



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

**Date: Tuesday, 27 August 2019**  
**Time: 3pm**  
**Location: Council Chambers, Serpentine**

# **AGENDA**

**Ordinary Council Meeting**

**27 August 2019**

## Order Of Business

<b>1</b>	<b>OPENING PRAYER</b> .....	<b>5</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b> .....	<b>5</b>
<b>3</b>	<b>APOLOGIES</b> .....	<b>5</b>
<b>4</b>	<b>DECLARATIONS OF CONFLICT OF INTEREST</b> .....	<b>5</b>
<b>5</b>	<b>PREVIOUS MINUTES</b> .....	<b>6</b>
5.1	CONFIRMATION OF MINUTES .....	6
<b>6</b>	<b>REVIEW OF ACTION SHEET</b> .....	<b>7</b>
6.1	REVIEW OF ACTIONS .....	7
<b>7</b>	<b>MAYORAL REPORT</b> .....	<b>17</b>
<b>8</b>	<b>COUNCILLORS' REPORT</b> .....	<b>17</b>
<b>9</b>	<b>DECISION REPORTS</b> .....	<b>18</b>
9.1	2018/19 FINANCIAL AND PERFORMANCE STATEMENTS IN PRINCIPLE REPORT .....	18
9.2	PLANNING APPLICATION 5447: PROPOSED THREE LOT BOUNDARY RE- ALIGNMENT, BRIDGEWATER NORTH .....	92
9.3	PLANNING APPLICATION 5434: ERECTION AND DISPLAY OF MAJOR PROMOTION SIGN IN MAIN STREET BRIDGEWATER .....	110
9.4	PLANNING APPLICATION 5379: FOR THE USE AND DEVELOPMENT OF TWO DWELLINGS ON ONE LOT .....	123
9.5	REVIEW OF DELEGATIONS .....	153
9.6	FINANCE REPORT FOR THE PERIOD ENDING 31 JULY 2019 .....	214
9.7	REVIEW OF PROCUREMENT POLICY .....	226
9.8	BOORT AERODROME MAINTENANCE .....	246
9.9	2019 MAV STATE COUNCIL - CALL FOR MOTIONS .....	249
9.10	TARNAGULLA COMMUNITY CENTRE .....	250
9.11	LODDON SHIRE COUNCIL 2019/2020 COMMUNITY GRANTS - TARNAGULLA INDIVIDUAL REPORT .....	252
9.12	LODDON SHIRE COUNCIL 2019/2020 COMMUNITY GRANTS - INGLEWOOD INDIVIDUAL REPORT .....	254
9.13	LODDON SHIRE COUNCIL 2019/2020 COMMUNITY GRANTS - WEDDERBURN INDIVIDUAL REPORT .....	257
9.14	LODDON SHIRE COMMUNITY GRANTS PROGRAM 2019/2020 .....	260
9.15	BAD AND DOUBTFUL DEBTS 2018/19 .....	267
<b>10</b>	<b>INFORMATION REPORTS</b> .....	<b>269</b>
10.1	PUBLIC HEALTH ACTIVITY REPORT .....	269
10.2	ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT .....	273
10.3	LOCAL LAWS AND PLANNING COMPLIANCE ACTIVITY REPORT .....	276
10.4	UPDATE ON THE ANNUAL INFRASTRUCTURE PROGRAM 2018-2019, FLOOD RESTORATION PROGRAM AND OTHER PROJECTS .....	280

---

10.5	QUARTERLY STRATEGIC PLANNING ACTIVITY REPORT.....	288
10.6	QUARTERLY PLANNING PERMIT ACTIVITY REPORT.....	291
10.7	QUARTERLY BUILDING SERVICES ACTIVITY REPORT.....	297
10.8	REQUEST AUTHORISATION FOR AN AMENDMENT OF BRIDGEWATER FLOODING OVERLAYS.....	301
<b>11</b>	<b>COMPLIANCE REPORTS .....</b>	<b>308</b>
11.1	SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS- KORONG VALE SPORTS CENTRE COMMITTEE OF MANAGEMENT .....	308
11.2	SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS- WEDDERBURN ENGINE PARK .....	310
<b>12</b>	<b>GENERAL BUSINESS.....</b>	<b>312</b>
<b>13</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>313</b>
13.1	REVIEW OF CONFIDENTIAL ACTIONS .....	313



**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 23 July 2019
2. The minutes of the Ordinary Council Meeting of 23 July 2019
3. The minutes of the Council Forum of 13 August 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.

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 15 August 2019 1:48:43 PM

**Outstanding actions from previous meetings**

Meeting	Officer/Director	Section	Subject
Council 25/09/2018	Habner, Lynne 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>			
<b>CARRIED</b>			
<p><i>2/10/2018 2:24:34 PM - Lynne Habner</i> 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.</p> <p><i>14/11/2018 2:40:41 PM - Lynne Habner</i> 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.</p> <p><i>30/11/2018 11:19:45 AM - Lynne Habner</i></p>			



Outstanding	Division: Committee: Officer:	Date From: Date To:
<b>Action Sheets Report</b>		Printed: Thursday, 15 August 2019 1:48:43 PM

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.  
 8/04/2019 2:49:23 PM - Lynne Habner  
 Discussions on draft agreements are continuing with DELWP and the ski club  
 17/05/2019 11:31:07 AM - Lynne Habner  
 Comments on the draft licence conditions were received from DELWP on 13 May 2019 and staff are continuing to liaise with DELWP and legal advice to determine the final draft licence for use of the existing camp kitchen.  
 13/06/2019 4:53:09 PM - Lynne Habner  
 Staff are assessing proposed changes to licensing agreement by DELWP for finalisation of document.  
 10/07/2019 11:40:27 AM - Lynne Habner  
 Council staff have responded to comments by DELWP, and are awaiting return of officer from leave to progress finalisation of draft licensing agreement.  
 13/08/2019 12:11:43 PM - Lynne Habner  
 email received from DELWP 12/8/19 that the licence details are being reviewed and comments will be provided to Council staff in the coming days.

Meeting	Officer/Director	Section	Subject
Council 26/02/2019	Gladman, Wendy Gladman, Wendy	Decision Reports	FINALISATION OF CENTENARY OF ANZAC PROGRAM
<b>RESOLUTION 2019/35</b>			
Moved: Cr Geoff Curnow			
Seconded: Cr Colleen Condliffe			
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.			
<b>CARRIED</b>			
12/03/2019 11:09:05 PM - Wendy Gladman A letter has been drafted advising local RSL's and Historical Societies of Councils decision, inviting project nomination and identification of the lead agency. 14/04/2019 1:07:26 PM - Wendy Gladman This action item is still in progress. A letter has been forwarded to RSL and Historical Societies. 13/05/2019 3:14:04 PM - Stacey Williamson			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 15 August 2019 1:48:43 PM

In progress - a letter was sent on 26/04/2019 to the RSL Sub-branch and Historical Societies regarding the allocation of the remaining funds. We are yet to hear back from any of the organisations.  
 11/06/2019 5:00:19 PM - Stacey Williamson  
 Letter back from Inglewood/Bridgewater RSL advising of project allocation for remaining funds.  
 9/07/2019 1:20:54 PM - Wendy Gladman  
 The details of nominated local projects have been received from Boort, East Loddon, Pyramid Hill and Inglewood and the formal agreements and payment of funds will be progressed shortly. Council staff continue to work with representatives from the RSL and Historical Society in Wedderburn to complete the required documentation to nominate a local project.  
 15/08/2019 12:43:36 PM - Wendy Gladman  
 Information has not yet been received back from all areas. Officers will now progress payments for those that have been submitted and will continue to work with areas yet to submit.

**Actions completed since last meeting**

Meeting	Officer/Director	Section	Subject
Council 26/02/2019	Gladman, Wendy Gladman, Wendy	Decision Reports	RE-OPENING PUBLIC ACCESS TO SPILLWAY RESERVE, LAANECOORIE

**RESOLUTION 2019/34**

Moved: Cr Geoff Cumow  
 Seconded: Cr Neil Beattie

That Council:

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
2. restrict the level of amenity provided at the site as provided in the report, namely:
  - 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.
  - no other amenities, such as BBQs or shade structures are provided.
  - 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).
  - review the direct expense incurred annually to respond to activities related to maintaining the site as an open public space.

**CARRIED**

12/03/2019 11:06:28 PM - Wendy Gladman  
 Initial contact has been made with GMW with regard to the reopening of spillway reserve.  
 14/04/2019 1:06:46 PM - Wendy Gladman  
 This action item is still in progress. A draft agreement is currently being assessed by Council officers.

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 15 August 2019 1:48:43 PM

14/05/2019 9:13:07 AM - Stacey Williamson  
 In progress - Tony Bellenger met with Dale Farnsworth. A new agreement is currently being drafted as current one has no specific information regarding who is responsible for what actions in the agreement. The new agreement should be provided to Council for consideration within the next 1-2 weeks.

11/06/2019 4:07:27 PM - Stacey Williamson  
 Agreement received and onsite meeting held with representative of GMW and Caravan Park to discuss works required and operational matters. A couple of minor alterations to agreement discussed and we have amended agreement and sent to GMW for final review. On track to have reserve open on 1 August 2019.

9/07/2019 1:19:04 PM - Wendy Gladman  
 The licence document is currently with Goulburn Murray Water for signing. The opening of the spillway reserve to the public is on track for a 1 August 2019 commencement.

15/08/2019 12:43:10 PM - Wendy Gladman  
 Action completed by: Gladman, Wendy  
 The agreement has been finalised and signed by both parties allowing the site to be opened.

Meeting	Officer/Director	Section	Subject
Council 23/07/2019	Smith, Graeme Phillips, Steven	Decision Reports	Annual Infrastructure Program 2019-20
<p><b>RESOLUTION 2019/145</b></p> <p>Moved: Cr Neil Beattie                      Seconded: Cr Colleen Condliffe</p> <p>That Council resolve to adopt the Annual Infrastructure Program 2019-2020.</p> <p style="text-align: right;"><b>CARRIED</b></p>			
<p>13/08/2019 3:20:09 PM - Graeme Smith                      Action completed by: Smith, Graeme                      Annual infrastructure approved</p>			

Meeting	Officer/Director	Section	Subject
Council 23/07/2019	Smith, Graeme Phillips, Steven	Decision Reports	Boundary and Township Signage
<p><b>RESOLUTION 2019/146</b></p> <p>Moved: Cr Geoff Cumow                      Seconded: Cr Neil Beattie</p> <p>That Council endorses the content of the report and establishes a Boundary and Township Signage Financial Reserve.</p>			

Outstanding	Division: Committee: Officer:	Date From: Date To:
<a href="#">Action Sheets Report</a>		Printed: Thursday, 15 August 2019 1:48:43 PM

**CARRIED**

13/08/2019 3:24:48 PM - Graeme Smith  
 Action completed by: Smith, Graeme  
 Reserve has been created and boundary signage will be replaced as required

Meeting	Officer/Director	Section	Subject
Council 23/07/2019	Smith, Graeme Phillips, Steven	Decision Reports	Participation in a Renewable Energy Power Purchase Agreement for Local Government

**RESOLUTION 2019/147**

Moved: Cr Colleen Condliffe  
 Seconded: Cr Geoff Curnow

That Council approve of participation in the tendering process for the Renewal Energy Power Purchase Agreement for Local Government and that the CEO be authorised to affix the Council seal to related documentation if required.

**CARRIED**

13/08/2019 3:35:18 PM - Graeme Smith  
 Action completed by: Smith, Graeme  
 Action completed

Meeting	Officer/Director	Section	Subject
Council 23/07/2019	Caserta, Deanne Morrison, Sharon	Decision Reports	Review of Revenue and Debt Collection Policy

**RESOLUTION 2019/148**

Moved: Cr Geoff Curnow  
 Seconded: Cr Colleen Condliffe

That Council adopts the Revenue and Debt Collection Policy v3

**CARRIED**

Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>
<b>Action Sheets Report</b>		<b>Printed: Thursday, 15 August 2019 1:48:43 PM</b>

5/08/2019 1:10:08 PM - Deanne Caserta  
 Action completed by: Caserta, Deanne  
 Sent for finalisation and publishing to website

Meeting	Officer/Director	Section	Subject
Council 23/07/2019	Caserta, Deanne Morrison, Sharon	Decision Reports	Review of Financial Hardship Policy
<b>RESOLUTION 2019/149</b>			
Moved: Cr Neil Beattie			
Seconded: Cr Gavan Holt			
That Council adopts the Financial Hardship Policy v2			
<b>CARRIED</b>			
5/08/2019 1:09:47 PM - Deanne Caserta Action completed by: Caserta, Deanne Sent for finalisation and publishing to website			

Meeting	Officer/Director	Section	Subject
Council 23/07/2019	Caserta, Deanne Morrison, Sharon	Decision Reports	Review of Rates Policy
<b>RESOLUTION 2019/150</b>			
Moved: Cr Gavan Holt			
Seconded: Cr Geoff Curnow			
That Council adopts the Rates Policy v3			
<b>CARRIED</b>			
5/08/2019 1:10:00 PM - Deanne Caserta Action completed by: Caserta, Deanne Sent for finalisation and publishing to website			

Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>
<a href="#">Action Sheets Report</a>		<b>Printed:</b> Thursday, 15 August 2019 1:48:43 PM

Meeting	Officer/Director	Section	Subject
Council 23/07/2019	Caserta, Deanne Morrison, Sharon	Decision Reports	Review of Financial Reserves Policy
<p><b>RESOLUTION 2019/151</b></p> <p>Moved: Cr Gavan Holt Seconded: Cr Neil Beattie</p> <p>That Council adopts the amended Financial Reserves Policy v8 as attached and that the funds remaining in the now discontinued Valuations Reserve be placed in the newly established Boundary and Township Signage Financial Reserve.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>5/08/2019 1:09:54 PM - Deanne Caserta</i> Action completed by: Caserta, Deanne Sent for finalisation and publishing to website</p>			

Meeting	Officer/Director	Section	Subject
Council 23/07/2019	Phillips, Steven Pinyon, Phil	Decision Reports	Closure of unused government road, Leaghur (Correction)
<p><b>RESOLUTION 2019/152</b></p> <p>Moved: Cr Neil Beattie Seconded: Cr Geoff Cumow</p> <p>That Council</p> <ol style="list-style-type: none"> <li>Rescind the resolution 2019/27 of the Council meeting 26 February 2019.</li> <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 being 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> <p style="text-align: right;"><b>CARRIED</b></p>			

Outstanding	Division: Committee: Officer:	Date From: Date To:
<b>Action Sheets Report</b>		Printed: Thursday, 15 August 2019 1:48:43 PM

12/08/2019 11:23:38 AM - Steven Phillips  
 Action completed by: Phillips, Steven  
 DELWP has been notified and the process has commenced.

12/08/2019 11:25:59 AM - Steven Phillips  
 Action completed by: Phillips, Steven  
 Action completed by: Phillips, Steven  
 DELWP has been notified and the process has commenced.

Meeting	Officer/Director	Section	Subject
Council 23/07/2019	Gladman, Wendy Gladman, Wendy	Decision Reports	LODDON ABORIGINAL COMMUNITY PARTNERSHIP PLAN 2019 - 2021 FOR PUBLIC DISPLAY
<b>RESOLUTION 2019/153</b>			
Moved: Cr Colleen Condliffe			
Seconded: Cr Geoff Curnow			
That Council resolve to advertise the draft Loddon Aboriginal Community Partnership Plan 2019-2021 for public comment.			
<b>CARRIED</b>			
5/08/2019 2:10:46 PM - Wendy Gladman			
Action completed by: Gladman, Wendy			
The draft Loddon Aboriginal Community Partnership Plan 2019-2021 has been advertised as available for public comment from 3 - 30 August 2019, with copies available on Council's website, at Council offices in Wedderburn and Serpentine and at Council library agencies.			

Meeting	Officer/Director	Section	Subject
Council 23/07/2019	Gladman, Wendy Gladman, Wendy	Decision Reports	COMMUNITY SUPPORT - EQUITABLE ACCESS TO IRRIGATION WATER FOR THE MAJOR RECREATION RESERVES IN LODDON SHIRE
<b>RESOLUTION 2019/154</b>			
Moved: Cr Gavan Holt			
Seconded: Cr Colleen Condliffe			
That Council:			
1. adds 'Recreation reserve water subsidy' as an activity to the Community Support Policy, providing financial support limited to:			
a) a maximum of 12 megalitres (ML) of non-potable water annually for each of the Main Active Recreation Reserves as defined in the Public Hall and			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 15 August 2019 1:48:43 PM

<p>Recreation Reserve Allocation Policy</p> <p>b) the cost of annual service fees and charges associated with the supply of water to the above mentioned recreation reserves, namely: annual service fees/meter charges, service point fees and water access fees</p> <p>2. excludes all costs associated with the pumping, distribution and onsite storage of water from the available support provided in the above mentioned activity</p> <p>3. through a grandfathering arrangement, preserves any existing arrangements in place at the time of this report, that currently support the provision of non-potable water to a recreation reserve by Council.</p> <p>4. approve a budget revision to provide expenditure of \$24,846 in the 2019/20 financial year to support the implementation of the above mentioned activity.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>5/08/2019 2:27:22 PM - Wendy Gladman</i> Action completed by: Gladman, Wendy</p> <p>The information relating to the Recreation Reserve Water Subsidy has been provided to the Policy and Strategy officer for inclusion in the revised Community Support Policy and a budget revision request has been completed to provide a budget allocation for the 2019/20 financial year.</p>
--



**7 MAYORAL REPORT**

**8 COUNCILLORS' REPORT**

**9 DECISION REPORTS****9.1 2018/19 FINANCIAL AND PERFORMANCE STATEMENTS IN PRINCIPLE REPORT**

**File Number:** 06/01/001  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** 1. Draft Loddon Financial Statements 2018/19  
2. Draft Loddon Performance Statements 2018/19

**RECOMMENDATION**

That Council:

1. Adopts the Financial Statements and Performance Statement for the year ended 30 June 2019 as presented "in principle".
2. Authorise the Chief Executive Officer to make any amendments to the Financial Statement and Performance Statement for the year ended 30 June 2019 that may be requested by the Victorian Auditor-General.
3. Authorise the Mayor Cr Cheryl McKinnon, one other Councillor and the Chief Executive Officer to certify the audited Financial Statements and Performance Statement for the year ended 30 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**

Nil.

**BACKGROUND**

Council's external auditors, RSD Audit, acting on behalf of the Victorian Auditor-General, visited Council's Wedderburn office during 7 to 9 August 2019 to finalise the audit of Council's Financial Statements and Performance Statement for the year ended 30 June 2019.

A requirement of the Local Government Act (s132 (2)) is that Council cannot formally submit the Financial Statements or Performance Statement to the Minister without having passed a motion giving in principle support to those statements.

It is also a requirement of the Local Government Act (s132(5)) that Council must ensure that the Financial Statements and Performance Statement, in their final form after any changes recommended or agreed by the auditor have been made, are certified in accordance with the regulations by two Councillors and any other prescribed person authorised by Council for this purpose.

**ISSUES/DISCUSSION**

The annual Financial Statements are presented in accordance with all relevant Australian Accounting Standards and consist of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, and Statement of Cash Flows, along with detailed notes expanding on each of these.

The Performance Statement is in line with the Regulations. It includes:

- 10 mandatory service performance indicators (two Home and Community Care indicators were discontinued after the 2015/16 reporting period and four others are optional – Economic Development, Immunisation, Sports Grounds and Street Sweeping),
- 12 financial sustainability indicators and
- 6 sustainable capacity indicators, which are financial and non-financial indicators of the sustainability of Council.

A standard format for the Performance Statement is provided by Local Government Victoria.

**COST/BENEFITS**

The benefit to Council and the community is accurate financial and non-financial information which shows the Council's results for the financial year, and provides insight into Council's sustainability.

**RISK ANALYSIS**

Preparation and auditing of Financial Statements and the Performance Statement are legislated functions of Council. Council must provide these documents along with the Report of Operations to the Minister for Local Government by 30 September 2019.

By having a structured project plan for delivery of the statements to the Victorian Auditor-General's representative, the risk of not meeting the legislative timeline is diminished.

**CONSULTATION AND ENGAGEMENT**

The Audit Committee has been provided with an overview of the Financial Statements and Performance Statement at the Audit Committee Meeting held on 22 August 2019.

# LODDON SHIRE COUNCIL

## FINANCIAL STATEMENTS YEAR ENDING 30 JUNE 2019



## TABLE OF CONTENTS

<b>FINANCIAL REPORT</b>		
	Certification of financial statements	3
	Victorian Auditor - General's Office Report	4
<b>Financial Statements</b>		
	Comprehensive Income Statement	6
	Balance Sheet	7
	Statement of Changes in Equity	8
	Statement of Cash Flows	9
	Statement of Capital Works	10
	<b>Overview</b>	11
<b>Notes to the financial statements</b>		
<b>Note 1</b>	<b>Performance against budget</b>	<b>12</b>
	1.1 Income and expenditure	12
	1.2 Capital works	14
<b>Note 2</b>	<b>Council results by program</b>	<b>16</b>
	2.1 Analysis of Council results by program	16
<b>Note 3</b>	<b>Funding for the delivery of our services</b>	<b>17</b>
	3.1 Rates and charges	17
	3.2 Statutory fees and fines	17
	3.3 User fees	18
	3.4 Funding from other levels of government	18
	3.5 Contributions	20
	3.6 Reimbursements and subsidies	20
	3.7 Interest received	20
	3.8 Net gain / (loss) on disposal of property, infrastructure, plant and equipment	21
	3.9 Other income	21
<b>Note 4</b>	<b>The cost of delivering services</b>	<b>22</b>
	4.1 Employee costs	22
	4.2 Materials, services and contracts	22
	4.3 Depreciation and amortisation	23
	4.4 Bad and doubtful debts	24
	4.5 Other expenses	24
<b>Note 5</b>	<b>Our financial position</b>	<b>25</b>
	5.1 Financial assets	25
	5.2 Non-financial assets	27
	5.3 Payables	29
	5.4 Provisions	30
	5.5 Financing arrangements	32
	5.6 Commitments	33
	5.7 Operating lease commitments	34
<b>Note 6</b>	<b>Assets we manage</b>	<b>34</b>
	6.1 Non current assets classified as held for sale	34
	6.2 Property, infrastructure, plant and equipment	35
	6.3 Investments in associates, joint arrangements and subsidiaries	42
<b>Note 7</b>	<b>People and relationships</b>	<b>44</b>
	7.1 Council and key management remuneration	44
	7.2 Related party disclosure	45
<b>Note 8</b>	<b>Managing uncertainties</b>	<b>46</b>
	8.1 Contingent assets and liabilities	46
	8.2 Change in accounting standards	46
	8.3 Financial instruments	47
	8.4 Fair value measurement	49
	8.5 Events occurring after balance date	50
<b>Note 9</b>	<b>Other matters</b>	<b>51</b>
	9.1 Reserves	51
	9.2 Reconciliation of cash flows from operating activities to surplus / (deficit)	57
	9.3 Superannuation	57

**CERTIFICATION OF FINANCIAL STATEMENTS**

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

Signed: ..... Date: / /  
SHARON ROSEMARIE MORRISON BA (POLITICS), LLB (HONS), GDLP, DIP BUS, CERT IV HR,  
PRINCIPAL ACCOUNTING OFFICER  
Wedderburn, Victoria, 3518

In our opinion the accompanying financial statements present fairly the financial transactions of the Loddon Shire Council for the year ended 30 June 2019 and the financial position of the Council as at that date.

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

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

Signed: ..... Date: / /  
CHERYL ANNETTE MCKINNON, MAYOR  
Wedderburn, Victoria, 3518

Signed: ..... Date: / /  
GAVAN LINDSAY HOLT, COUNCILLOR  
Wedderburn, Victoria, 3518

Signed: ..... Date: / /  
PHILIP LEONARD PINYON, CHIEF EXECUTIVE OFFICER  
Wedderburn, Victoria, 3518

This page intentionally blank.

This page is intentionally blank.



