



**Notice is given that an Ordinary Meeting of Council will be held on:**

**Date: Tuesday, 26 March 2019**  
**Time: 3pm**  
**Location: Council Chambers, Serpentine**

# **AGENDA**

**Ordinary Council Meeting**

**26 March 2019**

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**1 OPENING PRAYER**

“Almighty God, we humbly ask you to bless this Council, direct and prosper its deliberations towards the true welfare of your people of the Shire of Loddon.”

**2 ACKNOWLEDGEMENT OF COUNTRY**

“The Loddon Shire Council acknowledges the Traditional Custodians of the land on which we are gathered and pays its respects to their Elders both past and present.”

**3 APOLOGIES**

**4 DECLARATIONS OF CONFLICT OF INTEREST**

**5 PREVIOUS MINUTES****5.1 CONFIRMATION OF MINUTES**

**File Number:** 02/01/001

**Author:** Lynne Habner, Manager Executive and Commercial Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** Nil

**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 26 February 2019
2. The minutes of the Ordinary Council Meeting of 26 February 2019
3. The minutes of the Council Forum of 12 March 2019

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

**6 REVIEW OF ACTION SHEET**

**6.1 REVIEW OF ACTIONS**

**File Number:** 02/01/002  
**Author:** Lynne Habner, Manager Executive and Commercial Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** 1. Action sheet

**RECOMMENDATION**

That Council receive and note the action sheet.

**REPORT**

Refer attachment.

|   |   |   |
|---|---|---|
| <p>Outstanding</p> <p><b>Action Sheets Report</b></p> | <p><b>Division:</b> Council</p> <p><b>Committee:</b></p> <p><b>Officer:</b></p> | <p><b>Date From:</b></p> <p><b>Date To:</b></p> <p><b>Printed: Thursday, 14 March 2019 9:36:55 AM</b></p> |
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**Outstanding actions from previous meetings**

| ACTION NUMBER | COUNCIL MEETING | REF | DIRECTORATE | OFFICER                    |
|---------------|-----------------|-----|-------------|----------------------------|
| 9             | 28/5/12         | 9.2 | Operations  | Manager Technical Services |

**ACTION**

That Council:

1. Develop a process for the identification and prioritisation of minor community infrastructure projects which will allow for a structured approach in providing in-principle or financial support for external funding applications.

**COMMENTS**

**12/11/14:** Action item has been amended following completion of the BRIC gymnasium development project utilising "Putting Local's First" funding. Elements of this action have been simplified to exclude those relating to the BRIC project and focusing now on the remaining action element being the development of operational guidelines for receiving, prioritising and applying for external funding in respect to minor community infrastructure projects.

**11/6/2015:** Manager Infrastructure has commenced development of a draft project identification template and scoping document along with associated prioritisation criteria and explanatory notes.

**11/09/2015:** Progress on development of assessment and prioritisation criteria for minor community Infrastructure projects has been delayed due to competing operational priorities. Delivery of this action item shall be raised with the Manager of Infrastructure as a matter of urgency.

**11/02/2016:** Matter has been raised with the responsible officer however no further progress has been made on development of the required process and guideline.

**12/05/2016:** Development of minor community infrastructure project assessment and prioritisation guidelines has been incorporated into the 2016/17 performance objectives of the new Manager Technical Services.

**10/6/2016:** No progress to date - will be considered with review of building assets

**11/08/2016:** Review of methodology for identification and prioritisation of community infrastructure projects has commenced. Consideration is currently being given to frameworks which have been adopted by other LGA's (i.e. City of Greater Bendigo Capital Investment Assessment Framework).

**20/02/2017:** Progress on developing community infrastructure project prioritisation guideline has been delayed due to competing priorities and resource constraints. Project is being handed over to the recently appointed Project/Contract Officer for further progression.

**19/04/2017:** The Manager Technical Services and Project/Contract Officer are working together to progress the establishment of an Assessment Framework based upon the 2017/18 projects.

**13/07/2017:** No further action has been taken due to staff resource constraints.

**02/08/2017:** No further action. Benchmarking with other neighbouring Councils will be undertaken subject to successful recruitment of Assets and Buildings Coordinator.

**11/09/2017:** New Assets and Building Co-ordinator has commenced and will prioritise as matter of urgency.

**17/10/2017:** Process for evaluation and prioritising of minor community projects is being developed and a draft is planned to be reported early in 2018.

**14/11/2017:** Work has commenced and is continuing in developing this process.

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| Outstanding                 | <b>Division:</b><br><b>Committee:</b> Council<br><b>Officer:</b> | <b>Date From:</b><br><b>Date To:</b>               |
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**06/12/2017:** Manager Technical Services is developing project identification and prioritisation process.

**10/01/2018:** No further progress has been made since the last update due to competing priorities. Officers are currently working towards the development of Annual Infrastructure Program and the action will resume upon completion of Annual Infrastructure Program.

**09/02/2018:** Project identification and assessment flowchart is being developed and will be progressed as a priority following the development of the 2018 – 2019 Annual Infrastructure Program.

**19/03/2018:** Due to a recent staff departure, this action will be delayed.

**03/05/2018:** Recruitment of the Assets and Buildings Coordinator is in progress and the action will be progressed as a priority following the adoption of 2018-2019 Annual Infrastructure Program.

**04/06/2018:** Assets and Buildings Coordinator recruitment process is now complete and expected to start on 10 July 2018. This action will be addressed as a priority.

**09/07/2018:** Assets and Buildings Coordinator recruitment process is now complete and with the officer commencing on 10 July 2018. This action will be addressed as a priority.

**03/08/2018:** A workshop session has been scheduled for 13 August 2018 to engage Loddon Leaders and MEG in the process. The session will lay the foundation towards the development of the procedure.

**14/09/2018:** The planned workshop session took place on Monday 13 August 2018. The information and ideas from this session have been collated for consideration. Preparation on a documented procedure has commenced.

**09/10/2018:** The collated list drafted after discussions with the Loddon Leaders is now being rationalised and categorised towards formulation of the procedure.

**15/11/2018:** A draft procedure has been prepared by the Assets and Buildings Coordinator and is being reviewed by the Manager Technical Services. Upon completion, the draft will be forwarded to the Policy Review Group and subsequently to MEG and Council for adoption. It is expected to be presented to the Council Forum in March 2019 for discussion.

**03/12/2018:** The draft has been reviewed and is being finalised for the Policy Review Group to consider. It is expected to be presented to the Council Forum in March 2019 for discussion.

**07/01/2019:** Draft of Project Prioritisation and Identification procedure has been forwarded to Policy Review Group to consider. Once received back, it will then be forwarded to MEG for review.

**11/02/2019:** Draft Project Prioritisation and Identification procedure has been forwarded to Director Operations for review and MEG's consideration.

**12/03/2019:** MEG has reviewed the document and made a number of recommendations. Adjustments to the document are currently being made before representation to MEG. Once MEG has finalised the draft it can then be presented to Council.

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| Action Sheets Report |                                     |         |                        |   |

| ACTION NUMBER | COUNCIL MEETING | REF | DIRECTORATE | OFFICER                    |
|---------------|-----------------|-----|-------------|----------------------------|
| 66            | 25/2/14         | 7.4 | Operations  | Manager Technical Services |

**ACTION**  
That Council look at the future needs of buildings under Council control but 'not currently covered by the Building Asset Management Plan and report to Council.

**COMMENTS**

**8/4/14:** All buildings identified within the shire are currently covered in the BAMP. Council have requested that the BAMP be reviewed in relation to the buildings that receive no financial support. A review of the BAMP is scheduled to be undertaken later this calendar year. At this time a review of all provisions will be undertaken with a subsequent report provided for Council consideration.

**11/11/14:** Review of the BAMP has been rescheduled to later this financial year due to commitments of staff in preparing the Road Asset Management and Stormwater Asset management Plans as a matter of priority. Preliminary discussions and consideration on service levels for various building categories has commenced however e.g. public toilets.

**11/6/15:** Review of the BAMP has been rescheduled following completion of the annual asset valuation data. It is expected that commencement of the BAMP review will occur following the completion of the Stormwater Asset Management Plan in September 2015.

**11/09/15:** Manager Policy & Strategy is finalising both the Urban Drainage Asset Management and Road Asset Management Plans. Following completion of these strategies focus shall be placed upon the revision of the Building Asset management Plan. Due to delays in progress with the development of the UDAMP and RAMP, work on the BAMP is now scheduled to commence in November 2015.

**11/02/16:** Draft RAMP and UDAMP have been prepared. Final review of draft documents is occurring in preparation for discussion with Council in March. Enquiries are being made with appropriately qualified consultants to gather necessary building asset data in preparation of commencement on the BAMP review later this year.

**10/6/2016:** Consultants are currently being interviewed regarding building asset system and data capture. Consultant should be engaged July/August with data capture due by end of 2016.

**5/7/2016:** Consultants from Assetic has been engaged to perform condition assessment of all the Council owned/managed buildings. Additionally, Assetic system has been purchased as a new corporate asset management system for building assets with future inclusion of roads and drainage assets.

**11/08/2016:** Register of buildings for inspection has been finalised and consultants will be commencing on site inspections and data capture by the end of August. It is expected that the data capture process could take up to 60 days after which time processing and analysis will commence to inform investment scenario modelling within the revised BAMP

**31/08/2016:** Building audits have now commenced. A total of 178 Council buildings have been identified for audit. In addition to data capture on structure details, inspections will also identify immediate works required where building element conditions are below service level intervention standards. These works will then form the basis of future building capital works programs and inform preparation of the future investment demand for the LTFP and BAMP.

**4/10/16:** Building audits are approximately 80% complete. It is anticipated that full audit details and population of the Asset Management System which has been procured, will be complete by the end of October 2016. Data modelling within the Asset Management package will then be used to inform development of the new draft Asset Management Plan.

**10/11/16:** Audit of Council buildings has been completed. Condition profiles for building stock are now being compiled to inform preparation of draft BAMP. It is anticipated



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that presentation of initial audit results to Council will occur in either December or January.

**20/2/17:** Post audit processing of building data has been slightly delayed due to resource constraints. Officers are in the process of finalising to produce renewal gap modelling prior to presentation of audit findings to Council. Outputs from audit process are also being utilised in the preparation of a building component of the 2017-2017 Annual Infrastructure Program.

**20/03/2017:** Preliminary modelling of long term investment requirements across the portfolio of Council buildings has now been completed. Summary report for Council is being prepared to convey initial findings however detailed analysis and adjustment is still required to take into consideration the current policies contained within the BAMP as well as preparation of various scenarios if service levels are changed. Scenario models will be presented to Council as part of developing the revised BAMP.

**19/04/2017:** First Draft of BAMP is expected in the first quarter of 2017/18.

**13/07/2017:** Due to delay in successful recruitment to the vacant position of Assets and Buildings Coordinator, it is very likely that the first draft of BAMP will be delayed.

**02/08/2017:** No further action.

**11/09/2017:** New Assets and Building Co-ordinator has commenced and will prioritise as matter of urgency.

**17/10/2017:** A draft of the Building Asset Management Plan is planned to be presented to Council December meeting.

**14/11/2017:** With the successful recruitment of Assets and Buildings Coordinator, revision of Council's Building Asset Management Plan is underway as per the recommendation of review undertaken in 2016/17. Financial information on Council owned buildings has been finalised and officers are currently working on the level of service for building assets. Once finalised, the data will be uploaded into the Asset Management system to identify Council's annual liability and renewal need and as such the draft BAMP will then be presented to Loddon Leaders and MEG for endorsement before presenting to Council for public comments.

**06/12/2017:** Draft preparation in progress.

**10/01/2018:** Preparation of draft BAMP is in progress.

**09/02/2018:** Council's Assets and Buildings Coordinator is currently working on the draft Building Asset Management Plan and Manager Technical Services and Director Operations will subsequently review the plan and then forward it to Loddon Leaders, MEG and with the intention of presenting it to Council at the May 2018 Forum .

**19/03/2018:** Due to a recent staff departure, this action will be delayed.

**03/05/2018:** Recruitment of the Assets and Buildings Coordinator is in progress and the action will be progressed as a priority.

**04/06/2018:** An update on progress of BAMP is being presented at the June 2018 Council forum.

**09/07/2018:** An update on the progress of BAMP was presented at the June 2018 Council forum. With the finalisation of recruitment of Assets and Buildings Coordinator, this action will be progressed as a priority.

**03/08/2018:** Newly recruited Assets and Buildings Coordinator has already started working on the draft BAMP and has engaged with the consultant to explore a number of different financial modellings. The project has been tasked to the Assets and Buildings Coordinator as a top priority.

**14/09/2018:** A draft of the BAMP has been completed and is now going through the editing process before presentation to Council.

**09/10/2018:** A draft of the BAMP has been circulated to the Loddon Leaders for review, with responses to be received by 2 November 2018.

**15/11/2018:** Comments received from the review by Loddon Leaders' is being collated. Once necessary changes are made, it will be forwarded to the Policy Review Group

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and then MEG for endorsement. It is expected to be presented to Council in February 2019.

**03/12/2018:** Comments received from the review by Loddon Leaders' are being collated. A paper is expected to be presented at the January or February 2019 Council Forum for preliminary discussion with the Council.

**07/01/2019:** The draft BAMP has been forwarded to the Policy Review Group for review and will then be provided to MEG for endorsement before being provided to Council. It is anticipated that it will be presented to Council at the March Forum.

**11/02/2019:** The draft BAMP has been forwarded to Director Operations for review and MEG's consideration for endorsement.

**12/03/2019:** MEG are in the process of reviewing the draft BAMP. Following MEG's review, it will be presented to Council for adoption.

| Meeting   | Officer/Director              | Section          | Subject                      |
|---|-------------------------------|------------------|------------------------------|
| Council 25/09/2018  | Habner, Lynne<br>Pinyon, Phil | Decision Reports | Bridgewater Ski Club request |
| <b>RESOLUTION 2018/141</b>  |                               |                  |                              |
| Moved: Cr Colleen Condliffe   |                               |                  |                              |
| Seconded: Cr Neil Beattie   |                               |                  |                              |
| <ol style="list-style-type: none"> <li>1. That Council request that the CEO develop a formal arrangement for the Bridgewater Ski Club to use the existing camp kitchen at the Bridgewater Caravan Park as a judging facility to assist in hosting water ski events, addressing the following:                             <ol style="list-style-type: none"> <li>(a) the arrangement will incur payment by the Ski Club to be determined as reasonable compensation for the use of the existing camp kitchen within the caravan park, on an ad hoc or permanent basis, as the case may be</li> <li>(b) the terms of the arrangement will not restrict the viability of a future lease of the caravan park</li> <li>(c) that a new camp kitchen be built for the caravan park to the same or higher standard as the existing one, on a cost-neutral basis for Council and that it be completed by 30 September 2020</li> <li>(d) that until a new camp kitchen is built, the arrangement is not for exclusive use by the Ski Club, enabling caravan park patrons to have reasonable access to the existing camp kitchen</li> <li>(e) that appropriate conditions be included with the arrangement that the Ski Club is accountable for ensuring that the caravan park managers/lessees and patrons are not disadvantaged by the presence of the Ski Club, its members or its associated events</li> <li>(f) that the arrangement may be reviewed by either party with appropriate notice given.</li> </ol> </li> <li>2. That Council undertakes to the Bridgewater Ski Club to use its best endeavours to have appropriate arrangements for the use of the existing camp kitchen as a judging facility in place in order for the Club to host the Disabled World Titles in 2021 at Bridgewater.</li> <li>3. That Council authorise the CEO to sign and seal any documentation required to put the arrangement in place.</li> </ol> |                               |                  |                              |

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**CARRIED**

*2/10/2018 2:24:34 PM - Lynne Habner*  
 Council's lawyer has been requested to prepare draft documents to put arrangements in place, for consideration and discussion with the Ski Club. DELWP has also been requested to advise what permission needs to be obtained for the arrangements involving Crown land.

*14/11/2018 2:40:41 PM - Lynne Habner*  
 Draft documentation for agreement has been reviewed by staff and returned for further legal drafting. Awaiting second draft, which will be sent to ski club for consideration.

*30/11/2018 11:19:45 AM - Lynne Habner*  
 Revised draft agreements expected from lawyer next week, then they will be sent to Ski Club for consideration.

*13/12/2018 10:44:00 AM - Lynne Habner*  
 Draft Licence and MOU has been sent to Bridgewater Ski Club for consideration. The club is expected to provide a response to Council staff by early January.

*13/02/2019 9:09:44 AM - Lynne Habner*  
 Comments received from Ski Club on draft agreements 11 February 2019 - some small amendments will now be sent to lawyers for redrafting. Ski club has undertaken to design and build new camp kitchen subject to Council agreement.

*8/03/2019 3:14:13 PM - Lynne Habner*  
 Redrafted agreements have been sent back to Bridgewater Ski Club 1/3/19, and to DELWP for consideration of the draft licence agreement. Awaiting responses from both.

| Meeting  | Officer/Director                     | Section          | Subject  |
|--|--------------------------------------|------------------|--|
| Council 11/12/2018   | Morrison, Sharon<br>Morrison, Sharon | Decision Reports | Management Agreement for 191-121 Godfrey Street Boort (known as Boort Resource and Information Centre) |
| <b>RESOLUTION 2018/226</b>   |                                      |                  |  |
| Moved: Cr Gavan Holt   |                                      |                  |  |
| Seconded: Cr Geoff Curnow  |                                      |                  |  |
| That Council:  |                                      |                  |  |
| <ol style="list-style-type: none"> <li>1. Not endorse BRIC Inc.'s management agreement counter offer.</li> <li>2. Agrees to offer the standard management agreement to BRIC Inc.</li> <li>3. Authorises the CEO to counter sign the management agreement if returned within three months.</li> <li>4. In the event that the standard management agreement is not signed by BRIC Inc within three months, consider the matter further with a view to putting in place alternative management arrangements.</li> </ol> |                                      |                  |  |

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**CARRIED**

7/01/2019 4:25:39 PM - Sharon Morrison  
 A standard management agreement has been forwarded to BRIC for their endorsement by 17 March 2019.  
 11/02/2019 12:34:13 PM - Sharon Morrison  
 Awaiting a response to the management agreement from BRIC. Response is due by 17 March 2019.  
 8/03/2019 10:48:32 AM - Sharon Morrison  
 Revised Target Date changed by: Morrison, Sharon From: 25 Dec 2018 To: 14 Mar 2019  
 12/03/2019 3:53:17 PM - Sharon Morrison  
 Further discussions will be taking place with BRIC to clarify clauses in the Management Agreement.

| Meeting  | Officer/Director                 | Section          | Subject   |
|--|----------------------------------|------------------|---|
| Council 26/02/2019   | Gladman, Wendy<br>Gladman, Wendy | Decision Reports | RE-OPENING PUBLIC ACCESS TO SPILLWAY RESERVE, LAANECOORIE |
| <b>RESOLUTION 2019/34</b>  |                                  |                  |   |
| Moved: Cr Geoff Curnow   |                                  |                  |   |
| Seconded: Cr Neil Beattie  |                                  |                  |   |
| That Council:  |                                  |                  |   |
| <ol style="list-style-type: none"> <li>1. enter into an Occupation and Maintenance licence with Goulburn Murray Water for the Laanecoorie Spillway Reserve to allow the site to be re-opened for public access</li> <li>2. restrict the level of amenity provided at the site as provided in the report, namely:                             <ul style="list-style-type: none"> <li>• there are currently no bins or public toilets at the site, with these items available at nearby Brownbill Reserve. It is suggested that this continues.</li> <li>• no other amenities, such as BBQs or shade structures are provided.</li> <li>• when existing seating infrastructure reaches end of life, the structures are to be decommissioned and only replaced if funding is sourced (such as Community Planning or other external funding).</li> <li>• review the direct expense incurred annually to respond to activities related to maintaining the site as an open public space.</li> </ul> </li> </ol> |                                  |                  |   |
| <b>CARRIED</b>   |                                  |                  |   |
| 12/03/2019 11:06:28 PM - Wendy Gladman<br>Initial contact has been made with GMW with regard to the reopening of spillway reserve.   |                                  |                  |   |

| Meeting | Officer/Director | Section | Subject |
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| <p>Outstanding</p> <p><b>Action Sheets Report</b></p> | <p><b>Division:</b><br/><b>Committee:</b><br/><b>Officer:</b></p> <p>Council</p> | <p><b>Date From:</b><br/><b>Date To:</b></p> <p><b>Printed: Thursday, 14 March 2019 9:36:55 AM</b></p> |
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| <p>Council 26/02/2019</p> <p><b>RESOLUTION 2019/35</b></p> <p>Moved: Cr Geoff Curnow<br/>Seconded: Cr Colleen Condliffe</p> <p>That Council provide \$9,848 to be shared equally (\$1,969.60) by the RSL sub-branch or Historical Society representing each area of Boort, East Loddon, Pyramid Hill, Inglewood and Wedderburn to undertake a nominated local commemorative or restorative project.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>12/03/2019 11:09:05 PM - Wendy Gladman</i><br/>A letter has been drafted advising local RSL's and Historical Societies of Councils decision, inviting project nomination and identification of the lead agency.</p> | <p>Gladman, Wendy<br/>Gladman, Wendy</p> | <p>Decision Reports</p> | <p>FINALISATION OF CENTENARY OF ANZAC PROGRAM</p> |
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**Actions completed since last meeting**

| Meeting   | Officer/Director                             | Section                 | Subject   |
|---|--|-------------------------|---|
| <p>Council 26/02/2019</p> <p><b>RESOLUTION 2019/26</b></p> <p>Moved: Cr Geoff Curnow<br/>Seconded: Cr Colleen Condliffe</p> <p>That Council adopts the:</p> <ol style="list-style-type: none"> <li>1. Risk Management Framework version 2 and</li> <li>2. Risk Management Policy version 5.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>8/03/2019 10:42:33 AM - Sharon Morrison</i><br/>Action completed by: Morrison, Sharon<br/>Framework and Policy are being finalised prior to promotion to staff.</p> | <p>Morrison, Sharon<br/>Morrison, Sharon</p> | <p>Decision Reports</p> | <p>Review of Risk Management Framework and Policy</p> |

| Meeting | Officer/Director | Section | Subject |
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|---|----------------------------------|------------------|--|
| Council 26/02/2019  | Phillips, Steven<br>Pinyon, Phil | Decision Reports | Closure of unused government road, Leaghur |
| <b>RESOLUTION 2019/27</b>   |                                  |                  |  |
| Moved: Cr Neil Beattie<br>Seconded: Cr Colleen Condliffe  |                                  |                  |  |
| That Council  |                                  |                  |  |
| <ol style="list-style-type: none"> <li>Pursuant to Schedule 10, Clause 3 (a) and (b) of the Local Government Act 1989, discontinue and close the section of unused government road reserve north of Crown Allotment 2051 and 2052, Parish of Leaghur and transfer the land to the Crown.</li> <li>Publish a notice of the closure in the Government Gazette.</li> </ol> |                                  |                  |  |
| <b>CARRIED</b>  |                                  |                  |  |
| 8/03/2019 12:26:04 PM - Steven Phillips<br>Action completed by: Phillips, Steven<br>DELWP has been notified and the process has commenced.  |                                  |                  |  |

| Meeting   | Officer/Director                    | Section          | Subject  |
|---|-------------------------------------|------------------|--|
| Council 26/02/2019  | Caserta, Deanne<br>Morrison, Sharon | Decision Reports | Finance Report for the period ending 31 January 2019 |
| <b>RESOLUTION 2019/28</b>   |                                     |                  |  |
| Moved: Cr Colleen Condliffe<br>Seconded: Cr Neil Beattie  |                                     |                  |  |
| That Council  |                                     |                  |  |
| <ol style="list-style-type: none"> <li>receives and notes the Finance Report for the period ending 31 January 2019</li> <li>approves budget revisions included in the report for internal reporting purposes only</li> <li>approves the supplementary valuations of rateable and non-rateable properties in respect of the 2018/19 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2018/19.</li> </ol> |                                     |                  |  |

|                             |  |         |  |
|-----------------------------|--|---------|--|
| Outstanding                 | <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | Council | <b>Date From:</b><br><b>Date To:</b>               |
| <b>Action Sheets Report</b> |  |         | <b>Printed: Thursday, 14 March 2019 9:36:55 AM</b> |

