mayor becomes vacant under subsection (1)(b) at 6 a.m. on the day of a general election whether or not the Mayor has completed his or her term of office as resolved by the Council under section 71(1).*
- (3) Any Councillor is eligible for election or re-election to the office of Mayor.*

15.1 ELIGIBILITY

Any Councillor is eligible for election or re-election to the office of Mayor.

15.2 WHEN REQUIRED

- a) The Councillors must elect a Councillor either annually or biennially to be Mayor of the Council at a Special Meeting of Council which is to be held after the fourth Saturday in October and no later than 30 November in the necessary year as set out under section 71 of the Act.
- b) Before nominations for the office of Mayor are invited by the Chief Executive, the Council must resolve if the term of the Mayor is to be for one (1) year or two (2) years.

- c) Additional meetings may be required from time to time if the office of the Mayor becomes vacant for reasons set out under section 72 of the Act.
- d) The Mayor is to be elected as soon as possible after any vacancy in the office of Mayor occurs.
- e) Council may also decide to elect a Deputy Mayor. If the Council resolves to elect a Deputy Mayor the provisions contained in this part for the election of the Mayor will apply to the election of the Deputy Mayor except the Mayor will replace the temporary chairperson for the election of the Deputy Mayor.

15.3 TEMPORARY CHAIRPERSON

The Chief Executive Officer will be temporary Chairperson of the Special Meeting at which the election of the Mayor is to be conducted, but will have no voting rights.

15.4 RETURNING OFFICER

The Chief Executive Officer will be the Returning Officer for the election of the Mayor.

15.5 NOMINATIONS FOR THE OFFICE OF MAYOR

The Chief Executive Officer will invite nominations for the position of Mayor.

15.6 METHOD OF VOTING

The Election of the Mayor will be carried out by show of hands.

15.7 DETERMINING THE ELECTION OF THE MAYOR

- a) If there is only one nomination for the position of Mayor, that person is deemed to be elected Mayor.
- b) If there is more than one (1) nomination (each of which must be seconded), the Councillors present at the meeting must vote for one (1) of the candidates by a show of hands.
- c) In the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected.
- d) In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate.
- e) The Councillors present at the meeting must then vote for one (1) of the remaining candidates.

- f) If one (1) of the remaining candidates receives an absolute majority of the votes, the candidate is declared to have been elected.
- g) If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidate with the fewest number of votes a defeated candidate and voting for the remaining candidate must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate will then be declared to have been duly elected.
- h) In the event of two (2) or more candidates having equal votes and one (1) of them having to be declared a defeated candidate or duly elected, and the result will be determined by lot.
- i) Any Councillor nominated may refuse nomination.

15.8 DETERMINING BY LOT

If a lot is required, the Chief Executive Officer will conduct the lot and the following provisions will apply:

- a) each candidate shall draw one (1) lot;
- b) the order of drawing lots shall be determined by the alphabetical order of the last name of the Councillors who received an equal number of votes, except that if two (2) or more such Councillors last names are identical, the order shall be determined by the alphabetical order of the Councillors' first name;
- c) as many identical pieces of paper as there are Councillors who receive an equal number of votes shall be placed in a receptacle provided by the Chief Executive Officer;
- d) the lot being conducted is to determine which candidate is to be duly excluded. The word "Defeated" shall be written on one (1) of the pieces of paper and the Councillor who draws the paper with the word "Defeated" written on it shall be declared to have been defeated.
- e) The remaining candidates will then be subject to the processes of clause 15.7.

15.9 MAYOR TO TAKE CHAIR

- a) After the election of the Mayor is determined, the Mayor must take the Chair.
- b) The Mayor must take the Chair at all meetings of Council at which he or she is present unless precluded from doing so because of a conflict of interest.