**LODDON SHIRE COUNCIL  
COMPREHENSIVE INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2019**

	Note	2019 \$	2018 \$
<b>Income</b>			
Rates and charges	3.1	10,751,069	10,445,501
Statutory fees and fines	3.2	419,014	403,422
User fees	3.3	1,676,373	1,588,792
Grants - operating	3.4	26,115,760	14,846,183
Grants - capital	3.4	5,002,287	4,057,747
Contributions - monetary	3.5	93,475	41,775
Reimbursements and subsidies	3.6	971,794	1,072,221
Interest received	3.8	481,846	508,561
Share of net profits of associates and joint ventures	6.3	2,432	2,264
Other income	3.9	1,658	3,879
<b>Total income</b>		<b>45,515,708</b>	<b>32,970,345</b>
<b>Expenses</b>			
Employee costs	4.1	11,293,506	10,851,796
Materials and services	4.2	23,158,346	13,311,521
Depreciation and amortisation	4.3	9,473,510	9,233,178
Bad and doubtful debts	4.4	12,747	21,086
Other expenses	4.5	297,160	302,948
Net loss on disposal of property, infrastructure, plant and equipment	3.7	233,155	68,428
Share of net profits of associates and joint ventures	6.3	-	-
<b>Total expenses</b>		<b>44,468,424</b>	<b>33,788,957</b>
<b>Surplus / (deficit) for year</b>		<b>1,047,284</b>	<b>(818,612)</b>
<b>Other comprehensive income</b>			
<i>Items that will not be reclassified to surplus or deficit in future periods</i>			
Net asset revaluation increment/(decrement)	9.1a	18,055,306	30,218,843
Share of other comprehensive income of associates and joint ventures accounted for by the equity method	6.3	(4,240)	(4,829)
<b>Total comprehensive result</b>		<b>19,098,350</b>	<b>29,395,402</b>

The above Comprehensive Income Statement should be read with the accompanying notes.

**LODDON SHIRE COUNCIL  
BALANCE SHEET  
AS AT 30 JUNE 2019**

	Note	2019 \$	2018 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1	15,893,132	3,662,195
Financial assets	5.1	10,000,000	17,791,312
Trade and other receivables	5.1	2,498,935	944,197
Other assets	5.1	801,952	3,405,167
Inventories	5.2	40,279	43,490
Non-current assets classified as held for sale	6.1	556,092	690,322
<b>Total current assets</b>		<b>29,790,390</b>	<b>26,536,683</b>
<b>Non-current assets</b>			
Other assets	5.1	100	100
Trade and other receivables	5.1	2,297	3,372
Investments in associates and joint ventures	6.3	269,572	271,380
Intangible assets	5.2	2,702,545	1,979,130
Property, infrastructure, plant and equipment	6.2	353,733,913	338,108,295
<b>Total non-current assets</b>		<b>356,708,427</b>	<b>340,362,277</b>
<b>Total assets</b>		<b>386,498,817</b>	<b>366,898,960</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3	1,174,480	801,793
Trust funds and deposits	5.3	340,748	375,762
Provisions	5.4	2,412,407	2,397,604
<b>Total current liabilities</b>		<b>3,927,635</b>	<b>3,575,159</b>
<b>Non-current liabilities</b>			
Provisions	5.4	1,797,418	1,648,387
<b>Total non-current liabilities</b>		<b>1,797,418</b>	<b>1,648,387</b>
<b>Total liabilities</b>		<b>5,725,053</b>	<b>5,223,546</b>
<b>Net assets</b>		<b>380,773,764</b>	<b>361,675,414</b>
<b>Equity</b>			
Accumulated surplus		93,620,656	95,354,472
Reserves	9.1	287,153,108	266,320,942
<b>Total equity</b>		<b>380,773,764</b>	<b>361,675,414</b>

The above Balance Sheet should be read with the accompanying notes.

**LODDON SHIRE COUNCIL  
STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2019**

2019

	Note	Total 2019 \$	Accumulated surplus 2019 \$	Revaluation reserve 2019 \$	Other reserves 2019 \$
Balance at beginning of the financial year		361,675,414	95,354,472	247,387,367	18,933,575
Surplus/(deficit) for the year		1,047,284	1,047,284	-	-
Net asset revaluation increment/(decrement)		18,055,306	-	18,055,306	-
Transfer to reserves	9.1b	-	(15,753,317)	-	15,753,317
Transfer from reserves	9.1b	-	12,976,457	-	(12,976,457)
Share of other comprehensive income		(4,240)	(4,240)	-	-
<b>Balance at end of financial year</b>		<b>380,773,764</b>	<b>93,620,656</b>	<b>265,442,673</b>	<b>21,710,435</b>

2018

	Note	Total 2018 \$	Accumulated surplus 2018 \$	Revaluation reserve 2018 \$	Other reserves 2018 \$
Balance at beginning of the financial year		332,280,012	95,532,658	217,168,524	19,578,830
Surplus/(deficit) for the year		(818,612)	(818,612)	-	-
Net asset revaluation increment/(decrement)		30,218,843	-	30,218,843	-
Transfer to reserves	9.1b	-	(13,151,230)	-	13,151,230
Transfer from reserves	9.1b	-	13,796,485	-	(13,796,485)
Share of other comprehensive income		(4,829)	(4,829)	-	-
<b>Balance at end of financial year</b>		<b>361,675,414</b>	<b>95,354,472</b>	<b>247,387,367</b>	<b>18,933,575</b>

The above Statement of Changes in Equity should be read with the accompanying notes.

**LODDON SHIRE COUNCIL  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2019**

	Note	2019 Inflows/ (outflows) \$	2018 Inflows/ (outflows) \$
<b>Cash flows from operating activities</b>			
Rates and charges		10,843,895	10,490,783
Statutory fees and fines		491,673	418,579
User fees		464,988	1,648,775
Grants - operating		29,150,748	12,844,409
Grants - capital		3,996,405	4,268,402
Contributions		93,475	41,775
Reimbursements and subsidies		943,282	1,045,938
Interest received		498,029	455,620
Net GST refund (payable)		978,331	1,683,479
Trust funds and deposits taken		(35,014)	(28,676)
Employee costs		(11,246,526)	(10,654,704)
Materials and services		(23,955,700)	(15,188,232)
Trust funds and deposits repaid		-	-
<b>Net cash provided by (used in) operating activities</b>		<b>12,223,586</b>	<b>7,026,148</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	6.2	(8,374,931)	(8,381,624)
Proceeds from sale of property, infrastructure, plant and equipment		508,770	650,979
Payment for intangible assets		-	-
Payment for investments		7,791,312	(5,387,159)
Loans and advances to community organisations		-	6,000
Repayment of loans and advances from community organisations		82,200	75,613
<b>Net cash provided by (used in) investing activities</b>		<b>7,351</b>	<b>(13,036,191)</b>
<b>Cash flows from financing activities</b>			
Repayment of interest bearing loans and borrowings		-	-
Borrowing costs		-	-
<b>Net cash provided by (used in) financing activities</b>		<b>-</b>	<b>-</b>
Net increase/(decrease) in cash and cash equivalents		12,230,937	(6,010,043)
Cash and cash equivalents at the beginning of the financial year		3,662,195	9,672,238
<b>Cash and cash equivalents at the end of the financial year</b>	5.1	<b>15,893,132</b>	<b>3,662,195</b>

The above Statement of Cash Flows should be read with the accompanying notes.

**LODDON SHIRE COUNCIL  
STATEMENT OF CAPITAL WORKS  
FOR THE YEAR ENDED 30 JUNE 2019**

	Note	2019 \$	2018 \$
<b>Land and buildings</b>			
Land		-	31,460
Buildings - specialised		452,106	635,862
Work in progress		887,334	142,309
<b>Total land and buildings</b>		<b>1,339,440</b>	<b>809,631</b>
<b>Plant and equipment</b>			
Plant, machinery and equipment		2,397,567	889,602
Office furniture and equipment		58,430	172,479
<b>Total plant and equipment</b>		<b>2,455,997</b>	<b>1,062,081</b>
<b>Infrastructure</b>			
Roads		2,477,860	3,823,677
Bridges		657,245	51,980
Footpaths and cycleways		295,395	1,853,257
Kerb and channel		-	-
Drainage		267,839	218,929
Street furniture		15,365	-
Work in progress		865,791	562,068
<b>Total infrastructure</b>		<b>4,579,495</b>	<b>6,509,911</b>
<b>Intangible assets</b>			
Water rights		-	-
<b>Total intangible assets</b>		-	-
<b>Total capital works expenditure</b>		<b>8,374,932</b>	<b>8,381,623</b>
<b>Represented by:</b>			
New asset expenditure		2,415,697	984,860
Asset renewal expenditure		1,881,432	3,321,999
Asset expansion expenditure		773,270	2,090,846
Asset upgrade expenditure		3,304,533	1,983,918
<b>Total capital works expenditure</b>		<b>8,374,932</b>	<b>8,381,623</b>

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

## OVERVIEW

### Introduction

The Loddon Shire Council was established by an Order of the Governor in Council on 19 January 1995 and is a body corporate. The Council's main office is located at 41 High Street, Wedderburn.

### Statement of compliance

These financial statements are a general purpose financial report that consist of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

### Significant accounting policies

#### *Basis of accounting*

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

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

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

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.4)
- the determination of landfill provisions (refer to Note 3.4)
- other areas requiring judgements.

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

## NOTE 1 PERFORMANCE AGAINST BUDGET

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Management has adopted a materiality threshold of 20 percent and \$50,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 26 June 2018. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

### 1.1 Income and expenditure

	Budget 2019 \$	Actual 2019 \$	Variance 2019 \$	Variance 2019 %	Ref
<b>Income</b>					
Rates and charges	10,723,126	10,751,069	(27,943)	0.3%	
Statutory fees and fines	224,592	419,014	(194,422)	86.6%	1
User fees	1,509,947	1,676,373	(166,426)	11.0%	2
Grants - operating	6,230,312	26,115,760	(19,885,448)	319.2%	3
Grants - capital	5,150,945	5,002,287	148,658	-2.9%	
Contributions - monetary	310,000	93,475	216,525	-69.8%	4
Reimbursements and subsidies	867,865	971,794	(103,929)	12.0%	5
Interest received	375,000	481,846	(106,846)	28.5%	6
Share of net profits/(losses) of associates and joint ventures	-	-	-	0.0%	
Other income	-	1,658	(1,658)	100.0%	
<b>Total income</b>	<b>25,391,787</b>	<b>45,513,276</b>	<b>(20,121,489)</b>	<b>79.2%</b>	
<b>Expenses</b>					
Employee costs	11,809,431	11,293,506	515,925	-4.4%	
Materials and services	8,799,238	23,158,346	(14,359,108)	163.2%	7
Depreciation and amortisation	9,200,989	9,473,510	(272,521)	3.0%	
Borrowing costs	-	-	-	100.0%	
Bad and doubtful debts	-	12,747	(12,747)	100.0%	
Other expenses	306,172	297,160	9,012	-2.9%	
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	233,155	(233,155)	100.0%	8
<b>Total expenses</b>	<b>30,115,830</b>	<b>44,468,424</b>	<b>(14,352,594)</b>	<b>47.7%</b>	
<b>Surplus/(deficit) for the year</b>	<b>(4,724,043)</b>	<b>1,044,852</b>	<b>(5,768,895)</b>	<b>-122.1%</b>	

**NOTE 1 PERFORMANCE AGAINST BUDGET (CONTINUED)****1.1 Income and expenditure (continued)****(i) Explanation of material variations**

- 1 The increase in statutory fees and fines relates mainly to additional income received for planning services of \$63K, with an increase in both the fee charged and activity. There was also an increase in local laws fines of
- 2 The slight increase in user fees relates mainly to an increase in private works undertaken of \$79K along with patronage at the caravan parks of a combined \$58K.
- 3 Operating grant income is higher than expected mainly due to the receipt of flood recovery income of \$13.7M more than was in the original budget along with a 50% upfront payment from the Victoria Grants Commission of \$5.0M, similar to 2016/17 and 2017/18.
- 4 The main variation to the contributions received relates to the Donaldson Park Pavilion project which has not yet commenced therefore the committee contribution of \$310K was not required during 2018/19.
- 5 The main variation for the year relates to additional income received for main roads works of \$62K, insurance claim reimbursements of \$50K and WorkCover reimbursements of \$34K, with an increase in activity for all
- 6 During the financial year, Council had higher than expected cash on hand and therefore was able to earn more interest from investments.
- 7 The main variation in materials and services is the flood restoration works which were completed during 2018/19 and had a total of \$13.8M.
- 8 Council does not budget for a net gain or loss on disposal of assets. Therefore there is a cost variance of \$233K.



**NOTE 1 PERFORMANCE AGAINST BUDGET (CONTINUED)****1.2 Capital works**

	Budget 2019 \$	Actual 2019 \$	Variance 2019 \$	Variance 2019 %	Ref
<b>Property</b>					
Land	-	-	-	100.0%	
Land improvements	66,747	-	66,747	-100.0%	
<b>Total land</b>	<b>66,747</b>	<b>-</b>	<b>66,747</b>	<b>-100.0%</b>	
Buildings	500,000	111,672	388,328	-77.7%	9
Building improvements	290,000	291,196	(1,196)	0.4%	
<b>Total buildings</b>	<b>790,000</b>	<b>402,868</b>	<b>387,132</b>	<b>-49.0%</b>	
<b>Total property</b>	<b>856,747</b>	<b>402,868</b>	<b>453,879</b>	<b>-53.0%</b>	
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,427,213	2,397,568	(970,355)	68.0%	10
Office furniture and equipment	777,780	58,430	719,350	-92.5%	11
<b>Total plant and equipment</b>	<b>2,204,993</b>	<b>2,455,998</b>	<b>(251,005)</b>	<b>11.4%</b>	
<b>Infrastructure</b>					
Roads	2,708,725	2,711,648	(2,923)	0.1%	
Bridges	950,700	1,030,234	(79,534)	8.4%	
Footpaths and cycleways	237,000	313,342	(76,342)	32.2%	
Drainage	350,000	500,711	(150,711)	43.1%	12
Recreation, leisure and community facilities	4,097,670	369,296	3,728,374	-91.0%	13
Parks, open space and streetscapes	350,000	590,835	(240,835)	68.8%	14
<b>Total infrastructure</b>	<b>8,694,095</b>	<b>5,516,066</b>	<b>3,178,029</b>	<b>63.4%</b>	
<b>Total capital works expenditure</b>	<b>11,755,835</b>	<b>8,374,932</b>	<b>3,380,903</b>	<b>-28.8%</b>	
<b>Represented by:</b>					
New asset expenditure	2,092,213	2,415,697	(323,484)	15.5%	
Asset renewal expenditure	3,570,952	1,881,432	1,689,520	-47.3%	
Asset expansion expenditure	2,864,670	773,270	2,091,400	-73.0%	
Asset upgrade expenditure	3,228,000	3,304,533	(76,533)	2.4%	
<b>Total capital works expenditure</b>	<b>11,755,835</b>	<b>8,374,932</b>	<b>3,380,903</b>	<b>-28.8%</b>	

**NOTE 1 PERFORMANCE AGAINST BUDGET (CONTINUED)****1.2 Capital works (continued)****(i) Explanation of material variations**

- 9 The budget set for 2018/19 included an allocation of \$500K for the strategic fund but this remained unspent at 30 June 2019.
- 10 There has been a delay in delivery of some plant items within the 2018/19 program. These have been placed in the commitments for Council but were not delivered prior to 30 June 2019.
- 11 Work was expected to commence on the upgrade to the records management system during the year but the contract was not awarded until July 2019. The budget also included upgrades to the financial management system but Council had an opportunity arise for funding assistance which has delayed delivery of this project.
- 12 During 2018/19 there was \$345K of carried forward works completed, along with part of the scheduled program of works.
- 13 The Donaldson Park project had a budget of \$2.8M, this project was not able to proceed until funding had been secured and this did not occur until late in 2018/19. There was also several carried forward projects that have been progressed or completed during the year including the swimming pool solar works and Bridgewater foreshore works.
- 14 The main variance is the Inglewood swimming pool project of \$352K which was not included in the original budget as it was expected to be completed in 2017/18.

**NOTE 2 COUNCIL RESULTS BY PROGRAM****2.1 Analysis of Council results by program**

Council delivers its functions and activities through the following programs.

**1 - Economic development and tourism**

To promote economic growth through the retention and development of agriculture and business, and the development and promotion of tourism.

**2 - Leadership**

To provide Loddon Shire with strategic direction, representation and advocacy to promote good government, realisation of opportunities and to build confidence, pride and unity within the community.

**3 - Works and infrastructure**

Infrastructure to be provided in an efficient manner that meets the needs of the community.

**4 - Good management**

Ensure best practice management of human, physical and financial resources.

**5 - Environment**

To promote and enhance the natural and built environment for the enjoyment of future generations.

**6 - Community services and recreation**

To enhance the quality of life of all ages through the provision of community services and support of community organisations.

**2019**

	Income \$	Expenses \$	Surplus / (Deficit) \$	Grants included in income \$	Total assets \$
Economic development and tourism	984,832	1,165,882	(181,050)	86,591	4,184,593
Leadership	14,142,608	15,923,583	(1,780,975)	14,040,305	-
Works and infrastructure	11,361,209	18,418,959	(7,057,750)	3,620,509	306,098,726
Good management	32,401,338	20,199,487	12,201,851	9,334,607	3,809,879
Environment	2,082,273	2,534,670	(452,397)	537,928	12,883,894
Community services and recreation	4,501,055	7,111,079	(2,610,024)	3,498,106	27,312,914
Carried forward balance	3,561,131	-	3,561,131	-	-
<b>Total</b>	<b>69,034,446</b>	<b>65,353,660</b>	<b>3,680,786</b>	<b>31,118,046</b>	<b>354,290,006</b>

**2018**

	Income \$	Expenses \$	Surplus / (Deficit) \$	Grants included in income \$	Total assets \$
Economic development and tourism	1,111,795	1,242,948	(131,153)	-	4,941,316
Leadership	4,522,085	5,755,234	(1,233,149)	4,364,993	-
Works and infrastructure	10,917,410	17,131,983	(6,214,573)	3,735,561	280,976,603
Good management	32,300,350	18,472,611	13,827,739	8,560,566	4,586,572
Environment	1,724,028	1,531,173	192,855	234,573	14,042,068
Community services and recreation	2,906,368	7,933,880	(5,027,512)	2,007,337	32,252,058
Carried forward balance	2,146,924	-	2,146,924	-	-
<b>Total</b>	<b>55,628,960</b>	<b>52,067,829</b>	<b>3,561,131</b>	<b>18,903,030</b>	<b>336,798,617</b>

**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES****3.1 Rates and charges**

Council uses Capital Improved Value (C.I.V.) as the basis of valuation of all properties within the municipal district. The C.I.V. of a property includes the value of the land and all improvements on the land.

The valuation base used to calculate general rates for 2018/19 was \$2,074,220,300. The valuation base used in 2017/18 was \$1,734,759,500.

	2019 \$	2018 \$
General rates	2,381,877	2,540,550
Rural production rates	5,765,928	5,420,427
Municipal charges	1,199,791	1,162,043
Kerbside recycling charges	359,186	338,141
Garbage charges	1,001,121	944,319
Interest on rates and charges	43,166	40,021
<b>Total rates and garbage charges</b>	<b>10,751,069</b>	<b>10,445,501</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2018, and the valuation was first applied in the rating year commencing 1 July 2018.

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

**3.2 Statutory fees and fines**

	2019 \$	2018 \$
<b>Statutory fees and fines</b>		
Animal control	80,438	68,823
Building services fees	110,683	112,960
Election fines	451	2,616
Fire hazards	1,541	4,283
Health Act fees	45,757	51,324
Land information certificates	11,088	12,470
Local laws	35,637	7,748
Town planning fees	133,419	143,198
<b>Total statutory fees and fines</b>	<b>419,014</b>	<b>403,422</b>

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

**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.3 User fees**

	2019 \$	2018 \$
<b>User fees</b>		
Aged services fees	496,535	438,687
Caravan park fees	429,169	407,550
Emergency management	20,901	28,320
Gravel pit fees	98,216	87,329
Pre-schools	108,847	76,856
Private works charges	123,552	222,420
Road opening permits	13,022	23,310
Sale of tools and equipment	8,346	273
Staff training / educational fees	39,477	38,549
Standpipes and truck washes	99,301	63,980
Tip and recycling fees	49,078	58,613
Tourism	42,839	28,816
Other	35,410	12,380
<b>Rent received</b>		
Elderly persons units	65,264	62,089
Commercial properties	46,416	39,620
<b>Total user fees</b>	<b>1,676,373</b>	<b>1,588,792</b>

User fees are recognised as revenue when the service has been provided or Council has otherwise earned the income.

**3.4 Funding from other levels of government**

	2019 \$	2018 \$
Grants were received in respect of the following:		
<b>Summary of grants</b>		
Commonwealth funded grants	25,991,579	16,322,839
State funded grants	5,126,468	2,581,091
<b>Total grants received</b>	<b>31,118,047</b>	<b>18,903,930</b>

	2019 \$	2018 \$
<b>(a) Operating grants</b>		
<b>Recurrent - Commonwealth Government:</b>		
Victoria Grants Commission - general purpose grant	5,525,044	4,909,068
Victoria Grants Commission - local roads	3,711,629	3,589,883
<b>Non recurrent - Commonwealth Government:</b>		
Flood restoration	14,040,305	4,364,993
<b>Total operating Commonwealth Government grants</b>	<b>23,276,978</b>	<b>12,863,944</b>

**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.4 Funding from other levels of government (continued)**

	2019 \$	2018 \$
<b>Recurrent - State Government:</b>		
Aged services	872,355	872,443
Pre-schools	622,560	634,298
Families and children	211,693	143,790
Fire Services Property Levy	42,655	41,615
Youth development	53,000	59,500
Community safety	6,072	5,776
Tips and recycling	-	7,018
Environment	150,000	50,000
Planning services	-	5,455
<b>Non recurrent - State Government:</b>		
Culture	-	14,000
Tips and recycling	125,728	6,000
Community support	85,500	-
Water infrastructure	-	1,744
Community safety	434,331	20,000
Preschools	71,978	9,918
Recreation facilities	6,539	108,182
Tourism	52,591	-
Families and children	20,000	-
Environment	48,570	-
Other	35,210	2,500
<b>Total operating State Government grants</b>	<b>2,838,782</b>	<b>1,982,239</b>
<b>Total operating grants</b>	<b>26,115,760</b>	<b>14,846,183</b>
<b>(b) Capital grants</b>		
<b>Recurrent - Commonwealth Government:</b>		
Roads to Recovery	2,714,601	3,458,895
<b>Non recurrent - Commonwealth Government:</b>		
Nil	-	-
<b>Total capital Commonwealth Government grants</b>	<b>2,714,601</b>	<b>3,458,895</b>
<b>Recurrent - State Government:</b>		
Nil	-	-
<b>Non recurrent - State Government:</b>		
Recreation facilities	79,272	78,638
Community halls	20,000	-
Road infrastructure	905,908	276,666
Community support	80,306	-
Streetscapes	-	50,000
Water infrastructure	1,202,200	193,548
<b>Total capital State Government grants</b>	<b>2,287,686</b>	<b>598,852</b>
<b>Total capital grants</b>	<b>5,002,287</b>	<b>4,057,747</b>

**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.4 Funding from other levels of government (continued)****(c) Unspent grants received on condition that they be spent in a specific manner**

	2019 \$	2018 \$
<b>Balance at start of year</b>	7,731,738	7,683,212
Received during the financial year and remained unspent at balance date	8,235,047	7,023,218
Received in prior years and spent during the financial year	(7,278,595)	(6,974,692)
<b>Balance at year end</b>	<b>8,688,190</b>	<b>7,731,738</b>

Grant income is recognised when Council obtains control of the contribution. Control is normally obtained upon receipt (or acquittal) or upon earlier notification that a grant has been secured.

**3.5 Contributions**

	2019 \$	2018 \$
Contributions - operating - monetary	93,475	8,591
Contributions - operating - monetary - adjustment 2016/17 funds not received	-	(15,000)
Contributions - capital - monetary	-	48,184
Contributions - non-monetary	-	-
<b>Total contributions</b>	<b>93,475</b>	<b>41,775</b>

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

**3.6 Reimbursements and subsidies**

	2019 \$	2018 \$
Main roads maintenance and construction	596,242	552,761
Insurance	55,263	86,997
Workcover	131,142	142,966
Fuel rebate	138,042	133,139
Emergency management	-	79,015
Contracted staff	51,105	73,343
Other	-	4,000
<b>Total reimbursements and subsidies</b>	<b>971,794</b>	<b>1,072,221</b>

Reimbursements and subsidies are recognised as revenue when the service has been provided or Council has otherwise earned the income.