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| <b>CARRIED</b>   |
| <p>4/03/2019 4:47:26 PM - Deanne Caserta<br/>                 Action completed by: Caserta, Deanne<br/>                 No further action required</p> |

| Meeting  | Officer/Director              | Section          | Subject               |
|--|-------------------------------|------------------|-----------------------|
| Council 26/02/2019   | Habner, Lynne<br>Pinyon, Phil | Decision Reports | Review of delegations |
| <b>RESOLUTION 2019/29</b>  |                               |                  |                       |
| <p>Moved: Cr Geoff Curnow<br/>                     Seconded: Cr Gavan Holt</p> <p>That Council, in the exercise of the powers conferred by section 98(1) of the Act and the other legislation referred to in the attached instruments of delegation, resolves that:</p> <ol style="list-style-type: none"> <li>1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instruments of Delegation to members of Council staff, the powers, duties and functions set out in the instruments, subject to the conditions and limitations specified in the instruments.</li> <li>2. The common seal of Council be affixed to the instruments, and the instruments come into force immediately the common seal is affixed.</li> <li>3. On the coming into force of the instruments all previous delegations by Council to members of Council staff (other than the Chief Executive Officer) are revoked.</li> <li>4. The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.</li> </ol> |                               |                  |                       |
|  |                               |                  | <b>CARRIED</b>        |
| <p>4/03/2019 1:21:56 PM - Lynne Habner<br/>                 Action completed by: Habner, Lynne<br/>                 Completed. Instruments of delegations have been signed and sealed.</p>   |                               |                  |                       |

| Meeting            | Officer/Director                     | Section          | Subject                                    |
|--------------------|--------------------------------------|------------------|--|
| Council 26/02/2019 | Morrison, Sharon<br>Morrison, Sharon | Decision Reports | Victorian Local Government Women's Charter |

|  |  |  |
|--|--|--|
| <p><a href="#">Outstanding</a></p> <p><a href="#">Action Sheets Report</a></p> | <p><b>Division:</b><br/><b>Committee:</b><br/><b>Officer:</b></p> <p>Council</p> | <p><b>Date From:</b><br/><b>Date To:</b></p> <p><b>Printed:</b> Thursday, 14 March 2019 9:36:55 AM</p> |
|--|--|--|

**RESOLUTION 2019/30**

Moved: Cr Colleen Condliffe  
 Seconded: Cr Gavan Holt

That Council:

1. Adopt the Victorian Local Government Women’s Charter
2. Appoint Councillor Colleen Condliffe as the Charter Champion

**CARRIED**

*8/03/2019 10:43:11 AM - Sharon Morrison*  
 Action completed by: Morrison, Sharon  
 VLGA have been advised of resolution and will be contact with Councillor Condliffe to discuss next steps.

| Meeting            | Officer/Director                     | Section          | Subject  |
|--------------------|--------------------------------------|------------------|--|
| Council 26/02/2019 | Morrison, Sharon<br>Morrison, Sharon | Decision Reports | February 2019 Audit Committee Meeting Overview |

**RESOLUTION 2019/31**

Moved: Cr Gavan Holt  
 Seconded: Cr Geoff Curnow

That Council:

1. receives and notes this report on the February 2019 Audit Committee Meeting
2. receives and notes the confirmed minutes of the November 2018 Audit Committee meeting
3. endorses the performance improvement recommendations documented in the “Review of Service Planning”
4. receives and notes the Annual Report of the Audit Committee for 2019
5. receives and notes the Loddon Performance Framework Report – July 2018 to December 2018
6. receives and notes the Risk Management Report



|                                      |  |         |  |
|--------------------------------------|--|---------|--|
| Outstanding                          | <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | Council | <b>Date From:</b><br><b>Date To:</b>               |
| <a href="#">Action Sheets Report</a> |  |         | <b>Printed:</b> Thursday, 14 March 2019 9:36:55 AM |

**CARRIED**

8/03/2019 10:44:00 AM - Sharon Morrison  
 Action completed by: Morrison, Sharon  
 Relevant officers have been informed of resolution.

| Meeting   | Officer/Director                     | Section          | Subject                                |
|---|--------------------------------------|------------------|--|
| Council 26/02/2019  | Morrison, Sharon<br>Morrison, Sharon | Decision Reports | Service Delivery Review - Agribusiness |
| <b>RESOLUTION 2019/32</b>   |                                      |                  |  |
| Moved: Cr Neil Beattie  |                                      |                  |  |
| Seconded: Cr Colleen Condliffe  |                                      |                  |  |
| That Council adopts the recommended actions outlined in this report to the extent that they can be done within existing resources.              |                                      |                  |  |
| <b>CARRIED</b>  |                                      |                  |  |
| 8/03/2019 10:44:40 AM - Sharon Morrison<br>Action completed by: Morrison, Sharon<br>Service owner will be implementing adopted recommendations. |                                      |                  |  |

| Meeting  | Officer/Director                     | Section          | Subject                                       |
|--|--------------------------------------|------------------|---|
| Council 26/02/2019   | Morrison, Sharon<br>Morrison, Sharon | Decision Reports | Appointment of Audit Committee Chair for 2019 |
| <b>RESOLUTION 2019/33</b>  |                                      |                  |   |
| Moved: Cr Gavan Holt   |                                      |                  |   |
| Seconded: Cr Geoff Curnow  |                                      |                  |   |
| That Council endorses the Audit Committee's recommendation to appoint Ken Belfrage as Audit Committee Chair to 28 February 2020 or the date of the Ordinary Meeting of Council in February 2020 where a resolution for appointment of Chair for the new term will be made, whichever is the earlier. |                                      |                  |   |
| <b>CARRIED</b>   |                                      |                  |   |
| 8/03/2019 10:45:26 AM - Sharon Morrison  |                                      |                  |   |

|                             |  |  |
|-----------------------------|--|--|
| Outstanding                 | <b>Division:</b><br><b>Committee:</b> Council<br><b>Officer:</b> | <b>Date From:</b><br><b>Date To:</b>               |
| <b>Action Sheets Report</b> |  | <b>Printed: Thursday, 14 March 2019 9:36:55 AM</b> |

Action completed by: Morrison, Sharon  
Finance have been advised to ensure appropriate payment.

**7 MAYORAL REPORT**

**7.1 MAYORAL REPORT**

**File Number:** 02/01/001

**Author:** Lynne Habner, Manager Executive and Commercial Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Mayoral Report

**REPORT**

The Mayor will present a report at the meeting.

**8 COUNCILLORS' REPORT**

**8.1 COUNCILLORS' REPORTS**

**File Number:** 02/01/001

**Author:** Lynne Habner, Manager Executive and Commercial Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Councillors' reports

**REPORT**

Each Councillor will present a report at the meeting.

**9 DECISION REPORTS****9.1 FEES AND CHARGES FOR THE YEAR 1 JULY 2019 TO 30 JUNE 2020****File Number:** 07/01/006**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Draft Fees and Charges Schedule - 1 July 2019 to 30 June 2020**RECOMMENDATION**

That Council:

1. approves the Fees and Charges for the year 1 July 2019 to 30 June 2020 for the purposes of public exhibition with the draft budget documentation
2. implements the Fees and Charges from 1 July for items not subject to a notice period
3. implements the Fees and Charges from the end of the notice period for those items subject to a notice period
4. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges for the year 1 July 2019 to 30 June 2020.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

A draft schedule was submitted for consideration at the Council Forum held on 12 March 2019.

**BACKGROUND**

Each year, as a part of the budget process, a Fees and Charges Schedule is prepared and submitted for approval by Council. This year it is proposed that the Fees and Charges for the year 1 July 2019 to 30 June 2020 be advertised together with the draft budget documentation, so that the community is able to see the whole suite of Council finances in context.

**ISSUES/DISCUSSION**

Generally the new schedule takes effect from the start of the financial year; however included in the schedule are residential accommodation charges which require a minimum notice period of 60 days. Notification will be forwarded to tenants as soon as practicable after approval by Council.

The approach to the 2019/20 schedule was to review fees and charges in line with the Long Term Financial Plan (LTFP), which included an indexation of 2.5% to discretionary charges. This indexation was 2.0% in 2018/19.

Some cost areas within the Fees and Charges Schedule have had an increase of more than 2.5% due to rounding to nearest dollars (or five dollars). This is particularly in the building, health and local laws areas with costs increasing by 2.5 – 3.0% or \$5.00 with some minor fees in this area remaining the same.

The new schedule takes effect from the start of the financial year; however included in the schedule are residential accommodation charges which require a minimum notice period of 60 days.

**COST/BENEFITS**

The schedule will raise an equitable contribution of revenue towards the cost of service delivery.

**RISK ANALYSIS**

There is a minor risk of avoidance of payment by customers.

**CONSULTATION AND ENGAGEMENT**

The recommendations in the report have been considered in detail by the Management Executive Group and Council.

# LODDON SHIRE COUNCIL

## FEES AND CHARGES FOR THE YEAR 1 JULY 2019 TO 30 JUNE 2020



## DOCUMENT INFORMATION

DOCUMENT TYPE: Strategic document

DOCUMENT STATUS: Draft

POLICY OWNER POSITION: Financial Accountant

INTERNAL COMMITTEE ENDORSEMENT: Not applicable

APPROVED BY: Council

DATE ADOPTED:

VERSION NUMBER: 1

REVIEW DATE: 30/06/2020

DATE RESCINDED:

RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:

RELATED LEGISLATION: Local Government Act 1989  
Australian Taxation Office Goods and Services Tax Act (GST)

EVIDENCE OF APPROVAL:

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Chief Executive Officer

FILE LOCATION: K:\FINANCE\Budget\2019-20\Fees and Charges\STR Fees and Charges 2019-20.docx

**Strategic documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire website to ensure that the version you are using is up to date.**

**This document is available in alternative formats (e.g. larger font) if requested.**



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## 1 PURPOSE

This document is provided to Loddon Shire Council staff and customers to provide clear advice on Council's fees and charges for the financial year 1 July 2019 to 30 June 2020.

## 2 BUDGET IMPLICATIONS

The fees and charges included in the document will be incorporated into Council's 2019/20 Budget.

## 3 FEES AND CHARGES

The fees and charges contained in this document apply for the period 1 July 2019 to 30 June 2020. There may be some alterations to legislated fees and charges contained in the document. Where this occurs, the document will be updated with the new fees and charges, which will be effective at the date deemed in the legislation.

**PLEASE NOTE: M or D determines the type of fee or charge as below:**

**M = Mandatory and is set by another organisation/government department**

**D = Discretionary and is set by Council**

### 3.1 Building fees

#### 3.1.1 Building fees

| Building fees   | Unit rate   | M or D | Is GST applicable ? | 2018/2019 Adopted fee                              | 2019/2020 Proposed fee                             |
|---|-------------|--------|---------------------|--|--|
| New dwellings, dwelling additions, sheds, carports, veranda   | Application | D      | Yes                 | \$470.00 (Cost Of Building Works (COBW) /\$200.00) | \$480.00 (Cost Of Building Works (COBW) /\$200.00) |
| Fences, retaining walls and swimming pools (including safety barriers)  | Application | D      | Yes                 | \$420.00   | \$430.00   |
| Other classes - fee will be determined depending on type of building e.g. factory, retail shop, workshop etc. | Application | D      | Yes                 | On request   | On request   |
| Demolitions   | Application | D      | Yes                 | \$495.00   | \$505.00   |
| Re-erection of a dwelling   | Application | M      | Yes                 | \$900.00 + (COBW / \$200.00)                       | \$900.00 + (COBW / \$200.00)                       |
| Retention of building works (Works less than \$5,000)   | Application | D      | Yes                 | N/A  | \$500.00   |
| Retention of building works (Works more than \$5,000)   | Application | D      | Yes                 | N/A  | \$1,000.00   |

| Building fees   | Unit rate       | M or D | Is GST applicable ? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|-----------------|--------|---------------------|-----------------------|------------------------|
| Additional inspections  | Inspection      | D      | Yes                 | \$180.00              | \$185.00               |
| Extensions of time on permits   | Application     | D      | Yes                 | \$260.00              | \$265.00               |
| State Building Levy   | Application     | M      | No                  | 0.128%                | 0.128%                 |
| Re-erection of a dwelling – bond / surety                               | Application     | D      | No                  | \$10,000.00           | \$10,000.00            |
| Lodgement fee   | Lodgement       | M      | No                  | \$118.95              | \$118.95               |
| Property information  | Per application | M      | No                  | \$46.10               | \$46.10                |
| Dispensation fee  | Application     | M      | No                  | \$283.35              | \$283.50               |
| Minor amendment fee   | Application     | D      | Yes                 | \$95.00               | \$97.00                |
| File retrieval from archive system (photocopying additional)            | Application     | D      | Yes                 | \$82.00               | \$84.00                |
| Application under section 29A of the Building Act 1993                  | Application     | M      | No                  | \$83.10               | \$83.10                |
| Point of discharge for stormwater                                       | Application     | M      | No                  | \$141.20              | \$141.20               |
| Inspection compliance report  | Application     | D      | Yes                 | \$475.00              | \$485.00               |
| PoPE fee with a paid entry event (per event)                            | Application     | D      | Yes                 | \$590.00              | \$602.00               |
| Temporary structure within paid entry PoPE event                        | Application     | D      | Yes                 | \$115.00              | \$117.00               |
| PoPe fee with a free entry event (per event)                            | Application     | D      | Yes                 | \$295.00              | \$300.00               |
| Temporary structure within free entry PoPE event                        | Application     | D      | Yes                 | \$57.00               | \$58.00                |
| Application for Protection of Public Regulation 116(4)                  | Application     | M      | No                  | \$287.50              | \$287.50               |
| Application to build above or below public facilities Regulation 13492) | Application     | M      | No                  | \$283.40              | \$283.40               |

## 3.2 Caravan parks

3.2.1 Bridgewater Public Caravan Park

| Cabins and sites                 | Unit rate per night or week       | M or D | Is GST applicable ? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|----------------------------------|-----------------------------------|--------|---------------------|-----------------------|------------------------|
| <b>Cabins</b>                    |                                   |        |                     |                       |                        |
| Cabin (peak period)              | Per night 2 people                | D      | Yes                 | \$135.00              | \$135.00               |
| Cabin additional persons         | Per night per person              | D      | Yes                 | \$10.00               | \$10.00                |
| Cabin (off peak period)          | Per night 2 people                | D      | Yes                 | \$115.00              | \$115.00               |
| Additional person                | Per night per person              | D      | Yes                 | \$10.00               | \$10.00                |
| <b>Sites</b>                     |                                   |        |                     |                       |                        |
| Powered site (peak period)       | Per night 2 people                | D      | Yes                 | \$40.00               | \$40.00                |
| Additional persons               | Per night per person              | D      | Yes                 | \$5.00                | \$5.00                 |
| Powered site (off peak period)   | Per night 2 people                | D      | Yes                 | \$35.00               | \$35.00                |
| Additional persons               | Per night per person              | D      | Yes                 | \$5.00                | \$5.00                 |
| Powered site (peak period)       | Per week 2 people                 | D      | Yes                 | \$180.00              | \$180.00               |
| Additional persons               | Per person per night for the week | D      | Yes                 | \$5.00                | \$5.00                 |
| Powered site (off peak period)   | Per week 2 people                 | D      | Yes                 | \$155.00              | \$155.00               |
| Additional persons               | Per person per night for the week | D      | Yes                 | \$5.00                | \$5.00                 |
| Unpowered site (peak period)     | Per night 2 people                | D      | Yes                 | \$30.00               | \$30.00                |
| Additional persons               | Per night per person              | D      | Yes                 | \$5.00                | \$5.00                 |
| Unpowered site (off peak period) | Per night 2 people                | D      | Yes                 | \$25.00               | \$25.00                |
| Additional persons               | Per night per person              | D      | Yes                 | \$5.00                | \$5.00                 |

| Cabins and sites    | Unit rate per night or week       | M or D | Is GST applicable ? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---------------------|-----------------------------------|--------|---------------------|-----------------------|------------------------|
| Unpowered site      | Per week 2 people                 | D      | Yes                 | \$125.00              | \$125.00               |
| Additional persons  | Per person per night for the week | D      | Yes                 | \$5.00                | \$5.00                 |
| <b>Other</b>        |                                   |        |                     |                       |                        |
| Washing machine use | Per cycle                         | D      | Yes                 | \$6.00                | \$6.00                 |
| Tumble dryer        | Per cycle                         | D      | Yes                 | \$2.00                | \$2.00                 |

- Peak periods means:
  1. Victorian school holidays
  2. Victorian public holiday long weekends (being Labour Day, Easter, ANZAC Day (if this falls on a Friday or Monday), Queens Birthday, Melbourne Cup and AFL Grand Final).
- Normal check out time is: 10.00am.
- \$10.00 late stay fee: to enable campers to remain on the current site until 6:00pm on the day of check out if the site is not required for new campers to check in.
- Caravan and Motorhome Club Group bookings: A flat discount rate of 10.00% is a offered for both powered and unpowered sites during both peak and non-peak rates under the following conditions:
  1. the group must be a formalized caravan or motorhome club
  2. a group is defined as 10 or more caravans or motorhomes
  3. two night minimum booking
  4. discounts are at the discretion of the Park Managers, who will take into account the demand for occupancy at the time the group booking is required.
- Individual arrangements for variations to fees may be endorsed by the Chief Executive Officer Loddon Shire Council to assist with accommodation of Council staff for employment purposes.
- Deposits: a deposit is at least the cost of the first night's tariff and must be received by the park within 7 days of booking to confirm a guest's reservation.
- Cancellations: when making a direct booking with a caravan park managed on behalf of Loddon Shire Council, it is acknowledged and agreed that all reservations and deposits are accepted by park managers and are subject to the following cancellation policy guidelines. Any reservations through agents or other third parties may be subject to separate policies, and it is recommended that park managers advise guests to check those conditions.  
Park managers should advise guests of the cancellation policy for the park at the time of reservation.
- Low-season cancellations: during the low season, deposits will only be refunded if the park managers are notified of the cancellation prior to 9am on the day prior to the scheduled arrival. If notice of the cancellation is received after 9am on the day prior to the scheduled arrival, the park manager may retain the full deposit paid.
- Peak-season cancellations: deposits for reservations made wholly or partially in peak seasons will only be refunded if the guest notifies the park manager of the cancellation at least 30 days prior to the scheduled arrival. If less time is provided than the required period of notice of cancellation, the deposit will only be refunded if the site or cabin is able to be rebooked.
- Early departures: Council will not refund amounts paid should the guest cut short the reservation or holiday.

- Failure to notify of cancellation: if the park manager has not been notified of the cancellation, or the guest does not arrive by 10am on the day after the scheduled arrival date, the reservation may be cancelled by the park managers without refund of any paid deposit.

### 3.2.2 Pioneer Caravan Park – Wedderburn

| Cabins and sites                                    | Unit rate per night or week              | M or D | Is GST applicable ? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|--|--------|---------------------|-----------------------|------------------------|
| Deluxe cabin self-contained                         | Per night 2 people                       | D      | Yes                 | \$125.00              | \$125.00               |
| Deluxe cabin self-contained                         | Per week 2 people                        | D      | Yes                 | \$735.00              | \$735.00               |
| Additional to two people staying                    | Per person per night                     | D      | Yes                 | \$15.00               | \$15.00                |
| Deluxe cabin  | Per night 2 people                       | D      | Yes                 | \$95.00               | \$95.00                |
| Deluxe cabin per week                               | Per week 2 people                        | D      | Yes                 | \$545.00              | \$545.00               |
| Deluxe cabin - more than 2 people staying           | Per person per night additional to above | D      | Yes                 | \$15.00               | \$15.00                |
| Standard cabin                                      | Per night 2 people                       | D      | Yes                 | \$85.00               | \$85.00                |
| Standard cabin per week                             | Per week 2 people                        | D      | Yes                 | \$460.00              | \$460.00               |
| Standard cabin – additional to 2 people staying     | Per person per night additional to above | D      | Yes                 | \$10.00               | \$10.00                |
| <b>Powered sites</b>                                |  |        |                     |                       |                        |
| Overnight fee                                       | Per night 2 people                       | D      | Yes                 | \$20.00               | \$20.00                |
| Weekly fee  | Per week 2 people                        | D      | Yes                 | \$100.00              | \$100.00               |
| Additional to 2 people staying                      | Per person per night                     | D      | Yes                 | \$5.00                | \$5.00                 |
| <b>Unpowered sites</b>                              |  |        |                     |                       |                        |
| Overnight fee                                       | Per night 2 people                       | D      | Yes                 | \$15.00               | \$15.00                |
| Weekly fee  | Per week 2 people                        | D      | Yes                 | \$100.00              | \$100.00               |
| Additional to 2 people staying at an unpowered site | Per person per night                     | D      | Yes                 | \$5.00                | \$5.00                 |

| Cabins and sites  | Unit rate per night or week | M or D | Is GST applicable ? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|-----------------------------|--------|---------------------|-----------------------|------------------------|
| <b>Permanent resident</b>                                     |                             |        |                     |                       |                        |
| Weekly fee (GST @ 5.5%)                                       | Per week                    | D      | Yes                 | \$64.00               | \$66.00                |
| Annual fee (GST @ 5.5%)                                       | Per year                    | D      | Yes                 | \$3,190.00            | \$3,270.00             |
| Power charges - as per tariff supplied by electrical supplier | As metered                  | D      | Yes                 |                       |                        |
| <b>Annual tenant</b>  |                             |        |                     |                       |                        |
| Annual fee - holiday caravan site                             | Per year                    | D      | Yes                 | \$1,111.00            | \$1,140.00             |
| Power charges - as per tariff supplied by electrical supplier | As metered                  | D      | Yes                 |                       |                        |
| <b>Other</b>  |                             |        |                     |                       |                        |
| Washing machine   | Per cycle                   | D      | Yes                 | \$6.00                | \$6.00                 |
| Tumble dryer  | Per cycle                   | D      | Yes                 | \$2.00                | \$2.00                 |
| Storage   | Per week                    | D      | Yes                 | \$10.00               | \$10.00                |
| Shower  | Per shower                  | D      | Yes                 | \$7.00                | \$7.00                 |

- Deposits: a deposit is at least the cost of the first night's tariff and must be received by the park within 7 days of booking to confirm a guest's reservation.
- Cancellations: when making a direct booking with a caravan park managed on behalf of Loddon Shire Council, it is acknowledged and agreed that all reservations and deposits are accepted by park managers and are subject to the following cancellation policy guidelines. Any reservations through agents or other third parties may be subject to separate policies, and it is recommended that park managers advise guests to check those conditions.  
Park managers should advise guests of the cancellation policy for the park at the time of reservation.
- Low-season cancellations: during the low season, deposits will only be refunded if the park managers are notified of the cancellation prior to 9am on the day prior to the scheduled arrival. If notice of the cancellation is received after 9am on the day prior to the scheduled arrival, the park manager may retain the full deposit paid.
- Peak-season cancellations: deposits for reservations made wholly or partially in peak seasons will only be refunded if the guest notifies the park manager of the cancellation at least 30 days prior to the scheduled arrival. If less time is provided than the required period of notice of cancellation, the deposit will only be refunded if the site or cabin is able to be rebooked.
- Individual arrangements for variations to fees may be endorsed by the Chief Executive Officer Loddon Shire Council to assist with accommodation of Council staff for employment purposes.
- Early departures: Council will not refund amounts paid should the guest cut short the reservation or holiday.
- Failure to notify of cancellation: if the park manager has not been notified of the cancellation, or the guest does not arrive by 10am on the day after the scheduled arrival date, the reservation may be cancelled by the park managers without refund of any paid deposit.



