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## **AGENDA**

### **SCHEDULED MEETING OF COUNCIL** **FOR** **WEDNESDAY 27 SEPTEMBER 2023** **TO BE HELD AT COBRAM CIVIC CENTRE, PUNT ROAD COBRAM VIC 3644** **COMMENCING AT 4:30 PM**

#### **RECORDING**

Consistent with section 13.3 of our Governance Rules, Council officers have been authorised to record the public session of this meeting using an audio recording device.

#### **LIVE STREAMING**

Council meetings will now be lived streamed to allow those interested in viewing proceedings greater access to Council decisions and debate, without attending the meeting in person.

#### **1. WELCOME CALLING TO ORDER – CEO**

#### **2. PRAYER**

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

Amen

#### **3. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

#### **4. APOLOGIES / LEAVE OF ABSENCE**

#### **5. DISCLOSURE OF CONFLICTS OF INTEREST**

#### **6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Recommendation:** “That the minutes of the Scheduled Council Meeting held on Wednesday, 23 August 2023 and the minutes of the Unscheduled Meeting of Council held on Wednesday, 13 September 2023 and the minutes of the Committee of Council meeting held Friday, 1 September 2023, as prepared, be confirmed.”

**7. CHAIR ADMINISTRATOR ADDRESS**

ADMINISTRATORS TO PROVIDE VERBAL REPORTS

**8. DIRECTOR REPORTS**

DIRECTORS TO PROVIDE VERBAL REPORTS

**9. PUBLIC QUESTION TIME**

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NIL

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NIL

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FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

## CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE STATEMENT

### Recommendation

That the Council:

1. Approve in principle the Financial report and the Performance Statement for the financial year ended 30 June 2023;
2. Authorise Chair Administrator Tanner and Administrator Emonson to certify the statements, in conjunction with the Acting Chief Executive Officer and the Principal Accounting Officer, in their final form, and after any changes recommended, or agreed to by the Auditor-General have been made, in accordance with Section 99(3) of the Local Government Act 2020; and
3. Authorise the 2022/23 Financial report and the 2022/23 Performance Statements, in their final form, be included in the 2022/23 Annual Report in accordance with Section 98 of the Local Government Act 2020.

### 1. Executive Summary

The Financial Report for the year ended 30 June 2023 and the Performance Statement for 2022/23 have been prepared in accordance with the Australian Accounting Standards, the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020

The draft Financial Report and the Performance Statement have been audited by the Victorian Auditor General's Office and are currently being reviewed. These reports will be ready for signing in their final form after any changes recommended, or agreed to by the Auditor-General have been made.

The actual result for 2022/23 represents a surplus of \$15.4 million compared to the adopted budget surplus of \$14.06 million. Overall Council's financial sustainability indicators show Council to be in a satisfactory underlying financial position as at 30 June 2023.

The Moira Shire Council Audit and Risk Committee have reviewed the financial report and performance statement and have recommended that the Council certify the statements in their final form (draft minutes attached), and after any changes recommended, or agreed to by the Auditor-General have been made, in accordance with Section 99(3) of the Local Government Act 2020.

### 2. Background

The Financial Report and Performance Statement require certification by two Administrators, the Chief Executive Officer and the Principal Accounting Officer under Section 99(3) of the Local Government Act 2020 to enable them to be included in the 2022/23 Annual Report.

The external auditors attended the Audit and Risk Committee meeting on 14 September 2023 to provide a verbal update on the status of the audit. The auditors will also be attending the October 2023 Audit and Risk Committee meeting to present the closing report and final management letter.

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ITEM NO: 10.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE STATEMENT (cont'd)**

Reports will be ready for signing in their final form after any changes recommended, or agreed to by the Auditor-General have been made, in accordance with Section 98(4) and 98 (5) of the Local Government Act 2020.

**3. 2023 Financial Report Summary**

The following table summarises some key financial results and balances for 2022/23:

	Adopted Budget 2022/23 \$000	Actual 2022/23 \$000	Variance \$000
Operating surplus (deficit)	14,063	15,442	1,379
Cash balance (including Other Financial Assets)	54,539	66,000	11,461
Capital works	25,605	15,279	(10,326)

*Operating surplus*

The increased surplus compared to budget (positive variance of \$1.379 million) is influenced by the following movements:

**Income:**

- \$7.2M due to an early receipt of 100% of the 2023/24 Federal Financial Assistance Grant funding in 2022/23 (early receipt of 50% was budgeted);
- \$3.04M due to funding from the State Government for Council and community assistance for the 2022 flood event;
- \$1.5M due to increase returns on investments due to the rise in interest rates. This additional funding is offset by reductions in the recognition of capital grants, which have not been recognised as a result of delays in projects;
- \$3.4M due to contributions of roads, kerb and channel, footpaths and drainage from developers of new residential estates; and
- (\$15.3M) decrease in capital grant income as a result of project delays and therefore funding for projects not being recognised upon delivery of performance obligations under funding agreements.

**Expenditure:**

- \$2.7M in employee cost savings as a result of vacant positions over the financial year.
- (\$1.29M) greater depreciation driven by increased valuation of infrastructure.

Note 2.1.1 of the **attached** Draft 2023 Financial Report provides further information on the 2023 financial performance compared to budget.

*Cash balance*

The 2022/23 actual balance of Cash and Term Deposits of \$66 million is \$11.46 million greater than that of the 2022/23 adopted budget. This increase in cash is predominately due to the early receipt of 100% of the Federal Financial Assistance Grant as well as cash savings due to underspend on capital works projects.

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(CHIEF FINANCE OFFICER, MATT JARVIS)

## CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE STATEMENT (cont'd)

### *Capital works*

The 2022/23 capital works actual expenditure of \$15.3 million is \$10.3 million less than the 2022/23 adopted budget. This is largely due to project delays for the Yarrowonga Multisport Stadium and Yarrowonga Library as well as delays in road renewal works due to the flood events.

The ending Work in Progress (WIP) balance of \$8.2 million is \$4.7 million greater than the FY22 ending balance. This is due to a number of new projects still under development as at 30 June 2023, including: Yarrowonga Library, Yarrowonga Boat Ramp, Yarrowonga Splash park, Nathalia West Drainage Upgrade and Cobram landfill Cell 9.

Note 2.1.2 of the **attached** draft Financial Report provides further information on capital works compared to budget.

### **Financial Performance Indicators Summary**

Overall Council's financial sustainability indicators show Council to be in a satisfactory underlying financial position as at 30 June 2023.

A summary of the financial performance indicators along with explanations of any variations are included in the attached draft performance statement.

### **4. Conclusion**

The Financial Report for the year ended 30 June 2023 has been prepared in accordance with Australian Accounting Standards, the Local Government Act 2020 and the Local Government Regulations 2004. The Performance Statement has been prepared in accordance with the Local Government Act 2020.

The actual result for 2022/23 represents a surplus of \$15.4 million compared to the adopted budget surplus of \$14.06 million. Overall Council's financial sustainability indicators show Council to be in a satisfactory underlying financial position as at 30 June 2023.

In conclusion, it is recommended that Council authorise the Financial Report and Performance Statement to be certified by the two Administrators, the Acting Chief Executive Officer and the Principal Accounting Officer.

### **Attachments**

- 1 2022/2023 Draft Annual Financial Report
- 2 2022/2023 Draft Performance Statement
- 3 Draft Audit & Risk Committee Minutes - 14 September 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT  
JARVIS)

**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

Moira Shire Council  
ANNUAL FINANCIAL REPORT

*For the Year Ended 30 June 2023*

The financial report certified by Council will be in its final form after any changes, recommended or agreed to by the auditors, have been made.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT  
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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

**Moira Shire Council  
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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

*Moira Shire Council*  
*2022/23 Financial Report*

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**Certification of the Financial Statements**

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

*Beau Mittner CA*  
**Principal Accounting Officer**  
Dated : 25 October 2023  
*Cobram*

In our opinion, the accompanying financial statements present fairly the financial transactions of Moira Shire Council for the year ended 30 June 2023 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

*John Tanner AM*  
**Administrator (Chair)**  
Dated : 25 October 2023  
*Cobram*

*Dr Graeme Emonson PSM*  
**Administrator**  
Dated : 25 October 2023  
*Cobram*

*Joshua Lewis*  
**Acting Chief Executive Officer**  
Dated : 25 October 2023  
*Cobram*

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

*Moira Shire Council  
2022/23 Financial Report*

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VAGO Report

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

*Moira Shire Council  
2022/23 Financial Report*

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VAGO Report

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

*Moira Shire Council  
2022/23 Financial Report*

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VAGO Report

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ITEM NO: 10.1.1  
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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

*Moira Shire Council*  
*2022/23 Financial Report*

**Comprehensive Income Statement  
For the Year Ended 30 June 2023**

	Note	2023 \$'000	2022 \$'000
<b>Income / Revenue</b>			
Rates and charges	3.1	42,492	41,086
Statutory fees and fines	3.2	1,887	1,794
User fees	3.3	2,366	2,381
Grants - operating	3.4(a)	21,215	18,002
Grants - capital	3.4(b)	4,589	9,880
Contributions - monetary	3.5(a)	709	461
Contributions - non monetary	3.5(b)	3,952	3,765
Net gain on disposal of property, infrastructure, plant and equipment	3.6	212	44
Share of net profits (or loss) of associates and joint ventures	6.2	(60)	286
Other income	3.7	2,888	1,507
<b>Total income / revenue</b>		<b>80,230</b>	<b>79,206</b>
<b>Expenses</b>			
Employee costs	4.1	22,744	23,008
Materials and services	4.2	27,124	23,445
Depreciation	4.3	12,776	11,282
Amortisation - intangible assets	4.4	809	300
Amortisation - right of use assets	4.5	658	613
Bad and doubtful debts - allowance for impairment losses	4.6	16	21
Borrowing costs	4.7	12	47
Finance costs - leases	4.8	117	94
Other expenses	4.9	532	1,258
<b>Total expenses</b>		<b>64,788</b>	<b>60,068</b>
<b>Surplus for the year</b>		<b>15,442</b>	<b>19,138</b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment/(decrement)	9.1	164,328	318
<b>Total other comprehensive income</b>		<b>164,328</b>	<b>318</b>
<b>Total comprehensive result</b>		<b>179,770</b>	<b>19,456</b>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

Moira Shire Council  
2022/23 Financial Report

**Balance Sheet  
As at 30 June 2023**

	Note	2023 \$'000	2022 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1(a)	9,000	7,932
Other financial assets	5.1(b)	57,000	48,000
Trade and other receivables	5.1(c)	4,884	4,183
Inventories	5.2(a)	666	816
Other assets	5.2(b)	2,998	923
<b>Total current assets</b>		<b>74,548</b>	<b>61,854</b>
<b>Non-current assets</b>			
Investments in associates and joint arrangements	6.2	1,396	1,456
Property, infrastructure, plant and equipment	6.1	774,905	604,977
Right-of-use assets	5.8	2,574	2,368
Intangible assets	5.2(c)	6,719	7,713
<b>Total non-current assets</b>		<b>785,594</b>	<b>616,514</b>
<b>Total assets</b>		<b>860,142</b>	<b>678,368</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3(a)	2,644	2,250
Trust funds and deposits	5.3(b)	3,398	2,557
Unearned income/revenue	5.3(c)	9,066	6,605
Provisions	5.5	6,689	5,650
Interest-bearing liabilities	5.4	46	298
Lease liabilities	5.8	718	515
<b>Total current liabilities</b>		<b>22,561</b>	<b>17,875</b>
<b>Non-current liabilities</b>			
Provisions	5.5	8,533	11,191
Interest-bearing liabilities	5.4	466	512
Lease liabilities	5.8	1,948	1,926
<b>Total non-current liabilities</b>		<b>10,947</b>	<b>13,629</b>
<b>Total liabilities</b>		<b>33,508</b>	<b>31,504</b>
<b>Net assets</b>		<b>826,634</b>	<b>646,864</b>
<b>Equity</b>			
Accumulated surplus		258,536	215,578
Reserves	9.1	568,098	431,286
<b>Total Equity</b>		<b>826,634</b>	<b>646,864</b>

The above balance sheet should be read in conjunction with the accompanying notes.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
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ITEM NO: 10.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT  
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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

Moira Shire Council  
2022/23 Financial Report

**Statement of Changes in Equity  
For the Year Ended 30 June 2023**

	Note	Accumulated		Revaluation	Other
		Total	Surplus	Reserves	Reserves
2023		\$'000	\$'000	\$'000	\$'000
Balance at beginning of the financial year		646,864	215,578	394,618	36,668
Surplus/(deficit) for the year		15,442	15,442	-	-
Net asset revaluation increment/(decrement)	9.1(a)	164,328	-	164,328	-
Transfers to other reserves	9.1(b)	-	(177)	-	177
Transfers from other reserves	9.1(b)	-	27,693	-	(27,693)
<b>Balance at end of the financial year</b>		<b>826,634</b>	<b>258,536</b>	<b>558,946</b>	<b>9,152</b>

	Note	Accumulated		Revaluation	Other
		Total	Surplus	Reserves	Reserves
2022		\$'000	\$'000	\$'000	\$'000
Balance at beginning of the financial year		627,408	197,828	394,300	35,280
Surplus/(deficit) for the year		19,138	19,138	-	-
Net asset revaluation increment/(decrement)	9.1(a)	318	-	318	-
Transfers to other reserves	9.1(b)	-	(1,410)	-	1,410
Transfers from other reserves	9.1(b)	-	22	-	(22)
<b>Balance at end of the financial year</b>		<b>646,864</b>	<b>215,578</b>	<b>394,618</b>	<b>36,668</b>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

Moira Shire Council  
2022/23 Financial Report

**Statement of Cash Flows  
For the Year Ended 30 June 2023**

		2023	2022
		Inflows/ (Outflows)	Inflows/ (Outflows)
	Note	\$'000	\$'000
<b>Cash flows from operating activities</b>			
Rates and charges		42,026	41,542
Statutory fees and fines		1,880	1,802
User fees		2,459	2,600
Grants - operating		20,950	17,180
Grants - capital		5,856	6,675
Contributions - monetary		709	461
Interest received		894	154
Trust funds and deposits taken		5,606	4,740
Other receipts		841	1,411
Net GST refund/(payment)		28	2,583
Employee costs		(22,550)	(22,395)
Materials and services		(28,419)	(26,425)
Trust funds and deposits repaid		(4,765)	(4,461)
Other payments		(36)	(1,380)
<b>Net cash provided by/(used in) operating activities</b>	9.2	<b>25,479</b>	<b>24,487</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	6.1	(14,992)	(16,200)
Proceeds from sale of property, infrastructure, plant and equipment		613	132
Proceeds from investments		35,004	-
Payments for investments		(44,004)	(12,000)
<b>Net cash provided by/(used in) investing activities</b>		<b>(23,379)</b>	<b>(28,068)</b>
<b>Cash flows from financing activities</b>			
Finance costs		(12)	(47)
Proceeds from borrowings		-	556
Repayment of borrowings		(298)	(628)
Interest paid - lease liability		(117)	(94)
Repayment of lease liabilities		(605)	(730)
<b>Net cash provided by/(used in) financing activities</b>		<b>(1,032)</b>	<b>(943)</b>
Net increase / (decrease) in cash and cash equivalents		1,068	(4,524)
Cash and cash equivalents at the beginning of the financial year		7,932	12,456
<b>Cash and cash equivalents at the end of the financial year</b>		<b>9,000</b>	<b>7,932</b>

The above statement of cash flow should be read in conjunction with the accompanying notes.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT  
JARVIS)

**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

*Moira Shire Council  
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**Statement of Capital Works  
For the Year Ended 30 June 2023**

	2023 \$'000	2022 \$'000
<b>Property</b>		
Land under roads	18	-
Land improvements	-	103
<b>Total land</b>	<u>18</u>	<u>103</u>
Buildings	2,701	2,867
<b>Total buildings</b>	<u>2,701</u>	<u>2,867</u>
<b>Total property</b>	<u>2,719</u>	<u>2,970</u>
<b>Plant and equipment</b>		
Plant, machinery and equipment	1,057	970
Fixtures, fittings and furniture	-	9
<b>Total plant and equipment</b>	<u>1,057</u>	<u>979</u>
<b>Infrastructure</b>		
Roads	4,180	4,163
Kerb and channel	483	542
Bridges	49	1,246
Footpaths and cycle ways	948	1,680
Drainage	1,606	2,706
Culverts and floodways	109	-
Recreational, leisure and community facilities	1,761	1,307
Waste management	709	-
Parks, open space and streetscapes	-	16
Aerodromes	28	9
Other assets	1,343	582
<b>Total infrastructure</b>	<u>11,216</u>	<u>12,251</u>
<b>Total capital works expenditure</b>	<u>14,992</u>	<u>16,200</u>
<b>Represented by:</b>		
New asset expenditure	2,485	3,365
Asset renewal expenditure	7,989	7,429
Asset expansion expenditure	-	541
Asset upgrade expenditure	4,518	4,865
<b>Total capital works expenditure</b>	<u>14,992</u>	<u>16,200</u>

The above statement of capital works should be read in conjunction with the accompanying notes.

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## CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE STATEMENT (cont'd)

### ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report

Moira Shire Council  
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#### Notes to the Financial Report For the Year Ended 30 June 2023

##### Note 1 OVERVIEW

###### Introduction

The Moira Shire Council was established by an Order of the Governor in Council on 18 November 1994 and is a body corporate. The Council's main office is located at 44 Station Street, Cobram.

###### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

###### Significant accounting policies

###### 1.1 Basis of accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.1)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.1)
- the determination of employee provisions (refer to Note 5.5)
- the determination of landfill provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 *Revenue from Contracts with Customers* or AASB 1058 *Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with AASB 16 *Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- whether or not AASB 1059 *Service Concession Arrangements: Grantors* is applicable
- others areas requiring judgements.

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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*Moira Shire Council  
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**Notes to the Financial Report  
For the Year Ended 30 June 2023**

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

**Goods and Services Tax (GST)**

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

**1.2 Appointment of Administrators**

On 28 October 2022, a Commission of Inquiry into Moira Shire Council was appointed under section 200 of the *Local Government Act 2020*. The Commission of Inquiry provided its report to the Minister for Local Government, Hon Melissa Horne MP, Minister and the report was tabled in Parliament on 7 March 2023. The Minister accepted the Commission's recommendation to dismiss the Council and appoint a panel of administrators.

On 9 March 2023, John Tanner AM was appointed as interim administrator until the appointment of the panel.

On 8 June 2023 a Panel of Administrators was appointed to Moira Shire Council until the first meeting of the council following the general elections in October 2028. The panel includes:

- John Tanner AM - *Chair Administrator (John's appointment concludes on 8 December 2023)*
- Dr Graeme Emonson PSM
- Suzanna Sheed.

The terms and conditions of the appointment has been fixed by the Minister for Local Government in accordance with section 7(e) of the *Local Government (Moira Shire Council) Act 2023*.

**1.3 Impact of Covid-19**

During 2022/23 the Covid-19 pandemic had a minor impact on Council operations. Council has noted the following impacts on its financial operations:

**Additional revenue**

Council received \$90,000 from the Victorian Government to distribute Rapid Antigen Tests (RAT) to the general public, this was done through Council offices, the Goulburn Valley Regional Library and Maternal and Child Health Centres.

**Additional costs**

Council spent \$111,000 on Covid-19 recovery programs for the Moira community to support the Shire return to a normal post Covid-19 environment, this was grant funded in 2021/22.

**1.4 Impact of October 2022 flood event**

Commencing 6 October 2022 a flood event occurred across Victoria, a Disaster Recovery event (AGRN 1037) was declared. Moira Shire was significantly impacted by the flood event. Council incurred costs in responding to the event and providing subsequent support to the Moira community.

**Additional revenue**

Council received \$1 million in funding from the Victorian Government through its Council Flood Support Fund and an additional \$1.27 million in funding from the Victorian Government through its October 2022 Flood Community Recovery program.

**Additional costs**

Council incurred \$1.86 million in costs in response to the immediate recovery of the community and emergency infrastructure (i.e. road) repairs as a result of the October 2022 Flood event. It also incurred a further \$75k in costs to support the longer term recovery of the Moira community.

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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Notes to the Financial Report  
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Note 2 ANALYSIS OF OUR RESULTS

2.1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$200,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

2.1.1 Income / Revenue and expenditure	Budget	Actual	Variance	Variance	Ref.
	2023	2023		%	
	\$'000	\$'000	\$'000	%	
<b>Income / Revenue</b>					
Rates and charges	42,400	42,492	92	0.2	
Statutory fees and fines	1,634	1,887	253	15.5	1
User fees	2,231	2,366	135	6.1	
Grants - operating	10,510	21,215	10,705	101.9	2
Grants - capital	19,825	4,569	(15,256)	(77.0)	3
Contributions - monetary	175	709	534	305.1	4
Contributions - non monetary	500	3,952	3,452	690.4	5
Net gain on disposal of property, infrastructure, plant and equipment	67	212	145	216.4	6
Share of net profits (or loss) of associates and joint ventures	(10)	(60)	(50)	500.0	
Other income	899	2,888	1,989	221.2	7
<b>Total income</b>	<b>78,231</b>	<b>80,230</b>	<b>1,999</b>	<b>2.6</b>	
<b>Expenses</b>					
Employee costs	25,471	22,744	(2,727)	(10.7)	8
Materials and services	25,329	27,124	1,795	7.1	9
Depreciation	11,484	12,776	1,292	11.3	10
Amortisation - intangible assets	-	809	809	100.0	11
Amortisation - Right of use assets	658	658	-	-	
Bad and doubtful debts - allowance for impairment losses	15	16	1	6.7	
Borrowing costs	12	12	-	-	
Finance costs - leases	134	117	(17)	(12.7)	
Other expenses	1,065	532	(533)	(50.0)	12
<b>Total expenses</b>	<b>64,168</b>	<b>64,788</b>	<b>620</b>	<b>1.0</b>	
<b>Surplus/(deficit) for the year</b>	<b>14,063</b>	<b>15,442</b>	<b>1,379</b>	<b>9.8</b>	

(i) Explanation of material variations

Variance Reference	Item	Explanation
1	Statutory fees and fines	Additional income derived from higher Town Planning fees collected during the last quarter from increased planning applications \$343k, offset by lower Building fees collected \$90k.
2	Grants - operating	In 2022/23 Council received 100% of its 2023/24 Financial Assistance Grant in advance resulting in additional \$7.72M being received, Council also received \$3.04M in State Government grant funding for Council and community assistance as a result of the 2022 Flood Event.

**FILE NO:**  
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**ITEM NO: 10.1.1**  
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**Notes to the Financial Report  
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Variance Reference	Item	Explanation
3	Grants - capital	In 2022/23 Council was unsuccessful in grant applications for: Yarrawonga Fiveways intersection \$1.63M, Katunga Recreation Reserve building \$630k, Cobram Flood Levee \$500k, Wilby Bridge \$173k and Cemetery Bridge Nathalia \$150k. Project delays have delayed recognition of grant income for Yarrawonga MultiSports Stadium \$5.3M, Bartrops and Bourkes Bridges \$1.76M, Yarrawonga Library \$1.0M, our Roads to Recovery program \$330k, Kennedy Park/Thompsons Beach Cobram \$300k and Numurkah Recreation Reserve Lights \$230k. The Commonwealth Government has extended the timeframe for the Local Roads & Community Infrastructure Program to the end of June 2024, allowing Council to delay projects under this program to be completed in 2023/24.
4	Contributions - monetary	Contributions received by Council from water authorities for kerb and channel and drainage projects across the Shire \$405k, contributions to the Open Space reserve \$107k and developer contributions to new street lighting \$21k.
5	Contributions - non monetary	Contributions of roads, kerb and channel, footpaths and drainage from developers of new residential estates.
6	Net gain on disposal of property, infrastructure, plant and equipment	Gain on the sale of surplus land assets and obsolete light fleet and heavy plant equipment.
7	Other income	As a result of the general rise in interest rates Council received increased income on its term deposit investment portfolio of \$1.51M. Other income received includes the increased value of Council's water share portfolio \$261k, legal cost reimbursements \$64k, volunteer services income \$50k and insurance claim reimbursements \$18k.
8	Employee costs	Due to the ongoing skills shortage experienced in regional Australia, employee labour costs were significantly under budget \$2.39M. Following on from COVID-19 and the impact of the October 2022 Flood Event, training and conferences spend under budget \$160k, WorkCover premiums under budget \$160k and Fringe Benefits Tax under \$20k.
9	Materials and services	October 2022 Flood Event materials and services costs \$1.5M, additional legal fees incurred in response to various legal matters \$152k and external consultant costs in relation to the interim administration \$143k.
10	Depreciation	Higher depreciation charges driven by increased value of infrastructure assets.
11	Amortisation - intangible assets	Recognition of an intangible asset Landfill Cell Airspace in accordance with AASB 137 Provision, Contingent Liabilities and Contingent Assets.
12	Other expenses	A change to the Milliman Group G100 Discount Rates model has provided a reduction to the Council's landfill interest on unwinding of discount on provision generating a non-cash saving of \$1.47M on budget. Following the dismissal of the Council, councillor costs were reduced by \$143k. The savings offset by the cost of Commission of Inquiry into Moira Shire Council \$922k, Administrators costs \$108k and volunteer services expense \$50k.

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2.1.2 Capital Works	Budget 2023 \$'000	Actual 2023 \$'000	Variance \$'000	Variance %	Ref.
<b>Property</b>					
Land under roads	-	18	18		
Land improvements	596	-	(596)	(100.0)	1
<b>Total Land</b>	<b>596</b>	<b>18</b>	<b>(578)</b>	<b>(97.0)</b>	
Buildings	8,424	2,701	(5,723)	(67.9)	2
<b>Total buildings</b>	<b>8,424</b>	<b>2,701</b>	<b>(5,723)</b>	<b>(67.9)</b>	
<b>Total property</b>	<b>9,020</b>	<b>2,719</b>	<b>(6,301)</b>	<b>(69.9)</b>	
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,190	1,057	(133)	(11.2)	
Computers and telecommunications	140	-	(140)	(100.0)	
<b>Total plant and equipment</b>	<b>1,330</b>	<b>1,057</b>	<b>(273)</b>	<b>(20.5)</b>	
<b>Infrastructure</b>					
Roads	5,644	4,180	(1,464)	(25.9)	3
Kerb and channel	1,390	483	(907)	(65.3)	4
Bridges	918	49	(869)	100.0	5
Footpaths and cycleways	1,248	948	(300)	(24.0)	6
Drainage	2,295	1,606	(689)	(30.0)	7
Culvert and floodways	90	109	19	21.1	
Recreational, leisure and community facilities	2,836	1,761	(1,075)	(37.9)	8
Waste management	-	709	709		9
Parks, open space and streetscapes	250	-	(250)	(100.0)	10
Aerodromes	391	28	(363)	(92.8)	11
Other assets	193	1,343	1,150	595.9	12
<b>Total infrastructure</b>	<b>15,255</b>	<b>11,216</b>	<b>(4,039)</b>	<b>(26.5)</b>	
<b>Total capital works expenditure</b>	<b>25,605</b>	<b>14,992</b>	<b>(10,613)</b>	<b>(41.4)</b>	
<b>Represented by:</b>					
New asset expenditure	8,345	2,485	(5,860)	(70.2)	
Asset renewal expenditure	13,402	7,989	(5,413)	(40.4)	
Asset expansion expenditure	232	-	(232)	(100.0)	
Asset upgrade expenditure	3,626	4,518	892	24.6	
<b>Total capital works expenditure</b>	<b>25,605</b>	<b>14,992</b>	<b>(10,613)</b>	<b>(41.4)</b>	

(i) Explanation of material variations

Variance Reference	Item	Explanation
1	Land Improvements	Suitable grant funding has yet been identified for the Cobram East Levee delaying a project start \$596k.

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2	<b>Buildings</b>	Project delays experienced with the 2022/23 works on the Yarrawonga Sports Stadium project \$1.0M and the Yarrawonga Library project \$3.0M, these projects to be re-budgeted in the 2023/24 financial year. The redevelopment of the Yarrawonga Depot delayed for further project development \$533k, delays in the Public Toilet renewal program \$455k, Scott Reserve Cobram \$235k, Yarrawonga Public Toilet \$175k, Numurkah Town Hall Power Supply \$175k, and Yarrawonga Town Hall Air Conditioning \$150k.
3	<b>Roads</b>	Naring and Numurkah Roads intersection project delayed due to project being re-scoped \$600k. Project delays of the Botts Road & Murray Valley Highway intersection \$410k and the Acacia and Melaluca Streets Yarrawonga \$200k. The October 2022 Flood event caused delays in normal Roads renewal programs including those under the Roads to Recovery program \$254k.
4	<b>Kerb and channel</b>	The extension of the Commonwealth Local Roads and Community Infrastructure program has allowed the Woods Road Yarrawonga Kerb and Channel project to be delivered in 2023/24 \$450k. Delays due to the wet weather experienced during 2022/23 caused delays in completing all of the Kerb and Channel renewal program \$457k.
5	<b>Bridges</b>	Council was not able to obtain grant funding for the Cemetery Bridge Nathalia \$330k and Wilby Bridge replacement \$215k, these projects did not proceed. The Yambuna Bridge renewal did not proceed as a cost sharing arrangement with Campaspe Shire could not be reached \$48k. Works under the bridges renewal program was delayed due to the October 2022 flood event \$276k. Council was successful in obtaining Commonwealth funding to renew Bartrops and Bourkes Bridges, the grant agreement allowing project design costs be delayed to 2023/24.
6	<b>Footpaths and cycleways</b>	The extension of the Commonwealth Local Roads and Community Infrastructure program has allowed the Botts Road Yarrawonga Shared Footpath project to be delivered in 2023/24 \$300k.
7	<b>Drainage</b>	During 2022/23 a combination of factors including scarcity of contractors and materials (concrete pipes) along with the impact of the October 2022 flood event and subsequent wet weather has contributed to Council's drainage program being severely impacted. Projects not completed include: Karook Street Cobram drainage \$336k, Manifold and Harcourt Streets Nathalia \$218k and Yarrawonga Wetlands (Marine Parade) drainage \$135k.
8	<b>Recreational, leisure and community facilities</b>	Council was unsuccessful in grant funding for the Yarroweyah Recreation Reserve Lighting project \$350k, funding is still being sought in 2023/24. Project delays in the Apex Park Cobram project \$600k and a delay in identifying a suitable location for the Cobram Off-Leash Dog Park \$125k.
9	<b>Waste management</b>	Additional works to increase landfill capacity following the October 2022 flood event required works to be completed early on a new cell at the Cobram Landfill \$554k, Council also received State Government grant funding to improve recycling facilities at the Landfill and Transfer Stations \$155k.
10	<b>Parks, open space and streetscapes</b>	Kennedy Park/Thompson Beach Cobram upgrade project delayed due to October 2022 flood event and subsequent wet conditions, this project to be delivered in 2023/24 \$250k.

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**Notes to the Financial Report  
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11	<b>Aerodromes</b>	The wet conditions experienced during 2022/23 prevented works to be completed for the Yarrawonga Aerodrome - Taxiway Compliance Works \$291k. The carried forward reseal works project at the Yarrawonga Aerodrome was completed with a saving earned of \$72k.
12	<b>Other assets</b>	Carried forward projects from the 2021/22 capital works program completed in 2022/23, Levee bank renewal program \$598k, Yarrawonga Boat Ramp \$380k and Swimming Pool fencing renewal program \$60k. The installation of a EV Charging Station in Federation Park Cobram \$112k.

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**2.2 Analysis of Council results by program**

**2.2.1 Council programs**

Council delivers its functions and activities through the following programs.

**Office of CEO**

The Office of CEO provides leadership guidance to the business and Council and guides the development and delivery of Council's representation and advocacy efforts, also responsible for the management and provision of advice on external and internal communication. The service includes Councillor and Administrator entitlements.

**Chief Financial Office**

The Chief Financial Office provides financial and investment based services to both internal and external customers including the management of financial services, statutory financial reporting, raising and collection of rates and charges and valuation of properties throughout the municipality. It oversees Council's contracting of procurement of goods and services and for the management and strategic planning for Council's buildings, land, property leases and plant and fleet including managing insurances. It supports investment decision-making across the Shire through the attraction, growth and innovation of existing and prospective businesses across the Shire.

**Corporate, Governance and Performance**

Corporate, Governance and Performance ensures Council complies with the governance obligations under the Local Government Act and other legislation, it manages Council's enterprise risk, all Council's records and is the main customer interface with the community including face-to-face and online customer service. It supports and maintains reliable and cost effective information technology systems, facilities and infrastructure to Council staff enabling them to deliver services in a smart, productive and efficient way. The service provides Council with strategic and operational organisational development support including occupational health and safety obligations and develops and implements strategies, policies and procedures through the provision of human resources and industrial relations services.

**Infrastructure Services**

Infrastructure Services is responsible for constructing new and maintaining existing infrastructure across a diverse range of assets that underpin the wellbeing of the community. These include; roads, bridges, kerbs, drainage, parks and streetscapes, recreational facilities and civic buildings through services including: infrastructure planning, asset management; and capital works engineering design and construction. The service processes all planning applications, provides advice and makes decisions about development proposals that require a planning permit, it also prepares and processes amendments to the Council Planning Scheme and provides statutory building services to the Moira Shire community including processing building permits, audits of swimming pool barriers and investigations of complaints and illegal works.

**Sustainable Communities**

Sustainable Communities is responsible for working with the community, stakeholders and partner agencies to develop long-term community plans that inform Council's service delivery across the Shire. Services include: community health, safety and wellbeing, children, youth and families, and library services. It is responsible for providing support to the business plans of local tourism associations, and plans for future tourism opportunities. The service provides a safe and orderly environment within the municipality through the regulation, control and enforcement of legislation and local laws. Services provided include school crossing supervisors, domestic animal management services and fire prevention enforcement program. It also provides waste management services including kerbside collections from households and some commercial properties within the Shire. It operates nine transfer stations and a landfill site, including monitoring to maintain environmental standards. It develops environmental policy, implements environmental projects, delivers educational programs to the Moira community and works with other agencies to improve environment sustainability and natural resource management.

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2.2.2 Summary of income / revenue, expenses , assets and capital expenses by program

	Income / Revenue	Expenses	Surplus/ (Deficit)	Grants included in income / revenue	Total Assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2023</b>					
Office of CEO	3	4,157	(4,154)	-	-
Chief Financial Office	52,804	16,746	35,858	11,504	85,237
Corporate, Governance and Performance	285	7,298	(7,013)	180	-
Infrastructure Services	12,933	20,622	(7,689)	10,665	774,905
Sustainable Communities	12,231	14,127	(1,896)	1,167	-
Unattributed	2,266	1,933	333	2,266	-
	<b>80,322</b>	<b>64,883</b>	<b>15,439</b>	<b>25,782</b>	<b>860,142</b>

The Chief Financial Office includes \$32.91 million income from General Rates and Municipal Charges. The operating income in Infrastructure of \$4.57 million includes capital grant income received for acquisition or construction of property, infrastructure, plant and equipment assets.

Unattributed includes income revenue received \$2.27 million from Victorian Government for disaster recovery payments resulting from the October 2022 flood event. Expenditure incurred to the 30 June 2023 as a result of the floods was \$1.93 million.

	Income / Revenue	Expenses	Surplus/ (Deficit)	Grants included in income / revenue	Total Assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2022</b>					
Office of CEO	8	2,419	(2,411)	-	-
Chief Financial Office	49,338	17,721	31,617	10,882	68,740
Corporate, Governance and Performance	145	5,983	(5,838)	-	-
Infrastructure Services	17,473	21,325	(3,852)	15,566	609,628
Sustainable Communities	12,242	12,620	(378)	1,434	-
	<b>79,206</b>	<b>60,068</b>	<b>19,138</b>	<b>27,882</b>	<b>678,368</b>

FILE NO:  
**5. TRANSPARENT AND ACCOUNTABLE  
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(CHIEF FINANCE OFFICER, MATT  
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**Note 3 FUNDING FOR THE DELIVERY OF OUR SERVICES**

**3.1 Rates and charges**

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its value of land and all its improvements.

The valuation base used to calculate general rates for 2022/23 was \$9.78 billion (2021/22 - \$7.57 billion).

	<b>2023</b>	<b>2022</b>
	<b>\$'000</b>	<b>\$'000</b>
General rates	26,616	25,647
Municipal charge	6,293	6,034
Environmental levy	2,152	2,039
Kerbside waste management charges	6,600	6,282
Supplementary rates and rate adjustments	299	588
Interest on rates and charges	240	243
Revenue in lieu of rates	292	273
<b>Total rates and charges</b>	<b>42,492</b>	<b>41,086</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2023, and the valuation will be applied in the rating year commencing 1 July 2023.

Annual rates and charges are recognised as revenue when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

Revenue in lieu of rates includes payments made by renewable energy generators (i.e. Solar Farms).

**3.2 Statutory fees and fines**

Town planning fees	913	720
Building services fees	455	554
Land information certificates	42	55
Permits	40	46
Business registration fees	158	165
Animal registration fees and fines	210	201
Other statutory fees and fines	69	53
<b>Total statutory fees and fines</b>	<b>1,887</b>	<b>1,794</b>

Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever occurs first.

**3.3 User fees**

Leisure centre and recreation	25	26
Waste management services	1,635	1,554
Rent and other property income	122	197
Public hall and park hire fees	188	129
Sundry works and works within road reserve fees	40	68
Caravan park charges	280	281
Other user fees and charges	76	126
<b>Total user fees</b>	<b>2,366</b>	<b>2,381</b>

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	2023	2022
	\$'000	\$'000
<b>User fees by timing of revenue recognition</b>		
User fees recognised over time	615	633
User fees recognised at a point in time	1,751	1,748
<b>Total user fees</b>	<u>2,366</u>	<u>2,381</u>

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

**3.4 Funding from other levels of government**

Grants were received in respect of the following:

**Summary of Grants**

Commonwealth funded grants	21,199	23,030
State funded grants	4,584	4,852
<b>Total grants received</b>	<u>25,783</u>	<u>27,882</u>

**(a) Operating Grants**

**Recurrent - Commonwealth Government**

Financial Assistance Grants\* 16,793 15,289

**Recurrent - State Government**

Community health	82	56
Community safety	70	49
Economic development and tourism	608	508
Maternal and child health	587	1,011
Recreation, leisure and community events	76	54
Roadside weeds and pest management	75	75
School crossing supervisors	66	56
<b>Total recurrent operating grants</b>	<u>18,357</u>	<u>17,098</u>

**Non-recurrent - Commonwealth Government**

Recreation, leisure and community events - 30

**Non-recurrent - State Government**

Economic development and tourism	131	496
Community health	75	54
Community safety	-	36
Community services and events	72	-
Disaster recovery	2,343	-
Recreation, leisure and community facilities	-	27
Other	237	261
<b>Total non-recurrent operating grants</b>	<u>2,858</u>	<u>904</u>

**Total operating grants**

21,215 18,002

\* Council received 75% of the 2022/23 and 100% of the 2023/24 Commonwealth Financial Assistance Grants prior to the end of the respective financial year, these are general purpose grants and were recognised when received.

**(b) Capital Grants**

**Recurrent - Commonwealth Government**

Roads to recovery	2,217	2,547
<b>Total recurrent capital grants</b>	<u>2,217</u>	<u>2,547</u>

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	\$'000	\$'000
<b>Non-recurrent - Commonwealth Government</b>		
Roads	368	-
Buildings	340	160
Bridges	-	569
Kerb and channel	-	571
Footpaths and cycle ways	217	150
Drainage	874	925
Recreation, leisure and community facilities	391	2,683
Economic development and tourism facilities	-	106
<b>Non-recurrent - State Government</b>		
Buildings	-	5
Roads	(4)	733
Drainage	-	90
Recreation, leisure and community facilities	166	1,341
<b>Total non-recurrent capital grants</b>	<b>2,352</b>	<b>7,333</b>
<b>Total capital grants</b>	<b>4,569</b>	<b>9,880</b>

(c) Recognition of grant income

Before recognising funding from government grants as revenue, Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with AASB 15 Revenue from Contracts with Customers. When both these conditions are satisfied, Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies AASB 1058 Income of Not-for-Profit Entities.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

**Income recognised under AASB 1058 Income of Not-for-Profit Entities**

General purpose	16,816	17,494
Other specific purpose grants	3,791	-
<b>Revenue recognised under AASB 15 Revenue from Contracts with Customers</b>		
Specific purpose grants	5,176	9,372
<b>Total income / revenue</b>	<b>25,783</b>	<b>26,866</b>

(d) Unspent grants received on condition that they be spent in a specific manner

**Operating**

Balance at start of year	984	948
Received during the financial year and remained unspent at balance date*	2,691	722
Received in prior years and spent during the financial year	(667)	(686)
<b>Balance at year end</b>	<b>3,008</b>	<b>984</b>

\* During 2022/23 Council received \$2.27 million in funding from the State Government to provide Council and community support as a result of the 2022 October Flood event, of this funding \$1.91 million to be spent during 2023/24.

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	2023	2022
	\$'000	\$'000
<b>Capital</b>		
Balance at start of year	5,703	8,908
Received during the financial year and remained unspent at balance date	3,241	2,545
Received in prior years and spent during the financial year	(785)	(5,750)
<b>Balance at year end</b>	<u>8,159</u>	<u>5,703</u>
<b>3.5 Contributions</b>		
<b>(a) Contributions - Monetary</b>		
Monetary contributions	709	461
<b>Total monetary contributions</b>	<u>709</u>	<u>461</u>
<b>(b) Contributions - Non monetary</b>		
Non monetary contributions	3,952	3,765
<b>Total non monetary contributions</b>	<u>3,952</u>	<u>3,765</u>
<b>Total contributions</b>	<u>4,661</u>	<u>4,226</u>
<i>Contributions of non monetary assets were received in relation to the following asset classes.</i>		
Land	3	2
Roads	914	895
Kerb and channel	776	777
Footpaths and cycle ways	956	854
Drainage	1,303	1,237
<b>Total non monetary contributions</b>	<u>3,952</u>	<u>3,765</u>
Monetary and non monetary contributions are recognised as revenue at their fair value when Council obtains control over the contributed asset.		
<b>3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>		
Proceeds of sale	614	131
Written down value of assets disposed	(402)	(87)
<b>Net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<u>212</u>	<u>44</u>
The profit or loss on sale of an asset is recognised when control of the asset has passed to the buyer.		
<b>3.7 Other income</b>		
Interest on investments	1,714	266
Reimbursements and subsidies	124	179
Legal costs recouped	135	19
Energy rebate scheme income	76	80
Sale of recyclables income	39	236
Revaluation of intangible asset (water shares)	282	300
Recognition of assets under Council control	68	-
Water trading income	-	3
Volunteer services	349	343
Other income	121	81
<b>Total other income</b>	<u>2,888</u>	<u>1,507</u>

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

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**Note 4 THE COST OF DELIVERING SERVICES**

	2023	2022
	\$'000	\$'000
<b>4.1 (a) Employee costs</b>		
Wages and salaries	19,448	19,937
Apprentices and trainees	361	427
External contract employees	54	20
Superannuation	2,132	1,855
WorkCover	313	294
Fringe benefits tax	141	161
Other employee costs	295	314
<b>Total employee costs</b>	<b>22,744</b>	<b>23,008</b>

**(b) Superannuation**

Council made contributions to the following funds:

**Accumulation funds**

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	1,422	1,239
Employer contributions - other funds	710	616
<b>Total</b>	<b>2,132</b>	<b>1,855</b>
Employer contributions payable at reporting date.	41	30

Refer to note 9.3 for further information relating to Council's superannuation obligations.