**3.7 Net gain / (loss) on disposal of property, infrastructure, plant and equipment**

	2019 \$	2018 \$
Proceeds from sale	508,770	650,979
Written down value of assets disposed	(741,925)	(719,407)
<b>Total net gain / (loss) on disposal of property, infrastructure, plant and equipment</b>	<b>(233,155)</b>	<b>(68,428)</b>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.8 Interest received**

	2019 \$	2018 \$
Interest on investments	438,680	468,540
Rates interest	43,166	40,021
<b>Total interest received</b>	<b>481,846</b>	<b>508,561</b>

Interest is recognised as it is earned.

**3.9 Other income**

	2019 \$	2018 \$
Reversal of impairment of assets	1,658	3,879
<b>Total other income</b>	<b>1,658</b>	<b>3,879</b>

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



**NOTE 4 THE COST OF DELIVERING SERVICES****4.1 (a) Employee costs**

	2019 \$	2018 \$
Salaries and wages	9,054,751	8,845,450
Annual leave and long service leave	1,022,561	874,919
Superannuation	954,398	922,396
Fringe benefits	99,471	90,291
Workcover	162,325	118,740
<b>Total employee costs</b>	<b>11,293,506</b>	<b>10,851,796</b>

**(b) Superannuation**

Council made contributions to the following funds:

	2019 \$	2018 \$
<b>Defined benefit fund</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	73,851	77,829
<b>Total defined benefit fund</b>	<b>73,851</b>	<b>77,829</b>
Employer contributions payable at reporting date.	-	-

	2019 \$	2018 \$
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	553,084	533,619
Employer contributions - other funds	327,463	310,948
<b>Total accumulated funds</b>	<b>880,547</b>	<b>844,567</b>
Employer contributions payable at reporting date.	-	-

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

**4.2 Materials and services**

	2019 \$	2018 \$
Plant operating costs	1,442,680	1,308,448
Utility costs	606,953	514,937
Corporate governance	368,995	349,464
Local road materials	267,403	317,867
Flood recovery works	13,851,092	4,167,930
Building maintenance	261,798	363,122
Aged care services	161,382	155,240
Training and subscriptions	216,011	258,956
Computer costs and computer programs	555,409	415,179
Office expenses	107,570	92,960
North Central Goldfields Regional Library Corporation	205,745	201,238
Community plan projects	82,526	57,002
Recreation projects	437,199	487,919
Insurances	412,476	455,108

**NOTE 4 THE COST OF DELIVERING SERVICES (Continued)****4.2 Materials and services (continued)**

	2019 \$	2018 \$
Pool maintenance and strategy	404,408	399,236
Loddon Discovery Tours	15,148	22,178
Main roads materials	41,937	45,078
Parks and gardens maintenance	159,797	62,304
Tips maintenance	714,850	330,160
Families and children	191,277	99,029
Caravan park operations	243,861	313,162
Economic development and tourism initiatives	104,135	70,135
Private works materials	12,784	50,924
Public facilities	186,841	184,106
Community grant projects	183,416	238,297
Community safety	60,960	55,655
Workshops and depots	93,921	132,547
Youth and transport services	64,422	61,526
Valuations	78,934	237,183
Regulatory services	128,285	114,150
Environment	278,369	181,346
Other materials, services and contracts	133,750	78,622
Gravel pit operations	25,817	363,642
Community facilities	60,754	149,474
Garbage collection	789,973	659,803
Water management projects	145,229	181,302
Cleaning	29,242	23,618
Other road projects	34,997	112,674
<b>Total materials and services</b>	<b>23,158,346</b>	<b>13,311,521</b>

**4.3 Depreciation and amortisation**

	2019 \$	2018 \$
Roads	6,484,510	6,110,045
Buildings	1,113,954	1,348,607
Plant and equipment	882,691	805,452
Bridges	393,759	370,022
Urban drains	206,919	198,844
Furniture and equipment	84,174	103,772
Footpaths	155,250	149,040
Kerb and channel	97,942	94,119
Landfills	25,654	25,644
Street furniture	27,279	26,171
Quarries	1,378	1,462
<b>Total depreciation and amortisation</b>	<b>9,473,510</b>	<b>9,233,178</b>

Refer to Note 5.2 (c) and 6.2 for a more details breakdown of depreciation and amortisation charges and accounting policy.

**NOTE 4 THE COST OF DELIVERING SERVICES (Continued)****4.4 Bad and doubtful debts**

	2019 \$	2018 \$
Rates debtors	10,120	-
Sundry debtors	2,627	21,086
<b>Total bad and doubtful debts</b>	<b>12,747</b>	<b>21,086</b>

**Movement in provisions for doubtful debts**

	2019 \$	2018 \$
Balance at beginning of the year	112,950	110,620
New provisions recognised during the year	22,077	21,087
Amounts already provided for and written off as uncollectible	(16,140)	(18,250)
Amounts provided for but recovered during the year	-	(507)
<b>Balance at end of year</b>	<b>118,887</b>	<b>112,950</b>

Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

**4.5 Other expenses**

	2019 \$	2018 \$
Councillors' emoluments	213,850	225,716
Internal audit remuneration	43,407	36,519
External audit remuneration - VAGO - Audit of the financial statements, performance statement and grant acquittals	39,800	39,055
Impairment of interest free loans	103	1,658
<b>Total other expenses</b>	<b>297,160</b>	<b>302,948</b>

**NOTE 5 OUR FINANCIAL POSITION****5.1 Financial assets****(a) Cash and cash equivalents**

	2019 \$	2018 \$
Cash on hand	4,750	4,750
Cash at bank (CEO's advance account)	4,000	4,000
Cash at bank (general account)	1,993,947	2,455,902
Cash at bank (trust account)	180,000	197,543
<b>Cash and cash equivalents</b>	<b>2,182,697</b>	<b>2,662,195</b>

**(b) Other financial assets**

	2019 \$	2018 \$
Term deposits (current)	13,710,435	1,000,000
Term deposits (non-current)	10,000,000	17,791,312
<b>Total other financial assets</b>	<b>23,710,435</b>	<b>18,791,312</b>

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

	2019 \$	2018 \$
<b>Restricted funds</b>		
Trust funds (Note 5.3)	340,748	375,762
<b>Total restricted funds</b>	<b>340,748</b>	<b>375,762</b>
<b>Total unrestricted cash and cash equivalents</b>	<b>25,552,384</b>	<b>21,077,745</b>

**Intended allocations**

Although not externally restricted the intended allocations above have been allocated for specific future purposes by Council.

	2019 \$	2018 \$
Unspent grants (refer to Note 9.1)	8,688,188	7,731,737
Long service leave (refer to Note 5.4)	1,796,636	1,793,538
<b>Total funds subject to intended allocations</b>	<b>10,484,824</b>	<b>9,525,275</b>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

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

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.1 Financial assets (continued)****(c) Trade and other receivables**

	2019 \$	2018 \$
<b>Current</b>		
<i>Statutory receivables</i>		
Rates debtors	214,420	307,246
LESS provision for doubtful debts	(17,462)	(87,287)
	<b>196,958</b>	<b>219,959</b>
<i>Non statutory receivables</i>		
Sundry debtors	2,094,620	290,426
Other debtors	112,621	100,319
LESS provision for doubtful debts	(101,425)	(25,663)
Net receivable GST	194,961	278,386
Loans and advances to community organisations	1,200	80,770
	<b>2,301,977</b>	<b>724,238</b>
<b>Total current</b>	<b>2,498,935</b>	<b>944,197</b>
<b>Non-current</b>		
<i>Non statutory receivables</i>		
Loans and advances to community organisations	2,297	3,372
<b>Total non-current</b>	<b>2,297</b>	<b>3,372</b>
<b>Total trade and other receivables</b>	<b>2,501,232</b>	<b>947,569</b>

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

**(i) Ageing of receivables**

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

	2019 \$	2018 \$
Current (not yet due)	1,442,757	104,699
Past due by up to 30 days	486,768	119,918
Past due between 31 and 180 days	67,476	9,875
Past due between 181 and 365 days	97,619	55,934
<b>Total trade and other receivables</b>	<b>2,094,620</b>	<b>290,426</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.1 Financial assets (continued)****(c) Trade and other receivables (continued)****(ii) Ageing of individually impaired receivables**

At balance date, other debtors representing financial assets with a nominal value of \$101,425 (2018: \$25,663) were impaired. The amount of the provision raised against these debtors was \$101,425 (2018: \$25,663). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

	2019 \$	2018 \$
Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 180 days	-	-
Past due between 181 and 365 days	101,425	25,663
Past due by more than 1 year	-	-
<b>Total trade and other receivables</b>	<b>101,425</b>	<b>25,663</b>

**5.2 Non-financial assets****(a) Inventories**

	2019 \$	2018 \$
Inventories held for distribution	40,279	43,490
Inventories held for sale	-	-
<b>Total inventories</b>	<b>40,279</b>	<b>43,490</b>

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

**(b) Other assets**

	2019 \$	2018 \$
<b>Current</b>		
Accrued income	649,761	3,185,122
Prepayments	152,191	220,045
<b>Total current</b>	<b>801,952</b>	<b>3,405,167</b>
<b>Non-current</b>		
Maps shares	100	100
<b>Total non-current</b>	<b>100</b>	<b>100</b>
<b>Total other assets</b>	<b>802,052</b>	<b>3,405,267</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.2 Non-financial assets (continued)****(c) Intangible assets**

	2019 \$	2018 \$
<b>Non-current</b>		
Water rights	2,702,545	1,979,130
<b>Total intangible assets</b>	<b>2,702,545</b>	<b>1,979,130</b>

**Reconciliation of movements in intangible assets for the reporting period**

	2019 \$	2018 \$
<b>Water rights</b>		
Gross carrying amount at beginning of period	1,979,130	1,668,430
Additional water rights obtained during the period	-	-
Water rights disposed of during the period	-	-
Revaluation increment (decrement)	723,415	310,700
<b>Gross carrying amount at end of period</b>	<b>2,702,545</b>	<b>1,979,130</b>

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

Water rights are revalued at 30 June 2019 to the published water trade market rate applying at that date.

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.3 Payables****(a) Trade and other payables**

	2019 \$	2018 \$
Trade creditors	662,794	365,246
Accrued wages & salaries	203,439	175,161
Accrued expenses	308,247	261,386
<b>Total trade and other payables</b>	<b>1,174,480</b>	<b>801,793</b>

**(b) Trust funds and deposits**

	2019 \$	2018 \$
Contract retentions	66,302	79,608
Fire services property levy	55,097	54,434
Building sureties	37,340	42,340
Unclaimed monies	533	361
Other refundable deposits:	-	-
St Andrews church repair fund	1,476	1,476
Wedderburn pre school investment	180,000	197,543
<b>Total trust funds and deposits</b>	<b>340,748</b>	<b>375,762</b>

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

**Purpose and nature of items*****Contract retentions***

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

***Fire Services Property Levy***

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

***Building sureties***

Under the provisions of the Building Act 1993, Council may issue a Building Permit subject to a condition that the applicant must deposit with the Council a bond, for an amount determined in accordance with the regulations, to secure the complete and satisfactory carrying out of the work authorised by the Building Permit.

***St Andrews church repair fund***

These funds were held by a Section 86 committee which was disbanded in 2012. The funds were returned to Council to use for repairs to the building.

***Wedderburn pre-school investment***

Council is holding funds on behalf of the Wedderburn Pre-school. These funds are invested by Council according to the instructions of the pre-school.



**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.4 Provisions****2019**

	Annual leave	Long service leave	RDOs	Landfill rehabilitation	Gravel pit rehabilitation	Total
Balance at beginning of the financial year	856,052	1,793,538	120,578	1,216,200	59,623	4,045,991
Additional provisions	(769,484)	(261,046)	(581,587)	131,642	13,490	(1,466,985)
Amounts used	777,578	244,983	589,097	-	-	1,611,658
Variation in the discounted amount arising because of time and the effect of any change in the discount rate	-	19,161	-	-	-	19,161
<b>Balance at the end of the financial year</b>	<b>864,146</b>	<b>1,796,636</b>	<b>128,088</b>	<b>1,347,842</b>	<b>73,113</b>	<b>4,209,825</b>

**2018**

	Annual leave	Long service leave	RDOs	Landfill rehabilitation	Gravel pit rehabilitation	Total
Balance at beginning of the financial year	786,072	1,709,316	109,284	1,232,349	54,595	3,891,616
Additional provisions	777,064	172,219	578,101	-	5,028	1,532,412
Amounts used	(707,084)	(167,835)	(566,807)	(16,149)	-	(1,457,875)
Variation in the discounted amount arising because of time and the effect of any change in the discount rate	-	79,838	-	-	-	79,838
<b>Balance at the end of the financial year</b>	<b>856,052</b>	<b>1,793,538</b>	<b>120,578</b>	<b>1,216,200</b>	<b>59,623</b>	<b>4,045,991</b>

**(a) Employee benefits**

	2019 \$	2018 \$
<b>Current provisions expected to be wholly settled within 12 months</b>		
Annual leave	691,317	684,842
Long service leave	184,622	184,727
RDOs	128,088	120,578
<b>Total</b>	<b>1,004,027</b>	<b>990,147</b>
<b>Current provisions expected to be wholly settled after 12 months</b>		
Annual leave	172,829	171,210
Long service leave	1,235,551	1,236,247
<b>Total</b>	<b>1,408,380</b>	<b>1,407,457</b>
<b>Total current employee provisions</b>	<b>2,412,407</b>	<b>2,397,604</b>
<b>Non-current</b>		
Long service leave	376,463	372,564
<b>Total non-current employee provisions</b>	<b>376,463</b>	<b>372,564</b>
<b>Aggregate carrying amount of employee provisions:</b>		
Current	2,412,407	2,397,604
Non-current	376,463	372,564
<b>Total employee benefits</b>	<b>2,788,870</b>	<b>2,770,168</b>

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

**NOTE 5 OUR FINANCIAL POSITION (Continued)**

**5.4 Provisions (continued)**

**(a) Employee benefits (continued)**

**Wages and salaries and annual leave**

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

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

**Long service leave**

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

Key assumptions:

Index rate	3.62%	3.38%
Weighted average discount rates	2.08%	3.26%
Weighted average settlement period	21 months	21 months

**(b) Landfill restoration**

	2019 \$	2018 \$
Current	-	-
Non-current	1,347,842	1,216,200
<b>Total landfill restoration</b>	<b>1,347,842</b>	<b>1,216,200</b>

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

Key assumptions:

Index rate	2.09%	2.40%
Weighted average discount rates	1.04%	1.96%
Weighted average settlement period	17 years	18 years

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.4 Provisions (continued)****(c) Gravel pit rehabilitation**

	2019 \$	2018 \$
Current	-	-
Non-current	73,113	59,623
<b>Total</b>	<b>73,113</b>	<b>59,623</b>

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

## Key assumptions:

Index rate	2.09%	2.40%
Weighted average discount rates	1.04%	1.96%
Weighted average settlement period	18 years	18 years

**5.5 Financing arrangements**

	2019 \$	2018 \$
Bank overdraft - National Australia Bank	500,000	500,000
Bank overdraft - Westpac Banking Corporation	500,000	-
Credit card facilities	100,000	100,000
<b>Total facilities</b>	<b>1,100,000</b>	<b>600,000</b>
Used facilities	-	-
<b>Unused facilities</b>	<b>1,100,000</b>	<b>600,000</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.6 Commitments**

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

**2019**

	Not later than 1 year \$	Later than 1 year and not later than 2 years \$	Later than 2 years and not later than 5 years \$	Later than 5 years \$	Total \$
<b>Operating</b>					
Environment services	878,180	728,889	-	-	1,607,069
Insurance services	443,598	-	-	-	443,598
Caravan park operations	49,043	-	-	-	49,043
Library corporation	226,984	-	-	-	226,984
Swimming pool services	280,000	280,000	-	-	560,000
Cleaning services	159,446	-	-	-	159,446
Internal audit	23,400	26,000	52,000	-	101,400
Other minor orders committed	154,618	-	-	-	154,618
<b>Operating commitments for expenditure</b>	<b>2,215,269</b>	<b>1,034,889</b>	<b>52,000</b>	<b>-</b>	<b>3,302,158</b>
<b>Capital</b>					
Information technology items and telephone	52,274	-	-	-	52,274
Vehicle purchases	137,650	-	-	-	137,650
Planning and building system modules	18,000	-	-	-	18,000
Donaldson Park development	500,000	-	-	-	500,000
<b>Capital commitments for expenditure</b>	<b>707,924</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>707,924</b>
<b>Total commitments for expenditure</b>	<b>2,923,193</b>	<b>1,034,889</b>	<b>52,000</b>	<b>-</b>	<b>4,010,082</b>

**2018**

	Not later than 1 year \$	Later than 1 year and not later than 2 years \$	Later than 2 years and not later than 5 years \$	Later than 5 years \$	Total \$
<b>Operating</b>					
Flood repairs and other roadworks	1,120,359	-	-	-	1,120,359
Environment services	745,588	745,588	621,323	-	2,112,499
Insurance services	356,664	-	-	-	356,664
Caravan park operations	152,117	-	-	-	152,117
Library corporation	201,226	201,226	-	-	402,452
Swimming pool services	174,826	-	-	-	174,826
Cleaning services	159,446	159,446	-	-	318,892
Internal audit	27,950	-	-	-	27,950
Other minor orders committed	83,062	-	-	-	83,062
<b>Operating commitments for expenditure</b>	<b>3,021,238</b>	<b>1,106,260</b>	<b>621,323</b>	<b>-</b>	<b>4,748,821</b>
<b>Capital</b>					
Information technology items and telephone	82,829	-	-	-	82,829
Vehicle purchases	101,043	-	-	-	101,043
Planning and building system modules	18,000	-	-	-	18,000
Donaldson Park design works	35,000	-	-	-	35,000
<b>Capital commitments for expenditure</b>	<b>236,872</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>236,872</b>
<b>Total commitments for expenditure</b>	<b>3,258,110</b>	<b>1,106,260</b>	<b>621,323</b>	<b>-</b>	<b>4,985,693</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.7 Operating lease commitments**

At reporting date, Council had the following obligations under non-cancellable operating leases for the lease of equipment, land and buildings for use within Council's activities (these obligations are not recognised as liabilities or assets).

	2019 \$	2018 \$
<b>Income from leases</b>		
Not later than 1 year	104,626	97,901
Later than 1 year and not later than 2 years	106,162	98,453
Later than 2 years and not later than 5 years	328,012	298,213
<b>Total leases</b>	<b>538,800</b>	<b>494,567</b>

	2019 \$	2018 \$
<b>Expenditure for leases</b>		
Not later than 1 year	5,218	8,338
Later than 1 year and not later than 2 years	5,218	5,218
Later than 2 years and not later than 5 years	15,654	15,654
<b>Total leases</b>	<b>26,090</b>	<b>29,210</b>

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

**NOTE 6 ASSETS WE MANAGE****6.1 Non current assets classified as held for sale**

	2019 \$	2018 \$
<b>Non current</b>		
Land at valuation	576,260	715,360
LESS selling costs	(20,168)	(25,038)
<b>Total non current assets held for sale</b>	<b>556,092</b>	<b>690,322</b>

Non-current assets classified as held for sale (including disposal groups) is measured at the lower of its carrying amount and fair value less costs to disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment****Summary of property, infrastructure, plant and equipment**

	At fair value 30 June 2018 \$	Acquisitions \$	Revaluation / transfers \$	Depreciation \$	Disposals \$	At fair value 30 June 2019 \$
Land	10,320,926	-	4,869	-	(208,702)	10,117,093
Buildings	46,164,867	452,106	13,191	(1,113,954)	-	45,516,210
Plant and equipment	6,214,583	2,455,997	-	(966,865)	(533,223)	7,170,492
Infrastructure	275,114,272	3,713,704	17,889,090	(7,392,691)	-	289,324,375
Work in progress	983,969	1,753,125	(575,259)	-	-	2,161,835
<b>Total</b>	<b>338,798,617</b>	<b>8,374,932</b>	<b>17,331,891</b>	<b>(9,473,510)</b>	<b>(741,925)</b>	<b>354,290,005</b>

**Summary of work in progress**

	Opening WIP \$	Additions \$	Transfers \$	Write-off \$	Closing WIP \$
Buildings	421,901	887,334	(13,191)	-	1,296,044
Infrastructure	562,068	865,791	(562,068)	-	865,791
<b>Total</b>	<b>983,969</b>	<b>1,753,125</b>	<b>(575,259)</b>	<b>-</b>	<b>2,161,835</b>

**(a) Property**

	Land	Buildings - specialised	Work in progress	Total land and buildings
At fair value 1 July 2018	10,320,926	82,522,872	421,901	93,265,699
Acc depreciation at 1 July 2018	-	(36,358,005)	-	(36,358,005)
	<b>10,320,926</b>	<b>46,164,867</b>	<b>421,901</b>	<b>56,907,694</b>
<b>Movements in fair value</b>				
Acquisition of assets at fair value	-	452,106	887,334	1,339,440
Contributed assets	-	-	-	-
Revaluation increments / (decrements)	-	-	-	-
Fair value of assets disposed	(208,702)	-	-	(208,702)
Impairment losses recognised in operating result	-	-	-	-
Transfers between asset classes	-	13,191	(13,191)	-
	<b>(208,702)</b>	<b>465,297</b>	<b>874,143</b>	<b>1,130,738</b>
<b>Movements in acc depreciation</b>				
Depreciation and amortisation	-	(1,113,954)	-	(1,113,954)
Revaluation (increments) / decrements	4,869	-	-	4,869
Acc depreciation of disposals	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-
	<b>4,869</b>	<b>(1,113,954)</b>	<b>-</b>	<b>(1,109,085)</b>
At fair value 30 June 2019	10,112,224	82,988,169	1,296,044	94,396,437
Accumulated depreciation at 30 June 2019	4,869	(37,471,959)	-	(37,467,090)
<b>Total</b>	<b>10,117,093</b>	<b>45,516,210</b>	<b>1,296,044</b>	<b>56,929,347</b>

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (Continued)****(b) Plant and equipment**

	Plant machinery and equipment	Fixtures fittings and furniture	Total plant and equipment
At fair value 1 July 2018	12,847,712	1,396,586	14,244,297
Acc depreciation at 1 July 2018	(7,014,118)	(1,015,596)	(8,029,714)
	<b>5,833,594</b>	<b>380,990</b>	<b>6,214,583</b>
<b>Movements in fair value</b>			
Acquisition of assets at fair value	2,397,567	58,430	2,455,997
Contributed assets	-	-	-
Revaluation increments / (decrements)	-	-	-
Fair value of assets disposed	(2,012,116)	(11,937)	(2,024,053)
Impairment losses recognised in operating result	-	-	-
Transfers between asset classes	-	-	-
	<b>385,451</b>	<b>46,493</b>	<b>431,944</b>
<b>Movements in acc depreciation</b>			
Depreciation and amortisation	(882,691)	(84,174)	(966,865)
Acc depreciation of disposals	1,480,304	10,526	1,490,830
Impairment losses recognised in operating result	-	-	-
	<b>597,613</b>	<b>(73,648)</b>	<b>523,965</b>
At fair value 30 June 2019	13,233,163	1,443,079	14,676,241
Accumulated depreciation at 30 June 2019	(6,416,505)	(1,089,244)	(7,505,749)
<b>Total</b>	<b>6,816,658</b>	<b>353,835</b>	<b>7,170,492</b>

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (Continued)****(c) Infrastructure**

	Roads	Bridges	Footpaths and cycleways	Kerb and channel	Drainage
At fair value 1 July 2018	350,114,379	36,557,550	9,302,870	5,640,425	15,983,717
Acc depreciation at 1 July 2018	(113,179,091)	(18,453,258)	(1,936,476)	(2,136,800)	(7,835,058)
	<b>236,935,288</b>	<b>18,104,292</b>	<b>7,366,394</b>	<b>3,503,625</b>	<b>8,148,659</b>
<b>Movements in fair value</b>					
Acquisition of assets at fair value	2,477,860	657,245	295,395	-	267,839
Revaluation increments / (decrements)	18,569,350	1,689,483	(2,278,670)	229,120	(399,259)
Fair value of assets disposed	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-
Transfers between asset classes	363,980	-	-	-	198,088
	<b>21,411,190</b>	<b>2,346,728</b>	<b>- 1,983,275</b>	<b>229,120</b>	<b>66,668</b>
<b>Movements in acc depreciation</b>					
Depreciation and amortisation	(8,484,510)	(393,759)	(155,250)	(97,942)	(206,919)
Revaluation (increments)/decrements	506,134	(829,658)	72,431	5,525	(111,292)
Acc depreciation of disposals	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-
	<b>(5,978,376)</b>	<b>(1,223,417)</b>	<b>(82,819)</b>	<b>(92,417)</b>	<b>(318,211)</b>
At fair value 30 June 2019	371,525,569	38,904,278	7,319,595	5,869,545	18,050,385
Accumulated depreciation at 30 June 2019	(119,157,467)	(19,676,675)	(2,019,295)	(2,229,217)	(8,153,269)
	<b>252,368,102</b>	<b>19,227,603</b>	<b>5,300,300</b>	<b>3,640,328</b>	<b>7,897,116</b>

	Quarries	Street Furniture	Landfills	Work in Progress	Total Infrastructure
At fair value 1 July 2018	58,507	795,343	1,994,306	562,068	421,009,165
Acc depreciation at 1 July 2018	(24,418)	(179,942)	(1,587,782)	-	(145,332,825)
	<b>34,089</b>	<b>615,401</b>	<b>406,524</b>	<b>562,068</b>	<b>275,676,340</b>
<b>Movements in fair value</b>					
Acquisition of assets at fair value	-	15,365	-	865,791	4,579,495
Revaluation increments / (decrements)	-	(146,113)	-	-	17,663,911
Fair value of assets disposed	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-
Transfers between asset classes	-	-	-	(562,068)	-
	<b>-</b>	<b>130,748</b>	<b>-</b>	<b>303,723</b>	<b>22,243,406</b>
<b>Movements in acc depreciation</b>					
Depreciation and amortisation	(1,378)	(27,279)	(25,654)	-	(7,392,691)
Revaluation (increments)/decrements	-	19,971	-	-	(336,889)
Acc depreciation of disposals	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-
	<b>(1,378)</b>	<b>(7,308)</b>	<b>(25,654)</b>	<b>-</b>	<b>(7,729,580)</b>
At fair value 30 June 2019	58,507	664,595	1,994,306	865,791	443,252,571
Accumulated depreciation at 30 June 2019	(25,796)	(187,250)	(1,613,436)	-	(153,062,405)
	<b>32,711</b>	<b>477,345</b>	<b>380,870</b>	<b>865,791</b>	<b>290,190,166</b>



**NOTE 6 ASSETS WE MANAGE (Continued)****Acquisition**

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

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

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

**Asset recognition thresholds and depreciation periods**

	Depreciation period Years	Threshold limit \$
Property		
land	-	1,000
leasehold improvements	10 - 30	1,000
Buildings		
buildings	50 - 100	1,000
building and leasehold improvements	10 - 30	1,000
Plant and equipment		
plant, machinery, minor plant and equipment	5 - 30	1,000
motor vehicles	9 - 10	1,000
fixtures fittings and furniture	10 - 100	1,000
computers and telecommunications	3	1,000
Infrastructure		
road seals	13 - 26	1,000
road pavements - sealed	80	1,000
road pavements - unsealed	30	1,000
road formation and earthworks	-	1,000
road kerb, channel and minor culverts	60	1,000
bridges deck and substructure	80 - 100	1,000
footpaths and cycle ways	15 - 50	1,000
drainage	50 - 80	1,000
recreational, leisure and community facilities	50 - 80	1,000
waste management assets	20	1,000
parks, open space and streetscapes	15 - 50	1,000
off street car parks	80	1,000
aerodromes	30 - 80	1,000
Intangible assets - water rights	-	1,000

**Land under roads**

Council recognises land under roads it controls at fair value.