### 3.3 Rental properties

#### 3.3.1 Elderly persons units

| Elderly persons units | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|-----------------------|-----------|--------|--------------------|-----------------------|------------------------|
| <b>Dingee</b>         |           |        |                    |                       |                        |
| Unit 1                | Per week  | D      | No                 | \$92.00               | \$94.00                |
| Unit 2                | Per week  | D      | No                 | \$92.00               | \$94.00                |
| Unit 3                | Per week  | D      | No                 | \$92.00               | \$94.00                |
| Unit 4                | Per week  | D      | No                 | \$92.00               | \$94.00                |
| Unit 5                | Per week  | D      | No                 | \$92.00               | \$94.00                |
| <b>Pyramid Hill</b>   |           |        |                    |                       |                        |
| Unit 1                | Per week  | D      | No                 | \$78.00               | \$80.00                |
| Unit 2                | Per week  | D      | No                 | \$85.00               | \$87.00                |
| Unit 3                | Per week  | D      | No                 | \$78.00               | \$80.00                |
| Unit 4                | Per week  | D      | No                 | \$78.00               | \$80.00                |
| <b>Serpentine</b>     |           |        |                    |                       |                        |
| Unit 1                | Per week  | D      | No                 | \$92.00               | \$94.00                |
| Unit 2                | Per week  | D      | No                 | \$92.00               | \$94.00                |
| Unit 3                | Per week  | D      | No                 | \$92.00               | \$94.00                |
| Unit 4                | Per week  | D      | No                 | \$92.00               | \$94.00                |
| Unit 5                | Per week  | D      | No                 | \$92.00               | \$94.00                |

### 3.4 Public health

#### 3.4.1 Food Act registration fees

| Food premises                                    | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|--|-----------|--------|--------------------|-----------------------|------------------------|
| Registration of premises (class 1)               | Each      | D      | No                 | \$365.00              | \$375.00               |
| Registration of premises (class 2)               | Each      | D      | No                 | \$285.00              | \$290.00               |
| Community group with Liquor Licence (class 2)    | Each      | D      | No                 | \$150.00              | \$155.00               |
| Community group without Liquor Licence (class 2) | Each      | D      | No                 | \$105.00              | \$108.00               |
| Registration of premises (class 3)               | Each      | D      | No                 | \$175.00              | \$180.00               |
| Community group with Liquor Licence (class 3)    | Each      | D      | No                 | \$95.00               | \$97.00                |
| Community group without Liquor Licence           | Each      | D      | No                 | \$70.00               | \$72.00                |

| Food premises  | Unit rate    | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|--|--------------|--------|--------------------|-----------------------|------------------------|
| Notification of premises (class 4)<br><b>Not permitted under the Food Act 1984</b>                               | Each         | M      | No                 | N/A                   | N/A                    |
| Community groups operating a class 2 or class 3 premises less than 10 times per year                             | For the year | D      | No                 | \$25.00               | \$26.00                |
| Inspection and report  | Each         | D      | Yes                | \$195.00              | \$200.00               |
| Transfer of registration (includes mandatory inspection charge)  | Each         | D      | No                 | \$180.00              | \$185.00               |
| Late payment of annual registration fee (additional charge added to annual registration fee)                     | Each         | D      | No                 | 50% of applicable fee | 50% of applicable fee  |
| Additional inspection fee (applied to each subsequent inspection beyond the 3 allowed in each registration year) | Each         | D      | Yes                | \$195.00              | \$200.00               |

#### 3.4.2 Public Health and Wellbeing Act registration fees

| Health premises  | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|--|-----------|--------|--------------------|-----------------------|------------------------|
| Registration of premises (prescribed accommodation)                | Each      | D      | No                 | \$204.00              | \$208.00               |
| Registration of health premises (undertaking 1 activity)           | Each      | D      | No                 | \$145.00              | \$148.00               |
| Registration of health premises (undertaking 2 or more activities) | Each      | D      | No                 | \$165.00              | \$170.00               |
| Inspection and report  | Each      | D      | Yes                | \$195.00              | \$200.00               |
| Late payment of annual registration fee                            | Each      | D      | No                 | 50% of applicable fee | 50% of applicable fee  |
| Transfer of registration   | Each      | D      | No                 | 50% of applicable fee | 50% of applicable fee  |

3.4.3 Residential Tenancies Act and Regulations (caravan parks)

| Caravan parks  | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee    | 2019/2020 Proposed fee   |
|--|-----------|--------|--------------------|--------------------------|--------------------------|
| Three year registration - as per schedule in regulations | Per site  | M      | No                 | As set within regulation | As set within Regulation |
| Transfer of premises - as per schedule in regulations    | Each      | M      | No                 | As set within regulation | As set within Regulation |
| Transfer inspection report                               | Each      | D      | Yes                | \$195.00                 | \$200.00                 |
| Application to install a moveable dwelling / rigid annex | Each      | D      | Yes                | \$67.00                  | \$69.00                  |

3.4.4 Environment Protection Act application fees

| Septic tanks  | Unit rate   | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|-------------|--------|--------------------|-----------------------|------------------------|
| Installation of new septic tank or significant alterations                                      | Each        | D      | No                 | \$485.00              | \$497.00               |
| Minor amendments to recently issued permits and completion of expired permit without inspection | Each        | D      | No                 | \$75.00               | \$77.00                |
| Permit extension - 1 year   | Each        | D      | No                 | \$170.00              | \$174.00               |
| Alteration to an existing septic tank system  | Each        | D      | No                 | \$260.00              | \$266.00               |
| Inspection fee  | Each        | D      | Yes                | \$195.00              | \$200.00               |
| File retrieval from archive system (photocopying additional)                                    | Application | D      | Yes                | \$82.00               | \$84.00                |

### 3.5 Aged and disability services

#### 3.5.1 Home and community care for younger people program

| Aged care services                       | Unit rate   | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|--|-------------|--------|--------------------|-----------------------|------------------------|
| Home care – low                          | Per hour    | D      | No                 | \$6.12                | \$6.24                 |
| Home care – medium                       | Per hour    | D      | No                 | \$15.52               | \$15.84                |
| Home care – high                         | Per hour    | D      | No                 | \$34.28               | \$35.04                |
| Personal care – low                      | Per hour    | D      | No                 | \$4.56                | \$4.64                 |
| Personal care – medium                   | Per hour    | D      | No                 | \$9.24                | \$9.44                 |
| Personal care – high                     | Per hour    | D      | No                 | \$38.36               | \$39.20                |
| Respite care – low                       | Per hour    | D      | No                 | \$3.04                | \$3.12                 |
| Respite care – medium                    | Per hour    | D      | No                 | \$4.68                | \$4.76                 |
| Respite care – high                      | Per hour    | D      | No                 | \$35.28               | \$36.08                |
| Negotiated fee variation – home care     | Per hour    | D      | No                 | \$2.44                | \$2.48                 |
| Negotiated fee variation - personal care | Per hour    | D      | No                 | \$1.44                | \$1.48                 |
| Meals on wheels - low and medium         | Per meal    | D      | No                 | \$9.28                | \$9.50                 |
| Meals on wheels – high                   | Per meal    | D      | No                 | \$11.42               | \$11.70                |
| Property maintenance – low               | Per hour    | D      | No                 | \$12.24               | \$12.52                |
| Property maintenance – medium            | Per hour    | D      | No                 | \$18.36               | \$18.76                |
| Property maintenance – high              | Per hour    | D      | No                 | \$48.56               | \$49.84                |
| Property maintenance – mod construction  | Per hour    | D      | No                 | \$23.44               | \$23.96                |
| Planned activity group – core            | Per session | D      | No                 | \$8.00                | \$8.00                 |
| Planned activity group – high            | Per session | D      | No                 | \$8.00                | \$8.00                 |

#### 3.5.2 Commonwealth home support program

| Home support program         | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|------------------------------|-----------|--------|--------------------|-----------------------|------------------------|
| Domestic assistance – low    | Per hour  | D      | No                 | \$6.12                | \$6.24                 |
| Domestic assistance – medium | Per hour  | D      | No                 | \$15.52               | \$15.84                |
| Domestic assistance – high   | Per hour  | D      | No                 | \$34.28               | \$35.04                |

| Home support program                | Unit rate   | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|-------------------------------------|-------------|--------|--------------------|-----------------------|------------------------|
| Personal care – low                 | Per hour    | D      | No                 | \$4.56                | \$4.64                 |
| Personal care – medium              | Per hour    | D      | No                 | \$9.24                | \$9.44                 |
| Personal care – high                | Per hour    | D      | No                 | \$38.36               | \$39.20                |
| Flexible respite – low              | Per hour    | D      | No                 | \$3.04                | \$3.12                 |
| Flexible respite – medium           | Per hour    | D      | No                 | \$4.68                | \$4.76                 |
| Flexible respite – high             | Per hour    | D      | No                 | \$35.28               | \$36.08                |
| Meals on wheels – low and medium    | Per meal    | D      | No                 | \$9.28                | \$9.50                 |
| Meals on wheels – high              | Per meal    | D      | No                 | \$11.42               | \$11.70                |
| Meals – other                       | Per meal    | D      | No                 | \$9.28                | \$9.50                 |
| Home maintenance – low              | Per hour    | D      | No                 | \$12.24               | \$12.52                |
| Home maintenance – medium           | Per hour    | D      | No                 | \$18.36               | \$18.76                |
| Home maintenance – high             | Per hour    | D      | No                 | \$48.56               | \$49.64                |
| Home maintenance – mod construction | Per hour    | D      | No                 | \$23.44               | \$23.96                |
| Social support – group              | Per session | D      | No                 | \$8.00                | \$8.00                 |
| Social support – individual         | Per session | D      | No                 | \$8.00                | \$8.00                 |

### 3.5.3 Transport for aged service clients

| Transport for aged service clients  | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|-------------------------------------|-----------|--------|--------------------|-----------------------|------------------------|
| Transport within town               | Per trip  | D      | No                 | \$5.40                | \$5.50                 |
| Transport under 20km to destination | Per trip  | D      | No                 | \$10.60               | \$10.85                |
| Transport 20-50km to destination    | Per trip  | D      | No                 | \$21.30               | \$21.80                |
| Transport 50-100km to destination   | Per trip  | D      | No                 | \$32.00               | \$32.80                |
| Transport 100-150km to destination  | Per trip  | D      | No                 | \$42.65               | \$43.70                |
| Transport over 150km to destination | Per trip  | D      | No                 | \$53.25               | \$54.60                |

3.5.4 Brokered services: linkages, post-acute care, aged care packages, carer support services, WorkCover

| Services                        | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---------------------------------|-----------|--------|--------------------|-----------------------|------------------------|
| Home care                       | Per hour  | D      | Yes                | \$49.28               | \$50.60                |
| Personal care                   | Per hour  | D      | Yes                | \$49.28               | \$50.60                |
| Respite care                    | Per hour  | D      | Yes                | \$49.28               | \$50.60                |
| Weekend personal / respite care | Per hour  | D      | Yes                | \$98.12               | \$100.76               |
| Property maintenance            | Per hour  | D      | Yes                | \$64.02               | \$65.56                |
| Meals on wheels                 | Per meal  | D      | Yes                | \$12.65               | \$12.98                |
| Travel                          | Per km    | D      | Yes                | \$1.21                | \$1.21                 |
| Annual home safety check        | Per check | D      | Yes                | \$53.90               | \$55.00                |

3.5.5 Capped account limits

| Capped account limits                                  | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|--|-----------|--------|--------------------|-----------------------|------------------------|
| Client monthly account - single - 4 week account cycle | Per month | D      | No                 | \$237.00              | \$243.00               |
| Client monthly account - single - 5 week account cycle | Per month | D      | No                 | \$297.00              | \$304.00               |
| Client monthly account - single - 6 week account cycle | Per month | D      | No                 | \$356.00              | \$364.00               |
| Client monthly account - double - 4 week account cycle | Per month | D      | No                 | \$423.00              | \$433.00               |
| Client monthly account - double - 5 week account cycle | Per month | D      | No                 | \$529.00              | \$541.00               |
| Client monthly account - double - 6 week account cycle | Per month | D      | No                 | \$635.00              | \$649.00               |

3.5.6 Department of Veteran Affairs

| Department of Veterans Affairs | Unit rate per client | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|--------------------------------|----------------------|--------|--------------------|-----------------------|------------------------|
| Home care                      | Per hour             | M      | Yes                | \$59.29               | \$60.61                |
| Personal care                  | Per hour             | M      | Yes                | \$73.65               | \$75.24                |
| Personal care - weekend        | Per hour             | M      | Yes                | \$90.75               | \$92.62                |

| Department of Veterans Affairs   | Unit rate per client | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|----------------------------------|----------------------|--------|--------------------|-----------------------|------------------------|
| Respite care                     | Per hour             | M      | Yes                | \$55.39               | \$57.31                |
| Respite care – weekend           | Per hour             | M      | Yes                | \$73.65               | \$75.85                |
| Emergency respite                | Per hour             | M      | Yes                | \$59.18               | \$61.16                |
| Emergency respite – weekend      | Per hour             | M      | Yes                | \$66.94               | \$69.03                |
| Property maintenance             | Per hour             | M      | Yes                | \$62.04               | \$63.03                |
| Co-payment – average of all fees | Per session          | M      | No                 | \$5.00                | \$5.00                 |

### 3.6 Local laws

#### 3.6.1 Domestic Animals Act 1994

| Domestic animals  | Unit rate   | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|-------------|--------|--------------------|-----------------------|------------------------|
| Registration fee - unsterilized animal  | Per animal  | D      | No                 | \$118.00              | \$121.00               |
| Registration fee - unsterilized animal - pensioners' concession   | Per animal  | D      | No                 | 50% of above fee      | 50% of above fee       |
| Registration fee - reduced fee (refer criteria)   | Per animal  | D      | No                 | \$28.00               | \$29.00                |
| Registration fee - reduced fee (refer criteria) - pensioners' concession  | Per animal  | D      | No                 | 50% of above fee      | 50% of above fee       |
| Registration fee – dangerous / menacing or restricted breed dog (no reduced fee available under S 15(7) of the Act) | Per animal  | D      | No                 | \$118.00              | \$121.00               |
| Impounding of dog or cat  | Per animal  | D      | No                 | \$72.00               | \$73.80                |
| Annual licence fee for Domestic Animal Business Registration  | Per licence | D      | No                 | \$145.00              | \$150.00               |
| Transfer from another council (registration must be for current period)   | Per animal  | D      | No                 | Nil                   | Nil                    |

3.6.2 Domestic Animals Act 1994 - reduced fee criteria

Registration fee for an animal registered for the first time after 10 October will be one half the applicable annual fee.

Where the animal has been registered for the full year dies within six months of the commencement of the registration year the owner shall be entitled to a refund of one half of the registration fee paid.

Animal desexed

Animal over 10 years old

Farm working dog

Animal kept as part of a registered domestic animal business or applicable organisation

A dog that has undergone approved obedience training in accordance with Regulation 52 of the Domestic Animals Regulations

Dogs and cats registered with an 'applicable organisation' in accordance with the Domestic Animals Act 1994

3.6.3 Impounding of Livestock Act 1994

| Livestock                               | Unit rate     | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|---------------|--------|--------------------|-----------------------|------------------------|
| Sheep or goat (per head, up to 10 head) | Impoundment   | D      | No                 | \$72.00               | \$74.00                |
| Sheep or goat (per head, more than 10)  | Impoundment   | D      | No                 | \$1.30                | \$1.40                 |
| Sheep or goat (per head)                | Daily feeding | D      | Yes                | \$2.30                | \$2.40                 |
| Sheep or goat (per head)                | Daily feeding | D      | Yes                | \$2.30                | \$2.40                 |
| Horse, cow or ram (per head)            | Impoundment   | D      | No                 | \$72.00               | \$74.00                |
| Horse, cow or ram (per head)            | Daily feeding | D      | Yes                | \$10.70               | \$11.00                |
| Other livestock (per head)              | Impoundment   | D      | No                 | \$72.00               | \$74.00                |
| Other livestock (per head)              | Daily feeding | D      | Yes                | \$10.70               | \$11.00                |

*With regard to the items below, please see the relevant Local Law or associated Act for fines and penalties*

3.6.4 Local Law No. 4 – Environment (2015) infringements

3.6.5 Local Law No. 2 - Street and Roads (Amendment No 2 2010) infringements

3.6.6 Environment Protection Act 1970 penalties

3.6.7 Country Fire Authority Act 1958

3.6.8 Local Law No. 5 – Livestock (2005)

3.6.9 Domestic Animals Act 1994



3.6.10 Local Law No. 2 – Streets and Roads - Part 4

| Local laws permits                                  | Unit rate  | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|------------|--------|--------------------|-----------------------|------------------------|
| Division one – Advertising signs                    | Per sign   | D      | No                 | \$50.00               | \$52.00                |
| Division two – Trading from road                    | Per day    | D      | No                 | \$50.00               | \$52.00                |
| Division three – Display of goods                   | Per site   | D      | No                 | \$50.00               | \$52.00                |
| Division four – Street furniture and outdoor eating | Per permit | D      | No                 | \$26.00               | \$27.00                |

3.6.11 Local laws permits

| Local laws permits           | Unit rate  | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|------------------------------|------------|--------|--------------------|-----------------------|------------------------|
| All other local laws permits | Per permit | D      | No                 | \$26.00               | \$27.00                |

3.6.12 Clearing fire hazard blocks

| Fire hazard blocks                | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee                   | 2019/2020 Proposed fee                        |
|-----------------------------------|-----------|--------|--------------------|---|---|
| Clearing of fire hazards – blocks | Per block | D      | Yes                | At cost plus \$76.50 admin fee plus GST | At cost plus plus \$100.00 admin fee plus GST |

**3.7 Town Planning**3.7.1 Planning fees

| Permits  | Unit rate   | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|--|-------------|--------|--------------------|-----------------------|------------------------|
| <b>Use only</b>  | Application | M      | No                 | \$1,286.10            | \$1,286.10             |
| <b>Single dwelling and ancillary to dwelling (based on value of development)</b> |             |        |                    |                       |                        |
| Less than \$10,000   | Application | M      | No                 | \$195.10              | \$195.10               |
| \$10,001 to \$100,000  | Application | M      | No                 | \$614.10              | \$614.10               |
| \$100,001 to \$500,000   | Application | M      | No                 | \$1,257.20            | \$1,257.20             |
| \$500,001 to \$1,000,000   | Application | M      | No                 | \$1,358.30            | \$1,358.30             |
| \$1M > \$2M  | Application | M      | No                 | \$1,459.50            | \$1,459.50             |
| <b>Other development (based on value of development)</b>                         |             |        |                    |                       |                        |
| \$10,001 to \$100,000  | Application | M      | No                 | \$1,119.90            | \$1,119.90             |
| \$100,001 to \$1,000,000   | Application | M      | No                 | \$1,510.00            | \$1,510.00             |
| \$1M to \$5M   | Application | M      | No                 | \$3,330.70            | \$3,330.70             |
| \$5M to \$15M  | Application | M      | No                 | \$8,489.40            | \$8,489.40             |

| Permits  | Unit rate   | M or D | Is GST applicable? | 2018/2019 Adopted fee   | 2019/2020 Proposed fee  |
|--|-------------|--------|--------------------|-------------------------|-------------------------|
| \$15M to \$50M   | Application | M      | No                 | \$25,034.60             | \$25,034.30             |
| \$50M to \$100M  | Application | M      | No                 | \$56,268.30             | \$56,268.30             |
| <b>Subdivision</b>   |             |        |                    |                         |                         |
| To subdivide an existing building  | Application | M      | No                 | \$1,286.10              | \$1,286.10              |
| To subdivide land into 2 lots  | Application | M      | No                 | \$1,286.10              | \$1,286.10              |
| To subdivide land into <u>more than 2</u> lots   | Application | M      | No                 | \$1,286.10 per 100 lots | \$1,286.10 per 100 lots |
| To remove a restriction (within the meaning of the Subdivision Act 1988) over land   | Application | M      | No                 | \$1,286.10              | \$1,286.10              |
| To create, vary or remove a restriction within the meaning of the Subdivision Act 1988, or to create or remove a right of way                    | Application | M      | No                 | \$1,286.10              | \$1,286.10              |
| To create, vary or remove an easement other than a right of way, or to vary or remove a condition in the nature of an easement in a Crown grant. | Application | M      | No                 | \$1,286.10              | \$1,286.10              |
| Secondary Consent  | Application | M      | No                 | \$195.10                | \$195.10                |
| Extension of time to permit  | Application | M      | No                 | \$200.00                | \$200.00                |
| Certification of plan of subdivision   | Application | M      | No                 | \$167.80                | \$167.80                |
| Planning enquiry   | Application | D      | Yes                | \$40.00                 | \$41.00                 |
| File retrieval from archive system (photocopying additional)   | Application | D      | Yes                | \$82.00                 | \$84.00                 |

### 3.8 Swimming pools

#### 3.8.1 Pool fees

| Pool fees                                     | Unit rate  | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|------------|--------|--------------------|-----------------------|------------------------|
| <b>Season tickets</b>                         |            |        |                    |                       |                        |
| Family  | Per season | D      | Yes                | \$130.00              | \$130.00               |
| Adult   | Per season | D      | Yes                | \$75.00               | \$75.00                |
| Child   | Per season | D      | Yes                | \$50.00               | \$50.00                |
| <b>Entrance fees</b>                          |            |        |                    |                       |                        |
| Family (for 1 or 2 adults and their children) | Per entry  | D      | Yes                | \$10.00               | \$10.00                |
| Adult   | Per entry  | D      | Yes                | \$5.00                | \$5.00                 |
| Child   | Per entry  | D      | Yes                | \$2.50                | \$2.50                 |
| School groups                                 | Per entry  | D      | Yes                | \$1.20                | \$1.20                 |
| Adult - non-swimmer                           | Per entry  | D      | Yes                | Nil                   | Nil                    |
| Child - non-swimmer                           | Per entry  | D      | Yes                | Nil                   | Nil                    |
| <b>School groups</b>                          |            |        |                    |                       |                        |
| One lifeguard in attendance                   | Per hour   | D      | Yes                | \$18.50               | \$18.50                |
| Two lifeguards in attendance                  | Per hour   | D      | Yes                | \$55.50               | \$55.50                |

### 3.9 Roads

#### 3.9.1 Road reinstatement fees

| Roads                           | Unit rate          | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---------------------------------|--------------------|--------|--------------------|-----------------------|------------------------|
| Minimum charge                  | Event              | D      | Yes                | \$112.00              | \$115.00               |
| Sealed pavement (surface only)  | Per m <sup>2</sup> | D      | Yes                | \$138.00              | \$141.00               |
| Unsealed pavement               | Per m <sup>2</sup> | D      | Yes                | \$92.00               | \$94.00                |
| Trench off pavement             | Per m <sup>2</sup> | D      | Yes                | \$46.00               | \$47.00                |
| Footpath (100-200mm concrete)   | Per m <sup>2</sup> | D      | Yes                | \$148.00              | \$151.00               |
| Footpath (other sealed asphalt) | Per m <sup>2</sup> | D      | Yes                | \$148.00              | \$151.00               |

3.9.2 Application for consent to work within municipal road reserve

| Roads   | Unit rate   | M or D | Is GST applicable? | 2018/2019 Adopted fee             | 2019/2020 Proposed fee            |
|---|-------------|--------|--------------------|-----------------------------------|-----------------------------------|
| Fee structure determined pursuant to the Roads Management (Works and Infrastructure) 2015 Regulations. Current fee unit rate is available at <a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a> | Application | M      | Yes                | See relevant legislative document | See relevant legislative document |

**3.10 Tourism**3.10.1 Loddon Discovery Tours

- Loddon Discovery Tours are priced based on full cost recovery to Council; therefore as prices change, tour prices are amended.
- Details on all tours with inclusions/exclusions are located in the various Loddon Discovery Tour brochures available on Council's website.
- These prices stated are subject to minimum booking numbers.