**4.2 Materials and services**

Building and facilities management	1,217	1,269
Community health and safety	875	825
Community services and events	654	494
Council contributions, donations and grants	744	759
Economic development and tourism	1,349	1,619
Engineering design and management	579	412
Environmental management	514	608
Finance and administration	1,687	1,281
Governance	990	705
Information technology	1,764	1,496
Infrastructure and asset management	195	536
Insurance	1,098	777
Library services	833	801
Parks and gardens	907	1,237
Planning and building services	214	219
Plant and fleet management	1,470	1,521
Pools and recreation	1,277	1,051
Roads, footpaths and drainage	3,886	4,091
Waste management	5,370	3,744
Natural disaster recovery	1,501	-
<b>Total materials and services</b>	<b>27,124</b>	<b>23,445</b>

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

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	2023	2022
	\$'000	\$'000
<b>4.3 Depreciation</b>		
Property	1,969	1,852
Plant and equipment	1,039	944
Infrastructure	9,788	8,486
<b>Total depreciation</b>	<u>12,776</u>	<u>11,282</u>

Refer to note 6.1 for a more detailed breakdown of depreciation charges and accounting policy.

<b>4.4 Amortisation - intangible assets</b>		
Landfill cell airspace	809	300
<b>Total Amortisation - intangible assets</b>	<u>809</u>	<u>300</u>

Landfill Airspace asset was recorded under Waste Management as an item of Property, Infrastructure, Plant and Equipment. As this asset classification is for tangible assets, the asset has been reallocated to an intangible asset class as of 1 July 2021 and the

<b>4.5 Amortisation - right of use assets</b>		
IT equipment	52	47
Plant	606	566
<b>Total Amortisation - right of use assets</b>	<u>658</u>	<u>613</u>

<b>4.6 Bad and doubtful debts - allowance for impairment losses</b>		
Sundry debtors	-	3
Infringement debtors	16	18
<b>Total bad and doubtful debts - allowance for impairment losses</b>	<u>16</u>	<u>21</u>

<b>Movement in allowance for impairment losses in respect of debtors</b>		
Balance at the beginning of the year	67	68
New Provisions recognised during the year	15	10
Amounts already provided for and written off as uncollectible	(12)	(11)
<b>Balance at end of year</b>	<u>70</u>	<u>67</u>

An allowance for impairment losses in respect of debtors is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

<b>4.7 Borrowing costs</b>		
Interest - borrowings	24	47
Less capitalised borrowing costs on qualifying assets	(12)	-
<b>Total borrowing costs</b>	<u>12</u>	<u>47</u>

Borrowing costs are recognised as an expense in the period in which they are incurred.

<b>4.8 Finance costs - leases</b>		
Interest - lease liabilities	117	94
<b>Total finance costs - leases</b>	<u>117</u>	<u>94</u>

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	2023	2022
	\$'000	\$'000
<b>4.9 Other expenses</b>		
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	53	57
Auditors' remuneration - Internal Audit	53	24
Councillors allowances	243	332
Administrators allowances	113	-
Commission of Inquiry into Moira Shire Council*	922	-
Unwinding of discount on provisions**	(1,274)	442
Refunds of rates	37	38
Volunteer services	349	343
Miscellaneous expenses	36	22
<b>Total other expenses</b>	<b>532</b>	<b>1,258</b>

\* The Commission of Inquiry Report tabled in Victorian Parliament on 7 March 2023 ordered the cost of the inquiry be met by the Moira Shire Council.

\*\* Change in discount rate model realised a credit adjustment to the future value of the provision required for Council's landfill. See Note 5.5

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	2023 \$'000	2022 \$'000
<b>Note 5 OUR FINANCIAL POSITION</b>		
<b>5.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Cash on hand	5	5
Cash at bank	3,995	2,927
Deposits - at call	5,000	5,000
<b>Total cash and cash equivalents</b>	<u>9,000</u>	<u>7,932</u>
<b>(b) Other financial assets</b>		
<b>Current</b>		
Term deposits - current	57,000	48,000
<b>Total other financial assets</b>	<u>57,000</u>	<u>48,000</u>
<b>Total financial assets</b>	<u>66,000</u>	<u>55,932</u>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

**(c) Trade and other receivables**

**Current**

*Statutory receivables*

Rates debtors	3,521	3,047
Fire services levy debtors	335	297
Infringement debtors	84	66
Provision for doubtful debts - infringement debtors	(68)	(64)
Net GST receivable	212	240

*Non-statutory receivables*

Other debtors	803	600
Provision for doubtful debts - other debtors	(3)	(3)

**Total current trade and other receivables**

<u>4,884</u>	<u>4,183</u>
--------------	--------------

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

**(d) Ageing of Receivables**

The ageing of the Council's trade & other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	387	463
Past due by up to 30 days	52	53
Past due between 31 and 180 days	364	84
<b>Total trade &amp; other receivables</b>	<u>803</u>	<u>600</u>

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	2023	2022
	\$'000	\$'000
<b>5.2 Non-financial assets</b>		
<b>(a) Inventories</b>		
Inventories held for distribution	666	816
<b>Total inventories</b>	<b>666</b>	<b>816</b>

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

<b>(b) Other assets</b>		
Prepayments	356	262
Accrued income*	2,089	164
Moira Recreation Committees assets**	553	497
<b>Total other assets</b>	<b>2,998</b>	<b>923</b>

\* Accrued income variance to 2021/22 due to the increased accrual of interest income on investments and recognition of income earned on capital works projects under the Commonwealth Government LRCIP program but not paid as at 30 June 2023.

\*\* Moira Recreation Committees (formerly S86 Committees) are assets held in the name of individual committees on behalf of Council.

<b>(c) Intangible assets</b>		
Water share entitlements*	3,324	3,062
Landfill Airspace**	3,395	4,651
<b>Total intangible assets</b>	<b>6,719</b>	<b>7,713</b>

	Water share entitlements	Landfill Airspace	Total
	\$'000	\$'000	\$'000
<b>Gross carrying amount</b>			
Balance at 1 July 2022	3,062	7,934	10,996
Fair value adjustment	262	-	262
Balance at 30 June 2023	<b>3,324</b>	<b>7,934</b>	<b>11,258</b>
<b>Accumulated amortisation and impairment</b>			
Balance at 1 July 2022	-	3,283	3,283
Amortisation expense	-	809	809
Balance at 30 June 2023	-	<b>4,092</b>	<b>4,092</b>
Net book value at 30 June 2022	<b>3,062</b>	<b>4,651</b>	<b>7,713</b>
Net book value at 30 June 2023	<b>3,324</b>	<b>3,842</b>	<b>7,166</b>

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

\* A water share entitlement is an ongoing entitlement to a share of the water available in the Goulburn and Murray water systems. It gives Moira Shire a right to share of water in the system. Moira Shire's water entitlements were valued as at 30 June 2023 by Wes Ridd (API Member 62427) of Preston Rowe Paterson Shepparton.

\*\* Landfill Cell Airspace asset was recorded under Waste Management as an item of Property, Infrastructure, Plant and Equipment. Asset should be treated as an intangible asset. The asset has been retrospectively reclassified as an intangible asset class as of 1 July 2021.

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	2023	2022
	\$'000	\$'000
<b>5.3 Payables, trust funds and deposits and unearned income / revenue</b>		
<b>(a) Trade and other payables</b>		
<b>Current</b>		
<i>Non-statutory payables</i>		
Trade payables	341	1,004
Accrued expenses	2,303	1,246
<b>Total current trade and other payables</b>	<u>2,644</u>	<u>2,250</u>
<b>(b) Trust funds and deposits</b>		
<b>Current</b>		
Refundable deposits	2,182	1,406
Fire services levy	1,067	1,001
Retention amounts	149	150
<b>Total current trust funds and deposits</b>	<u>3,398</u>	<u>2,557</u>

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

**Purpose and nature of items**

**Refundable deposits** - Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

**Fire Service Levy** - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

**Retention amounts** - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

**(c) Unearned income/revenue**

**Current**

Grants received in advance - operating	60	163
Grants received in advance - capital	8,199	5,703
Rates creditors (rates paid in advance)	807	739
<b>Total current unearned income/revenue</b>	<u>9,066</u>	<u>6,605</u>

Unearned income/revenue represents contract liabilities and reflect consideration received in advance from customers in respect of capital works projects and operating programs applicable to more than one financial year. Unearned income/revenue are derecognised and recorded as revenue when Council satisfies the performance obligations under the contract/agreement. Refer to Note 3.4(c).

	\$'000	\$'000
<b>5.4 Interest bearing liabilities</b>		
<b>Current</b>		
Treasury Corporation of Victoria borrowings - secured	46	44
Other Borrowings - secured	-	254
	<u>46</u>	<u>298</u>
<b>Non-current</b>		
Treasury Corporation of Victoria borrowings - secured	466	512
	<u>466</u>	<u>512</u>
<b>Total Interest bearing liabilities</b>	<u>512</u>	<u>810</u>

Borrowings are secured by Council rate revenue. Refer to Note 5.6 for Council's financing arrangements.

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	2023	2022
	\$'000	\$'000
(a) The maturity profile for Council's borrowings is:		
Not later than one year	46	298
Later than one year and not later than five years	250	251
Later than five years	216	261
<b>Total Interest bearing liabilities</b>	<b>512</b>	<b>810</b>

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

5.5 Provisions

	2023	2023	2023
	Employee	Landfill restoration	Total
	\$'000	\$'000	\$'000
Balance at beginning of the financial year	5,372	11,469	16,841
Additional provisions	788	-	788
Amounts used	(685)	-	(685)
Provision revaluation	-	(448)	(448)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	(1,274)	(1,274)
<b>Balance at the end of the financial year</b>	<b>5,474</b>	<b>9,747</b>	<b>15,221</b>
Provisions - current	5,188	1,500	6,688
Provisions - non-current	286	8,247	8,533
	2022	2022	2022
	Employee	Landfill restoration	Total
	\$'000	\$'000	\$'000
Balance at beginning of the financial year	4,375	11,965	16,340
Additional provisions	1,584	-	1,584
Amounts used	(587)	-	(587)
Provision revaluation	-	(938)	(938)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	442	442
<b>Balance at the end of the financial year</b>	<b>5,372</b>	<b>11,469</b>	<b>16,841</b>
Provisions - current	5,062	588	5,650
Provisions - non-current	310	10,881	11,191

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	2023 \$'000	2022 \$'000
<b>(a) Employee provisions</b>		
<b>Current provisions expected to be wholly settled within 12 months</b>		
Annual leave	1,260	1,330
Annual leave loading	139	115
Rostered days off	236	190
Long service leave	2,986	2,921
	<u>4,621</u>	<u>4,556</u>
<b>Current provisions expected to be wholly settled after 12 months</b>		
Annual leave	568	506
	<u>568</u>	<u>506</u>
<b>Total current employee provisions</b>	<u>5,189</u>	<u>5,062</u>
<b>Non-current</b>		
Long service leave	286	310
<b>Total non-current employee provisions</b>	<u>286</u>	<u>310</u>
<b>Aggregate carrying amount of employee provisions:</b>		
Current	5,189	5,062
Non-current	286	310
<b>Total aggregate carrying amount of employee provisions</b>	<u>5,475</u>	<u>5,372</u>

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

*Annual leave*

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

*Long service leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

	2023	2022
<b>Key assumptions:</b>	%	%
- discount rate*	4.063	3.693
- wage inflation rate*	4.350	3.850

\* Source: Department of Treasury and Finance Victoria

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	2023 \$'000	2022 \$'000
<b>(b) Landfill restoration</b>		
Current	1,500	589
Non-current	8,247	10,881
<b>Total aggregate carrying amount of landfill restoration provision</b>	<b>9,747</b>	<b>11,470</b>

Council is obligated to restore Cobram Landfill site to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Council reviews the landfill restoration provision on an annual basis, including the key assumptions listed below.

	2023 %	2022 %
<b>Key assumptions:</b>		
- discount rate*	5.156 - 5.926	3.693
- inflation rate**	3.000	2.900

Source: \* Milliman Group 100 discount rates

\*\* Reserve Bank of Australia - long term inflation target

**5.6 Financing arrangements**

The Council has the following funding arrangements in place as at 30 June 2023.

Credit card facilities	96	127
Treasury Corporation of Victoria facilities	512	555
Other facilities	-	255
<b>Total facilities</b>	<b>608</b>	<b>937</b>
Used facilities	538	836
<b>Unused facilities</b>	<b>70</b>	<b>101</b>

Council does not have an overdraft facility.

**5.7 Commitments**

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

2023	Later than 1 year and not later than 2 years				Total
	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating</b>					
Kerbside waste collection and landfill management	2,650	1,122	-	-	3,772
Computers and telecommunications	693	700	671	-	2,064
Maintenance and security of Council buildings	167	94	83	-	344
Cleaning of Council buildings	208	-	-	-	208
Environmental management	683	639	1,739	-	3,061
Recreation facilities management	1,314	1,327	4,059	-	6,700
Other services	388	219	26	-	633
<b>Total</b>	<b>6,103</b>	<b>4,101</b>	<b>6,578</b>	<b>-</b>	<b>16,782</b>

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	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Capital</b>					
Building design and construction	915	822	-	-	1,737
Roads	2,424	1,617	-	-	4,041
<b>Total</b>	<b>3,339</b>	<b>2,439</b>	<b>-</b>	<b>-</b>	<b>5,778</b>

2022

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating</b>					
Kerbside waste collection and landfill management	3,618	2,988	5,070	-	11,676
Computers and telecommunications	720	738	1,639	-	3,097
Maintenance and security of Council buildings	327	335	429	-	1,091
Cleaning of Council buildings	256	-	-	-	256
Environmental management	672	637	2,008	479	3,796
Recreation facilities management	1,026	1,051	3,315	1,161	6,553
Other services	513	224	158	-	895
<b>Total</b>	<b>7,132</b>	<b>5,973</b>	<b>12,619</b>	<b>1,640</b>	<b>27,364</b>
<b>Capital</b>					
Building design and construction	9,307	-	-	-	9,307
Roads	3,588	2,464	1,692	-	7,744
Plant and equipment	379	-	-	-	379
<b>Total</b>	<b>13,274</b>	<b>2,464</b>	<b>1,692</b>	<b>-</b>	<b>17,430</b>

**5.8 Right-of-Use Assets and Lease Liability**

At inception of a contract, Council assesses whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently amortised using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

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The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments;
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Under AASB 16 Leases, Council as a not-for-profit entity has elected not to measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

	Plant	IT Equipment	Total
	\$'000	\$'000	\$'000
<b>Right-of-Use Assets</b>			
Balance at 1 July 2022	2,222	146	2,368
Additions	830	-	830
Transfer to non-current assets	-	-	-
Amortisation charge	(572)	(52)	(624)
<b>Balance at 30 June 2023</b>	<b>2,480</b>	<b>94</b>	<b>2,574</b>

	2023	2022
	\$'000	\$'000
<b>Lease Liabilities</b>		
Maturity analysis - contractual undiscounted cash flows		
Less than one year	816	604
One to five years	2,085	2,057
More than five years	9	-
<b>Total undiscounted lease liabilities as at 30 June:</b>	<b>2,910</b>	<b>2,661</b>

Lease liabilities included in the Balance Sheet at 30 June:

Current	718	515
Non-current	1,948	1,926
<b>Total lease liabilities</b>	<b>2,666</b>	<b>2,441</b>

**Short-term and low value leases**

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

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	2023	2022
	\$'000	\$'000
<b>Expenses relating to:</b>		
Short-term leases *	-	121
Leases of low value assets	141	231
<b>Total</b>	<u>141</u>	<u>352</u>

\* Short-term leases in 2021/22 were due to operational requirement to lease plant on a short term basis whilst experiencing delays in purchasing replacement plant.

**Non-cancellable lease commitments - Short-term and low-value leases**

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Within one year	71	106
Later than one year but not later than five years	70	125
<b>Total lease commitments</b>	<u>141</u>	<u>231</u>

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Note 6 ASSETS WE MANAGE

6.1 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

	Carrying amount 30 June 2022	Carrying amount 30 June 2023	Found	Revaluation	Disposal	Write-offs	Transfers*	Depreciation	Carrying amount 30 June 2023
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	183,569	1,390	-	56,923	(924)	-	569	(1,969)	239,561
Plant and Equipment	4,543	1,057	30	-	(110)	-	69	(1,039)	4,550
Infrastructure	413,349	7,312	39	109,125	(1,122)	-	(351)	(9,768)	522,533
Work in progress	3,516	5,233	-	-	-	(201)	(287)	-	8,261
<b>Total</b>	<b>604,977</b>	<b>14,992</b>	<b>69</b>	<b>166,048</b>	<b>(2,166)</b>	<b>(201)</b>	<b>-</b>	<b>(12,776)</b>	<b>774,905</b>

Summary of Work in Progress

	Opening WIP	Additions	Transfers	Write Offs	Closing WIP
	\$'000	\$'000	\$'000	\$'000	\$'000
Property	1,231	1,329	-	-	2,560
Plant and Equipment	65	-	-	-	65
Infrastructure	2,220	3,904	(287)	(201)	5,636
<b>Total</b>	<b>3,516</b>	<b>5,233</b>	<b>(287)</b>	<b>(201)</b>	<b>8,261</b>

\* Landfill Cell Airspace asset was recorded under Waste Management as an item of Property, Infrastructure, Plant and Equipment. Asset should be treated as an intangible asset, the asset has been reallocated to an intangible asset class. See Note 5.2 (c).

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**(a) Property**

	Land - specialised \$'000	Land - non improvement \$'000	Total Land \$'000	Buildings - non specialised \$'000	Total Buildings \$'000	Work In Progress \$'000	Total Property \$'000
At fair value 1 July 2022	10,595	89,287	99,886	156,866	156,866	1,231	268,083
Accumulated depreciation at 1 July 2022	-	(46)	(46)	(73,237)	(73,237)	-	(73,283)
	10,595	89,287	99,840	83,629	83,629	1,231	184,800
<b>Movements in fair value</b>							
Additions	18	-	18	1,372	1,372	1,329	2,719
Contributions	3	-	3	-	-	-	3
Revaluation	12,083	-	40,426	19,327	19,327	-	59,753
Disposal	-	(324)	(324)	(1,353)	(1,353)	-	(1,677)
Transfers	-	36	36	541	541	-	577
	12,104	28,055	40,159	19,887	19,887	1,329	61,375
<b>Movements in accumulated depreciation</b>							
Depreciation charge	-	(4)	(4)	(1,965)	(1,965)	-	(1,969)
Revaluation	-	-	-	(2,830)	(2,830)	-	(2,830)
Disposal	-	-	-	753	753	-	753
Transfers	-	-	-	(8)	(8)	-	(8)
	-	(4)	(4)	(4,050)	(4,050)	-	(4,054)
At fair value 30 June 2023	22,699	117,352	140,145	176,753	176,753	2,560	319,458
Accumulated depreciation at 30 June 2023	-	(50)	(50)	(77,287)	(77,287)	-	(77,337)
<b>Carrying amount</b>	22,699	117,352	140,095	99,466	99,466	2,560	242,121

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**(b) Plant and Equipment**

	Plant machinery and \$'000	Fixtures and furniture \$'000	Computers and Telecoms \$'000	Work in Progress \$'000	Total plant and equipment \$'000
At fair value 1 July 2022	7,921	181	293	65	8,460
Accumulated depreciation at 1 July 2022	(3,580)	(95)	(177)	-	(3,852)
	4,341	86	116	65	4,608
<b>Movements in fair value</b>					
Additions	1,057	-	-	-	1,057
Found	30	-	-	-	30
Disposal	(625)	-	-	-	(625)
Transfers	66	19	-	-	85
	528	19	-	-	547
<b>Movements in accumulated depreciation</b>					
Depreciation charge	(979)	(19)	(41)	-	(1,039)
Disposal	515	-	-	-	515
Transfers	(13)	(3)	-	-	(16)
	(477)	(22)	(41)	-	(540)
At fair value 30 June 2023	8,449	200	283	65	9,007
Accumulated depreciation at 30 June 2023	(4,057)	(117)	(218)	-	(4,392)
<b>Carrying amount</b>	4,392	83	75	65	4,615

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(e) Infrastructure

	Roads	Bridges	Kerb and Channel	Footpaths and Cycleways	Drainage	Culverts and Floodways	Recreational, leisure and community facilities	Waste Management
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2022	282,096	43,908	72,303	35,516	69,913	10,469	18,837	13,122
Accumulated depreciation at 1 July 2022	(62,425)	(14,182)	(17,610)	(7,640)	(20,211)	(4,445)	(7,158)	(8,256)
	219,671	29,726	54,693	27,876	49,702	6,024	11,679	4,866
<b>Movements in fair value</b>								
Additions	3,987	-	423	874	137	105	931	-
Found	-	-	-	-	9	-	-	-
Contributions	914	-	776	956	1,303	-	-	-
Revaluation	99,170	5,964	10,700	4,673	11,145	7,635	-	-
Disposal**	(907)	-	(211)	(417)	(17)	(91)	(105)	-
Transfers*	22	-	81	2	(70)	47	25	(528)
	103,186	5,964	11,789	6,088	12,507	7,666	851	(528)
<b>Movements in accumulated depreciation</b>								
Depreciation charge	(5,190)	(333)	(975)	(741)	(775)	(111)	(1,170)	(177)
Found	-	-	-	-	-	-	-	-
Revaluation	(20,966)	(2,031)	(2,761)	(1,142)	(3,425)	(975)	-	-
Disposal*	280	-	84	103	6	50	103	-
Transfers	-	-	-	-	13	-	-	11
	(25,876)	(2,364)	(3,652)	(1,780)	(4,181)	(1,038)	(1,067)	(166)
At fair value 30 June 2023	385,282	49,872	84,072	41,604	82,420	18,165	19,888	12,594
Accumulated depreciation at 30 June 2023	(88,301)	(16,546)	(21,262)	(9,420)	(24,392)	(5,481)	(8,225)	(8,422)
<b>Carrying amount</b>	296,981	33,326	62,810	32,184	58,028	12,684	11,463	4,172

\* Landfill Cell Airspace asset was recorded under Waste Management as an item of Property, Infrastructure, Plant and Equipment. The asset should be treated as an intangible asset and has therefore been reclassified as an intangible asset as of 1 July 2021. See Note 5.2 (e).

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**(c) Infrastructure (cont.)**

	Aerodromes	Other infrastructure	Work In Progress	Total Infrastructure
	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2022	537	13,420	2,220	562,338
Accumulated depreciation at 1 July 2022	(163)	(4,662)	-	(146,769)
	374	8,738	2,220	415,569
<b>Movements in fair value</b>				
Additions	-	855	3,904	11,216
Found	-	31	-	40
Contributions	-	-	-	3,949
Revaluation	-	2,020	-	141,307
Disposal*	-	-	-	(1,748)
Transfers	-	46	(488)	(863)
	-	2,952	3,416	153,901
<b>Movements in accumulated depreciation</b>				
Depreciation charge	(16)	(280)	-	(9,768)
Found	-	(1)	-	(1)
Revaluation	-	(882)	-	(32,182)
Disposal*	-	-	-	626
Transfers	-	-	-	24
	(16)	(1,163)	-	(41,301)
At fair value 30 June 2023	537	16,372	5,636	716,239
Accumulated depreciation at 30 June 2023	(179)	(5,845)	-	(188,070)
<b>Carrying amount</b>	358	10,527	5,636	528,169

\*\* Disposal of infrastructure assets are charged against the Asset Revaluation Reserve where a sufficient reserve balance is maintained.

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*Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

**Asset recognition thresholds and depreciation periods**

	Depreciation Period	Threshold Limit \$'000
<b>Property</b>		
Land		
- Land		10.0
- Land under roads		2.0
Land improvements	10 to 100 years	5.0
Buildings	65 to 90 years	5.0
<b>Plant and Equipment</b>		
Plant, machinery and equipment	7 years	2.5
Fixtures, fittings and furniture	7 to 25 years	2.0
<b>Infrastructure</b>		
Sealed roads		
- road seals	19 years	5.0
- road pavement	25 to 80 years	5.0
Unsealed roads		
- road pavement	15 to 25 years	5.0
Laneways		
- concrete	100 years	5.0
- bitumen	18 years	5.0
Bridges		
- timber	80 years	5.0
- steel and concrete	150 years	5.0
Footpaths and cycle ways		
- concrete	60 years	5.0
- gravel	20 years	5.0
- bitumen	30 years	5.0
- brick	40 years	5.0
Drainage		
- main drains	50 to 100 years	5.0
- pumps	30 years	5.0

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	Depreciation Period	Threshold Limit \$'000
Culverts and flood ways		
- culverts and flood ways	100 years	5.0
Kerb and channel		
- kerb and channel	75 years	5.0
- traffic islands	50 years	5.0
Recreational, leisure and community facilities		
- playground equipment	20 years	2.0
Parks, open space and streetscapes	10 to 100 years	5.0
Aerodromes	10 to 100 years	2.0
Waste Management	10 to 100 years	5.0
Other infrastructure assets	10 to 100 years	5.0

*Land under roads*

Council recognises land under roads it controls at fair value.

*Depreciation*

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with prior year unless otherwise stated.

*Repairs and maintenance*

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

**Valuation of Property, Infrastructure, Plant and Equipment**

No significant judgements made in connection with the measurement basis of property, plant and equipment and infrastructure had uncertainties inherent in the COVID-19 environment.

**Valuation of land and buildings**

Land assets were valued by Marcus Hann (AAPI) of LG Valuation Services Pty Ltd as at 31 December 2022. The valuation of land is at fair value being market value based on highest and best use permitted by relevant land planning provisions. The valuation process involved an inspection of each asset to identify and value each property's fair value.

Land under Roads were valued as at 30 June 2023 by Ms Angela Waldner Acting Team Leader - Assets, in accordance with the "Englobo Method" of calculation provided in the Department of Planning and Community Development Circular 15/11. The Englobo Method of valuation of land under roads is a calculation based on the area of the unimproved value of all land within the municipality discounted by 90% multiplied by the area of land under roads.

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Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

**Buildings** were valued as at 31 December 2022 by LG Valuation Services in accordance with AASB 13 and AASB 116 as a component of the valuation works to be provided under Moira Shire Council contract C038/16. The valuation of land and buildings is based on the condition of the assets, multiply sqm by the replacement rate taking into consideration the asset effective life and depreciation.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2023 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of Valuation	Type of Valuation
Land - specialised	-	-	22,699	12/2022	Full
Land - non specialised	-	-	117,352	12/2022	Full
Land improvements	-	-	44	06/2023	Full
Buildings - non specialised	-	-	99,466	12/2022	Full
<b>Total</b>	-	-	<b>239,561</b>		

**Valuation of infrastructure**

**Roads** were valued as at 30 June 2023 based on a condition assessment conducted by Shepherd Services and Council's engineering staff. A unit rate and effective life review conducted by a team of in-house professional staff, under the direction of Mr Beau Mittner, Manager Finance. The basis of valuation was current replacement cost.

**Kerb and Channel** were valued as at 30 June 2023 based on indexation calculation. A unit rate and effective life review conducted by a team of in-house professional staff, under the direction of Mr Beau Mittner, Manager Finance.

**Bridges** were valued as at 30 June 2023 based on indexation calculation. A unit rate and effective life review conducted by a team of in-house professional staff, under the direction of Mr Beau Mittner, Manager Finance.

**Footpaths** were valued as at 30 June 2023 based on indexation calculation. A unit rate and effective life review conducted by a team of in-house professional staff, under the direction of Mr Beau Mittner, Manager Finance.

**Drainage** assets were valued as at 30 June 2023 based on indexation calculation. A unit rate and effective life review conducted by a team of in-house professional staff, under the direction of Mr Beau Mittner, Manager Finance.

**Culverts and Floodways** were valued as at 30 June 2023 based on a condition assessment conducted by Shepherd Services and Council's engineering staff. A unit rate and effective life review conducted by a team of in-house professional staff, under the direction of Mr Beau Mittner, Manager Finance.

**Recreational, leisure and community facilities (playground equipment)** were valued as at 30 June 2022 by asset management staff following playground condition assessment inspections carried out by Hutchinson Parks Services, experienced consultants in this field. The basis of the valuation was based on the condition of the assets, multiplied by the replacement rate taking into consideration the asset's effective life and depreciation.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

The valuation is at fair value based on current replacement cost less accumulated depreciation as at the date of valuation.

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Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2023 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of Valuation	Type of Valuation
Roads	-	-	296,981	06/2023	Full
Bridges	-	-	33,326	06/2023	Index
Kerb and channel	-	-	62,810	06/2023	Index
Footpaths and cycle ways	-	-	32,184	06/2023	Index
Drainage	-	-	58,028	06/2023	Index
Culverts and Floodways	-	-	12,684	06/2023	Full
Recreational, leisure and community facilities	-	-	11,463	06/2022	Full
Waste Management	-	-	4,172	06/2020	Full
Aerodrome	-	-	358	06/2020	Full
Other Infrastructure	-	-	10,527	06/2023	Index
<b>Total</b>	-	-	<b>522,533</b>		

**Description of significant unobservable inputs into level 3 valuations.**

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions.

**Infrastructure assets** are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 2 years to 150 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2023 \$'000	2022 \$'000
Reconciliation of specialised land		
Land under roads	22,699	7,666
<b>Total specialised land</b>	<b>22,699</b>	<b>7,666</b>

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**6.2 Investments in associates and joint arrangements**

**(a) Investments in associates**

Goulburn Valley Regional Library Corporation

**Goulburn Valley Regional Library Corporation**

*Background*

The Goulburn Valley Regional Library Corporation is an entity which has been established to serve three northern Victorian councils; Moira Shire Council, Greater Shepparton City Council and Strathbogrie Shire Council. Each Council has two committee representatives on the Board of Directors plus a community representative.

Each member council contributes financially to the operation of the Corporation based on the ratio of their population base. Contribution payments are considered a 'fee for service' on a commercial basis and are relative to the services the Corporation provides. The amount of financial contributions does not bring with it any additional voting rights or influence on the library activities and therefore greater power or control.

	2023 \$'000	2022 \$'000
<b>Fair value of Council's investment in Goulburn Valley Regional Library Corporation</b>	<u>906</u>	<u>873</u>
<b>Council's share of accumulated surplus/(deficit)</b>		
Council's share of accumulated surplus/(deficit) at start of year	34	(87)
Revised surplus/(deficit) for prior year	16	-
Reported surplus/(deficit) for year	17	121
<b>Council's share of accumulated surplus/(deficit) at end of year</b>	<u>67</u>	<u>34</u>
<b>Council's share of reserves</b>		
Council's share of reserves at start of year	839	839
<b>Council's share of reserves at end of year</b>	<u>839</u>	<u>839</u>
<b>Movement in carrying value of specific investment</b>		
Carrying value of investment at start of year	873	752
Revised surplus/(deficit) for prior year	16	-
Share of surplus/(deficit) for year	17	121
<b>Carrying value of investment at end of year</b>	<u>906</u>	<u>873</u>
<b>Council' share of expenditure commitments</b>		
Operating commitments	40	15
<b>Council share of expenditure commitments</b>	<u>40</u>	<u>15</u>

**(b) Joint Arrangement**

Creekside Estate Nathalia - Joint Venture

**Creekside Estate Nathalia - Joint Venture**

*Background*

This is a joint venture between Moira Shire Council and Northern Victoria Finances Limited to develop land in Nathalia into a 22 lot residential estate. Moira Shire Council has a 50% share of the joint venture.

As at 30 June 2023 all residential lots have been sold. The joint venture will be finalised in 2023/24 and profits disbursed.

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	2023 \$'000	2022 \$'000
Fair value of Council's investment in Creekside Estate Nathalia - Joint Venture	490	583
<b>Council's share of accumulated surplus/(deficit)</b>	<b>2023 \$'000</b>	<b>2022 \$'000</b>
Council's share of accumulated surplus/(deficit) at start of year	93	(72)
Reported surplus/(deficit) for year	(93)	165
<b>Council's share of accumulated surplus/(deficit) at end of year</b>	<b>-</b>	<b>93</b>
<b>Movement in carrying value of specific investment</b>		
Carrying value of investment at start of year	583	418
Share of surplus/(deficit) for year	(93)	165
<b>Carrying value of investment at end of year</b>	<b>490</b>	<b>583</b>

The accounts for Creekside Estate Nathalia - Joint Venture are submitted as unaudited.

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

Investments in joint arrangements are classified as either joint operations or joint ventures depending on the contractual rights and obligations each investor has, rather than the legal structure of the joint arrangement.

For joint operations, Council recognises its direct right to, and its share of jointly held assets, liabilities, revenues and expenses of joint operations.

Interests in joint ventures are accounted for using the equity method. Under this method, the interests are initially recognised in the consolidated balance sheet at cost and adjusted thereafter to recognise Council's share of the post-acquisition profits or losses and movements in other comprehensive income in profit or loss and other comprehensive income respectively.

**(c) Community Asset Committees**

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as Moira community asset committees, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

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**Note 7 PEOPLE AND RELATIONSHIPS**

**7.1 Council and key management remuneration**

**(a) Related Parties**

*Parent entity*

Moira Shire Council is the parent entity.

*Associates and joint ventures*

Interests in associates and joint ventures are detailed in Note 6.2.

**(b) Key Management Personnel**

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Moira Shire Council. The Administrators, Councillors, Chief Executive Officer and Directors are deemed KMP.

**Councillors**

Councillor Libro Mustica (Mayor) - 1 July 2022 to 3 November 2022  
Councillor Peter Lawless (Councillor) - 1 July 2022 to 8 November 2022  
(Mayor) - 9 November 2022 to 9 March 2023  
Councillor Julie Brooks - 1 July 2022 to 9 March 2023  
Councillor Ed Cox - 1 July 2022 to 9 March 2023  
Councillor Peter Elliott - 1 July 2022 to 9 March 2023  
Councillor Wayne Limbrick - 1 July 2022 to 9 March 2023  
Councillor Peter Mansfield - 1 July 2022 to 9 March 2023  
Councillor Judy Heather - 1 July 2022 to 9 March 2023  
Councillor John Beitzel - 1 July 2022 to 9 March 2023  
Councillor Scott Olson - 12 December 2022 to 9 March 2023  
Councillor Wendy Buck - 15 December 2022 to 9 March 2023

**Administrators**

Administrator John Tanner AM (Interim) - 9 March 2023 to 5 June 2023  
(Chair) - 6 June 2023 to 30 June 2023  
Administrator Suzanna Sheed - 6 June 2023 - 30 June 2023  
Administrator Dr Graeme Emonson PSM - was gazetted by the State Government on 6 June 2023, however was granted a leave of absence and commenced duties on 05 July 2023.

**Executive Officers**

Chief Executive Officer - Clare Keenan - 1 July 2022 to 30 June 2023  
Acting Chief Executive Officer - Joshua Lewis - 08 March 2023 to 30 June 2023  
Chief Financial Officer - Matthew Jarvis - 1 July 2022 to 30 June 2023  
Director Infrastructure Services - Joshua Lewis - 1 July 2022 to 07 March 2023  
Acting Director Infrastructure Services - Graham Henderson - 10 March 2023 to 31 May 2023  
Director Corporate, Governance and Performance - Brant Doyle - 1 July 2022 to 10 February 2023  
Acting Director Corporate, Governance and Performance - Amanda Chadwick - 27 February 2023 to 30 June 2023  
Director Sustainable Communities - Sally Rice - 1 July 2022 to 14 December 2022  
Acting Director Sustainable Communities - Rosanne Kava - 08 August 2022 to 15 February 2023  
Acting Director Sustainable Communities - Janet Marlin - 16 February 2023 to 30 June 2023

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	2023	2022
	No.	No.
Total Number of Councillors	11	11
Total Number of Administrators	3	-
Total of Chief Executive Officer and other Key Management Personnel	10	8
Total Number of Key Management Personnel	<u>24</u>	<u>19</u>

(c) Remuneration of Key Management Personnel

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

**Short-term employee benefits** include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

**Other long-term employee benefits** include long service leave, other long service benefits or deferred compensation.

**Post-employment benefits** include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

**Termination benefits** include termination of employment payments, such as severance packages.

	2023	2022
	\$'000	\$'000
Total remuneration of key management personnel was as follows:		
Short-term employee benefits	1,586	1,254
Other long-term employee benefits	20	15
Post-employment benefits	158	122
Termination benefits	-	139
<b>Total</b>	<u>1,744</u>	<u>1,530</u>

	2023	2022
	No.	No.
The numbers of key management personnel whose total remuneration from Council fall within the following bands:		
\$0 - \$9,999	3	1
\$10,000 - \$19,999	2	4
\$20,000 - \$29,999	7	3
\$30,000 - \$39,999	1	3
\$50,000 - \$59,999	2	-
\$60,000 - \$69,999	-	1
\$70,000 - \$79,999	1	-
\$90,000 - \$99,999	2	2
\$130,000 - \$139,999	-	1
\$140,000 - \$149,999	1	-
\$170,000 - \$179,999	1	1
\$200,000 - \$209,999	-	1
\$210,000 - \$219,999	1	-
\$220,000 - \$229,999	1	-
\$230,000 - \$239,999	-	1
\$240,000 - \$249,999	1	-
\$260,000 - \$269,999	1	-
\$280,000 - \$289,999	-	1
<b>Total</b>	<u>24</u>	<u>19</u>

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**(d) Remuneration of other senior staff**

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$160,000 and who report directly to a member of the KMP. \*

	2023 \$'000	2022 \$'000
Total remuneration of other staff was as follows:		
Short-term employee benefits	599	1,311
Other Long-term employee benefits	27	86
Post-employment benefits	59	122
Termination benefits	-	-
<b>Total</b>	<b>685</b>	<b>1,519</b>

	2023 No.	2022 No.
The number of other senior staff are shown below in their relevant income bands:		
Less than \$160,000	-	4
\$160,000 - \$169,999	2	4
\$170,000 - \$179,999	1	-
\$180,000 - \$189,999	1	1
\$200,000 - \$209,999	-	1
<b>Total</b>	<b>4</b>	<b>10</b>

\* Due to a definitional change the comparative figures in this note may not align with the previous year's annual report, which included disclosure of senior officers as defined in the Local Government Act 1989.

**7.2 Related party disclosure**

**(a) Transactions with related parties**

During the period Council entered into the following transactions with related parties.

	2023 \$'000	2022 \$'000
(i) Fees and charges charged to entities controlled by key management personnel	43	38
(ii) Employee expenses for close family members of key management personnel	77	114
(iii) Purchase of materials and services from associates of key management personnel	92	66
(iv) Purchase of materials and services from entities controlled by key management personnel	14	20

(i) The fees and charges charged to associates and entities controlled by key management personnel were in accordance with the schedule of fees and charges adopted by Council.

(ii) All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform. Council employs 240 staff of which only two are close family members of key management personnel.

(iii) Council purchased the following material and services from associates of key management personnel. All purchases were at arm's length and were in the normal course of Council operations:

- (1) Hardware and general supplies - \$24,165
- (2) General public entertainment - \$67,743
- (3) Floral arrangements - \$155

As at 30 June 2023 there were no amounts owed by Council to the company.

(iv) Council purchased the following material and services from entities that are controlled by members of key management personnel. All purchases were at arm's length and were in the normal course of Council operations:

- (1) Plumber's and general supplies - \$13,849

As at 30 June 2023 there were no amounts owed by Council to the company.

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	2023	2022
	\$'000	\$'000
<b>(b) Outstanding balances with related parties</b>		
The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:		
(i) Fees and charges charged to entities controlled by key management personnel	3	3
(ii) Employee expenses for close family members of key management personnel	1	1

No expense has been recognised in the current year or prior year for bad or doubtful debts in respect of amounts owed by related parties.

**(c) Loans to/from related parties**

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

**(d) Commitments to/from related parties**

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the Council to a related party are as follows:

(i) Moira Shire is committed to paying an annual contribution to Goulburn Valley Regional Library Corporation for the provision of library services at four locations and a mobile library service 2022/23 \$819,888 (2021/22 \$807,780).

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**Note 8 MANAGING UNCERTAINTIES**

**8.1 Contingent assets and liabilities**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

**(a) Contingent assets**

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.

**Disaster Recovery Funding Arrangements (DRFA) claims**

Council has submitted two claims under Disaster Recovery Funding Arrangements (DRFA) for the October 2022 Flood Event (AGRN 1037) for costs incurred up to 30 June 2023, these claims totalling \$675,813 have yet to be assessed and paid.

**Non current asset contributions**

Non current asset contributions from development activities expected to be received in 2023/24 in respect of property subdivisions under development total \$1,000,000 (2022/23 \$3,951,739).

**(b) Contingent liabilities**

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
  - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
  - the amount of the obligation cannot be measured with sufficient reliability.

**Bank guarantees**

Council has bank guarantees of \$697,500 (2021/22 \$697,500).

**Employee Dispute Negotiations**

There are three outstanding legal disputes with current/former employees over employment matters, whilst ongoing discussions/negotiations are in place, we are not in a position to reliably measure/quantify a liability.

**Superannuation**

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

**Liability Mutual Insurance**

Council was a participant of the MAV Liability Mutual Insurance (LMI) Scheme, concluding on 30 June 2022. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

**8.2 Change in accounting standards**

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2023 reporting period. Council assesses the impact of these new standards. As at 30 June 2023 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2024 that are expected to impact Council.