**NOTE 6 ASSETS WE MANAGE (Continued)****Depreciation and amortisation**

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and methods are reviewed annually. Depreciation rates and methods are reviewed annually.

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

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

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

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

**Finance leases**

Leases of assets where substantially all the risks and rewards incidental to ownership of the asset are transferred to Council are classified as finance leases. Finance leases are capitalised, recording an asset and a liability at the lower of the fair value of the asset and the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are depreciated on a straight line basis over their estimated useful lives to the Council where it is likely that the Council will obtain ownership of the asset or over the term of the lease, whichever is the shorter. Council currently has no leased assets.

**Repairs and maintenance**

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

**Leasehold improvements**

Leasehold improvements are recognised at cost and are amortised over the unexpired period of the lease or the estimated useful life of the improvement, whichever is the shorter. At balance date Council has no leasehold improvements.

**Valuation of land and buildings**

The valuation of land and buildings was undertaken by LG Valuation Services a qualified independent valuation firm. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobe (undeveloped and / or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

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

**NOTE 6 ASSETS WE MANAGE (Continued)****Valuation of land and buildings (continued)**

The date of the current valuation is detailed in the following table. A full revaluation of these was be conducted in the current year, this valuation was based on land values and market sales.

Council revalues all land and building assets every two years. The next full revaluation is due on 30 June 2020. Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2018 are as follows:

	Level 1	Level 2	Level 3	Date of valuation
Land	-	1,781,559	8,335,534	30/6/2018
Specialised land	-	-	-	30/6/2018
Buildings	-	-	-	30/6/2018
Specialised buildings	-	7,402,053	75,586,115	30/6/2018
<b>TOTAL</b>	-	<b>9,183,612</b>	<b>83,921,649</b>	

**Valuation of infrastructure**

A valuation of Council's, infrastructure assets was performed by David Southcombe, Manager Technical Services of the Loddon Shire Council, as at 30 June 2019.

There were no changes in valuation techniques throughout the period to 30 June 2019.

For all assets measured at fair value, the current use is considered the highest and best use.

The date of the current valuation is detailed in the following table. An indexed based revaluation was conducted in the current year, this valuation was based on current unit rates and sample analysis of condition ratings. Full revaluation of all assets are coordinated on a cyclic timeframe.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2019 are as follows:

	Level 1	Level 2	Level 3	Date of valuation
Unsealed roads formation	-	-	15,672,052	30/6/2019
Unsealed roads pavement	-	-	53,738,251	30/6/2019
Road seal	-	-	12,216,730	30/6/2019
Sealed roads pavement	-	-	149,828,730	30/6/2019
Sealed road formation	-	-	10,052,149	30/6/2019
Footpaths	-	-	5,300,301	30/6/2019
Culverts	-	-	10,860,180	30/6/2019
Bridges	-	-	19,227,603	30/6/2019
Kerb and channel	-	-	3,640,328	30/6/2019
Urban drains	-	-	7,897,116	30/6/2019
Street furniture	-	-	477,345	30/6/2019
Landfills	-	-	1,994,306	30/6/2019
Quarries	-	-	58,507	30/6/2019
<b>TOTAL</b>	-	-	<b>290,963,598</b>	

**NOTE 6 ASSETS WE MANAGE (Continued)**

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

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$1 and \$120 per square metre.

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement cost is calculated on a square metre basis and ranges from \$1 to \$420 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 33 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 2 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

**Reconciliation of specialised land**

	2019	2018
	\$	\$
Land under roads	-	-
Parks and reserves	-	-
<b>TOTAL</b>	-	-

**NOTE 6 ASSETS WE MANAGE (Continued)****6.3 Investments in associates, joint arrangements and subsidiaries****Investments in associates**

Investments in associates accounted for by the equity method are:

**North Central Goldfields Regional Library Corporation**

The Council is a member of the North Central Goldfields Regional Library Corporation. At 30 June 2019 Council's equity was \$269,572. At 30 June 2018 Council's equity in the corporation was \$271,380.

The Council has a 5.04% share of the net assets, and this is calculated on the same ratio as the Shire contributes to the operating costs of the service. At 30 June 2018 the Shire's share of the net assets was 5.12%. Any adjustments required due to the reduction in the share of net assets from 2018 to 2019 is reflected as Variation Account - Change in Equity in the following schedules.

	2019 \$	2018 \$
<b>Council's share of accumulated surplus/(deficit)</b>		
Council's share of accumulated surplus/(deficit) at start of year	82,328	81,066
Share of reported surplus/(deficit) for year	2,432	2,264
Variation account - change in equity	(2,335)	(1,002)
Council's share of accumulated surplus/(deficit) at end of year	<b>82,425</b>	<b>82,328</b>
<b>Council's share of reserves</b>		
Council's share of reserves at start of year	189,053	192,880
Variation account - change in equity	(1,905)	(3,827)
Council's share of reserves at end of year	<b>187,148</b>	<b>189,053</b>
<b>Movement in carrying value of share in library</b>		
Carrying value of investment at start of year	271,380	273,946
Share of accumulated surplus/(deficit) for the year	2,432	2,264
Variation account - change in equity	(4,240)	(4,829)
Carrying value of share in library investment at end of year (equity)	<b>269,572</b>	<b>271,380</b>
<b>Council's share of expenditure commitments</b>		
Operating commitments	13,458	12,630
Capital commitments	4,506	14,804
Council's share of expenditure commitments	<b>17,964</b>	<b>27,434</b>
<b>Council's share of contingent liabilities and contingent assets</b>		
Nil	-	-
Council's share of contingent liabilities and contingent assets	-	-

**Adjustment to the carrying value of North Central Goldfields Regional Library**

	2019 \$	2018 \$
Adjustment to the carrying value of North Central Goldfields Regional Library Corporation	(1,808)	(2,565)
<b>Total adjustment to the carrying value of North Central Goldfields Regional Library Corporation</b>	<b>(1,808)</b>	<b>(2,565)</b>

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

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

**NOTE 6 ASSETS WE MANAGE (Continued)****6.3 Investments in associates, joint arrangements and subsidiaries (continued)**

For joint operations, Council recognises the right to its share of jointly held assets, liabilities, revenues and expenses of joint operations. Council has no joint arrangements at reporting date.

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

**Principles of consolidation**

The consolidated financial statements of Council incorporate all entities controlled by Council as at 30 June 2019, and their income and expenses for that part of the reporting period in which control existed.

Subsidiaries are all entities over which Council has control. Council control an entity when it is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power to direct the activities of the entity. Subsidiaries are fully consolidated from the date on which control is transferred to Council. They are deconsolidated from the date that control ceases.

Where dissimilar accounting policies are adopted by entities and their effect is considered material, adjustments are made to ensure consistent policies are adopted in these financial statements.

Council has no consolidated entities.

**Committees of management**

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

**NOTE 7 PEOPLE AND RELATIONSHIPS****7.1 Council and key management remuneration****(a) Related parties**

Loddon Shire Council is the parent entity. There are no further interests in subsidiaries and associates.

**(b) Key Management Personnel**

Details of persons holding the position of Councillor or other members of Key Management Personnel at any time during the year were:

<b>Councillors:</b>	<b>2019</b>	<b>2018</b>
Cr Cheryl McKinnon (Mayor from July 18 to June 19)	1	1
Cr Neil Beattie (Councillor from July 18 to June 19)	1	1
Cr Geoff Curnow (Councillor from July 18 to June 19)	1	1
Cr Gavan Holt (Councillor from July 18 to June 19)	1	1
Cr Colleen Condliffe (Councillor from July 18 to June 19)	1	1
<b>Total number of Councillors</b>	<b>5</b>	<b>5</b>
<b>Chief Executive Officer and other Key Management Personnel:</b>		
Mr Phil Pinyon (CEO from July 18 to June 19)	1	1
Mrs Wendy Gladman (Director Community and Wellbeing July 18 to June 19)	1	1
Mrs Sharon Morrison (Director Corporate Services July 18 to June 19)	1	1
Mr Steven Phillips (Director Operations July 18 to June 18)	1	1
Mr Peter Cownley (Acting Director Operations August 17 to October 17)	-	1
Mrs Lynne Habner (Manager Executive and Commercial Services July 18 to June 19)	1	1
<b>Total Key Management Personnel</b>	<b>5</b>	<b>6</b>

**(c) Remuneration of Key Management Personnel**

Total remuneration of Key Management Personnel was as follows:

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Short-term benefits	1,052,660	1,067,841
Long-term benefits	-	-
Termination benefits	-	-
<b>TOTAL</b>	<b>1,052,660</b>	<b>1,067,841</b>

**NOTE 7 PEOPLE AND RELATIONSHIPS (Continued)****(c) Remuneration of Key Management Personnel (continued)**

The numbers of Key Management Personnel whose total remuneration from Council and any related entities, fall within the following bands:

<b>Income range</b>	<b>2019 number</b>	<b>2018 number</b>
\$20,000 - \$29,999	4	3
\$30,000 - \$39,999	0	1
\$40,000 - \$49,999	0	1
\$60,000 - \$69,999	1	1
\$110,000 - \$119,999	1	1
\$150,000 - \$159,999	1	1
\$160,000 - \$169,999	2	2
\$240,000 - \$249,999	0	1
\$250,000 - \$259,999	1	0
	<u>10</u>	<u>11</u>

All Councillors are ratepayers in the Loddon Shire Council and have completed appropriate Declaration of Interest Forms.

**7.2 Related party disclosure****(a) Transactions with related parties**

No transactions other than remuneration payments or the reimbursement of approved expenses were entered into by Council with responsible persons or related parties of such responsible persons during the reporting year (Nil in 2017/18).

**(b) Outstanding balances with related parties**

There are no outstanding balances outstanding at the end of the reporting period in relation to transactions with related parties (Nil in 2017/18).

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

No loans have been made, guaranteed or secured by the Council to a responsible person of the Council during the reporting year (Nil in 2017/18).

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

No commitments have been made, guaranteed or secured by Council to a responsible person of the Council during the reporting year (Nil in 2017/18).



## NOTE 8 MANAGING UNCERTAINTIES

### 8.1 Contingent assets and liabilities

#### (a) Contingent assets

Council has no contingent assets.

#### (b) Contingent liabilities

##### Superannuation

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

At this point in time, it is not known if additional contributions will be required, their timing or potential amount.

##### Liability Mutual Insurance

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

### 8.2 Change in accounting standards

The following new AAS's have been issued that are not mandatory for the 30 June 2019 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

#### ***Revenue from contracts with customers (AASB 15) (applies 2019/20 for LG sector)***

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

#### ***Amendments to Australia Accounting Standards - Deferral of AASB 15 Not-for-Profit Entities (AASB 2016-7) (applies 2019/20)***

This Standard defers the mandatory effective date of AASB 15 for not-for-profit entities from 1 January 2018 to 1 January 2019.

#### ***Leases (AASB 16) (applies 2019/20)***

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

#### ***Income for Not-For-Profit Entities (AASB 1058) (applies 2019/20)***

This standard replaces AASB 1004 Contributions and establishes revenue recognition principles for transactions where the consideration to acquire an asset is significantly less than fair value to enable to not-for-profit entity to further its objectives.

## NOTE 8 MANAGING UNCERTAINTIES (Continued)

### 8.3 Financial instruments

#### (a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

#### (b) Market risk

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

##### *Interest rate risk*

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes Council to fair value interest rate risk. Council repaid the balance of its loan borrowings in 2015/16, thereby reducing the risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its levels of cash and deposits that are at a floating rate.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*.

Council manages interest rate risk by adopting an investment policy that ensures:

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

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

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

#### (c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in our balance sheet.

To help manage this risk:

- Council may require bank guarantees or security deposits for contracts where appropriate
- Council will only invest surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

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

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

**NOTE 8 MANAGING UNCERTAINTIES (Continued)****8.3 Financial instruments (continued)****(c) Credit risk (continued)**

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party. Council has no such guarantees in place at 30 June 2019.

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

**(d) Liquidity risk**

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

To help reduce these risks Council:

- has historically minimised borrowings in the short to medium term
- reduced its reliance on borrowings with repayment of all borrowings occurring in 2015/16
- have readily accessible standby facilities and other funding arrangements in place
- ensures that surplus funds are invested within various bands of liquid investments
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

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

With the exception of borrowings, all financial liabilities are expected to be settled within normal or agreed terms.

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

**(e) Sensitivity disclosure analysis**

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

- A parallel shift of + 1.0% and -1.0% in market interest rates (AUD) from year-end rates of 2.10%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

## NOTE 8 MANAGING UNCERTAINTIES (Continued)

### 8.4 Fair value measurement

#### Fair value hierarchy

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

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

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

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

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

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

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

#### Revaluation

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

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 1 to 5 years. The valuation is performed either by experienced council officers or independent experts.

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

**NOTE 8 MANAGING UNCERTAINTIES (Continued)****8.4 Fair value measurement (continued)****Impairment of assets**

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

**8.5 Events occurring after balance date**

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

**NOTE 9 OTHER MATTERS****9.1 Reserves****(a) Asset revaluation reserve****2019**

	Balance at beginning of reporting period \$	Revaluation increment / (decrement) \$	Balance at end of the reporting period \$
<b>Property</b>			
Land	8,607,663	4,869	8,612,532
Buildings	30,700,051	-	30,700,051
	<b>39,307,714</b>	<b>4,869</b>	<b>39,312,583</b>
<b>Infrastructure assets</b>			
Sealed roads	138,281,752	11,383,158	149,664,910
Unsealed roads	55,101,213	6,099,077	61,200,290
Footpaths	1,949,986	(385,383)	1,564,603
Street furniture	191,521	(126,142)	65,379
Kerbs	866,271	7,038	873,309
Bridges	9,359,822	859,825	10,219,647
Drains	1,287,005	(510,551)	776,454
<b>Other infrastructure</b>	<b>207,037,570</b>	<b>17,327,022</b>	<b>224,364,592</b>
<b>Total tangible assets</b>	<b>246,345,284</b>	<b>17,331,891</b>	<b>263,677,175</b>
<b>Intangible assets</b>			
Water rights	1,042,084	723,415	1,765,499
<b>Total</b>	<b>247,387,367</b>	<b>18,055,306</b>	<b>265,442,673</b>

**2018**

	Balance at beginning of reporting period \$	Revaluation increment / (decrement) \$	Balance at end of the reporting period \$
<b>Property</b>			
Land	7,937,337	670,326	8,607,663
Buildings	31,971,201	(1,271,150)	30,700,051
	<b>39,908,538</b>	<b>(600,824)</b>	<b>39,307,714</b>
<b>Infrastructure assets</b>			
Sealed roads	120,960,770	17,320,982	138,281,752
Unsealed roads	45,923,887	9,177,326	55,101,213
Footpaths	1,622,309	327,877	1,949,986
Street furniture	119,120	72,401	191,521
Kerbs	385,645	480,626	866,271
Bridges	7,000,103	2,359,719	9,359,822
Drains	516,769	770,236	1,287,005
<b>Other infrastructure</b>	<b>176,528,603</b>	<b>30,508,967</b>	<b>207,037,570</b>
<b>Total tangible assets</b>	<b>216,437,141</b>	<b>29,908,143</b>	<b>246,345,284</b>
<b>Intangible assets</b>			
Water rights	731,384	310,700	1,042,084
<b>Total</b>	<b>217,168,525</b>	<b>30,218,843</b>	<b>247,387,367</b>

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

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves**

2019

	Balance at beginning of reporting period \$	Transfer from accumulated surplus \$	Transfer to accumulated surplus \$	Balance at end of reporting period \$
Land and buildings reserve	632,946	96,500	(2,557)	726,889
Capital expenditure reserve	2,160,830	3,436,895	(2,160,830)	3,436,895
Caravan park development reserve	259,937	106,930	(5,680)	361,187
Community planning reserve	1,003,063	1,125,220	(503,063)	1,625,220
Economic development reserve	235,655	171,000	(21,245)	385,410
Fleet replacement reserve	461,737	218,375	(156,355)	523,757
Gravel and sand pit (GSP) restoration reserve	488,719	98,042	(28,569)	558,192
Heritage loan scheme reserve	100,000	-	-	100,000
Information technology reserve	1,133,398	185,000	(202,802)	1,115,596
Little Lake Boort water reserve	34,525	-	(17,456)	17,069
Waste management reserve	317,517	34,690	-	352,207
Major projects reserve	179,796	80,000	-	259,796
Plant replacement reserve	2,349,664	873,031	(1,811,984)	1,410,711
Professional development reserve	(1,436)	6,000	(945)	3,619
Recreation facilities improvement reserve	100,000	-	-	100,000
Skidders Flat water reserve	15,565	-	(8,030)	7,535
Swimming pool major projects reserve	100,000	50,000	(50,000)	100,000
Unfunded superannuation liability reserve	696,424	101,192	-	797,616
Units reserve	94,965	18,779	-	113,744
Unightly premises enforcement provision reserve	100,000	-	-	100,000
Unspent contributions reserve	-	-	-	-
Unspent grants reserve	7,731,737	8,688,188	(7,731,737)	8,688,188
Urban drainage reserve	692,866	370,000	(262,268)	800,598
Valuations reserve	42,667	93,475	(12,936)	123,206
War memorial reserve	3,000	-	-	3,000
<b>Total</b>	<b>18,933,575</b>	<b>15,753,317</b>	<b>(12,976,457)</b>	<b>21,710,435</b>

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves (continued)**

2018

	Balance at beginning of reporting period \$	Transfer from accumulated surplus \$	Transfer to accumulated surplus \$	Balance at end of reporting period \$
Land and buildings reserve	280,354	358,350	(5,758)	632,946
Capital expenditure reserve	3,141,720	2,160,830	(3,141,720)	2,160,830
Caravan park development reserve	264,967	31,964	(36,994)	259,937
Community planning reserve	901,067	1,003,063	(901,067)	1,003,063
Economic development reserve	120,035	134,545	(18,925)	235,655
Fleet replacement reserve	676,845	150,000	(365,108)	461,737
Gravel and sand pit (GSP) restoration reserve	773,703	87,329	(372,313)	488,719
Heritage loan scheme reserve	100,000	-	-	100,000
Information technology reserve	1,226,469	185,000	(278,071)	1,133,398
Little Lake Boort water reserve	20,303	14,222	-	34,525
Waste management reserve	283,147	34,370	-	317,517
Major projects reserve	99,796	80,000	-	179,796
Plant replacement reserve	1,769,860	850,000	(270,196)	2,349,664
Professional development reserve	(2,118)	4,000	(3,318)	(1,436)
Recreation facilities improvement reserve	100,000	-	-	100,000
Skinnners Flat water reserve	12,908	2,657	-	15,565
Swimming pool major projects reserve	50,000	50,000	-	100,000
Unfunded superannuation liability reserve	1,000,000	-	(303,576)	696,424
Units reserve	77,129	17,836	-	94,965
Unightly premises enforcement provision reserve	100,000	-	-	100,000
Unspent contributions reserve	987	-	(987)	-
Unspent grants reserve	7,683,212	7,731,737	(7,683,212)	7,731,737
Urban drainage reserve	704,551	250,000	(261,685)	692,866
Valuations reserve	190,895	5,327	(153,555)	42,667
War memorial reserve	3,000	-	-	3,000
<b>Total</b>	<b>19,578,830</b>	<b>13,151,230</b>	<b>(13,796,485)</b>	<b>18,933,575</b>



**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves (continued)****Purpose of general reserves*****Land and buildings reserve***

The land and buildings reserve is used to fund the purchase and improvement of land and buildings. Proceeds received from the sale of Council owned land and buildings are transferred to the reserve.

***Capital expenditure reserve***

The capital expenditure reserve is used to set aside funds that have been budgeted for capital works projects in one financial year but will not be expended by the end of that year. Council transfers to the reserve annually the unexpended budget amounts for capital works and other projects that will be undertaken in the following financial year.

***Caravan park development reserve***

The caravan park development reserve is used to set aside surpluses made from the operations of Council's caravan parks to assist with financing major works carried out at those caravan parks. The annual surplus made on the operations of Council's caravan parks is transferred to the reserve annually, and the funds required to finance major works undertaken at Council's caravan parks are transferred from the reserve.

***Community planning reserve***

The community planning reserve is used to set aside unspent funds for community planning projects. Council transfers to the reserve annually cumulative unspent funds for each ward's community planning projects. Council transfers from the reserve the amount placed into the reserve at the end of the previous financial year.

***Economic development reserve***

The economic development reserve is used to assist with economic development initiatives that Council wishes to financially support. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund economic development initiatives, and proceeds from the sale of industrial land and transfers from the reserve the cost of economic development initiatives during the financial year.

***Fleet replacement reserve***

The fleet replacement reserve is used to fund the replacement of office vehicles. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund the fleet replacement program, and transfers from the reserve the net cost of fleet purchases for the year.

***Gravel and sand pit (GSP) restoration reserve***

The gravel and sand pit (GSP) restoration reserve is used to fund land purchase, development and restoration of gravel and sand pits used by Council for the extraction of road building materials. Council transfers from the reserve the cost of purchasing new sites, development and restoration of gravel and sand pits, and transfers to the reserve annual surplus on operations of gravel and sand pits.