**3.11 Waste management**3.11.1 Domestic waste and recyclables

| Waste and Recyclables                                       | Unit rate          | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|--------------------|--------|--------------------|-----------------------|------------------------|
| Minimum Fee   | Min Charge         | D      | Yes                | \$8.00                | \$9.00                 |
| General waste (up to 4m <sup>3</sup> )                      | Per m <sup>3</sup> | D      | Yes                | \$29.00               | \$30.00                |
| Recyclable materials (up to 1m <sup>3</sup> )               | Per m <sup>3</sup> | D      | Yes                | Nil                   | Nil                    |
| Recyclable materials (1m <sup>3</sup> to 4m <sup>3</sup> )  | Per m <sup>3</sup> | D      | Yes                | \$6.00                | \$6.00                 |
| Domestic green waste (up to 4m <sup>3</sup> )               | Per m <sup>3</sup> | D      | Yes                | \$11.00               | \$12.00                |
| Refrigerators, freezers, and air conditioners               | Each               | D      | Yes                | \$16.00               | \$17.00                |
| Televisions and computer monitors                           | Each               | D      | Yes                | \$12.00               | \$13.00                |
| Uncontaminated bricks and concrete (up to 4m <sup>3</sup> ) | Per m <sup>3</sup> | D      | Yes                | \$31.00               | \$32.00                |
| Mattress (single)   | Each               | D      | Yes                | \$11.00               | \$12.00                |
| Mattress (double or larger)                                 | Each               | D      | Yes                | \$16.00               | \$17.00                |
| Metals (up to 4m <sup>3</sup> )                             | Per m <sup>3</sup> | D      | Yes                | Nil                   | Nil                    |
| Cars (complete or close)                                    | Each               | D      | Yes                | \$26.00               | \$27.00                |

- Loads over the quoted volumes will not be accepted at any Loddon waste site
- Commercial waste is no longer accepted at any Loddon waste site
- Council has the right to waive or reduce fees for approved community benefit events

### 3.11.2 Tyres

| Tyres                            | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|----------------------------------|-----------|--------|--------------------|-----------------------|------------------------|
| Car tyre                         | Each      | D      | Yes                | \$11.00               | \$12.00                |
| Car tyre on rim                  | Each      | D      | Yes                | \$28.00               | \$29.00                |
| 4 wheel drive / light truck tyre | Each      | D      | Yes                | \$15.00               | \$16.00                |
| Truck tyre                       | Each      | D      | Yes                | \$33.00               | \$34.00                |
| Super single tyre                | Each      | D      | Yes                | \$53.00               | \$54.00                |
| Truck tyre on rim                | Each      | D      | Yes                | \$53.00               | \$54.00                |
| Small tractor tyre               | Each      | D      | Yes                | \$122.00              | \$125.00               |
| Large tractor tyre               | Each      | D      | Yes                | \$200.00              | \$205.00               |

### 3.12 Miscellaneous

#### 3.12.1 Rates

| Rates                         | Unit rate   | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|-------------------------------|-------------|--------|--------------------|-----------------------|------------------------|
| Land information certificates | Application | M      | No                 | \$26.30               | \$26.30                |
| Rates search                  | Application | D      | Yes                | \$51.00               | \$52.00                |

#### 3.12.2 Photocopying, faxing and printing

| Photocopying, faxing and printing | Unit rate  | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|-----------------------------------|------------|--------|--------------------|-----------------------|------------------------|
| Black and white - single sided    | Per page   | D      | Yes                | \$0.65                | \$0.70                 |
| Black and white - double sided    | Per page   | D      | Yes                | \$1.00                | \$1.10                 |
| Colour - single sided             | Per page   | D      | Yes                | \$1.00                | \$1.10                 |
| Colour - double sided             | Per page   | D      | Yes                | \$1.40                | \$1.50                 |
| Fax – Send first page             | First page | D      | Yes                | \$2.00                | \$2.10                 |
| Fax – Send subsequent pages       | Subsequent | D      | Yes                | \$1.00                | \$1.10                 |
| Fax – Receive per page            | Per page   | D      | Yes                | \$0.50                | \$0.60                 |

3.12.3 Private works

| Private works         | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|-----------------------|-----------|--------|--------------------|-----------------------|------------------------|
| For community groups  | Per job   | D      | Yes                | At cost               | At cost                |
| For private residents | Per job   | D      | Yes                | At cost plus 30%      | At cost plus 30%       |

3.12.4 Insurance

| Insurance                                       | Unit rate | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|-----------|--------|--------------------|-----------------------|------------------------|
| Casual hirer's public liability insurance       | Per event | D      | Yes                | \$17.50               | \$18.00                |
| Stall holder's and performer's public liability | Per event | D      | Yes                | \$38.75               | \$39.50                |

3.12.5 Freedom of information requests

| Freedom of information          | Unit rate      | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---------------------------------|----------------|--------|--------------------|-----------------------|------------------------|
| Freedom of information requests | Per request    | M      | No                 | \$28.90               | \$28.90                |
| FOI search charge               | Hourly         | M      | No                 | \$21.70               | \$21.70                |
| FOI supervision charge          | Quarter hourly | M      | No                 | \$5.45                | \$5.45                 |

3.12.6 Water charges

| Water  | Unit rate     | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|--|---------------|--------|--------------------|-----------------------|------------------------|
| Water via standpipes (Inglewood, Tarnagulla, Mitiamo, Pyramid Hill and Wedderburn) | Per kilolitre | D      | No                 | \$5.00                | \$5.10                 |
| Emergency water supply point - Bridgewater (non-potable water)                     | Per kilolitre | D      | No                 | \$3.10                | \$3.20                 |
| Water via Skinners Flat and Inglewood Reservoir pipelines                          | Per kilolitre | D      | No                 | \$0.55                | \$0.55                 |
| Truck wash facility use  | Per minute    | D      | No                 | \$0.85                | \$0.90                 |

3.12.7 Senior citizens room hire

| Room hire                    | Unit rate   | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|------------------------------|-------------|--------|--------------------|-----------------------|------------------------|
| Community group session      | Per session | D      | Yes                | \$16.30               | \$16.50                |
| Private / commercial session | Per session | D      | Yes                | \$68.80               | \$70.40                |
| Government session           | Per session | D      | Yes                | \$40.60               | \$41.80                |
| Daily government rate        | Per day     | D      | Yes                | \$80.80               | \$82.50                |
| Weekly government rate       | Per week    | D      | Yes                | \$107.70              | \$110.00               |
| Monthly government rate      | Per month   | D      | Yes                | \$399.50              | \$409.20               |

3.12.8 Other room hire

| Room hire   | Unit rate   | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|-------------|--------|--------------------|-----------------------|------------------------|
| <b>Large meeting rooms in Wedderburn Office or Council Chambers in Serpentine</b> |             |        |                    |                       |                        |
| Community group session   | Per session | D      | Yes                | \$23.50               | \$24.50                |
| Private / government session  | Per session | D      | Yes                | \$47.00               | \$48.00                |
| Daily government rate   | Per day     | D      | Yes                | \$94.00               | \$96.00                |
| Weekly government rate  | Per week    | D      | Yes                | \$153.00              | \$157.00               |
| Monthly government rate   | Per month   | D      | Yes                | \$408.00              | \$420.00               |
| <b>Small meeting room in Wedderburn Office (sits up to 4 people)</b>              |             |        |                    |                       |                        |
| Community group session   | Per session | D      | Yes                | \$12.25               | \$12.50                |
| Private / government session  | Per session | D      | Yes                | \$23.50               | \$24.00                |
| Daily government rate   | Per day     | D      | Yes                | \$47.00               | \$48.00                |
| Weekly government rate  | Per week    | D      | Yes                | \$81.50               | \$83.50                |
| Monthly government rate   | Per month   | D      | Yes                | \$305.00              | \$313.00               |

- Council has the right to waive or reduce fees for approved special community benefit bookings

3.12.9 Boat launching fees

| Boat launching fees   | Unit rate  | M or D | Is GST applicable? | 2018/2019 Adopted fee | 2019/2020 Proposed fee |
|---|------------|--------|--------------------|-----------------------|------------------------|
| Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not) | Per season | D      | Yes                | \$100.00              | \$100.00               |
| Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not) | Per month  | D      | Yes                | \$50.00               | \$50.00                |
| Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not) | Per day    | D      | Yes                | \$15.00               | \$15.00                |
| Boat launching fees at Bridgewater Caravan Park   | Per season | D      | Yes                | \$75.00               | \$75.00                |
| Boat launching fees at Bridgewater Caravan Park   | Per day    | D      | Yes                | \$10.00               | \$10.00                |



**9.2 SECTION 86 COMMITTEE POLICY VERSION 2 FOR ADOPTION**

**File Number:** 06/02/004  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** 1. Section 86 Committee of Management Policy version 2

**RECOMMENDATION**

That Council adopts the Section 86 Committee of Management Policy version 2.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council was provided with an overview of the proposed changes to the Section 86 Committee of Management Policy at the Forum held on 12 March 2019.

**BACKGROUND**

The last approved version of the Section 86 Committee of Management Policy (version 1) was in January 2014.

**ISSUES/DISCUSSION**

The policy has been reviewed to guide Council officers in the creation, support, amalgamation, dissolution and disbandment of section 86 committees of management and to set clear expectation with members of the community interested or involved in Section 86 Committees of Management.

The policy has a review timeline of four years.

**COST/BENEFITS**

There is little cost associated with the adoption of version 2 of the policy as it reflects current practices.

The benefits of adopting the policy include greater clarity of the roles and responsibilities of Council and section 86 committee of management members.

**RISK ANALYSIS**

There is little risk associated with the adoption of the policy as it reflects current practices.

**CONSULTATION AND ENGAGEMENT**

Various staff and committees of management have been consulted during the revision of this policy.



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

|  |  |
|--|--|
| DOCUMENT TYPE:   | Council policy   |
| DOCUMENT STATUS:   | Draft  |
| POLICY OWNER POSITION:                                     | Director Corporate Services                                |
| INTERNAL COMMITTEE<br>ENDORSEMENT:                         | Not applicable   |
| APPROVED BY:   | Council  |
| DATE ADOPTED:  |  |
| VERSION NUMBER:  | 2  |
| REVIEW DATE:   |  |
| DATE RESCINDED:  |  |
| RELATED STRATEGIC<br>DOCUMENTS, POLICIES OR<br>PROCEDURES: | Building Asset Management Plan<br>Community Support Policy |
| RELATED LEGISLATION:                                       | Local Government Act 1989                                  |
| EVIDENCE OF APPROVAL:                                      |  |

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Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIV\po

**Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire Internet (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.**

**This document is available in alternative formats (e.g. larger font) if requested.**



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

### 1 PURPOSE

The purpose of this policy is to:

- guide Council officers in the creation, support, amalgamation, dissolution and disbandment of committees of management in accordance with Section 86 of the Local Government Act 1989 (Section 86 Committees)
- set clear expectations with members of the community interested or involved in Section 86 Committees.

### 2 SCOPE

The policy applies to:

- Council in its decision making around the creation, support, amalgamation, dissolution and disbandment of Section 86 Committees of management and
- officers in supporting Section 86 Committees of management.

### 3 POLICY

#### 3.1 Creation of Section 86 Committees

A Section 86 Committee's legal status is derived from Council through formal delegation.

Under section 86 of the Local Government Act 1989 (the Act), Council is able to delegate certain functions, duties and powers to an authorised body or persons to manage and control assets, resources and /or property owned, leased or controlled by Council by executing an Instrument of Delegation.

Section 86 Committees will only be formed by resolution at an Ordinary Meeting of Council, and where:

- Council deems that it would be beneficial to the community for a local committee to undertake the role for and on behalf of Council
- it is considered that Council will be able to manage any risks associated with the activity being undertaken by a local committee
- there is evidence of support for creation of the committee at a local level
- there is no incorporated body that undertakes the same role
- there is no opportunity to implement another legal structure, such as a lease or management agreement with an incorporated body.

Where a Section 86 Committee manages an asset, Appendix 1 to this policy will be attached to reflect requirements under the Building Asset Management Plan (BAMP) and other legislation and documents. A copy of the BAMP can be accessed at <http://www.loddon.vic.gov.au/Our-documents/Plans-and-strategies>.

##### 3.1.1 Delegation

Following the creation of a committee, an Instrument of Delegation that sets out exactly which powers and functions are being delegated will be executed by Council. Appendix 1 contains a generic list of responsibilities that may be included in an Instrument of Delegation. Some or all of these responsibilities will apply to each committee. The Instrument of Delegation will be prepared by the Director Corporate Services in consultation with the relevant Council officers.



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

When appointing and delegating to a committee, the Council will:

- clearly define the name of the committee
- state the type of membership for the committee, and the quorum required for a meeting
- state the meeting frequency and the annual cycle for the committee
- establish/acknowledge the purpose of the committee
- determine what the committee should do to meet its purposes (objectives, functions, duties and powers)
- clearly define the role and responsibilities of the committee and Council
- be consistent in requirements for similar committees
- be sufficiently broad to allow the committee to operate without undue restrictions or constant reference to Council
- clearly describe the facility managed by the committee
- clearly state the accounting and reporting requirements of the committee including:

| Source     | Action  | Due date  |
|------------|---|---|
| The Act    | Provide a copy of all minutes of meetings   | Within 14 days of the meeting                   |
| Delegation | Arrange for audit of Financial Statements   | Must be available for Annual General Meeting    |
| Delegation | Hold Annual General Meeting   | Within 90 days of end of financial year         |
| Delegation | Provide copy of minutes of Annual General Meeting   | Within 14 days following the meeting            |
| Delegation | Provide certified copy of audited Financial Statements (if completed externally)              | Within 30 days of receipt                       |
| Delegation | Provide paperwork to enable auditing of financials by Council                                 | Within 30 days of end of financial year         |
| Delegation | Provide an estimate of the number of hiring's and types of each event for insurance purposes. | By 1 May each year                              |
| Delegation | Recommend proposed hire fees to Council   | By end of November annually                     |
| Delegation | Submit "Usage of Public Hall's/Facilities" form   | Every January and July                          |
| Delegation | Submit casual hirer agreement payments and forms  | Every January and July                          |
| The Act    | Provide a listing of all members of the Committee to be appointed by Council                  | Within 14 days after the Annual General Meeting |

### 3.2 Support of Committees

Council will provide the necessary information, resources and support to allow each committee to function effectively.

Council will support Section 86 Committees of management by providing:

- dedicated staff resources to provide advice and assistance in governance and operational matters
- up to date and relevant information for operating as a Section 86 Committee of management in a governance manual for committees



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

- training in the requirements of Section 86 Committees of management
- short term hire and user agreements for the committee to use
- information and support in relation to compiling with Essential Safety Measures.
- advice on insurance coverage.

Council will monitor all Section 86 Committees of management to ensure compliance with requirements of the Act and the Instrument of Delegation that guides their activities by:

- checking the return of minutes after meetings
- ensuring that committee memberships are updated annually following the Annual General Meeting
- ensuring that financial reports are audited in accordance with the Instrument of Delegation.

### 3.2.1 Governance manual

Each Section 86 Committee will have access to a governance manual that provides key information and copies of relevant documents, sets out roles and responsibilities and provides points of contact for each committee that administers, manages and controls a facility.

### 3.2.2 Insurance

Part of the support provided by Council includes insurance. Section 86 Committees are covered by the following insurance:

- Building and content insurance
- Public liability insurance
- Liability and personal accident insurance
- Volunteer insurance

Council provides suitable insurance to cover all its buildings and contents. It is important to have an inventory of items submitted to Council to be able to make claims.

Council provides suitable insurance to cover public liability claims in the following circumstances:

- Council is to be notified regarding special events for insurance purposes and an event management plan prepared and actioned. Some details of the event should be minuted in the organisations meeting minutes for further clarification and a record for future reference.
- Hirers of any facility managed, maintained and controlled by a committee of management must have their own Public Liability insurance in accordance with any hire or lease agreements, and must submit a copy of their certificate of currency to the committee together with any required forms. This information is recorded and forwarded to Council.
- Casual hirers who don't have their own public liability insurance are able to purchase public liability insurance from Council for a small fee prior to using an asset (e.g. hall) by completing relevant forms and making relevant payments.
- Certain activities may need to be covered by separate insurance. Section 86 Committees should check this with the Organisation Development team at Council.

Section 86 Committee members appointed under Section 86 of the Act are covered by the Council's Liability and Personal Accident policies when carrying out activities for and on behalf of the committee whilst acting within their delegated powers.

Volunteers appointed or authorised by the committee are also covered by the Council's Liability and Personal Accident policies whilst carrying out activities for and on behalf of the Section 86 Committee. All volunteers must be registered with the Organisational Development department.

Claims should be raised with the Manager Organisational Development.



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

### 3.2.3 Monitoring performance

The performance of all committees, in respect of their management of Council owned or controlled property will be monitored to ensure that safe operation and effective governance and financial controls are in place.

### 3.2.4 Dispute and resolution

Disputes and grievances shall in the first instance, wherever possible, be dealt with informally between the parties involved. Generally grievances with Council should be raised with the Council officer and grievances with the committee should be raised with the Chairperson. If a satisfactory resolution cannot be reached the matter will be progressed to Director Corporate Services.

All formal grievances and their outcomes will be recorded in Council's record management system.

### 3.3 **Amalgamation**

Should a Section 86 Committee wish to amalgamate with another Section 86 Committee, each committee must:

- express this intention in the minutes of their meeting and indicate the proposed new name for the committee and who is proposed as officer bearers for the amalgamated committee.
- advise Council by letter of those intentions and proposed membership
- work with Council officers to prepare a proposed instrument of delegation for the amalgamated committee (the delegation will need to go through the formal process of being approved, signed and sealed by Council before the new members can act on behalf of Council)
- arrange for all assets and funds held by the committee to be transferred back to Council who will then arrange for auditing, archiving and/or transfer to the amalgamated committee.

### 3.4 **Dissolution of committee at committee's request**

Any Section 86 Committee may seek to be dissolved by Council at any time.

A Section 86 Committee shall seek to be dissolved in the event of membership dropping to less than four (4) persons, unless Council specifically resolves otherwise.

### 3.5 **Disbandment of committee on Council's initiative**

Section 86 Committees of management will only be disbanded by resolution at an Ordinary Meeting of Council. Reasons for disbandment could include:

- Council deems that it would be more beneficial to the community to have the role previously undertaken by a committee directly managed by Council staff
- Council is unable to manage the risks associated with the activity being undertaken by the committee
- there is evidence of support for disbandment of the committee at a local level
- an incorporated body approaches Council about undertaking the role of the committee
- the function previously undertaken by the committee is no longer required
- the same function can be performed by amalgamating with other committees or organisations with similar objectives
- the committee is not complying with the roles and responsibilities of the committee.

Where a Section 86 Committee seeks to be disbanded, meeting minutes should record where important assets such as honour boards and memorabilia have been stored. Where Council



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

initiates the disbandment of a committee, a record will be created and kept by Council about where important assets are stored.

### 3.6 Responsibilities

The Section 86 Committee shall be responsible for:

- fulfilling any roles, responsibilities and functions as required by Council and as set out in the Instrument of Delegation and the Governance Manual
- managing these roles, responsibilities and functions, subject to Council's policy and direction and in accordance with the Act 1989, the Instrument of Delegation and the Governance Manual
- when the committee is a facility management committee:
  - carrying out the management, general operations and regulating the usage of the facility
  - facilitating patronage, accepting bookings for the facility subject to Council's policy and direction
  - managing risks associated with the operation of the facility in accordance with Council's policy and developing and reviewing existing facilities where required
- raising funds where required to provide for the ongoing management, operation and purpose of the committee function including if applicable, maintenance of the facility, as appropriate
- advising Council immediately of fraud or suspected fraud
- reviewing and minuting the review of the Section 86 Committee of Management Policy annually at a committee meeting.

The Director Corporate Services with the assistance of the Administration Officer Corporate Services is responsible for:

- providing advice and assistance in governance and operational matters
- providing up to date and relevant information for operating as a Section 86 Committee of management in a governance manual for committees
- arranging training in the requirements of Section 86 Committee of management
- liaising with the committee to provide advice and assistance in relation to the operations of the Section 86 Committee
- checking return of minutes after meetings
- ensuring that committee memberships are updated annually following the annual meeting
- ensuring that financial reports are audited in accordance with the Instrument of Delegation
- requesting an estimate of the number of hiring's and types of each event in May each year for the purpose of providing information to Council's insurers so insurance premiums can be set
- requesting from the committee half yearly usage of the facility on the 'Usage of Public Halls/Facilities' form for the purpose of reimbursing Council for insurance provided when the hall/facility is used by an uninsured user.

The Building Maintenance Officer is responsible for:

- liaising with the committee to provide advice and assistance in relation to the operations of the facility, and for monitoring to ensure that systems and processes are in place to enable the safe and efficient operation of Council facilities
- carrying out inspections from time to time.

The Director Corporate Services shall ensure that Section 86 Committees provide evidence of compliance with the requirements set out in the committee's Instrument of Delegation and Governance manual, and that all Instruments of Delegations and Governance Manuals are in accordance with the requirements of the Act.



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

### 4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

| Term                               | Definition  |
|------------------------------------|---|
| Section 86 Committee of management | <p>A committee created under Section 86 of the Local Government Act 1989, which states:</p> <p>(1) In addition to any advisory committees that a Council may establish, a Council may establish one or more special committees of the following-</p> <ul style="list-style-type: none"> <li>(a) Councillors;</li> <li>(b) Council staff;</li> <li>(c) other persons;</li> <li>(d) any combination of persons referred to in paragraphs (a), (b) and (c).</li> </ul> <p>(2) A Council may appoint members to a special committee and may at any time remove a member from a special committee.</p> <p>(3) Except as provided in subsection (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.</p> <p>(4) A Council cannot delegate to a committee the following powers-</p> <ul style="list-style-type: none"> <li>(a) this power of delegation;</li> <li>(b) to declare a rate or charge;</li> <li>(c) to borrow money;</li> <li>(d) to enter into contracts for an amount exceeding an amount previously determined by the Council;</li> <li>(e) to incur any expenditure exceeding an amount previously determined by the Council;</li> <li>(f) any prescribed power.</li> </ul> <p>(5) A Council may require a special Committee to report to the Council at intervals determined by the Council.</p> <p>(6) The Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.</p> |
| Instrument of delegation           | The document that outlines the committee's activities, functions, and responsibilities to Council.  |
| The Act                            | Local Government Act 1989   |
| Ordinary Meeting of Council        | Meetings at which general business of the Council may be transacted.  |

### 5 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act. Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.





## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

### 6 REVIEW

The Director Corporate Services will review this policy for any necessary amendments no later than 4 years after adoption of this current version.



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

### APPENDIX 1: COMMITTEE OF MANAGEMENT RESPONSIBILITY

#### MAINTENANCE GUIDELINES FOR COMMITTEES OF MANAGEMENT MANAGING COUNCIL FACILITIES:

This document provides guidelines to your Committee of Management for the maintenance of Loddon Shire's (Council) owned / managed facilities. This document must be read in conjunction with Loddon Shire's Building Asset Management Plan (BAMP).

Where an item is not applicable, parties may strikethrough the item. Both parties must initial the strikethrough for the item to be considered not applicable.

| Item  | Responsibility |                         | Comments  |
|---|----------------|-------------------------|---|
|   | Council        | Committee of Management |   |
| <b>UTILITIES</b>  |                |                         |   |
| Power (electricity)<br>Gas (bottled and mains)<br>Water (building)<br>Telecommunications  |                | ✓                       | Payment for all supply costs, service charges and associated expenses.  |
| <b>BUILDINGS</b>  |                |                         |   |
| Includes: Main buildings, grandstands, scoreboards, timekeepers hut, player and public shelters, ticket entrances, shedding, carports, verandas, toilets, fences etc.<br><b>Note:</b> does not apply to public toilets which Council is responsible for as defined in Council's Building Asset Management Plan. |                |                         |   |
| Rates   | ✓              |                         | Council will be responsible for any rates and charges, including land tax if applicable.<br>Contact Council's Revenue Coordinator |
| Building insurance  | ✓              |                         | Council insures building.<br>Contact Council's Manager Organisational Development   |



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

| Item                                 | Responsibility |                         | Comments   |
|--------------------------------------|----------------|-------------------------|--|
|                                      | Council        | Committee of Management |  |
| Structural integrity of the building | ✓              |                         | <p>Council will be responsible for all structural integrity issues (including foundations, footings, load bearing wall frames, roof trusses and roof coverings) subject to Council funding approval.</p> <p>Contact Council's Manager Technical Services</p> <p>Committee of Management are responsible for reporting issues immediately as they arise</p>   |
| Building maintenance and repairs.    |                | ✓                       | <p>All building maintenance and repairs including electrical, plumbing, fit outs, cladding, spouting, guttering, storm water and sewer/septic blockages etc.</p> <p>Cleaning internally and externally and supply of cleaning products and consumables.</p> <p>Repairs due to vandalism including the removal of graffiti.</p> <p>Report any structural damage to Council's Building Maintenance Officer</p> |
| Gutter cleaning                      |                | ✓                       | <p>Committee of Management is responsible for organising the cleaning of guttering</p>   |
| External painting                    |                | ✓                       | <p>Committee of Management is responsible for external painting.</p> <p>Colour changes are to be confirmed with Council's Building Maintenance Officer.</p>  |
| Internal painting                    |                | ✓                       | <p>Committee of Management is responsible for internal painting.</p> <p>Colour changes are to be confirmed with Council's Building Maintenance Officer.</p>  |



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

| Item   | Responsibility |                         | Comments   |
|--|----------------|-------------------------|--|
|  | Council        | Committee of Management |  |
| Kitchen – food safety/hygiene  |                | ✓                       | Committee of Management must comply with requirements of the Food Act.<br>Contact Council's Public Health Officer for further information.   |
| Cleaning of sports use toilets   |                | ✓                       | Day to day cleaning and supply of all consumables such as toilet paper and hand towels (excluding public toilets recognised within Council's Building Asset Management Plan.)  |
| Asbestos Audits and Asbestos Register<br><br>Asbestos containment and/or removal | ✓              |                         | Council will be responsible for engaging suitably qualified contractors to undertake Asbestos Audits on Council buildings over a 5 year period.<br>Council will maintain the Asbestos Register.<br>Council will manage identified asbestos in buildings through regular inspection checks or removal.<br>Contact Council's Building Maintenance Officer. |
| Asbestos Control Methods   |                | ✓                       | Committee of Management is responsible for ensuring site hazard control methods are adhered to and breaches are immediately reported to Council.   |
| Seasonal inspections   |                | ✓                       | Where facilities involve the running of seasonal sports, the Committee of Management is responsible for arranging for Council to inspect all sporting facilities prior to the season   |
| <b>BUILDING CONTENTS</b>   |                |                         |  |
| Contents insurance   |                | ✓                       | Committee of Management is responsible for insuring contents that are not owned by the Council.  |



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

| Item   | Responsibility |                         | Comments  |
|--|----------------|-------------------------|---|
|  | Council        | Committee of Management |   |
| Electrical testing and tagging of appliances   |                | ✓                       | The Committee of Management is responsible for engaging competent person(s) to undertake testing and tagging of electrical equipment to Australian Standards.                                     |
| Floor coverings  |                | ✓                       | The Committee of Management is responsible for cleaning/maintenance and replacement of floor coverings.   |
| Window furniture   |                | ✓                       | The Committee of Management is responsible for cleaning/maintenance and replacement of curtains, blinds and other window furnishings.   |
| <b>ESSENTIAL SAFETY MEASURES</b>   |                |                         |   |
| Records of service must be kept in the installed Essential Safety Measures Cabinet and also be provided to Council on request. |                |                         |   |
| Fire extinguishers<br>Fire blankets<br>Hose reels<br>Fire hydrants   |                | ✓                       | The Committee of Management is responsible for engaging competent person(s) to undertake servicing of fire-fighting equipment to Australian Standards.  |
| Air-conditioning and Mechanical Ventilation Systems  |                | ✓                       | Servicing of Air Conditioning Systems (Heating and Cooling) and Mechanical Ventilation Systems to Australian Standards. Service requirements and frequencies may vary from site to site           |
| Fire mains   |                | ✓                       | Servicing and testing of Fire Mains (Ring Mains) to Australian Standards. Currently required every 5 years.<br><br>Council's Building Maintenance Officer will provide a reminder before due date |