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**8.3 Financial instruments**

**(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank and/or TCV borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the Notes of the financial statements.

Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

**(b) Market risk**

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have been significant during the year to have an impact on the Council's year end result, interest income on investments has increased \$1.45M on the previous financial year.

**(c) Credit risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as receivables from sporting clubs and associations. To help manage this risk:

- Council have a policy for establishing credit limits for the entities Council deal with;
- Council may require collateral where appropriate; and
- Council only invest surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

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**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

**(e) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +0.9% and -1.1% in market interest rates (AUD) from year-end rates of 4.10%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities. Interest income would be impacted as would variable borrowing costs, it is not expected this will have a material impact on the results of Council's operations.

**8.4 Fair value measurement**

*Fair value hierarchy*

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable;
- Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

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*Revaluation*

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. For plant and equipment carrying amount is considered to approximate fair value given short useful lives. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from three to five years. The valuation is performed either by experienced council officers or independent experts. The following table sets out the frequency of revaluations by asset class.

<b>Asset class</b>	<b>Revaluation frequency</b>
Land	4 years
Land Improvements	4 years
Land under roads	4 years
Buildings	4 years
Aerodromes	4 years
Bridges	4 years
Culverts and Floodways	4 years
Drainage	4 years
Footpaths and cycleways	4 years
Kerb and Channel	4 years
Parks, open space and streetscapes	4 years
Recreational, leisure and community facilities	4 years
Roads	3 years
Other infrastructure assets	4 years

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

*Impairment of assets*

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

*Impairment Indicator - Flood Impacted Roads*

In October 2022, a flood event occurred across Victoria, a Disaster Recovery event (AGRN 1037) was declared. This flood event impacted some of Council's road network, which required a condition assessment to be undertaken in order to assess the damage and restoration works required. The condition assessment had been performed by Shepherd Services and the updated condition data for Council's road network was uploaded in Council's asset management system in order to adjust asset carrying values to reflect current condition. Any impairment in carrying value as a result of declining asset condition has been applied against the revaluation reserve to offset previous revaluation increments.

**8.5 Events occurring after balance date**

No matters have occurred after balance date that require disclosure in the financial report.

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**Note 9 OTHER MATTERS**

**9.1 Reserves**

**(a) Asset revaluation reserves**

**2023**

**Property**

	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Balance at end of reporting period \$'000
Land	43,371	28,343	71,714
Land under roads	4,667	12,083	16,750
Land Improvements	13,731	-	13,731
Buildings	58,297	15,898	74,195
	<b>120,066</b>	<b>56,324</b>	<b>176,390</b>

**Infrastructure**

Roads	165,857	77,578	243,435
Bridges	20,623	3,933	24,556
Kerb and channel	21,976	7,813	29,789
Footpaths and cycle ways	30,726	3,217	33,943
Drainage	23,344	7,708	31,052
Culverts and floodways	9,200	6,619	15,819
Recreational, leisure and community facilities	1,749	(2)	1,747
Other infrastructure	1,077	1,138	2,215
	<b>274,552</b>	<b>108,004</b>	<b>382,556</b>
<b>Total asset revaluation reserves</b>	<b>394,618</b>	<b>164,328</b>	<b>558,946</b>

**2022**

**Property**

Land	45,083	(1,712)	43,371
Land under roads	1,740	2,927	4,667
Land Improvements	13,731	-	13,731
Buildings	58,467	(170)	58,297
	<b>119,021</b>	<b>1,045</b>	<b>120,066</b>

**Infrastructure**

Roads	166,188	(331)	165,857
Bridges	20,870	(247)	20,623
Kerb and channel	21,976	-	21,976
Footpaths and cycle ways	30,768	(42)	30,726
Drainage	23,353	(9)	23,344
Culverts and floodways	9,244	(44)	9,200
Recreational, leisure and community facilities	1,803	(54)	1,749
Other infrastructure	1,077	-	1,077
	<b>275,279</b>	<b>(727)</b>	<b>274,552</b>
<b>Total asset revaluation reserves</b>	<b>394,300</b>	<b>318</b>	<b>394,618</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

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(b) Other reserves	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
<b>2023</b>				
Recreational open space reserve	1,033	177	-	1,210
Car parking reserve	140	-	-	140
Net gain native vegetation reserve	143	-	-	143
Bolts Road - MV Highway intersection reserve	276	-	-	276
Yarrawonga Wetlands drainage reserve	100	-	-	100
Yarrawonga Five Ways intersection reserve	46	-	-	46
Capital works carried forward reserve	34,930	-	(27,693)	7,237
<b>Total Other reserves</b>	<b>36,668</b>	<b>177</b>	<b>(27,693)</b>	<b>9,152</b>
<b>2022</b>				
Recreational open space reserve	867	166	-	1,033
Car parking reserve	140	-	-	140
Net gain native vegetation reserve	165	-	(22)	143
Bolts Road - MV Highway intersection reserve	276	-	-	276
Yarrawonga Wetlands drainage reserve	100	-	-	100
Yarrawonga Five Ways intersection reserve	-	46	-	46
Capital works carried forward reserve	33,732	1,198	-	34,930
<b>Total Other reserves</b>	<b>35,280</b>	<b>1,410</b>	<b>(22)</b>	<b>36,668</b>

**Recreational open space reserve** has been established in accordance with the Sub-division Act 1988 and is used to develop strategically located parks and reserves for the benefit of the residents in the municipality.

**Car parking reserve** has been established under the Planning and Environment Act 1987 and is used to provide adequate car parking spaces within the municipality.

**Net gain native vegetation reserve** has been established under the Planning and Environment Act 1987 and is used to fulfil Council's obligation in regard to planting of native vegetation.

**Bolts Road - MV Highway intersection reserve** has been established to allocate funds provided by developers to improving the intersection of Bolts Road and the Murray Valley Highway in Yarrawonga.

**Yarrawonga Wetlands drainage reserve** has been established to allocate funds provided by developers to improving the drainage in the Yarrawonga wetlands.

**Yarrawonga Five Ways intersection reserve** has been established to allocate funds provided by developers to improving the five ways intersection of Woods, South, Cahills and Old Wilby Roads and Gilmore Street Yarrawonga.

**Capital works carried forward reserve** represents Council funds allocated for capital works not completed as at the end of the 2022/23 financial year, this excludes income from capital grants or contributions or loans attributable to the capital works project.

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	2023	2022
	\$'000	\$'000
<b>9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)</b>		
Surplus / (deficit) for the year	15,442	19,138
<i>Non-cash flows in profit from ordinary activities:</i>		
Depreciation/ amortisation	14,243	12,195
Profit / (Loss) on disposal of property, infrastructure, plant and equipment	(212)	(44)
Contributions - Non-monetary assets	(3,952)	(3,765)
Share of net profit / (loss) of investments in associates	60	(286)
Prior year capital works expensed	201	248
Fair value adjustment of intangible asset	(262)	300
Net value of previously unrecognised assets	(69)	-
Fair value adjustment of Employee Entitlements Provisions	788	-
Fair value adjustment of Landfill Provisions	(1,274)	-
Finance costs - Borrowings	12	47
Finance costs - Leases	117	94
Bad debts written off	16	21
<b>Change in assets and liabilities:</b>		
(Increase)/decrease in trade and other receivables	(757)	266
(Increase)/decrease in prepayments	(94)	(47)
(Increase)/decrease in accrued income	(1,925)	(115)
(Increase)/decrease in inventories	150	83
(Increase)/decrease in intangible assets	994	-
Increase/(decrease) in trade and other payables	394	507
Increase/(decrease) in other liabilities	765	(696)
Increase/(decrease) in unearned income /revenue	2,461	(3,962)
Increase/(decrease) in provisions	(1,619)	503
<b>Net cash provided by / (used in) operating activities</b>	<b>25,479</b>	<b>24,487</b>

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**9.3 Superannuation**

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

**Accumulation**

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2023, this was 10.5% as required under Superannuation Guarantee (SG) legislation (2022: 10.0%)).

**Defined Benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Moira Shire in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

**Funding arrangements**

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial investigation is currently underway for the Defined Benefit category which is expected to be completed by 31 December 2023. Council was notified of the 30 June 2023 VBI during August 2023 (2022: August 2022). The financial assumptions used to calculate the 30 June 2023 VBI were:

Net investment returns	5.7% pa
Salary information	3.5% pa
Price inflation (CPI)	2.8% pa

As at 30 June 2022, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 102.2%. The financial assumptions used to calculate the VBI were:

Net investment returns	5.5% pa
Salary information	2.5% pa to 30 June 2023, and 3.5% pa thereafter
Price inflation (CPI)	3.0% pa

Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021).

Vision Super has advised that the estimated VBI at June 2023 was 104.1%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2022 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

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(CHIEF FINANCE OFFICER, MATT  
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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

*Moira Shire Council  
2022/23 Financial Report*

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Employer contributions**

*(a) Regular contributions*

On the basis of the results of the 2022 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2023, this rate was 10.5% of members' salaries (10.0% in 2021/22). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2022 interim valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

*(b) Funding calls*

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

**The 2022 interim actuarial investigation surplus amounts**

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2022 and the last full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

	<b>2022</b>	<b>2021</b>
	<b>(Interim)</b>	<b>(Interim)</b>
	<b>\$m</b>	<b>\$m</b>
A VBI surplus	44.6	214.7
A total service liability surplus	105.8	270.3
A discounted accrued benefits surplus	111.9	285.2

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2022.

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The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2022.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2022.

**The 2023 triennial actuarial investigation**

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2023. It is anticipated that this actuarial investigation will be completed by 31 December 2023. The financial assumptions for the purposes of this investigation are:

	<b>2023 Triennial investigation</b>	<b>2020 Triennial investigation</b>
Net investment returns	5.7% pa	5.6% pa
Salary information	3.5% pa	2.5% pa for the first two years and 2.75% thereafter
Price inflation	2.8% pa	2.0% pa.

**Superannuation contributions**

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2023 are detailed below:

Scheme	Type of Scheme	Rate	2023 \$'000	2022 \$'000
Vision super	Accumulation	10.5% (2022: 10.0%)	1,422	1,239
All other funds	Accumulation	10.5% (2022: 10.0%)	710	616

In addition to the above contributions, Moira Shire has paid unfunded liability payments to Vision Super totalling \$Nil during the 2022/23 year (2021/22 \$Nil).

There were \$Nil contributions outstanding and no loans issued from or to the above schemes as at 30 June 2023.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2024 is \$Nil.

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**ATTACHMENT No [1] - 2022/2023 Draft Annual Financial Report**

*Moira Shire Council  
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**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Note 10 Change in Accounting Policy**

There have been no changes to accounting policies in the 2022-23 year.

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END OF REPORT

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [2] - 2022/2023 Draft Performance Statement**

**DRAFT**

**Moira Shire Council**

**Performance Statement**

For the year ended 30 June 2023

The financial report certified by Council will be in its final form after any changes, recommended or agreed to by the auditors, have been made.

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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**ATTACHMENT No [2] - 2022/2023 Draft Performance Statement**

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**Performance Statement**

For the year ended 30 June 2023

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**Description of municipality**

Moira Shire is located in the Hume region of Victoria and stretches from Bundalong in the east to the Barmah National Park to the west. The Shire's northern boundary is defined by the Murray River and the south-west, southern and south east regions share boundaries with the municipalities of Campaspe, Greater Shepparton, Benalla, Wangaratta and Indigo. Moira is centrally located to the regional cities of Shepparton, Wangaratta and Albury-Wodonga.

Moira Shire Covers an area of 4,045 square kilometres and has a current population of 30,522 residents (2021 Census) and includes four major towns; Cobram, Nathalia, Numurkah and Yarrawonga and 22 smaller communities.

The economic strengths of the Moira Shire include intensive irrigated agricultural production, associated food processing industries and tourism. The Shire is home to a variety of agricultural industries including horticulture, cereal, oilseed, livestock and dairy production.

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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**ATTACHMENT No [2] - 2022/2023 Draft Performance Statement**

**Sustainable Capacity Indicators**

For the year ended 30 June 2023

Indicator / measure [formula]	Results			Comment
	2020	2021	2022	
<b>Population</b>	29925	30018	30001	
Expenses per head of municipal population	\$2,005.38	\$1,965.62	\$2,002.20	Expense levels are similar to prior years, growth driven by increased costs as a result of inflation.
[Total expenses / Municipal population]				
Infrastructure per head of municipal population	\$16,299.72	\$16,740.32	\$16,989.03	Increase due to higher asset values following revaluation of infrastructure assets driven by the increased costs to replace.
[Value of infrastructure / Municipal population]				
Population density per length of road	8.20	8.21	8.21	Population density remains at similar level to prior years.
[Municipal population / Kilometres of local roads]				

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<b>Own-source revenue</b>		Own-source revenue maintained at similar level to prior years and below the current inflation rate.	
Own-source revenue per head of municipal population	\$1,516.15	\$1,494.50	\$1,569.87
[Own-source revenue / Municipal population]			\$1,630.15
<b>Recurrent grants</b>		Recurrent grants maintained at similar level to prior years.	
Recurrent grants per head of municipal population	\$514.39	\$511.09	\$654.81
[Recurrent grants / Municipal population]			\$673.67
<b>Disadvantage</b>			
Relative socio-economic disadvantage	2.00	2.00	2.00
[Index of Relative Socio-economic Disadvantage by decile]			No movement in indicator.
<b>Workforce turnover</b>		The level of staff turnover reduced following higher turnover in the immediate year following Covid19 lockdowns.	
Percentage of staff turnover	12.95%	4.44%	18.35%
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100			16.26%

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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**ATTACHMENT No [2] - 2022/2023 Draft Performance Statement**

**Definitions**

"adjusted underlying revenue" means total income other than:

(a) non-recurrent grants used to fund capital expenditure; and

(b) non-monetary asset contributions; and

(c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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**ATTACHMENT No [2] - 2022/2023 Draft Performance Statement**

**Service Performance Indicators**

For the year ended 30 June 2023

Service / indicator / measure	Results				Comment
	2020	2021	2022	2023	
<b>Aquatic facilities</b>					
<b>Utilisation</b>					
<i>Utilisation of aquatic facilities</i>	2.11	1.34	1.68	1.50	Yarrawonga Foreshore Waterside was decommissioned in April 2022. This has resulted in lower utilisation of council's aquatic facilities in 2022/23, with an average of 7,835 less visits due to this closure.
[Number of visits to aquatic facilities / Municipal population]					
<b>Animal management</b>					
<b>Health and safety</b>					
<i>Animal management prosecutions</i>	100.00%	NIL	NIL	NIL	During the reporting period, Council did not initiate any animal management prosecutions.
[Number of successful animal management prosecutions / Number of animal management prosecutions] x 100					

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE STATEMENT (cont'd)**

**ATTACHMENT No [2] - 2022/2023 Draft Performance Statement**

<b>Food safety</b>					
<b>Health and safety</b>					
<i>Critical and major non-compliance outcome notifications</i>	100.00%	100.00%	100.00%	100.00%	Council's Environmental Health team place a strong focus on dealing with non-compliance issues in a timely manner.
[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100					
<b>Governance</b>					
<b>Satisfaction</b>					
<i>Satisfaction with council decisions</i>	50.00	54.00	48.00	41.00	Council acknowledges the decrease in satisfaction again this year and will expect to see an improvement in this indicator through plans to increase communication of Council meeting decisions and greater transparency through Council reports for information on key issues.
[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]					

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<b>Libraries</b>							
<b>Participation</b>							
Active library borrowers in municipality	15.61%	14.72%	13.08%	13.09%			Slight increase in borrowers from previous year.
[Number of active library borrowers in the last three years / The sum of the population for the last three years] x100							
<b>Maternal and child health</b>							
<b>Participation</b>							
Participation in the MCH service	81.89%	83.18%	85.65%	83.38%			Participation rates across the shire have remained consistent with previous years. Council proactively monitors the participation of children who attend the service to ensure vulnerable children are followed up.
[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100							An increase in Enhanced hours will allow more home visits that will assist families with extra support & guidance.
<b>Participation</b>							
Participation in the MCH service by Aboriginal children	94.81%	93.83%	93.67%	89.13%			Maternal & Child Health Service continues to have a valuable relationship with the Cummeragunja Aboriginal Cooperative and the Rumbalara Aboriginal Cooperative to provide Maternal & Child Health and Immunisation services. Regular cultural safety education is conducted for staff and Key Age Assessment packs are tailored for Aboriginal and Torres Strait Islanders families are part of a number of ways which the MCH service are improving centre visit engagement.
[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							

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<b>Roads</b>					
<b>Satisfaction</b>					
Satisfaction with sealed local roads	51.00	52.00	43.00	35	Decrease in satisfaction as a result of sealed road condition deterioration (especially potholes) caused by October 2022 rain and flood event.
[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]					
<b>Statutory Planning</b>					
<b>Decision making</b>					
Council planning decisions upheld at VCAT	100.00%	0.00%	66.67%	0.00%	No VCAT Appeals decided within the reporting period.
[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100					

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<b>Waste Collection</b>				
<b>Waste diversion</b>				
<i>Kerbside collection waste diverted from landfill</i>	54.64%	59.98%	57.44%	55.58%
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100				Kerbside diversion rate dropped slightly due to landfilling of organics and recyclables in weeks following flooding in October 2022.

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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**Definitions**

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library borrower" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under section 98 of the Act

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE STATEMENT (cont'd)**

**ATTACHMENT No [2] - 2022/2023 Draft Performance Statement**

**Financial Performance Indicators**

For the year ended 30 June 2023

Dimension / indicator / measure	Results					Forecasts			Material Variations	
	2020	2021	2022	2023		2024	2025	2026		2027
<b>Efficiency</b>										
<b>Expenditure level</b>										
Expenses per property assessment	\$3,368.75	\$3,288.41	\$3,280.43	\$3,497.89		\$3,787.15	\$3,884.32	\$3,953.44	\$4,033.09	Expense levels are similar to prior years, growth driven by increased costs as a result of inflation.
[ Total expenses / Number of property assessments]										
<b>Revenue level</b>										
Average rate per property assessment	\$1,673.01	\$1,731.54	\$1,761.07	\$1,792.79		\$1,873.17	\$1,909.43	\$1,940.19	\$1,959.22	Average rate in line with 2022/23 rate cap of 1.75% allowing for impact of supplementary assessments on new properties.
[General rates and Municipal charges / Number of property assessments]										



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<i>Loans and borrowings repayments compared to rates</i>	2.88%	1.80%	1.64%	0.73%	0.32%	2.07%	2.74%	2.68%	Continued debt reduction program , expected result will increase in future years due to planned borrowings to fund infrastructure projects.
<i>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100</i>									
<b>Indebtedness</b>									
<i>Non-current liabilities compared to own source revenue</i>	31.23%	30.30%	28.94%	21.99%	40.33%	42.38%	39.02%	36.14%	Reduction driven by reduced non-current provision being recognised for future landfill rehabilitation.
<i>[Non-current liabilities / Own source revenue] x100</i>									
<b>Asset renewal and upgrade</b>									
<i>Asset renewal and upgrade compared to depreciation</i>	78.74%	100.48%	106.15%	99.09%	209.28%	99.25%	66.55%	63.95%	Council result is close to desired result of 100%.
<i>[Asset renewal and upgrade expense / Asset depreciation] x100</i>									



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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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**ATTACHMENT No [2] - 2022/2023 Draft Performance Statement**

**Definitions**

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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**ATTACHMENT No [2] - 2022/2023 Draft Performance Statement**

## Other Information

For the year ended 30 June 2023

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### 1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its financial plan on 23 June 2021 and which forms part of the council plan. The financial plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The financial plan can be obtained by contacting council.

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**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
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**ATTACHMENT No [2] - 2022/2023 Draft Performance Statement**

**Certification of the Performance Statement**

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In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

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Beau Mittner CA

**Principal Accounting Officer**

**Dated:** *(Date)*

In our opinion, the accompanying performance statement of the Moira Shire Council for the year ended 30 June 2023 presents fairly the results of council's performance in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2020 to certify this performance statement in its final form.

---

John Tanner AM

**Chair Administrator**

**Dated:**

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Dr Graeme Emonson PSM

**Administrator**

**Dated:**

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT  
JARVIS)

**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [2] - 2022/2023 Draft Performance Statement**

\_\_\_\_\_  
Joshua Lewis

Acting - Chief Executive Officer

Dated: \_\_\_\_\_

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT  
JARVIS)

**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [3] - Draft Audit & Risk Committee Minutes - 14 September 2023**



**MINUTES**

**AUDIT & RISK COMMITTEE MEETING HELD AT  
COUNCILLOR BRIEFING ROOM  
44 STATION STREET COBRAM VIC,  
THURSDAY 14 SEPTEMBER 2023**

The meeting commenced at 9:03 AM.

**PRESENT** Leigh Berrell (Chair)  
Anthea Sloan  
David Gunn  
Administrator Suzanna Sheed  
Administrator Graeme Emonson

**IN ATTENDANCE:** Matt Jarvis Acting Chief Executive Officer  
Beau Mittner Acting Chief Financial Officer  
Nancy Mustica Senior Governance Officer  
Jason Gilbert Crowe External Auditor (VAGO)  
Kate Scarce AFS Internal Auditor

**ACKNOWLEDGEMENT OF COUNTRY**

The Moira Shire Audit & Risk Committee, acknowledges the traditional owners of the land upon which we meet and pay our respects to their Elders both past and present.

**1. APOLOGIES**

Ms Lisa Ford  
Mr Josh Lewis  
Ms Amanda Chadwick

**2. IN-CAMERA RESOLUTION**

**MOTION**

DAVID GUNN / ADMINSTRATOR SUZANNA SHEED

That pursuant to Section 66(2) (h) of the Local Government Act 2020, this meeting be closed to members of the public in order for the Committee to discuss matters which the Committee considers would prejudice the Council.

(CARRIED)

**3. DECLARATION OF ANY CONFLICT OF INTEREST**

Nil

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT  
JARVIS)

**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [3] - Draft Audit & Risk Committee Minutes - 14 September 2023**

AUDIT & RISK COMMITTEE MEETING  
THURSDAY 14 SEPTEMBER 2023

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**MOTION:**

ADMINISTRATOR GRAEME EMONSON / DAVID GUNN

That the minutes of the Audit & Risk Committee Meeting held on Thursday, 20 July 2023, as prepared, be confirmed.

(CARRIED)

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

- Review of Actions Register

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT  
JARVIS)

**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [3] - Draft Audit & Risk Committee Minutes - 14 September 2023**

CHIEF FINANCIAL OFFICER  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 14 SEPTEMBER 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

**2022/23 ASSET REVALUATIONS & IMPAIRMENT**

*The Audit and Risk Committee had a discussion without management.*

*Management left the meeting at 9.25am and returned to the meeting at 9.30am.*

**Executive Summary**

The value of Council's Property, Infrastructure, Plant and Equipment (PIPE) is a material balance within Council's Statement of Financial Position. This report addresses the 2023 financial year revaluation and impairment outcomes, which are reported in Council's 2022/23 Annual Report.

**MOTION**

ADMINISTRATOR GRAEME EMONSON / DAVID GUNN

That the Audit and Risk Committee note the following actions taken to support the valuation of Council's Property, Infrastructure, Plant and Equipment as at 30 June 2023:

1. The independent assessment of fair value of Land & Buildings;
2. The management assessment of fair value of Roads, Land Under Roads and Culverts & Floodway's;
3. Management's assessment of impairment indicators; and
4. Management's indexation assessment.

(CARRIED)

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT  
JARVIS)

**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [3] - Draft Audit & Risk Committee Minutes - 14 September 2023**

CHIEF FINANCIAL OFFICER  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 14 SEPTEMBER 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.1.2  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

**DRAFT FINANCIAL REPORT AND PERFORMANCE STATEMENT 2022-23**

**Executive Summary**

The draft Financial Report and the Performance Statement are currently being audited by the Victorian Auditor General's Office. These reports will be ready for signing in their final form after any changes recommended, or agreed to by the Auditor-General have been made.

The Financial Report and the Performance Statements for the year ended 30 June 2023 have been prepared in accordance with the Australian Accounting Standards, the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

The actual result for 2022/23 represents a surplus of \$15.4 million compared to the adopted budget surplus of \$14.06 million. Overall Council's financial sustainability indicators show Council to be in a satisfactory underlying financial position as at 30 June 2023.

**MOTION**

DAVID GUNN / ADMINISTRATOR GRAEME EMONSON

That the Audit and Risk Committee note and recommend to Council that:

1. The 2022/23 Financial report and the 2022/23 Performance Statements in their final form be included in the 2022/23 Annual Report in accordance with Section 98 of the Local Government Act 2020; and
2. Two Administrators certify the statements, in conjunction with the Acting Chief Executive Officer and the Principal Accounting Officer, in their final form, and after any changes recommended, or agreed to by the Auditor-General have been made, in accordance with Section 99(3) of the Local Government Act 2020.
3. Any material changes or risk identified to the current 2022/23 Financial Report and 2022/23 Performance Statements are to be brought to the attention of the Audit & Risk Committee in an out of session communication, prior to signing the statements.

(CARRIED)

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT  
JARVIS)

**CERTIFICATION OF THE 2022-23 FINANCIAL REPORT AND PERFORMANCE  
STATEMENT (cont'd)**

**ATTACHMENT No [3] - Draft Audit & Risk Committee Minutes - 14 September 2023**

**7. GENERAL BUSINESS**

1.	Status Update
2.	Industry Update
3.	Acting CEO update

**8. NEXT MEETING**

Thursday, 19 October 2023

**9. MEETING CLOSE: 11.12AM**

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.2  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

## C018/23 - PROVISION OF ELECTRICAL MAINTENANCE SERVICES - PANEL

### Recommendation

That Council:

1. Award the schedule of rates contract to the following tenderers under panel contract C018/23 – Provision of Electrical Maintenance – Panel for an initial term of 2 years with the option to extend in 2 x 2 year periods to a maximum contract period of 6 years (2+2+2)
  - Purtle Electrical (NSW) Pty Ltd
  - Cobram Electrical and Data Pty Ltd
  - RT Butler Electrical Pty Ltd atf RT Butler Family Trust t/a RT Butler Electrical
  - Floyd Industries Pty Ltd
  - Marks, Mitchell Shaun t/a Amped & Charged Electrical
  - McCurdy, Jordan Thomas t/a McCurdy Electrical
  - P&M Hartmann Family Trust t/a Adapt Essential Services Pty Ltd
  - Watters Electrical Pty Ltd
2. Authorise the Chief Executive Officer to sign and seal the contract documents and approve contract extensions within the provisions of the Contract.

### 1. Executive Summary

Moira Shire Council invited submissions from suitability qualified and experienced service providers to create a panel of suppliers for the provision of electrical and refrigeration maintenance for scheduled and urgent repairs to Council assets.

8 submissions were received. After being evaluated against the scoring criteria by the evaluation panel, all applicants have been recommended for appointment to the Provision of Electrical Maintenance panel.

### 2. Conflict of interest declaration

There was no conflict of interest declared for this tender evaluation process.

### 3. Background & Context

The services under the Contract are to be performed at various locations and Council assets within the Municipality and will include general electrical repairs and maintenance, emergency response and attendance, exit and emergency light testing, supply and installation of new air conditioners etc.

### Contract Details

The schedule of rates contract is for an initial term of 2 years commencing 1 October 2023. Upon mutual agreement the Contract can be extended in 2 x 2 year periods to a maximum contract period of 6 years (2+2+2).

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.2  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C018/23 - PROVISION OF ELECTRICAL MAINTENANCE SERVICES - PANEL  
(cont'd)**

**Date of Public Notice**

Medium	Date
Eprocure	13 June 2023
Shepparton News	13 June 2023
Cobram Courier	14 June 2023
Numurkah Leader	14 June 2023
Yarrawonga Chronicle	14 June 2023

**Submissions closed** on 12 July 2023.

**Receipt of Tenders**

Eight submissions were received.

**Supervision**

Superintendent – Manager Parks, Recreation and Facilities  
Superintendent Representative – Coordinator Facilities Maintenance

**Panel Membership**

The submissions were independently evaluated in Eprocure by the following positions:

- Manager Parks, Recreation and Facilities
- Coordinator Facilities Maintenance
- Project Manager, Construction & Assets

The evaluation was moderated by the Procurement Coordinator.

**Non-conforming tenders**

No submissions were deemed non-conforming.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.2  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C018/23 - PROVISION OF ELECTRICAL MAINTENANCE SERVICES - PANEL  
(cont'd)**

**Tender Evaluation**

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	20%
Compliance with Specification	10%
Skills and Resources	20%
Track Record	20%
Management Schedules	20%
Contribution to Local Economy	10%

A summary of the evaluation is provided in the confidential attachment

**4. Issues**

No issues to report.

**5. Strategic Alignment**

**Council Plan**

5. Transparent and accountable governance

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

**6. Internal & External Engagement**

**Engagement**

Internal Evaluation Panel

**Feedback**

Each member of the Evaluation Panel participated and contributed to the evaluation and moderation of the tender.

External General Public

Tender writing workshops were held on 19 & 26 July 2023.

**7. Budget / Financial Considerations**

Council conducted a public tender process to determine best value. Engaging contractors from the panel is funded within departmental operational budgets.

When Council staff procure the services from a Vendor Panel provider, it is a requirement under Council's Procurement Policy and Guidelines that the employees ensure Council is receiving value-for-money through supplier engagement. Value-for-money is validated through applying the Market Testing Thresholds stipulated in the Procurement Policy, as well as considering

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.2  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C018/23 - PROVISION OF ELECTRICAL MAINTENANCE SERVICES - PANEL  
(cont'd)**

other factors such as supplier experience, qualifications, resourcing and ability to deliver within timeframes.

**8. Risk & Mitigation**

Tenderers addressed risk management as part of their application. Site and project specific risks are assessed by suppliers as the works are awarded.

**9. Conclusion**

After consideration of the submissions, including price and specification requirements, the evaluation panel recommends C018/23 – Provision of Electrical Maintenance – Panel be awarded to the following tenderers;

- Purtle Electrical (NSW) Pty Ltd
- Cobram Electrical and Data Pty Ltd
- RT Butler Electrical Pty Ltd atf RT Butler Family Trust t/a RT Butler Electrical
- Floyd Industries Pty Ltd (Conforming)
- Marks, Mitchell Shaun t/a Amped & Charged Electrical
- McCurdy, Jordan Thomas t/a McCurdy Electrical
- P&M Hartmann Family Trust t/a Adapt Essential Services Pty Ltd
- Watters Electrical Pty Ltd

**Attachments**

- 1 C018/23 - Provision of Electrical Maintenance Services - Panel - Appendix A  
(CONFIDENTIAL) - *printed in separate document*
- 2 C018/23 Provision of Electrical Maintenance Service – Panel

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.2  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(CHIEF FINANCE OFFICER MATT  
JARVIS)

**C018/23 - PROVISION OF ELECTRICAL MAINTENANCE SERVICES - PANEL**  
(cont'd)

**ATTACHMENT No [1] - C018/23 Provision of Electrical Maintenance Service – Panel**

**C018/23 - Provision of Electrical Services**  
All Rates are exclusive of GST  
Due to the schedule of rates containing commercially sensitive information, the names of the companies awarded under the schedule of rates contract have been de-identified.

Electrical											
Normal Hours											
Item no	Description	Unit	Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5	Supplier 6	Supplier 7	Supplier 8	Supplier 9
1.1.1	Normal Hours - Qualified	Hour	\$92.00	\$94.60	\$100.00	\$110.00	\$100.00	\$110.00	\$95.00	\$95.00	\$90.00
1.1.2	Normal Hours - General	Hour	\$72.00	\$77.65	\$70.00	\$110.00	\$50.00	\$50.00	\$87.00	\$87.00	\$90.00
1.1.3	Normal Hours - Apprentice	Hour	\$52.00	\$55.55	\$75.00	\$55.00	\$100.00	\$70.00	\$45.00	\$87.00	\$45.00
1.1.4	Normal Hours - Emergency	Hour	\$0.00	\$77.65	\$100.00	\$110.00	\$100.00	\$110.00	\$95.00	\$95.00	\$95.00
1.2.1	After Hours - Qualified	Hour	\$129.00	\$154.50	\$150.00	\$165.00	\$150.00	\$165.00	\$160.00	\$164.00	\$135.00
1.2.2	After Hours - General	Hour	\$100.00	\$119.10	\$105.00	\$165.00	\$75.00	\$75.00	\$106.00	\$106.00	\$135.00
1.2.3	After Hours - Apprentice	Hour	\$73.00	\$89.25	\$107.50	\$85.00	\$150.00	\$105.00	\$90.00	\$185.00	\$70.00
1.2.4	After Hours - Emergency	Hour	\$0.00	\$112.10	\$150.00	\$165.00	\$165.00	\$165.00	\$154.00	\$154.00	\$540.00
1.3.1	Weekends / Public Holidays - Qualified	Hour	\$180.00	\$154.50	\$150.00	\$180.00	\$200.00	\$200.00	\$142.50	\$187.00	\$180.00
1.3.2	Weekends / Public Holidays - General	Hour	\$140.00	\$112.10	\$105.00	\$180.00	\$100.00	\$100.00	\$67.50	\$169.00	\$180.00
1.3.3	Weekends / Public Holidays - Apprentice	Hour	\$102.00	\$89.25	\$107.50	\$100.00	\$200.00	\$140.00	\$67.50	\$169.00	\$90.00
1.3.4	Weekends / Public Holidays - Emergency	Hour	\$0.00	\$112.10	\$150.00	\$180.00	\$200.00	\$220.00	\$187.00	\$187.00	\$720.00
1.5.1	Supply only of materials not provided by Council (Cost + %)	%	10%	22%	10%	0%	10%	10%	10%	10%	0%
1.5.2	Supply of hire equipment (Cost + %)	%	10%	13%	10%	10%	10%	10%	10%	10%	10%
1.5.3	Travel	Km	\$1.65	\$0.65	\$0.25	\$1.00	\$0.50	\$0.50	\$0.00	\$1.20	\$1.00
1.5.4	Call Out Fee	Each	Min 4 hrs	\$175.00	\$300.00	\$540.00	\$200.00	\$165.00	\$0.00	\$229.00	\$540.00

Plant / Equipment Hire											
Item no	Description	Unit	Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5	Supplier 6	Supplier 7	Supplier 8	Supplier 9
	Power Monitoring Equipment	Hour				\$50.00					\$50.00

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.3  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

## C019/23 - PROVISION OF PAINTING SERVICES - PANEL

### Recommendation

That Council:

1. Award the schedule of rates contract to the following tenderers under panel contract C019/23 – Provision of Painting Services – Panel for an initial term of 2 years with the option to extend in 2 x 2 year periods to a maximum contract period of 6 years (2+2+2).
  - Desmond Craig Bentley t/a Northern Painting Services (Business Name: Moira Painting Services)
  - Higgins Coatings Pty Ltd
  - Mark O'Rafferty t/a AGP Painting Services
  - P&R Baxa Painting & Decorating Pty Ltd atf The P & R Baxa Family Trust
  - Programmed Maintenance Services Limited t/a Programmed Property Services
2. Authorise the Chief Executive Officer to sign and seal the contract documents and approve contract extensions within the provisions of the Contract.

### 1. Executive Summary

Moira Shire Council invited submissions from suitability qualified and experienced service providers to create a panel for the provision of scheduled and urgent painting services to maintain and repair Council assets.

5 submissions were received. After being evaluated against the scoring criteria by the evaluation panel, all applicants have been recommended for appointment to the Provision of Painting Services panel.

### 2. Conflict of interest declaration

There was no conflict of interest declared for this tender evaluation process.

### 3. Background & Context

The services under the Contract are to be performed at various locations and Council assets within the Municipality including Council's annual painting program, reactive repairs, commercial painting of swimming pools etc.

### Contract Details

The schedule of rates contract is for an initial term of 2 years commencing 1 October 2023. Upon mutual agreement the Contract can be extended in 2 x 2 year periods to a maximum contract period of 6 years (2+2+2).

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.3  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C019/23 - PROVISION OF PAINTING SERVICES - PANEL (cont'd)**

**Date of Public Notice**

Medium	Date
Eprocure	13 June 2023
Shepparton News	13 June 2023
Cobram Courier	14 June 2023
Numurkah Leader	14 June 2023
Yarrawonga Chronicle	14 June 2023

**Submissions closed** on 12 July 2023.

**Receipt of Tenders**

Five submissions were received.

**Supervision**

Superintendent – Manager Parks, Recreation and Facilities  
Superintendent Representative – Coordinator Facilities Maintenance

**Panel Membership**

The submissions were independently evaluated in Eprocure by the following positions:

- Manager Parks, Recreation and Facilities
- Coordinator Facilities Maintenance
- Project Manager, Construction & Assets

The evaluation was moderated by the Procurement Coordinator.

**Non-conforming tenders**

No submissions were deemed non-conforming.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.3  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C019/23 - PROVISION OF PAINTING SERVICES - PANEL (cont'd)**

**Tender Evaluation**

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	20%
Compliance with Specification	10%
Skills and Resources	20%
Track Record	20%
Management Schedules	20%
Contribution to Local Economy	10%

A summary of the evaluation is provided in the confidential attachment

**4. Issues**

No issues to report.

**Council Plan**

5. Transparent and accountable governance

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

**5. Strategic Alignment**

**6. Internal & External Engagement**

Engagement (who did you engage with?)  
Internal Evaluation Panel

Feedback  
Each member of the Evaluation Panel participated and contributed to the evaluation and moderation of the tender.

External General Public

Tender writing workshops were held on 19 & 26 July 2023.

**7. Budget / Financial Considerations**

Council conducted a public tender process to determine best value. Engaging contractors from the panel is funded within departmental operational budgets.

When Council staff procure the services from a Vendor Panel provider, it is a requirement under Council's Procurement Policy and Guidelines that the employees ensure Council is receiving

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.3  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

## **C019/23 - PROVISION OF PAINTING SERVICES - PANEL (cont'd)**

value-for-money through supplier engagement. Value-for-money is validated through applying the Market Testing Thresholds stipulated in the Procurement Policy, as well as considering other factors such as supplier experience, qualifications, resourcing and ability to deliver within timeframes.

### **8. Risk & Mitigation**

Tenderers addressed risk management as part of their application. Site and project specific risks are assessed by suppliers as the works are awarded.

### **9. Conclusion**

After consideration of the submissions, including price and specification requirements, the evaluation panel recommends C019/23 – Provision of Painting Services – Panel be awarded to the following tenderers;

- Desmond Craig Bentley t/a Northern Painting Services (Business Name: Moira Painting Services)
- Higgins Coatings Pty Ltd
- Mark O'Rafferty t/a AGP Painting Services
- P&R Baxa Painting & Decorating Pty Ltd atf The P & R Baxa Family Trust
- Programmed Maintenance Services Limited t/a Programmed Property Services

### **Attachments**

- 1 C019/23 - Provision of Painting Services - Panel - Appendix A (CONFIDENTIAL) - *printed in separate document*
- 2 C019/23 Provision of Painting Services - Panel

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.3  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(CHIEF FINANCE OFFICER MATT  
JARVIS)

**C019/23 - PROVISION OF PAINTING SERVICES - PANEL (cont'd)**

**ATTACHMENT No [1] - C019/23 Provision of Painting Services - Panel**

**C019/23 - Provision of Painting Services**

*All Rates are exclusive of GST  
Due to the schedule of rates containing commercially sensitive information, the names of the companies awarded under the schedule of rates contract have been de-identified.*

Item no	Description	Unit	Painting				
			Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5
			Normal Hours				
1.1.1	Normal Hours - Qualified	Hour	\$63.50	\$80.00	\$60.00	\$77.50	\$75.00
1.1.2	Normal Hours - General	Hour		\$60.00	\$50.00		\$70.00
1.1.3	Normal Hours - Apprentice	Hour	\$48.00		\$40.00		\$35.00
1.1.4	Normal Hours - Emergency	Hour	\$127.00	\$80.00	\$65.00		\$40.00
1.2.1	After Hours - Qualified	Hour	\$95.00	\$100.00	\$65.00	\$77.50	\$85.00
1.2.2	After Hours - General	Hour		\$80.00	\$55.00		\$80.00
1.2.3	After Hours - Apprentice	Hour	\$75.00		\$45.00		\$45.00
1.2.4	After Hours - Emergency	Hour	\$127.00	\$100.00	\$65.00		\$40.00
1.3.1	Weekends / Public Holidays - Qualified	Hour	\$127.00	\$120.00	\$65.00	\$77.50	\$85.00
1.3.2	Weekends / Public Holidays - General	Hour		\$100.00	\$55.00		\$80.00
1.3.3	Weekends / Public Holidays - Apprentice	Hour	\$100.00		\$45.00		\$45.00
1.3.4	Weekends / Public Holidays - Emergency	Hour	\$127.00	\$120.00	\$65.00		\$40.00
1.5.1	*Supply only* of materials not provided by Council (Cost + %)	%	10%	10%	10%	0%	10%
1.5.2	*Supply* of hire equipment (Cost + %)	%	10%	10%	10%	0%	12%
1.5.3	Travel	Km	\$1.00	\$1.25	\$1.35	\$0.00	\$0.75
1.5.4	Call Out Fee	Each	\$127.00	\$0.00	\$0.00	\$0.00	\$150.00

Item no	Description	Unit	Plant / Equipment Hire				
			Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.4  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

## C021/23 - PROVISION OF TREE MAINTENANCE SERVICES - PANEL

### Recommendation

That Council:

1. Award the schedule of rates contract to the following tenderers under panel contract C021/23 – Provision of Tree Maintenance Services – Panel for an initial term of 1 year with the option to extend in 2 x 2 year periods to a maximum contract period of 5 years (1+2+2).
  - Advanced Tree Care Vic Pty Ltd
  - Albury Wodonga Tree Services P/L ATF Kurt Dunston Family Trust T/A Albury Wodonga Tree Services
  - Arbor Dynamics Pty Ltd
  - Asplundh Tree Expert t/a Summit Open Space Services
  - Austral Tree Services Pty Ltd
  - Carrick, Jake Andrew
  - ENBOM & HORE Pty Ltd t/a Murray River Tree Services
  - G&J Tree Services Pty Ltd
  - Kialla Lawn Garden Pty Ltd
  - Ollington Family Trust ATF Federation Tree Care Pty Ltd
  - Tree Solutions North East Pty Ltd
2. Authorise the Chief Executive Officer to sign and seal the contract documents and approve contract extensions within the provisions of the Contract.