***Heritage loan scheme reserve***

The heritage loan scheme reserve is used to provide loans to owners of properties located in significant heritage precincts, heritage registered buildings or structures of local heritage significance, to enable repair and maintenance of those buildings with the aims of quality appearance and public safety.

***Information technology reserve***

The information technology reserve is used to assist with the purchase of information technology assets. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund information technology assets, and transfers from the reserve the net cost of information technology assets.

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves (continued)****Purpose of general reserves (continued)*****Little Lake Boort water***

The Little Lake Boort water reserve is used to secure the proceeds from sale of temporary water rights relating to Little Lake Boort. Council transfers to the reserve the proceeds from the sale of temporary water rights and unexpended amounts from annual expenditure budget and transfers from the reserve the amounts required to purchase water rights or for any other expenditures relating to Little Lake Boort.

***Waste management reserve***

The waste management reserve is used to assist with the cost of strategic projects, compliance and long term planning for Council's landfills and transfer stations. Council transfers to the reserve annually \$10 per kerbside collection levy (or a pro-rated amount for a pro-rated collection). Council transfers from the reserve the cost of strategic projects, compliance and long term planning within Council landfills and transfer stations.

***Major projects reserve***

The major projects reserve is used to assist with the funding of major projects identified by Council. An annual allocation determined during the budget process as sufficient to fund major projects is transferred to the reserve. When a major project is identified and approved, an amount will be transferred from the reserve to assist with funding the project.

***Plant replacement reserve***

The plant replacement reserve is used to fund plant purchases. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund the plant replacement program. Council transfers from the reserve the net cost of plant purchases for the year.

***Professional development reserve***

The professional development reserve is used to fund the professional development undertaken by executive officers of Council. An annual allocation is provided to each executive officer in accordance with their contract of employment, while the cost of the professional development undertaken during the year is transferred from the reserve.

***Recreation facilities improvement reserve***

The recreation facilities improvement reserve is an allocation of funds used to provide interest free loans to community groups for improvements at Council reserves.

***Skidders Flat water reserve***

The Skidders Flat water reserve is used to fund major repairs and capital works at the Skidders Flat Water Supply. The surplus on operations of the water supply is transferred to the reserve annually and the cost of major repairs and capital works is transferred from the reserve.

***Swimming pool major projects reserve***

The Swimming Pool Major Projects Reserve is used to fund unplanned major repairs and capital works at the various swimming pool sites across the Shire. Council transfers to the reserve annually an amount determined during the budget process, to a maximum reserve level of \$200K. Council transfers from the reserve the net cost of unplanned major repairs and capital works.

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves (continued)****Purpose of general reserves (continued)*****Unfunded superannuation liability reserve***

The unfunded superannuation liability reserve is used to assist with funding any call that may be made on Council as a result of shortfall in the Local Authorities' Superannuation Defined Benefits Plan. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund potential future calls by the superannuation authority in relation to an unfunded superannuation liability. Council transfers from the reserve any funds required to finance a call made upon Council by the superannuation authority.

***Units reserve***

The units reserve is used to fund the purchase or improvement of Council owned elderly persons' units. The net surplus generated from rental income is transferred to the reserve annually. Funds are transferred out of the reserve to cover the cost of capital works undertaken at elderly persons' units.

***Unightly premises enforcement provision reserve***

The Unightly Premises Enforcement Provision Reserve is used to provide funds to assist with the enforcement and rectification works on determined unightly premises with costs recouped via legal or other action.

***Unspent contributions reserve***

The unspent contributions reserve is used to set aside contributions received for a specific purpose in one financial year that will not be expended until a later financial year. Council transfers to the reserve contributions received during the financial year that have not been expended, and transfers from the reserve the amount placed into the reserve at the end of the previous financial year.

***Unspent grants reserve***

The unspent grants reserve is used to set aside grants received in one financial year that will not be expended until a later financial year. Council transfers to the reserve grants received during the financial year that have not been expended, and transfers from the reserve the amount placed into the reserve at the end of the previous financial year.

***Urban drainage reserve***

The urban drainage reserve is used to fund urban drainage works in the towns within the Shire. Council transfers to the reserve annually an amount determined during the budget process sufficient to fund the urban drainage program, and transfers from the reserve the annual cost of urban drainage work.

***Valuations reserve***

The valuations reserve is used to fund the cost of Council's bi-annual valuations for rating purposes. Council transfers to the reserve the net surplus of valuations in the years that Council is paid for the provision of its data to state government authorities, and amounts determined during the budget process sufficient to fund the bi-annual revaluation process. Council transfers from the reserve the net cost of the revaluation process.

***War memorial restoration reserve***

The war memorial restoration reserve is used to fund the cost of maintaining and renewing war memorials across the Shire. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund the war memorial program, and transfers the cost of works to war memorials from the reserve.

**NOTE 9 OTHER MATTERS (Continued)****9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)**

	2019 \$	2018 \$
Surplus / (deficit) for the period	1,047,284	(818,612)
Depreciation	9,473,510	9,233,178
(Profit) / loss on disposal of assets	233,155	68,428
Impairment of financial assets	103	1,858
Reversal of impairment of assets	(1,658)	(3,879)
Bad debts expense	12,747	21,086
Share of other comprehensive income of associates	(16,156)	(24,869)
<b>Change in assets and liabilities</b>		
(Increase) / decrease in receivables (net of advances)	(1,553,663)	364,463
(Increase) / decrease in accrued income	2,535,361	(2,053,243)
(Increase) / decrease in prepayments	67,854	20,207
(Increase) / decrease in other assets and liabilities	631,273	512,020
Increase / (decrease) in trust funds and deposits	35,014	28,676
(Increase) / decrease in inventories	3,211	10,516
Increase / (decrease) in payables	(372,687)	(159,429)
Increase / (decrease) in employee benefits	(18,702)	(165,496)
Increase / (decrease) in other provisions	145,132	(11,121)
(Increase) / decrease in library equity	1,808	2,565
<b>Net cash provided by / used by operating activities</b>	<b>12,223,586</b>	<b>7,026,148</b>

**9.3 Superannuation**

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

**Accumulation**

The Fund's accumulation categories, Vision MySuper / Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2019, this was 9.5% required under Superannuation Guarantee Legislation).

**Defined benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan. Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary. For the year ended 30 June 2019, this rate was 9.5% of members salaries (9.5% in 2017/18).

At 30 June 2017, an triennial actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 103.1%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns	6.5% pa
Salary information	3.5% pa
Price inflation (CPI)	2.5% pa

**NOTE 9 OTHER MATTERS (Continued)****Defined benefit (continued)**

Vision Super has advised that the actual VBI at 30 June 2019 was XXXXX%. The VBI is used as the primary funding indicator. When the VBI is above 100%, the interim actuarial investigation determines the Defined Benefit category is in a satisfactory financial position and that no change is necessary to the Defined Benefits category's funding arrangements from prior years.

**Defined benefit 2017 triennial actuarial investigation surplus amounts**

The Fund's latest actuarial investigation as at 30 June 2017 identified the following in the defined benefit category of which Loddon Shire Council is a contributing employer:

- A VBI surplus of \$69.8 million; and
- A total service liability surplus of \$193.5 million.
- A discounted accrued benefits surplus of \$228.8 million

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2017 during August 2017.

A interim actuarial investigation will be being conducted for the Fund's position as at 30 June 2019. It is anticipated that this actuarial investigation will be completed in December 2019.

# LODDON SHIRE COUNCIL

## PERFORMANCE STATEMENT YEAR ENDING 30 JUNE 2019



## DESCRIPTION OF MUNICIPALITY

Loddon Shire Council is located in central Victoria, about 175 kilometres north-west of Melbourne. It is bounded by the Gannawarra Shire in the north, Shire of Campaspe and City of Greater Bendigo in the east, Mount Alexander Shire and Central Goldfields Shire in the south, and Northern Grampians Shire and Buloke Shire in the west.

Loddon Shire Council is a predominantly rural area, with many small towns and communities. The largest towns are Boort, Bridgewater on Loddon, Inglewood, Pyramid Hill, and Wedderburn.

The Shire encompasses a total land area of about 6,700 square kilometres. Land is used mainly for agriculture and horticulture, particularly grain, sheep, wool, beef cattle, dairy, pigs and poultry. In recent years, there has also been an increase in viticulture, olives, and fodder crops.

The primary source of employment in the Shire is agriculture, forestry and fishing with 37% of employed residents working in those fields, while 10% work in health care and social assistance, 7% in retail trade, and 5% in public administration and safety.

## SUSTAINABILITY CAPACITY INDICATORS

Indicator / measure	Results			
	2016	2017	2018	2019
<b>Indicator: Population</b> <i>Measure:</i> Expenses per head of municipal population <i>Computation:</i> Total expenses / Municipal population	\$3,657	\$3,763	\$4,502	\$5,919
<b>Material variations:</b> Gradual increases to expenditure over the four year period with population remaining steady. Year three and four have a higher increase as a result of extra works undertaken for flood restoration projects.				
<b>Indicator: Population</b> <i>Measure:</i> Infrastructure per head of municipal population <i>Computation:</i> Value of infrastructure / Municipal population	\$40,202	\$39,764	\$43,768	\$45,810
<b>Material variations:</b> Gradual increase to infrastructure valuation over the full four year period with population remaining steady.				
<b>Indicator: Population</b> <i>Measure:</i> Population density per length of road <i>Computation:</i> Municipal population / Kilometres of local roads	1.54	1.60	1.59	1.59
<b>Material variations:</b> No material variations.				
<b>Indicator: Own-source revenue</b> <i>Measure:</i> Own source revenue per head of municipal population <i>Computation:</i> Own-source revenue / Municipal population	\$1,815	\$1,796	\$1,868	\$1,904
<b>Material variations:</b> No material variations.				
<b>Indicator: Recurrent grants</b> <i>Measure:</i> Recurrent grants per head of municipal population <i>Computation:</i> Recurrent grants / Municipal population	\$1,462	\$2,180	\$1,836	\$1,851
<b>Material variations:</b> Recurrent grants have remained steady for 2018 and 2019 due to the continued 50% upfront timing of the Victoria Grants Commission funding. 2017 had a full yearly allocation plus a further 50% upfront.				
<b>Indicator: Disadvantage</b> <i>Measure:</i> Relative socio-economic disadvantage <i>Computation:</i> Index of relative socio-economic disadvantage by decile	1	1	2	2
<b>Material variations:</b> 2018 saw the indicator move from one to two, it has remained steady at that indicator.				

### Definitions:

"adjusted underlying revenue" means total income other than:

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

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

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

"population" means the resident population estimated by council

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

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

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

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



## SERVICE PERFORMANCE INDICATORS

Service / indicator / measure	Results			
	2016	2017	2018	2019
<b>Aquatic facilities</b> <b>Indicator: Utilisation</b> <i>Measure:</i> Utilisation of aquatic facilities <i>Computation:</i> Number of visits to aquatic facilities / Municipal population	4	3	3	3
<b>Material variations:</b> Number of visits has slightly decreased while the population has remained steady.				
<b>Animal management</b> <b>Indicator: Health and safety</b> <i>Measure:</i> Animal management prosecutions <i>Computation:</i> Number of successful animal management prosecutions	1	0	0	0
<b>Material variations:</b> Council had no animal prosecutions in 2016/17, 2017/18 and 2018/19.				
<b>Food Safety</b> <b>Indicator: Health and safety</b> <i>Measure:</i> Critical and major non-compliance notifications <i>Computation:</i> Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises x100	83%	100%	100%	100%
<b>Material variations:</b> All compliance issues in 2016/17, 2017/18 and 2018/19 have been followed up.				
<b>Governance</b> <b>Indicator: Satisfaction</b> <i>Measure:</i> Satisfaction with Council decisions <i>Computation:</i> Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community	56	55	48	50
<b>Material variations:</b> As a result of feedback from the community, in 2018 Council identified the need to better communicate its decisions to the community including the rationale for those decisions. This has seen a slight increase in this indicator.				
<b>Home &amp; Community Care (HACC)</b> <b>Indicator: Participation</b> <i>Measure:</i> Participation in HACC service <i>Computation:</i> [Number of people that received a HACC service / Municipal target population for HACC services] x100	56%	N/A	N/A	N/A
<b>Material variations:</b> Indicator no longer required.				
<b>Home &amp; Community Care (HACC)</b> <b>Indicator: Participation</b> <i>Measure:</i> Participation in HACC service by CALD people <i>Computation:</i> [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	30%	N/A	N/A	N/A
<b>Material variations:</b> Indicator no longer required.				
<b>Libraries</b> <b>Indicator: Participation</b> <i>Measure:</i> Active library members <i>Computation:</i> [Number of active library members / Municipal population] x100	8%	8%	7%	7%
<b>Material variations:</b> Loddon continues to experience a decline in the number of active library members however the number does not include library visitors, Wi-Fi or computer use, attendance at programs or use/borrowing of the electronic collection. All of these activities are anecdotally well supported by Loddon residents.				

**SERVICE PERFORMANCE INDICATORS (Continued)**

Service / indicator / measure	Results			
	2016	2017	2018	2019
<b>Maternal &amp; Child Health (MCH)</b> <b>Indicator: Participation</b> <i>Measure:</i> Participation in MCH service <i>Computation:</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	73%	70%	65%	66%
<b>Material variations:</b> Participation levels have increased in 2018/19 along with number of enrolments.				
<b>Maternal &amp; Child Health (MCH)</b> <b>Indicator: Participation</b> <i>Measure:</i> Participation in the MCH service by Aboriginal children <i>Computation:</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	25%	56%	83%	57%
<b>Material variations:</b> Council works closely with Community Health Services to meet the needs of Aboriginal Children. There has been a significant increase in the number of children enrolled with a slight increase to the participation rates.				
<b>Roads</b> <b>Indicator: Satisfaction</b> <i>Measure:</i> Satisfaction with sealed local roads <i>Computation:</i> Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads	55	50	50	52
<b>Material variations:</b> There is a slight increase to this indicator and it is expected to be a result of the finalisation of the flood rectification works program.				
<b>Statutory planning</b> <b>Indicator: Decision making</b> <i>Measure:</i> Council planning decisions upheld at VCAT <i>Computation:</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	0%	100%	0%	100%
<b>Material variations:</b> One VCAT planning decision in 2018/19, also one in 2016/17.				
<b>Indicator: Waste diversion</b> <i>Measure:</i> Kerbside collection waste diverted from landfill <i>Computation:</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	20%	23%	22%	26%
<b>Material variations:</b> No material variation.				

**SERVICE PERFORMANCE INDICATORS (Continued)****Definitions:**

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

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

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

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

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

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

"Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth

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

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

"HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the *Home and Community Care Act 1985* of the Commonwealth

"HACC service" means home help, personal care or community respite provided under the HACC

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

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

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

"population" means the resident population estimated by council

"target population" has the same meaning as in the Agreement entered into for the purposes of the *Home and Community Care Act 1985* of the Commonwealth

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

**FINANCIAL PERFORMANCE INDICATORS**

Dimension / Indicator / measure	Results				Forecasts			
	2016	2017	2018	2019	2020	2021	2022	2023
<b>Efficiency</b> <b>Indicator: Revenue level</b> <i>Measure:</i> Average residential rate per residential property assessment <i>Computation:</i> Residential rate revenue / Number of residential property assessments	\$941.22	\$992.71	\$1,011.60	\$1,007.51	\$998.45	\$1,015.09	\$1,037.90	\$1,061.31
<b>Material variations:</b> Residential rates are forecast to increase by 2.0% per year.								
<b>Efficiency</b> <b>Indicator: Expenditure level</b> <i>Measure:</i> Expenses per property assessment <i>Computation:</i> Total expenses / Number of property assessments	\$3,441.69	\$3,670.24	\$4,339.15	\$5,685.05	\$4,008.49	\$3,985.97	\$4,078.53	\$4,177.33
<b>Material variations:</b> Property numbers remain constant with expenditure levels the main variance depending on the scope of work required for that financial year.								
<b>Efficiency</b> <b>Indicator: Workforce turnover</b> <i>Measure:</i> Resignations and terminations compared to average staff <i>Computation:</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	12.75	18.12	12.29	10.32	9.87	9.87	9.87	9.87
<b>Material variations:</b> A restructure to align directorates in early 2016 and continuation into 2017 resulted in an increase in staff turnover. This is slowly returning to a steady turnover rate.								
<b>Liquidity</b> <b>Indicator: Working capital</b> <i>Measure:</i> Current assets compared to current liabilities <i>Computation:</i> [Current assets / Current liabilities] x100	641.06%	790.25%	742.25%	758.48%	415.19%	349.44%	265.78%	219.41%
<b>Material variations:</b> Major variations can occur in this indicator due to the amount of cash and cash equivalents available for that projected year. The other components are fairly constant.								

## FINANCIAL PERFORMANCE INDICATORS (Continued)

Dimension / Indicator / measure					Forecasts				
	2016	2017	2018	2019	2020	2021	2022	2023	
<b>Liquidity</b> <b>Indicator: Unrestricted cash</b> <i>Measure:</i> Unrestricted cash compared to current liabilities <i>Computation:</i> [Unrestricted cash / Current liabilities] x100	281.60%	-3.85%	91.92%	-156.79%	71.46%	-16.19%	-102.08%	-167.02%	
<b>Material variations:</b> Council had a large amount of cash at the end of 2019 but \$10M of this was term deposits that mature in a period greater than 90 days. 50% Victoria Grants Commission funding was received upfront in 2016/17, 2017/18 and 2018/19. Current liabilities remain constant.									
<b>Obligations</b> <b>Indicator: Asset renewal</b> <i>Measure:</i> Asset renewal compared to depreciation <i>Computation:</i> [Asset renewal expenses / Asset depreciation] x100	24.12%	33.93%	35.96%	19.86%	64.01%	30.13%	30.35%	30.11%	
<b>Material variations:</b> Variations can occur within this indicator depending on the capital works program delivered each year, depreciation increases slightly in line with asset values.									
<b>Obligations</b> <b>Indicator: Loans and borrowings</b> <i>Measure:</i> Loans and borrowings compared to rates <i>Computation:</i> [Interest bearing loans and borrowings / Rate revenue] x100	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Material variations:</b> Council made the last payment of outstanding loans during early 2016.									
<b>Obligations</b> <b>Indicator: Loans and borrowings</b> <i>Measure:</i> Loans and borrowings repayments compared to rates <i>Computation:</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	1.39%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Material variations:</b> Council made the last payment of outstanding loans during early 2016.									

## FINANCIAL PERFORMANCE INDICATORS (Continued)

Dimension / Indicator / measure				Forecasts				
	2016	2017	2018	2019	2020	2021	2022	2023
<b>Obligations</b> <b>Indicator: Indebtedness</b> <i>Measure:</i> Non-current liabilities compared to own source revenue <i>Computation:</i> [Non-current liabilities / Own source revenue] x100	17.58%	12.52%	11.76%	12.57%	15.57%	17.41%	19.08%	20.85%
<b>Material variations:</b> Council's non current liabilities increase slightly each year in line with EA increases, own source revenue also increases slightly each year in line with expected CPI increases.								
<b>Operating position</b> <b>Indicator: Adjusted underlying result</b> <i>Measure:</i> Adjusted underlying surplus (or deficit) <i>Computation:</i> [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	-37.73%	9.83%	-4.51%	-2.87%	-37.72%	-15.56%	-15.90%	-16.50%
<b>Material variations:</b> Future year projections include all costs to address the renewal gap, however based upon current forecasting Council will not have enough income to address the gap without compromising on other services or generating more or other sources of revenue.								
<b>Stability</b> <b>Indicator: Rates concentration</b> <i>Measure:</i> Rates compared to adjusted underlying revenue <i>Computation:</i> [Rate revenue / Adjusted underlying revenue] x100	50.58%	32.05%	32.31%	24.87%	48.48%	41.60%	41.69%	41.83%
<b>Material variations:</b> Council has continued to apply the rate cap to rates and charges for the forecast years. The main variation between years for this indicator is the operating grants.								
<b>Stability</b> <b>Indicator: Rates effort</b> <i>Measure:</i> Rates compared to property values <i>Computation:</i> [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.56%	0.58%	0.50%	0.52%	0.49%	0.49%	0.49%	0.49%
<b>Material variations:</b> No material variations.								

**FINANCIAL PERFORMANCE INDICATORS (Continued)****Definitions:**

"adjusted underlying revenue" means total income other than:

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

(b) non-monetary asset contributions; and

(c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

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

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

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

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

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

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

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

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

"population" means the resident population estimated by council

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

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

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

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

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

## OTHER INFORMATION

### **Basis of preparation**

Council is required to prepare and include a Performance Statement within its Annual Report. The Performance Statement includes the results of the prescribed sustainability capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and Local Government (Planning and Reporting) Regulations 2014.

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

The Performance Statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by Council's Strategic Resource Plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the Performance Statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the Performance Statement are those adopted by Council in its Strategic Resource Plan on 25 June 2019 and which forms part of the Council Plan. The Strategic Resource Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The Strategic Resource Plan can be obtained by contacting Council.



**CERTIFICATION OF PERFORMANCE STATEMENT**

In my opinion the accompanying Performance Statement has been prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

**Signed:** ..... **Date:** / /  
**SHARON ROSEMARIE MORRISON BA (POLITICS), LLB (HONS), GDLP, DIP BUS, CERT IV HR,**  
**PRINCIPAL ACCOUNTING OFFICER**  
*Wedderburn, Victoria, 3518*

In our opinion, the accompanying Performance Statement of the Loddon Shire Council for the year ended 30 June 2019 presents fairly the results of Council's performance in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

The Performance Statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainability capacity.

As at the date of signing, we are not aware of any circumstances that would render any particulars in the Performance Statement to be misleading or inaccurate.

We have been authorised by the Council and the Local Government (Planning and Reporting) Regulations 2014 to certify this Performance Statement in its final form.

**Signed:** ..... **Date:** / /  
**CHERYL ANNETTE MCKINNON, MAYOR**  
*Wedderburn, Victoria, 3518*

**Signed:** ..... **Date:** / /  
**GAVAN LINDSAY HOLT, COUNCILLOR**  
*Wedderburn, Victoria, 3518*

**Signed:** ..... **Date:** / /  
**PHILIP LEONARD PINYON, CHIEF EXECUTIVE OFFICER**  
*Wedderburn, Victoria, 3518*

This page is intentionally blank.

This page is intentionally blank.

**9.2 PLANNING APPLICATION 5447: PROPOSED THREE LOT BOUNDARY RE-ALIGNMENT, BRIDGEWATER NORTH**

**File Number:** 5447  
**Author:** Alexandra Jefferies, Planning Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** 1. Decision report: Proposed three lot boundary re-alignment, Bridgewater North  
2. Late correspondence, letter of support from applicant

**RECOMMENDATION**

That Council determines to issue a notice of decision to refuse planning application 5447 for a 3 lot boundary re-alignment at 601 Bridgewater-Raywood Road, Bridgewater North.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

There have been no previous Council discussions on this matter.

**BACKGROUND**

Applicant: John & Veronica Coghlan  
Contact: Michael St Clair (Tomkinson Group)  
Subject Land: 601 Bridgewater-Raywood Road Bridgewater North

Application 5447 proposes a three lot boundary re-alignment. The application is being put forth for consideration and a decision by Council as the Officer's recommendation is to refuse.

The proposed boundary realignment consists of the following:

- Lot 153 containing the dwelling will reduce in area to 2.54 ha from 14.93 ha.
- Lot 152 will increase in area from 17.24 ha to 25.03 ha and will remain farming land.
- Lot 154 will increase in area from 15.84 ha to 20.44 ha and will comprise of the existing agricultural shedding located to the north of the dwelling.

Access to the site will be maintained via the existing driveway with a carriage way easement that will favour the larger balance of the farm.

The Planning Officer is recommending refusal for the following reasons:

- 1) The proposal is not consistent with the Planning Policy Framework
- 2) The proposed application is not consistent with Local Planning Policy.
- 3) The proposal is not consistent with the purpose or decision guidelines of the Farming Zone.

Please refer to the attachment for the decision report associated with the above application.

A letter from the applicant (John and Veronica Coghlan) was received by Council on Monday 19 August 2019. The content of the letter is considered late correspondence and has not been included in the application assessment process. This letter has been provided to Council as a letter of support for the application.