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

| Item  | Responsibility |                         | Comments  |
|---|----------------|-------------------------|---|
|   | Council        | Committee of Management |   |
| Lifts   |                | ✓                       | Serviced to Australian Standards by suitably qualified person(s)<br>Minimum service requirement is annually unless Council deem a more frequent service is required.  |
| Emergency lighting and exit lights            |                | ✓                       | Serviced to Australian Standards by suitably qualified person(s) at 6 monthly intervals   |
| Material Safety Data Sheets (MSDS)            |                | ✓                       | Committee of Management is responsible for holding and maintaining applicable MSDS.   |
| Access and egress<br>Paths of travel to exits |                | ✓                       | Internal audits to be conducted by a suitably responsible person at quarterly intervals.<br>Written records must be completed and filed in the supplied Essential Safety Measures cabinet from 1 July 2018)   |
| Emergency Evacuation Policy                   |                | ✓                       | Committee of Management is responsible for implementation and ongoing reviews.<br>Council's Manager Organisational Development may assist the Committee of Management with the development and/or review of Emergency Evacuation policies and procedures. |
| <b>BUILDING SERVICES</b>                      |                |                         |   |
| Rubbish and recycle<br>Kerbside collection    |                |                         | Council Policy currently under review.  |
| Septic tank and lines                         | ✓              |                         | Council will be responsible for major maintenance or replacement subject to Council funding approval.<br>Contact Council's Building Maintenance Officer.  |



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

| Item   | Responsibility |                         | Comments   |
|--|----------------|-------------------------|--|
|  | Council        | Committee of Management |  |
| Septic tank and lines servicing                  |                | ✓                       | General annual/tri-annual servicing and repairs is the Committee of Management's responsibility.   |
| Grease traps / triple interceptor pits           | ✓              |                         | Council will be responsible for major maintenance or replacement subject to Council funding approval.<br>Contact Council's Building Maintenance Officer. |
| Grease traps / triple interceptor pits servicing |                | ✓                       | General annual/tri-annual servicing and repairs is the responsibility of the Committee of Management.  |
| Thermostatic Mixing Valves / Tempering valves    |                | ✓                       | Serviced to Australian Standards by suitably qualified person(s) at 12 monthly intervals   |
| Backflow Prevention Devices                      |                | ✓                       | Annual serving and repairs of Backflow Prevention Devices annually or as directed by Coliban Water   |
| Automatic doors                                  |                | ✓                       | Serviced to Australian Standards by suitably qualified person(s).<br>Committee of Management is responsible for all service and maintenance costs.       |
| <b>GROUNDS</b>                                   |                |                         |  |
| Including nature strips                          |                |                         |  |
| Fencing maintenance and renewal                  |                | ✓                       | Committee of Management responsible for all maintenance and renewal of boundary and internal fencing   |
| Playground equipment                             |                | ✓                       | Committee of Management is responsible for regular safety checks and general upkeep.   |
| Seat and bench maintenance                       |                | ✓                       | Committee of Management is responsible for maintenance and up-keep.  |



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

| Item  | Responsibility |                         | Comments  |
|---|----------------|-------------------------|---|
|   | Council        | Committee of Management |   |
| Ovals and surrounds maintenance   |                | ✓                       | Committee of Management responsible for all maintenance and upkeep of ovals and surrounds.  |
| Light tower maintenance   |                | ✓                       | Committee of Management is responsible for all maintenance and upkeep of light towers.  |
| Water (sporting grounds)  |                | ✓                       | Irrigation systems are managed and maintained by Committee of Management.   |
| Garden beds maintenance and watering around halls, clubrooms or pavilions |                | ✓                       | Includes maintenance of all garden beds, ornamental lawns, mowing and their respective watering systems.<br>New garden beds situated in close proximity of buildings must be approved by Council prior to installation. |
| Netball and tennis courts maintenance                                     |                | ✓                       | Committee of Management is responsible for all maintenance and upkeep of netball and tennis courts.   |
| Pest plants (weeds) and animals   |                | ✓                       | Includes insects, rodents, rabbits, feral animals and weeds   |
| Road and path maintenance   |                | ✓                       | Committee of Management is responsible for: inspection, maintenance and renewal of all internal driveways, roadways, footpaths and parking areas.   |
| Hard surfaces - (paving, asphalt, concrete etc.)                          |                | ✓                       | Committee of Management is responsible for all maintenance and upkeep of all hard surfaces.   |
| Advertising sign maintenance  |                | ✓                       | The erection and maintenance of advertising signs is subject to Council approval and must meet all regulations and planning requirements. A Planning Permit may be required.  |





## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

| Item                 | Responsibility |                         | Comments   |
|----------------------|----------------|-------------------------|--|
|                      | Council        | Committee of Management |  |
| No smoking signs     |                | ✓                       | Council is able to supply replacement signs to the committee. The committee is responsible for maintaining/installing the signs.   |
| Barbecue maintenance |                | ✓                       | Committee of Management is responsible for all maintenance and works associated with the BBQ facilities at reserves  |
| Rubbish maintenance  |                | ✓                       | Rubbish generated from activities that use the facility must be disposed of in bins on site kerbside collection service. If no bins available, the Committee of Management must remove rubbish off site. Hard rubbish that is generated from works must be carted away from the property at the completion of the works. |
| <b>MISCELLANEOUS</b> |                |                         |  |
| Smoking              |                | ✓                       | No smoking is permitted in any Council building. Committees are responsible to ensure no cigarette butts litter the ground and surrounding areas.  |
| Special events       |                | ✓                       | Any special events costs and damage is the responsibility of the Committee of Management   |
| Alcohol              |                | ✓                       | No alcohol is permitted <b>to be sold</b> unless a liquor licence is held– see Department of Justice for more information ( <a href="http://www.justice.vic.gov.au/alcohol">www.justice.vic.gov.au/alcohol</a> )<br>The Food Act also applies to alcohol sales. A permit is required from Council.                       |
| Gambling             |                | ✓                       | No gambling is permitted in any Council property without appropriate approvals   |



## SECTION 86 COMMITTEE OF MANAGEMENT POLICY

| Item        | Responsibility |                         | Comments   |
|-------------|----------------|-------------------------|--|
|             | Council        | Committee of Management |  |
| Politicians |                | ✓                       | Committee of Management must seek authorisation from Council prior to contacting a politician. |

**Committees may apply for funding assistance for any maintenance requirement via Council's Community Grants Program or Recreation Grants. If successful for grant funding, all works are subject to written approval from the Technical Services department.**

**Committees may also apply for funding assistance from sources other than Council. Committees should contact Community Support for assistance with their application.**

**9.3 VOLUNTEER POLICY VERSION 2 FOR ADOPTION**

**File Number:** 06/02/004  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** 1. Volunteer Policy version 2

**RECOMMENDATION**

That Council adopts the Volunteer Policy version 2.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council was provided with an overview of the proposed changes to the Investment Policy at the Forum held on 12 March 2019.

**BACKGROUND**

The last approved version of the Volunteer Policy version 1 was in August 2014.

**ISSUES/DISCUSSION**

The policy has been reviewed to align with the National Standards for Volunteer Involvement 2015 and recently adopted Volunteer Strategy 2018-2022.

The policy has a review timeline of four years.

**COST/BENEFITS**

Council is currently advertising for a Volunteer Support Officer to assist with the implementation of the Policy and the Volunteer Strategy. This position is partly funded by a grant from the Department of Health and Human Services.

The benefits of adopting the policy include greater clarity of the roles and responsibilities of Council and volunteers.

**RISK ANALYSIS**

There is a risk that adopting the Policy will raise expectations. This risk is partially addressed by the appointment of a fixed term Volunteer Support Officer. The incumbent will need to put in place processes which are largely self-sustaining after their two year appointment if this risk is to continue to be addressed.

**CONSULTATION AND ENGAGEMENT**

Councillor and various staff have been consulted during the revision of this policy. Benchmarking has also taken place against policies developed by other councils.



## VOLUNTEER POLICY

|  |  |
|--|--|
| DOCUMENT TYPE:                                       | Council policy   |
| DOCUMENT STATUS:                                     | Draft  |
| POLICY OWNER POSITION:                               | Director Corporate Services  |
| INTERNAL COMMITTEE ENDORSEMENT:                      | Not applicable   |
| APPROVED BY:   | Council  |
| DATE ADOPTED:  | tbc  |
| VERSION NUMBER:                                      | 2  |
| REVIEW DATE:   | 31/12/2022   |
| DATE RESCINDED:                                      |  |
| RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES: | Volunteer Strategy 2018-2022<br>Council Plan 2017-2021<br>Disability, Access and Inclusion Plan 2017-2021<br>Municipal Health and Wellbeing Plan 2017-2021<br>Long Term Financial Plan<br>Information Technology Strategy 2017-2022<br>Building Asset Management Plan 2018<br>Section 86 Committee of Management Policy 2014<br>Section 86 Instrument of Delegation 2018<br>Risk Management Policy 2015<br>Event Management – A Guide for Organisers of Events 2016<br>Staff and Contractors Code of Conduct 2017<br>Occupational Health and Safety Policy<br>Visitor Information Centre Volunteers Operations Manual 2018<br>Community Care Volunteer Handbook<br>Kindergarten Cluster Committee Information Booklet 2015 |
| RELATED LEGISLATION:                                 | Commonwealth Fair Work Act 2009<br>Commonwealth Privacy Act 1988<br>National Standards for Volunteer Involvement 2015 – Volunteering Australia<br>Racial and Religious Tolerance Act (Vic) 2001<br>Victorian Charter of Human Rights and Responsibilities<br>2006 Victorian Equal Opportunity Act 2010<br>Victorian Health Records Act 2001<br>Victorian Information Privacy Act 2000<br>Victorian Occupational Health & Safety Act 2004<br>Victorian Privacy and Data Protection Act 2014<br>Victorian Working with Children Act 2005<br>Wrongs Act 1958 (as amended)   |
| EVIDENCE OF APPROVAL:                                |  |

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Signed by Chief Executive Officer



## VOLUNTEER POLICY

FILE LOCATION: K:\EXECUTIV\policies and procedures\Policies - adopted PDF and Word\POL Volunteer Policy v2.docx

**Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire Internet (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.**

**This document is available in alternative formats (e.g. larger font) if requested.**



## VOLUNTEER POLICY

### 1 PURPOSE

This policy outlines the guiding principles by which Loddon Shire Council (Council) will lead, attract, retain, develop and recognise volunteers engaged to support delivery of Council services and facilities to the community.

This policy is consistent with, and enables actions outlined in the Volunteer Strategy 2018-2022.

### 2 SCOPE

This policy applies to all employees, Councillors, contractors and volunteers of Council.

### 3 POLICY

Council values and is heavily reliant on the contribution of volunteers to provide support, where Council does not have the funding or resources to do so.

Volunteering is an activity undertaken which is:

- to be of benefit to the community and the volunteer
- of the volunteer's own free will and without coercion
- in positions not designated as paid
- underpinned by the 'Principles of Volunteering' as defined in the National Standards for Volunteer Involvement 2015.

#### 3.1 National Standards for Volunteer Involvement 2015

The National Standards for Volunteer Involvement (Standards) provide a framework for supporting the volunteer sector in Australia. They provide good practice guidelines for organisations to attract, manage and retain volunteers, and help improve the volunteer experience. The Standards incorporate the following principles:

- Volunteer involvement should be a considered and planned part of an organisation's strategic development, aligning with the organisation's strategic aims and incorporated into its evaluation framework.
- Effective volunteer involvement requires organisational leadership, and a culture and structure that supports and values the role of volunteers.
- Volunteers have rights, which include the right to work in a safe and supportive environment with appropriate infrastructure and effective management practices.
- Volunteers have responsibilities, which include acting responsibly, being accountable for their actions to the organisation, and respecting the organisation's values and practices.

#### 3.2 Volunteer Strategy 2018-2022

The Volunteer Strategy 2018-2022 (Strategy) was developed to provide a strategic leadership approach to attracting, retaining, developing and recognising volunteers in Loddon Shire.

The Strategy outlines Council's approach to volunteer management across the Shire over the next four years; and takes into consideration the National Standards for Volunteer Involvement 2015.



## VOLUNTEER POLICY

Within the framework of the Strategy, Council will encourage and support volunteering through the following strategic directions:

- leading, planning and resourcing to support volunteers and volunteer organisations with consistent standards, and review
- raising the profile of volunteering across Loddon Shire and attracting younger volunteers
- motivating, engaging and supporting volunteers and volunteer organisations with standards of best practice and consistency
- volunteers are supported with skills and knowledge development opportunities
- volunteer contribution, value and impact is understood, appreciated and acknowledged.

### 3.3 Council's responsibilities

Council aims to support a consistent, coordinated approach to volunteer management that will include, where possible and subject to funding:

- provide resourcing to strategically plan, and support volunteer programs and activities
- recruit volunteers in a professional manner, through an interview process
- communicate clear expectations and provide written position descriptions and policies and procedures relevant for each role
- provide a formal induction and orientation program that will provide information about the role and policies and procedures of Council
- provide clear information on Council's grievance procedures
- engage with volunteers on decisions that will substantially affect a volunteer's role and/or performance
- provide appropriate support to volunteers to assist them to perform their role at the highest standard
- provide a supervisor / volunteer coordinator so volunteers have a clear point of contact within Council
- ensure that volunteers enhance the work of paid staff, never replace or supersede it
- provide a supportive and safe work environment
- provide adequate and appropriate insurance cover for volunteers undertaking approved activities
- reimburse volunteers for authorised out of pocket expenses
- regularly evaluate volunteer programs and activities
- celebrate, recognise and acknowledge the contribution of its volunteer.

### 3.4 Volunteer's responsibilities

Volunteers will:

- be sure their motives and objectives match the volunteer role and Council's expectations before accepting a role
- follow and be aware of the policies and procedures for Council that are relevant to their role
- be a positive contributor to Council and uphold its values and aims at all times



## VOLUNTEER POLICY

- be willing to take part in induction, orientation and ongoing training as required
- accept support and supervision
- be open and honest in all communications
- be reliable, and work as a member of the team
- not represent themselves as a paid staff member or obligate Council in any way
- respect privacy and confidentiality of fellow volunteers and the clients or members of the public they assist
- be willing to undergo regular police checks
- be willing to undergo regular working with children checks
- be willing to sign and adhere to the position description relevant to their role
- be willing to undertake training and evaluation as required
- contribute to a safe working environment for other volunteers, paid employees, clients and members of the public.

### 4 DEFINITION OF TERMS OR ABBREVIATIONS USED

| Term       | Definition   |
|------------|--|
| Volunteers | Individual volunteers or volunteer organisations engaged to support delivery of Council services and facilities to the community |

### 5 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act. Loddon Shire Council is committed to consultation and cooperation between management, employees and volunteers. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

### 6 REVIEW

The Director Corporate Services will review this policy for any necessary amendments no later than 4 years after adoption of this current version.



**9.4 RURAL COUNCIL TRANSFORMATION PROGRAM**

**File Number:** 07/03/002  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Notes that Loddon Shire Council is a participant in a grouping of councils that have made an application for funding under the Victorian Government Rural Councils Transformation Program (RCTP) for the following initiative:
  - (a) *Rural Councils Corporate Collaboration (RCCC)*, in conjunction with Buloke Shire Council, Central Goldfields Shire Council, Golden Plains Shire Council, Hepburn Shire Council, Hindmarsh Shire Council, Pyrenees Shire Council, West Wimmera Shire Council, Yarriambiack Shire Council and Horsham Rural City Council (*lead council*)
2. Notes that for an RCTP application to be eligible for consideration, the following criteria must be met:
  - (a) Submission of a joint business case by 31 March 2019.
  - (b) Each council must pass an accompanying resolution committing to implement the business case, if approved for funding. The resolution must be lodged with Local Government Victoria by 30 April 2019.
3. Approves the submission of the business case by Horsham Rural City Council on behalf of Loddon Council.
4. Approves implementation of the project(s) / initiative(s) within the submitted business case by Loddon Shire Council, subject to the application being approved for RCTP funding.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

This matter was discussed at the Council Forum on 12 March 2019.

**BACKGROUND**

In accordance with the Rural Councils Transformation Program (RCTP) Funding Guidelines (the Guidelines), resolutions are required from each council participating in an RCTP application. Resolutions are required which commit the council to implementation of the RCTP business case if the application is successful and funded in accordance with the submitted business case.

The RCTP funding guidelines require the business case to be accompanied by a supporting council resolution from each participating council and for these to be lodged with LGV by the close of business 31 March 2019.

Local Government Victoria advise that it is expected that the announcement of successful proposals will occur in early to mid-June 2019.

**ISSUES/DISCUSSION**

In November 2018, Council together with Buloke Shire Council, Central Goldfields Shire Council, Golden Plains Shire Council, Hepburn Shire Council, Hindmarsh Shire Council, Horsham Rural City Council, Pyrenees Shire Council, West Wimmera Shire Council and Yarriambiack Shire Council (the participating councils) submitted an expression of interest in the Rural Councils Transformation Program to undertake a project to improve the corporate systems of the participating councils.

Horsham Rural City Council (HRCC) is the lead council. HRCC engaged KPMG, on behalf of the participating councils to conduct a scoping analysis to support the expression of interest.

The expression of interest was accepted by Local Government Victoria (the funding body) and the participating councils were asked to submit a business case by 31 March 2019.

The following is an extract from the successful expression of interest:

The Rural Councils Corporate Collaboration initiative aims to create a shared IT platform that will enable the transformation of corporate functions across the greater western Victoria rural region. By choosing a cloud-based platform, with an integration layers using iPaaS (Integration Platform as a Service) technology, the transformation will enable the connection of multiple applications, be they current ones in use, or new ones to be shared across the RCCC. This will support the initial implementation project that covers Finance and Payroll activities, and in future phases, the migration of Rates & Property, GIS, Records Management, Asset Management and other functions supporting business processes. This architecture ensures the platform is future proof and built for growth, fit for the RCCC's transformative purpose.

The first phase of the program, funded under the RCTP, will see the establishment of the IT platform and the migration of Finance and Payroll functions into new applications along with the creation of a de-centralised shared service operating model. It's intended that a single chart of accounts, unified business processes and the use of a de-centralised, virtual shared services operating model will drive back-office operational efficiencies which will be reinvested to support the delivery of customer facing services across the region.

As the first phase of a large ongoing transformation program, the initial funding received under the RCTP will be committed to:

- establishing the IT platform and subsequent integration layer;
- embedding shared service delivery for Finance and Payroll by harmonising business processes
- creating better business practices and streamlining reporting
- delivering a change management component that will enable the uplift of capability within the RCCC to allow for locally delivered high quality provisioning within the Corporate Service functions.

A business case has been developed by KPMG which builds on the expression of interest. The business case is due to be submitted by 31 March 2019 with a copy of Council's resolution to approve the submission of the business case.

**COST/BENEFITS**

It is intended that the initiative be fully funded by the RCTP funding. However, it can be expected that a significant amount of the time of some staff will need to be invested in the implementation of the initiative.

The benefits of the initiative include:

- improved resourcing, asset and IT infrastructure management
- improved governance and data-driven decision making
- more efficient and streamlined back office support
- supporting a high performance organisational culture and capabilities

**RISK ANALYSIS**

The business case will not be eligible for consideration if the business case is not submitted by 31 March 2019 and a copy of the resolution of Council as set out above is not lodged by 30 April 2019.

**CONSULTATION AND ENGAGEMENT**

Local Government Victoria has engaged and consulted with councils through the expression of interest and business case development stages of this program. Various staff within each council have been engaged in the provision and development of material to inform the scoping analysis, expression of interest and business case.

**9.5 FINANCE REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2019**

**File Number:** 08/06/001

**Author:** Deanne Caserta, Manager Financial Services

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** 1. Finance Report for the period ending 28 February 2019

**RECOMMENDATION**

That Council

1. receives and notes the Finance Report for the period ending 28 February 2019
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2018/19 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2018/19.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable result in the Council meeting occurring before the completion of the end of month finance procedures.

**BACKGROUND**

The Finance Report for the period ended 28 February 2019 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the adopted 2018/19 Budget, and includes operating results, capital expenditure and funding sources.

This Finance Report also includes reporting on supplementary valuations. Each year Council makes a number of additions, subtractions and alterations to the valuations contained in the annual rate book. These changes arise from various sources including:

- splitting of parcels into new rateable assessments
- development of vacant or unproductive land (urban and rural)
- consolidation of separate rateable assessments into one assessment
- re-assessment of property valuations arising from objections to the initial valuation
- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title
- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)

- supplementary valuation corrections.

## ISSUES/DISCUSSION

**Budgeted Surplus** - Council's budgeted cash surplus has increased from \$2.06M to \$3.62M due to a decrease in expected grant income and a decrease in expected operating expenditure.

**Income Statement (revenue)** - Council's year to date (YTD) operating revenue is at 89% of YTD budget. Revenue brought to account for February was \$2.59M (\$4.21M last month). Capital grants are behind YTD budget with interest currently ahead of YTD budget, as is user fees.

**Income Statement (expenditure)** - Council's operating expenditure is at 94% of YTD budget. Payments for this month totalled just over \$3.49M, compared to \$3.76M last month. Labour is slightly behind budget at 96% (95% last month) and is expected to remain below budget and the 4% mandated cap for the remainder of the year. Materials and services are currently behind YTD budget.

**Capital Works** - The revised budget for capital works is \$18.16M and is 27% complete in financial terms for the current financial year (20% last month). Asset types with major variations (10% or \$10K) include furniture and equipment, land and buildings, urban and road drainage, recreation leisure and community facilities, footpaths along with parks, open space and streetscapes with many projects underway or still to commence. Officers are currently reviewing 2018/19 budgets versus actuals to determine whether further revisions need to be made to accurately reflect projects not proceeding or savings within projects already delivered.

**Balance Sheet** - Council has a cash total of \$18.8M with \$3.6M in general accounts. Debtors are \$3.28M which is a decrease of \$5.46M in the month primarily due to the receipt of rates. Sundry debtors total \$1.52M with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$100K.

There were 37 supplementary valuations updated during February. The total rateable CIV at the end of February remains at \$2.16B. Property splits (16) and improvements (8) contributed to increases while a data correction contributed to a decrease of \$169,000.

## COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2018/19.

Provision of financial reports on at least a quarterly basis is a requirement of the Local Government Act.

## RISK ANALYSIS

The provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget. Council's risk exposure is also increased if the rating system does not reflect the valuation changes associated with supplementary valuations as Council will not be aware of the changes, which can alter the rate revenue in the current year and in future rating years.

## CONSULTATION AND ENGAGEMENT

There has been considerable consultation internally with respective managers in understanding their budget responsibilities and keeping within budgetary constraints.

Consultation with ratepayers and authorities that act on behalf of ratepayers occurs when a change to a property is required by virtue of a sale.

External engagement with the community was undertaken during the submission period of the budget, and regular reporting provides a mechanism of monitoring the financial outcomes of Council against that expectation.

# LODDON SHIRE COUNCIL

## FINANCE REPORT FOR PERIOD ENDING 28 FEBRUARY 2019



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## INTRODUCTION

During February 2019 work is continuing on the Annual Budget. Working papers from responsible offices have been returned to finance and these are being updated into the 2018/19 Revised Budget and 2019/20 Budget.

### 1 CASH SURPLUS POSITION

#### 1.1 Budget revisions

The overall budget cash surplus, which has been included in the attached financial reports, has increased from \$2,060,822 to \$3,618,595.

These revisions are summarised below:

| Item   | January Finance Report | February Finance Report | Change \$          |
|--|------------------------|-------------------------|--------------------|
| Operating revenue  | \$47,377,400           | \$51,890,111            | \$4,512,711        |
| Operating expenditure                                      | (\$51,829,366)         | (\$51,143,422)          | \$685,944          |
| Transfers from reserves                                    | \$16,650,961           | \$15,523,504            | (\$1,127,457)      |
| Transfers to reserves                                      | (\$3,134,146)          | (\$7,913,940)           | (\$4,779,794)      |
| Other funding decisions                                    | \$885,324              | \$655,247               | (\$230,077)        |
| Capital expenditure  | (\$20,651,471)         | (\$18,155,025)          | \$2,496,446        |
| Other non cash adjustments                                 | \$9,200,989            | \$9,200,989             | \$0                |
| Accumulated surplus carried forward                        | \$3,561,131            | \$3,561,131             | \$0                |
| <b>Closing surplus (deficit) as reported in Appendix 2</b> | <b>\$2,060,822</b>     | <b>\$3,618,595</b>      | <b>\$1,557,773</b> |

Major changes are highlighted below and although it is a large overall adjustment there are no significant reportable changes to budget (except where explained) with many adjustments made as a result to the budget process for 2019/20.