### 1. Executive Summary

Moira Shire Council invited submissions from suitability qualified and experienced service providers to create a panel for the provision of tree maintenance services for scheduled and urgent maintenance of Council trees.

11 submissions were received. After being evaluated against the scoring criteria by the evaluation panel, all applicants have been recommended for appointment to the Provision of Tree Maintenance Services panel.

### 2. Conflict of interest declaration

There was no conflict of interest declared for this tender evaluation process.

### 3. Background & Context

The services under the Contract are to be performed at various locations and Council assets within the Municipality including stump grinding, roadside mulching and tree clearance etc.

### Contract Details

The schedule of rates contract is for an initial term of 1 year commencing 1 October 2023. Upon mutual agreement the Contract can be extended in 2 x 2 year periods to a maximum contract period of 5 years (1+2+2).

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.4  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C021/23 - PROVISION OF TREE MAINTENANCE SERVICES - PANEL (cont'd)**

**Date of Public Notice**

Medium	Date
Eprocure	13 June 2023
Shepparton News	13 June 2023
Cobram Courier	14 June 2023
Numurkah Leader	14 June 2023
Yarrawonga Chronicle	14 June 2023

**Submissions closed** on 12 July 2023.

**Receipt of Tenders**

11 submissions were received.

**Supervision**

Superintendent – Manager Parks, Recreation and Facilities

Superintendent Representative – Team Leader Arboriculture, Parks Recreation and Facilities

**Panel Membership**

The submissions were independently evaluated in Eprocure by the following positions:

- Manager Parks, Recreation and Facilities
- Coordinator Facilities Maintenance
- Team Leader Arboriculture, Parks Recreation and Facilities

The evaluation was moderated by the Procurement Coordinator.

**Non-conforming tenders**

No submissions were deemed non-conforming.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.4  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C021/23 - PROVISION OF TREE MAINTENANCE SERVICES - PANEL (cont'd)**

**Tender Evaluation**

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	20%
Compliance with Specification	10%
Skills and Resources	20%
Track Record	20%
Management Schedules	20%
Contribution to Local Economy	10%

A summary of the evaluation is provided in the confidential attachment

**4. Issues**

No issues to report.

**5. Strategic Alignment**

**Council Plan**

5. Transparent and accountable governance

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

**6. Internal & External Engagement**

Engagement (who did you engage with?)  
Internal Evaluation Panel

Feedback  
Each member of the Evaluation Panel participated and contributed to the evaluation and moderation of the tender.

External General Public

Tender writing workshops were held on 19 & 26 July 2023.

**7. Budget / Financial Considerations**

Council conducted a public tender process to determine best value. Engaging contractors from the panel is funded within departmental operational budgets.

When Council staff procure the services from a Vendor Panel provider, it is a requirement under Council's Procurement Policy and Guidelines that the employees ensure Council is receiving value-for-money through supplier engagement. Value-for-money is validated through applying

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.4  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

## **C021/23 - PROVISION OF TREE MAINTENANCE SERVICES - PANEL (cont'd)**

the Market Testing Thresholds stipulated in the Procurement Policy, as well as considering other factors such as supplier experience, qualifications, resourcing and ability to deliver within timeframes.

### **8. Risk & Mitigation**

Tenderers addressed risk management as part of their application. Site and project specific risks are assessed by suppliers as the works are awarded.

### **9. Conclusion**

After consideration of the submissions, including price and specification requirements, the evaluation panel recommends C021/23 – Provision of Tree Maintenance Services – Panel be awarded to the following tenderers;

- Advanced Tree Care Vic Pty Ltd
- Albury Wodonga Tree Services P/L ATF Kurt Dunston Family Trust T/A Albury Wodonga Tree Services
- Arbor Dynamics Pty Ltd
- Asplundh Tree Expert t/a Summit Open Space Services
- Austral Tree Services Pty Ltd
- Carrick, Jake Andrew
- ENBOM & HORE Pty Ltd t/a Murray River Tree Services
- G&J Tree Services Pty Ltd
- Kialla Lawn Garden Pty Ltd
- Ollington Family Trust ATF Federation Tree Care Pty Ltd
- Tree Solutions North East Pty Ltd

### **Attachments**

- 1 C021/23 - Provision of Tree Maintenance Services - Panel - Appendix A (CONFIDENTIAL) - *printed in separate document*
- 2 C021/23 Provision of Tree Maintenance Services - Panel

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.4  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(CHIEF FINANCE OFFICER MATT  
JARVIS)

**C021/23 - PROVISION OF TREE MAINTENANCE SERVICES - PANEL (cont'd)**

**ATTACHMENT No [1] - C021/23 Provision of Tree Maintenance Services - Panel**

**C021/23 - Provision of Tree Maintenance Services**

Due to the schedule of rates containing commercially sensitive information, the names of the companies awarded under the schedule of rates contract have been de-identified.

All Rates are exclusive of GST

Item no	Description	Unit	Tree Maintenance										
			Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5	Supplier 6	Supplier 7	Supplier 8	Supplier 9	Supplier 10	Supplier 11
1.1.1	Normal Hours - Qualified	Hour	\$90.00	\$85.00	\$110.00	\$120.00	\$75.00	\$85.55	\$55.00	\$75.50	\$20.00	\$133.37	\$120.00
1.1.2	Normal Hours - General	Hour	\$75.00	\$65.00	\$85.00	\$110.00	\$50.00	\$65.65	\$50.00	\$35.00	\$128.65	\$85.00	
1.1.3	Normal Hours - Apprentice	Hour	\$65.00	\$55.00	\$75.00	\$100.00	\$40.00	\$55.15	\$40.00	\$112.50	\$85.15	\$65.00	
1.1.4	Normal Hours - Emergency	Hour	Double above	\$127.50	\$110.00	\$110.00	\$112.50	\$65.55	\$50.00	\$112.50	147.1	\$120.00	
1.2.1	After Hours - Qualified	Hour	\$135.00	\$127.50	\$168.00	\$240.00	\$112.50	\$138.12	\$110.00	\$112.50	\$60.00	\$261.30	\$240.00
1.2.2	After Hours - General	Hour	\$115.00	\$97.50	\$153.00	\$220.00	\$75.00	\$138.12	\$100.00	\$55.00	\$250.66	\$144.00	
1.2.3	After Hours - Apprentice	Hour	\$97.50	\$85.00	\$120.00	\$175.00	\$60.00	\$105.00	\$80.00	\$42.00	\$185.54	\$96.00	
1.2.4	After Hours - Emergency	Hour	\$170.00	\$170.00	\$220.00	\$220.00	\$168.75	\$138.12	\$110.00	\$150.00	\$285.45	\$240.00	
1.3.1	Weekends / Public Holidays - Qualified	Hour	\$180.00	\$170.00	\$270.00	\$340.00	\$142.50	\$158.12	\$110.00	\$160.00	\$80.00	\$335.00	\$340.00
1.3.2	Weekends / Public Holidays - General	Hour	\$150.00	\$130.00	\$170.00	\$220.00	\$75.00	\$138.12	\$100.00	\$65.00	\$321.26	\$144.00	
1.3.3	Weekends / Public Holidays - Apprentice	Hour	\$130.00	\$110.00	\$170.00	\$220.00	\$75.00	\$80.00	\$60.00	\$55.00	\$317.67	\$96.00	
1.3.4	Weekends / Public Holidays - Emergency	Hour	\$170.00	\$170.00	\$220.00	\$220.00	\$168.75	\$13.19	\$110.00	\$200.00	\$397.75	\$240.00	
1.5.1	Supply only of materials not provided by Council (Cost + %)	%											
1.5.2	Supply of hire equipment (Cost + %)	%											
1.5.3	Travel	Km	\$1.00	\$2.40	\$1.20	\$0.00	\$3.50	\$0.80			Hilly rate	\$0.40	\$1.00
1.5.4	Call Out Fee	Hour	\$0.00	\$0.00	\$0.00	Min 4 hrs					\$450.00	\$200.41	\$950.00
1.5.5	Call Out Fee	Each	\$300.00	\$250.00	\$0.00	\$330.00							

Item no	Description	Unit	Plant / Equipment Hire										
			Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5	Supplier 6	Supplier 7	Supplier 8	Supplier 9	Supplier 10	Supplier 11
All Hours		Hour	\$50.00										
Tipper Truck		Hour	\$50.00	\$20.00								\$37.00	
Tipper Truck Medium		Hour										\$45.00	
Tipper Truck Large		Hour						\$86.80					
Tipper Truck 10m		Hour					\$81.15			\$80.00			
Truck and Chipper		Hour	\$55.00		\$60.00								
Tipper Truck with 8 inch Chipper		Hour	\$50.00	\$52.00						\$75.00			
Tipper Truck with 12 inch Chipper		Hour	\$50.00	\$55.35									
Tipper Truck with 15 inch Chipper		Hour		\$40.00									
Truck & Dog		Hour						\$103.95					
Excavator 2.5t		Hour						\$35.00					
Excavator 5t		Hour	\$50.00					\$25.00					
Excavator 6t & Tipper		Hour						\$38.00		\$60.00			
Excavator 8t		Hour						\$68.31					
Excavator 14t		Hour						\$81.89					
Excavator 20t		Hour						\$34.77					
EWP		Hour	\$70.00		\$45.00			\$43.30				\$46.00	\$50.00
EWP 12m		Hour						\$50.33				\$55.00	
EWP 14m		Hour										\$58.00	
EWP 17m		Hour										\$25.00	
EWP 19m		Hour										\$33.00	
EWP 20m		Hour										\$57.00	
EWP 24m		Hour											
EWP 30m		Hour											
EWP 36m		Hour											
EWP 45m		Hour											
Wood Chipper 15"		Hour											
Wood Chipper 18"		Hour											
Wood Chipper 21"		Hour	\$170.45										
Bump Grinder with operator (Small)		Hour	\$227.27										
Bump Grinder with operator (Large)		Hour											





FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.5  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

## C022/23 - PROVISION OF BUILDING MAINTENANCE SERVICES - PANEL

### Recommendation

That Council:

1. Award the schedule of rates contract to the following tenderers under panel contract C022/23 – Provision of Building Maintenance Services – Panel for an initial term of 1 year with the option to extend in 2 x 2 year periods to a maximum contract period of 5 years (1+2+2).
  - Leigh Varcoe Plastering Pty Ltd
  - MP Larkin & TM Panter t/a Complete Plaster Services
  - OHMAC Constructions Pty Ltd
2. Authorise the Chief Executive Officer to sign and seal the contract documents and approve contract extensions within the provisions of the Contract.

### 1. Executive Summary

Moira Shire Council invited submissions from suitability qualified and experienced service providers to create a panel for the provision of building maintenance services to carry out minor capital works, building renewal projects and building maintenance on Council's assets.

Three submissions were received. After being evaluated against the scoring criteria by the evaluation panel, all applicants have been recommended for appointment to the Provision of Building Maintenance Services panel.

### 2. Conflict of interest declaration

There was no conflict of interest declared for this tender evaluation process.

### 3. Background & Context

The services under the Contract are to be performed at various locations and Council assets within the Municipality and include minor office renovations, plastering, refurbishment of public facilities and structures, installation of cladding and joinery and cabinetry works etc.

### Contract Details

The schedule of rates contract is for an initial term of 1 year commencing 1 October 2023. Upon mutual agreement the Contract can be extended in 2 x 2 year periods to a maximum contract period of 5 years (1+2+2).

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.5  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C022/23 - PROVISION OF BUILDING MAINTENANCE SERVICES - PANEL (cont'd)**

**Date of Public Notice**

Medium	Date
Eprocure	13 June 2023
Shepparton News	13 June 2023
Cobram Courier	14 June 2023
Numurkah Leader	14 June 2023
Yarrawonga Chronicle	14 June 2023

**Submissions closed** on 12 July 2023.

**Receipt of Tenders**

Three submissions were received.

**Supervision**

Superintendent – Manager Parks, Recreation and Facilities  
Superintendent Representative – Coordinator Facilities Maintenance

**Panel Membership**

The submissions were independently evaluated in Eprocure by the following positions:

- Manager Parks, Recreation and Facilities
- Coordinator Facilities Maintenance
- Project Manager, Construction & Assets

The evaluation was moderated by the Procurement Coordinator.

**Non-conforming tenders**

No submissions were deemed non-conforming.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.5  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C022/23 - PROVISION OF BUILDING MAINTENANCE SERVICES - PANEL (cont'd)**

**Tender Evaluation**

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	20%
Compliance with Specification	10%
Skills and Resources	20%
Track Record	20%
Management Schedules	20%
Contribution to Local Economy	10%

A summary of the evaluation is provided in the confidential attachment.

**4. Issues**

No issues to report.

**Council Plan**

5. Transparent and accountable governance

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

**5. Strategic Alignment**

**6. Internal & External Engagement**

Engagement (who did you engage with?)  
Internal Evaluation Panel

Feedback  
Each member of the Evaluation Panel participated and contributed to the evaluation and moderation of the tender.

External General Public

Tender writing workshops were held on 19 & 26 July 2023.

**7. Budget / Financial Considerations**

Council conducted a public tender process to determine best value. Engaging contractors from the panel is funded within departmental operational budgets.

When Council staff procure the services from a Vendor Panel provider, it is a requirement under Council's Procurement Policy and Guidelines that the employees ensure Council is receiving

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.5  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C022/23 - PROVISION OF BUILDING MAINTENANCE SERVICES - PANEL (cont'd)**

value-for-money through supplier engagement. Value-for-money is validated through applying the Market Testing Thresholds stipulated in the Procurement Policy, as well as considering other factors such as supplier experience, qualifications, resourcing and ability to deliver within timeframes.

**8. Risk & Mitigation**

Tenderers addressed risk management as part of their application. Site and project specific risks are assessed by suppliers as the works are awarded.

**9. Conclusion**

After consideration of the submissions, including price and specification requirements, the evaluation panel recommends C022/23 – Provision of Building Maintenance Services – Panel be awarded to the following tenderers;

- Leigh Varcoe Plastering Pty Ltd
- MP Larkin & TM Panter t/a Complete Plaster Services
- OHMAC Constructions Pty Ltd

**Attachments**

- 1 C022/23 - Provision of Building Maintenance Services - Panel - Appendix A  
(CONFIDENTIAL) - *printed in separate document*
- 2 C022/23 Provision of Building Maintenance Services - Panel

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.5  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(CHIEF FINANCE OFFICER MATT  
JARVIS)

**C022/23 - PROVISION OF BUILDING MAINTENANCE SERVICES - PANEL**  
(cont'd)

**ATTACHMENT No [1] - C022/23 Provision of Building Maintenance Services - Panel**

**C022/23 - Provision of Building Maintenance Services**

All Rates are exclusive of GST

Due to the schedule of rates containing commercially sensitive information, the names of the companies awarded under the schedule of rates contract have been de-identified.

		Building Maintenance			
		Normal Hours			
Item no	Description	Unit	Supplier 1	Supplier 2	Supplier 3
1.1.1	Normal Hours - Qualified	Hour	\$65.00	\$80.00	\$80.00
1.1.2	Normal Hours - General	Hour		\$55.00	\$60.00
1.1.3	Normal Hours - Apprentice	Hour	\$45.00	\$55.00	\$35.00
1.1.4	Normal Hours - Emergency	Hour	\$130.00	\$120.00	\$100.00
1.2.1	After Hours - Qualified	Hour	\$130.00	\$80.00	\$110.00
1.2.2	After Hours - General	Hour		\$55.00	\$90.00
1.2.3	After Hours - Apprentice	Hour	\$90.00	\$55.00	\$65.00
1.2.4	After Hours - Emergency	Hour	\$130.00	\$120.00	\$135.00
1.3.1	Weekends / Public Holidays - Qualified	Hour	\$130.00	\$80.00	\$140.00
1.3.2	Weekends / Public Holidays - General	Hour		\$55.00	\$120.00
1.3.3	Weekends / Public Holidays - Apprentice	Hour	\$90.00	\$55.00	\$95.00
1.3.4	Weekends / Public Holidays - Emergency	Hour	\$130.00	\$120.00	\$165.00
1.5.1	"Supply only" of materials not provided by Council (Cost + %)	%		10%	10%
1.5.2	"Supply" of hire equipment (Cost + %)	%		10%	10%
1.5.3	Travel	Km	\$4.50	\$0.00	\$0.50
1.5.4	Call Out Fee	Hour	\$100.00	\$150.00	\$100.00
1.5.5	Call Out Fee	Each			

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.6  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

## C020/23 - PROVISION OF PLUMBING & GAS FITTING SERVICES - PANEL

### Recommendation

That Council:

1. Award the schedule of rates contract to the following tenderers under panel contract C020/23 – Provision of Plumbing & Gas Fitting Services - Panel for an initial term of 2 years with the option to extend in 2 x 2 year periods to a maximum contract period of 6 years (2+2+2).
  - Bradley Wilson t/a BW Plumbing
  - Christopher Hemingway t/a Hemingway Plumbing
  - Drainflow Solutions Pty Ltd
  - Phantoms Plumbing Pty Ltd
2. Authorise the Chief Executive Officer to sign and seal the contract documents and approve contract extensions within the provisions of the Contract.

### 1. Executive Summary

Moira Shire Council invited submissions from suitability qualified and experienced service providers to create a panel for the provision of specialised drainage and plumbing and gas fitting services to Council's assets.

Four submissions were received. After being evaluated against the scoring criteria by the evaluation panel, all applicants have been recommended for appointment to the Provision of Plumbing & Gas Fitting Services panel.

### 2. Conflict of interest declaration

There was no conflict of interest declared for this tender evaluation process.

### 3. Background & Context

The services under the Contract are to be performed at various locations and Council assets within the Municipality. Services include general plumbing, roofing maintenance, gutter and storm water repairs, gas appliance services, testing and repairs etc.

### Contract Details

The schedule of rates contract is for an initial term of 2 years commencing 1 October 2023. Upon mutual agreement the Contract can be extended in 2 x 2 year periods to a maximum contract period of 6 years (2+2+2).

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.6  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C020/23 - PROVISION OF PLUMBING & GAS FITTING SERVICES - PANEL (cont'd)**

**Date of Public Notice**

Medium	Date
Eprocure	13 June 2023
Shepparton News	13 June 2023
Cobram Courier	14 June 2023
Numurkah Leader	14 June 2023
Yarrawonga Chronicle	14 June 2023

**Submissions closed** on 12 July 2023.

**Receipt of Tenders**

Four submissions were received.

**Supervision**

Superintendent – Manager Parks, Recreation and Facilities  
Superintendent Representative – Coordinator Facilities Maintenance

**Panel Membership**

The submissions were independently evaluated in Eprocure by the following positions:

- Manager Parks, Recreation and Facilities
- Coordinator Facilities Maintenance
- Project Manager, Construction & Assets

The evaluation was moderated by the Procurement Coordinator.

**Non-conforming tenders**

No submissions were deemed non-conforming.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.6  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C020/23 - PROVISION OF PLUMBING & GAS FITTING SERVICES - PANEL (cont'd)**

**Tender Evaluation**

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	20%
Compliance with Specification	10%
Skills and Resources	20%
Track Record	20%
Management Schedules	20%
Contribution to Local Economy	10%

A summary of the evaluation is provided in the confidential attachment

**4. Issues**

No issues to report.

**Council Plan**

5. Transparent and accountable governance

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

**5. Strategic Alignment**

**6. Internal & External Engagement**

Engagement (who did you engage with?)  
Internal Evaluation Panel

Feedback  
Each member of the Evaluation Panel participated and contributed to the evaluation and moderation of the tender.

External General Public

Tender writing workshops were held on 19 & 26 July 2023.

**7. Budget / Financial Considerations**

Council conducted a public tender process to determine best value. Engaging contractors from the panel is funded within departmental operational budgets.

When Council staff procure the services from a Vendor Panel provider, it is a requirement under Council's Procurement Policy and Guidelines that the employees ensure Council is receiving

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.6  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(CHIEF FINANCE OFFICER MATT JARVIS)

**C020/23 - PROVISION OF PLUMBING & GAS FITTING SERVICES - PANEL (cont'd)**

value-for-money through supplier engagement. Value-for-money is validated through applying the Market Testing Thresholds stipulated in the Procurement Policy, as well as considering other factors such as supplier experience, qualifications, resourcing and ability to deliver within timeframes.

**8. Risk & Mitigation**

Tenderers addressed risk management as part of their application. Site and project specific risks are assessed by suppliers as the works are awarded.

**9. Conclusion**

After consideration of the submissions, including price and specification requirements, the evaluation panel recommends C020/23 – Provision of Plumbing & Gas Fitting Services - Panel be awarded to the following tenderers;

- Bradley Wilson t/a BW Plumbing
- Christopher Hemingway t/a Hemingway Plumbing
- Drainflow Solutions Pty Ltd
- Phantoms Plumbing Pty Ltd

**Attachments**

- 1 C020/23 - Provision of Plumbing & Gas Fitting Services - Panel - *printed in separate document*
- 2 C020/23 Provision of Plumbing and Gas Fitting Services - Panel

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.6  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(CHIEF FINANCE OFFICER MATT  
JARVIS)

**C020/23 - PROVISION OF PLUMBING & GAS FITTING SERVICES - PANEL**  
(cont'd)

**ATTACHMENT No [1] - C020/23 Provision of Plumbing and Gas Fitting Services - Panel**

**C020/23 - Provision of Plumbing Services**

All Rates are exclusive of GST  
Due to the schedule of rates containing commercially sensitive information, the names of the companies awarded under the schedule of rates contract have been de-identified.

Item no	Description	Unit	Plumbing			
			Supplier 1	Supplier 2	Supplier 3	Supplier 4
11.1	Normal Hours - Qualified	Hour	\$58.00	\$50.00	\$50.00	\$50.00
11.2	Normal Hours - General	Hour	\$55.00	\$50.00	\$50.00	\$50.00
11.3	Normal Hours - Apprentice	Hour	\$40.00	\$35.00	\$35.00	\$35.00
11.4	Normal Hours - Emergency	Hour	\$85.00	\$50.00	\$122.72	\$130.00
12.1	After Hours - Qualified	Hour	\$150.00	\$140.00	\$122.72	\$130.00
12.2	After Hours - General	Hour	\$80.00	\$100.00	\$50.00	\$50.00
12.3	After Hours - Apprentice	Hour	\$50.00	\$50.00	\$50.00	\$50.00
12.4	After Hours - Emergency	Hour	\$130.00	\$100.00	\$145.45	\$130.00
13.1	Weekends / Public Holidays - Qualified	Hour	\$170.00	\$250.00	\$145.45	\$130.00
13.2	Weekends / Public Holidays - General	Hour	\$110.00	\$160.00	\$145.45	\$118.18
13.3	Weekends / Public Holidays - Apprentice	Hour	\$50.00	\$50.00	\$118.18	\$118.18
13.4	Weekends / Public Holidays - Emergency	Hour	\$170.00	\$160.00	\$145.45	\$130.00
15.1	Supply only of materials not provided by Council	%	10%		15%	10%
15.2	Cost + %	%	40%		15%	10%
15.3	Supply of fire equipment (Cost + %)	%	40%		15%	10%
15.4	Call Out Fee	Hour	\$1.00	\$0.00	\$0.00	\$0.00
15.5	Call Out Fee	Each	\$120.00	\$200.00	\$0.00	\$55.00

Item no	Description	Unit	Plant / Equipment Hire			
			Supplier 1	Supplier 2	Supplier 3	Supplier 4
	Standard Hours					
	Power Monitoring Equipment	Hour				
	Truck Vacuum and Hydre Excavation	Hour		\$250.00		
	Capeblasto Drain Cleaning Truck	Hour		\$250.00		
	Blak Tractor Camera	Hour		\$220.00		
	Quick View Camera	Hour		\$220.00		
	Cable Locating	Hour		\$220.00		
	After Hours					
	Power Monitoring Equipment	Hour				
	Ikuza Vacuum and Hydre Excavation	Hour		\$375.00		
	Truck	Hour		\$375.00		
	Explosive Drain Cleaning Truck	Hour		\$375.00		
	Blak Tractor Camera	Hour		\$200.00		
	Quick View Camera	Hour		\$200.00		
	Cable Locating	Hour		\$200.00		
	Weekends / Public Holidays					
	Power Monitoring Equipment	Hour				
	Ikuza Vacuum and Hydre Excavation	Hour		\$450.00		
	Truck	Hour		\$450.00		
	Capeblasto Drain Cleaning Truck	Hour		\$350.00		
	Blak Tractor Camera	Hour		\$350.00		
	Quick View Camera	Hour		\$350.00		
	Cable Locating	Hour		\$350.00		

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.7  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

## C023/23 - PROVISION OF GENERAL TRADES & SERVICES - PANEL

### Recommendation

That Council:

1. Award the schedule of rates contract to the following tenderers under panel contract C023/23 – Provision of General Trades & Services – Panel for an initial term of 1 year with the option to extend in 2 single year periods to a maximum contract period of 3 years (1+1+1).
  - BR Excavations Pty Ltd
  - Drainflow Solutions Pty Ltd
  - Floyd Industries Pty Ltd
  - Katty East Engineering Pty Ltd
  - Kialla Lawn & Garden Pty Ltd
  - Mictel Pty Ltd & Gertel Pty Ltd atf Michael Telford Family Trust and Gerard Telford Family Trust t/a Global Factory Maintenance
  - O'Loughlin Excavations
  - Water Dynamics Pty Ltd
2. Authorise the Chief Executive Officer to sign and seal the contract documents and approve contract extensions within the provisions of the Contract.

### 1. Executive Summary

Moira Shire Council invited submissions from suitability qualified and experienced service providers to create a panel of general trades and services to perform works and maintenance on Council's assets.

Eight submissions were received. After being evaluated against the scoring criteria by the evaluation panel, all applicants have been recommended for appointment to the Provision of General Trades & Services panel.

### 2. Conflict of interest declaration

There was a conflict of interest declared for this tender. The Chief Financial Officer declared a direct conflict of interest and was removed from the report authorisation process.

The Chief Financial Officer was not on the evaluation panel and did not have any decision making powers during the tender process.

### 3. Background & Context

The panel provides a range of services to Council including specialised drainage, landscaping, concreting, gutter cleaning, irrigation and other general maintenance and labour hire.

The services under the Contract are to be performed at various locations and Council assets within the Municipality.

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GOVERNANCE

ITEM NO: 10.1.7  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C023/23 - PROVISION OF GENERAL TRADES & SERVICES - PANEL (cont'd)**

**Contract Details**

The schedule of rates contract is for an initial term of 1 year commencing 1 October 2023. Upon mutual agreement the Contract can be extended in single 1 year periods to a maximum contract period of 3 years (1+1+1).

**Date of Public Notice**

Medium	Date
Eprocure	13 June 2023
Shepparton News	13 June 2023
Cobram Courier	14 June 2023
Numurkah Leader	14 June 2023
Yarrawonga Chronicle	14 June 2023

**Submissions closed** on 12 July 2023.

**Receipt of Tenders**

Eight submissions were received.

**Supervision**

Superintendent – Manager Parks, Recreation and Facilities  
Superintendent Representative – Coordinator Facilities Maintenance

**Panel Membership**

The submissions were independently evaluated in Eprocure by the following positions:

- Manager Parks, Recreation and Facilities
- Coordinator Facilities Maintenance
- Project Manager, Construction & Assets

The evaluation was moderated by the Procurement Coordinator.

**Non-conforming tenders**

No submissions were deemed non-conforming.

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ITEM NO: 10.1.7  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C023/23 - PROVISION OF GENERAL TRADES & SERVICES - PANEL (cont'd)**

**Tender Evaluation**

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	20%
Compliance with Specification	10%
Skills and Resources	20%
Track Record	20%
Management Schedules	20%
Contribution to Local Economy	10%

A summary of the evaluation is provided in the confidential attachment.

**4. Issues**

No issues to report.

**5. Strategic Alignment**

**Council Plan**

5. Transparent and accountable governance

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

**6. Internal & External Engagement**

Engagement (who did you engage with?)  
Internal Evaluation Panel

Feedback  
Each member of the Evaluation Panel participated and contributed to the evaluation and moderation of the tender.

External General Public

Tender writing workshops were held on 19 & 26 July 2023.

**7. Budget / Financial Considerations**

Council conducted a public tender process to determine best value. Engaging contractors from the panel is funded within departmental operational budgets.

When Council staff procure the services from a Vendor Panel provider, it is a requirement under Council's Procurement Policy and Guidelines that the employees ensure Council is receiving value-for-money through supplier engagement. Value-for-money is validated through applying the Market Testing Thresholds stipulated in the Procurement Policy, as well as considering

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(PROCUREMENT OFFICER, LISA KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

## **C023/23 - PROVISION OF GENERAL TRADES & SERVICES - PANEL (cont'd)**

other factors such as supplier experience, qualifications, resourcing and ability to deliver within timeframes.

### **8. Risk & Mitigation**

Tenderers addressed risk management as part of their application. Site and project specific risks are assessed by suppliers as the works are awarded.

### **9. Conclusion**

After consideration of the submissions, including price and specification requirements, the evaluation panel recommends C023/23 – Provision of General Trades & Services – Panel be awarded to the following tenderers;

- BR Excavations Pty Ltd
- Drainflow Solutions Pty Ltd
- Floyd Industries Pty Ltd
- Katty East Engineering Pty Ltd
- Kialla Lawn & Garden Pty Ltd
- Mictel Pty Ltd & Gertel Pty Ltd atf Michael Telford Family Trust and Gerard Telford Family Trust t/a Global Factory Maintenance
- O'Loughlin Excavations
- Water Dynamics Pty Ltd

### **Attachments**

- 1 C023/23 - Provision of General Trades & Services - Panel - Appendix A (CONFIDENTIAL) - *printed in separate document*
- 2 C023/23 Provision of Gneral Trades and Services - Panel

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE GOVERNANCE

ITEM NO: 10.1.7  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE SERVICES DAMIEN BURTON)

**C023/23 - PROVISION OF GENERAL TRADES & SERVICES - PANEL (cont'd)**

ATTACHMENT No [1] - C023/23 Provision of Gneral Trades and Services - Panel

**C023/23 - Provision of General Trades and Services**

All Rates are exclusive of GST

Due to the schedule of rates containing commercially sensitive information, the names of the companies awarded under the schedule of rates contract have been de-identified.

Item no	Description	Unit	General Trades & Services										
			Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5	Supplier 6	Supplier 7	Supplier 8	Supplier 9		
1.1.1	Normal Hours - Qualified	Hour	\$80.00	\$80.00	\$110.00	\$90.00	\$55.00	\$95.00	\$110.00	\$110.00	\$110.00	\$90.00	\$90.00
1.1.2	Normal Hours - General	Hour	\$70.00	\$60.00	\$110.00	\$90.00	\$50.00	\$95.00	\$90.00	\$90.00	\$110.00	\$90.00	\$90.00
1.1.3	Normal Hours - Apprentice	Hour	\$55.00	\$55.00	\$55.00	\$90.00	\$40.00	\$80.00	\$50.00	\$50.00	\$50.00	\$45.00	\$45.00
1.1.4	Normal Hours - Emergency	Hour	\$70.00	\$60.00	\$110.00	\$90.00	\$55.00	\$135.00	\$150.00	\$150.00	\$110.00	\$110.00	\$110.00
1.2.1	After Hours - Qualified	Hour	\$160.00	\$140.00	\$165.00	\$165.00	\$110.00	\$120.00	\$150.00	\$120.00	165-220	\$135.00	\$135.00
1.2.2	After Hours - General	Hour	\$140.00	\$100.00	\$165.00	\$85.00	\$80.00	\$120.00	\$140.00	\$80.00	165-220	\$135.00	\$135.00
1.2.3	After Hours - Apprentice	Hour	\$110.00	\$100.00	\$85.00	\$165.00	\$110.00	\$90.00	\$80.00	\$80.00	\$70.00	\$70.00	\$70.00
1.2.4	After Hours - Emergency	Hour	\$140.00	\$100.00	\$165.00	\$165.00	\$110.00	\$155.00	\$180.00	\$180.00	165-220	\$540.00	\$540.00
1.3.1	Weekends / Public Holidays - Qualified	Hour	\$200.00	\$250.00	\$180.00	\$180.00	\$110.00	\$120.00	\$150.00	\$220.00	\$220.00	\$180.00	\$180.00
1.3.2	Weekends / Public Holidays - General	Hour	\$175.00	\$160.00	\$180.00	\$180.00	\$100.00	\$120.00	\$40.00	\$220.00	\$220.00	\$180.00	\$180.00
1.3.3	Weekends / Public Holidays - Apprentice	Hour	\$145.00	\$145.00	\$100.00	\$100.00	\$80.00	\$90.00	\$80.00	\$80.00	\$90.00	\$90.00	\$90.00
1.3.4	Weekends / Public Holidays - Emergency	Hour	\$175.00	\$160.00	\$180.00	\$180.00	\$110.00	\$185.00	\$180.00	\$180.00	\$220.00	\$220.00	\$220.00
1.5.1	"Supply only" of materials not provided by Council (Cost + %)	%											
1.5.2	"Supply" of hire equipment (Cost + %)	%											
1.5.3	Travel	Km	\$4.00		\$1.00		\$0.80	\$2.55	\$5.00	\$5.00	\$1.00	\$1.00	\$1.00
1.5.4	Call Out Fee	Hour									min 4 hrs		
1.5.5	Call Out Fee	Each	\$250.00	\$200.00	\$540.00		\$330.00	\$380.00	\$5.00	\$5.00		\$540.00	\$540.00

Item no	Description	Unit	Plant / Equipment Hire										
			Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5	Supplier 6	Supplier 7	Supplier 8	Supplier 9		
	All Hours												
	Power Monitoring Equipment	Hour			\$50.00								\$50.00
	10m Telehandler 3.5T	Hour				\$120.00							
	Telehandler	Hour										\$70.00	
	New Holland 227 Tracked skid steer	Hour				\$110.00							
	3.5T Excavator	Hour				\$90.00							\$65.00
	Excavator 1.8t	Hour											
	6m Electric Tracked scissorlift	Hour				\$220.00							
	12m all terrain scissorlift	Day				\$300.00							
	3T roller	Day				\$300.00							
	3T Isuzu Crane truck with 8m bed	Day				\$130.00							
	Genie Scissor Lifts	Day						\$160.00					
	Iveco Crane Truck	Hour						\$145.00					
	2.5T Fork Lift	Day						\$150.00					
	7T Forklift & jib attachment with operator. Excludes delivery	Day						\$200.00					
	30KVA Generator	Day						\$200.00					
	15KVA Generator	Day						\$150.00					
	Electrofusion Welder	Hour									\$25.00		
	7.5m Beaverfall truck. Medium Rigid. Up to 7.5l	Hour									\$90.00		
	Standard Hours	Hour											
	Excavator 5 Tonne	Hour	\$130.00										
	Skidsteer Tracked	Hour	\$130.00										







FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

## C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL

### Recommendation

That Council:

1. Award the schedule of rates contract to the following tenderers under panel contract C024/23 – Provision of Plant and Labour Hire – Panel for an initial term of 2 years commencing 1 October 2023, with the option to extend in 2 x 2 year periods to a maximum contract period of 6 years (2+2+2).
  - Allied Entities Pty Ltd ATF M&K Hogan Family Trust T/as Mick Hogan Excavations
  - Andrew Goldman Excavation Pty Ltd
  - Apex Earthworks Pty Ltd
  - B & T Butler Excavations P/L
  - B Lawrence Business Trust t/a Lawrence Brothers Quarries Pty Ltd
  - Bell Earthmoving & Civil Pty Ltd
  - Bencon Civil Construction Pty. Ltd.
  - Bild Infrastructure Pty Ltd
  - BR Excavations Pty Ltd
  - Cleanaway Co Pty Ltd
  - Cleaves Earthmoving & Drainage Pty Ltd
  - Coates Hire Operations Pty Ltd
  - Conplant Pty Ltd
  - Double Gully Services Pty Ltd
  - Environmental Vegetation Management Australia Pty Ltd atf EVM Unit Trust
  - Extons Pty Ltd
  - Grampians Excavations Pty Ltd
  - Judd & Sons Pty Ltd
  - Katunga Earthworks Pty Ltd
  - Luxton Plant Pty Ltd
  - Miller Pipe & Civil Pty Ltd
  - MS Excavations Pty Ltd
  - Murray River Excavations Pty Ltd
  - Northern Hire Group Pty Ltd
  - O'Loughlin Excavation t/a Olex Civil
  - Pascoe Grading & Earthmoving Contractors Pty Ltd
  - Porter Excavations Pty Ltd
  - Precision Grading Pty Ltd
  - Rollers Australia Pty Ltd
  - SP & LA O'Brien Pty Ltd
  - W&L Birch Earthmoving
2. Authorise the Chief Executive Officer to sign and seal the contract documents and approve contract extensions within the provisions of the Contract.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

## C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)

### 1. Executive Summary

Moirra Shire Council (Council) is inviting tenders from suitably qualified and experienced service providers to create a panel for the provision plant and labour hire with the option of wet and dry hire.

### 2. Conflict of interest declaration

There was a conflict of interest declared for this tender. The Chief Financial Officer declared a direct conflict of interest and was removed from the report authorisation process.

The Chief Financial Officer was not on the evaluation panel and did not have any decision making powers during the tender process

### 3. Background & Context

Moirra Shire Council is responsible for the condition of a wide range of assets within the Shire, including road and drainage infrastructure. The Shire operates both reactive and pro-active maintenance programs to ensure that assets in place fulfil their function.

The contract will be used to form a panel of suitably qualified companies or persons to provide plant and labour services to assist Council in the delivery of its asset maintenance programs, as required, at various locations within the municipality

#### Contract Details

The schedule of rates contract is for an initial term of 2 years commencing 1 October 2023. Upon mutual agreement the Contract can be extended in 2 x 2 year periods to a maximum contract period of 6 years (2+2+2).

#### Date of Public Notice

Medium	Date
Eprocure	11 July 2023
Shepparton News	11 July 2023
Cobram Courier	12 July 2023
Numurkah Leader	12 July 2023
Yarrawonga Chronicle	12 July 2023

**Submissions closed** on 9 August 2023.

#### Receipt of Tenders

35 submissions were received.

#### Supervision

Superintendent – Manager Operations

Superintendent Representative – Superintendent Works and Services

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5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

## C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)

### Panel Membership

The submissions were independently evaluated in Eprocure by the following positions:

- Team Leader Roads (Nathalia)
- Team Leader Operations (Tungamah)
- Project Manager, Construction

The evaluation was moderated by the Procurement Coordinator.

### Non-conforming tenders

Brooks Hire Service Pty Ltd did not supply all required documentation and was deemed non-conforming.

### Tender Evaluation

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	30%
Compliance with Specification	15%
Skills and Resources	15%
Track Record	15%
Management Schedules	15%
Contribution to Local Economy	10%

A summary of the evaluation is provided in the confidential attachment.

### 4. Issues

No issues to report.

### Council Plan

5. Transparent and accountable governance

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

### 5. Strategic Alignment

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5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

## C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)

### 6. Internal & External Engagement

Engagement (who did you engage with?)	Feedback
Internal Evaluation Panel	Each member of the Evaluation Panel participated and contributed to the evaluation and moderation of the tender.
External General Public	Tender writing workshops were held on 19 & 26 July 2023.

### 7. Budget / Financial Considerations

Council conducted a public tender process to determine best value. Engaging contractors from the panel is funded within departmental operational budgets.

When Council staff procure the services from a Vendor Panel provider, it is a requirement under Council's Procurement Policy and Guidelines that the employees ensure Council is receiving value-for-money through supplier engagement. Value-for-money is validated through applying the Market Testing Thresholds stipulated in the Procurement Policy, as well as considering other factors such as supplier experience, qualifications, resourcing and ability to deliver within timeframes.

### 8. Risk & Mitigation

Tenderers addressed risk management as part of their application. Site and project specific risks are assessed by suppliers as the works are awarded.

### 9. Conclusion

After consideration of the submissions, including price and specification requirements, the evaluation panel recommends C024/23 – Provision of Plant and Labour Hire – Panel be awarded to the following tenderers;

- Allied Entities Pty Ltd ATF M&K Hogan Family Trust T/as Mick Hogan Excavations
- Andrew Goldman Excavation Pty Ltd
- Apex Earthworks Pty Ltd
- B & T Butler Excavations P/L
- B Lawrence Business Trust t/a Lawrence Brothers Quarries Pty Ltd
- Bell Earthmoving & Civil Pty Ltd
- Bencon Civil Construction Pty. Ltd.
- Bild Infrastructure Pty Ltd
- BR Excavations Pty Ltd
- Cleanaway Co Pty Ltd
- Cleaves Earthmoving & Drainage Pty Ltd
- Coates Hire Operations Pty Ltd
- Conplant Pty Ltd
- Double Gully Services Pty Ltd
- Environmental Vegetation Management Australia Pty Ltd atf EVM Unit Trust
- Extons Pty Ltd
- Grampians Excavations Pty Ltd
- Judd & Sons Pty Ltd
- Katunga Earthworks Pty Ltd
- Luxton Plant Pty Ltd

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ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

- Miller Pipe & Civil Pty Ltd
- MS Excavations Pty Ltd
- Murray River Excavations Pty Ltd
- Northern Hire Group Pty Ltd
- O'Loughlin Excavation t/a Olex Civil
- Pascoe Grading & Earthmoving Contractors Pty Ltd
- Porter Excavations Pty Ltd
- Precision Grading Pty Ltd
- Rollers Australia Pty Ltd
- SP & LA O'Brien Pty Ltd
- W&L Birch Earthmoving

**Attachments**

- 1 C024/23 - Provision of Plant and Labour Hire - Panel - Appendix A (Confidential) - *printed in separate document*
- 2 C024/23 Provision of Plant and Labour Hire - Panel

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Due to the schedule of rates containing commercially sensitive information, the names of the companies awarded under the schedule of rates contract have been de-identified.