15.10 ABSENCE OF MAYOR AT MEETINGS

- a) If the Mayor is absent, incapable of acting, or not present within fifteen (15) minutes an acting Chairperson is to be elected.
 - i) The Chief Executive Officer will invite nominations for a temporary Chairperson for the period the Mayor is to be absent.
 - ii) If there is more than one (1) nomination, the Councillors present at the meeting must vote for one (1) of the candidates by a show of hands and the candidate receiving a majority of the votes will be declared to have been duly elected.
- c) In the event that there is prior knowledge that the Mayor will require a leave of absence for a period of time, then a report will be provided to Council for resolution regarding a temporary Chairperson for the duration of that leave of absence.

PART 16 THE COMMON SEAL

Overview:

The common seal is a device which formally and solemnly records the collective will of Council. The provisions in this part are designed to protect the integrity of the common seal, and describe when it may be affixed to a document.

16.1 USE OF COMMON SEAL

- a) Everyday documents to which the common seal is affixed must be signed by one (1) Councillor and the Chief Executive Officer or,
- b) In the absence of the Chief Executive Officer, one (1) Councillor and any other member of staff acting as the Chief Executive Officer or authorised by Council.

16.2 AUTHORITY FOR USE OF COMMON SEAL

The Common Seal may only be used on the authority of the Council.

16.3 WHO KEEPS THE COMMON SEAL

For security purposes, the Chief Executive Officer or other member of Council staff to whom this duty has been delegated must keep the common seal in safe custody.

16.4 UNAUTHORISED USE OF THE COMMON SEAL

Any person who uses the common seal or any device resembling the common seal without authority is guilty of an offence.

Penalty 20 penalty units

See clause 12.1

PART 17 COUNCIL RESOLUTION

17.1 RESOLUTION

Resolution for the making of this Local Law was agreed to by Moorabool Shire Council at the Ordinary Meeting of Council on xxx, and

**The Common Seal of the
Moorabool Shire Council**
was hereunto affixed in the
presence of:

.....Councillor

.....Chief Executive Officer

APPENDIX 1

Division 3 – Procedural Motions

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the <i>Council</i> has been made for that meeting in accordance with section 85 of the <i>Act</i> , or (d) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
3. The closure	That the motion be now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	During nominations for <i>Chairperson</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
4. Laying question on the table	That the question lie on the table	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) During a meeting which is a call of the <i>Council</i> has been made for that meeting in accordance with section 85 of the Act; or (d) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and amendment is not further discussed or voted on until: (a) <i>Council</i> resolves to take the question from the table at the same meeting; or (b) The matter is placed on a subsequent agenda and <i>Council</i> resolves to take the question from the table	Debate continues unaffected	No

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
5. Previous question	That the question be not now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the <i>Council</i> has been made for that meeting in accordance with section 85 of the <i>Act</i> ; (d) When an amendment is before <i>Council</i> ; or (e) When a motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	(a) No vote or further discussion on the motion until it is placed on a subsequent agenda for a later meeting; and (b) Proceed to next business	Motion (as amended up to that time) put immediately without further amendment or debate	Yes

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
6. Proceeding to next business	That the meeting proceed to the next business Note: This motion: (a) may not be amended; (b) may not be debated; and (c) must be put to the vote as soon as seconded	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the <i>Council</i> has been made in accordance with section 88 of the <i>Act</i> ; or (d) When a motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	If carried in respect of: (a) An amendment, <i>Council</i> considers the motion without reference to the amendment; (b) A motion - no vote or further discussion on the motion until it is placed on an agenda for a later meeting	Debate continues unaffected	No

8. FURTHER BUSINESS AS ADMITTED BY UNANIMOUS RESOLUTION OF COUNCIL

9. CLOSED SESSION OF THE MEETING TO THE PUBLIC**Recommendation:**

That pursuant to the provisions of the Local Government Act 1989, the meeting now be closed to members of the public to enable the meeting to discuss matters, which the Council may, pursuant to the provisions of Section 89(2) of the Local Government Act 1989 (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

- (a) personnel matters;**
- (b) the personal hardship of any resident or ratepayer;**
- (c) industrial matters;**
- (d) contractual matters;**
- (e) proposed developments;**
- (f) legal advice;**
- (g) matters affecting the security of Council property;**
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;**
- (i) a resolution to close the meeting to members of the public**

10. MEETING CLOSURE