#### 1.2 Operating revenue

Operating revenue has increased by \$4.5M.

The main variations to budget relates to Victorian Grants Commission of \$4.5M with allowance for a 50% upfront payment once again, although this is yet to be confirmed. This is offset by an increase in transfers to reserves.

#### 1.3 Operating expenditure

Operating expenditure has decreased by \$686K.

The main variations are include a reduction in local roads maintenance expected costs for sealed and gravel roads along with a reduction in outdoor staff oncosts including meetings, annual leave and timesheets.



#### 1.4 Transfer from reserves

Transfer from reserves has decreased by \$1.13M.

This is mainly as a result of lower expenditure and income expected for the plant and fleet replacement program.

#### 1.5 Transfer to reserves

Transfer to reserves has increased by \$4.78M.

This is mainly the offset to additional income expected for Victoria Grants Commission funding.

#### 1.6 Other funding decisions

Other funding decisions have decreased by \$230K.

The main variation is a result of the updated plant and fleet program where there was a lower amount of equipment traded in than originally expected.

## 2 STANDARD INCOME STATEMENT

In the analysis of the statements only those areas which have a variance greater than 10% and \$10,000 are reported. Variances have been explained in further detail below.

#### 2.1 Operating revenue

Total revenue brought to account for the month of February was \$2.59M.

Revenue YTD is at 89% compared to YTD budget or \$3.28M behind.

##### 2.1.1 Capital grants

Capital grants are currently \$3.66M behind budget.

The main variation relates to flood restoration work reimbursements of \$3.52M. Claims have been forwarded, and some have been approved by VicRoads with payment of those expected by the end of March.

##### 2.1.2 User fees

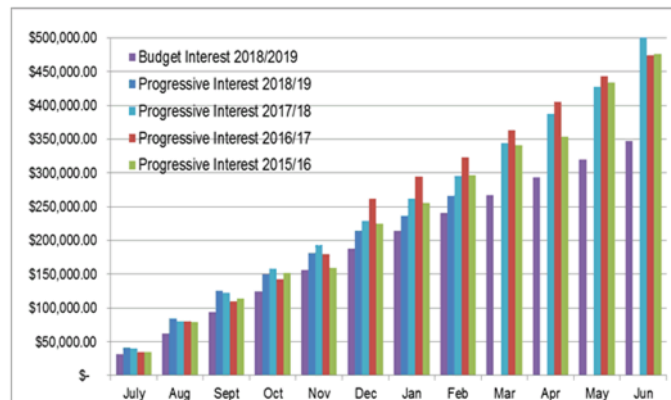
User fees are currently \$207K ahead of budget and include:

- caravan park income of \$33K with an increase of visitors to council's caravan parks
- local laws fines of \$35K with the issue of fines higher than expected
- planning application fees of \$55K due to an increase in planning applications
- Loddon Discovery Tours of \$13K ahead of budget with some tours starting earlier than expected
- brokered services of \$41K with an increase of hours requested by clients.

2.1.3 Interest income

The total investment interest received and accrued to date is \$266K, and rates interest amounts to \$28K. Year to date represents 79% of the year revised budget amount of \$375K (\$347K for investments only).

Progressive interest from investments for the years 2015/16 to 2018/19 are:



The appendices of this report include a table that shows all investments for the 2018/19 financial year to date.

All investments are term deposits and are currently with Australian Unity Bank, Bendigo and Adelaide Bank, Members Equity Bank, and National Australia Bank.

Due to the short term nature of the term deposits, those deposits which have not reached maturity are included as cash in the Balance Sheet. Interest realised, and interest accrued on non-matured deposits, are shown separately in Appendix 4.

2.2 **Operating expenditure**

Total operating expenditure for February was \$3.49M.

Expenditure YTD is at 94% compared to YTD budget or \$1.91M behind.

2.2.1 Materials and services

Materials and services are behind YTD budget by \$1.22M or 19%.

The main variations behind budget due to works progressing or commencing later in the year than originally expected are:

- weed and pest program of \$86K
- urban drainage strategy of \$146K
- volunteer strategy of \$72K
- recreation strategy of \$48K
- rural access programs of \$44K
- economic development strategy of \$40K
- flood mitigation survey and design of \$87K
- asbestos audit, treat and remove of \$43K
- Bridgewater Memorial Hall of \$41K
- contract management framework of \$35K

Other variations are:

- public facilities and park maintenance of \$79K with savings expected
- service delivery reviews of \$65K savings due to change in the scope and delivery approach of the project.

2.2.2 Utilities

Utilities are ahead of YTD budget by \$70K or 24%.

The main variations to budget are the Wedderburn and Bridgewater Caravan Parks along with standpipes and truck washes with payment of invoices ahead of expected budget timing.

2.2.3 Payments

During the month the following payments were made:

|   |                              |
|---|------------------------------|
| Creditor payments - cheque                    | \$131,479.14                 |
| Creditor payments - electronic funds transfer | \$3,113,169.92               |
| Payroll (2 pays)                              | <u>\$599,945.94</u>          |
| <b>TOTAL</b>                                  | <b><u>\$3,844,595.00</u></b> |

2.3 **Operating surplus**

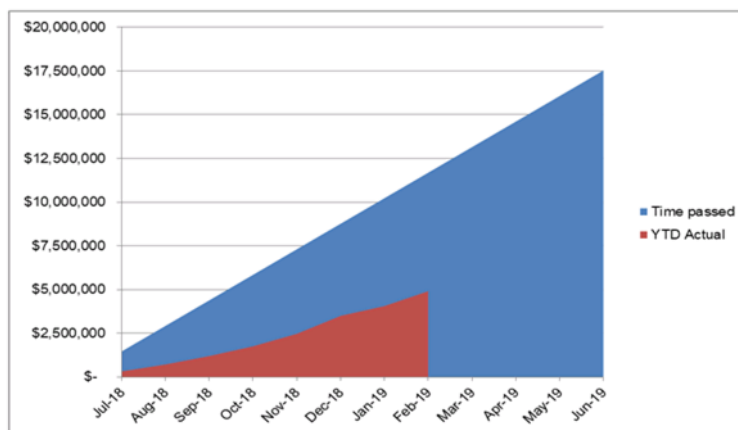
The operating deficit to date is \$5.3M.

2.4 **Capital expenditure**

Total capital works expenditure for February was \$853K.

The total revised budget for the 2018/19 capital works program is now \$18.16M.

The total capital works expenditure is 27% complete in financial terms.



Within the asset types the major variations to YTD budget are:

2.4.1 Proceeds from sale of assets

Proceeds from sale of assets are \$167K behind YTD budget or 36%.

The main variation to budget is sale of excess plant due to a delay in delivery of replacement equipment.

#### 2.4.2 Furniture and office equipment

Furniture and office equipment is behind YTD budget by \$493K or 93%.

The main variations to budget are:

- the IT Strategy implementation of \$430K; this project has commenced and will be on-going through the full financial year
- the server replacement of \$28K is behind due to timing of the budget, the project is still to be completed
- PC replacement of \$35K is behind due to timing of the budget, with more purchases to come.

#### 2.4.3 Land and buildings

Land and buildings are behind YTD budget of \$465K or 61%.

Main variation to budget is for flood mitigation works at Boort with works progressing slower than expected, and livestock and domestic pound works which have commenced, although is progressing slower than expected.

#### 2.4.4 Roadworks

Roadworks are behind YTD budget by \$311K or 19%.

The main variations to budget are:

- Newbridge Road project of \$222K where works have commenced
- Billings Road of \$93K with delays to the project and works expected to be carried out later in the year.

#### 2.4.5 Urban and road drainage

Urban and road drainage is ahead of YTD budget by \$69K or 53%.

The main variations to budget are Sugar Gum Drive and Verdon South Street with works commencing ahead of budget timing.

#### 2.4.6 Recreation leisure and community facilities

Recreation leisure and community facilities are behind YTD budget by \$70K or 41%.

The main variation to budget is Inglewood Town Hall landscaping with works yet to commence.

#### 2.4.7 Parks, open space and streetscapes

Parks, open space and streetscapes are behind YTD budget by \$531K or 54%.

The main variations to budget are:

- Inglewood pool upgrade of \$67K, with the project currently underway but progressing slower than originally expected
- Laanecoore boat ramp of \$90K, with the project yet to commence
- Bridgewater foreshore of \$264K, with the project currently underway but progressing slower than expected.

2.4.8 Footpaths

Footpaths are behind YTD budget by \$845K or 62%.

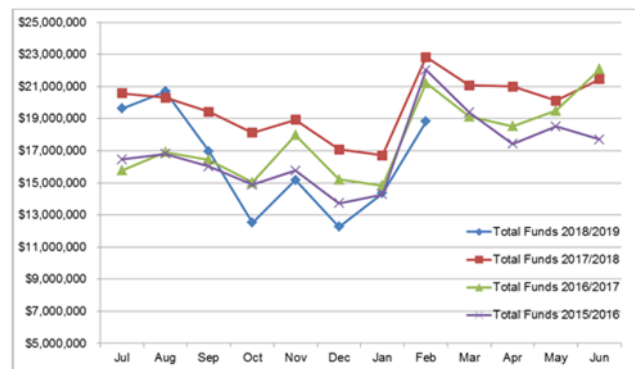
The main variation to budget relates to the Woodstock Road at Newbridge project. It has commenced but is progressing slower than expected. Connors Roads Leichardt and Station Street Boort projects are also behind with works yet to commence.

**3 STANDARD BALANCE SHEET**

**3.1 Cash**

At the end of the month, Council's overall cash total was \$18.8M which includes a balance of \$3.6M in general accounts.

Month end balances for Council's cash, from July 2014 until the current month, are reflected in the graph that follows:



**3.2 Receivables**

3.2.1 Flood works funds recovery

For the year to date, \$12.0M has been expended on flood repair works. The Victorian Treasury Department has refunded \$6.0M, with other claims still going through the due process with VicRoads and Treasury. \$3.7M is expected to be paid to Council in March 2019.

3.2.2 Debtors

Monthly balances of the various categories of debtors for the financial year are:

| Category of debtor                                   | Feb 2018            | June 2018         | Dec 2018             | Jan 2019            | Feb 2019            |
|--|---------------------|-------------------|----------------------|---------------------|---------------------|
| Rates  | \$ 1,626,174        | \$ 258,208        | \$ 8,104,829         | \$ 7,243,024        | \$ 1,530,303        |
| Fire Services Property Levy                          | \$ 227,366          | \$ 49,038         | \$ 849,326           | \$ 764,241          | \$ 208,770          |
| <i>Total Rates &amp; Fire Services Property Levy</i> | <i>\$ 1,853,540</i> | <i>\$ 307,246</i> | <i>\$ 8,954,156</i>  | <i>\$ 8,007,265</i> | <i>\$ 1,739,073</i> |
| Sundry debtors                                       | \$ 1,519,979        | \$ 568,813        | \$ 1,044,368         | \$ 736,221          | \$ 1,520,027        |
| Community loans/advances                             | \$ 5,800            | \$ 5,572          | \$ 3,600             | \$ 3,600            | \$ 3,600            |
| Long term loans/advances                             | \$ 80,000           | \$ 78,570         | \$ 80,000            | \$ -                | \$ -                |
| Employee superannuation                              | \$ 3,906            | \$ -              | \$ -                 | \$ 8,125            | \$ 4,875            |
| Magistrates court fines                              | \$ 100,702          | \$ 100,319        | \$ 100,319           | \$ 100,319          | \$ 124,719          |
| LESS provision for doubtful debts                    | \$ (92,370)         | \$ (112,950)      | \$ (112,950)         | \$ (112,950)        | \$ (112,950)        |
| <b>Total</b>   | <b>\$ 3,471,557</b> | <b>\$ 947,569</b> | <b>\$ 10,069,493</b> | <b>\$ 8,742,581</b> | <b>\$ 3,279,344</b> |

3.2.3 Rates debtors

Outstanding rates and the Fire Services Property Levy at the end of selected months were:

|  | Feb 2018<br>(1/3/2018) | June 2018<br>(4/07/2018) | Dec 2018<br>(3/1/2019) | Jan 2019<br>(1/2/2019) | Feb 2019<br>(1/3/2019) |
|--|------------------------|--------------------------|------------------------|------------------------|------------------------|
| 2006/07                                | \$ 256                 | \$ 265                   | \$ 277                 | \$ 279                 | \$ 283                 |
| 2007/08                                | \$ 402                 | \$ 417                   | \$ 436                 | \$ 440                 | \$ 445                 |
| 2008/09                                | \$ 420                 | \$ 435                   | \$ 455                 | \$ 459                 | \$ 465                 |
| 2009/10                                | \$ 1,664               | \$ 1,699                 | \$ 1,752               | \$ 1,760               | \$ 1,780               |
| 2010/11                                | \$ 3,114               | \$ 3,119                 | \$ 3,214               | \$ 3,224               | \$ 3,261               |
| 2011/12                                | \$ 6,047               | \$ 5,335                 | \$ 5,528               | \$ 5,045               | \$ 4,578               |
| 2012/13                                | \$ 6,928               | \$ 6,242                 | \$ 5,948               | \$ 5,019               | \$ 3,934               |
| 2013/14                                | \$ 8,451               | \$ 6,997                 | \$ 6,030               | \$ 4,959               | \$ 3,822               |
| 2013/14 Fire Services Property Levy    | \$ 2,000               | \$ 1,763                 | \$ 1,658               | \$ 1,382               | \$ 1,126               |
| 2014/15                                | \$ 19,306              | \$ 17,986                | \$ 14,508              | \$ 10,700              | \$ 7,817               |
| 2014/15 Fire Services Property Levy    | \$ 4,212               | \$ 3,125                 | \$ 2,535               | \$ 2,289               | \$ 1,977               |
| 2015/16                                | \$ 31,897              | \$ 30,147                | \$ 22,850              | \$ 21,700              | \$ 18,359              |
| 2015/16 Fire Services Property Levy    | \$ 5,362               | \$ 4,839                 | \$ 3,978               | \$ 3,787               | \$ 3,429               |
| 2016/17                                | \$ 87,416              | \$ 66,601                | \$ 42,310              | \$ 40,254              | \$ 36,229              |
| 2016/17 Fire Services Property Levy    | \$ 12,305              | \$ 9,620                 | \$ 6,689               | \$ 6,307               | \$ 5,741               |
| 2017/18                                | \$ 763,677             | \$ 118,965               | \$ 98,505              | \$ 89,045              | \$ 78,047              |
| 2017/18 Fire Services Property Levy    | \$ 187,719             | \$ 29,691                | \$ 15,025              | \$ 14,112              | \$ 13,000              |
| 2018/19                                | \$ -                   | \$ -                     | \$ -                   | \$ 10,284              | \$ 742,459             |
| 2018/19 Fire Services Property Levy    | \$ -                   | \$ -                     | \$ -                   | \$ 1,198               | \$ 97,577              |
| <b>Sub-total: arrears</b>              | <b>\$ 1,141,176</b>    | <b>\$ 307,246</b>        | <b>\$ 231,698</b>      | <b>\$ 222,244</b>      | <b>\$ 1,024,328</b>    |
| Current year (outstanding but not due) | \$ 696,595             | \$ -                     | \$ 7,903,016           | \$ 7,050,444           | \$ 631,723             |
| Fire Services Property Levy            | \$ 15,769              | \$ -                     | \$ 819,441             | \$ 734,577             | \$ 83,022              |
| <b>Total outstanding</b>               | <b>\$ 1,853,540</b>    | <b>\$ 307,246</b>        | <b>\$ 8,954,156</b>    | <b>\$ 8,007,265</b>    | <b>\$ 1,739,073</b>    |
| <i>Summary</i>                         |                        |                          |                        |                        |                        |
| Rates in arrears                       | \$ 929,579             | \$ 258,208               | \$ 201,813             | \$ 193,169             | \$ 898,580             |
| FSPL in arrears                        | \$ 211,597             | \$ 49,038                | \$ 29,885              | \$ 29,075              | \$ 125,748             |
| <b>Total arrears</b>                   | <b>\$ 1,141,176</b>    | <b>\$ 307,246</b>        | <b>\$ 231,698</b>      | <b>\$ 222,244</b>      | <b>\$ 1,024,328</b>    |

The third rate instalment was due on 28 February 2019, and the full payment option was due on 15 February 2019.

3.2.4 Sundry debtors

Outstanding sundry debtors at the end of the month consist of:

|                                  |                    |             |
|----------------------------------|--------------------|-------------|
| Current                          | \$109,676          | 50%         |
| 30 days                          | \$8,254            | 4%          |
| 60 days                          | \$3,920            | 2%          |
| 90 + days                        | \$96,579           | 44%         |
| <b>Sub total routine debtors</b> | <b>\$218,428</b>   | <b>100%</b> |
| Paid Parental Leave              | (\$14,387)         |             |
| Government departments           | \$1,082,622        |             |
| GST                              | \$233,364          |             |
| <b>Total</b>                     | <b>\$1,520,027</b> |             |
| 60 + days consists of:           |                    |             |
| Community Wellbeing debtors      | \$74,248           |             |
| Local community groups           | \$19,415           |             |
| Others                           | \$6,836            |             |
| <b>Total</b>                     | <b>\$100,499</b>   |             |

Total outstanding sundry debtors as at 28 February 2019 are \$1.5M.

The mainstream sundry debtors (\$218K) have been broken into the amount of time they have been outstanding. At the time of the report \$100K or 46% of that total has been outstanding for more than 60 days. All debtors are contacted as a matter of routine.

3.2.5 Supplementary valuations

All rateable and non-rateable supplementary valuations are included in this report.

Supplementary valuations received in February 2019 were:

| Details               | Number    | Site Value        | CIV               | NAV              |
|-----------------------|-----------|-------------------|-------------------|------------------|
| Amend Area            | 1         | -\$ 4,000         | -\$ 4,000         | -\$ 200          |
| Conservation Covenant | 3         | -\$ 18,000        | -\$ 18,000        | -\$ 900          |
| Consolidation         | 3         | \$ 105,000        | \$ 111,000        | \$ 5,550         |
| Data Correction       | 1         | -\$ 161,000       | -\$ 169,000       | -\$ 8,450        |
| Improvements          | 8         | \$ -              | \$ 156,000        | \$ 7,800         |
| New Property          | 1         | \$ 9,000          | \$ 9,000          | \$ 450           |
| Objection             | 1         | \$ -              | -\$ 31,000        | -\$ 1,550        |
| Property Split        | 16        | \$ 251,300        | \$ 271,300        | \$ 13,565        |
| Sub-Division          | 1         | \$ 30,000         | \$ 30,000         | \$ 1,500         |
| Water Front Lease     | 2         | \$ -              | \$ -              |                  |
| <b>Total</b>          | <b>37</b> | <b>\$ 212,300</b> | <b>\$ 355,300</b> | <b>\$ 17,765</b> |

The current balances at end of February 2019 are:

| Valuation type         | Opening balance  | Supplementary changes | Closing balance  |
|------------------------|------------------|-----------------------|------------------|
| Site Value             | \$ 1,393,243,900 | \$ 212,300            | \$ 1,393,456,200 |
| Capital Improved Value | \$ 2,161,606,100 | \$ 355,300            | \$ 2,161,961,400 |
| NAV                    | \$ 111,434,155   | \$ 17,765             | \$ 111,451,920   |

The total rateable CIV at the end of February 2019 is \$2.16B.

3.2.6 Water rights

Council-owned water rights were valued at \$1,979,130 at 30 June 2018.

The rights are revalued to market at the end of each financial year.

There has been no purchase to date this financial year, and no future purchases are budgeted for the remainder of 2018/19.

**3.3 Vision Super Defined Benefits Plan update**

On the 18 February 2019, Council received official notification of the 31 December 2018 estimated Vested Benefit Index (VBI) for the sub-plan being 101.9%. Although this is a significant drop from the previous quarter, it is still well above the required 97%.

Currently, under the superannuation prudential standards, VBI's must generally be kept above a fund's nominated shortfall, currently 97%. When an actuarial review/investigation is in progress the fund's VBI must be at least 100% as it is at 30 June 2018.

Below is the sub-plan's recent VBI history:

| As at   | 30 June 2016<br>(actual) | 30 June 2017<br>(actual) | 30 June 2018<br>(actual) | 30 September 2018<br>(actual) | 31 December 2018<br>(estimated) |
|---------|--------------------------|--------------------------|--------------------------|-------------------------------|---------------------------------|
| LASF DB | 102.0%                   | 103.1%                   | 106.0%                   | 106.9%                        | 101.9%                          |

## APPENDIX 1: STANDARD INCOME STATEMENT

|   | 2018/19<br>Original<br>Budget | 2018/19<br>Revised<br>Budget | YTD Budget           | YTD Actual           | Variance of<br>YTD Actual<br>& YTD<br>Budget            | % YTD<br>Actual to<br>YTD Budget | % YTD<br>Actual to<br>Revised<br>Budget |
|---|-------------------------------|------------------------------|----------------------|----------------------|---|----------------------------------|---|
| <b>REVENUE FROM ORDINARY ACTIVITIES</b>   |                               |                              |                      |                      |   |                                  |   |
| Rates   | \$10,723,126                  | \$10,754,593                 | \$10,621,163         | \$10,625,085         | \$3,922   | 100%                             | 99%                                     |
| Revenue grants  | \$5,890,114                   | \$11,065,359                 | \$4,953,993          | \$5,072,017          | \$118,024   | 102%                             | 46%                                     |
| Capital grants  | \$5,491,143                   | \$26,706,797                 | \$11,784,215         | \$8,126,281          | (\$3,657,934)   | 69%                              | 30%                                     |
| Vic Roads   | \$534,064                     | \$548,178                    | \$365,456            | \$366,017            | \$561   | 100%                             | 67%                                     |
| User fees   | \$1,734,539                   | \$1,729,426                  | \$1,123,598          | \$1,330,833          | \$207,235   | 118%                             | 77%                                     |
| Capital contributions   | \$0                           | \$0                          | \$0                  | \$0                  | \$0   | 0%                               | 0%                                      |
| Recurrent contributions   | \$310,000                     | \$310,000                    | \$0                  | \$582                | \$582   | 0%                               | 0%                                      |
| Interest income   | \$375,000                     | \$400,000                    | \$266,664            | \$294,738            | \$28,074  | 111%                             | 74%                                     |
| * Reversal of impairment losses   | \$0                           | \$1,658                      | \$1,104              | \$1,658              | \$554   | 150%                             | 100%                                    |
| * Library equity  | \$0                           | \$0                          | \$0                  | \$0                  | \$0   | 0%                               | 0%                                      |
| Reimbursements  | \$333,801                     | \$374,100                    | \$258,592            | \$276,094            | \$17,502  | 107%                             | 74%                                     |
| <b>Total revenue</b>  | <b>\$25,391,787</b>           | <b>\$51,890,111</b>          | <b>\$29,374,785</b>  | <b>\$26,093,305</b>  | <b>(\$3,281,480)</b>                                    | <b>89%</b>                       | <b>50%</b>                              |
| <b>EXPENDITURE FROM ORDINARY ACTIVITIES</b>   |                               |                              |                      |                      |   |                                  |   |
| Labour  | \$10,604,210                  | \$10,412,757                 | \$6,682,628          | \$6,445,614          | \$237,014   | 96%                              | 62%                                     |
| Materials & services  | \$8,016,009                   | \$10,203,529                 | \$6,302,862          | \$5,079,123          | \$1,223,739   | 81%                              | 50%                                     |
| Depreciation  | \$9,200,989                   | \$9,200,989                  | \$6,133,976          | \$6,133,995          | (\$19)  | 100%                             | 67%                                     |
| Utilities   | \$466,503                     | \$440,805                    | \$293,900            | \$363,791            | (\$69,891)  | 124%                             | 83%                                     |
| Contract payments   | \$1,581,347                   | \$20,579,169                 | \$13,735,875         | \$13,213,734         | \$522,141   | 96%                              | 64%                                     |
| Loan interest   | \$0                           | \$0                          | \$0                  | \$0                  | \$0   | 0%                               | 0%                                      |
| Auditor costs   | \$85,083                      | \$85,083                     | \$21,014             | \$25,405             | (\$4,391)   | 121%                             | 30%                                     |
| Councillor costs  | \$221,089                     | \$221,089                    | \$147,392            | \$141,891            | \$5,501   | 96%                              | 64%                                     |
| Loss on sale of assets  | \$0                           | \$0                          | \$0                  | \$0                  | \$0   | 0%                               | 0%                                      |
| * Impairment losses   | \$0                           | \$0                          | \$0                  | \$0                  | \$0   | 0%                               | 0%                                      |
| Bad debts expense   | \$0                           | \$0                          | \$0                  | \$0                  | \$0   | 0%                               | 0%                                      |
| <b>Total expenditure</b>  | <b>\$30,175,230</b>           | <b>\$51,143,422</b>          | <b>\$33,317,647</b>  | <b>\$31,403,552</b>  | <b>\$1,914,095</b>                                      | <b>94%</b>                       | <b>61%</b>                              |
| <b>NET RESULT FOR THE PERIOD</b>  | <b>(\$4,783,443)</b>          | <b>\$746,689</b>             | <b>(\$3,942,862)</b> | <b>(\$5,310,247)</b> | <b>\$1,367,385</b>                                      | <b>135%</b>                      | <b>-711%</b>                            |
| The operating expenditure shown above is represented in Council's key direction areas as follows: |                               |                              |                      |                      |   |                                  |   |
|   | 2018/19<br>Original<br>Budget | 2018/19<br>Revised<br>Budget | YTD Budget           | YTD Actual           | Variance of<br>YTD Actual<br>& YTD<br>Revised<br>Budget | % YTD<br>Actual to<br>YTD Budget | % YTD<br>Actual to<br>Revised<br>Budget |
| <b>EXPENSES FROM ORDINARY ACTIVITIES</b>  |                               |                              |                      |                      |   |                                  |   |
| Economic development & tourism  | \$1,436,315                   | \$1,513,477                  | \$969,365            | \$830,824            | \$138,541   | 86%                              | 55%                                     |
| Leadership  | \$1,946,465                   | \$20,732,438                 | \$13,738,388         | \$13,337,042         | \$401,346   | 97%                              | 64%                                     |
| Works & infrastructure  | \$13,421,963                  | \$13,419,284                 | \$8,775,703          | \$8,910,705          | (\$135,002)   | 102%                             | 66%                                     |
| Good management   | \$4,333,882                   | \$4,496,410                  | \$3,008,416          | \$2,534,119          | \$474,297   | 84%                              | 56%                                     |
| Environment   | \$2,396,268                   | \$2,546,586                  | \$1,555,730          | \$1,508,823          | \$46,907  | 97%                              | 59%                                     |
| Community services & recreation   | \$6,640,337                   | \$8,435,228                  | \$5,270,045          | \$4,282,039          | \$988,005   | 81%                              | 51%                                     |
| Loss on sale of assets  | \$0                           | \$0                          | \$0                  | \$0                  | \$0   | 0%                               | 0%                                      |
| <b>Total operating expenditure</b>  | <b>\$30,175,230</b>           | <b>\$51,143,422</b>          | <b>\$33,317,647</b>  | <b>\$31,403,552</b>  | <b>\$1,914,095</b>                                      | <b>94%</b>                       | <b>61%</b>                              |
| <b>NET RESULT FOR THE PERIOD</b>  | <b>(\$4,783,443)</b>          | <b>\$746,689</b>             | <b>(\$3,942,862)</b> | <b>(\$5,310,247)</b> | <b>\$1,367,385</b>                                      | <b>135%</b>                      | <b>-711%</b>                            |