Item	Company	Labour Rates				Emergency Call-Out Fee	Comments
		Standard \$/hr	After Hours \$/hr	Weekends \$/hr	Flat fee		
General Labourer	Supplier 1	\$105.00	\$111.30	\$150.00	\$150.00		
Supervisor	Supplier 1	\$116.50	\$123.49	\$180.00	\$180.00	\$180.00	
General Labourer	Supplier 2	\$85.00	\$127.50	\$170.00	\$75.00		
General Labourer	Supplier 5	\$95.00	\$145.00	\$145.00			
Supervisor	Supplier 5	\$165.00	\$215.00	\$215.00			
General Labourer	Supplier 8	\$98.00	\$195.50	\$260.00	\$40.00		
Supervisor	Supplier 8	\$75.00	\$152.50	\$203.00	\$40.00		
General Labourer	Supplier 9	\$0.00	\$0.00	\$0.00			
Supervisor	Supplier 9	\$0.00	\$0.00	\$0.00			
General Labourer	Supplier 10	\$100.00	\$150.00	\$150.00			4 hrs min
Supervisor	Supplier 10	\$140.00	\$210.00	\$210.00			4 hrs min
General Labourer	Supplier 11	\$75.00	\$112.50	\$112.50	\$150.00		
Supervisor	Supplier 11	\$110.00	\$165.00	\$165.00	\$150.00		
General Labourer	Supplier 12	\$65.00	\$80.00	\$95.00	\$150.00		
Supervisor	Supplier 12	\$95.00	\$115.00	\$145.00	\$150.00		
General Labourer	Supplier 15	\$90.00	\$120.00	\$120.00	\$40.00		
Supervisor	Supplier 15	\$150.00	\$190.00	\$190.00	\$40.00		
General Labourer	Supplier 16	\$120.00	\$160.00	\$180.00	\$550.00		
Supervisor	Supplier 16	\$70.00	\$120.00	\$140.00	\$550.00		
General Labourer	Supplier 17	\$85.00	\$170.00	\$170.00	\$200.00		
Supervisor	Supplier 17	\$65.00	\$130.00	\$130.00	\$200.00		
General Labourer	Supplier 18	\$150.00	\$190.00	\$190.00	\$1,500.00		
Supervisor	Supplier 19	\$99.00	\$140.00	\$140.00	\$1,500.00		
General Labourer	Supplier 19	\$90.00	\$135.00	\$180.00	\$150.00		
Supervisor	Supplier 19	\$75.00	\$110.00	\$150.00	\$150.00		
General Labourer	Supplier 20	\$137.00	\$201.00	\$300.00	\$230.00		
Supervisor	Supplier 20	\$100.00	\$142.00	\$209.00	\$340.00		
General Labourer	Supplier 23	\$120.00	\$150.00	\$160.00	\$40.00		
Supervisor	Supplier 23	\$90.00	\$120.00	\$130.00	\$40.00		
General Labourer	Supplier 24	\$155.00	\$255.00	\$255.00	\$250.00		
Supervisor	Supplier 24	\$100.00	\$250.00	\$250.00	\$250.00		
General Labourer	Supplier 26	\$70.00	\$90.00	\$120.00	\$50.00		
Supervisor	Supplier 26	\$80.00	\$100.00	\$130.00	\$50.00		
General Labourer	Supplier 31	\$60.00	\$120.00	\$150.00	\$500.00		
Supervisor	Supplier 31	\$80.00	\$160.00	\$200.00	\$500.00		

FILE NO:  
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ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 1 Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire All Times		Wet Hire After Hours		Standby All Times		Delivery Flat Fee	Emergency Call-Out Fee Flat fee	Comments
				Standard \$/hr	\$/hr	Standard \$/hr	\$/hr	Weekends \$/hr	\$/hr			
Bulldozer	Komatsu 155ax	Same as D8	Hour	\$362.00	\$470.60	\$470.60	\$332.95	\$1,097.70	\$840.00			
Excavator	Dossum DVL300	30 ton	Hour	\$205.00	\$266.50	\$266.50	\$175.00	\$840.00				
Grader	Komatsu GD555	14ft	Hour	\$232.50	\$302.25	\$302.25	\$202.50	\$840.00				
Loader	Dossum 420	8-ton bucket	Hour	\$220.00	\$286.00	\$286.00	\$186.58	\$840.00				
Machinery Float	Mack Superliner/ Tuff quad axle float/ Tuff	55 ton	Hour	\$280.00	\$364.00	\$364.00	\$232.53	\$ N/A				
Roller	Case 165 Puma Multi-combinationroller	165 HP	Hour	\$195	\$201.50	\$201.50	\$125	\$840.00				
Scraper	Case 800 Steiger with 16ft collar and miller	30m <sup>3</sup>	Hour	\$395.00	\$513.50	\$513.50	\$365	\$1,905				
Tractor & Blaskter	Case 165 Puma with atasher	165 HP	Hour	\$195	\$201.50	\$201.50	\$125	\$840.00				
Truck - Tandem Tipper	Mack Granite Truck and dog ( tandem)	32 Ton	Hour	\$205.00	\$266.50	\$266.50	\$175.00					
Truck & Trailer	Mack Trient Truck and Dog (quad)	42 Ton	Hour	\$205.00	\$266.50	\$266.50	\$175.00					
Water Truck	Mack Trient Semi Water Cart	38,000lt	Hour	\$153.50	\$199.55	\$199.55	\$123.50					
Excavator	Dossum Dvl 140	14 ton	Hour	\$185.00	\$240.50	\$240.50	\$155	\$840.00				

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 2 Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby All Times \$/hr	Site Establishment As stated	Emergency Call-Out Fee Flat fee
				All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr			
Excavator		8T	Hour	\$145.00	\$217.50	\$290.00	\$100.00	\$565.00		
Excavator		3.5, 5.5, 8T	Hour	\$135.00	\$202.50	\$270.00	\$100.00	\$470.00		
Excavator		14T	Hour	\$150.00	\$225.00	\$300.00	\$100.00	\$556.00		
Grader / Laser - Attachment			Hour	\$165.00	\$247.50	\$330.00	\$100.00	\$560.00		
Grader Attachment			Hour	\$145.00	\$217.50	\$290.00	\$100.00	\$566.00		
Machinery Float			Hour	\$145.00	\$217.50	\$290.00	\$100.00	\$566.00		
Mobile Crane / Ex Grab - Attachment			Hour	\$165.00	\$247.50	\$330.00	\$100.00	\$560.00		
Roller		14T	Hour	\$145.00	\$217.50	\$290.00	\$100.00	\$566.00		
Skid Steer		6T	Hour	\$120.00	\$180.00	\$240.00	\$100.00	\$565.00		
Truck - Tandem Tipper			Hour	\$135.00	\$202.50	\$270.00	\$100.00	\$470.00		
Truck & Trailer			Hour	\$140.00	\$210.00	\$280.00	\$100.00	\$520.00		
Water Truck			Hour	\$160.00	\$270.00	\$360.00	\$100.00	\$610.00		
Loader		14T	Hour	\$140.00	\$210.00	\$280.00	\$100.00	\$565.00		
Concrete / Service Truck			Hour	\$160.00	\$240.00	\$320.00	\$100.00	\$510.00		
			Hour	\$120.00	\$180.00	\$240.00	\$90.00			

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
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**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 3 Item	Make/Model/Body/Type/Configuration	Capacity	Unit	Dry Hire All Times		Wet Hire		Standby		Delivery Establishment Flat Fee	Delivery Per KM	Emergency Call-Out Fee Flat fee	Comments
				Standard \$/hr	After Hours \$/hr	Weekends \$/hr	All Times \$/hr	Flat Fee					
Bachhoe	Case 550 5t		Hour	\$130.00	\$160.00	\$160.00	\$160.00	\$130.00	\$130.00				
Excavator	Kubota	2t	Hour	\$130.00	\$160.00	\$160.00	\$160.00	\$130.00	\$130.00				Comes with tipper
Excavator	Kubota	2t	Hour	\$130.00	\$160.00	\$160.00	\$160.00	\$130.00	\$130.00				Comes with tipper
Skid Steer	Kubota	8t	Hour	\$130.00	\$160.00	\$160.00	\$160.00	\$130.00	\$130.00				Comes with tipper
Truck - Tandem Tipper	International 7600	4 Tonne	Hour	\$140.00	\$170.00	\$170.00	\$170.00	\$140.00	\$140.00				
Water Truck	International 7600	15,000 Lt	Hour	\$140.00	\$170.00	\$170.00	\$170.00	\$140.00	\$140.00				

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
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SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier #	Item	Make/Model/Body Type/Configuration	Capacity	Dry Hire		Wet Hire		Standby	Delivery	Emergency	Comments
				Unit	All Times \$/hr	Standard \$/hr	After Hours \$/hr				
	Bulldozer	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
	Backhoe	Caterpillar 432F	8973KG 74.5KW	Day \$424.30	N/A	N/A	N/A	As per attached stand down policy			Delivery, each way Cobram / Yarrawonga
	Backhoe	Caterpillar 432F	8973KG 74.5KW	Week \$1,077.35	N/A	N/A	N/A	As per attached stand down policy	\$955.00		Delivery, each way Cobram / Yarrawonga
	Excavator	Caterpillar 315F	15,100kg 74KW	Day \$478.57	N/A	N/A	N/A	As per attached stand down policy	\$955.00		Delivery, each way Cobram / Yarrawonga
	Excavator	Caterpillar 315F	15,100kg 74KW	Week \$1,332.40	N/A	N/A	N/A	As per attached stand down policy	\$955.00		Delivery, each way Cobram / Yarrawonga
	Grader	Caterpillar 12M	12P Blade 18,400kg 136KW	Day \$759.61	N/A	N/A	N/A	As per attached stand down policy	\$955.00		Delivery, each way Cobram / Yarrawonga
	Grader	Caterpillar 12M	12P Blade 18,400kg 136KW	Week \$3,385.60	N/A	N/A	N/A	As per attached stand down policy	\$955.00		Delivery, each way Cobram / Yarrawonga
	Loader	Caterpillar 930K	2.5 cubic mtr 13,135KG 113KW	Day \$859.59	N/A	N/A	N/A	As per attached stand down policy	\$955.00		Delivery, each way Cobram / Yarrawonga
	Loader	Caterpillar 930K	2.5 cubic mtr 13,135KG 113KW	Week \$2,340.50	N/A	N/A	N/A	As per attached stand down policy	\$955.00		Delivery, each way Cobram / Yarrawonga
	Machinery Flat	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
	Mobile Crane	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
	Portable Message Board	Vermac 320RT	Display 1650mmx248mm	Day \$65.12	N/A	N/A	N/A	N/A	\$250.00		Delivery, each way Cobram / Yarrawonga
	Portable Message Board	Vermac 320RT	Display 1650mmx248mm	Week \$468.57	N/A	N/A	N/A	N/A	\$250.00		Delivery, each way Cobram / Yarrawonga
	Portable Traffic Lights	A1 Roadline CS200	Trailer Type	Day \$108.72	N/A	N/A	N/A	N/A	\$250.00		Delivery, each way Cobram / Yarrawonga
	Portable Traffic Lights	A1 Roadline CS200	Trailer Type	Week \$527.45	N/A	N/A	N/A	N/A	\$250.00		Delivery, each way Cobram / Yarrawonga
	Roller	Caterpillar 0512 CG	Smooth Drum 12,853KG	Day \$300.18	N/A	N/A	N/A	As per attached stand down policy	\$955.00		Delivery, each way Cobram / Yarrawonga
	Roller	Caterpillar 0512 CG	Smooth Drum 12,853KG	Week \$1,111.25	N/A	N/A	N/A	As per attached stand down policy	\$955.00		Delivery, each way Cobram / Yarrawonga
	Scraper	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
	Shut Signer	Caterpillar 255D Tracked Unit	4075kg 55.6KW	Day \$353.95				As per attached stand down policy	\$395.00		Delivery, each way Cobram / Yarrawonga
	Shut Signer	Caterpillar 255D Tracked Unit	4075kg 55.6KW	Week \$1,387.40				As per attached stand down policy	\$395.00		Delivery, each way Cobram / Yarrawonga
	Tractor & Slasher	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
	Truck - Tandem Tipper	Isuzu FYZ400	Tipper	Day \$628.65				As per attached stand down policy	\$250.00		Delivery, each way Cobram / Yarrawonga
	Truck - Tandem Tipper	Isuzu FYZ400	10-12T 6X4	Week \$2,116.65				As per attached stand down policy	\$250.00		Delivery, each way Cobram / Yarrawonga
	Truck & Trailer	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
	Water Truck	MITSUBISHI F600 ALLOUPE	11,000-13,000 LTRS	Day \$489.53				As per attached stand down policy	\$250.00		Delivery, each way Cobram / Yarrawonga
	Water Truck	MITSUBISHI F600 ALLOUPE	11,000-13,000 LTRS	Week \$1,988.70				As per attached stand down policy	\$250.00		Delivery, each way Cobram / Yarrawonga

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)

ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel

Supplier 5	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr	Standby All Times \$/hr	Delivery Establishment Flat Fee	Delivery Per RM	Emergency Call-Out Fee Flat Fee	Comments
	Dump Truck	30 Tonne Dump Truck		Hour	\$245.00	\$245.00	\$245.00	\$245.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Dump Truck	40 Tonne Dump Truck		Hour	\$245.00	\$245.00	\$245.00	\$245.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Excavator	3 Tonne Excavator		Hour	\$165.00	\$165.00	\$210.00	\$210.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Excavator	18 - 20 Tonne Excavator		Hour	\$185.00	\$185.00	\$245.00	\$245.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Excavator	20 - 25 Tonne Excavator		Hour	\$195.00	\$195.00	\$260.00	\$260.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Excavator	30 Tonne Excavator		Hour	\$210.00	\$210.00	\$285.00	\$285.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Excavator	40 Tonne Excavator		Hour	\$235.00	\$235.00	\$315.00	\$315.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Bulldozer	CAT D5 (VPAT Blade + Ripper)		Hour	\$165.00	\$165.00	\$235.00	\$235.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Bulldozer	CAT D6 (S-U Blade + Ripper)		Hour	\$260.00	\$260.00	\$370.00	\$370.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Bulldozer	CAT D9 (S-U Blade + Ripper)		Hour	\$300.00	\$300.00	\$435.00	\$435.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Grader	CAT 140 M		Hour	\$235.00	\$235.00	\$335.00	\$335.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Grader	CAT 160 M		Hour	\$235.00	\$235.00	\$335.00	\$335.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Grader	CAT 190 M (AMD)		Hour	\$235.00	\$235.00	\$335.00	\$335.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Roller	2.5T Roller		Hour	\$135.00	\$135.00	\$185.00	\$185.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Roller	CAT CP16		Hour	\$160.00	\$160.00	\$210.00	\$210.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Backhoe	CAT 432		Hour	\$185.00	\$185.00	\$260.00	\$260.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Backhoe	CAT 444E		Hour	\$165.00	\$165.00	\$215.00	\$215.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Tractor	Tractor & Blasher		Hour	\$155.00	\$155.00	\$205.00	\$205.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Tractor	Tractor & Blasher		Hour	\$155.00	\$155.00	\$205.00	\$205.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Loader	CAT 977		Hour	\$185.00	\$185.00	\$255.00	\$255.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Loader	CAT 977		Hour	\$205.00	\$205.00	\$285.00	\$285.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Water Cart	Autoclave Water Cart (30 - 35 Tonne)		Hour	\$215.00	\$215.00	\$295.00	\$295.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Water Cart	12,000ltr Water Truck		Hour	\$165.00	\$165.00	\$215.00	\$215.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Water Cart	19,000ltr Steam Water Truck		Hour	\$225.00	\$225.00	\$315.00	\$315.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Trucks	Rigid Truck / Tandem Tipper		Hour	\$165.00	\$165.00	\$215.00	\$215.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Trucks	Tractor Trailer / Semi - Truck / Truck & Belly Dump		Hour	\$215.00	\$215.00	\$295.00	\$295.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Flat Hire	T4 Flat		Hour	\$215.00	\$215.00	\$295.00	\$295.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Flat Hire	Quad Flat		Hour	\$235.00	\$235.00	\$335.00	\$335.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Flat Hire	Quad & Dolly		Hour	\$335.00	\$335.00	\$465.00	\$465.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	Flat Hire	Flat/Event		Hour	\$115.00	\$115.00	\$165.00	\$165.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost
	GPS	utilised on machines		Day	\$350.00	\$350.00	\$350.00	\$350.00			Full levy applicable. Base price \$1.75 p/hr		Stand-down: 70% of listed rate. Delivery: float hire cost

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 6	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire			Wet Hire			Standby	Delivery	Emergency
					All Times	Standard	After Hours	All Times	Weekends	Per KM			
					\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	Flat Fee	Flat Fee	
	Bulldozer	Caterpillar D8N		Hour	\$336.00	\$381.00	\$381.00	\$200.00	\$200.00	\$12.00	\$41.00	\$41.00	
	Backhoe	Caterpillar 432E with forks and extendiblehoe		Hour	\$147.00	\$192.00	\$192.00	\$90.00	\$90.00		\$41.00	\$41.00	
	Backhoe	Caterpillar 432E with auger 150, 300, 450,600		Hour	\$147.00	\$192.00	\$192.00	\$90.00	\$90.00		\$41.00	\$41.00	
	Excavator	Komatsu PC 300-8		Hour	\$199.50	\$244.50	\$244.50	\$120.00	\$120.00	\$10.00	\$41.00	\$41.00	
	Excavator	Volvo EC290B with tilt hitch		Hour	\$185.00	\$230.00	\$230.00	\$113.00	\$113.00	\$10.00	\$41.00	\$41.00	
	Excavator	Komatsu PC220-8 with tilt hitch		Hour	\$190.00	\$235.00	\$235.00	\$117.00	\$117.00	\$10.00	\$41.00	\$41.00	
	Excavator	Komatsu PC130-8 with tilt hitch		Hour	\$160.00	\$205.00	\$205.00	\$97.00	\$97.00	\$10.00	\$41.00	\$41.00	
	Excavator	Komatsu PC05 with tilt hitch		Hour	\$130.00	\$175.00	\$175.00	\$84.00	\$84.00	\$10.00	\$41.00	\$41.00	
	Grader	Caterpillar 140M AWD incl. laser control		Hour	\$230.00	\$275.00	\$275.00	\$136.00	\$136.00		\$41.00	\$41.00	
	Grader	Caterpillar 12H incl. laser control		Hour	\$200.00	\$245.00	\$245.00	\$123.00	\$123.00		\$41.00	\$41.00	
	Grader	Caterpillar 140M AWD with GPS		Hour	\$237.00	\$282.00	\$282.00	\$146.00	\$146.00		\$41.00	\$41.00	
	Grader	Caterpillar 12H with GPS		Hour	\$215.00	\$260.00	\$260.00	\$133.00	\$133.00		\$41.00	\$41.00	
	Loader	Caterpillar 965G		Hour	\$200.00	\$245.00	\$245.00	\$126.00	\$126.00	\$10.00	\$41.00	\$41.00	
	Loader	Caterpillar 972M		Hour	\$215.00	\$260.00	\$260.00	\$133.00	\$133.00	\$10.00	\$41.00	\$41.00	
	Machinery Float	Kenworth/Drake Loader		Hour	\$210.00	\$255.00	\$255.00	\$126.00	\$126.00		\$41.00	\$41.00	
	Roller	Tandem Smooth Hamm HD 070V Twin Drum Oscillabr		Hour	\$147.00	\$192.00	\$192.00	\$91.00	\$91.00	\$10.00	\$41.00	\$41.00	
	Roller	Tandem SmoothHamm HD 12 Twin Drum Roller		Hour	\$105.00	\$150.00	\$150.00	\$65.00	\$65.00	\$10.00	\$41.00	\$41.00	
	Roller	Combination Roller MF/Pohlner		Hour	\$157.00	\$202.00	\$202.00	\$97.00	\$97.00		\$41.00	\$41.00	
	Roller	Compactor Caterpillar 815F		Hour	\$240.00	\$285.00	\$285.00	\$143.00	\$143.00	\$12.00	\$41.00	\$41.00	
	Roller	Padfoot Hamm 3414P		Hour	\$162.00	\$197.00	\$197.00	\$94.00	\$94.00	\$10.00	\$41.00	\$41.00	
	Skid Steer	Caterpillar 279D with broom attachment		Hour	\$147.00	\$192.00	\$192.00	\$91.00	\$91.00	\$10.00	\$41.00	\$41.00	
	Tractor & Slasher	Case MX90		Hour	\$137.00	\$182.00	\$182.00	\$84.00	\$84.00		\$41.00	\$41.00	
	Truck - Tandem Tipper	Kenworth 12.5t capacity		Hour	\$150.00	\$195.00	\$195.00	\$91.00	\$91.00		\$41.00	\$41.00	
	Truck & Trailer	Kenworth - with three axle trailer 34t payload		Hour	\$198.00	\$243.00	\$243.00	\$123.00	\$123.00		\$41.00	\$41.00	
	Truck & Trailer	Kenworth - with four axle trailer 40t payload		Hour	\$220.00	\$265.00	\$265.00	\$136.00	\$136.00		\$41.00	\$41.00	
	Truck Twin Steer	UD - 8 wheeler 17.5t payload		Hour	\$163.00	\$208.00	\$208.00	\$113.00	\$113.00		\$41.00	\$41.00	
	Water Truck	Hino/Barr Burrows		Hour	\$135.00	\$180.00	\$180.00	\$84.00	\$84.00		\$41.00	\$41.00	

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
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(PROCUREMENT OFFICER, LISA  
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SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 7	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby All Times \$/hr	Delivery Establishment Flat Fee	Delivery Per KM	Emergency Call-Out Fee Flat fee	Comments
					All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr					
	Excavator	210	21t	Hour	\$180.00	\$220.00	\$220.00	\$220.00					
	Excavator	290	30t	Hour	\$210.00	\$250.00	\$250.00	\$250.00					
	Grader	CAT 140m		Hour	\$190.00	\$230.00	\$230.00	\$230.00					
	Loader	Hitachi 220	3.5mt	Hour	\$180.00	\$220.00	\$220.00	\$220.00					
	Machinery Float	Western Star	4 axel	Hour	\$200.00	\$240.00	\$240.00	\$240.00					
	Roller	Bomag Pad Bomag Smooth	20t	Hour	\$150.00	\$190.00	\$190.00	\$190.00					
	Roller	Bomag Pad Bomag Smooth	14t	Hour	\$145.00	\$185.00	\$185.00	\$185.00					
	Scraper	Cat 623 F	20m	Hour	\$410.00	\$450.00	\$450.00	\$450.00					
	Tractor & Slasher	New Holland 10ft Slasher	100 hp/10ft	Hour	\$140.00	\$185.00	\$185.00	\$185.00					
	Truck - Tandem Tipper	DAF	10mt	Hour	\$130.00	\$170.00	\$170.00	\$170.00					
	Truck & Trailer	DAF	20 m 31ft	Hour	\$180.00	\$220.00	\$220.00	\$220.00					
	Truck & Trailer	DAF	40t	Hour	\$220.00	\$260.00	\$260.00	\$260.00					
	Water Truck	Freightliner	14000lt	Hour	\$130.00	\$150.00	\$150.00	\$150.00					

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 8 Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire All Times		Wet Hire After Hours		Standby All Times	Delivery Establishment	Delivery Per KM	Emergency Call-Out Fee	Comments
				\$/hr	\$/hr	\$/hr	\$/hr					
Bulldozer	CAT D9R	50 tonne	Hour	\$480.00	\$720.00	\$720.00	\$100.00	\$100.00	\$1,000.00		Flat fee	Delivery: min 4 hrs
Backhoe	Hidromek HMK102S Supra	10 tonne	Hour	\$140.00	\$210.00	\$210.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Excavator	CAT 330GC	30 tonne	Hour	\$160.00	\$240.00	\$240.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Excavator	CAT 320GC	20 tonne	Hour	\$160.00	\$240.00	\$240.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Excavator	CAT 330GC with pulveriser	30 tonne	Hour	\$180.00	\$270.00	\$270.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Grader	CAT 140M	12 foot blade	Hour	\$192.00	\$273.00	\$273.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Grader	Volvo G940	14 foot blade	Hour	\$162.00	\$273.00	\$273.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Grader	John Deere 670D trimble controlled	12 foot blade	Hour	\$172.00	\$258.00	\$258.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Loader	CAT 972K	24 tonne	Hour	\$180.00	\$270.00	\$270.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Loader	CAT 972K with scales	24 tonne	Hour	\$180.00	\$270.00	\$270.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Loader	CAT 972H	24 tonne	Hour	\$180.00	\$270.00	\$270.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Loader	CAT 950E loader 3m3 bucket with scales	13 tonne	Hour	\$150.00	\$225.00	\$225.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Loader	CAT 966G	21 tonne	Hour	\$180.00	\$270.00	\$270.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Loader	CAT 972H	21 tonne	Hour	\$180.00	\$270.00	\$270.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Machinery Float	Kenworth T40SAR 4 axle full spread float	50 tonne	Hour	\$180.00	\$270.00	\$270.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Portable Traffic Lights	BarrowLIGHT - V2 portable traffic lights (pair of)		Day	\$500.00								Delivery: min 4 hrs
Roller	Case 7330 tractor and Steamwell low behind roller	15 tonne	Hour	\$120.00	\$180.00	\$180.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Roller	Mullipac YL25C Multi lyred roller	24 tonne	Hour	\$130.00	\$195.00	\$195.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Roller	Mullipac YZ18C Self propelled smooth drum roller	18 tonne	Hour	\$130.00	\$195.00	\$195.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Roller	Pneufoot roller	8 tonne	Hour	\$120.00	\$180.00	\$180.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Skid Steer	Bobcat S185	3.5 tonne	Hour	\$150.00	\$225.00	\$225.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Tractor & Slasher	Chamberlain 4080 Tractor and slasher		Hour	\$120.00	\$180.00	\$180.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Truck - Tandem Tipper	2021 Kenworth T410SAR	13 tonne	Hour	\$150.00	\$225.00	\$225.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Truck - Tandem Tipper	2020 Kenworth T410SAR Tipper	13 tonne	Hour	\$150.00	\$225.00	\$225.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Truck - Tandem Tipper	2005 Western Star4800 Tipper	13 tonne	Hour	\$150.00	\$225.00	\$225.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Truck - Tandem Tipper	2000 Mack Tipper	13 tonne	Hour	\$150.00	\$225.00	\$225.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Truck & Trailer	2021 Kenworth plus 4 axle dog trailer	40 tonne	Hour	\$190.00	\$285.00	\$285.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Truck & Trailer	2020 Kenworth T410SAR plus 4 axle dog trailer	40 tonne	Hour	\$190.00	\$285.00	\$285.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Truck & Trailer	2005 Western Star 4800 with trailer	38 tonne	Hour	\$190.00	\$285.00	\$285.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Truck & Trailer	2000 Mack Tipper and trailer	38 tonne	Hour	\$190.00	\$285.00	\$285.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Water Truck	StonsStar Water Truck	32,000 litres	Hour	\$165.00	\$247.50	\$247.50	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Water Truck	Tilman semi truck/ tanker	22,000 litres	Hour	\$140.00	\$210.00	\$210.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs
Water Truck	International Acoo Rigid truck	13,000 litres	Hour	\$130.00	\$195.00	\$195.00	\$100.00	\$100.00	\$180.00			Delivery: min 4 hrs



FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 10	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby All Times	Delivery Establishment Flat Fee	Delivery Per KM	Emergency Call-Out Fee	Comments
					All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr					
	Backhoe	JCB 3CX 2007	3CX		\$65.00	\$135.00	\$155.00	\$185.00	\$60.00		\$6.50	\$200.00	
	Excavator	Hyundai 2017	21 Tonnes		\$85.00	\$175.00	\$205.00	\$235.00	\$75.00		\$6.50	\$200.00	
	Grader	Cat 2016	12M		\$110.00	\$200.00	\$225.00	\$255.00	\$100.00		\$6.50	\$200.00	
	Machinery Float	Kenworth 2003 with Brimanco Triaxle OD 2015	24 Tonnes		\$110.00	\$185.00	\$210.00	\$230.00	\$100.00		\$6.50	\$200.00	
	Roller	CAT CS-533E	12 Tonnes		\$80.00	\$140.00	\$165.00	\$185.00	\$55.00		\$6.50	\$200.00	
	Skid Steer	CAT 259D3	3 Tonnes		\$80.00	\$135.00	\$160.00	\$185.00	\$55.00		\$6.50	\$200.00	
	Tractor & Slasher	John Deere 6100D		Hour	\$65.00	\$135.00	\$155.00	\$185.00	\$60.00		\$6.50	\$200.00	
	Truck - Tandem Tipper	Kenworth 1408Sar 2012	10 m3	Hour	\$70.00	\$130.00	\$150.00	\$185.00	\$70.00		\$6.50	\$200.00	
	Truck & Trailer	Kenworth 1408Sar 2012 & Victorian 2017	20 m3	Hour	\$90.00	\$165.00	\$190.00	\$220.00	\$90.00		\$6.50	\$200.00	
	Water Truck	Kenworth 7402, 2010	12 Kl	Hour	\$80.00	\$150.00	\$170.00	\$200.00	\$80.00		\$6.50	\$200.00	
	Excavator	CAT 320 Next Gen, 2020	20 Tonnes	Hour	\$80.00	\$175.00	\$205.00	\$235.00	\$70.00		\$6.50	\$200.00	
	Excavator	CAT 320 Next Gen, 2020 With GPS	20 Tonnes	Hour	\$100.00	\$195.00	\$225.00	\$255.00	\$90.00		\$6.50	\$200.00	
	Excavator	Cat. 315FL, 2019	15 Tonne	Hour	\$70.00	\$155.00	\$175.00	\$195.00	\$65.00		\$6.50	\$200.00	
	Excavator	Cat. 315FL, 2019 with GPS	15 Tonne	Hour	\$90.00	\$175.00	\$195.00	\$225.00	\$85.00		\$6.50	\$200.00	
	Excavator	Cat. 306-07A, 2020	6 Tonnes	Hour	\$80.00	\$145.00	\$165.00	\$185.00	\$55.00		\$6.50	\$200.00	
	Excavator	Hyundai, R362-7A, 2010	3.5 Tonnes	Hour	\$80.00	\$135.00	\$160.00	\$185.00	\$60.00		\$6.50	\$200.00	

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 11	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby	Delivery	Emergency	Comments
					All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr				
	Excavator	Ex 220 Hitachi	22T	Hour	\$195.00	\$292.50	\$292.50	\$97.50	\$97.50			Delivery: Hourly
	Grader	Volvo 720A 14' Blade	225HP	Hour	\$200.00	\$300.00	\$300.00	\$100.00	\$100.00			Delivery: Hourly
	Loader	Case MX120	120HP	Hour	\$150.00	\$225.00	\$225.00	\$75.00	\$75.00			Delivery: Hourly
	Machinery Float	Brentwood	25T	Hour	\$195.00	\$292.50	\$292.50	\$97.50	\$97.50			Delivery: Hourly
	Roller	Combo Roller	13T	Hour	\$150.00	\$225.00	\$225.00	\$75.00	\$75.00			Delivery: Hourly
	Scraper	Case STX500 14' Allam	20m3	Hour	\$400.00	\$600.00	\$600.00	\$200.00	\$200.00			Delivery: Hourly
	Skid Steer	John Deere 333G	120HP	Hour	\$150.00	\$225.00	\$225.00	\$75.00	\$75.00			Delivery: Hourly
	Tractor & Slasher	Case MX120 6' Slasher	120HP	Hour	\$145.00	\$217.50	\$217.50	\$72.50	\$72.50			Delivery: Hourly
	Truck - Tandem Tipper	Mack Tipper	10m3	Hour	\$140.00	\$210.00	\$210.00	\$70.00	\$70.00			Delivery: Hourly
	Truck & Trailer	Mack Tipper & QuadDog	38.5T	Hour	\$200.00	\$300.00	\$300.00	\$100.00	\$100.00			Delivery: Hourly
	Water Truck	International	14,000L	Hour	\$150.00	\$225.00	\$225.00	\$75.00	\$75.00			Delivery: Hourly
	Excavator	Ex130 Kobelco	13T	Hour	\$165.00	\$247.50	\$247.50	\$82.50	\$82.50			Delivery: Hourly
	Truck - Tandem Tipper	Kenworth Tipper	10m3	Hour	\$140.00	\$210.00	\$210.00	\$70.00	\$70.00			Delivery: Hourly
	Truck & Trailer	Kenworth Tipper & QuadDog	38.5T	Hour	\$200.00	\$300.00	\$300.00	\$100.00	\$100.00			Delivery: Hourly
	Water Truck	Sterling/Centurian	33,000L	Hour	\$175.00	\$262.50	\$262.50	\$87.50	\$87.50			Delivery: Hourly

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 12 Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby All Times \$/hr	Delivery Establishment Flat Fee	Delivery Per KM	Emergency Call-Out Fee	Comments
				Standard \$/hr	After Hours \$/hr	Weekends \$/hr	Flat fee					
Buildozer	CAT D5	17 Tonne	Hour	\$200.00	\$230.00	\$260.00	\$150.00	\$8.00	\$30.00	\$8.00	\$30.00	
Backhoe	8t Backhoe CAT 432E	8 Tonne	Hour	\$130.00	\$160.00	\$190.00	\$80.00	\$8.00	\$30.00	\$8.00	\$30.00	
Excavator	8t Excavator Hitachi Zaxis 7.5US	8 Tonne	Hour	\$130.00	\$160.00	\$190.00	\$80.00	\$8.00	\$30.00	\$8.00	\$30.00	
Excavator	8t Excavator Hitachi Zaxis 7.5US (with Gps)	8 Tonne	Hour	\$175.00	\$205.00	\$235.00	\$125.00	\$8.00	\$30.00	\$8.00	\$30.00	
Excavator	13t Excavator Hitachi 135US	13 Tonne	Hour	\$145.00	\$175.00	\$205.00	\$95.00	\$8.00	\$30.00	\$8.00	\$30.00	
Excavator	13t Excavator Hitachi 135US (with GPS)	13 Tonne	Hour	\$185.00	\$215.00	\$245.00	\$135.00	\$8.00	\$30.00	\$8.00	\$30.00	
Excavator	15t Excavator 315F A-K (Next Gen - non GPS)	15 Tonne	Hour	\$155.00	\$185.00	\$205.00	\$105.00	\$8.00	\$30.00	\$8.00	\$30.00	
Excavator	15t Excavator 315F A-K (Next Gen - non GPS)	15 Tonne	Hour	\$195.00	\$225.00	\$255.00	\$145.00	\$8.00	\$30.00	\$8.00	\$30.00	
Excavator	15t Excavator 315F A-K (Next Gen - Payload, eFence,	15 Tonne	Hour	\$175.00	\$205.00	\$235.00	\$125.00	\$8.00	\$30.00	\$8.00	\$30.00	
Grader	Grader CAT 12t	12 Ft	Hour	\$225.00	\$265.00	\$285.00	\$175.00	\$8.00	\$30.00	\$8.00	\$30.00	
Grader	CAT 930G	3 Tonne	Hour	\$130.00	\$160.00	\$190.00	\$80.00	\$8.00	\$30.00	\$8.00	\$30.00	
Loader	Western Star Machinery Float (Spread Deck)	28t	Hour	\$195.00	\$225.00	\$255.00	\$145.00	\$8.00	\$30.00	\$8.00	\$30.00	
Machinery Float	1 tonne Vermeer	1,000ltr	Hour	\$100.00	\$125.00	\$145.00	\$75.00	\$8.00	\$30.00	\$8.00	\$30.00	
Vacuum Trailer	CAT 1.8	1.8t	Hour	\$50.00	\$100.00	\$130.00	\$60.00	\$8.00	\$30.00	\$8.00	\$30.00	
Double drum vibration Roller	CAT 2.7	2.7t	Hour	\$60.00	\$110.00	\$140.00	\$70.00	\$8.00	\$30.00	\$8.00	\$30.00	
Double drum vibration Roller	CAT 2.7	2.7t	Hour	\$100.00	\$125.00	\$155.00	\$75.00	\$8.00	\$30.00	\$8.00	\$30.00	
Roller Drawn	Broons e-combi roller	9t	Hour	\$300.00	\$330.00	\$360.00	\$250.00	\$8.00	\$30.00	\$8.00	\$30.00	
Scraper/Tractor scoop/laser bucket	JNR 10t GPS Scoop	10t	Hour	\$110.00	\$140.00	\$170.00	\$80.00	\$8.00	\$30.00	\$8.00	\$30.00	
Skid Steer	279D CAT Tracked skid steer	4t	Hour	\$110.00	\$140.00	\$170.00	\$80.00	\$8.00	\$30.00	\$8.00	\$30.00	
Tractor & Slasher	Flii Mower	3m	Hour	\$155.00	\$185.00	\$205.00	\$105.00	\$8.00	\$30.00	\$8.00	\$30.00	
Truck - Tandem Tipper	Kenworth SAR	12t	Hour	\$125.00	\$155.00	\$185.00	\$75.00	\$8.00	\$30.00	\$8.00	\$30.00	
Truck & Dog Trailer	Mack Trident	40t	Hour	\$180.00	\$210.00	\$240.00	\$130.00	\$8.00	\$30.00	\$8.00	\$30.00	
Semi walking floor trailer/trout river	Trout river	28t	Hour	\$190.00	\$220.00	\$250.00	\$140.00	\$8.00	\$30.00	\$8.00	\$30.00	
Rigid walking floor/trout river truck	Kenworth/trout river	16.5t	Hour	\$170.00	\$200.00	\$230.00	\$120.00	\$8.00	\$30.00	\$8.00	\$30.00	
Water Truck	Isuzu Rigid	10,000 LTR	Hour	\$60.00	\$100.00	\$140.00	\$60.00	\$8.00	\$30.00	\$8.00	\$30.00	
Water Truck	Mack 8x4 Twin Steer Rigid	18,000 LTR	Hour	\$100.00	\$130.00	\$160.00	\$90.00	\$8.00	\$30.00	\$8.00	\$30.00	
Water Truck	Mack CH Prime mover/UTA Semi water tanker	28,000 LTR	Hour	\$110.00	\$140.00	\$170.00	\$90.00	\$8.00	\$30.00	\$8.00	\$30.00	

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Item	Maxwell/Model/Body Type/Configuration	Capacity	Unit	Dry Hire All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr	Standby All Times \$/hr	Establishment \$/hr	Delivery Fee \$/hr	Emergency Call-Out Fee \$/hr	Comments
Bulldozer	On weight 10,700kg - Cat 432 / 428 / CASE	Hour	Hour	\$600.00					\$600.00			Delivery: one way, Fuel: \$2 on call
Excavator	1.7T Excavator Package - Tracked/Breaker and	1.7t	Hour	\$292.00					\$600.00			Delivery: one way, Fuel: \$2 on call
Excavator	1.4t / 1.7t Excavator on Trailer	1.4t / 1.7t	Hour	\$214.20					\$600.00			Delivery: one way, Fuel: \$2 on call
Excavator	2.7T Excavator	2.7t	Hour	\$293.40					\$600.00			Delivery: one way, Fuel: \$2 on call
Excavator	3.0 - 3.5T Excavator	3.0-3.5t	Hour	\$245.20					\$600.00			Delivery: one way, Fuel: \$2 on call
Excavator	4.0 - 5.0T Excavator	4-5t	Hour	\$283.40					\$600.00			Delivery: one way, Fuel: \$2 on call
Excavator	6.0 - 7.0T Excavator	6-7t	Hour	\$383.40					\$600.00			Delivery: one way, Fuel: \$2 on call
Excavator	14.0 - 15.0 t	14-15t	Hour	\$489.40					\$600.00			Delivery: one way, Fuel: \$2 on call
Excavator	23.0T Excavator	23t	Hour	\$462.00					\$600.00			Delivery: one way, Fuel: \$2 on call
Excavator	35.0T Excavator	35t	Hour	\$630.00					\$600.00			Delivery: one way, Fuel: \$2 on call
Generator	Paizo Generator 10,0r 11k (Blade Normal)	35kVA	Hour	\$387.00					\$600.00			Delivery: one way, Fuel: \$2 on call
Generator	12 Foot Blade CAT 1291 / John Deere 670 or equiv)	35kVA	Hour	\$485.20					\$600.00			Delivery: one way, Fuel: \$2 on call
Generator	12 Foot Blade CAT 1291 / John Deere 670 or equiv)	35kVA	Hour	\$485.20					\$600.00			Delivery: one way, Fuel: \$2 on call
Wheel Loader	Wheel loader 3.5t - 4.5t	3.5-4.5t	Hour	\$362.40					\$600.00			Delivery: one way, Fuel: \$2 on call
Wheel Loader	Bucket 620v, 1.1 m3 struck - Cat 814 / Case 321	Hour	Hour	\$361.40					\$600.00			Delivery: one way, Fuel: \$2 on call
Wheel Loader	Bucket 620v, 1.4 m3 struck - Cat 824 / Case 521F	Hour	Hour	\$390.20					\$600.00			Delivery: one way, Fuel: \$2 on call
Wheel Loader	Bucket 620v, 2.2 m3 struck - Case 721F or equiv	Hour	Hour	\$436.00					\$600.00			Delivery: one way, Fuel: \$2 on call
Wheel Loader	Bucket 620v, 2.7 m3 struck - Case 851F or equiv	Hour	Hour	\$487.80					\$600.00			Delivery: one way, Fuel: \$2 on call
Wheel Loader	Bucket 620v, 3.3 m3 struck - Cat 966	Hour	Hour	\$547.40					\$600.00			Delivery: one way, Fuel: \$2 on call
Skid Steer Loader	On weight 1450 kg - Cat 246	Hour	Hour	\$165.40					\$600.00			Delivery: one way, Fuel: \$2 on call
Skid Steer Loader	Drop (no standard attachments)	Hour	Hour	\$165.20					\$600.00			Delivery: one way, Fuel: \$2 on call
Loader	Op weight 1800kg - Tenax P730 or equiv	Hour	Hour	\$200.80					\$600.00			Delivery: one way, Fuel: \$2 on call
Multi Terrain Loader Trucks	Op weight 1000kg - Post Truck RT16 or equiv	Hour	Hour	\$283.00					\$600.00			Delivery: one way, Fuel: \$2 on call
Multi Terrain Loader Trucks	Op weight 1000kg - Cat 2930/47 or equiv	Hour	Hour	\$289.80					\$600.00			Delivery: one way, Fuel: \$2 on call
Multi Terrain Loader Trucks	Op weight 1000kg - Cat 2930/47 or equiv	Hour	Hour	\$289.80					\$600.00			Delivery: one way, Fuel: \$2 on call
Multi Terrain Loader Trucks	Op weight 1000kg - Cat 2930/47 or equiv	Hour	Hour	\$289.80					\$600.00			Delivery: one way, Fuel: \$2 on call
Multi Terrain Loader Trucks	Op weight 1000kg - Cat 2930/47 or equiv	Hour	Hour	\$289.80					\$600.00			Delivery: one way, Fuel: \$2 on call
Multi Terrain Loader Trucks	Op weight 4000kg - Cat 295 fitted with H-Flow for M Head	Hour	Hour	\$468.00					\$600.00			Delivery: one way, Fuel: \$2 on call
Plant Trailer	4T Plant Trailer	Hour	Hour	\$167.40					\$600.00			Delivery: one way, Fuel: \$2 on call
Plant Trailer	6T Plant Trailer	Hour	Hour	\$128.60					\$600.00			Delivery: one way, Fuel: \$2 on call
Plant Trailer	8T Plant Trailer	Hour	Hour	\$150.20					\$600.00			Delivery: one way, Fuel: \$2 on call
Trig Trailer	Single-Axle 1kg	Hour	Hour	\$28.60					\$600.00			Delivery: one way, Fuel: \$2 on call
Trig Trailer	Single-Axle 1kg	Hour	Hour	\$28.60					\$600.00			Delivery: one way, Fuel: \$2 on call
Trig Trailer	Tri-Axle 1kg	Hour	Hour	\$182.20					\$600.00			Delivery: one way, Fuel: \$2 on call
Drop Deck	tandem - Avix Tandem Drop Deck	Hour	Hour	\$171.40					\$600.00			Delivery: one way, Fuel: \$2 on call
Drop Deck	Tri-Axle Tri-Drop Deck	Hour	Hour	\$203.40					\$600.00			Delivery: one way, Fuel: \$2 on call
Drop Trailer	Tri-Axle Dog	Hour	Hour	\$193.20					\$600.00			Delivery: one way, Fuel: \$2 on call
Mobile Crane	6m Trip - Medium size crane	Hour	Hour	\$264.00					\$600.00			Delivery: one way, Fuel: \$2 on call
Tractor & Trailer	44x95-100HP Tractor with Grass Cutting (2.1 Meter / 7 Ft Stacker)	Hour	Hour	\$418.80					\$600.00			Delivery: one way, Fuel: \$2 on call
Truck - Tandem Tipper	Tipper - 10t (240W) - Tandem	Hour	Hour	\$397.00					\$600.00			Delivery: one way, Fuel: \$2 on call
Water Truck	Water Truck 8,000L	Hour	Hour	\$352.80					\$600.00			Delivery: one way, Fuel: \$2 on call
Water Truck	Water Truck 10,000L - 12,000L	Hour	Hour	\$387.00					\$600.00			Delivery: one way, Fuel: \$2 on call
Water Truck	Water Truck 18,000L	Hour	Hour	\$507.80					\$600.00			Delivery: one way, Fuel: \$2 on call