**ISSUES/DISCUSSION**

Under the Planning and Environment Act 1987 (the Act) the Minister for Planning delegates a municipal council power to become the planning authority for any planning scheme in force in its municipal district.

A municipal council is obligated to enforce and administer the relevant Planning Scheme and must use the Scheme to determine relevant applications.

For Council the Loddon Planning Scheme is the relevant Planning Scheme which must be used by Council when determining applications.

Council has delegated authority to its Planning officer to determine outcomes of applications, however it is the policy of Council to make the final determination for applications which:

- receive one or more public objection and/or
- are to be recommended for refusal by the Planning officer.

The planning officer's recommendation is to refuse the application.

**COST/BENEFITS**

There are various cost associated with having a delegated Planning Officer consider an application and make a recommendation as well as with the time of the Councillors to consider this recommendation.

The benefits associated with this cost are the ability for Council to fulfil its requirement under law and provide the community with a statutory service that delivers well managed and appropriate development.

**RISK ANALYSIS**

The risks of Council not fulfilling its statutory obligation under the Act include:

- inappropriate development which could endanger life and property
- Council's reputation as a responsible Authority
- breaches of the Planning & Environment Act 1987 requiring compliance action.

**CONSULTATION AND ENGAGEMENT**

Please refer to the decision report for further detail on the application and also the letter of support from the applicant.

# LODDON SHIRE COUNCIL

## DECISION REPORT 5447: Proposed three lot boundary re-alignment, Bridgewater North



**CONTENTS**

**1 RECOMMENDATION..... 4**  
**2 DISCUSSION ..... 4**  
 2.1 The Site & Locality..... 4  
 2.2 Site History ..... 5  
 2.3 Proposal ..... 5  
 2.4 Loddon Planning Scheme..... 6  
     2.4.1 Zone ..... 6  
     2.4.2 Overlays..... 6  
     2.4.3 Permit trigger ..... 7  
     2.4.4 Restrictive Covenant..... 7  
     2.4.5 Planning Policy Framework..... 7  
     2.4.6 Local Planning Policy Framework ..... 9  
 2.5 Referrals..... 11  
 2.6 Public notification..... 11  
**3 ASSESSMENT..... 11**  
**4 CONCLUSION ..... 14**

**LIST OF TABLES**

**Table 1: External referral to Goulburn-Murray Water ..... 11**  
**Table 2: External referral to North Central Catchment Management ..... 11**

## SUMMARY

**Application Number:** 5447

**Applicant:** John & Veronica Coghlan

**Contact:** Michael St Clair (Tomkinson Group)

**Subject Land:** 601 Bridgewater-Raywood Road Bridgewater North

**Owner:** Francis & John Coghlan

**Zone:** Farming Zone

**Overlay(s):** Land Subject to Inundation Overlay  
Cultural Sensitivity Overlay

**Existing use:** Farming

**Proposal:** 3 Lot boundary re-alignment

The following dot points provide a summary of the application:

- The application was lodged on 21 May 2019 proposing a 3 lot boundary re-alignment.
- The application has been exempt from notification under Section 52 of the Act as majority of the surrounding land is within the same ownership as the subject site owner.
- The property is located within the Farming Zone and comprises of approximately 48 ha.
- The proposed boundary realignment consists of the following:
  - i. Lot 153 containing the dwelling will be reduced to 2.54 ha from 14.93 ha.
  - ii. Lot 152 will increase in area from 17.24 ha to 25.03 ha.
  - iii. Lot 154 will increase in size from 15.84 ha to 20.44 ha and will comprise of the existing agricultural shedding located to the north of the dwelling (see figure 1 for current lot configuration).



Figure 1: Aerial view of proposed re-alignment Source: Tomkinson Group report Ref: 1158901



## 1 RECOMMENDATION

That the Responsible Authority having considered all matters which the Planning and Environment Act, 1987, requires it to consider, decides to issue a Notice of Decision to refuse planning application 5447 for a 3 lot boundary re-alignment on the following grounds:

- 1) The proposal is not consistent with the Planning Policy Framework
- 2) The proposed application is not consistent with Local Planning Policy.
- 3) The proposal is not consistent with the purpose or decision guidelines of the Farming Zone.

## 2 DISCUSSION

### 2.1 The Site & Locality

The subject site is located approximately 5 km to the north east of the Bridgewater Township on the Bridgewater-Raywood Road. The entire property is approximately 647 ha in size. The three parcels proposed to be re-aligned are approximately 48 ha in size (combined); these are lots 153, 153 & 154 PP226 and they are considered to be the 'subject site for this application.

The subject site is within the Farming Zone and is partly covered by the Land Subject to Inundation overlay and the Cultural Sensitively Overlay and is bound to the west by the Loddon River. The site currently contains a single dwelling and a number of agricultural sheds. The existing dwelling is set back approximately 620 metres from the front (eastern) boundary. The dwelling is currently accessed via a gravel driveway off the Bridgewater Raywood Road which is a sealed road.

Figure 2 provides an overview of the subject site.



Figure 2: Aerial photograph: subject site (entire site) Source: Loddon Pozi

Figure 3 provides a detailed view of the subject site.

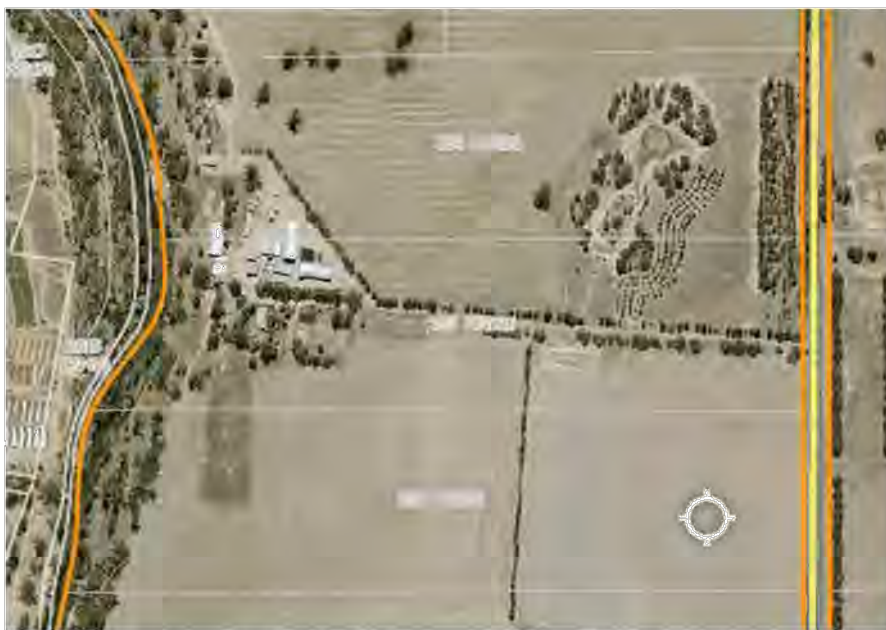


Figure 3: Ariel Photograph: Subject site (relevant parcels) Source: Loddon Pozi

## 2.2 Site History

There is no relevant planning permit history for this site.

## 2.3 Proposal

Planning application 5447 is proposing a 3 lot boundary re-alignment which will result in the creation of a 2.54 ha house lot (lot 153). This proposed lot will contain the existing dwelling, associated outbuildings and the access to the dwelling. Lot 152 will increase to 25.03 ha and lot 154 will increase to 20.44 ha.

Currently the applicant resides in the dwelling and shares ownership of the farm with his brother/business partner. The proposed boundary re-alignment aims to allow the applicant to purchase the dwelling and 2.54 ha lot and sell his share of the farm to his brother/business partner who will continue to farm the land.

The application also proposed the creation of a number of easements to ensure a number of services are provided to both the dwelling and the farm. These include:

- Right of access carriage way easement along the existing access way to benefit the farm lots. It is proposed that the access way will be required to be maintained as an all-weather (current width and surface standard) access suitable for heavy machinery. This burden will fall to the owner of the smaller 2.54 ha house lot.
- An easement for the privately owned water pipes for farm operation purposes
- Easement electricity supply
- Easement for telecommunications for the dwelling

Figure 4 is the proposed layout of the boundary re-alignment, new boundaries are indicated in red.



Figure 4: Proposed lot re-alignment layout in red, source: Tomkinson Group report Ref: 1158901

## 2.4 Loddon Planning Scheme

### 2.4.1 Zone

The subject site is within the Farming Zone. Clause 35.07 of the scheme states that the purpose of the Farming Zone is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To provide for the use of land for agriculture.

To encourage the retention of productive agricultural land.

To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.

To encourage the retention of employment and population to support rural communities.

To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

To provide for the use and development of land for the specific purposes identified in a schedule to this zone.

### 2.4.2 Overlays

The subject site is covered by the land subject to inundation overlay. Clause 44.04 of the scheme states that the purpose this overlay is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To identify land in a flood storage or flood fringe area affected by the 1 in 100 year flood or any other area determined by the floodplain management authority.

To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.

To reflect any declaration under Division 4 of Part 10 of the Water Act, 1989 where a declaration has been made.

To protect water quality in accordance with the provisions of relevant State Environment Protection Policies, particularly in accordance with Clauses 33 and 35 of the State Environment Protection Policy (Waters of Victoria).

To ensure that development maintains or improves river and wetland health, waterway protection and flood plain health.

#### 2.4.3 Permit trigger

The minimum subdivision lot size within Loddon Shire is 100ha as per Schedule to Farming Zone Clause 35.03.

Under Clause 35.07-3 Farming Zone a permit is required to subdivide land.

A permit may be granted to create smaller lots if any of the following apply:

- a) The subdivision is to create a lot for an existing dwelling.
- b) The subdivision must be a two lot subdivision.
- c) The subdivision is the re-subdivision of existing lots and the number of lots is not increased.
- d) The subdivision is by a public authority or utility service provider to create a lot for a utility installation.

In the case of this application points a & c apply.

Under clause 44.04-3 Land Subject to Inundation Overlay a planning permit is required to subdivide land.

#### 2.4.4 Restrictive Covenant

No restrictive covenants exist on this site.

#### 2.4.5 Planning Policy Framework

The following section gives consideration to the relevant sections of the Planning Policy Framework for this application.

### **Clause 14.01-1S Protection of agricultural land**

#### Objective

To protect the state's agricultural base by preserving productive farmland.

#### Strategies

The relevant strategies to be considered are provided below.

Identify areas of productive agricultural land, including land for primary production and intensive agriculture.

Avoid permanent removal of productive agricultural land from the state's agricultural base without consideration of the economic importance of the land for the agricultural production and processing sectors.

Protect productive farmland that is of strategic significance in the local or regional context.

Protect productive agricultural land from unplanned loss due to permanent changes in land use.

Prevent inappropriately dispersed urban activities in rural areas.

Limit new housing development in rural areas by:

- Directing housing growth into existing settlements.
- Discouraging development of isolated small lots in the rural zones from use for dwellings or other incompatible uses.
- Encouraging consolidation of existing isolated small lots in rural zones.

In considering a proposal to use, subdivide or develop agricultural land, consider the:

- Impacts on the continuation of primary production on adjacent land, with particular regard to land values and the viability of infrastructure for such production.
- Compatibility between the proposed or likely development and the existing use of the surrounding land.
- The potential impacts of land use and development on the spread of plant and animal pests from areas of known infestation into agricultural areas.

### **13.03-1S Floodplain management**

#### Objective

To assist the protection of:

- Life, property and community infrastructure from flood hazard.
- The natural flood carrying capacity of rivers, streams and floodways.
- The flood storage function of floodplains and waterways.
- Floodplain areas of environmental significance or of importance to river health.

#### Strategies

Identify land affected by flooding, including land inundated by the 1 in 100 year flood event or as determined by the floodplain management authority in planning schemes.

Avoid intensifying the impact of flooding through inappropriately located use and development.

Locate emergency and community facilities (including hospitals, ambulance stations, police stations, fire stations, residential aged care facilities, communication facilities, transport facilities, community shelters and schools) outside the 1 in 100 year floodplain and, where possible, at levels above the height of the probable maximum flood.

Locate use and development that involve the storage or disposal of environmentally hazardous industrial and agricultural chemicals or wastes and other dangerous goods (including intensive animal industries and sewage treatment plants) outside floodplains unless site design and management is such that potential contact between such substances and floodwaters is prevented, without affecting the flood carrying and flood storage functions of the floodplain.

### **15.03-2S Aboriginal cultural heritage**

#### Objective

To ensure the protection and conservation of places of Aboriginal cultural heritage significance.

#### Strategies

Identify, assess and document places of Aboriginal cultural heritage significance, in consultation with relevant Registered Aboriginal Parties, as a basis for their inclusion in the planning scheme.

Provide for the protection and conservation of pre-contact and post-contact Aboriginal cultural heritage places.

Ensure that permit approvals align with the recommendations of any relevant Cultural Heritage Management Plan approved under the Aboriginal Heritage Act 2006.

#### 2.4.6 Local Planning Policy Framework

The following section gives consideration to be the relevant sections of the Local Planning Policy Framework for this application.

#### **Clause 22.05 Development in rural areas**

This policy applies to the Farming Zone and the Rural Conservation Zone.

##### **Policy Basis**

Agricultural production is the major focus of the economy and community in Loddon Shire. The promotion of innovative, diverse and sustainable agriculture is a central aim of planning in the Shire. Council recognises that quality agricultural land is a valuable and non-renewable resource and its protection and sustainable use is fundamental to the future economic health of the Shire. The rural areas of the Shire also offer landscapes of unique quality. These landscapes are important for their contribution to the character of the Shire and their attraction to visitors. Development in rural areas must be managed to prevent detriment to the viability of rural industries and to protect the landscape quality of the rural areas.

##### Objectives

To protect the natural and physical resources upon which agricultural industries rely.

To support the ongoing viability of existing farms.

To maintain farmland in productive agricultural use.

To promote the development of new and diverse agricultural industries, fulfilling the potential of existing infrastructure.

To prevent land use conflicts between sensitive uses and agricultural uses.

To ensure that new use and development in the Shire is not prejudicial to agricultural industries or the productive capacity of the land.

To encourage the most productive and sustainable uses of water and soil in the Shire.

To ensure that development in rural areas does not compromise landscapes of significant value.

To encourage safety from structure fires and bushfires.

##### **Policy**

It is policy to assess proposals against the following criteria:

##### **Subdivision**

Subdivision in the Farming Zone should generally not create additional lots (i.e. property restructure should be used in preference);

Subdivision in the Farming Zone should be clearly based on an improved productive farming outcome that cannot be achieved with the current lot size;

The proposal should provide ongoing productive, economic agriculture.

Information demonstrating the above should be provided with a planning permit application, including;

- Farm business plan that demonstrates the intended output of the farming enterprise in terms of production and value and long term viability; or Whole farm plan that demonstrates the subdivision has been designed with consideration
- of the land quality and capability of the site and will therefore support enhanced productivity

#### Excisions

In considering an application for subdivision to create a lot for an existing dwelling council must be satisfied that the balance lot will be retained in productive agricultural use.

The responsible authority will support an application for a house lot excision where:

- The benefit from the removal of the dwelling from the land clearly and significantly outweighs the risk of having a residential land use adjoining a farming property in terms of supporting the growth and ongoing viability of agriculture in the Shire.
- The purpose of the house lot excision is to facilitate property consolidation. House lot excisions will not be approved where they are for capital raising only as this is not a long term land use planning outcome.
- There is a significant risk that the property will be lost to agriculture while it still contains a dwelling (ie. The whole property will become a rural living property as the farmer cannot compete with other land purchasers for the property).
- The dwelling is a significant encumbrance on the property due to its quality and value (ie. Poor quality, older houses will not add substantially to the value of the property and will generally not be considered to be a significant encumbrance.)
- Dwellings excised under the Farming Zone provisions are to be considered to be in a habitable condition as defined by and comply with the Building Code of Australia.
- It is clear that a dwelling is not required for the farming use of the property
- It can be demonstrated that it is likely that farming can be continued on the balance unhindered.
- The minimum area is taken out of the balance property. The house and immediate surrounds should only be excised. A rural living / hobby farm should not be created.
- The dwelling and therefore excised lot is on the frontage of the property. Long narrow lots or battle axe lots should be avoided as the additional boundary increases the risk of land use conflict and increases the amount of land lost to agriculture.
- The dwelling is serviced by a sealed road or a rural gravel access road.
- An application for a house lot excision must be advertised to surrounding land owners /occupiers.
- It is preferred that a house lot excision be in the form of a boundary restructure, not the creation of an additional lot. The balance lot should meet the minimum size for the zone.
- Subdivision that is likely to lead to such a concentration of lots as to change the general use and character of a rural area, and is not consistent with the purposes of the zone, will be strongly discouraged
- An application for subdivision pursuant to this clause may be referred to the Department of Environment, Land, Water and Planning pursuant to Section 52 of the Planning and Environment Act (1987), for advice about the agricultural and environmental sustainability of the proposal.

**2.5 Referrals**

**Table 1: External referral to Goulburn-Murray Water**

<b>Response:</b>	Goulburn-Murray Water has no objection to this planning permit being granted subject to the following conditions: <ol style="list-style-type: none"> <li>1. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).</li> <li>2. Prior to Certification of the Plan of Subdivision, GMW requires confirmation that wastewater management system servicing the existing dwelling will be contained within the boundary of amended lot 153 and meets the requirements of the current EPA Code of Practice – Onsite Wastewater Management. This must also include the standard of wastewater treatment and the size and location of the wastewater disposal field. In particular, the setback distance from the wastewater disposal field to the Loddon River and any other water features must be provided.</li> </ol>
<b>Planning Officer Comment:</b> Nil	

**Table 2: External referral to North Central Catchment Management**

<b>Response:</b>	North Central Catchment Management Authority does not object and does not require conditions.
<b>Planning Officer Comment:</b> Nil	

**2.6 Public notification**

The application has been exempt from further information under Section 52 of the Planning and Environment Act. This has been done because the surrounding land to the north, east and south is within the same ownership as the applicant (Mr Coghlan), the second owner listed on title has been reported to Council officers to be Mr Coghlan's brother. Therefore it is not considered likely that material detriment to another party is foreseen as a result of the application.

Clause 44.06-4 of the planning scheme exempts applications within the Land Subject To Inundation Overlay from notification.

**3 ASSESSMENT**

The application is being recommended for refusal. The Planning Officers reasons for refusal listed at the beginning of this report are explored further below.

- 1) The proposal is not consistent with the Planning Policy Framework, in particular Clause 14.01-S Protection of agricultural land.  
The objective of Clause 14.01-S is to protect the state's agricultural base by preserving productive farmland.

Strategies to achieve this include:

Protect productive farmland that is of strategic significance in the local or regional context.



Protect productive agricultural land from unplanned loss due to permanent changes in land use.

Limit new housing development in rural areas by:

- Directing housing growth into existing settlements.
- Discouraging development of isolated small lots in the rural zones from use for dwellings or other incompatible uses.
- Encouraging consolidation of existing isolated small lots in rural zones.

In considering a proposal to use, subdivide or develop agricultural land, consider the:

- Desirability and impacts of removing the land from primary production, given its agricultural productivity.
- Impacts on the continuation of primary production on adjacent land, with particular regard to land values and the viability of infrastructure for such production.
- Compatibility between the proposed or likely development and the existing use of the surrounding land.
- The potential impacts of land use and development on the spread of plant and animal pests from areas of known infestation into agricultural areas.
- Land capability.

The proposal is not considered to protect agricultural land as the Planning Policy Frameworks suggests and is it considered incapable to create a small house lot which would be surrounded by productive agricultural land.

- 2) The proposal is not consistent with Local Planning Policy, in particular Clause 22.05 Development in Rural Areas.

The objectives of Clause 22.05 are:

To protect the natural and physical resources upon which agricultural industries rely

To support the ongoing viability of existing farms

To maintain farmland in productive agricultural use

To promote the development of new and diverse agricultural industries, fulfilling the potential of existing infrastructure

To prevent land use conflicts between sensitive uses and agricultural uses

To ensure that new use and development in the Shire is not prejudicial to agricultural industries or the productive capacity of the land

To encourage the most productive and sustainable uses of water and soil in the Shire

To ensure that development in rural areas does not compromise landscapes of significant value

To encourage safety from structure fires and bushfires

It is policy to assess proposals against the (relevant) following criteria:

General

- Where buildings or works are essential they should be sited so as to avoid or minimise loss of good quality agricultural land

Subdivision

- Subdivision in the Farming Zone should be clearly based on an improved productive farming outcome that cannot be achieved with the current lot size.
- The proposal should provide ongoing productive, economic agriculture.
- Information demonstrating the above should be provided with a planning permit application, including:
  - Farm business plan that demonstrates the intended output of the farming enterprise in terms of production and value and long term viability; or
  - Whole farm plan that demonstrates the subdivision has been designed with consideration of the land quality and capability of the site and will therefore support enhanced productivity.

Whilst the application does not propose a traditional house lot excision, the proposal does result in the creation of a separate house lot; therefore it is considered that the follow criteria (used for house lot excision assessments) are considered relevant.

The responsible authority will support an application for a house lot excision where:

- The benefit from the removal of the dwelling from the land clearly and significantly outweighs the risk of having a residential land use adjoining a farming property in terms of supporting the growth and ongoing viability of agriculture in the Shire.
- The purpose of the house lot excision is to facilitate property consolidation. House lot excisions will not be approved where they are for capital raising only as this is not a long term land use planning outcome.
- There is a significant risk that the property will be lost to agriculture while it still contains a dwelling (i.e. The whole property will become a rural living property as the farmer cannot compete with other land purchasers for the property).
- It can be demonstrated that it is likely that farming can be continued on the balance unhindered.
- The dwelling and therefore excised lot is on the frontage of the property. Long narrow lots or battle axe lots should be avoided as the additional boundary increases the risk of land use conflict and increases the amount of land lost to agriculture.

It is not considered that the application meets the above criteria or the objectives of clause 22.05 and therefore cannot be supported.

- 3) The proposal does not meet the purpose and decision guidelines of the Farming Zone, in particular:

‘To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture’

The proposal is also not considered to be consistent with the decision guidelines of the Farming Zone, in particular:

- Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.
- How the use and development makes use of existing infrastructure and services.
- Whether the use or development will support and enhance agricultural production.

The proposal is considered to increase the risk of land use conflict between residents of the dwelling and the agricultural production.

The proposal to create a carriageway easement is also not supported and not considered to make good use of existing infrastructure. The use of the easement by farm machinery to access the sheds on the neighbouring lot is considered likely to be a nuisance to future residents of the dwelling. This may occur during times of peak production or early morning/evening use as well and possibly create dust and land use clash issues.

The application is proposing that it will be the responsibility of the owner of the dwelling to maintain the driveway to a suitable standard for farm machinery. This part of the proposal is considered to be too onerous and create a large financial burden which again is considered to possibly foster land use tensions between the residential use and the agricultural use.

#### **4 CONCLUSION**

The proposed boundary realignment is not considered to result in a good planning outcome. It is considered that the 'house lot' will pose a threat to the ongoing use of the surrounding land for agriculture in the future. Whilst the applicant intends to purchase and live within the dwelling at this point in time, the lot will inevitably come into a different ownership at some point. Residents of the dwelling are likely to be subjected to noise, dust, and use of chemicals, farm machinery, traffic and hours of operation as a result of farming activities on the neighbouring blocks by which it will be surrounded. The risk of future land use conflict is significant.

The permitting of this proposal has the potential to set a precedent for battle axe shaped lots which will compromise agricultural uses across the Loddon Shire and in turn could compromise a large portion of the shire's agricultural land.

Council Reference: PPA 5447  
19<sup>th</sup> August 2019

Mr Phil Pinyon  
Loddon Shire Council  
41 High Street  
WEDDERBURN VIC 3518

Dear Mr. Pinyon,

**Re: Three (3) lot boundary re-alignment to affect a house lot excision  
PPA 5447, 601 Bridgewater-Raywood Road, BRIDGEWATER NORTH**

We have written this letter to provide further information about the planning permit application that has been lodged with Loddon Shire Council in order to affect a house lot excision of our house, located in the Farming Zone.

John and his brother Frank currently farm the land and surrounding properties in a joint business partnership. We have decided to transfer our ownership of the farming enterprise to Frank. As part of this process we are seeking to excise our family home from the farming business to enable us to remain in our family home, whilst also being separated from the farming business.

The details for the proposal are contained within our application under assessment currently by Council Staff, who have advised that the application is *unlikely* to be supported by Council officers. We have written this letter to provide further information regarding how we intend to use our house to provide Councillors with the opportunity to make an informed decision on the matter.