\*Income and expense items required by Australian Accounting Standards (AAS)



**APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT**

|  | 2018/19<br>Original<br>Budget | 2018/19<br>Revised<br>Budget | YTD Budget           | YTD Actual           | Variance of<br>YTD Actual<br>& YTD<br>Budget | % YTD<br>Actual to<br>YTD Budget | % YTD<br>Actual to<br>Revised<br>Budget |
|--|-------------------------------|------------------------------|----------------------|----------------------|--|----------------------------------|---|
| <b>FUNDING DECISIONS</b>                     |                               |                              |                      |                      |  |                                  |   |
| Add loan interest accrued                    | \$0                           | \$0                          | \$0                  | \$0                  | \$0  | 0%                               | 0%                                      |
| Less loan repayments                         | \$0                           | \$0                          | \$0                  | \$0                  | \$0  | 0%                               | 0%                                      |
| Add transfer from reserves                   | \$7,401,594                   | \$15,523,504                 | \$0                  | \$1,891              | (\$1,891)                                    | 0%                               | 0%                                      |
| Less transfer to reserves                    | (\$2,151,749)                 | (\$7,913,940)                | \$0                  | \$0                  | \$0  | 0%                               | 0%                                      |
| Add proceeds from sale of assets             | \$379,427                     | \$655,247                    | \$464,499            | \$297,314            | \$167,185                                    | 64%                              | 45%                                     |
| <b>TOTAL FUNDING DECISIONS</b>               | <b>\$5,629,272</b>            | <b>\$8,264,811</b>           | <b>\$464,499</b>     | <b>\$299,205</b>     | <b>\$165,294</b>                             | <b>64%</b>                       | <b>4%</b>                               |
| <b>NET FUNDS AVAILABLE FOR CAPITAL</b>       | <b>\$845,829</b>              | <b>\$9,011,500</b>           | <b>(\$3,478,363)</b> | <b>(\$5,011,042)</b> | <b>\$1,532,679</b>                           | <b>144%</b>                      | <b>-56%</b>                             |
| <b>CAPITAL EXPENDITURE BY ASSET TYPE</b>     |                               |                              |                      |                      |  |                                  |   |
| Furniture and office equipment               | \$777,780                     | \$784,450                    | \$531,980            | \$38,501             | \$493,479                                    | 7%                               | 5%                                      |
| Land and buildings                           | \$3,720,270                   | \$5,270,767                  | \$766,166            | \$300,976            | \$465,190                                    | 39%                              | 6%                                      |
| Plant and equipment                          | \$1,427,213                   | \$2,739,204                  | \$2,131,993          | \$1,965,002          | \$166,991                                    | 92%                              | 72%                                     |
| Roadworks                                    | \$2,735,679                   | \$3,406,316                  | \$1,644,549          | \$1,333,832          | \$310,717                                    | 81%                              | 39%                                     |
| Urban and road drainage                      | \$350,000                     | \$542,220                    | \$129,324            | \$198,184            | (\$68,860)                                   | 153%                             | 37%                                     |
| Recreation, leisure and community facilities | \$1,263,000                   | \$2,231,178                  | \$172,175            | \$102,161            | \$70,014                                     | 59%                              | 5%                                      |
| Parks, open space and streetscapes           | \$250,000                     | \$1,191,848                  | \$974,618            | \$443,720            | \$530,898                                    | 46%                              | 37%                                     |
| Footpaths                                    | \$1,172,493                   | \$1,989,042                  | \$1,371,362          | \$525,892            | \$845,470                                    | 38%                              | 26%                                     |
| <b>TOTAL CAPITAL EXPENDITURE PAYMENTS</b>    | <b>\$11,696,435</b>           | <b>\$18,155,025</b>          | <b>\$7,722,167</b>   | <b>\$4,908,267</b>   | <b>\$2,813,900</b>                           | <b>64%</b>                       | <b>27%</b>                              |
| <b>NON CASH ADJUSTMENTS</b>                  |                               |                              |                      |                      |  |                                  |   |
| Less depreciation                            | \$9,200,989                   | \$9,200,989                  | \$6,133,976          | \$6,133,995          | (\$19)                                       | 100%                             | 67%                                     |
| Add reversal of impairment losses            | \$0                           | (\$1,658)                    | (\$1,104)            | (\$1,658)            | \$554  | 150%                             | 100%                                    |
| Less loss on sale of assets                  | \$0                           | \$0                          | \$0                  | \$0                  | \$0  | 0%                               | 0%                                      |
| Less bad debts expense                       | \$0                           | \$0                          | \$0                  | \$0                  | \$0  | 0%                               | 0%                                      |
| <b>TOTAL NON CASH ADJUSTMENTS</b>            | <b>\$9,200,989</b>            | <b>\$9,199,331</b>           | <b>\$6,132,872</b>   | <b>\$6,132,336</b>   | <b>\$536</b>                                 | <b>100%</b>                      | <b>67%</b>                              |
| Accumulated surplus brought forward          | (\$1,785,085)                 | (\$3,561,131)                | \$0                  | \$0                  | \$0  | 0%                               | 0%                                      |
| <b>NET CASH (SURPLUS)/DEFICIT</b>            | <b>(\$135,468)</b>            | <b>(\$3,616,937)</b>         | <b>\$5,067,658</b>   | <b>\$3,786,972</b>   | <b>\$1,280,686</b>                           | <b>75%</b>                       | <b>-105%</b>                            |

## APPENDIX 3: STANDARD BALANCE SHEET

|  | February 2019<br>As per trial<br>balance | June 2018<br>As per financial<br>statements | February 2018<br>As per trial<br>balance |
|--|--|---|--|
| <b>ASSETS</b>                                  |  |   |  |
| <b>CURRENT ASSETS</b>                          |  |   |  |
| Cash and cash equivalents                      | \$18,825,261                             | \$21,453,507                                | \$22,831,703                             |
| Trade and other receivables                    | \$3,199,344                              | \$785,569                                   | \$3,309,557                              |
| Financial assets                               | \$23,111                                 | \$3,405,167                                 | \$351,190                                |
| Inventories                                    | \$44,820                                 | \$43,490                                    | \$53,889                                 |
| Non-current assets classified as held for sale | \$690,322                                | \$690,322                                   | \$865,424                                |
| <b>TOTAL CURRENT ASSETS</b>                    | <b>\$22,782,859</b>                      | <b>\$26,378,055</b>                         | <b>\$27,411,763</b>                      |
| <b>NON-CURRENT ASSETS</b>                      |  |   |  |
| Trade and other receivables                    | \$80,000                                 | \$162,000                                   | \$162,000                                |
| Financial assets                               | \$300,806                                | \$271,480                                   | \$274,045                                |
| Intangible assets                              | \$1,979,130                              | \$1,979,130                                 | \$1,668,430                              |
| Property, infrastructure, plant and equipment  | \$336,585,254                            | \$338,108,296                               | \$307,806,110                            |
| <b>TOTAL NON-CURRENT ASSETS</b>                | <b>\$338,945,190</b>                     | <b>\$340,520,906</b>                        | <b>\$309,910,585</b>                     |
| <b>TOTAL ASSETS</b>                            | <b>\$361,728,050</b>                     | <b>\$366,898,961</b>                        | <b>\$337,322,348</b>                     |
| <b>LIABILITIES</b>                             |  |   |  |
| <b>CURRENT LIABILITIES</b>                     |  |   |  |
| Trade and other payables                       | \$52,890                                 | \$801,793                                   | \$183,511                                |
| Trust funds and deposits                       | \$1,180,349                              | \$375,762                                   | \$1,206,560                              |
| Provisions                                     | \$1,805,421                              | \$1,721,770                                 | \$1,750,033                              |
| Interest bearing loans and borrowings          | \$0                                      | \$0   | \$0                                      |
| <b>TOTAL CURRENT LIABILITIES</b>               | <b>\$3,038,660</b>                       | <b>\$2,899,325</b>                          | <b>\$3,140,104</b>                       |
| <b>NON-CURRENT LIABILITIES</b>                 |  |   |  |
| Provisions                                     | \$2,324,221                              | \$2,324,221                                 | \$2,324,221                              |
| Interest bearing loans & borrowings            | \$0                                      | \$0   | \$0                                      |
| <b>TOTAL NON-CURRENT LIABILITIES</b>           | <b>\$2,324,221</b>                       | <b>\$2,324,221</b>                          | <b>\$2,324,221</b>                       |
| <b>TOTAL LIABILITIES</b>                       | <b>\$5,362,881</b>                       | <b>\$5,223,546</b>                          | <b>\$5,464,325</b>                       |
| <b>NET ASSETS</b>                              | <b>\$356,365,168</b>                     | <b>\$361,675,415</b>                        | <b>\$331,858,023</b>                     |
| <b>EQUITY</b>                                  |  |   |  |
| Accumulated Surplus                            | \$90,046,117                             | \$95,354,473                                | \$95,113,988                             |
| Asset Revaluation Reserve                      | \$247,387,367                            | \$247,387,367                               | \$217,168,524                            |
| Other Reserves                                 | \$18,931,684                             | \$18,933,575                                | \$19,575,510                             |
| <b>TOTAL EQUITY</b>                            | <b>\$356,365,168</b>                     | <b>\$361,675,415</b>                        | <b>\$331,858,023</b>                     |

APPENDIX 4: INVESTMENTS

|   | Establishment date | Status | Maturity date | Investment days | Interest rate | Investment amount | Interest last year (accrued) | Interest this year | Current investments | Interest received to date | Accrued interest |
|---|--------------------|--------|---------------|-----------------|---------------|-------------------|------------------------------|--------------------|---------------------|---------------------------|------------------|
| NAB 55-839-5005 (LSL)                                   | 16/01/2018         | Closed | 16/07/2018    | 181             | 2.54%         | \$1,791,312       | \$ 20,569                    | \$ 1,994           |                     | \$ 1,994                  |                  |
| NAB -33-755-3209  | 19/02/2018         | Closed | 19/07/2018    | 131             | 2.48%         | \$2,000,000       | \$ 17,302                    | \$ 2,582           |                     | \$ 2,582                  |                  |
| NAB 44-441-5766   | 26/03/2018         | Closed | 24/07/2018    | 120             | 2.62%         | \$2,000,000       | \$ 13,762                    | \$ 3,445           |                     | \$ 3,445                  |                  |
| BGO 2658853   | 26/09/2018         | Closed | 26/07/2018    | 30              | 2.20%         | \$1,000,000       | \$ -                         | \$ 241             |                     | \$ 1,567                  |                  |
| BGO 2623540   | 22/05/2018         | Closed | 21/06/2018    | 91              | 2.60%         | \$2,000,000       | \$ 5,556                     | \$ 7,552           |                     | \$ 7,552                  |                  |
| BGO 2589889   | 18/04/2018         | Closed | 14/08/2018    | 75              | 2.65%         | \$1,000,000       | \$ 5,445                     | \$ 3,267           |                     | \$ 3,267                  |                  |
| NAB 35-640-3396   | 12/02/2018         | Closed | 13/08/2018    | 152             | 2.55%         | \$1,000,000       | \$ 9,452                     | \$ 3,060           |                     | \$ 3,060                  |                  |
| NAB 64-752-7106   | 21/09/2018         | Closed | 18/06/2018    | 120             | 2.62%         | \$2,000,000       | \$ 5,742                     | \$ 11,629          |                     | \$ 11,629                 |                  |
| BGO 2658858   | 26/09/2018         | Closed | 24/09/2018    | 90              | 2.75%         | \$2,000,000       | \$ -                         | \$ 149             |                     | \$ 13,413                 |                  |
| Bank of Melbourne                                       | 21/06/2018         | Closed | 20/09/2018    | 91              | 2.70%         | \$2,000,000       | \$ 1,657                     | \$ 11,806          |                     | \$ 11,806                 |                  |
| NAB 70-700-8970   | 26/09/2018         | Closed | 24/10/2018    | 120             | 2.80%         | \$2,000,000       | \$ 202                       | \$ 18,306          |                     | \$ 18,306                 |                  |
| BAE - 118242  | 26/07/2018         | Closed | 26/10/2018    | 92              | 2.60%         | \$2,000,000       | \$ -                         | \$ 14,115          |                     | \$ 14,115                 |                  |
| NAB 87-656-3078   | 30/09/2018         | Closed | 29/10/2018    | 60              | 2.30%         | \$2,000,000       | \$ -                         | \$ 7,562           |                     | \$ 7,562                  |                  |
| BGO 2717042 (ex 2625340)                                | 22/08/2018         | Closed | 22/11/2018    | 92              | 2.55%         | \$2,000,000       | \$ -                         | \$ 12,938          |                     | \$ 12,938                 |                  |
| Mib 356635306   | 30/08/2018         | Closed | 1/12/2018     | 93              | 2.70%         | \$2,000,000       | \$ -                         | \$ 13,776          |                     | \$ 13,776                 |                  |
| BGO 2609880   | 23/11/2018         | Closed | 24/12/2018    | 31              | 1.95%         | \$ 500,000        | \$ -                         | \$ 528             |                     | \$ 828                    |                  |
| BGO (LSL)   | 18/07/2018         | Closed | 18/01/2019    | 184             | 2.78%         | \$1,800,000       | \$ -                         | \$ 25,226          |                     | \$ 25,226                 |                  |
| BGO Prrschool   | 18/07/2018         | Closed | 18/01/2019    | 184             | 2.78%         | \$ 200,032        | \$ -                         | \$ -               | Net Council's       |                           |                  |
| BGO 2809889   | 23/11/2018         | Closed | 23/01/2019    | 61              | 2.15%         | \$1,000,000       | \$ -                         | \$ 3,993           |                     | \$ 3,993                  |                  |
| NAB 87-656-3078   | 29/10/2018         | Closed | 29/10/2019    | 92              | 2.68%         | \$2,000,000       | \$ -                         | \$ 13,510          |                     | \$ 13,510                 |                  |
| BGO 2809887   | 23/11/2018         | Closed | 22/02/2019    | 91              | 2.55%         | \$2,000,000       | \$ -                         | \$ 12,715          |                     | \$ 12,715                 |                  |
| ME Bank - 035604  | 29/10/2018         | Closed | 27/02/2019    | 124             | 2.63%         | \$2,000,000       | \$ -                         | \$ 17,870          |                     | \$ 17,870                 |                  |
| 11am Account BGO  | at 31/12/2018      | Open   | N/A           |                 | 1.50%         | \$1,000,000       | \$ -                         | \$ -               | \$ 1,000,000        |                           |                  |
| NAB 76-521-5812   | 4/12/2018          | Open   | 7/03/2019     | 90              | 2.75%         | \$2,000,000       | \$ -                         | \$ 13,562          | \$ 2,000,000        |                           | \$ 12,959        |
| ALB 037455  | 30/01/2019         | Open   | 30/04/2019    | 90              | 2.78%         | \$2,000,000       | \$ -                         | \$ 13,710          | \$ 2,000,000        |                           | \$ 4,418         |
| ALB 037456  | 30/01/2019         | Open   | 20/05/2019    | 92              | 2.78%         | \$2,000,000       | \$ -                         | \$ 14,014          | \$ 2,000,000        |                           | \$ 4,418         |
| ME Bank   | 25/02/2019         | Open   | 27/05/2019    | 91              | 2.65%         | \$2,000,000       | \$ -                         | \$ 13,213          | \$ 2,000,000        |                           | \$ 436           |
| NAB 42-416-4711 LSL                                     | 18/01/2019         | Open   | 17/06/2019    | 150             | 2.77%         | \$2,000,000       | \$ -                         | \$ 22,767          | \$ 2,000,000        |                           | \$ 6,223         |
| ME Bank   | 25/02/2019         | Open   | 17/06/2019    | 112             | 2.65%         | \$2,000,000       | \$ -                         | \$ 16,263          | \$ 2,000,000        |                           | \$ 436           |
| ME Bank   | 25/02/2019         | Open   | 29/07/2019    | 154             | 2.65%         | \$2,000,000       | to30/6 only                  | \$ 18,150          | \$ 2,000,000        |                           | \$ 436           |
| NAB   | 18/01/2019         | Open   | 17/06/2019    | 150             | 2.77%         | \$ 202,835        | \$ -                         | \$ -               | \$ 202,835          |                           |                  |
| Interest on Kinder Account                              |                    |        |               |                 |               | \$ 2,309          | \$ -                         | \$ -               |                     |                           |                  |
| Interest on General Accounts                            |                    |        |               |                 |               |                   | \$ 36,207                    |                    |                     | \$ 36,207                 |                  |
| Totals  |                    |        |               |                 |               | \$ 80,997         | \$ 348,638                   | \$ 15,202,835      | \$ 236,959          | \$ 26,328                 |                  |
| Interest earned   |                    |        |               |                 |               |                   |                              |                    |                     | \$ 266,265                |                  |
| Interest transferred to/from externally funded projects |                    |        |               |                 |               |                   |                              |                    |                     | \$ -                      |                  |
| Net interest on investments                             |                    |        |               |                 |               |                   |                              |                    |                     | \$ 266,265                |                  |
| Current investments: Share Funds                        |                    |        |               |                 |               |                   |                              |                    |                     |                           |                  |
| National Australia Bank                                 |                    |        |               |                 |               |                   |                              |                    | \$ 4,000,000        | 27%                       |                  |
| Bank of Melbourne                                       |                    |        |               |                 |               |                   |                              |                    | \$ -                | 0%                        |                  |
| Members Equity Bank                                     |                    |        |               |                 |               |                   |                              |                    | \$ 6,000,000        | 40%                       |                  |
| Australian Unity Bank                                   |                    |        |               |                 |               |                   |                              |                    | \$ 4,000,000        | 27%                       |                  |
| Bendigo Bank  |                    |        |               |                 |               |                   |                              |                    | \$ 1,000,000        | 7%                        |                  |
| Council Funds on Term Deposit                           |                    |        |               |                 |               |                   |                              |                    | \$ 15,000,000       | 100%                      |                  |

APPENDIX 5A: COMMUNITY PLANNING FINANCIALS BOORT

| YEAR    | LEDGER | Boort Community Plans PROJECT   | ACTUALS                |             |                 | BUDGET                 |                 |                 |  |  |  |
|---------|--------|---|------------------------|-------------|-----------------|------------------------|-----------------|-----------------|--|--|--|
|         |        |   | 2018/19 FINANCIAL YEAR |             |                 | 2018/19 FINANCIAL YEAR |                 |                 |  |  |  |
|         |        |   | INCOME                 | EXPENDITURE | NET COST        | INCOME                 | EXPENDITURE     | NET COST        |  |  |  |
|         |        | Income  |                        |             |                 |                        |                 |                 |  |  |  |
|         |        | Unspent Allocation from Previous Years  | \$30,368               | \$0         | \$30,368        | \$30,368               | \$0             | \$30,368        |  |  |  |
|         |        | This Year's Allocation  | \$50,000               | \$0         | \$50,000        | \$50,000               | \$0             | \$50,000        |  |  |  |
|         |        | Equity Adjustment   | \$0                    | \$0         | \$0             | \$0                    | \$0             | \$0             |  |  |  |
|         |        | Movement in Wards   | \$0                    | \$0         | \$0             | \$0                    | \$0             | \$0             |  |  |  |
|         |        | Strategic Fund  | \$0                    | \$0         | \$0             | \$0                    | \$0             | \$0             |  |  |  |
|         | 26802  | BRIC Gym Alloc 1  | \$0                    | \$0         | \$0             | \$0                    | \$0             | \$0             |  |  |  |
|         | 26813  | BRIC Gym Alloc 2  | \$0                    | \$0         | \$0             | \$0                    | \$0             | \$0             |  |  |  |
|         |        | Transfer from Reserve   | \$0                    | \$0         | \$0             | \$0                    | \$0             | \$0             |  |  |  |
|         |        | <b>Total Amount Available</b>   | <b>\$80,368</b>        | <b>\$0</b>  | <b>\$80,368</b> | <b>\$80,368</b>        | <b>\$0</b>      | <b>\$80,368</b> |  |  |  |
| 2015/16 | 16905  | Foreshire Master Plan Little Lake Boort   | \$0                    | \$0         | \$0             | \$0                    | \$0             | \$0             |  |  |  |
| 2016/17 | 26840  | Playground Install and Landscape Nolens Pk  | \$0                    | \$0         | \$0             | \$0                    | \$0             | \$0             |  |  |  |
| 2016/17 | 26841  | Korong Vale Hall Repairs  | \$0                    | \$0         | \$0             | \$0                    | \$0             | \$0             |  |  |  |
| 2017/18 | 26850  | Lake Boort Outdoor Furniture  | \$0                    | \$0         | \$0             | \$0                    | \$16,568        | \$16,568        |  |  |  |
| 2017/18 | 16920  | Nolens Park Notice Board  | \$0                    | \$0         | \$0             | \$0                    | \$0             | \$0             |  |  |  |
| 2017/18 | 16921  | Lake Boort Sculptures   | \$0                    | \$0         | \$0             | \$0                    | \$712           | \$712           |  |  |  |
| 2018/19 | 26852  | Korong Vale Playground Shade Sail   | \$0                    | \$0         | \$0             | \$0                    | \$25,000        | \$25,000        |  |  |  |
|         |        | <b>CURRENT</b>  |                        |             |                 |                        | <b>\$38,088</b> | <b>\$38,088</b> |  |  |  |
|         |        | <b>Total Expenditure for the Year</b>   |                        |             |                 |                        |                 | <b>\$80,368</b> |  |  |  |
|         |        | <b>Total Amount Not Spent at the End of the Year, and Available for Next Year</b> |                        |             |                 | <b>\$80,368</b>        |                 |                 |  |  |  |