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 14 Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby All Times \$/hr	Delivery Establishment As stated	Delivery Per KM	Emergency	
				All Times \$/hr	After Hours \$/hr	Standard \$/hr	Weekends \$/hr				Call-Out Fee Flat fee	Comments
Backhoe			Hour	\$130.00	\$200.00	\$150.00	\$200.00		\$400.00		\$300.00	
Excavator	Cat		Hour	\$170.00	\$240.00	\$190.00	\$240.00		\$400.00		\$300.00	
Grader	Volvo G946	14 foot blade	Hour	\$155.00	\$230.00	\$175.00	\$230.00		\$400.00		\$300.00	
Loader	Fendt 720	200 hp	Hour	\$160.00	\$230.00	\$180.00	\$230.00		\$400.00		\$300.00	
Machinery Float	2010 ISUZU GIGAMAX	35 tonnes	Hour	\$180.00	\$265.00	\$220.00	\$265.00		\$400.00		\$300.00	
Roller	Tractor + roller	200 hp	Hour	\$120.00	\$195.00	\$140.00	\$195.00	\$85.00	\$400.00		\$300.00	
Scraper	Vesalle 976 360 Hip laser bucket	12 foot	Hour	\$205.00	\$275.00	\$225.00	\$275.00	\$185.00	\$400.00		\$300.00	
Tractor & Sasher	2010 Massey ferguson MF6485	Mulcher 3.2 meters wide	Hour	\$130.00	\$200.00	\$150.00	\$200.00	\$105.00	\$400.00		\$300.00	
Truck - Tandem Tipper	2014 Freightliner twin steer	18t	Hour	\$120.00	\$180.00	\$130.00	\$180.00	\$125.00	\$400.00		\$300.00	
Truck & Trailer	2010 Freightliner C112 Columbia	36 tonnes	Hour	\$160.00	\$230.00	\$180.00	\$230.00	\$125.00	\$400.00		\$300.00	
Water Truck	Iveco	20,000L	Hour	\$105.00	\$220.00	\$140.00	\$220.00	\$105.00	\$400.00		\$300.00	
Laser bucket	Vesalle 976 360 HIP laser bucket	12 foot	Hour	\$205.00	\$275.00	\$225.00	\$275.00	\$185.00	\$400.00		\$300.00	
Tractor and Disc	Versatile 876 280 hp 36 plate off sett set disc	36 plate off set disc	Hour	\$180.00	\$250.00	\$200.00	\$250.00	\$175.00	\$400.00		\$300.00	
Roller	2015 Hamm 34-11, Smooth or Padfoot	14t	Hour	\$120.00	\$195.00	\$160.00	\$195.00	\$85.00	\$400.00		\$300.00	

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ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 15	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire			Wet Hire			Standby All Times \$/hr	Delivery Flat Fee	Emergency Call-Out Fee Flat fee
					All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr	Weekends \$/hr	After Hours \$/hr			
	Bulldozer	Komatsu D65 Ex-16	D6	Hour		\$240.00	\$280.00	\$280.00	\$280.00	\$140.00	\$1,600	\$400.00	
	Excavator	Yanmar Vio17	1.7t	Hour	\$45.00	\$120.00	\$160.00	\$160.00	\$160.00	\$45.00	\$90	\$400.00	
	Grader	Komatsu GD655-5 2017	14ft	Hour	\$ N/A	\$200.00	\$240.00	\$240.00	\$240.00	\$100.00	\$1,600	\$400.00	
	Loader	Volvo L90	18t	Hour	\$90.00	\$185.00	\$225.00	\$225.00	\$90.00	\$90.00	\$1,600	\$400.00	
	Machinery Float	Tri Axle widener	26t	Hour	\$ N/A	\$190.00	\$230.00	\$230.00	\$190.00	\$190.00	\$1,500	\$400.00	
	Roller	Bomag Smooth Drum	12t	Hour	\$60.00	\$125.00	\$165.00	\$165.00	\$60.00	\$60.00	\$1,400	\$400.00	
	Skid Steer	ASV RT75 Posttrack	75HP	Hour	\$65.00	\$125.00	\$165.00	\$165.00	\$65.00	\$65.00	\$1,400	\$400.00	
	Truck - Tandem Tipper	DAF	10m3	Hour		\$180.00	\$220.00	\$220.00	\$180.00	\$100.00	\$600	\$400.00	
	Truck & Trailer	UD/veco	28t	Hour	\$80.00	\$135.00	\$175.00	\$175.00	\$80.00	\$80.00	\$600	\$400.00	
	Water Truck	Yanmar VIO55 with tilt hitch	14,000L	Hour		\$125.00	\$165.00	\$165.00	\$125.00	\$125.00	\$1,400	\$400.00	
	Excavator	Komatsu PC160/170	5t	Hour		\$150.00	\$190.00	\$190.00	\$150.00	\$80.00	\$1,600	\$400.00	
	Excavator	Komatsu PC200	16/17t	Hour		\$165.00	\$205.00	\$205.00	\$165.00	\$95.00	\$1,700	\$400.00	
	Excavator	Komatsu PC280	20t	Hour		\$195.00	\$235.00	\$235.00	\$195.00	\$125.00	\$1,800	\$400.00	
	Roller	Bomag Pad Foot	30t	Hour	\$50.00	\$125.00	\$165.00	\$165.00	\$50.00	\$50.00	\$1,500	\$400.00	
	Roller	Bomag Pad Foot	12t	Hour	\$65.00	\$135.00	\$175.00	\$175.00	\$65.00	\$65.00	\$1,600	\$400.00	
	Artic Dump Truck	Bell B30E	30t	Hour	\$100.00	\$190.00	\$230.00	\$230.00	\$100.00	\$100.00	\$1,800	\$400.00	
	Machinery Float	Quad Axle Widener	30t	Hour		\$225.00	\$285.00	\$285.00	\$225.00	\$150.00	\$200	\$400.00	
	GPS (machine control)	TopCon	valor, Grader, l	Hour		\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$200	\$400.00	
	LPS (total station -machine control)	TopCon	Grader	Hour		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$200	\$400.00	

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(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 16	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire			Wet Hire			Standby All Times \$/hr	Delivery Flat Fee	Emergency Call-Out Fee Flat fee
					All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr	Weekends \$/hr				
	Bulldozer	CAT D6 Dozer	D6	Hour	\$150.00	\$210.00	\$250.00	\$270.00	\$270.00	\$1,800.00	\$550.00		
	Excavator	JCB Excavator Kobelco Excavator Kobelco	8T	Hour	\$50.00	\$110.00	\$160.00	\$170.00	\$30.00	\$600.00	\$550.00		
	Excavator	JCB Excavator Kobelco Excavator Kobelco	14T	Hour	\$70.00	\$130.00	\$170.00	\$190.00	\$70.00	\$1,600.00	\$550.00		
	Excavator	JCB Excavator Kobelco Excavator Kobelco	20T	Hour	\$90.00	\$150.00	\$190.00	\$210.00	\$90.00	\$1,800.00	\$550.00		
	Grader	CAT 120M	120M	Hour	\$90.00	\$185.00	\$225.00	\$245.00	\$60.00	\$1,200.00	\$550.00		
	Loader	CAT 966H wheeled loader	24T	Hour	\$90.00	\$150.00	\$180.00	\$210.00	\$30.00	\$600.00	\$550.00		
	Machinery Float	TagAlong Trailer	15T	Hour	\$0.00	\$120.00	\$160.00	\$180.00	\$40.00	\$110.00	\$550.00		
	Portable Message Board	Trailer Mounted VMS Board	.	Hour	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$110.00	\$550.00		
	Portable Traffic Lights	Trailer Mounted Traffic Lights	.	Hour		\$35.00	\$65.00	\$65.00	\$35.00	\$110.00	\$550.00		
	Portable Traffic Lights	1 X Crew + 2 barrow traffic lights	.	Hour		\$85.00	\$115.00	\$135.00	\$0.00	\$110.00	\$550.00		
	Roller	BOMAG Smooth Drum	12T	Hour	\$50.00	\$110.00	\$150.00	\$170.00	\$50.00	\$1,200.00	\$550.00		
	Skid Steer	CAT 269 SkidSteer	100HP	Hour		\$110.00	\$150.00	\$170.00	\$50.00	\$600.00	\$550.00		
	Tractor & Slasher	Case CVX1145	140HP	Hour		\$120.00	\$160.00	\$180.00	\$80.00	\$600.00	\$550.00		
	Truck - Tandem Tipper	Kenworth T650	12T	Hour		\$170.00	\$150.00	\$170.00	\$50.00		\$550.00		
	Truck & Trailer	Kenworth Truck & Dog	35T	Hour		\$170.00	\$210.00	\$230.00			\$550.00		
	Water Truck	Ford Louisville	15000LT	Hour		\$110.00	\$150.00	\$170.00	\$50.00		\$550.00		

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ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
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SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 17	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby	Delivery	Emergency	Comments
					All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr				
	Excavator	Wacker Neuss Zero Swing	1.7 tonnes	Hour	\$117.00	\$117.00	\$234.00	\$234.00	\$17.00	\$50.00	\$200.00	Delivery - flat fee <10km. Per km >10km
	Excavator	Kubota U85-4	3.3 tonnes	Hour	\$127.00	\$127.00	\$254.00	\$254.00	\$17.00	\$50.00	\$200.00	Delivery - flat fee <10km. Per km >10km
	Excavator	Komatsu PC260LR	3.5 tonnes	Hour	\$117.00	\$117.00	\$234.00	\$234.00	\$17.00	\$50.00	\$200.00	Delivery - flat fee <10km. Per km >10km
	Vacuum Truck	Isuzu NFS330 with Dich. Wiche FX30 vacuum tank	3000 litres	Hour	\$202.85	\$405.10	\$405.10	\$405.10	\$130.00	\$50.00	\$200.00	
	Vacuum Truck	Hino twin steer with custom made vacuum tank	10,000 litres	Hour	\$180.00	\$360.00	\$360.00	\$360.00	\$150.00	\$50.00	\$200.00	
	Tip Truck	Nissan UD with rock vacuum tank	4000 litres	Hour	\$200.00	\$200.00	\$200.00	\$200.00	\$60.00	\$50.00	\$200.00	
	Tip Truck	Kennworth 1400	10 cubic metres	Hour	\$120.00	\$120.00	\$240.00	\$240.00	\$60.00	\$50.00	\$200.00	
	Truck & Machinery Float (Top Trailer)	Kennworth 1400 & Top Trailer		Hour	\$120.00	\$240.00	\$240.00	\$240.00	\$60.00	\$50.00	\$200.00	
	Truck & Machinery Float & Shed Steer or Excavator combo	Kennworth 1400, Shed Steer & Top Trailer		Hour	\$140.00	\$280.00	\$280.00	\$280.00	\$100.00	\$50.00	\$200.00	
	Truck & Machinery Float	Kennworth 104B & Machinery Float		Hour	\$130.00	\$260.00	\$260.00	\$260.00	\$100.00	\$50.00	\$200.00	
	Service Trucks x2	Hino FC	Service Trucks with tooling	Hour	\$103.95	\$207.90	\$207.90	\$207.90	\$71.95	\$50.00	\$200.00	Delivery - flat fee <10km. Per km >10km
	Shed Steer	Can Unweled 240D		Hour	\$72.00	\$144.00	\$144.00	\$144.00	\$91.00	\$50.00	\$200.00	
	Shed Steer	Dick Wiche R200/100	3	Hour	\$50.00	\$50.00	\$50.00	\$50.00	\$20.00	\$50.00	\$200.00	Delivery - flat fee <10km. Per km >10km
	Directional Drill	Dick Wiche 17320	with clay capabilities	Hour	\$250.00	\$500.00	\$500.00	\$500.00	\$250.00	\$50.00	\$200.00	Delivery - flat fee <10km. Per km >10km
	Directional Drill	Dick Wiche A1200	with clay capabilities	Hour	\$350.00	\$700.00	\$700.00	\$700.00	\$350.00	\$50.00	\$200.00	Delivery - flat fee <10km. Per km >10km
	Directional Drill	Vermorel D23-30	with rock capabilities	Hour	\$300.00	\$600.00	\$600.00	\$600.00	\$270.00	\$50.00	\$200.00	Delivery - flat fee <10km. Per km >10km

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(PROCUREMENT OFFICER, LISA  
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**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 18 Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby All Times \$/hr	Delivery Establishment Flat Fee	Delivery Per KM	Emergency Call-Out Fee Flat fee	Comments
				All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr					
<b>PEAK RATES</b>												
Buildozer	Caterpillar D6		Hour		\$350.00	\$390.00	\$390.00				\$1,500.00	Delivery, refer machinery float cost
Backhoe	JCB 4CX		Hour		\$130.00	\$170.00	\$170.00					Delivery, refer machinery float cost
Excavator	Hilachi ZX135	12T	Hour		\$145.00	\$185.00	\$185.00					Delivery, refer machinery float cost
Grader	Caterpillar 12M	14 Foot	Hour		\$230.00	\$270.00	\$270.00					Delivery, refer machinery float cost
Loader	Komatsu WA-250		Hour		\$165.00	\$195.00	\$195.00					Delivery, refer machinery float cost
Machinery Float	Volvo FMS40 with Quad-Axle Trailer		Hour		\$280.00	\$280.00	\$280.00					per hour for float charge. Float rates
Mobile Crane	N/A		Hour		P.O.A.	P.O.A.	P.O.A.					N/A
Portable Message Board	VMS Board	VMS Board	Week		\$350.00							Delivery, each way
Portable Traffic Lights	2-way portable traffic lights	2-way portable traffic lights	Day		\$200.00							per set of 2. Delivery, each way
Roller	Hamm 14T Smooth Drum	14T	Hour		\$135.00	\$175.00	\$175.00					Delivery, refer machinery float cost
Scraper	Caterpillar 623 Elevating Scraper		Hour		\$460.00	\$500.00	\$500.00					Delivery, refer machinery float cost
Skid Steer	Kubota SVL75		Hour		\$135.00	\$175.00	\$175.00					Delivery, refer machinery float cost
Truck - Tandem Tipper	Hino Tip Truck (10 M3L)	10 M3L	Hour		\$160.00	\$200.00	\$200.00					Delivery, each way
Truck & Trailer	Hino Truck & Trailer (22 M3L)	22 M3L	Hour		\$190.00	\$230.00	\$230.00					Delivery, each way
Water Truck	Isuzu Giga-460	30 kL	Hour		\$175.00	\$215.00	\$215.00					Delivery, each way
<b>OFF PEAK RATES</b>												
Buildozer	Caterpillar D6		Hour		\$390.00	\$390.00	\$390.00				\$1,500.00	Delivery, refer machinery float cost
Backhoe	JCB 4CX		Hour		\$120.00	\$160.00	\$160.00					Delivery, refer machinery float cost
Excavator	Hilachi ZX135	12T	Hour		\$135.00	\$175.00	\$175.00					Delivery, refer machinery float cost
Grader	Caterpillar 12M	14 Foot	Hour		\$210.00	\$250.00	\$250.00					Delivery, refer machinery float cost
Loader	Komatsu WA-250		Hour		\$140.00	\$180.00	\$180.00					Delivery, refer machinery float cost
Machinery Float	Volvo FMS40 with Quad-Axle Trailer		Hour		\$280.00	\$280.00	\$280.00		\$99.00			per hour for float charge. Float rates
Mobile Crane	N/A		Hour		P.O.A.	P.O.A.	P.O.A.					N/A
Portable Message Board	VMS Board	VMS Board	Week		\$350.00							Delivery, each way
Portable Traffic Lights	2-way portable traffic lights	2-way portable traffic lights	Day		\$200.00				\$99.00			per set of 2. Delivery, each way
Roller	Hamm 14T Smooth Drum	14T	Hour		\$125.00	\$165.00	\$165.00					Delivery, refer machinery float cost
Scraper	Caterpillar 623 Elevating Scraper		Hour		\$460.00	\$500.00	\$500.00					Delivery, refer machinery float cost
Skid Steer	Kubota SVL75		Hour		\$125.00	\$165.00	\$165.00					Delivery, refer machinery float cost
Truck - Tandem Tipper	Hino Tip Truck (10 M3L)	10 M3L	Hour		\$160.00	\$200.00	\$200.00		\$99.00			Delivery, each way
Truck & Trailer	Hino Truck & Trailer (22 M3L)	22 M3L	Hour		\$190.00	\$230.00	\$230.00		\$99.00			Delivery, each way
Water Truck	Isuzu Giga-460	30 kL	Hour		\$160.00	\$200.00	\$200.00		\$99.00			Delivery, each way

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ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
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SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier ID	Item	Make/Model/Body/Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby		Delivery Establishment	Delivery	Emergency Call-Out Fee	Comments
					All Times	After Hours	Standard	After Hours	All Times	Weekends				
					\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr				
	Combo Recycler	Scania 1ccol	8,000 Litres	Hour	\$230.00	\$250.00	\$230.00	\$250.00	\$230.00	\$250.00	Depot to Depot		\$243.00	
	Combo Drain Cleaner	Volvo DCS	6,000 Litres	Hour	\$220.00	\$230.00	\$220.00	\$230.00	\$220.00	\$230.00	Depot to Depot		\$233.20	
	Combo Drain Cleaner	Volvo DCS	8,000 Litres	Hour	\$220.00	\$230.00	\$220.00	\$230.00	\$220.00	\$230.00	Depot to Depot		\$233.20	
	Combo Drain Cleaner	Volvo DCS	8,000 Litres	Hour	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	Depot to Depot		\$222.00	
	CCTV Van	Haise Van		Hour	\$350.00	\$350.00	\$350.00	\$350.00			Day Rate			
	Confined Space Equipment (inc Gas)	N/A		Hour										







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**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 22	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby	Delivery	Emergency	
					All Times	Standard	After Hours	Weekends				All Times
					\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	Flat Fee	Comments	
	Tredini & Lord Panga 5115 Shaker	John Deere 5115M	1.5t	Hour	\$160.00							
	Tractor & Land	John Deere 5115M	1.5t	Hour	\$160.00							
	Tractor & McCormick Research	John Deere 5115	5.7m	Hour	\$160.00							
	Different Mowers	Kubota S550 / John Deere 1580	0.6t	Hour	\$100.00							

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**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 23	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Day Hire All Times		Weekend		Standby All Times		Delivery Establishment Flat Fee	Delivery Per KM	Emergency Call Out Fee Flat Fee	Comments
					Standard \$/hr	After Hours \$/hr	Weekends \$/hr	Standby \$/hr						
	Bulldozer	CAT D6 Dozer	161 KW	Hour	\$210.00	\$250.00	\$250.00					\$5.50		
	Backhoe	CAT 428E	70 KW	Hour	\$195.00	\$180.00	\$180.00					\$5.50		
	Excavator	JCB 320H	14 ton	Hour	\$195.00	\$185.00	\$185.00					\$5.50		
	Excavator	Volvo EC240EC	24 ton	Hour	\$170.00	\$210.00	\$210.00					\$5.50		
	Excavator	Volvo EC270-B	27 ton	Hour	\$200.00	\$240.00	\$240.00					\$5.50		
	Excavator	Volvo EC360	36 ton	Hour	\$240.00	\$280.00	\$280.00					\$5.50		
	Loader	CAT 930M	14 ton	Hour	\$185.00	\$225.00	\$225.00					\$5.50		
	Loader	CAT 924M	12 ton	Hour	\$175.00	\$215.00	\$215.00					\$5.50		
	Loader	CAT 428E	70 KW	Hour	\$210.00	\$240.00	\$240.00					\$5.50		
	Machinery Flat	Wingma Star	28.5 ton	Hour	\$200.00	\$240.00	\$240.00					\$5.50		
	Roller	Bombard	12.5 ton	Hour	\$135.00	\$175.00	\$175.00					\$5.50		
	Skid Steer	Bobcat T595	70 HP	Hour	\$130.00	\$170.00	\$170.00					\$5.50		
	Tractor & Slicer	Kuota M5 & 8 ft Slicer	90 HP	Hour	\$130.00	\$170.00	\$170.00					\$5.50		
	Tractor & Slicer	Kuota M7 & 15 ft Slicer	130 HP	Hour	\$180.00	\$220.00	\$220.00					\$5.50		
	Slope Mower	Robocut	75 HP	Hour	\$200.00	\$240.00	\$240.00					\$5.50		
	Truck - Tandem Tipper	Manit	28 ton	Hour	\$135.00	\$175.00	\$175.00					\$5.50		
	Truck & Trailer	Manit Trident	28 ton	Hour	\$190.00	\$230.00	\$230.00					\$5.50		
	Water Truck	Volvo F12	12k Lit	Hour	\$135.00	\$175.00	\$175.00					\$5.50		

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 24 Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire All Times \$/hr		Wet Hire After Hours \$/hr		Wet Hire Weekends \$/hr		Standby All Times \$/hr		Delivery Establishment Flat Fee		Delivery Per Kil		Emergency Call-Out Fee Flat Fee		Comments
				Standard	After Hours	Standard	After Hours	Weekends	All Times	Establishment	Flat Fee	Per Kil	Flat Fee	Comments				
Bulldozer	CAT D8T	23t		\$200.00	\$300.00	\$300.00	\$300.00	\$300.00	\$110.00	\$110.00	\$1,410.00	\$500.00	\$500.00			\$500.00		
Bladehoe	CAT 423D	8.5t		\$146.00	\$245.00	\$245.00	\$245.00	\$245.00	\$85.00	\$85.00	\$1,410.00	\$500.00	\$500.00			\$500.00		
Excavator	Kobelco SK135	13.5t		\$140.00	\$240.00	\$240.00	\$240.00	\$240.00	\$50.00	\$50.00	\$1,410.00	\$500.00	\$500.00			\$500.00		
Generator	CAT 120N	10kVA		\$185.00	\$285.00	\$285.00	\$285.00	\$285.00	\$105.00	\$105.00	\$1,410.00	\$500.00	\$500.00			\$500.00		
Loader	CAT 966G Loader	2103kg		\$70.00	\$130.00	\$130.00	\$130.00	\$130.00	\$50.00	\$50.00	\$1,410.00	\$500.00	\$500.00			\$500.00		
Machinery/Flat	Various	12t		\$140.00	\$240.00	\$240.00	\$240.00	\$240.00	\$50.00	\$50.00	\$1,410.00	\$500.00	\$500.00			\$500.00		
Roller	Smooth drum or Paddock	74HP		\$130.00	\$230.00	\$230.00	\$230.00	\$230.00	\$40.00	\$40.00	\$1,410.00	\$500.00	\$500.00			\$500.00		
Skid Steer	CAT 260D	10m3		\$130.00	\$230.00	\$230.00	\$230.00	\$230.00	\$40.00	\$40.00	\$1,410.00	\$500.00	\$500.00			\$500.00		
Truck - Tandem Tipper	Various	22m3		\$220.00	\$330.00	\$330.00	\$330.00	\$330.00	\$130.00	\$130.00	\$1,410.00	\$500.00	\$500.00			\$500.00		
Truck & Trailer	Various	15KL		\$150.00	\$250.00	\$250.00	\$250.00	\$250.00	\$60.00	\$60.00	\$500.00	\$500.00	\$500.00			\$500.00		
Water Truck	Various	15KL		\$150.00	\$250.00	\$250.00	\$250.00	\$250.00	\$60.00	\$60.00	\$500.00	\$500.00	\$500.00			\$500.00		

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
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ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 25	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby All Times \$/hr	Delivery Establishment Flat Fee	Delivery Per KM	Emergency Call-Out Fee Flat fee	Comments
					All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr					
	Bulldozer	Cat D6 or Komatsu D65	22 Tonne	Hour		\$110.00					\$7.80		
	Bulldozer	Cat D6 or Komatsu D65	22 Tonne	Week		\$4,400.00					\$7.80		
	Excavator	Cat 305	5 Tonne	Hour		\$38.00					\$4.80		
	Excavator	Cat 305	5 Tonne	Week		\$1,520.00					\$4.80		
	Excavator	Cat 308	8 Tonne	Hour		\$42.00					\$4.80		
	Excavator	Cat 308	8 Tonne	Week		\$1,680.00					\$4.80		
	Excavator	Hitachi ZX135	14 Tonne	Hour		\$57.00					\$5.30		
	Excavator	Hitachi ZX135	14 Tonne	Week		\$2,280.00					\$5.30		
	Excavator	Hitachi ZX225	24 Tonne	Hour		\$70.00					\$5.30		
	Excavator	Hitachi ZX225	24 Tonne	Week		\$2,800.00					\$5.30		
	Roller	Cat CP56B Padfoot	13 Tonne	Hour		\$31.65					\$5.30		
	Roller	Cat CP56B Padfoot	13 Tonne	Week		\$1,260.00					\$5.30		
	Roller	Cat CS84B Smooth	13 Tonne	Hour		\$31.65					\$5.60		
	Roller	Cat CS84B Smooth	13 Tonne	Week		\$1,260.00					\$5.60		
	Roller	Bomag BW27 Multi	15-20 Tonne	Hour		\$42.05					\$6.60		
	Roller	Bomag BW27 Multi	15-20 Tonne	Week		\$1,674.00					\$6.60		
	Skid Steer	Cat 259	75HP - 4 Tonne	Hour		\$42.00					\$4.80		
	Skid Steer	Cat 259	75HP - 4 Tonne	Week		\$1,680.00					\$4.80		
	Water Truck	Isuzu FVZ260-300	13,000 Ltr	Hour		\$63.05					\$5.30		
	Water Truck	Isuzu FVZ260-300	13,000 Ltr	Week		\$2,522.00					\$5.30		

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ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
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SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 26	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby All Times	Delivery Establishment Flat Fee	Delivery Per KM	Emergency Call-Out Fee Flat Fee	Comments
					All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr					
	Excavator	Kubota u-55	5.5 Tonne	Hour		\$135.00	\$150.00	\$185.00				\$50.00	Delivery: Per hr from yard
	Machinery Float	Kenworth tipper	-	Hour		\$135.00	\$150.00	\$185.00				\$50.00	Delivery: Per hr from yard
	Skid Steer	CAT 259D	.	Hour		\$135.00	\$150.00	\$185.00				\$50.00	Delivery: Per hr from yard
	Truck - Tandem Tipper	Kenworth T404 SAR	10M Tipper	Hour		\$135.00	\$150.00	\$185.00				\$50.00	Delivery: Per hr from yard

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ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
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SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 27 Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire All Times		Wet Hire		Standby All Times	Delivery Establishment Flat Fee	Delivery Per KM	Emergency Call-Out Fee Flat Fee	Comments
				Standard \$/hr	After Hours \$/hr	Standard \$/hr	After Hours \$/hr					
Excavator	PC55MR KOMATSU	5.5t	Hour	\$145.00	\$175.00	\$175.00	\$110.00				\$50.00	Hire: min 4 hrs. Delivery: H/hy hire yard to yard
Machinery Float	BOGIE TAG ALONG FLOAT	13.5t	Hour	\$150.00	\$180.00	\$180.00	\$120.00				\$50.00	Hire: min 4 hrs. Delivery: H/hy hire yard to yard
Skid Steer	165 BOBCAT	4.05t	Hour	\$150.00	\$180.00	\$180.00	\$120.00				\$50.00	Hire: min 4 hrs. Delivery: H/hy hire yard to yard
Truck - Tandem Tipper	KENWORTH T350 BOGIE DRIVE TIPPER	9.85t	Hour	\$350.00	\$500.00	\$500.00	\$200.00				\$50.00	Hire: min 4 hrs. Delivery: H/hy hire yard to yard
Skid Steer Grader Attachment 108" mouldboard	Bobcat 108 Grader + Laser Receivers		Day	\$300.00	\$450.00	\$450.00	\$200.00				\$50.00	Delivery: Covered by float fee
Digger Slasher Skid Steer attachment	Digger		Day	\$300.00	\$450.00	\$450.00	\$200.00				\$50.00	Delivery: Covered by float fee

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5. TRANSPARENT AND ACCOUNTABLE  
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ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
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**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 28	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby	Delivery	Emergency	Comments
					All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr				
	Excavator	Wacker Neuson E217 Tilt-Hitch with 300mm, 450mm, 1000mm		Hour		\$29.55	\$29.55	N/A	N/A	\$168.18	\$227.27	Delivery: p/hr back to base
	Excavator	Kobelco SK17 SR-5 with 300mm, 450mm, 1000mm buckets &		Hour		\$29.55	\$29.55	N/A	N/A	\$168.18	\$227.27	Delivery: p/hr back to base
	Excavator	Kobelco SK25 SR-8E with 300mm, 450mm 1200mm buckets &		Hour		\$31.82	\$31.82	N/A	N/A	\$168.00	\$227.27	Delivery: p/hr back to base
	Excavator	Kobelco SK65SRX-6 with 300mm, 450mm, 600mm, 900mm		Hour		\$37.50	\$37.50	N/A	N/A	\$168.18	\$227.27	Delivery: p/hr back to base
	Excavator	Wacker Neuson E280 with 350mm, 450mm, 600mm, 1550mm		Hour		\$39.77	\$39.77	N/A	N/A	\$168.18	\$227.27	Delivery: p/hr back to base
	Excavator	Kobelco SK135 SR-7 with 300mm, 450mm, 600mm, 900mm,		Hour		\$53.86	\$53.86	N/A	N/A	\$200.00	\$227.27	Delivery: p/hr back to base
	Loader	Messerssi C11-40		Hour		\$34.09	\$34.09	N/A	N/A	\$168.18	\$227.27	Delivery: p/hr back to base
	Loader	Takeuchi TL4		Hour		\$34.09	\$34.09	N/A	N/A	\$168.18	\$227.27	Delivery: p/hr back to base
	Machinery Float	Izusu Tilt Tray	5T	Hour		\$168.18	\$168.18	\$252.27	\$252.27	\$168.18	\$227.27	Delivery: p/hr back to base
	Machinery Float	MG Prime Mover	22T	Hour		\$200.00	\$200.00	\$300.00	\$300.00	\$200.00	\$227.27	Delivery: p/hr back to base
	Portable Message Board	Datsigns C5 5 colour solar powered VMS		Hour		\$15.34				\$168.18	\$227.27	Delivery: p/hr back to base
	Portable Traffic Lights	A1 Roadlines (set)	1.5T	Hour		\$12.50				\$168.18	\$227.27	Delivery: p/hr back to base
	Roller	Wacker Neuson RTX- SC3 Trench Roller (RC)	1.5T	Hour		\$21.59				\$168.18	\$227.27	Delivery: p/hr back to base
	Roller	Wacker Neuson RD12-50 Twin Smooth Drum	1.2T	Hour		\$21.59				\$168.18	\$227.27	Delivery: p/hr back to base
	Roller	Dynapac CC1200V4 Twin Smooth Drum	2.7T	Hour		\$18.18				\$168.18	\$227.27	Delivery: p/hr back to base
	Roller	Dynapac CC1400V4 Twin Smooth Drum	4T	Hour		\$29.55				\$168.18	\$227.27	Delivery: p/hr back to base
	Roller	Dynapac CA35 Twin Smooth Drum	13T	Hour		\$27.27				\$200.00	\$227.27	Delivery: p/hr back to base
	Roller	Dynapac CA35 Twin Drum Pad Foot	13T	Hour		\$36.36				\$200.00	\$227.27	Delivery: p/hr back to base
	Skid Steer	Wacker Neuson ST11	500kg	Hour		\$36.36				\$168.18	\$227.27	Delivery: p/hr back to base
	Skid Steer	Wacker Neuson SH10	450kg	Hour		\$34.09				\$168.18	\$227.27	Delivery: p/hr back to base
	Truck & Trailer	Fuso Canter with 10x5 Tipping trailer	Camper 3T + Trailer 2T	Hour		\$29.55					\$227.27	
	Access	Scissor 4.5m Electric Genie GR15 AU2	227kg	Hour		\$12.50				\$168.18	\$227.27	Delivery: p/hr back to base
	Access	Scissor 6m Electric Shorhel S3219E	250kg	Hour		\$14.77				\$168.18	\$227.27	Delivery: p/hr back to base
	Access	Scissor 8m Electric Shorhel S3226E	250kg	Hour		\$17.05				\$168.18	\$227.27	Delivery: p/hr back to base
	Access	Scissor 9.75m Electric Genie GS3246	318kg	Hour		\$19.89				\$168.18	\$227.27	Delivery: p/hr back to base
	Access	Scissor 8.4m AT Shorhel G2755RT	300kg	Hour		\$21.59				\$168.18	\$227.27	Delivery: p/hr back to base
	Access	Scissor 11.75m AT Genie GS389RT AU2	454kg	Hour		\$19.88				\$168.18	\$227.27	Delivery: p/hr back to base
	Access	Scissor 14m AT Genie GS4069RT	383kg	Hour		\$24.41				\$168.18	\$227.27	Delivery: p/hr back to base
	Access	Boom 10.5m Diesel Genie Z34Z21C	227kg	Hour		\$25.57				\$200.00	\$227.27	Delivery: p/hr back to base
	Access	Boom 15.5m Electric Genie Z34Z22N AU	227kg	Hour		\$25.57				\$200.00	\$227.27	Delivery: p/hr back to base
	Access	Boom 18m Genie Z60Z37FE	227kg	Hour		\$31.25				\$200.00	\$227.27	Delivery: p/hr back to base
	Air Compressor	Atlas Copco 165CFM		Hour		\$36.07				\$168.18	\$227.27	Delivery: p/hr back to base
	Concrete	Floor Saw Shim TS800Z		Hour		\$15.91				\$118.18	\$227.27	Delivery: p/hr back to base
	Concrete	Demo Saw Shim TS800Z		Hour		\$17.05				\$118.18	\$227.27	Delivery: p/hr back to base
	Concrete	Sitting Saw Metabo MFE52		Hour		\$11.25				\$118.18	\$227.27	Delivery: p/hr back to base
	Concrete	Soft Cut SawMK Diamond SRX- 150		Hour		\$20.46				\$118.18	\$227.27	Delivery: p/hr back to base
	Concrete	Power Trowel 915mm Flextool FT203438		Hour		\$10.00				\$118.18	\$227.27	Delivery: p/hr back to base
	Concrete	Mixer 100L		Hour		\$7.96				\$118.18	\$227.27	Delivery: p/hr back to base
	Concrete	Jack Hammer Hitachi 17kg, with point, chisel & blade		Hour		\$9.65				\$118.18	\$227.27	Delivery: p/hr back to base
	Concrete	Cone Drill 1800w		Hour		\$10.23				\$118.18	\$227.27	Delivery: p/hr back to base
	Fork Lift	Forklift - rotating head Enhancer FLGX125		Hour		\$6.69				\$168.18	\$227.27	Delivery: p/hr back to base
	Fork Lift	Fordlift Luogong		Hour		\$12.50				\$168.18	\$227.27	Delivery: p/hr back to base
	Generator	2kVAChrommelis Chromtech Inverter		Hour		\$7.66				\$118.18	\$227.27	Delivery: p/hr back to base
	Generator	5kVAWacker Neuson GV500		Hour		\$7.96				\$118.18	\$227.27	Delivery: p/hr back to base

FILE NO:  
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(PROCUREMENT OFFICER, LISA  
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SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Generator	8kVA/Comminels	Hour	\$9.09				\$118.18	\$227.27	Delivery, p/mr back to base
Generator	13.5kVA Kubota KJ1T30DX-50	Hour	\$14.21				\$118.18	\$227.27	Delivery, p/mr back to base
Generator	22kVA Weiling & Crossley ED22LYE6	Hour	\$16.48				\$118.18	\$227.27	Delivery, p/mr back to base
Generator	40kVA PR Power 4BT3-9-61	Hour	\$22.16				\$118.18	\$227.27	Delivery, p/mr back to base
Generator	65kVA Fobas Wilson	Hour	\$25.57				\$168.18	\$227.27	Delivery, p/mr back to base
Generator	88kVA FG Wilson P88-2	Hour	\$26.41				\$118.18	\$227.27	Delivery, p/mr back to base
Generator	110kVA Cummins EBT	Hour	\$31.25				\$168.18	\$227.27	Delivery, p/mr back to base
Generator	200kVA FG Wilson XD200	Hour	\$37.50				\$118.18	\$227.27	Delivery, p/mr back to base
Lighting	Light Tower LED	Hour	\$17.61				\$118.18	\$227.27	Delivery, p/mr back to base
Lighting	Light Tower - Hallogen	Hour	\$15.34				\$118.18	\$227.27	Delivery, p/mr back to base
Lighting	Balloon Lights	Hour	\$5.25				\$118.18	\$227.27	Delivery, p/mr back to base
Pumps	2' Submersible Puddle Sucker	Hour	\$7.39	1000w			\$118.18	\$227.27	Delivery, p/mr back to base
Pumps	3" Trash Wacker Neuson PT3A	Hour	\$9.66				\$118.18	\$227.27	Delivery, p/mr back to base
Pumps	4" self priming BBA 100	Hour	\$20.46				\$118.18	\$227.27	Delivery, p/mr back to base
Pumps	6" Rapid Response Toolwip D160	Hour	\$29.41				\$118.18	\$227.27	Delivery, p/mr back to base
Pumps	2" Flex Drive + Motor	Hour	\$5.13				\$118.18	\$227.27	Delivery, p/mr back to base
Telehandler	JCB 9225-50C	Hour	\$26.41	2.5t			\$118.18	\$227.27	Delivery, p/mr back to base
Telehandler	JCB 932-70 Agri	Hour	\$36.36	3t			\$118.18	\$227.27	Delivery, p/mr back to base
Site Buildings	3 T Longreach (9.5m) JCB 535-95	Week	\$39.77				\$118.18	\$227.27	Delivery, p/mr back to base
Site Buildings	Site Office 6x3m	Week	\$127.27	6x3m			\$118.18	\$227.27	Delivery, p/mr back to base
Site Buildings	Site Kitchen	Week	\$127.27	6x3m			\$168.18	\$227.27	Delivery, p/mr back to base
Site Buildings	Site Buildings	Week	\$163.84	12x3m			\$200.00	\$227.27	Delivery, p/mr back to base
Site Buildings	Toilet Block	Week	\$136.36	6x3m			\$168.18	\$227.27	Delivery, p/mr back to base
Toilet	Skid Mount (Site)	Day	\$66.18				\$118.18	\$227.27	Delivery, p/mr back to base
Toilet	Trailer Mount (Single)	Day	\$51.82				\$118.18	\$227.27	Delivery, p/mr back to base
Toilet	Trailer Mount (Double)	Day	\$51.82				\$118.18	\$227.27	Delivery, p/mr back to base
Toilet	Trailer Mount (Double)	Day	\$227.73				\$118.18	\$227.27	Delivery, p/mr back to base
Trailers	Disabled (Accessible)	Day	\$66.18				\$118.18	\$227.27	Delivery, p/mr back to base
Trailers	8x4 Cage	Hour	\$4.55				\$118.18	\$227.27	Delivery, p/mr back to base
Trailers	8x5 Cage	Hour	\$5.25				\$118.18	\$227.27	Delivery, p/mr back to base
Trailers	16x8 Flat Tray	Hour	\$9.09				\$118.18	\$227.27	Delivery, p/mr back to base
Trailers	12x6 fully enclosed With ramp	Hour	\$10.23				\$118.18	\$227.27	Delivery, p/mr back to base
Trailers	10x5 Tilt/Tipper	Hour	\$9.09				\$118.18	\$227.27	Delivery, p/mr back to base
Trailers	14x6 Car Trailer	Hour	\$9.66				\$118.18	\$227.27	Delivery, p/mr back to base
Trailers	15x6 Timber/Plaster	Hour	\$9.66				\$118.18	\$227.27	Delivery, p/mr back to base
Trailers	Water Trailer	Hour	\$14.77	2000l			\$118.18	\$227.27	Delivery, p/mr back to base