For background, we are long term residents of Bridgewater, with the Coghlan family farm being a fixture of the area for generations. Both of us have extensive connections throughout the community, providing service to a range of community institutions including membership and volunteer work with the Bridgewater Football/Netball Club, Bridgewater Tennis Club, Bridgewater Primary School, and the local Catholic Church over many years. In recent years, Veronica has provided catering services to a number of local businesses and community events in the Bridgewater area. This has included catering to events held at the Water Wheel Winery as well as weddings and other events held in town.

We plan to continue to pursue this small-scale catering business, operated as a home based business, from the house at 601 Bridgewater-Raywood Road. The proposed new house lot is of a size that will be able to accommodate garden beds in which to grow our own local produce and easy for us to manage moving forward. Further, we have had the kitchen assessed previously by Council staff as being able to be easily brought up to a commercial kitchen standard. We will not be hosting events on site or selling directly to the public from our house. We will be preparing food on site, before transporting it off-site for consumption at local events.

At present, we grow organic produce within the garden beds surrounding the house. John plans to expand this endeavour as he steps back from the farming business he has been involved with for his adult life. This will include the production of organic fruits, vegetables and herbs, in addition to free range eggs. Further, the site will also produce organic olive oil through a number of mature trees surrounding the house.

Veronica plans to grow the catering business into one that supplies to a number of sites around the local district. She plans to be a local business that supports the local community, with her area of operations solely focused within the shire's boundaries. This enterprise will aid in keeping local businesses operating in the community, in a period where increasing reliance is being placed on larger centres such as Bendigo.

Whilst our plans for the site are not directly assessable as part of the current planning permit before Council, it is a key consideration that Council should be aware of when determining the outcome of the application. We are lifelong residents of the shire and from families that have a long association with the district. We have a deep understanding of agricultural operations and the importance that the correct use of the land has in supporting the wider Loddon Shire economy and our fundamental aim of the proposal before you is to enable us to live on the same property, whilst the farm operation continues unhindered and remains in the family.

Our vision for our house is consistent with this understanding. The house lot, if excised, will remain in the Coghlan family into future generations. We are in the process of entering into an agreement with Frank to provide surety that the excised house lot will again form part of the site's agricultural operations in the future, should we or our children, no longer require ownership.

We ask that Council consider this additional justification for the proposed excision of the house lot as part of deliberations at the August 2019 Council meeting. Should you wish to visit the site to understand the proposed subdivision layout 'on ground', please don't hesitate to contact either of us on 0434 211 337 (John) or 0400 091 218 (Veronica).

Yours sincerely,

John and Veronica Coghlan.

**9.3 PLANNING APPLICATION 5434: ERECTION AND DISPLAY OF MAJOR PROMOTION SIGN IN MAIN STREET BRIDGEWATER**

**File Number:** 5434  
**Author:** Alexandra Jefferies, Planning Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** 1. Decision report 5434

**RECOMMENDATION**

That Council determines to issue a notice of decision to refuse planning application 5434 for the erection and display of a major promotional sign.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

There have been no previous Council discussions on this matter.

**BACKGROUND**

Applicant: James Course (Reginal Billboard Co.)  
Subject Site: 89-109 Main Street (Calder Highway), Bridgewater

Planning application 5434 for the erection and display of a major promotional sign at 89 – 109 Main Street Bridgewater is being put forward for consideration and decision by Council.

The subject site is located on the eastern side of the Bridgewater Township and is within the Industrial 3 Zone.

The sign is proposed to be located on the corner of the Calder Highway and Cemetery Road, Bridgewater and will display a range of material to traffic traveling in both directions. The proposed sign is double sided with two 18 m<sup>2</sup> display faces and a small (0.715m<sup>2</sup>) permanent business identification sign (Regional Billboard Co) located in the corner of the skirting board. The sign will be affixed to two supporting poles with the overall dimensions of the entire structure measuring 5.1m in height and 8.3m in length.

The Planning Officer is recommending refusal of the application for the following reasons:

- 1) The proposed sign is of a scale that is considered to be excessive within the zone and when considering the existing and surrounding landscape.
- 2) The proposed sign is not consistent with the decision guidelines of Clause 52.05 of the Loddon Planning Scheme.
- 3) The proposed sign will negatively impact on the 'gateway' to the Bridgewater Township.

Please refer to the attachment for the full decision report associated with the above application.

**ISSUES/DISCUSSION**

Under the Planning and Environment Act 1987 (the Act) the Minister for Planning delegates a municipal council power to become the planning authority for any planning scheme in force in its municipal district.

A municipal council is obligated to enforce and administer the relevant Planning Scheme and must use the Scheme to determine applications.

For Council the Loddon Planning Scheme is the relevant Planning Scheme which must be used by Council when determining applications.

Council has delegated authority to its Planning Officer to determine outcomes of applications, however it is custom for the Council to make the final determination for applications which:

- receive one or more public objection and/or
- are to be recommended for refusal by the Planning Officer.

In this case the Planning Officer is recommending refusal of this application.

### **COST/BENEFITS**

There are various cost associated with having a delegated Planning Officer consider an application and make a recommendation as well as with the time of the Councillors to consider this recommendation.

The benefits associated with this cost are the ability for Council to fulfil its requirement under law and provide the community with a statutory service that delivers well managed and appropriate development.

### **RISK ANALYSIS**

The risks of Council not fulfilling its statutory obligation under the Act include:

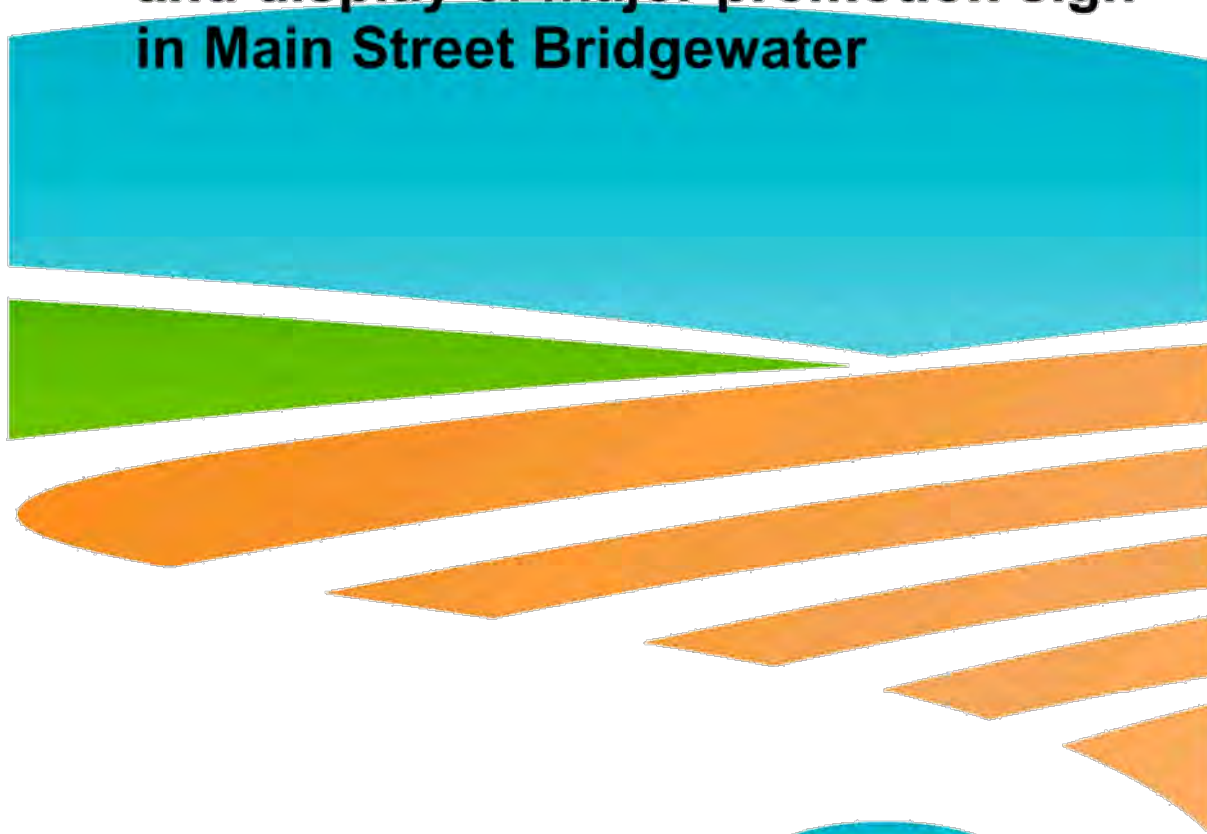
- inappropriate development which could endanger life and property
- Council's reputation as a responsible Authority
- breaches of the Planning & Environment Act 1987 requiring compliance action.

### **CONSULTATION AND ENGAGEMENT**

Please refer to the decision report for further detail on the application.

# LODDON SHIRE COUNCIL

## **DECISION REPORT 5434: Erection and display of major promotion sign in Main Street Bridgewater**





**CONTENTS**

**1 RECOMMENDATION .....4**

**2 DISCUSSION .....4**

    2.1 The Site & Locality .....4

    2.2 Site History .....5

    2.3 Proposal .....5

    2.4 Loddon Planning Scheme .....6

        2.4.1 Zone .....6

        2.4.2 Overlays .....6

        2.4.3 Particular provisions .....6

        2.4.4 Permit trigger .....6

        2.4.5 Restrictive covenants .....6

        2.4.6 Planning Policy Framework .....6

        2.4.7 Local Planning policy Framework .....7

    2.5 Referrals .....7

    2.6 Public notification .....8

**3 ASSESSMENT .....8**

**4 CONCLUSION .....10**

**LIST OF TABLES**

**Table 1: External referral to VicRoads .....7**

## SUMMARY

**Application Number:** 5434

**Applicant:** James Course (Reginal Billboard Co.)

**Subject Land:** 89-109 Main Street (Calder Highway), Bridgewater

**Owner:** Jasew Pty Ltd

**Zone:** Industrial 3 Zone (IN3Z)

**Overlay(s):** Nil

**Existing use:** Rural Industry (Wheelhouse Fertilizers)

**Proposal:** Erection and display of a major a promotional sign

## 1 RECOMMENDATION

That the Responsible Authority having considered all matters which the Planning and Environment Act, 1987, requires it to consider, decides to issue a Notice of Decision to refuse a planning permit for the erection and display of a major promotional sign on the following grounds:

- 1) The proposed sign is of a scale that is considered to be excessive within the zone and when considering the existing and surrounding land use.
- 2) The proposed sign is not consistent with the decision guidelines of Clause 52.05 of the Loddon Planning Scheme.
- 3) The proposed sign will negatively impact on the 'gateway' to the Bridgewater Township

## 2 DISCUSSION

### 2.1 The Site & Locality

The subject site, 89-109 Main Street, is located on the corner of Main Street (Calder Highway) and Cemetery Road, Bridgewater and is approximately 1.32km from the centre of the Bridgewater on Loddon Township (post office). The property is of a triangular shape with frontage to Main Street of approximately 314m and approximately 389m of frontage to Cemetery Road. The eastern most tip of the site is truncated with 13m property boundary facing the intersection of Main Street and Cemetery Road.

The subject site is within the Industrial 3 Zone and is adjacent to a Road Zone Category 1 (Calder Highway). The subject site is approximately 3.87 hectare in size and is not affected by any overlays.

The subject site contains Wheelhouse Fertilisers and an existing dwelling which are located along the western boundary. The eastern part of the site is used for cropping and a small dam is located in the eastern corner.

There is an existing business identification signage in the eastern corner that faces the intersection and is setback approximately 15m from the property boundary.



Aerial photo of the subject site Source: Loddon Pozi GIS system

The property surrounding the subject site is used for a number of purposes including Bridgewater on Loddon Golf Club and the Bridgewater Cemetery to the west, the solar technology development site to the south and farming uses to the east.

**2.2 Site History**

Planning permit 4507 issued on the 22 January 2010 for business identification sign (small wheel house fertilizer sign which exists on the site).

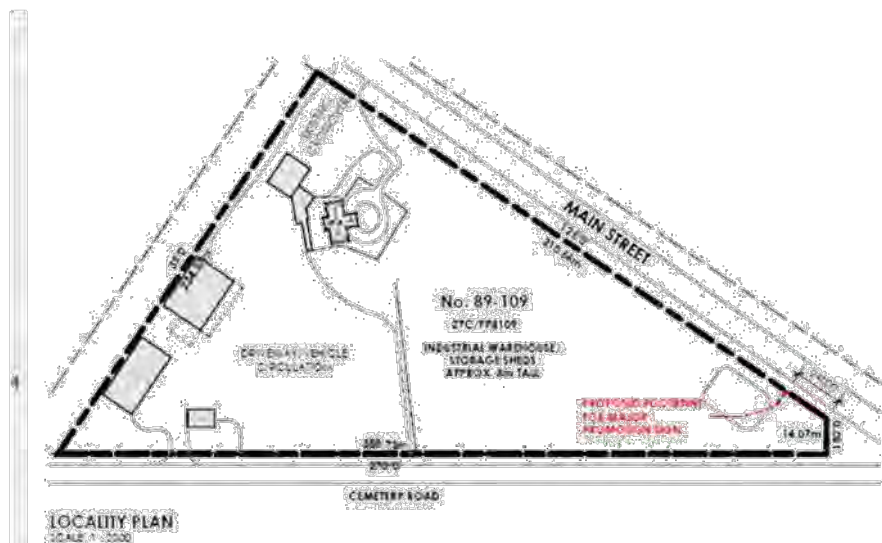
**2.3 Proposal**

The application proposes a double sided non-illuminated major promotion sign located on the corner of Main Street (Calder Highway) and Cemetery Road, Bridgewater. Each display face of the proposed sign will be 2.2m by 8.3m (18.26m<sup>2</sup>) with a small (0.715m<sup>2</sup>) permanent business identification sign (Regional Billboard Co) located in the corner of the skirting board.

The sign will be affixed to two supporting poles and will have a finished height of 5.15m. The poles, trims and skirting boards are to be of metal material and finished in dark e.g. black and dark grey colours.

The proposed sign is proposed to contain various business advertisements and community related messages e.g. TAC road safety.

The proposed sign is to be located 24m from the eastern most boundary of the subject property, and approximately 60 metres from the intersection of Cemetery Road and Main Street. The proposed sign will be orientated perpendicular to Main Street.



Proposed site plan Source: 'BRIDGEWATER – PROPOSED DOUBLE SIDED, NONILLUMINATED, MAJOR PROMOTION SIGN- Town Planning Drawings'

## 2.4 Loddon Planning Scheme

### 2.4.1 Zone

The subject site is within the Industrial 3 Zone. Clause 33.03 Industrial 3 Zone of the scheme states that the purpose of the Industrial 3 Zone is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To provide for industries and associated uses in specific areas where special consideration of the nature and impacts of industrial uses is required or to avoid inter-industry conflict.

To provide a buffer between the Industrial 1 Zone or Industrial 2 Zone and local communities, which allows for industries and associated uses compatible with the nearby community.

To allow limited retail opportunities including convenience shops, small scale supermarkets and associated shops in appropriate locations.

To ensure that uses do not affect the safety and amenity of adjacent, more sensitive land uses.

### 2.4.2 Overlays

The site is not covered by any overlays.

### 2.4.3 Particular provisions

Clause 52.05 Signs of the Loddon Planning Schemes sets out signage requirements for each zone within the Scheme.

The purpose of Clause 52.05 is:

To regulate the development of land for signs and associated structures.

To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character.

To ensure signs do not contribute to excessive visual clutter or visual disorder.

To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.

### 2.4.4 Permit trigger

Under Clause 73.02 of the Scheme a major promotion sign is defined as:

*A sign which is 18 square metres or greater that promotes goods, services, an event or any other matter, whether or not provided, undertaken or sold or for hire on the land or in the building on which the sign is sited.*

Signage requirements are listed at Clause 52.05 of the Loddon Planning Scheme.

In accordance with Clause 52.05 a major promotional sign in an Industrial 3 Zone is covered under Category 2, under which major promotional signs are a section 2 permit required sign.

### 2.4.5 Restrictive covenants

No restrictive covenants exist on this site.

### 2.4.6 Planning Policy Framework

The following section gives consideration to be the relevant sections of the Planning Policy Framework for this application

**Clause 13.07-1S Land use compatibility**

Objective

To safeguard community amenity while facilitating appropriate commercial, industrial or other uses with potential off-site effects.

Strategies

Ensure the compatibility of a use or development as appropriate to the land use functions and character of the area by:

Directing land uses to appropriate locations.

**15.01-6S Design for rural areas**

Objective

To ensure development respects valued areas of rural character.

Strategies

Ensure that the siting, scale and appearance of development protects and enhances rural character.

Protect the visual amenity of valued rural landscapes and character areas along township approaches and sensitive tourist routes by ensuring new development is sympathetically located.

Site and design development to minimise visual impacts on surrounding natural scenery and landscape features including ridgelines, hill tops, waterways, lakes and wetlands.

**2.4.7 Local Planning policy Framework**

The following section gives consideration to be the relevant sections of the Local Planning Policy Framework for this application. **Clause 21.01-3 State and Regional Context**

Transportation Corridors. The Loddon Valley Highway and the Calder Highway move people and goods to, from and through the Shire and provide links to Bendigo, Melbourne and the north of the State. Rail links are provided from a number of key towns to other centres and are most significant for their role in grain transportation to Melbourne ports.

**Clause 22.04 Industrial Development**

Objectives

To provide for well-planned and designed industrial development

To support the establishment of industry, especially that which value adds local produce.

**2.5 Referrals**

**Table 1: External referral to VicRoads**

Response:	<p>If Council regards the proposed development favourably, VicRoads suggests that the following conditions be included to address its concerns if Council were inclined to issue a Notice of Decision to issue a Planning Permit:</p> <ul style="list-style-type: none"> <li>a) The location and details of the sign shown on the endorsed plans must not be altered without the written consent of the Responsible Authority;</li> <li>b) The sign must be contained within the property line; no part of the structure is permitted to protrude beyond the property line and into the</li> </ul>
-----------	--

	<p>road reserve;</p> <p>c) The sign must be constructed and maintained to the satisfaction of the Responsible Authority;</p> <p>d) The sign must be professionally manufactured from non-reflective or non-fluorescent materials;</p> <p>e) The proponent must not use colours that could be mistaken for a traffic sign or signal, for example, a potential road hazard may be created, if it contains red, green or yellow lighting, or has red circles, octagons, crosses or triangles, or large reflective or illuminated arrows;</p> <p>f) If the sign is illuminated, the source of the lighting must not be visible from any part of the declared road/highway;</p> <p>g) If the sign is illuminated, any illumination must not be flashing, nor cause dazzle to the declared road/highway traffic; and</p> <p>h) The sign must not dazzle or distract road users due to its colouring or luminosity. The luminance of the advertising sign must be such that it does not give a veiling luminance to the driver, of greater than 0.25 cd/m<sup>2</sup>, throughout the driver's approach to the advertising sign.</p>
Planning Officer Comment: Nil	

## 2.6 Public notification

The application was advertised to surrounding land owners via letters in the mail.

Zero objections were received.

## 3 ASSESSMENT

The proposed major promotion sign is a section 2 permit required sign within category 2- office & industrial of Clause 52.05 of the Loddon Planning Scheme; therefore a planning permit is required.

The Planning Officer's reasons for refusal are listed below.

- 1) The proposed sign is of a scale that is considered to be excessive within the zone and when considering the existing and surrounding land use.

The Industrial 3 Zone (Category 2) provides for a number of signs including business identification signs which are as of right (no permit required under the zone). The proposed sign will display a number of business advertisements and other messages at a scale that is considered to be excessive in the context of the subject site and surrounding area. The current physical context of the site is rural in nature, together with the golf club land in the background and the setbacks of the shedding on site, the major the promotion sign is not considered to be consistent with the built environment.

It is not considered that the scale of the sign is not appropriate or necessary given the rural form of the subject site and the surrounding area; the sign would be out of context on the subject site

- 2) The proposed sign is not consistent with the purpose and decision guidelines of clause 52.05 of the Loddon Planning Scheme.

The purpose of Clause 52.05 (Signs) is:

To regulate the development of land for signs and associated structures.

To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character.

To ensure signs do not contribute to excessive visual clutter or visual disorder.

To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.

The Decision guidelines listed at Clause 52.05-8 require consideration of a range of matters for all types of signs. These include but not limited to:

- The character of the area
- Impacts on views and vistas
- The relationship to the streetscape, setting or landscape
- The relationship to the site and building
- The impact of structures associated with the sign
- The impact of any illumination
- The impact on road safety

There are also additional decision guidelines applicable specifically to major promotion signs, including the effect of the proposed major promotion sign on the following:

- Significant streetscapes, buildings and skylines.
- The visual appearance of a significant view corridor, view line, gateway location or landmark site identified in a framework plan or local policy.
- Residential areas and heritage places.
- Open space and waterways.

When determining the effect of a proposed major promotion sign, the following locational principles must be taken into account:

- Major promotion signs are encouraged in commercial and industrial locations in a manner that complements or enhances the character of the area.
- Major promotion signs are discouraged along forest and tourist roads, scenic routes or landscaped sections of freeways.
- Major promotion signs are discouraged within open space reserves or corridors and around waterways.
- Major promotion signs are discouraged where they will form a dominant visual element from residential areas, within a heritage place or where they will obstruct significant viewlines.
- In areas with a strong built form character, major promotion signs are encouraged only where they are not a dominant element in the streetscape and except for transparent feature signs (such as neon signs), are discouraged from being erected on the roof of a building.



The proposed major promotional sign is not considered to respond well to the decision guidelines outlined above. The proposed sign would have a significant visual impact on the site due to the placement of the sign within an area of the site which is used for cropping purposes. The proposed sign will be set back approximately 230 metres from the nearest building (single storey dwelling) as such, the sign is not considered to be located within an area which has the appropriate built form to absorb the visual impact of the proposed sign.

Councils draft Settlement Strategy identifies Bridgewater as a 'key growth town' where infill development of existing appropriate sites is encouraged. Land located approximately 300 metres from the proposed sign has been highlighted as a key infill development site with a yield of approximately 200 + lots. When considering the application with the context of these findings it is not considered to be in keeping with the desired future character of Bridgewater.

- 3) The proposed sign will negatively impact on the 'gateway' to the Bridgewater Township.

The proposed major promotion sign has the potential to significantly impact on the 'gateway' into Bridgewater Township. Currently the entrance or gateway to the town would be considered to be approximately 600 metres to the east along the Calder highway where the current Loddon Shire Council 'Welcome to Bridgewater' sign is located. Uniformly design signs are located at the entrances of each of the towns within the Shire. The proposed location of the sign is of concern as it has the potential to become the new 'land mark' sign for the entrance to the town of Bridgewater. This has the ability to extend the gateway of Bridgewater which currently consists of a section of the Bridgewater Gold Course the local football grounds and residential development to include an industrial zoned site which is currently used as a buffer site for an intensive animal use.

Bridgewater has been highlighted as a township within Loddon Shire that has potential for growth due to its proximity to Bendigo and scenic river environment, The proposed sign has the ability to greatly impact on the visual amenity of the towns gateway by becoming the dominate feature of the towns entrance.

#### 4 CONCLUSION

As is clear from the purpose of Cause 52.05, as well as the general and major promotion sign specific decision guidelines, the impact of the sign on the character of an area is an important consideration in assessing whether a permit should be granted.

In this case, the existing character of the area and the entrance to the Bridgewater is of a rural nature. As such there is insufficient existing built form to absorb the significant impact that the proposed sign would have. When viewed from Main Street in either direction, the sign would stand out starkly against the vacant paddock in which it is proposed.

Industrial 3 Zone is used to provide a buffer between Industrial 1 or 2 Zone uses (uses with greater adverse amenity potential) and local communities. Industrial 3 Zone provides for industries and associated uses that are compatible with the nearby communities. This extends to the buildings and works associated with the industry. Buildings and works associated with Industrial 3 Zone uses should have less of an impact on the visual amenity of the nearby

community. The proposed sign is not considered to achieve this and would be better suited to commercial zones or heavier industrial zones.

For these reasons, the proposed sign will have a significant adverse impact on the character of the area and should be refused.