APPENDIX 5B: COMMUNITY PLANNING FINANCIALS INGLEWOOD

| Inglewood Community Plans |        |   | ACTUALS                |             |                  | BUDGET                 |                  |                  |
|---------------------------|--------|---|------------------------|-------------|------------------|------------------------|------------------|------------------|
| YEAR                      | LEDGER | PROJECT   | 2018/19 FINANCIAL YEAR |             |                  | 2018/19 FINANCIAL YEAR |                  |                  |
|                           |        |   | INCOME                 | EXPENDITURE | NET COST         | INCOME                 | EXPENDITURE      | NET COST         |
|                           |        | <b>Income</b>   |                        |             |                  |                        |                  |                  |
|                           |        | Unspent Allocation from Previous Years  | \$113,370              | \$0         | \$113,370        | \$113,370              | \$0              | \$113,370        |
|                           |        | This Year's Allocation  | \$50,000               | \$0         | \$50,000         | \$50,000               | \$0              | \$50,000         |
|                           |        | Strategic Fund  | \$0                    | \$0         | \$0              | \$0                    | \$0              | \$0              |
|                           |        | Movement in Wards   | \$0                    | \$0         | \$0              | \$0                    | \$0              | \$0              |
|                           |        | Equity Adjustment   | \$0                    | \$0         | \$0              | \$0                    | \$0              | \$0              |
|                           |        | <b>Total Amount Available</b>   | <b>\$163,370</b>       | <b>\$0</b>  | <b>\$163,370</b> | <b>\$163,370</b>       | <b>\$0</b>       | <b>\$163,370</b> |
|                           |        | <b>LESS Expenditure for the Year</b>  |                        |             |                  |                        |                  |                  |
| 2011/12                   | 24804  | Bridgewater Streetscape   | \$0                    | \$0         | \$0              | \$0                    | \$39,500         | \$39,500         |
| 2013/14                   | 26616  | Inglewood Eucy Museum Annex   | \$0                    | \$0         | \$0              | \$0                    | \$21,000         | \$21,000         |
| 2015/16                   | 26636  | Heritage and Tourism Display IM Eucy Museum Alloc 2                               | \$0                    | \$0         | \$0              | \$0                    | \$20,000         | \$20,000         |
| 2017/18                   | 16915  | Porters Van   | \$0                    | \$0         | \$0              | \$0                    | \$0              | \$0              |
| 2017/18                   | 16916  | Bridgewater Memorial Hall Power Upgrade   | \$0                    | \$0         | \$0              | \$0                    | \$0              | \$0              |
| 2017/18                   | 26647  | Inglewood Sports Centre Power Upgrade   | \$0                    | \$0         | \$0              | \$0                    | \$4,200          | \$4,200          |
| 2017/18                   | 26648  | Inglewood Eucy Museum Annex   | \$0                    | \$0         | \$0              | \$0                    | \$20,000         | \$20,000         |
| 2018/19                   | 17956  | B/W Recreation reserve Lights   | \$0                    | \$0         | \$0              | \$0                    | \$50,000         | \$50,000         |
|                           |        | <b>CURRENT</b>  | <b>\$0</b>             | <b>\$0</b>  | <b>\$0</b>       | <b>\$0</b>             | <b>\$8,670</b>   | <b>\$8,670</b>   |
|                           |        | <b>Total Expenditure for the Year</b>   | <b>\$0</b>             | <b>\$0</b>  | <b>\$0</b>       | <b>\$0</b>             | <b>\$163,370</b> | <b>\$163,370</b> |
|                           |        | <b>Total Amount Not Spent at the End of the Year, and Available for Next Year</b> |                        |             | <b>\$163,370</b> |                        |                  | <b>\$0</b>       |

APPENDIX 5C: COMMUNITY PLANNING FINANCIALS TARNAGULLA

| Tarnagulla Community Plans |        |   | ACTUALS                |                 |                  | BUDGET                 |                  |                  |
|----------------------------|--------|---|------------------------|-----------------|------------------|------------------------|------------------|------------------|
| YEAR                       | LEDGER | PROJECT   | 2018/19 FINANCIAL YEAR |                 |                  | 2018/19 FINANCIAL YEAR |                  |                  |
|                            |        |   | INCOME                 | EXPENDITURE     | NET COST         | INCOME                 | EXPENDITURE      | NET COST         |
|                            |        | <b>Income</b>   |                        |                 |                  |                        |                  |                  |
|                            |        | Unspent Allocation from Previous Years  | \$141,580              | \$0             | \$141,580        | \$141,580              | \$0              | \$141,580        |
|                            |        | This Year's Allocation  | \$50,000               | \$0             | \$50,000         | \$50,000               | \$0              | \$50,000         |
|                            |        | Strategic Fund  | \$0                    | \$0             | \$0              | \$0                    | \$0              | \$0              |
|                            |        | Movement in Wards   | \$0                    | \$0             | \$0              | \$0                    | \$0              | \$0              |
|                            |        | Equity Adjustment   | \$0                    | \$0             | \$0              | \$0                    | \$0              | \$0              |
|                            |        | <b>Total Amount Available</b>   | <b>\$191,580</b>       | <b>\$0</b>      | <b>\$191,580</b> | <b>\$191,580</b>       | <b>\$0</b>       | <b>\$191,580</b> |
|                            |        | <b>LESS Expenditure for the Year</b>  |                        |                 |                  |                        |                  |                  |
| 2017/18                    | 16922  | Rheola Playground   | \$0                    | \$10,000        | \$10,000         | \$0                    | \$10,000         | \$10,000         |
| 2017/18                    | 16923  | Tarnagulla Recreation Reserve Sealing   | \$0                    | \$0             | \$0              | \$0                    | \$0              | \$0              |
| 2017/18                    | 26851  | Laanecoore Boat Ramp  | \$0                    | \$8,953         | \$8,953          | \$0                    | \$99,280         | \$99,280         |
| 2017/18                    | 12924  | Newbridge Solar Bollards  | \$0                    | \$0             | \$0              | \$0                    | \$1,234          | \$1,234          |
| 2018/19                    | 17307  | Rheola Hall verandah Flood Light  | \$0                    | \$11,565        | \$11,565         | \$0                    | \$11,565         | \$11,565         |
| 2018/19                    | 17308  | T/G Public Hall Shed Repairs  | \$0                    | \$120           | \$120            | \$0                    | \$26,746         | \$26,746         |
| 2018/19                    | 17309  | NB Rec Reserve BBQ Shelter  | \$0                    | \$0             | \$0              | \$0                    | \$13,110         | \$13,110         |
| 2018/19                    | 17314  | NB Playground Shelter   | \$0                    | \$0             | \$0              | \$0                    | \$10,000         | \$10,000         |
| 2018/19                    | 27980  | NB Hall Repairs   | \$0                    | \$0             | \$0              | \$0                    | \$9,487          | \$9,487          |
|                            |        | <b>CURRENT</b>  | <b>\$0</b>             | <b>\$0</b>      | <b>\$0</b>       | <b>\$0</b>             | <b>\$10,158</b>  | <b>\$10,158</b>  |
|                            |        | <b>Total Expenditure for the Year</b>   | <b>\$0</b>             | <b>\$30,638</b> | <b>\$29,105</b>  | <b>\$0</b>             | <b>\$191,580</b> | <b>\$191,580</b> |
|                            |        | <b>Total Amount Not Spent at the End of the Year, and Available for Next Year</b> |                        |                 | <b>\$162,475</b> |                        |                  | <b>\$0</b>       |

APPENDIX 5D: COMMUNITY PLANNING FINANCIALS TERRICK

| Terrick Community Plans |        |   | ACTUALS                |                 |                  | BUDGET                 |                  |                  |
|-------------------------|--------|---|------------------------|-----------------|------------------|------------------------|------------------|------------------|
| YEAR                    | LEDGER | PROJECT   | 2018/19 FINANCIAL YEAR |                 |                  | 2018/19 FINANCIAL YEAR |                  |                  |
|                         |        |   | INCOME                 | EXPENDITURE     | NET COST         | INCOME                 | EXPENDITURE      | NET COST         |
|                         |        | <b>Income</b>   |                        |                 |                  |                        |                  |                  |
|                         |        | Unspent Allocation from Previous Years  | \$67,512               | \$0             | \$67,512         | \$67,512               | \$0              | \$67,512         |
|                         |        | This Year's Allocation  | \$50,000               | \$0             | \$50,000         | \$50,000               | \$0              | \$50,000         |
|                         |        | Equity Adjustment   | \$0                    | \$0             | \$0              | \$0                    | \$0              | \$0              |
|                         |        | Strategic Fund  | \$0                    | \$0             | \$0              | \$0                    | \$0              | \$0              |
|                         |        | <b>Total Amount Available</b>   | <b>\$117,512</b>       | <b>\$0</b>      | <b>\$117,512</b> | <b>\$117,512</b>       | <b>\$0</b>       | <b>\$117,512</b> |
|                         |        | <b>LESS Expenditure for the Year</b>  |                        |                 |                  |                        |                  |                  |
| 2010/11                 | 16279  | Pyramid Hill Rural Water Community Areas  | \$0                    | \$0             | \$0              | \$0                    | \$7,091          | \$7,091          |
| 2014/15                 | 26828  | Pyramid Hill Caravan Park   | \$0                    | \$0             | \$0              | \$0                    | \$16,330         | \$16,330         |
| 2017/18                 | 14930  | PH Bowling Floor Repairs  | \$0                    | \$0             | \$0              | \$0                    | \$0              | \$0              |
| 2017/18                 | 16917  | Dingee Recreation Reserve Playground  | \$0                    | \$0             | \$0              | \$0                    | \$5,000          | \$5,000          |
| 2017/18                 | 26849  | Pyramid Hill Memorial Hall Power Upgrade  | \$0                    | \$0             | \$0              | \$0                    | \$19,091         | \$19,091         |
| 2017/18                 | 16918  | Dingee Hall Storage Container   | \$0                    | \$3,551         | \$3,551          | \$0                    | \$5,000          | \$5,000          |
| 2017/18                 | 16919  | Dingee Bowls/Tennis Storage Shed  | \$0                    | \$15,437        | \$15,437         | \$0                    | \$15,000         | \$15,000         |
| 2018/19                 | 17943  | Dingee Hall Solar   | \$0                    | \$0             | \$0              | \$0                    | \$6,000          | \$6,000          |
| 2018/19                 | 187352 | Dingee EPU Feasibility Study  | \$0                    | \$0             | \$0              | \$0                    | \$12,000         | \$12,000         |
| 2018/19                 | 27907  | PH Lions Park Redevelopment   | \$0                    | \$0             | \$0              | \$0                    | \$32,000         | \$32,000         |
|                         |        | <b>CURRENT</b>  | <b>\$0</b>             | <b>\$0</b>      | <b>\$0</b>       | <b>\$0</b>             | <b>\$0</b>       | <b>\$0</b>       |
|                         |        | <b>Total Expenditure for the Year</b>   | <b>\$0</b>             | <b>\$18,988</b> | <b>\$18,988</b>  | <b>\$0</b>             | <b>\$117,512</b> | <b>\$117,512</b> |
|                         |        | <b>Total Amount Not Spent at the End of the Year, and Available for Next Year</b> |                        |                 | <b>\$98,524</b>  |                        |                  | <b>\$0</b>       |

APPENDIX 5E: COMMUNITY PLANNING FINANCIAL WEDDERBURN

| Wedderburn Community Plans |        |   | ACTUALS                |                |                  | BUDGET                 |                  |                  |
|----------------------------|--------|---|------------------------|----------------|------------------|------------------------|------------------|------------------|
| YEAR                       | LEDGER | PROJECT   | 2018/19 FINANCIAL YEAR |                |                  | 2018/19 FINANCIAL YEAR |                  |                  |
|                            |        |   | INCOME                 | EXPENDITURE    | NET COST         | INCOME                 | EXPENDITURE      | NET COST         |
|                            |        | <b>Income</b>   |                        |                |                  |                        |                  |                  |
|                            |        | Unspent Allocation from Previous Years  | \$150,233              | \$0            | \$150,233        | \$150,233              | \$0              | \$150,233        |
|                            |        | This Year's Allocation  | \$50,000               | \$0            | \$50,000         | \$50,000               | \$0              | \$50,000         |
|                            |        | Equity Adjustment   | \$0                    | \$0            | \$0              | \$0                    | \$0              | \$0              |
|                            |        | Movement in Wards   | \$0                    | \$0            | \$0              | \$0                    | \$0              | \$0              |
|                            |        | Strategic Fund  | \$0                    | \$0            | \$0              | \$0                    | \$0              | \$0              |
|                            |        | <b>Total Amount Available</b>   | <b>\$200,233</b>       | <b>\$0</b>     | <b>\$200,233</b> | <b>\$200,233</b>       | <b>\$0</b>       | <b>\$200,233</b> |
|                            |        | <b>Expenditure</b>  |                        |                |                  |                        |                  |                  |
| 2016/17                    | 16912  | Wedderburn Town Entry   | \$0                    | \$4,160        | \$4,160          | \$0                    | \$40,000         | \$40,000         |
| 2016/17                    | 16913  | Wedderburn Caravan Park   | \$0                    | \$0            | \$0              | \$0                    | \$50,000         | \$50,000         |
| 2018/19                    | 27908  | Soldiers Memorial Park Exercise Equipment   | \$0                    | \$0            | \$0              | \$0                    | \$25,000         | \$25,000         |
| 2018/19                    | 27909  | Wedderburn Caravan Park Redevelopment   | \$0                    | \$0            | \$0              | \$0                    | \$25,000         | \$25,000         |
| 2018/19                    | 27910  | Donaldson Park Redevelopment  | \$0                    | \$0            | \$0              | \$0                    | \$10,000         | \$10,000         |
| <b>CURRENT</b>             |        | <b>Wedderburn Community Plans Unallocated</b>                                     | <b>\$0</b>             | <b>\$0</b>     | <b>\$0</b>       | <b>\$0</b>             | <b>\$50,233</b>  | <b>\$50,233</b>  |
|                            |        | <b>Total Expenditure for the Year</b>   | <b>\$0</b>             | <b>\$4,160</b> | <b>\$4,160</b>   | <b>\$0</b>             | <b>\$200,233</b> | <b>\$200,233</b> |
|                            |        | <b>Total Amount Not Spent at the End of the Year, and Available for Next Year</b> |                        |                | <b>\$196,073</b> |                        |                  | <b>\$0</b>       |

**9.6 NOMINATION FOR NORTH CENTRAL LOCAL LEARNING AND EMPLOYMENT NETWORK**

**File Number:** 19/01/004  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council ratify the nomination of Mayor, Councillor Cheryl McKinnon as Loddon Shire Council's delegate to the Board of Management for the North Central Local Learning and Employment Network.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

This matter was discussed at the Council forum on 12 March 2019.

**BACKGROUND**

Loddon Shire Council is a member of the North Central Local Learning and Employment Network (LLEN).

**ISSUES/DISCUSSION**

The North Central LLEN has a Board of Management comprised of a number of skills/attributes based members. One of the areas of skills/attributes is "Councillor/Officer Loddon Shire Council". The method of appointment is by delegation of Council.

Mayor Councillor Cheryl McKinnon has been a community member of the Board of Management and wishes to continue her involvement by being delegated as Council's representative to the Board of Management.

Council was asked for nominations by email dated 8 March 2019, with nominations due by 18 March 2019. Due to the short timeframe, a report was not able to be put to Council prior to the nominations closing. This report therefore seeks the ratification of the nomination.

**COST/BENEFITS**

Costs associated with the delegation may include reimbursement of travel costs. The benefits of the appointment include strong relationships between Council and the North Central LLEN, and advocacy and awareness of issues affecting Council.

**RISK ANALYSIS**

There is minimal risk associated with involvement.

**CONSULTATION AND ENGAGEMENT**

Councillors have been consulted in determining which Councillor would like to be delegated to the Board of Management for the North Central LLEN.

**9.7 CROWN LAND IN INGLEWOOD**

**File Number:** 13/09/001  
**Author:** Lynne Habner, Manager Executive and Commercial Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council resolves to:

1. formally relinquish management of the land being Crown allotment 14A, Section 17, Township of Inglewood, and authorise the CEO to apply the Council seal to any related documentation necessary to achieve this objective
2. advise the Department of Environment, Land, Water and Planning of its decision.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Nil.

**BACKGROUND**

Cr Condliffe has received an enquiry about whether land may be available for purchase by a residential developer.

The land in question has been identified as Crown Allotments 13A and 14A Section 17 Parish and Township of Inglewood, belonging to the Crown.

Enquiries were made with the Department of Environment, Land, Water and Planning (DELWP) seeking advice about how a private developer would go about pursuing this.

DELWP has confirmed that the area, being Crown allotments 13A & 14A, Section 17, Township of Inglewood is Crown land.

Crown allotment 14A, Section 17, Township of Inglewood was originally reserved on 10 November 1937 under the Crown Land (Reserves) Act for the supply of gravel. Council was appointed as the committee of management on 30 Dec 1937.

There is a licence issued over all of Crown allotment 14A, and part of Crown allotment 13A. The licence was issued directly by DELWP to the licensee for the purpose of grazing, with the consent of Council as the land manager. Council may have agreed to the licence as a method for managing the grass while the site was not required for gravel extraction. The licence is currently in an individual's name.

The land (parcels marked in orange on the following map) is within the Township Zone and close to water and sewerage infrastructure.



## ISSUES/DISCUSSION

DELWP advised that, given the location and size of the parcels of Crown land it is unlikely that they would be sold to the adjoining land owner. The Department would need to undertake an assessment to determine if these parcels of Crown land are surplus to its requirements.

DELWP advised that the process would be as follows:

- Before the Department can move forward with a request for consideration to sell the land, Council would need to formally relinquish management of the land being Crown allotment 14A, Section 17, Township of Inglewood.

Council officers have confirmed that Council has no interest in using the site as a gravel pit into the future due to its location and proximity to the township.

- The Department would then undertake a site inspection to determine if it is appropriate to accept the land back in its current state.



- The Department does not always process applications to purchase, as there are a number of factors that determine if it is suitable for sale.
- Given the locality and size of the allotments, the likely method of sale is public sale/auction.
- The sales process is lengthy and can take between three (3) to five (5) years to finalise.
- The person who submits the application to purchase is responsible for all Departmental fees (application fees (\$20.00), survey fees and plan preparation fees - these are subject to change) and there is no guarantee at the conclusion of the process that they will be the successful purchaser.

Council is asked to consider whether it wishes to formally relinquish management of the land being Crown allotment 14A, Section 17, Township of Inglewood.

This would allow the department to consider selling the land.

### **COST/BENEFITS**

There are no costs involved with the recommended action for Council to formally relinquish management of the land.

Costs would be incurred by a developer wishing to pursue an application to purchase the land, including all Departmental application fees, survey fees and plan preparation fees.

If an appropriate residential development were to eventuate, an increased township population is generally likely to bring economic benefits to the town and the broader region.

### **RISK ANALYSIS**

There are minimal risks associated with the recommended action for Council to formally relinquish management of the land.

Future risks may include:

- DELWP may decide not to determine that the parcels are surplus to requirements and not make them available for sale
- there may not be developers willing to submit an application to purchase the land
- sale by public auction would not guarantee that the land would be developed, or that it would occur in any particular time frame.

### **CONSULTATION AND ENGAGEMENT**

Consultation on this matter has been undertaken with relevant Council staff, Cr Condliffe, and DELWP staff.

**9.8 REGIONAL ECONOMIC GROWTH STRATEGY**

**File Number:** 13/09/001  
**Author:** Lynne Habner, Manager Executive and Commercial Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council endorse the Loddon Campaspe Regional Economic Growth Strategy as a strategy designed to assist in focussing action and advocacy efforts on activities that will support the Loddon Campaspe's economy.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

A presentation was made to the March 2019 Council Forum by representatives of Regional Development Australia (RDA) Loddon Mallee and the Loddon Campaspe Regional Partnership.

**BACKGROUND**

The Loddon Campaspe Regional Economic Growth Strategy has been jointly prepared by the Loddon Mallee Regional Development Australia (RDA) Committee and the Loddon Campaspe Regional Partnership. It is one of two Regional Economic Growth Strategies (Mallee and Loddon Campaspe) covering the Loddon Mallee region.

The purpose of the Loddon Campaspe Regional Economic Growth Strategy is to focus actions towards those activities that will provide the greatest benefit to the region's economy. The document could also provide a platform for coordinated regional advocacy.

The Strategy is a successor to the Loddon Mallee Regional Strategic Plan 2015-18 that was prepared by the Loddon Mallee RDA. In comparison to its predecessor, the Regional Economic Growth Strategy has a tighter economic focus.

This new Strategy has been prepared using inputs from several workshops held across the region and the two Regional Partnership Assemblies. The Strategy was authored by REMPLAN and is underpinned by a technical document prepared in August 2018.

**ISSUES/DISCUSSION**

It is proposed that this Strategy is owned by the region. RDA has sought Council's endorsement of the Strategy along with the endorsement of all other LGAs in the region and other core economic focused regional bodies.

The Regional Economic Growth Strategy has a 10-year planning horizon. Once the Strategy is endorsed, work will commence on an implementation plan and production of an Investment Prospectus that will highlight those shovel-ready investments that need to be made to realise the vision within the Strategy. RDA will be seeking input in the development of this Investment Prospectus.

Like earlier Regional Strategic Plans, it is envisaged that this Regional Economic Growth Strategy could be used by all the region's stakeholders to demonstrate where a proposed investment is

aligned with regional priorities. The Strategy will also be used by the Loddon Mallee RDA and Regional Partnership Committees to focus their efforts.

**COST/BENEFITS**

There are no costs identified with the recommendation for this report.

**RISK ANALYSIS**

There are no risks identified with the recommendation for this report.

**CONSULTATION AND ENGAGEMENT**

RDA and Loddon Campaspe Regional Partnership have consulted with key Council staff during the preparation of the Strategy.

**9.9 2019 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS**

**File Number:** 02/04/004  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council note the opportunity to submit motions to the Australia Local Government Association National General Assembly in June 2019.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Councillors discussed the opportunity to submit motions to the Australian Local Government Association (ALGA) National General Assembly (NGA) during its Briefing held on 26 March 2019.

**BACKGROUND**

The ALGA is the national peak advocacy body for local government. ALGA's work includes the establishment of national policy and advocacy on behalf of its members with departments, ministers and other parliamentarians at the Commonwealth level to achieve better outcomes for local councils.

The NGA provides the opportunity for councils to identify matters of national relevance to the sector and to submit motions to seek support for these matters to be considered by ALGA for potential action e.g. advocacy or policy development.

Correspondence has been received from the ALGA inviting Council to participate in the NGA scheduled to be held in Canberra from 16 June to 19 June 2019. In addition to the invitation for staff and elected members to attend the NGA, the ALGA has invited motions under the theme of 'Future Focused' that complement or build on the policy objectives of the MAV and that propose a clear action and outcome.

**ISSUES/DISCUSSION**

Staff and Councillors have discussed the involvement of the Loddon Shire at the NGA as well as potential motions which may be put forward for consideration by the ALGA board.

Motions must be submitted electronically by 11.59pm on Friday 29 March 2019 using the online form available on the NGA website. All motions require a contact officer, clear national objective, summary of key arguments in support of the motion and endorsement of Council.

**COST/BENEFITS**

There is minimal cost associated with submitting a motion. Conference costs vary depending upon the attendees at the National General Assembly. The benefit of submitting a motion and attending the conference is increased opportunity to advocate and influence policy relevant to the work of local government nationally.

**RISK ANALYSIS**

Submitting the notice of motion is not considered to pose any significant risk to Council.

**CONSULTATION AND ENGAGEMENT**

Discussions regarding potential notices of motion occurred between Council officers as well as Councillors. No public consultation was undertaken in respect to any proposed motions.

**10 INFORMATION REPORTS**

Nil

**11 COMPLIANCE REPORTS****11.1 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-LODDON SOUTHERN TOURISM AND DEVELOPMENT**

**File Number:** 02/01/029  
**Author:** Michelle Hargreaves, Administration Officer  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** Nil

**RECOMMENDATION**

That Council appoints the persons named in this report as members of the Loddon Southern Tourism and Development Section 86 committee of management, effective immediately.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council approved the current list of committee members for Loddon Southern Tourism and Development Committee of Management on 28 November 2017.

**BACKGROUND**

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

**Members and Office Bearers of the Committee**

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

**ISSUES/DISCUSSION**

Loddon Southern Tourism and Development is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

| <b>Name</b>       | <b>Position</b>  |
|-------------------|------------------|
| Jill Temby        | President        |
| Sandra Steel      | Secretary        |
| Norma Sokolowski  | Treasurer        |
| Colin Silke       | Committee Member |
| Darryl Peters     | Committee Member |
| David Gordon      | Committee Member |
| Dot Silke         | Committee Member |
| Isabella Marshall | Committee Member |
| Sue Horsley       | Committee Member |

The Council representative for this committee is Cr Geoff Curnow.

**COST/BENEFITS**

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

**RISK ANALYSIS**

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

**CONSULTATION AND ENGAGEMENT**

Nil



**12 GENERAL BUSINESS**

**13 CONFIDENTIAL ITEMS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989:

**13.1 Review of confidential actions**

This matter is considered to be confidential under Section 89(2) - (h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Any other matter which the Council or special committee considers would prejudice the Council or any person.

**13.2 Finalisation of Sale of Properties for Rate Recovery Under Section 181 of the Local Government Act 1989**

This matter is considered to be confidential under Section 89(2) - (b) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the personal hardship of any resident or ratepayer.

Closing of Meeting to the Public

**RECOMMENDATION**

That the meeting be closed to the public.

**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 23 April 2019 at Serpentine commencing at at 3pm.

There being no further business the meeting was closed at [enter time](#).

Confirmed this.....day of..... 2018

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