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(PROCUREMENT OFFICER, LISA  
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**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 29	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby All Times	Delivery Establishment	Delivery Per KM	Emergency Call Out Fee	Comments
					All Times \$/hr	Standard \$/hr	After Hours \$/hr	Weekends \$/hr					
	Blidzer	CAT D6T (2013)	26 TONNE - 140KW	Hour		\$250.00	\$315.00	\$315.00			\$5.00	\$120.00	
	Backhoe	CAT 432E (2009)	9 TONNE	Hour		\$140.00	\$175.00	\$175.00			\$5.00	\$120.00	
	Grader	CAT 150 T4 (2021) WITH UTS	20 TONNE - 160KW	Hour		\$245.00	\$307.00	\$307.00			\$5.00	\$120.00	
	Grader	CAT 140M2 PLUS GPS (2013)	20 TONNE - 160 KW	Hour		\$245.00	\$307.00	\$307.00			\$5.00	\$120.00	
	Grader	CAT 140M VHP (2008)	20 TONNE - 160 KW	Hour		\$245.00	\$307.00	\$307.00			\$5.00	\$120.00	
	Loader	CAT 950M (2017)	20 TONNE	Hour		\$175.00	\$218.00	\$218.00			\$5.00	\$120.00	
	Machinery Float	MIDLAND TRI-AXLE TAG (2014)	20 TONNE	Hour		\$180.00	\$225.00	\$225.00			\$5.00	\$120.00	
	Roller	CAT CS573E - VIB SINGLE DRUM (2008)	14 TONNE	Hour		\$150.00	\$187.50	\$187.50			\$5.00	\$120.00	
	Roller	CAT CS74 (2011) SMOOTH DRUM	16 TONNE - 96KW	Hour		\$150.00	\$187.50	\$187.50			\$5.00	\$120.00	
	Roller	CAT PS360C MULTI TYRE (2011)	24 TONNE	Hour		\$150.00	\$187.50	\$187.50			\$5.00	\$120.00	
	Roller	CAT GB335D COMBINATION (2022)	4 TONNE	Hour		\$120.00	\$150.00	\$150.00			\$5.00	\$120.00	
	Skid Steer	CAT 299D3 COMPACT TRACK LOADER	3.2 TONNE	Hour		\$125.00	\$156.25	\$156.25			\$5.00	\$120.00	
	Skid Steer	CAT 299D3 WITH ATTACHMENT SLASHER, BROOM, BUCKET		Hour		\$145.00	\$181.50	\$181.50			\$5.00	\$120.00	
	Truck - Tandem Tipper	KENWORTH T403 - SEMI & LUSTY TIPPER (2011)	27 TONNE PAYLOAD	Hour		\$190.00	\$237.50	\$237.50				\$120.00	
	Truck & Trailer	KENWORTH T403 (2013) TRUCK & SUPER DOG	28 TONNE PAYLOAD	Hour		\$190.00	\$237.50	\$237.50				\$120.00	
	Truck & Trailer	KENWORTH T409 (2014) TRUCK & SUPERDOG	32.5 TONNE PAYLOAD	Hour		\$190.00	\$237.50	\$237.50				\$120.00	
	Water Truck	MACK METROLINER (2005)	15,000LTR	Hour		\$125.00	\$156.00	\$156.00				\$120.00	

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 30	Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Standby All Times \$/hr	Delivery Establishment Flat Fee	Delivery Per KM	Emergency Call-Out Fee		Comments
					All Times \$/hr	Week	Standard \$/hr	After Hours \$/hr				Weekends \$/hr	Flat fee	
	Mobile Amenities Trailer	Mocrb MTE	4-6 person	Week	\$535.00					\$500.00				
	Mobile Amenities Trailer	Mocrb MTEL	6-8 person	Week	\$675.00					\$500.00				
	Mobile Amenities Trailer	Mocrb MT1	8-10 person person	Week	\$835.00					\$700.00				
	Mobile Amenities Trailer	Mocrb MT2	8-10 person person	Week	\$985.00					\$700.00				

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.1.8  
(PROCUREMENT OFFICER, LISA  
KNIGHT)  
(ACTING DIRECTOR INFRASTRUCTURE  
SERVICES DAMIEN BURTON)

**C024/23 - PROVISION OF PLANT AND LABOUR HIRE - PANEL (cont'd)**

**ATTACHMENT No [1] - C024/23 Provision of Plant and Labour Hire - Panel**

Supplier 31 Item	Make/Model/Body Type/Configuration	Capacity	Unit	Dry Hire		Wet Hire		Weekends	Standby	Delivery	Emergency Call-Out Fee	Comments
				All Times \$/hr	Standard \$/hr	After Hours \$/hr	All Times \$/hr					
Buildozer	Dozer CAT D5	D5	Hour		\$170.00	\$235.00		\$267.50	\$100.00	\$200.00	\$1,500.00	Delivery: Hourly each way
Backhoe	Backhoe Cat 434E incl. 1200 mast, 300 & 3	434E	Hour		\$125.00	\$190.00		\$222.50	\$95.00	\$200.00	\$1,500.00	Delivery: Hourly each way
Excavator	Excavator - Mini (Bobcat) truck & plant/trailer	2.5T	Hour		\$140.00	\$205.00		\$237.50	\$70.00	\$200.00	\$1,500.00	Delivery: Hourly each way
Excavator	Excavator Cat 315DL incl. power dig quick h	16T	Hour		\$155.00	\$220.00		\$252.50	\$85.00	\$200.00	\$1,500.00	Delivery: Hourly each way
Excavator	Excavator Cat 320ELRR incl filling quick, ht	24T	Hour		\$180.00	\$245.00		\$277.50	\$110.00	\$200.00	\$1,500.00	Delivery: Hourly each way
Grader	Grader John Deere 670 (No GPS)	144	Hour		\$205.00	\$270.00		\$302.50	\$135.00	\$200.00	\$1,500.00	Delivery: Hourly each way
Loader	Front End Loader - 950H	950H	Hour		\$170.00	\$235.00		\$267.50	\$100.00	\$200.00	\$1,500.00	Delivery: Hourly each way
Machinery Float	Prime Mover & Float - Mack Superliner & Dr	12T	Hour		\$200.00	\$265.00		\$297.50	\$130.00	\$200.00	\$1,500.00	Delivery: Hourly each way
Roller	Padfoot roller, Cat CP533E	9T	Hour		\$140.00	\$205.00		\$237.50	\$70.00	\$200.00	\$1,500.00	Delivery: Hourly each way
Roller	Combination roller, Case tractor	9T	Hour		\$170.00	\$235.00		\$267.50	\$100.00	\$200.00	\$1,500.00	Delivery: Hourly each way
Truck - Tandem Tipper	Tip Truck ridged - CatCT610 C/W Bicalloy f	10Cub m / 11.5T	Hour		\$135.00	\$200.00		\$232.50	\$65.00	\$135.00	\$1,500.00	Delivery: Hourly each way
Truck & Trailer	Tip Truck & trailer - Scania T143	25 cub m / 28T	Hour		\$160.00	\$225.00		\$257.50	\$90.00	\$160.00	\$1,500.00	Delivery: Hourly each way
Water Truck	Water truck - Isuzu NPR300	10Cub m / 11.5T, 15T bag	Hour		\$120.00	\$185.00		\$217.50	\$90.00	\$120.00	\$1,500.00	Delivery: Hourly each way
Water Truck	Water truck - Volvo FL7	3000L	Hour		\$145.00	\$210.00		\$242.50	\$75.00	\$145.00	\$1,500.00	Delivery: Hourly each way

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.1  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

## APPOINTMENT OF THE PANEL OF ADMINISTRATORS TO ADVISORY COMMITTEES, BOARDS AND REPRESENTATIVE BODIES

### Recommendation

That Council endorse the appointment of the Panel of Administrators to the selected Advisory Committees, Boards and Representative Bodies that require Councillor representation:

1. Chair Administrator Tanner, Administrator Emonson and Administrator Sheed to the Moira Shire Youth Council;
2. Administrator Sheed to the Numurkah Flood Mitigation Implementation Committee;
3. Administrator Sheed to the Cobram East Flood Mitigation Design Steering Committee;
4. Administrator Sheed to the Upper Broken & Boosey Creek Flood Study Project Steering Committee;
5. Chair Administrator Tanner as the representative for the Municipal Association of Victoria; and
6. Administrator Sheed as the representative to the Murray Darling Association Inc.

### 1. Executive Summary

The purpose of this report is to appoint the Panel of Administrators to a selection of Advisory Committees, Boards and Representative Bodies where there are current vacancies that require a Councillor Representative.

### 2. Conflict of interest declaration

There are no conflict of interest declarations to consider.

### 3. Background & Context

#### Moira Shire Youth Council

The Moira Youth Council is a platform to test ideas and consult on a range of issues with participants aged between 16 and 22. The program will enhance the leadership skills of each participant and develop them to become future community leaders.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.1  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

## APPOINTMENT OF THE PANEL OF ADMINISTRATORS TO ADVISORY COMMITTEES, BOARDS AND REPRESENTATIVE BODIES (cont'd)

### Numurkah Flood Mitigation Implementation Committee

The objectives of this committee shall be to:

- Facilitate community and stakeholder interest and support for implementation of Numurkah Flood Mitigation measures identified within the Numurkah Floodplain Management Study and Plan – Study Report, November 2017 adopted by the Council at the Ordinary Council Meeting of 25 May 2018.
- provide input and advice on the following as the need arises:
  - impact of the project on adjoining landholders;
  - integration of the project with existing infrastructure; and,
  - encouraging broad community perspectives and collaboration on the projects implementation.

The Chair of the committee will be the Moira Shire Councillor Representative as determined by Council from time to time.

### Cobram East Flood Mitigation Design Steering Committee

The objectives of the committee are to provide input and advice on the following as the need arises:

- The methods and results for the hydraulic modelling, including the mapping of flood extents and consequences for existing conditions and for mitigation options;
- The outcomes of public consultation and recommended option;
- The functional design of the flood protection at the Murray Valley Highway Cobram East, including the financial sustainability of construction costs; and,
- The review of freeboard along the existing Cobram township levee and the conceptual designs addressing shortcomings in freeboard.

The committee comprises of the following representatives:

- 1 x Moira Shire Councillor representative to fill the role of Chair for the Steering Committee
- 1 x Moira Shire Council Staff member to act as Secretariat to the Steering Committee
- 1 x Goulburn Broken Catchment Management Authority representative
- 1 x VicRoads representative
- 6 x Cobram Community Representatives

### Upper Broken & Boosey Creek Flood Study Project Steering Committee

In 2019 Council was successful with the Benalla Rural City Council, the Goulburn Broken Catchment Management Authority (GBCMA) and the Victorian State Emergency Service (VicSES) in obtaining a \$180,000 grant from the Federal and State governments to undertake a flood study of the Upper Broken Creek and Boosey Creek catchments.

The project considered the floodplains associated within the Boosey and Upper Broken Creeks and their tributaries and extending 5 kilometers downstream of the Broken Creek discharge gauging station at Katamatite. The study will consider the impacts of flooding at Katamatite, Tungamah, Wilby, Lake Rowan, St James, Devenish, Thoona and Goorambat.

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GOVERNANCE

ITEM NO: 10.2.1  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

## APPOINTMENT OF THE PANEL OF ADMINISTRATORS TO ADVISORY COMMITTEES, BOARDS AND REPRESENTATIVE BODIES (cont'd)

To access the knowledge within the community of past flood behaviour within the catchment Council established a project steering committee.

The committee's Terms of Reference allows for the following membership.

- 1 x Moira Shire Councillor representative to fill the role of Chair for the Steering Committee
- 1 x Moira Shire Council Staff member to act as Secretariat to the Steering Committee
- 1 x Benalla Rural City Council representative
- 1 x Goulburn Broken Catchment Management Authority representative
- 1 x Vic SES representative, and
- 6 x community representatives

### **Municipal Association of Victoria**

The Municipal Association of Victoria (MAV) is a membership association and the legislated peak body for Victoria's local councils.

The MAV was formed in 1879, with the *Municipal Association Act 1907* officially recognising them as the voice of local government in Victoria.

Membership of the MAV is voluntary and 78 of the 79 Victorian councils are currently members.

Each member council appoints a delegate to attend State Council meetings, exercise their Council's vote and provide regular reports to their Council on the MAV's activities.

### **Murray Darling Association Inc.**

The Murray Darling Association is a membership-based peak representative organisation representing local government and communities across the Murray Darling Basin. Their purpose is to provide effective representation of local government and communities at State and Federal level in the management of Basin resources by:

- Providing accurate, relevant and timely information,
- Facilitating informed debate, and
- Seeking to influence government policy.

## **4. Issues**

There are vacancies on a number of committees that require a Councillor Representative as part of the committee membership.

## **5. Strategic Alignment**

This report aligns with the Council Plan Strategic Objective of Transparent and Accountable Governance.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.1  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**APPOINTMENT OF THE PANEL OF ADMINISTRATORS TO ADVISORY  
COMMITTEES, BOARDS AND REPRESENTATIVE BODIES (cont'd)**

**6. Internal & External Engagement**

Internal consultation was held with the Executive Leadership Team, Governance Team and Panel of Administrators.

No external consultation is required.

**7. Budget / Financial Considerations**

There are no budget or financial implications to consider.

**8. Risk & Mitigation**

Risk is mitigated by Council meeting its statutory requirements and having representation on the committee.

**9. Conclusion**

This reports formally endorsed the appointment of the Panel of Administrators to various Advisory Committees, Boards and Representative Bodies that require Councillor Representation.

**Attachments**

Nil

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.2  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)  
(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)

## ADMINISTRATOR CODE OF CONDUCT

### Recommendation

That Council adopt the Administrator Code of Conduct, as developed by the Panel of Administrators and shown in the attachment.

### 1. Executive Summary

This report seeks Council's adoption of the Administrator Code of Conduct that was developed in conjunction with the Panel of Administrators to show their commitment to work together in the best interests of the community and the standards of conduct and behaviour that will aim to achieve the greatest outcomes.

### 2. Conflict of interest declaration

There are no conflict of interest declarations to consider as part of this report.

### 3. Background & Context

The Administrator Code of Conduct sets out the standards for conduct expected of Administrators and is a key tool for guiding conduct and behavior.

The Administrator Code of Conduct was prepared with reference to:

- Council's previous *Councillor* Code of Conduct;
- Code of Conducts developed by other Councils under Administration
- The *Local Government Act 2020*; and
- Standards provided in the Local Government (Governance and Integrity) Regulations 2020.

### 4. Issues

The development of this Administrator Code of Conduct formalises the standards of conduct expected by the Panel of Administrators and provides guidance for dispute resolution.

### 5. Strategic Alignment

The development of this Code of Conduct aligns with Council Plan Strategy 5 Transparent and Accountable Governance.

### 6. Internal & External Engagement

The Code has been prepared with a range of resources and in consultation with the Panel of Administrators.

### 7. Budget / Financial Considerations

There are no significant financial or budgetary considerations in the development and preparation of this Code of Conduct.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.2  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)  
(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)

## ADMINISTRATOR CODE OF CONDUCT (cont'd)

### 8. Risk & Mitigation

Adoption of the Code, declaration by Administrators and the associated publication of the Code is important to fulfilling Councils legislative obligations and providing the community with a clearer understanding of the role of Council and the Panel of Administrators.

### 9. Conclusion

The Administrator Code of Conduct was developed in consultation with the Panel of Administrators and aligns with Councils values and expected standards of conduct and behaviours under the *Local Government Act 2020*.

### Attachments

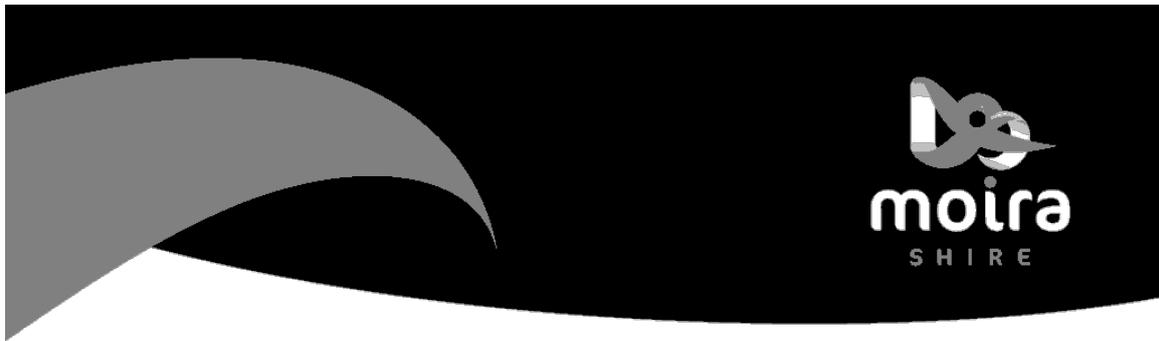
- 1 Administrator Code of Conduct

**FILE NO:**  
**5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE**

**ITEM NO: 10.2.2**  
**(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)**  
**(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)**

## **ADMINISTRATOR CODE OF CONDUCT (cont'd)**

### **ATTACHMENT No [1] - Administrator Code of Conduct**



## **ADMINISTRATOR CODE OF CONDUCT**

### **PREAMBLE**

As Administrators we hold a unique and important role at Moira Shire Council. We provide leadership that ensures good governance of the municipality and accept responsibility for developing policies and strategies that will benefit the municipal community.

When carrying out our role and responsibilities, we are guided by the standards of conduct in this Administrator Code of Conduct (the Code). We will uphold these standards to earn the trust of the community.

The Code promotes and reinforces the values and behaviours that guide us in delivering positive outcomes for Moira Shire Council and to establish an environment that will enable us to provide exemplary governance.

### **PLEDGE**

We, the Administrators of the Moira Shire Council, pledge to work together in the best interests of the community and to discharge our responsibilities to the best of our ability and judgement. As part of this commitment, we will adhere to conduct principles, values and behaviours outlined in this Code and work together constructively to achieve Moira's vision in a manner that is consistent with our core values. We are committed to the Standards of Conduct prescribed by the Local Government (Governance and Integrity) Regulations 2020.

### **SCOPE**

The Code applies to the Panel of Administrators for Moira Shire Council who have been appointed by Order in Council for a period concluding after the local government general elections to be held in October 2028.

This document should also be read in conjunction with the Terms of Reference applied to the appointment of the Administrators by the Minister for Local Government.

### **CONTEXT**

As appointees, the role of Administrators is to provide a vision and strategic direction for the Moira Shire Council and to make policy decisions that will benefit the municipal community. This Code is a collective agreement of our committed values and standards of behaviour.

The Code is set out in three parts:

- PART 1. Working together and with the community
- PART 2. Standards of Conduct
- PART 3. Dispute Resolution

**FILE NO:**  
**5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE**

**ITEM NO: 10.2.2**  
**(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)**  
**(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)**

## **ADMINISTRATOR CODE OF CONDUCT (cont'd)**

### **ATTACHMENT No [1] - Administrator Code of Conduct**

#### **Administrator Code of Conduct**



#### **PART 1 – WORKING TOGETHER AND WITH THE COMMUNITY**

As community and civic leaders, Administrators will lead by example and promote the highest standards in the way that Council business is conducted. We aim to achieve the greatest outcomes for the community by championing Council's adopted values and behaviours in pursuit of Council's future vision.

#### **Respect**

We will:

- respect one another, members of Council staff and members of the community
- treat others fairly and objectively
- respect and care about our community, each other and ourselves
- promote and ensure freedom from discrimination, harassment and vilification, including direct and indirect discrimination
- promote gender equity, fairness and inclusivity
- understand and respect the diversity of our community
- make decisions and provide advice consistent with human rights
- recognise the strengths of our diverse community and ensure people from all walks of life, ability and backgrounds feel comfortable to engage and contribute
- respect the traditional owners of the land on which we meet

#### **Honesty**

We will:

- be honest, open and transparent in our dealings
- recognise that some of the best solutions are community led, and we ensure our processes are open, transparent and welcoming to community input

#### **Accountability**

We will:

- ensure all communications including social media are respectful and will not negatively impact Council
- work in a transparent manner and accept responsibility for our decisions and actions
- submit ourselves to appropriate scrutiny
- report improper conduct
- achieve best use of resources and provide high quality services to the community

#### **Integrity**

We will:

- take time to listen and understand different points of view
- earn and sustain public trust by making decisions and providing advice on merit and without bias, favouritism or self-interest
- act with humility and apply the highest standards of ethical behaviour
- welcome the opinions of the community and respect their right to be heard
- use our powers responsibly and avoid conflicts of interest
- identify and promote best practice

#### **Teamwork**

We will:

- work effectively with and build constructive relationships with Council's Executive Leadership Team and key stakeholders
- support one another and staff if they are treated unfairly or without respect
- work towards harmonious working relationships with others
- encourage active community participation in civic life

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GOVERNANCE

ITEM NO: 10.2.2  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)  
(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)

## ADMINISTRATOR CODE OF CONDUCT (cont'd)

### ATTACHMENT No [1] - Administrator Code of Conduct

#### Administrator Code of Conduct



#### PART 2 – STANDARDS OF CONDUCT

We will conduct ourselves in a manner that is consistent with our values to meet and exceed legislated requirements.

#### TREATMENT OF OTHERS

Administrators will treat fellow Administrators, Council staff, the municipal community and members of the public with dignity, respect, courtesy, fairness and objectivity including:

- a) taking, supporting and promoting positive action to eliminate discrimination, harassment (including sexual harassment) and vilification;
- b) not engaging in or participating in discrimination, harassment (including sexual harassment) or vilification of any person or group or class of persons;
- c) supporting the Council in fulfilling its obligation to achieve and promote gender equality;
- d) not using abusive, obscene, offensive or threatening language or behaviour (including oral or written) towards other Administrators, Council staff or members of the public;
- e) in considering the diversity of interests and needs of the municipal community - having proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.

#### Our Commitment

- We will be fair, objective and respectful in our dealings with other Administrators, members of Council staff and our community.
- We will respect and promote the human rights set out in the *Charter of Human Rights and Responsibilities Act 2006* and understand how they apply to our work.
- We will promote a workplace of choice where people are treated fairly and with respect and are free from all forms of unlawful discrimination and inappropriate workplace behaviours, such as harassment including sexual harassment, victimisation, vilification, bullying and occupational violence.

#### PERFORMING THE ROLE OF ADMINISTRATOR

Administrators will do everything reasonably necessary to ensure that they perform the role of an Administrator effectively and responsibly by:

- undertaking any training or professional development activities the Council decides it is necessary for all Administrators to undertake in order to perform the role;
- diligently using Council processes to inform themselves about matters which are subject to Council decisions;
- ensuring that they are fit to conscientiously perform the role of Administrator when acting in that capacity or purporting to act in that capacity;
- representing the interests of the municipal community in performing the role of Administrator by considering and being responsive to the diversity of interests and needs of the municipal community.

#### Our Commitment

- We will perform our duties diligently, impartially and responsibly, acting in good faith and in the interest of Council and the municipal community.
- We will refrain from any form of conduct which may cause a reasonable person unwarranted offence or embarrassment.
- We will not use our position to influence Council staff in the performance of their professional duties.
- When exercising land use planning, development assessment and other regulatory functions, we will ensure that no action, statement or communication between ourselves and others conveys any suggestion of a willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

**FILE NO:**  
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GOVERNANCE**

**ITEM NO: 10.2.2**  
**(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)**  
**(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)**

## **ADMINISTRATOR CODE OF CONDUCT (cont'd)**

### **ATTACHMENT No [1] - Administrator Code of Conduct**

#### **Administrator Code of Conduct**



#### **COMPLIANCE WITH GOOD GOVERNANCE MEASURES**

Administrators, in performing the role will diligently and properly comply with the following to ensure the good governance of the Council:

- a) policies, practices and protocols established by the Chief Executive Officer for managing interactions between Council staff and Administrators;
- b) the Council Expenses Policy adopted and maintained by the Council;
- c) the Governance Rules developed by the Council; and
- d) any directions issued by the Minister.

#### Our Commitment

- We will exercise our responsibilities impartially and in the interests of the local community.
- We will not improperly seek to confer an advantage or disadvantage on any person.
- We will not use or disclose confidential Council information to gain advantage for ourselves or any other person.
- We will report behaviour that represents fraud, corrupt conduct, mismanagement of Council resources, misuse of position or is a danger to health, public safety or to the environment in accordance with Council's Public Interest Disclosure Procedures.
- We will use Council resources solely in the public interest and will comply with the Administrator Expenses, Reimbursement and Support Policy.
- We will comply with all Council policies in relation to the acceptance, refusal and reporting of gifts, benefits and hospitality.
- We will identify and manage any conflicts of interest and observe the requirements of the Act and the Governance Rules in regard to the disclosure of conflicts of interest.
- We are aware of our responsibilities under Council's Child Safe Policy and will report and act on concerns regarding the abuse or neglect of a child.

#### **ADMINISTRATORS MUST NOT DISCREDIT OR MISLEAD COUNCIL OR PUBLIC**

Administrators will ensure that their behavior does not bring discredit upon the Council and will uphold the reputation of the Council including:

- a) conducting ourselves in a manner that promotes community trust and confidence in the Council as the body responsible for the peace, order and good governance of the municipal district; and
- b) not misleading the Council or the public about any matter related to the performance of our public duties.

#### Our Commitment

- We will act honestly and avoid actions or conduct that will or is likely to mislead or deceive a person.
- We will accept each individual's differences, values, culture and beliefs.
- We will always listen to the views and ideas of other people.

#### **STANDARDS OF CONDUCT DO NOT LIMIT ROBUST POLITICAL DEBATE**

Nothing in this Code of Conduct is intended to limit, restrict or detract from robust public debate.

**FILE NO:**  
**5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE**

**ITEM NO: 10.2.2**  
**(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)**  
**(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)**

**ADMINISTRATOR CODE OF CONDUCT (cont'd)**

**ATTACHMENT No [1] - Administrator Code of Conduct**

**Administrator  
Code of Conduct**



**PART 3 - DISPUTE RESOLUTION**

Administrators will engage in robust discussions about matters affecting the community and to promote and facilitate effective decision making by the Council.

Debate will be carried out respectfully and constructively. Administrators will use their best endeavours to resolve any matters in a courteous and respectful manner.

Where, after these endeavours have been exhausted, any dispute remains unresolved, the internal arbitration processes prescribed by the Act and the Regulations will be applied.

**ENDORSEMENT**

This Administrator Code of Conduct was adopted at a Scheduled Council Meeting held on 27 September 2023 and subsequently signed by all Administrators.

<b>Administrator</b>	<b>Signature</b>
Chair Administrator John Tanner AM	
Administrator Suzanna Sheed	
Administrator Dr Graeme Emonson PSM	

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.3  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)  
(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)

## RISK APPETITE STATEMENT

### Recommendation

That Council adopt the Risk Appetite Statement which will form part of the Risk Management Framework, shown in the attachment.

### 1. Executive Summary

A Risk Appetite Statement has been prepared to form part of the Moira Shire Council Risk Management Framework and will determine the level of risk that Council is willing to accept in pursuit of its strategic objectives.

The Risk Appetite Statement also provides crucial risk management guidance and establishes boundaries for decision making processes related to risk.

### 2. Conflict of interest declaration

There are no conflict of interest disclosures to consider.

### 3. Background & Context

Moira Shire Council pursued an opportunity in 2022 to consider an alternative insurance arrangement offered by CivicRisk Mutual (CRM) - a Local Government Insurance Mutual owned by 24 NSW Councils.

As part of the process for CivicRisk Mutual to consider Council as a member, a Due Diligence review was conducted by a risk advisory company called InConsult. This report provided a number of recommendations to improve Councils risk profile, including the development of an agreed Risk Appetite Statement.

Through the process of preparing the document, Council has determined that the overall risk appetite is 'Guarded' and will consider options and choose one that is safe but also may maximise its ability for innovation and provide an acceptable level of reward and value for the community.

### 4. Issues

A Risk Appetite Statement will determine the amount of risk the organisation is willing to accept and will guide the implementation of risk management into strategic business planning and decision making.

### 5. Strategic Alignment

This report relates to Council Plan Strategic Objective 5. Transparent and Accountable Governance.

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## RISK APPETITE STATEMENT (cont'd)

### 6. Internal & External Engagement

The Risk Appetite Statement was developed in consultation with the Executive Leadership Team, Panel of Administrators and the Governance Team.

External support and guidance was provided by Robert Masters, Risk Management and Communications Consultant and the external independent members of the Moira Shire Council Audit & Risk Committee.

### 7. Budget / Financial Considerations

This document was prepared using resources within operational budget.

### 8. Risk & Mitigation

Development and implementation of a Risk Appetite Statement ensures that Council considers the most significant categories of potential risks to Council and provides an outline as to how much risk Council is willing to accept in these areas.

The Risk Appetite Statement also provides crucial risk management guidance and establishes boundaries for decision making processes related to risk.

### 9. Conclusion

Development and implementation of a Risk Appetite Statement will play a significant role in increasing the organisation's risk maturity and culture and will be an essential component of the Risk Management Framework.

## Attachments

- 1 Moira Shire Council Risk Appetite Statement

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**RISK APPETITE STATEMENT (cont'd)**

**ATTACHMENT No [1] - Moira Shire Council Risk Appetite Statement**



## Moira Shire Council Risk Appetite Statement

<b>Version Number</b>	1.0
<b>Responsible Director</b>	Corporate, Governance & Performance
<b>Responsible Officer</b>	Manager Governance & Performance
<b>Date endorsed by ELT</b>	5 September 2023
<b>Date adopted by Council</b>	
<b>Scheduled for review</b>	This statement will be reviewed annually from the date of adoption, or sooner if required.



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## RISK APPETITE STATEMENT (cont'd)

### ATTACHMENT No [1] - Moira Shire Council Risk Appetite Statement



#### INTRODUCTION

Risk Management is an essential component of Council's governance framework and supports the achievement of Council's goals and objectives. Effective risk management increases the probability of successful outcomes whilst protecting the health and safety, reputation and sustainability of Council.

The risk appetite is the amount of risk an organisation is willing to accept in pursuit of its strategic objectives. The Risk Appetite Statement considers the most significant categories of potential risks to Council and provides an outline as to how much risk Council is willing to accept in these areas.

A Risk Appetite Statement plays a significant role in delivering our key risk management objectives by:

- embedding and demonstrating a positive risk culture;
- ensuring everyone understands their responsibilities for managing risks and are held accountable in line with their roles and responsibilities;
- embedding risk management into strategic and business planning and decision making;
- communicating, consulting, identifying, analysing, prioritising, monitoring, reviewing, and recording all material risks in a consistent and effective manner;
- strengthening Council's risk management capability and maturity; and
- complying with relevant regulatory requirements, standards, policies and codes of conduct.

Council's approach to risk management is consistent with the *Australian Standard AS ISO 31000:2018 Risk Management – Guidelines*.

#### *Managing risks*

Everyone at Council is responsible for considering, communicating and managing risks within their area of responsibility. Risk should be considered in all decision-making at all levels of Council. Risk discussions should be open, honest and transparent. Risk management must be timely, proactive, dynamic and consistent with Council's risk appetite and in accordance with Council's Risk Management Framework. The key elements of the Risk Management Framework are:

- Risk Management Policy
- Risk Management Plan
- Risk Appetite Statement (this document)
- Risk and Control Assessment templates

Risks that are assessed and rated as high or extreme (as per the Risk Management Plan) must be managed to a level that is as low as reasonably practicable and be monitored in accordance with Council's Risk Management Plan. In deciding how to control and treat risks, consideration should be given to the:

- ability to influence the risk exposure;
- practicality and cost of treating the risk;
- level of potential risk reduction; and
- opportunities associated with treatments (i.e. mitigation).

Risks shared with other agencies should be considered, identified and managed through collaboration, coordination and communication with those agencies.

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## RISK APPETITE STATEMENT (cont'd)

### ATTACHMENT No [1] - Moira Shire Council Risk Appetite Statement



#### RISK APPETITE

##### *A range of appetites for risk*

The overall level of risk that Council accepts can range from avoiding risks to eagerly taking risks. Where Council's appetite fits on this range can impact on its willingness to innovate, as well as its requirement to control risks. Council's overall risk appetite is 'guarded' with certain categories of risks having different risk tolerances.

Council's risk appetite is further described in the below Risk Appetite Statement and Risk Tolerance Scale over the page.

##### *Risk Appetite Ranges*

Council categorises its level of risk appetite ranges into four categories as can be seen below:

Risk Averse	Guarded	Open to risk	Eager for risk
<ul style="list-style-type: none"> <li>No to very low appetite for taking risks.</li> <li>Avoid risks and uncertainty.</li> <li>Will not take risks to achieve potential rewards.</li> </ul>	<ul style="list-style-type: none"> <li>Low appetite for risks.</li> <li>Prefer safe options.</li> <li>May impact on potential opportunities for reward.</li> </ul>	<ul style="list-style-type: none"> <li>Moderate appetite for risks.</li> <li>Willing to consider potential costs and benefits – rewards and risks – when deciding options.</li> </ul>	<ul style="list-style-type: none"> <li>Eager to engage with risks and choose options offering potentially higher rewards.</li> </ul>

##### *Overall Risk Appetite Statement*

Moira Shire Council's risk appetite is 'Guarded'. Council will consider options and choose one that is safe, but also may maximise its ability to innovate, deliver strategic priorities and services, and care for the safety and wellbeing of staff, while also providing an acceptable level of reward and value for the community it serves and for local government.

Risks will be managed in line with Moira Shire Council's risk appetite and risk tolerance scales and will be considered in all decision making and planning.

The Risk Appetite Statement summarises the Council's tolerance for risk in each of a whole range of activities it undertakes. For example, the Council's tolerance for risk in health and safety matters is very low; hence a highly cautious (low) appetite for that category. On the other hand, tolerance for risk in service delivery is conservative (relatively moderate). All of the activities undertaken by Council can be so classified in terms of risk appetite.

#### RISK TOLERANCE

The Risk Appetite sets the tone for risk taking in general, while the Risk Tolerance informs:

- Expectations for mitigating, accepting and pursuing certain types of risk;
- Boundaries and thresholds for acceptable risk taking; and
- Actions to be taken or consequence for acting beyond appropriate tolerances.

Council's Risk Tolerance scale is show in the following diagram.





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**RISK APPETITE STATEMENT (cont'd)**

<p><b>Risk Tolerance Scale</b></p> <p><b>Highly Cautious</b> Zero to very low tolerance for risk Avoid taking risks and ensure there are effective controls in place.</p> <p><b>Cautious</b> Low tolerance for risk Reduce risk exposure where possible. Some risk taking may be necessary due to the nature of Council's activities.</p> <p><b>Conservative</b> Moderate tolerance for risk Willing to consider options that may incur risk where significant benefit is possible.</p> <p><b>Confident</b> High Tolerance for risk Willing to engage with risks when the potential for benefit is high.</p>				
Risk Category	Tolerance Rating	<p><b>x Council will not tolerate:</b></p> <ul style="list-style-type: none"> <li>- Actions or behaviours that are deliberate and willingly contravene the organisations Codes of Conduct and OHS policies and procedures.</li> <li>- Practices that knowingly compromise staff wellbeing, workplace or community safety (including discrimination, harassment or bullying).</li> <li>- Activities that result in reasonably foreseeable and preventable fatalities, harm, serious injuries or illnesses to our Community, Customers, Administrators or Staff.</li> <li>- Incidents that occur arising from untrained staff or failed internal processes.</li> <li>- Failure to communicate in line with emergency management obligations about incidents that may impact the health and safety of the community.</li> <li>- Unsafe infrastructure and work environments.</li> <li>- Behaviours and actions which do not align with the Moira Shire Council values.</li> <li>- Behaviours and actions that do not align with the Moira Shire Competency Framework</li> <li>- Actions or behaviours that are deliberate and willingly contravene the organisational Codes of Conduct.</li> <li>- Practices that knowingly compromise staff well-being, workplace or community safety (including discrimination, harassment or bullying).</li> <li>- Management issues or poor culture resulting in significant increased employee turnover or absenteeism or a significant reduction from the previous employee satisfaction survey</li> <li>- Events/incidents that occur arising from incompetent or undertrained staff.</li> </ul>	<p><b>✓ Council will tolerate:</b></p> <ul style="list-style-type: none"> <li>- Minor unforeseen incidents or injuries that arise from time to time while undertaking normal activities.</li> <li>- Practices that are not in line with best practice if safety and duty of care is not compromised.</li> </ul>	<p><b>↗ Opportunities</b></p> <ul style="list-style-type: none"> <li>- Practices and processes that ensure a safe and healthy work environment and infrastructure.</li> <li>- A positive workplace culture.</li> <li>- Retention and attraction of staff.</li> <li>- Reduced public liability and work cover claims.</li> <li>- Enhanced community wellbeing, safety and social inclusion.</li> <li>- Building trust in the community and transparency in decision making.</li> </ul>
<p><b>Health and Safety</b></p> <p>We are committed to providing a safe workplace and physical environments for all staff, Administrators, contractors, visitors and the community.</p>	<p><b>Highly Cautious</b></p>	<ul style="list-style-type: none"> <li>- Improper, unethical, corrupt, unprofessional behaviour or failure to exercise respect and duty of care in accordance with our Council values and policies.</li> <li>- Breaches of organisational Codes of Conduct.</li> <li>- Failure to advocate for the needs of the community and the key objectives of the Council Plan and other key strategies.</li> <li>- Failure to uphold the probity of Council decision-making.</li> <li>- Any failure to avoid, disclose and appropriately manage conflicts of interest.</li> <li>- Failure to act in a fair, honest, transparent and accountable manner.</li> <li>- Failure to consult or involve the community in significant changes or key decisions.</li> <li>- Decision-making that is not open, honest and transparent and reflects the long-term interests of the community.</li> <li>- Failure to promptly notify Executive of significant incidents that may impact Council reputation.</li> <li>- Failure to respond to complaints in a prompt and professional manner and in accordance with Council policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>- Minor temporary reduction in morale relating to improving workforce performance.</li> <li>- Minor staff grievances that can be dealt with through normal internal mechanisms</li> <li>- Minor morale and staff grievances due change within the organisation due to innovation or change management processes leading to more efficient and effective outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>- Retention and attraction of staff</li> <li>- A culture that aligns with the Moira Shire Council values.</li> <li>- Succession Planning.</li> </ul>
<p><b>People and Culture</b></p> <p>We are committed to providing a positive working environment &amp; attracting and retaining skilled and competent staff. We will not accept misconduct or continued employee underperformance.</p>	<p><b>Highly Cautious</b></p>	<ul style="list-style-type: none"> <li>- Moderate adverse local media and social media scrutiny or a number of complaints relating to actions which deliver longer term benefits to the community.</li> <li>- Isolated minor incidents, concerns and complaints that can be resolved by management.</li> </ul>	<ul style="list-style-type: none"> <li>- Retention and attraction of staff</li> <li>- A culture that aligns with the Moira Shire Council values.</li> <li>- Succession Planning.</li> </ul>	<ul style="list-style-type: none"> <li>- Increased community satisfaction.</li> <li>- Positive publicity.</li> <li>- Delivering services that align with Council Plan Objectives.</li> <li>- Building trust with internal and external stakeholders and the community.</li> <li>- Increasing transparency with the community in Council decision making.</li> </ul>
<p><b>Trust and Reputation</b></p> <p>We recognise the importance of protecting our reputation and advocating for the needs of our community and local economy. We understand that negative publicity or community reactions may occur where there is competing priorities and interests in the Community.</p>	<p><b>Cautious</b></p>	<ul style="list-style-type: none"> <li>- Improper, unethical, corrupt, unprofessional behaviour or failure to exercise respect and duty of care in accordance with our Council values and policies.</li> <li>- Breaches of organisational Codes of Conduct.</li> <li>- Failure to advocate for the needs of the community and the key objectives of the Council Plan and other key strategies.</li> <li>- Failure to uphold the probity of Council decision-making.</li> <li>- Any failure to avoid, disclose and appropriately manage conflicts of interest.</li> <li>- Failure to act in a fair, honest, transparent and accountable manner.</li> <li>- Failure to consult or involve the community in significant changes or key decisions.</li> <li>- Decision-making that is not open, honest and transparent and reflects the long-term interests of the community.</li> <li>- Failure to promptly notify Executive of significant incidents that may impact Council reputation.</li> <li>- Failure to respond to complaints in a prompt and professional manner and in accordance with Council policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>- Moderate adverse local media and social media scrutiny or a number of complaints relating to actions which deliver longer term benefits to the community.</li> <li>- Isolated minor incidents, concerns and complaints that can be resolved by management.</li> </ul>	<ul style="list-style-type: none"> <li>- Increased community satisfaction.</li> <li>- Positive publicity.</li> <li>- Delivering services that align with Council Plan Objectives.</li> <li>- Building trust with internal and external stakeholders and the community.</li> <li>- Increasing transparency with the community in Council decision making.</li> </ul>

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**RISK APPETITE STATEMENT (cont'd)**



Risk Category	Tolerance Rating	Council will not tolerate:	Council will tolerate:	Opportunities
<p><b>Governance</b></p> <p>We are committed to good governance and meeting legislated, regulatory and policy requirements and contractual obligations in a consistent and fair manner.</p>	<p><b>Highly Cautious</b></p>	<ul style="list-style-type: none"> <li>Corrupt or fraudulent conduct by Staff, Administrators or Contractors.</li> <li>Unreasonable delays when reporting, investigating or correcting any fraudulent, improper, unethical or corrupt conduct.</li> <li>Any instances where Council officers knowingly break the law, fail to comply with legal obligations or recklessly breach internal policies.</li> <li>Breaches of legislative or regulations.</li> <li>Breaches of organisational policies or organisational Codes of Conduct.</li> <li>Failure to consider expert / professional legal advice.</li> <li>Unauthorised release of confidential information.</li> <li>Any behaviour which gives rise to extensive litigation and indictable offences.</li> <li>Failure to comply with Government Directions or orders.</li> <li>Council officers acting outside their delegated authority.</li> </ul>	<ul style="list-style-type: none"> <li>Decisions made on merit in accordance with Council values that are not in line with professional advice.</li> <li>Temporary non-compliance due to unrealistic regulatory timeframes.</li> <li>Risks which may give rise to isolated complaints that are incidental to normal business activities despite best efforts to avoid or mitigate.</li> <li>Streamlined governance processes subject to effective controls remaining in place.</li> </ul>	<ul style="list-style-type: none"> <li>Embedded processes to identify and manage instances of corrupt or fraudulent conduct of Staff, Administrators or Contractors.</li> <li>Meeting legislative and regulatory requirements.</li> <li>Meeting staff and community expectations on Council Values and Services</li> <li>Building trust in Council.</li> <li>Improving systems and processes through innovation to support good governance.</li> </ul>
<p><b>Financial</b></p> <p>We recognise that Council has a responsibility to ensure that we have sufficient resources now and into the future and that there are financial risks involved in delivering a wide range of services, programs and capital projects.</p>	<p><b>Cautious</b></p>	<ul style="list-style-type: none"> <li>Financial activities and/or investment practices that contravene legislated or policy requirements.</li> <li>Investing in assets without undertaking proper due diligence on whole of life costing.</li> <li>Failure to maintain or implement effective systems, processes and controls which adequately protect Council from fraudulent activity.</li> <li>Fraudulent or corrupt financial transactions.</li> <li>Actions that have a significant negative impact on long term financial sustainability.</li> <li>Committing ratepayer funds to capital works projects not contained in Council's 10 year capital works plan without re-scheduling other projects or seeking alternate sources of funding.</li> <li>Accepting forecast review changes, in particular increased expenditure or decreased income, without attempting to identify offsetting budget adjustments to remain within adopted budget targets.</li> </ul>	<ul style="list-style-type: none"> <li>Minor unforeseen and unavoidable budget variations that does not materially deviate from the annual budgeted underlying operating result.</li> <li>Minor unforeseen and unavoidable cost variations in capital projects within the established contingency allocated to each project.</li> <li>Minor losses, or capital outlays, attributable to new processes or innovation to improve services to meet community needs.</li> <li>Calculated financial risks to deliver infrastructure, improve service delivery or promote ecological sustainability.</li> <li>Minor cost impacts of the implementation of weighted scoring in procurement to benefit local competent suppliers.</li> <li>Capital expenditure budget delivered within established Chief Executive Officer KPI's.</li> </ul>	<ul style="list-style-type: none"> <li>An underlying operating breakeven or surplus.</li> <li>An increase in external funding opportunities.</li> <li>Implement an integrated Project Management Framework and 10 Year Capital Works Plan to inform Council's Financial Plan.</li> <li>Embedded systems, processes and controls that effectively protect Council from fraudulent activity.</li> <li>Meeting or exceeding audit and compliance regulations and policies</li> <li>Meeting or exceeding community expectations.</li> <li>Explore avenues to diversify revenue streams through beneficial enterprise arrangements.</li> <li>Building trust and transparency in Council decision making with stakeholders.</li> </ul>
<p><b>Service Delivery</b></p> <p>We recognise there may be levels of risk involved to deliver efficiencies, enhance capabilities and provide services to our community.</p>	<p><b>Conservative</b></p>	<ul style="list-style-type: none"> <li>Interruptions to critical business processes arising from uncontrollable events, where the interruption is well managed according to the Council's Business Continuity Plan and is resolved within the Maximum Acceptable Outage period.</li> <li>Unforeseen interruptions to non-critical business functions from uncontrollable events where Council responds and communicates promptly to impacted stakeholders.</li> <li>Moderate reputational impact from community complaints relating to service quality or new initiatives to deliver enduring benefits to our community.</li> <li>Moderate impacts to service delivery due to implementation of new technology, innovation initiatives or projects.</li> <li>Moderate impacts arising from innovations and ideas that contribute and encourage creating a flexible workplace.</li> </ul>	<ul style="list-style-type: none"> <li>Exceeding community expectations and building trust in our service commitments.</li> <li>Introducing innovative and streamlined ways to improve our services to the community.</li> <li>Prompt response and management of disruptions.</li> <li>Enhancing sound and consistent levels of awareness, communication and engagement.</li> <li>Ensuring that the Council has the right resources, staff capabilities and organisation structure to optimise performance.</li> </ul>	

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**RISK APPETITE STATEMENT (cont'd)**



Risk Category	Tolerance Rating	× Council will not tolerate:	✓ Council will tolerate:	↗ Opportunities
<p><b>Environmental</b></p> <p>We recognise the importance of conserving and enhancing our environment and considering sustainability in all council decisions</p>	<p><b>Cautious</b></p>	<ul style="list-style-type: none"> <li>Decisions that do not appropriately consider the principles of ecologically sustainable development or the Council value of Sustainability.</li> <li>Failure to minimise significant impacts on biodiversity and reduce our ecological footprint.</li> <li>Decisions, activities and practices that result in long-term or irrevocable environmental damage or negative climate impacts, threatens biodiversity, including extinction of flora and fauna, or is hazardous to human life.</li> <li>Activities and practices that knowingly compromise the environment, are reasonably foreseeable and preventable.</li> <li>Failure to meet environmental commitments or legal or legislative requirements resulting in EPA fines or penalties.</li> </ul>	<ul style="list-style-type: none"> <li>Environmental impacts offset by other activity resulting in a net environmental benefit.</li> <li>Minor environmental impacts from uncontrollable or unforeseen events or in order to deliver enduring benefits to our community well into the future.</li> <li>Changes to procedures and practices to accommodate improved environmental outcomes</li> <li>Minor cost impacts in the selection of products, services that have a significant positive impact on the environment</li> </ul>	<ul style="list-style-type: none"> <li>Reducing our organisational carbon footprint.</li> <li>Activities and practices that protect our environment from long term damage or negative climate impacts, as well as protecting biodiversity.</li> <li>Assessing community expectations of changing environmental impacts on a regular basis.</li> </ul>
<p><b>Infrastructure</b></p> <p>We are committed to continuous improvement in order to provide excellent infrastructure that provides benefits to our community.</p>	<p><b>Conservative</b></p>	<ul style="list-style-type: none"> <li>Unsafe infrastructure and work environments.</li> <li>Non-completion of a significant portion of new or renewal infrastructure projects in line with capital expenditure budget.</li> <li>Significant delays to projects that are considered within Council control.</li> <li>Asset failure significantly earlier than the projected lifespan of the asset.</li> <li>Failure to administer and manage contracts appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Moderate financial and reputational impacts arising from the implementation of new or innovative technologies.</li> <li>Moderate impacts leading to short term disruption to community due to implementation of construction procedures which provide value for money provided community has been informed.</li> <li>Moderate short-term financial impact on capital costs of projects where there are demonstrated long term sustainable gains.</li> </ul>	<ul style="list-style-type: none"> <li>Delivery of projects within budget and agreed timeframes.</li> <li>Effective management of contracts and projects.</li> <li>Improved infrastructure for our community.</li> <li>Effective engagement and consultation with affected communities.</li> <li>Building the community's trust in Council's ability to deliver innovative projects.</li> </ul>
<p><b>Information Management</b></p> <p>We are committed to protecting our assets contained within our ICT systems and services, through the application of appropriate internal controls, a cyber-aware workforce, effective governance, timely remediation of identified control weaknesses, persistent review of the external threat landscape and consistent management of our third-party providers.</p>	<p><b>Conservative</b></p>	<ul style="list-style-type: none"> <li>Prolonged unplanned outages of critical Council systems and services.</li> <li>Failure to maintain systems and services which adequately protect Councils data and information and maintain adequate audit trails.</li> <li>A lack of diligence in relation to information security, the procurement and implementation of ICT systems and services</li> <li>Data loss due to inappropriate data management processes.</li> <li>Poor information governance processes.</li> <li>Failure to maintain recovery plans in place and test plans on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>Scheduled outages that are agreed to by the business owners and are regarded as part of normal business activities</li> <li>Implementation of new technologies which create new opportunities for business improvement and innovation of systems which also could involve some minor to moderate risk.</li> </ul>	<ul style="list-style-type: none"> <li>Secure Council systems and services.</li> <li>Effective data management practices and processes.</li> <li>Assessing and incorporating the latest information protection systems</li> </ul>
<p><b>Cyber Security</b></p> <p>We are committed to safeguarding Council from both external and internal threats (including financial extortion), misuse, modification and unintended damage.</p>	<p><b>Highly Cautious</b></p>	<ul style="list-style-type: none"> <li>Cybersecurity threats or events that could have been prevented through judicious application of technical and behavioural controls.</li> <li>Threats of financial or personal extortion that arise from any malicious cybersecurity breaches.</li> <li>An unprepared response in the event of an external cyber-attack.</li> <li>Significant threats to assets arising from external malicious attacks.</li> <li>Misuse, inappropriate distribution or loss of sensitive or confidential council information due to the actions of staff.</li> </ul>	<ul style="list-style-type: none"> <li>Some cyber threats or events which, if they were successful, would have a minor or limited impact upon Council's business because they do not compromise the integrity, confidentiality or availability Council information or assets.</li> </ul>	<ul style="list-style-type: none"> <li>Effective back-up of data and information.</li> <li>Being prepared for potential cyber-attacks.</li> <li>Timely remediation of identified cyber security control weaknesses.</li> <li>Developing and embracing the latest security measures and information in line with government and industry developments and regulations.</li> </ul>



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(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)**

**RISK APPETITE STATEMENT (cont'd)**

**IMPLEMENTATION OF THE RISK APPETITE STATEMENT**

Council's appetite for and tolerance of risk as outlined in this Risk Appetite Statement forms the basis of our approach to managing risk in our day-to-day activities. This statement informs Council's Risk Management Framework.

Staff are responsible for managing their risk environment. This includes having appropriate controls in place and monitoring their effectiveness. These risks are identified, assessed and managed at both enterprise level ('top-down') and at operational level ('bottom-up'). Risk registers are used to document the risks. Risks outside the appetite or agreed tolerance levels should be managed in line with this statement and should be reported to the Executive Leadership Team. The Chief Executive Officer is accountable for compliance with this Risk Appetite Statement. Risk appetite also needs to be articulated for discussion with the Administrators, at Council meetings and at the Audit and Risk Committee meetings.

**REVIEW**

This Risk Appetite Statement will be reviewed annually or whenever there is a significant change to the Council's operating environment. Staff and Administrators will be made aware of and trained/educated in the Statement on an annual basis to ensure there is an embedded and demonstrated positive risk culture within Council; as well as ensuring everyone understands their responsibilities for managing risks and being held accountable in line with their roles and responsibilities.

This review will be coordinated by the Governance and Performance Team. Changes to the Risk Appetite Statement must be endorsed by the Executive Leadership Team and are presented to the Audit & Risk Committee Meeting for review and comment before being referred to Council for adoption.

**RELATED DOCUMENTS**

Risk Management Policy  
Risk Management Plan

**DOCUMENT REVISIONS**

Version	Summary of Changes	Approved by	Date
1.0	Original Statement adopted	Council	xxx

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.4  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)  
(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)

**CEO EMPLOYMENT AND REMUNERATION COMMITTEE MEETING MINUTES 22  
SEPTEMBER 2023**

**Recommendation**

That Council:

1. Accepts the minutes of the CEO Employment and Remuneration Committee Meeting held on 22 September 2023; and
2. Endorse the recommendations within the minutes.

**1. Executive Summary**

The responsibility for assisting Council with its obligations regarding CEO employment, performance and remuneration is delivered through the CEO Employment and Remuneration Committee.

The purpose of this report is to present the minutes of the recent CEO Employment and Remuneration Committee including recommendations for Council to consider.

**2. Conflict of interest declaration**

There are no conflict of interest declarations to consider.

**3. Background & Context**

The CEO Employment and Remuneration Committee was established in accordance with the requirements of the Local Government Act and provide direction and guidance on the management of the life cycle of the Chief Executive Officers employment including recruitment, performance and end of contract processes.

**4. Issues**

There are no issues to consider.

**5. Strategic Alignment**

This report aligns with the Council Plan objective of Transparent and Accountable Governance.

**6. Internal & External Engagement**

The CEO Employment and Remuneration Advisory Committee met on 22 September 2023.

**7. Budget / Financial Considerations**

The budget and financial implications are documented in the attachments to the minutes.

**8. Risk & Mitigation**

There are no risk implications to consider.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.4  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)  
(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)

**CEO EMPLOYMENT AND REMUNERATION COMMITTEE MEETING MINUTES 22  
SEPTEMBER 2023 (cont'd)**

**9. Conclusion**

This report provides the minutes of the CEO Employment and Remuneration Committee of meeting held on 22 September 2023.

It is recommended that Council endorse the recommendations contained within the attached minutes.

**Attachments**

1 CEO Employment and Remuneration Committee Meeting - Minutes - 22 September 2023  
- *printed in separate document*

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.5  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

## APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

### Recommendation

That Council:

1. Appoint Mr Michael Tudball as the Acting Chief Executive Officer for an interim period of six months commencing 23 October 2023 until a permanent CEO recruitment process has been concluded; and
2. Authorise Chair Administrator John Tanner AM to sign the Contract of Employment on behalf of Council.

### 1. Executive Summary

The position of Chief Executive Officer (CEO) for Moira Shire Council is currently vacant and the purpose of this report is for Council to approve the interim appointment of Mr Michael Tudball as Acting CEO for a period of six months, commencing 23 October 2023.

### 2. Conflict of interest declaration

There are no conflict of interest declarations to consider as part of this report.

### 3. Background & Context

The position of CEO for Moira Shire Council became vacant on 1 September 2023 with the resignation of Ms Clare Keenan after an extended period of leave. Mr Joshua Lewis has performed to a very high standard as Acting CEO during this period.

The CEO Employment and Remuneration Advisory Committee endorsed the appointment of Mr Tudball as Acting CEO at the Committee of Council meeting held on Friday 22 September 2023.

Mr Michael Tudball has several years of senior executive leadership experience in the Victorian Public Service and local government, including six years as CEO of Southern Grampians Shire Council, almost two years with Department of Transport & Planning as Regional Director and interim CEO Roles within the local government sector including most recently at Corangamite Shire Council.

Mr Tudball has also previously served as a Councillor and Mayor of Moorabool Shire Council for two terms (eight years) from 2004 – 2012 inclusive.

Mr Tudball's extensive experience, capabilities and approach as a senior executive in the local government sector makes him very well suited to perform the role as Acting CEO with Council for an interim period whilst a permanent CEO recruitment process is completed.

### 4. Issues

Under section 44(4) of the *Local Government Act 2020* the Council must appoint an Acting Chief Executive Officer. Mr Michael Tudball will act in the role for an interim period until a permanent CEO recruitment process has been concluded.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 10.2.5  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

## APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER (cont'd)

### 5. Strategic Alignment

This report aligns with the Council Plan objective of Transparent and Accountable Governance

### 6. Internal & External Engagement

Internal consultation was conducted between the Panel of Administrators and the Acting Manager People & Safety.

External consultation was conducted with the preferred candidate.

### 7. Budget / Financial Considerations

The Acting CEO salary will be paid from the existing budget. There are no significant budgetary impacts as a result of this appointment.

### 8. Risk & Mitigation

The interim appointment of an Acting CEO will provide stability for the organisation and provide direction during the transition period to a permanent CEO.

### 9. Conclusion

In accordance with the *Local Government Act 2020* it is recommended that Council appoint Mr Michael Tudball as the interim Acting CEO for Moira Shire Council for a period six months from 23 October 2023.

## Attachments

- 1 Draft Contract of Employment - Mr Michael Tudball - *printed in separate document*
- 2 CV - Michael Tuball - *printed in separate document*

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

## AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023

### Recommendation

That Council:

1. Accepts the minutes of the Audit & Risk Committee meeting held on 20 July 2023; and
2. Note the recommendations contained within the reports.

### 1. Executive Summary

The Audit & Risk Committee (the Committee) is an independent advisory Committee to Council. The primary objective of the Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risks and maintaining a reliable system of internal controls.

In accordance with the Audit & Risk Committee Charter, the minutes of the Audit & Risk Committee held on 20 July 2023 are attached.

The following reports were considered by the committee:

- Major Projects/Incidents and Legal Proceedings
- 2022/23 Asset Valuations – Report on Progress
- Quarterly Claims Management Report – June 2023
- Policy Register – Quarterly Report
- Risk Management – Quarterly Update
- Fraud Risk – Quarterly Report
- Council Purchase Card Usage Report for period 1 January 2022 to 31 December 2022.
- Audit & Risk Committee Annual Report
- Strategic Internal Audit Program Status Update
- Election of the Audit & Risk Committee Chair
- 90-Day Administrator Report.

The key recommendations from the Audit & Risk Committee is to refer these matters to Council for consideration and noting.

### 2. Conflict of interest declaration

There is no officer conflict of interest considerations.

### 3. Background & Context

The Committee is an independent advisory Committee to Council. The primary objective of the Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risks, maintaining a reliable system of internal controls and facilitating the organization's ethical development.

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

## AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)

As part of Council's governance obligations to its community, Council has constituted the Committee to facilitate:

- The enhancement of the credibility and objectivity of internal and external financial reporting;
- Effective management of financial and other risks and protection of Council assets;
- Compliance with laws and regulations as well as use of best practice guidelines;
- The effectiveness of the internal audit function;
- The provision of an effective means of communication between external auditors, internal audit management and the Council.

### 4. Issues

No issues were raised within the Audit & Risk Committee Meeting agenda.

### 5. Strategic Alignment

#### Council Plan

5. Transparent and accountable governance

### 6. Internal & External Engagement

Internal consultation was conducted with the Audit & Risk Committee and Senior Management.

External consultation was not required.

### 7. Budget / Financial Considerations

All financial implications are considered in the Council 2023/24 Budget.

### 8. Risk & Mitigation

#### Risk

Financial

Economic (regional context or broader economic impact)

Environmental

Reputational

Legislative Compliance

#### Mitigation

All financial implications are considered in the Council 2023/24 Budget.

All Victorian Councils are required to have an Audit & Risk Committee.

There is no environmental impact with this report.

There is no reputational risk to consider within this report.

There are no implications within this report

### 9. Conclusion

That Council receive and accept the Audit & Risk Committee meeting minutes held on 20 July 2023 and note the recommendations contained within the reports.

### Attachments

1 Audit & Risk Committee Meeting Minutes 20 July 2023

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**



**MINUTES**

**AUDIT & RISK COMMITTEE MEETING HELD AT  
COUNCILLOR BRIEFING ROOM  
44 STATION STREET COBRAM,  
THURSDAY 20 JULY 2023**

The meeting commenced at 9:00 AM

**PRESENT**

Lisa Ford  
Leigh Berrell  
David Gunn (via Zoom)  
Administrator Suzanna Sheed  
Administrator Graeme Emonson  
Chair Administrator John Tanner (ex-officio)

**IN ATTENDANCE:**

Josh Lewis	Acting Chief Executive Officer
Beau Mittner	Acting Chief Financial Officer
Amanda Chadwick	A/Director Corporate Governance & Performance
Nancy Mustica	Senior Governance Officer
Brad Ead	AFS Accounting Internal Auditor

**ACKNOWLEDGEMENT OF COUNTRY**

The Moira Shire Audit & Risk Committee, would like to acknowledge the traditional owners of the land upon which we meet and pay our respects to their Elders both past and present.

**1. APOLOGIES**

Anthea Sloan

**2. IN-CAMERA RESOLUTION**

**MOTION**

LISA FORD / LEIGH BERRELL

That pursuant to Section 66(2) (h) of the Local Government Act 2020, this meeting be closed to members of the public in order for the Committee to discuss matters which the Committee considers would prejudice the Council.

(CARRIED)

**MOTION**

LEIGH BERRELL / ADMINISTRATOR GRAEME EMONSON

That Lisa Ford be appointed as Chairperson for the 20 July 2023 Audit & Risk Committee meeting.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

AUDIT & RISK COMMITTEE MEETING  
THURSDAY 20 JULY 2023

**3. DECLARATION OF ANY CONFLICT OF INTEREST**

Nil

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**MOTION:**

LEIGH BERRELL / LISA FORD

"That the minutes of the Audit & Risk Committee Meeting held on Thursday, 11 May 2023, as prepared, be confirmed."

(CARRIED)

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

- Review of Actions Register

**6. OFFICER REPORTS FOR DETERMINATION**

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

OFFICE OF CEO  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.1.1  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**MAJOR PROJECTS, INCIDENTS AND LEGAL PROCEEDINGS**

**Executive Summary**

This report provides a summary of key projects, which are new or unusual or have the potential to have a high level of interest or risk.

Items in this report included updates on the following items:

- Yarrawonga Library Precinct
- Yarrawonga Multisport Stadium
- Asbestos update
- Jardine Lloyd Thompson (JLT) Class Action
- Graincorp Complaint

**MOTION**

ADMINISTRATORS GRAEME EMONSON / SUZANNA SHEED

1. That the Audit and Risk Committee note the information provided regarding major projects, incidents and legal proceedings.
2. The Asbestos and Procurement mitigations be considered as a potential future internal audit review.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

CHIEF FINANCIAL OFFICER  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.2.1  
(FINANCE MANAGER, BEAU MITTNER)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

**2022/23 ASSET VALUATIONS - REPORT ON PROCESS**

**Executive Summary**

The value of Council's Property, Infrastructure, Plant and Equipment (PIPE) is a material balance within Council's Statement of Financial Position. This report addresses the 2023 financial year approach to determining the value of Council's PIPE, by considering:

- a. Asset classes that are subject to revaluation in the current financial year
- b. Asset classes that will be subject to management's indexation assessment in the current financial year; and
- c. Indicators of impairment identified within asset classes.

**MOTION**

ADMINISTRATOR GRAEME EMONSON / LEIGH BERRELL

That the Audit Committee note the 2022/23 Asset Valuations - Report on process and methodology.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

CORPORATE GOVERNANCE AND  
PERFORMANCE  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.3.1  
(INSURANCE OFFICER, TEAGAN MITTNER)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**QUARTERLY CLAIMS MANAGEMENT REPORT - JUNE 2023**

**Executive Summary**

This report provides a summary of various aspects of Council's incidents and claims activity for the June 2023 Quarter.

Council received **eight** liability incident reports which resulted in **five** claims.

There have been **four** motor vehicle incidence resulting in **three** claims.

Currently there are **three** ongoing claims in litigation from previous years (2016 and 2020) with **one** settled since last quarter.

**MOTION**

ADMINISTRATORS SUZANNA SHEED / GRAEME EMONSON

That the Audit and Risk Committee note:

1. Note the Claims Management Status Report for the June 2023 quarter; and
2. Refer the report to Council for noting.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

CORPORATE GOVERNANCE AND  
PERFORMANCE  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.3.2  
(GOVERNANCE OFFICER, NATALIE EVANS)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**POLICY REGISTER - QUARTERLY REPORT**

**Executive Summary**

This report provides the Audit and Risk Committee with a detailed update to ensure Council and CEO policies remain current, relevant to business needs and meet evolving statutory and other compliance requirements.

There are currently a total of 76 policies, with 39 of these being Council adopted policies. Two revised policies have been adopted since the last quarterly report.

The Executive Leadership Team have endorsed the commencement of reporting of CEO policies and not just Council adopted policies to the Audit and Risk Committee to ensure oversight of policy reviews relating to the findings of the Commission of Inquiry Report and to ensure transparency.

To address the large number of policies either past their scheduled review date or requiring an earlier review, a change to the reporting format has been implemented. This new reporting format has been implemented so that we can address policy reviews required in terms of their priority.

**MOTION**

LEIGH BERRELL / DAVID GUNN

That the Audit and Risk Committee:

1. Note the attached Policy Register Review Schedule;
2. Note the attached Policy Priorities Report; and
3. Endorse the report for noting at the next Council meeting.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

CORPORATE GOVERNANCE AND  
PERFORMANCE  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.3.3  
(GOVERNANCE OFFICER, NATALIE EVANS)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**RISK REGISTER - QUARTERLY UPDATE**

**Executive Summary**

Council maintains a Risk Register to record and manage the risks faced by Council at the corporate level. Risks are identified through internal and external audits, insurance audits and ongoing risk assessments which are conducted in consultation with responsible officers.

**Table 1 – A summary of the number of risks last quarter to this quarter:**

Reporting Quarter	Extreme		High		Moderate		Low		Total
	Active	Residual	Active	Residual	Active	Residual	Active	Residual	
June 2023	0	0	2	11	11	25	1	5	54
March 2023	0	0	2	11	10	26	1	5	55

For the June 2023 quarter, there were 14 active risks and 40 residual risks on Councils Risk Register.

**Key updates**

**New Risk Actions**

As per previous updates, an Internal Audit has been conducted by AFS Chartered Accountants for Budgeting. The recommendations and proposed action plan for these audits have already been presented to ELT and Audit & Risk Committee for noting.

The Risk Register has been updated to include six new actions required as a result of these audits. These risk actions are aligned with the both the Capital Works Program and Financial Management business function risk areas.

**Risk area to be removed**

ELT has endorsed a recommendation that the **Fruit Fly Project** business function be removed from the Risk Register as it relates to management of this project. The auspicing of the Fruit Fly Project is being transferred to Greater Shepparton City Council from 1 July 2023.

**Risk Action Updates**

- **Local Law Management** - One Risk action has been completed during the quarter.
- **Tree Management** – All actions are expected to be completed by end of August 2023. A finalised draft of the documents has been circulated to the Governance Team for final review prior to approval.

**Risk Management Review update**

Council has now received a Project Proposal from our Cascade software supplier to progress with the changes to the Corporate and Fraud Risk Register. The changes will see risks grouped by Risk Events rather than business function, as is currently the case. Once the changes in Cascade have been implemented new Risk Assessments will need to be completed to populate the new Risk Register. This will occur in line with development of a Risk Appetite/Attitude Statement and review of relevant policies and procedures.

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

CORPORATE GOVERNANCE AND  
PERFORMANCE  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.3.3  
(GOVERNANCE OFFICER, NATALIE EVANS)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**RISK REGISTER - QUARTERLY UPDATE (cont'd)**

Research has commenced on the development of a Risk Appetite/Attitude Statement which will assist with prioritising Risk Assessments to be completed as part of the change to the Corporate Risk and Fraud Register. This was put on hold pending the appointment of the Panel of Administrators but this work can now resume. This work will roll into the review of our Risk Management Policy and Plan, which will also include a process for monitoring control effectiveness.

We will continue to provide further updates.

**MOTION**

LEIGH BERRELL / LISA FORD

That the Audit and Risk Committee:

- note the Risk Register Report for the June 2023 Quarter; and
- refer the report to Council for noting.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

CORPORATE GOVERNANCE AND  
PERFORMANCE  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.3.4  
(GOVERNANCE OFFICER, NATALIE EVANS)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**FRAUD RISK REGISTER - QUARTERLY REPORT**

**Executive Summary**

Council maintains a Fraud Risk Register for the purpose of recording and managing these risks faced by Council at the corporate level.

The Fraud Risk Register is attached to this report.

**Table 1 – A summary of the extreme, high, moderate and low risks:**

Reporting Quarter	Extreme		High		Moderate		Low		Total
	Active	Residual	Active	Residual	Active	Residual	Active	Residual	
June 2023	0	0	0	1	3	8	0	5	17
March 2023	0	0	0	1	3	8	0	5	17

For the June 2023 quarter there were 3 active risks and 14 residual risks. A summary of our active fraud risks is shown below:

- a) **Fraud Management**  
EFTPOS Integration – There have been no further updates provided for this project. A decision of next steps is yet to be made on how to progress with this with the impacts to service provisions identified during testing. No revised due date has been provided for completion at this time, however, a further update will be provided by the end of the September quarter.
- b) **Delegations**  
Work on the two policy review actions continues. A draft of the Eligibility for Waiver of Council Fees and Charges Policy is expected to be circulated internally for feedback in the coming weeks. The review of the Financial Hardship Policy is being undertaken in line with related Rating Policy. This is expected to be completed by December 2023.
- c) **Security of Council Property**  
Work continues on the key renewal project with Stage 2, 3 and 4 of the project underway. The sites still to be completed in Stage 2 of the project include the Service Centres and some Historical Sites.

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

CORPORATE GOVERNANCE AND  
PERFORMANCE  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.3.4  
(GOVERNANCE OFFICER, NATALIE EVANS)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**FRAUD RISK REGISTER - QUARTERLY REPORT (cont'd)**

**Fraud Risk Register changes**

Council has now received a Project Proposal from our Cascade software supplier to progress with the changes to the Corporate and Fraud Risk Registers. The changes will see risks grouped by Risk Events rather than business function, as is currently the case. Once the changes in Cascade have been implemented new Risk Assessments will need to be completed to populate the Risk Register. This will occur in line with development of a Risk Appetite/Attitude Statement and review of relevant policies and procedures.

Council will also take into consideration any recommendations that have come out of the Fraud and Corruption Internal Audit which has recently been undertaken.

**MOTION**

DAVID GUNN / ADMINISTRATOR SUZANNA SHEED

That the Audit and Risk Committee:

- note the Fraud Risk Register Report for the June 2023 Quarter; and
- refer the report to Council for noting.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

CORPORATE GOVERNANCE AND  
PERFORMANCE  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.3.5  
(FINANCIAL ACCOUNTANT, ANDREW  
WILSON)  
(FINANCE MANAGER, BEAU MITTNER)

**COUNCIL PURCHASING CARDS USAGE REPORT FOR PERIOD 1 JANUARY 2022  
TO 31 DECEMBER 2022**

**Executive Summary**

Council's Purchasing Card Policy requires:

- (a) That the Corporate Management Team receives a report on the detailed use of Council purchasing cards for the 12-month period from 1 January to 31 December.
- (b) That a report submitted to Council's Audit and Risk Committee annually.

Council purchasing cards have continued to be used in a responsible and appropriate manner.

**MOTION**

ADMINISTRATOR GRAEME EMONSON / DAVID GUNN

That the Audit and Risk Committee note the use of Council purchasing cards for the period 1 January 2022 to 31 December 2022.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

CORPORATE GOVERNANCE AND  
PERFORMANCE  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.3.6  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT AND RISK COMMITTEE ANNUAL REPORT**

**Executive Summary**

The Moira Shire Council Audit and Risk Committee Charter requires the Committee to provide an annual report of the financial years' activities to Council. This report summarises the key activities of the Audit and Risk Committee during 2022/23.

A key objective of Council is to ensure effective corporate governance through the application of strong and appropriate policies, procedures and controls. To assist Council achieve this objective the Audit and Risk Committee's key role is to provide appropriate advice and recommendations to Council on matters in accordance with the Audit and Risk Committee's Charter.

These matters include:

- the effectiveness of internal and external financial reporting;
- management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of Best Practice guidelines;
- the effectiveness of the internal audit function; and
- communication between the external auditor, internal audit, Management and the Council.

**MOTION**

ADMINISTRATOR SUZANNA SHEED / LEIGH BERRELL

That the Audit and Risk Committee;

- Note the Annual Report; and
- Refer the Annual Report to Council for noting.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

CORPORATE GOVERNANCE AND  
PERFORMANCE  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.3.7  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**STRATEGIC INTERNAL AUDIT PROGRAM STATUS UPDATE**

**MOTION**

LISA FORD / LEIGH BERRELL

That the Audit & Risk Committee note the Strategic Internal Audit Program Status Update.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

CORPORATE GOVERNANCE AND  
PERFORMANCE  
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 6.3.8  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**ELECTION OF THE AUDIT AND RISK COMMITTEE CHAIRPERSON**

Anthea Sloan was appointed as Chairperson to the Audit and Risk Committee on 22 July 2022 for a 12-month period.

A new Chairperson is required to be appointed at this meeting and in accordance with the Audit and Risk Committee Charter it must be an external independent member.

**Election of the Chairperson**

The CEO or Director Corporate Governance and Performance will preside during the election of the Chairperson and will invite nominations and confirm acceptance of the nomination.

If only **one** nomination is received and confirmed, then that person is declared as Chairperson.

If **two or more** nominations are received and confirmed, a vote must be taken and the person who received a majority is declared as Chairperson.

*Acting CEO presided as chair to coordinate the election of the chair.*

*Lisa Ford nominated Leigh Berrell as chair. Leigh accepted the nomination.*

*No further nomination was received.*

**MOTION**

LISA FORD / ADMINISTRATOR SUZANNA SHEED

That Leigh Berrell be appointed as interim Chairperson for four months commencing from 21 July 2023.

(CARRIED)

**FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE**

**ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)**

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

**OFFICE OF CEO  
OFFICER REPORTS FOR INFORMATION AND DECISION**

**AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023**

**FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE**

**ITEM NO: 7.1.1  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)**

**90-DAY ADMINISTRATOR REPORT**

**MOTION**

ADMINISTRATOR SUZANNA SHEED / LEIGH BERRELL

That the Audit & Risk Committee note Chair Administrator John Tanner AM 90-day Report.

(CARRIED)

FILE NO: F13/493  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(SENIOR GOVERNANCE OFFICER,  
NANCY MUSTICA)  
(ACTING DIRECTOR CORPORATE  
GOVERNANCE AND PERFORMANCE,  
AMANDA CHADWICK)

**AUDIT & RISK COMMITTEE MEETING MINUTES 20 JULY 2023 (cont'd)**

**ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 20 July 2023**

URGENT BUSINESS

AUDIT & RISK COMMITTEE MEETING  
THURSDAY, 20 JULY 2023

FILE NO: VARIOUS

ITEM NO:

**URGENT BUSINESS**

1	CEO Update
2.	Industry Update

MEETING CLOSE: 10.52 AM

FILE NO:  
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 11.2.1  
(CHIEF FINANCE OFFICER, MATT JARVIS)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

## ASBESTOS INVESTIGATION AND REMEDIATION

### Recommendation

That Council note the information provided in relation to the current Asbestos investigation and remediation.

### 1. Executive Summary

Following on from the Commission of Inquiry, Moira Shire Council (Council) made a commitment to investigate the causes of historical illegal dumping of asbestos containing material (ACM) on Council land. In addition, Council made a commitment to a safe and thorough remediation of the sites where ACM was detected.

Council has been engaging with the Independent Broad-based Anti-corruption Commission (IBAC) following from the Commission of Inquiry. Council has provided monthly updates to IBAC on this matter.

The final Confidential Investigation Report by an independent investigator (Warfield & Associates), including Management responses to recommendations on mitigating actions going forward, has been forwarded to IBAC.

Remediation works were safely completed in the month of September at the identified locations of Yarrawonga, Tungamah and Strathmerton.

### 2. Conflict of interest declaration

No conflict of interest to declare.

### 3. Background & Context

Tungamah Transfer Station is constructed on the site of a historical landfill that operated prior to 1981. The site is registered as Waste and Resource Recovery (Permission A13c) which allows the site to accept residential waste and recycling from the community.

Aerial photography shows that in late 2019 a large number of soil stacks were deposited at the rear of Tungamah Transfer Station.

On the 12<sup>th</sup> of August 2020, Council was issued with a Notice to Clean-up by EPA (90011297) following reports of ACM being observed at the site. Council engaged the specialist company *Identifibre* to undertake the screening of the soil stacks, to identify if there was any ACM contained in the soil. Following the screening and processing of materials the sites were deemed safe and a Revocation of Notice (90011297) was issued by the EPA.

In 2022, during a monthly inspection at Tungamah Transfer Station, several large stacks of soil were observed at the rear of the site with mixed waste strewn throughout the stacks. This subsequently led to an investigation by Council officers which noted the presence of suspected ACM within the stacks.

Samples of the suspect ACM were tested by Australian Laboratory Services (ALS) global. The samples were confirmed to contain asbestos. There is an estimated 1,600m<sup>3</sup> of asbestos containing soils inappropriately stored at the Tungamah Transfer Station.

FILE NO:  
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 11.2.1  
(CHIEF FINANCE OFFICER, MATT JARVIS)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

## ASBESTOS INVESTIGATION AND REMEDIATION (cont'd)

Following this identification, HazMat Solutions were engaged as a licensed hygienist to inspect the site and provide guidance on Council's required response and obligations.

Furthermore, Yarrawonga Transfer Station was inspected on the 8 March 2023 with suspected ACM material identified. This was followed up with a licensed occupational hygienist on 9 March 2023. Test results were received by Council on 17 March 2023 identifying that the material was ACM.

On 24 May 2023 as part of the independent investigation, ACM was identified at the Strathmerton transfer station and confirmed through independent testing.

To address all these issues, Council has subsequently sought to engage contractors to undertake clean-up and rehabilitation works across the sites, including removal and capping, as per EPA standards at the time.

In response to the Commission of Inquiry, an independent investigator was appointed to provide insight into how the illegal dumping occurred and measures Council could undertake to ensure such occurrences were not experienced again by Council and the Community.

The independent investigator, Brett Warfield from Warfield & Associates, lodged his final report with the Council's Executive Management on 1 August 2023 following his investigation. The Investigation Report outlined a range of recommendations which focussed on training and education, checking and upholding the obligations of contractors, access to sites/security, transfer station operating practices and other factors.

Council Officers have carefully considered the recommendations outlined in the Investigation Report, and Management responses to the recommendations have been forwarded along with the Investigation Report to IBAC.

As part of actions in addressing the asbestos on the sites, Council has implemented a range of improvements to processes, systems and checks/measures to seek to ensure that such event/s do not occur again.

As outlined in previous reports, additional controls have been implemented by Council to prevent future issues which include:

- Updated landfill Safe Operating Procedures (SOPs) were developed in March 2022 and have been in effect since July 2022.
- Identification and management practices have been updated at transfer stations and landfill sites.
- Further education for relevant Council staff to ascertain the requirement for Clearance Certificates and/or hygienist reports for Construction and Demolition waste.
- Increased controls on Commercial and Industrial (C&I) and Construction and demolition (C&D) waste have been implemented at Council landfill and waste transfer sites.

### 4. Remediation

As per the decision at the July Council meeting, Council appointed EnviroPacific Service Limited (Enviropacific) to undertake the remediation works of the dumped ACM. EnviroPacific have undertaken remediation works at Tungamah, Strathmerton and Yarrawonga with an

FILE NO:  
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(CHIEF FINANCE OFFICER, MATT JARVIS)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

## ASBESTOS INVESTIGATION AND REMEDIATION (cont'd)

occupational hygienist from HazMat Solutions on site to inspect piles as the clean-up progressed.

Remediation works at Tungamah and Strathmerton commenced early September and have since been completed. These works have been signed off by the occupation hygienist who has provided clearance certificates for both sites.

Works at Yarrawonga, commenced on Thursday 14 September. Whilst closed to the public, further asbestos within the site was identified during the remediation works which has also been safely removed. Remediation works were completed at Yarrawonga on Thursday 21 September, and now await a final sign off and clearance certificate from the hygienist.

During the remediation works, all risks were managed by EnvironPacific working closely with Council and all obligations to EPA, WorkSafe and other bodies fulfilled. It is noted that the sites to be remediated were closed to the public while remediation works were undertaken. Signage and communications regarding the remediation works at the transfer station and alternate waste disposal locations, where possible, were put in place. No risks were identified to neighbouring properties or the broader community.

A range of risk management measures were undertaken during the remediation works. These included the employment of an independent hygienist to monitor air quality. General dust and fibre-fly was controlled during works by dust suppression and use of a water cart, all as per the contract with Enviropacific and EPA guidelines. Again, as per the contract, contractors working on site wore appropriate personal health protection equipment.

The priority disposal site was the High-Quality Landfill site in Bulla (licence OL000045279). This Landfill site has EPA permissions for activities A01 (Reportable priority waste management) and A05 (landfill) and are approved to manage wastes classed as N220 (Asbestos) and N120 (Contaminated soils containing Asbestos).

### 5. Strategic Alignment

Waste Management and Services  
Strategy 2018-2027

Objective 1  
Operate compliant and, where possible, best practice management facilities

### 6. Budget / Financial Considerations

There is budget allocation within the current financial years' budget.

### 7. Risk & Mitigation

#### Risk

Financial

Economic (regional context or broader economic impact)

Environmental

Reputational

Legislative Compliance

#### Mitigation

Multiple quotes were sourced for the remediation contract and a thorough procurement process was undertaken.

There will be financial penalties applied to council if it fails to act

The site is to be rehabilitated to mitigate risk to environmental and human health

Risk of reputational damage to council

Council must act as duty holder in line with the GED requirements of the Environmental Protection Act 2017

FILE NO:  
3. A CLEAN GREEN ENVIRONMENT

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(CHIEF FINANCE OFFICER, MATT JARVIS)  
(CHIEF FINANCE OFFICER, MATT JARVIS)

**ASBESTOS INVESTIGATION AND REMEDIATION (cont'd)**

**8. Conclusion**

The information included in this report is to be noted.

**Attachments**

Nil

**FILE NO:**  
**5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE**

**ITEM NO: 15.1**  
**(ASSISTANT TO DIRECTOR OF  
INFRASTRUCTURE SERVICE, ROBYN  
BONADDIO)**  
**(ACTING CHIEF EXECUTIVE OFFICER,  
JOSHUA LEWIS)**

## **AUTHORISATION OF USE OF COUNCIL'S COMMON SEAL**

### **Recommendation**

That Council authorise the Chief Executive Officer to sign and seal the following 173 Agreements as presented to this meeting:

- 285 Settlement Boundary Road, Waaia
- 16 Duffield Street Yarrowonga
- 647 O'Deas Road, Burramine South
- 457 Settlement Boundary Road, and 467 Settlement Boundary Road
- 13 Ligar Street Bundalong
- 176 Paynes Road, Nathalia

### **Attachments**

- 1 285 Settlement Boundary Road Waaia - Landowner Executed S173 Agreement(15438877.1) - *printed in separate document*
- 2 16 Duffield Street Yarrowonga - S173 Agreement - Signed by Landowner - *printed in separate document*
- 3 247 Settlement Boundary Road, 480Settlement Boundary Road and 467 Settlement Boundary Road - *printed in separate document*
- 4 647 O'Deas Road, Burramine South - *printed in separate document*
- 5 13 Ligar Street Bundalong - *printed in separate document*
- 6 176 Paynes, Road Nathalia - *printed in separate document*

FILE NO: VARIOUS

ITEM NO: 16

**URGENT BUSINESS****GOVERNANCE RULES****Rule 7.4. Urgent Business**

7.4.1 If the Agenda for a Meeting makes provision for urgent business, business cannot be admitted as Urgent Business other than by resolution of Council and only then if:

- (a) It relates to or arises out of a matter which has arisen since distribution of the Agenda; and
- (b) deferring the item until the next Meeting will mean a decision on the item will not have any effect on the matter; or
- (c) the item involves a matter of urgency as determined by the Chief Executive Officer; and
- (d) it cannot be addressed through an operational service request process.
- (e) the matter does not:
  - substantially affect the levels of Council service;
  - commit Council to significant expenditure not included in the adopted budget;
  - establish or amend Council Policy; or
  - commit Council to any contractual arrangement.

7.4.2 A Councillor proposing a matter be admitted as urgent business must lodge it in writing to the Chief Executive Officer 4 hours prior to the Meeting.

7.4.3 The Chief Executive Officer will advise the Mayor of any matter they determine appropriate for Council to consider admitting as urgent business.

**17. CLOSE OF MEETING**