**9.4 PLANNING APPLICATION 5379: FOR THE USE AND DEVELOPMENT OF TWO DWELLINGS ON ONE LOT**

**File Number:** 5379  
**Author:** Alexandra Jefferies, Planning Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** 1. Decision report 5379

**RECOMMENDATION**

That Council determines to issue a notice of decision to refuse planning application 5379 for the use and development of two dwellings on one lot.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

The subject site is owned by Loddon Shire Council therefore there have been previous discussions between the applicant and Council's Executive and Commercial Services Department regarding the sale of the property.

**BACKGROUND**

Applicant: Gary Anderson  
Subject Land: 105 Godfrey Street Boort

Application 5379 for the use and development of two dwellings on one lot is being put forth for consideration and decision by Council.

The subject site is located within the township of Boort with frontage to Godfrey Street. The site is within the Township Zone and fronts a Road Zone Category 1 (Godfrey Street). The subject site is a rectangle shape and is approximately 725 m<sup>2</sup> in size.

The Planning Officer is recommending refusal of the application for the following reasons:

- a) The application documentation required to be provided by the scheme has not been provided or does not adequately address the matters required to be addressed.
- b) The proposal does not meet a number of the standards and/or objections set out in Clause 55 of the Loddon Planning Scheme (Two or more dwellings on a lot).
- c) The design, layout and siting of the units are considered to be poor and result in a lack of amenity for future residents.

Please refer to the attachment for the full decision report.

**ISSUES/DISCUSSION**

Under the Planning and Environment Act 1987 (the Act) the Minister for Planning delegates a municipal council power to become the planning authority for any planning scheme in force in its municipal district.

A municipal council is obligated to enforce and administer the relevant planning scheme and must use the scheme to determine applications.

For Council, the Loddon Planning Scheme is the relevant Planning Scheme which must be used by Council when determining applications.

Council has delegated authority to its Planning officer to determine outcomes of applications, however it is Council's Policy to make the final determination for applications which:

- receive one or more public objection and/or
- are to be recommended for refusal by the Planning officer.

The Planning Officer's recommendation is to refuse the application.

### **COST/BENEFITS**

There are various costs associated with having a delegated Planning Officer consider an application and make a recommendation as well as with the time of the Councillors to consider this recommendation.

The benefits associated with this cost are the ability for Council to fulfil its requirement under law and provide the community with a statutory service that delivers well managed and appropriate development.

### **RISK ANALYSIS**

The risks of Council not fulfilling its statutory obligation under the Act include:

- inappropriate development which could endanger life and property
- Council's reputation as a responsible Authority
- breaches of the Planning & Environment Act 1987 requiring compliance action.

### **CONSULTATION AND ENGAGEMENT**

Please refer to the decision report for further detail on the application.

# LODDON SHIRE COUNCIL

## **DECISION REPORT 5379: For the use and development of two dwellings on one lot**



## CONTENTS

<b>1</b>	<b>RECOMMENDATION .....</b>	<b>4</b>
<b>2</b>	<b>DISCUSSION .....</b>	<b>4</b>
	2.1 The Site & Locality .....	4
	2.2 Site History .....	4
	2.3 Proposal .....	5
	2.4 Loddon Planning Scheme .....	6
	2.4.1 Zone .....	6
	2.4.2 Overlays .....	6
	2.4.3 Particular Provisions.....	6
	2.4.4 Permit trigger .....	6
	2.4.5 Restrictive Covenant .....	6
	2.4.6 Planning Policy Framework.....	6
	2.4.7 Local Planning Policy Framework .....	8
	2.5 Referrals.....	9
	2.6 Public notification .....	9
<b>3</b>	<b>ASSESSMENT.....</b>	<b>9</b>
	3.1.1 Clause 55: two or more dwellings on one lot assessment.....	9
	3.1.2 Reasons for refusal .....	23
<b>4</b>	<b>CONCLUSION .....</b>	<b>24</b>
<b>5</b>	<b>Appendix 1: Site and layout plans .....</b>	<b>25</b>

## LIST OF TABLES

Table 1: Clause 55 assessment.....	10
------------------------------------	----

## SUMMARY

**Application Number:** 5379

**Applicant:** Gary Anderson

**Subject Land:** 105 Godfrey Street Boort

**Owner:** Loddon Shire Council

**Zone:** Township Zone

**Overlay(s):** Nil

**Existing use:** Vacant land

**Proposal:** Buildings and works for the development of two dwellings on one lot

The following dot points provide a summary of the application:

- The subject site is land owned by Council, the applicant has approval to make this application.
- The application was lodged on 17 July 2018 for the use and development of the land for one dwelling.
- A request for further information was sent 15 August 2018.
- A two weeks extension for the information due date was granted at the request of the applicant.
- A response was received, however this was considered to contain a number of anomalies.
- The applicant was provided in depth feedback regarding the level of detail required to adequately assess the application.
- A second request for further information was sent on the 12 December 2018 detailing the information that was required.
- Amended plans were received via email on 19 December 2018, following a review of these documents it is considered that there are still a number of anomalies in the site plans and a number of reports that are required to make a proper assessment have not been provided. The proposal as is currently documented does not meet a number of the standards and/or objections set out in Clause 55 of the Loddon Planning Scheme for two or more dwellings on a lot.

## 1 RECOMMENDATION

The Responsible Authority having considered all matters which the Planning and Environment Act, 1987, requires it to consider, decides to refuse planning application 5379 on the following grounds:

- a) The application documentation required to be provided by the scheme has not been provided or does not adequately address the matters required to be addressed.
- b) The proposal does not meet a number of the standards and/or objections set out in Clause 55 of the Loddon Planning Scheme (Two or more dwellings on a lot).
- c) The design, layout and siting of the units are considered to be poor and result in a lack of amenity for future residents.

## 2 DISCUSSION

### 2.1 The Site & Locality

The subject site is a rectangular shaped size approximately 720 m<sup>2</sup>. The site is located within the Township Zone and is not covered by any overlays. The site has access via Godfrey Street which is a Road Zone Category 1. The subject site is located in the town centre of Boort and is currently owned by the Loddon Shire Council.

Neighbouring sites to the north and west are used for residential purposes; land to the east is currently used as the Commercial Hotel (Boort).



*Arial photo of subject site Source: Loddon Pozi GIS system*

### 2.2 Site History

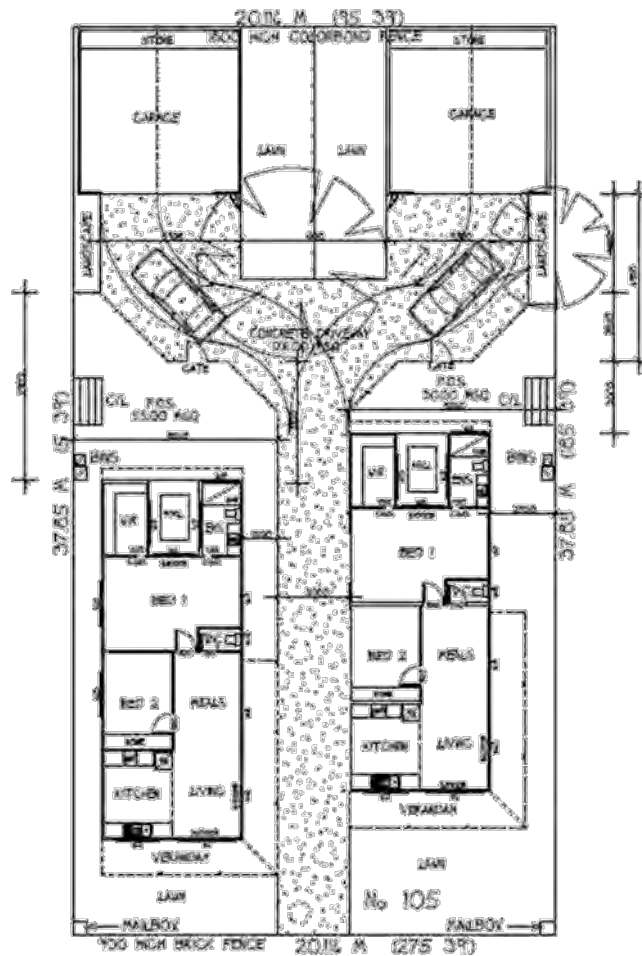
There is no relevant planning permit site history



**2.3 Proposal**

The application proposed the construction of two units at 105 Godfrey Street Boort. The proposed dwellings would each contain two bedrooms, living/meals area a single ensuite and separate water closet in each. The dwellings would each have a double garage and pool.

The proposed units have shared access from Godfrey Street via a single crossover and driveway located in the middle of the site, as can be seen in the site plan below. Further detail can be found in Appendix 1: Site and layout plans.



Site plan source: Application documents

## **2.4 Loddon Planning Scheme**

### **2.4.1 Zone**

The subject site is within the Township Zone. Clause 35.02 of the scheme states that the purpose of the Township Zone is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To provide for residential development and a range of commercial, industrial and other uses in small towns.

To encourage development that respects the neighbourhood character of the area.

To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

### **2.4.2 Overlays**

There are no overlays covering the site.

### **2.4.3 Particular Provisions**

An application which proposes the development of two or more dwellings on one lot must meet all the objectives and should meet all the standards of Clause 55.

The purpose of Clause 55 is:

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To achieve residential development that respects the existing neighbourhood character or which contributes to a preferred neighbourhood character.

To encourage residential development that provides reasonable standards of amenity for existing and new residents.

To encourage residential development that is responsive to the site and the neighbourhood.

### **2.4.4 Permit trigger**

Clause 32.05-7 (Township Zone) of the scheme relevant to this application, states:

A permit is required to construct two or more dwellings on one lot.

And:

A development must meet the requirements of Clause 55.

### **2.4.5 Restrictive Covenant**

No restrictive covenants exist on this site.

### **2.4.6 Planning Policy Framework**

The following section gives consideration to the relevant sections of the Planning Policy Framework for this application.

**15.01-1S Urban Design**Objective

To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.

Strategies

Require development to respond to its context in terms of character, cultural identity, natural features, surrounding landscape and climate.

Ensure development contributes to community and cultural life by improving the quality of living and working environments, facilitating accessibility and providing for inclusiveness.

Ensure the interface between the private and public realm protects and enhances personal safety.

Ensure development supports public realm amenity and safe access to walking and cycling environments and public transport.

Ensure that the design and location of publicly accessible private spaces, including car parking areas, forecourts and walkways, is of a high standard, creates a safe environment for users and enables easy and efficient use.

Ensure that development provides landscaping that supports the amenity, attractiveness and safety of the public realm.

Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads.

Promote good urban design along and abutting transport corridors.

**15.01-5S Neighbourhood Character**Objective

To recognise, support and protect neighbourhood character, cultural identity, and sense of place.

Strategies

Ensure development responds to cultural identity and contributes to existing or preferred neighbourhood character.

Ensure development responds to its context and reinforces a sense of place and the valued features and characteristics of the local environment and place by emphasising the:

- pattern of local urban structure and subdivision
- underlying natural landscape character and significant vegetation
- heritage values and built form that reflect community identity.

**16.01-3S Housing diversity**Objective

To provide for a range of housing types to meet diverse needs.

Strategies

Ensure housing stock matches changing demand by widening housing choice.

Facilitate diverse housing that offers choice and meets changing household needs through:

- A mix of housing types.
- Adaptable internal dwelling design.
- Universal design.

Encourage the development of well-designed medium-density housing that:

- Respects the neighbourhood character
- Improves housing choice.
- Makes better use of existing infrastructure.
- Improves energy efficiency of housing.

Support opportunities for a range of income groups to choose housing in well-serviced locations.

Ensure planning for growth areas provides for a mix of housing types through a variety of lot sizes, including higher housing densities in and around activity centres.

#### 2.4.7 Local Planning Policy Framework

##### **21.04-1 Community and Settlement**

###### Overview

Loddon Shire's settlement pattern consists of a number of townships set within rural areas. Some of these towns have a district centre function, providing education, health and employment services, others are purely residential in role. Loddon Shire is committed to actively pursuing population growth, and recognises that population growth is related to the viability and amenity of its settlements.

The ongoing viability of these settlements will also be related to the provision of suitable housing. Loddon Shire has a high proportion of older residents and this trend is expected to continue. Housing suited to the needs of this segment of the population needs to be a part of our towns.

Rural living is a popular lifestyle choice. Council supports this land use but for it to be sustainable, issues of environmental values, agricultural opportunities and access to infrastructure and town services need to be central to any decision making about suitable locations.

###### Key strategic issues

The key strategic issues are:

- maintaining viable settlements
- retaining and attracting population
- accommodating aging population Access to a range of services and facilities
- sustainable rural living.

###### Objective

Relevant objectives for this application are:

- To encourage population growth.
- To encourage development of attractive and functional townships.
- To provide for growth and development, consistent with the needs of the community.

### Strategies

Relevant strategies for this application are:

- direct urban development to key townships
- support development of the towns in accordance with town structure plans
- support use of vacant lots within the urban areas for appropriate development in preference to development on the fringe of urban areas
- direct urban development to land that is cleared of native vegetation, where possible
- support location of a range of retail facilities in the towns to cater for the needs of the community and visitors
- encourage new commercial development and services to locate within the existing commercial/retail areas
- support location of new industry in appropriate areas of the town with access to appropriate infrastructure and without compromising residential amenity and the appearance of the town
- support the operation of a range of services and facilities in the town centre
- encourage development that utilizes and augments existing infrastructure, rather creating the need for additional services and capital works.

### Boort Structure Plan

Key strategies are to:

- enhance the Lake focus of the town
- support a range of goods and services to be provided in the commercial area
- encourage residential growth
- encourage restoration of heritage buildings
- enhance natural quality of the Lakes and surrounds.

## **2.5 Referrals**

The application was not progressed to the referral stage of the assessment process.

## **2.6 Public notification**

The application was advertised to a number of surrounding properties via letters in the mail. Zero objections were received.

One enquiry regarding the removal of the existing tree located on the site was made, however the application does not propose the removal of this tree so no objection was lodged.

## **3 ASSESSMENT**

### 3.1.1 Clause 55: two or more dwellings on one lot assessment

Applications made for two or more dwelling on one lot are required to be assessed against Clause 55 of the Loddon Planning Scheme. The Scheme states that a development:

- *Must meet all of the objectives of this clause that apply to the application.*
- *Should meet all of the standards of this clause that apply to the application.*

Table 1 shows a detailed assessment of planning application 5379 against the relevant objectives and standards of Clause 55.

**Table 1: Clause 55 assessment**

Please refer to appendix 1 to see the proposed plans.

Objective	Standard	Planning Officers comment
<p><b>55.01 &amp; 55.02-1 Neighbourhood character objectives</b>                      To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character.                      To ensure that the design responds to the features of the site and the surrounding area.</p>	<p><b>Standard B1</b>                      The design response must be appropriate to the neighbourhood and the site.                      The proposed design must respect the existing or preferred neighbourhood character and respond to the features of the site.</p>	<p><b>Does not comply</b>                      The applicant did not supply the required neighbourhood &amp; site description or the design response required in by clause 55.01-1 &amp; 55.02-1.                      However based the assessing officers understanding of the information that was provided the proposed development is generally considered to be respectful of the existing neighbourhood character.</p>
<p><b>55.02-2 Residential policy objectives</b>                      To ensure that residential development is provided in accordance with any policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.                      To support medium densities in areas where development can take advantage of public transport and community infrastructure and services.</p>	<p><b>Standard B2</b>                      An application must be accompanied by a written statement to the satisfaction of the responsible authority that describes how the development is consistent with any relevant policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.</p>	<p><b>Does not comply</b>                      The application lacked the written statement required in the standard.                      The application material that was provided is not considered to adequately address the planning policy framework.</p>
<p><b>55.02-4 Infrastructure objectives</b>                      To ensure development is provided with appropriate utility services and infrastructure.                      To ensure development does not unreasonably</p>	<p><b>Standard B4</b>                      Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas, if available.</p>	<p><b>Complies</b>                      The site is serviced by the required infrastructure.</p>

Objective	Standard	Planning Officers comment
<p>overload the capacity of utility services and infrastructure.</p>	<p>Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads.</p> <p>In areas where utility services or infrastructure have little or no spare capacity, developments should provide for the upgrading of or mitigation of the impact on services or infrastructure.</p>	
<p><b>55.02-5 Integration with the street objectives</b> To integrate the layout of development with the street.</p>	<p><b>Standard B5</b></p> <p>Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility.</p> <p>Development should be oriented to front existing and proposed streets.</p> <p>High fencing in front of dwellings should be avoided if practicable.</p> <p>Development next to existing public open space should be laid out to complement the open space.</p>	<p><b>Does not comply</b></p> <p>The development favours vehicle access/links to the site. The development does not provide for easy or clear access from the dwellings to the street. E.g. the 'front door' (sliding door) and veranda have a finished floor level of 1 metre The development has not provided steps or a ramp to allow for access. There are also no pedestrian appropriate links to the footpath provided along Godfrey Street. There is no high front fencing proposed.</p>
<p><b>55.03-1 Street setback objective</b> To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site.</p>	<p><b>Standard B6</b></p> <p>Walls of buildings should be set back from streets the distance specified in Table B1.</p>	<p><b>Complies</b></p> <p>The application is considered to meet the objective of 55.03-1 as it the setback respects existing character of the area.</p>
<p><b>55.03-2 Building height objectives</b> To ensure that the height of buildings respects the existing or preferred neighbourhood character.</p>	<p><b>Standard B7</b></p> <p>The maximum building height should not exceed the maximum height specified in the zone, schedule to the zone or an overlay that applies to the land.</p>	<p><b>Complies</b></p> <p>The dwellings are respectful of the character of the area.</p> <p>The dwellings are single storey, the scale is in line with surrounding development.</p>

Objective	Standard	Planning Officers comment
	<p>If no maximum height is specified in the zone, schedule to the zone or an overlay, the maximum building height should not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height should not exceed 10 metres.</p> <p>Changes of building height between existing buildings and new buildings should be graduated.</p>	
<p><b>55.03-3 Site coverage objective</b> To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site.</p>	<p><b>Standard B8</b> The site area covered by buildings should not exceed 60 per cent.</p>	<p><b>Complies</b> The site coverage has been calculated at 32.3 per cent.</p>
<p><b>55.03-4 Permeability and stormwater management objectives</b> To reduce the impact of increased stormwater run-off on the drainage system. To facilitate on-site stormwater infiltration. To encourage stormwater management that maximises the retention and reuse of stormwater.</p>	<p><b>Standard B9</b> The site area covered by the pervious surfaces should be at least:</p> <ul style="list-style-type: none"> <li>• The minimum area specified in a schedule to the zone, or</li> <li>• If no minimum is specified in a schedule to the zone, 20 percent of the site.</li> </ul> <p>The stormwater management system should be designed to:</p> <ul style="list-style-type: none"> <li>• Meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater - Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999).</li> <li>• Contribute to cooling, improving local habitat</li> </ul>	<p><b>Cannot be determined</b> The permeability of the site cannot be properly determined as the plans provided do not provided full detail regarding materials used within the private open space area to the rear of the dwellings and down the side of each dwelling.</p>



Objective	Standard	Planning Officers comment
	and providing attractive and enjoyable spaces.	
<p><b>55.03-5 Energy efficiency objectives</b>                      To achieve and protect energy efficient dwellings and residential buildings.                      To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy.</p>	<p><b>Standard B10</b>                      Buildings should be:</p> <ul style="list-style-type: none"> <li>• Oriented to make appropriate use of solar energy.</li> <li>• Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced.</li> <li>• Sited and designed to ensure that the performance of existing rooftop solar energy facilities on dwellings on adjoining lots in a General Residential Zone, Neighbourhood Residential Zone or Township Zone are not unreasonably reduced. The existing rooftop solar energy facility must exist at the date the application is lodged.</li> </ul> <p>Living areas and private open space should be located on the north side of the development, if practicable.                      Developments should be designed so that solar access to north-facing windows is maximised.</p>	<p><b>Does not comply</b>                      While the private open space is located at the northern end of the lot the floor plan of the dwelling does not allow for future residents to access the space in a practical manner.                      The dwelling(s) living areas are located along the eastern side of the dwelling with the bedrooms all located to the northern end of the dwellings.                      No direct access from the dwelling to the private open space. In order to access the private open space occupants will need to walk down the side of the dwellings. Of particular concern is that for unit 1 the walkway to access the private open space is only 1.5 m wide.                      The layout also results in a lack of natural light reaching the living and kitchen areas. The rooms that will receive the most natural light are non-habitual. E.g. walk in robe and ensuite.</p>
<p><b>55.03-7 Safety objective</b>                      To ensure the layout of development provides for the safety and security of residents and property.</p>	<p><b>Standard B12</b>                      Entrances to dwellings and residential buildings should not be obscured or isolated from the street and internal accessways.                      Planting which creates unsafe spaces along streets and accessways should be avoided.                      Developments should be designed to provide</p>	<p><b>Does not comply</b>                      The design is not considered to provide safe or secure access from the car parking areas to the dwellings. Residents would be required to enter via the side of the units or be required to walk up the shared accessway after exiting the garages.</p>

Objective	Standard	Planning Officers comment
	<p>good lighting, visibility and surveillance of car parks and internal accessways.</p> <p>Private spaces within developments should be protected from inappropriate use as public thoroughfares.</p>	<p>The plans provided cannot show that the vehicles would be able to exit on Godfrey Street (RZ1) in a safe and practical manner.</p> <p>The landscaping plan also shows garden beds planted along each side of the accessway and a 900 cm brick front fence enclosing the front yard of the units. Front gates or paths to the the dwellings have not been provided.</p>
<p><b>55.03-8 Landscaping objectives</b></p> <p>To encourage development that respects the landscape character of the neighbourhood.</p> <p>To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance.</p> <p>To provide appropriate landscaping.</p> <p>To encourage the retention of mature vegetation on the site.</p>	<p><b>Standard B13</b></p> <p>The landscape layout and design should:</p> <ul style="list-style-type: none"> <li>• Protect any predominant landscape features of the neighbourhood.</li> <li>• Take into account the soil type and drainage patterns of the site.                             <ul style="list-style-type: none"> <li>▪ Allow for intended vegetation growth and structural protection of buildings.</li> <li>▪ In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals.</li> <li>▪ Provide a safe, attractive and functional environment for residents.</li> </ul> </li> </ul> <p>Development should provide for the retention or planting of trees, where these are part of the character of the neighbourhood.</p> <p>Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made.</p>	<p><b>Complies</b></p> <p>A landscaping plan has been provided showing planting and the retention of the existing tree(s) on site.</p>

Objective	Standard	Planning Officers comment
	<p>The landscape design should specify landscape themes, vegetation (location and species), paving and lighting.</p>	
<p><b>55.03-9 Access objective</b> To ensure the number and design of vehicle crossovers respects the neighbourhood character.</p>	<p><b>Standard B14</b> The width of accessways or car spaces should not exceed:</p> <ul style="list-style-type: none"> <li>▪ 33 per cent of the street frontage, or</li> <li>▪ if the width of the street frontage is less than 20 metres, 40 per cent of the street frontage.</li> </ul> <p>No more than one single-width crossover should be provided for each dwelling fronting a street. The location of crossovers should maximise the retention of on-street car parking spaces. The number of access points to a road in a Road Zone should be minimised. Developments must provide for access for service, emergency and delivery vehicles.</p>	<p><b>Complies</b> The development proposes for a single crossover to be used by both dwellings.</p>
<p><b>55.03-10 Parking location objective</b> To provide convenient parking for resident and visitor vehicles. To protect residents from vehicular noise within developments.</p>	<p><b>Standard B15</b> Car parking facilities should:</p> <ul style="list-style-type: none"> <li>▪ Be reasonably close and convenient to dwellings and residential buildings.</li> <li>▪ Be secure.</li> <li>▪ Be well ventilated if enclosed.</li> </ul> <p>Large parking areas should be broken up with trees, buildings or different surface treatments. Shared accessways or car parks of other</p>	<p><b>Does not comply:</b> The location of the parking is not considered to be convenient in the context of the dwelling(s).  In order to access the dwelling residents or visitors are required to gain access via the side of the house, the living room door being the closest.</p>

Objective	Standard	Planning Officers comment
	<p>dwelling and residential buildings should be located at least 1.5 metres from the windows of habitable rooms. This setback may be reduced to 1 metre where there is a fence at least 1.5 metres high or where window sills are at least 1.4 metres above the accessway.</p>	<p>This is not considered to be convenient and could be considered unsafe at night (no lighting is shown to be proposed on the plans) The setback of the shared access way does not meet requirement of the standard. The bedroom windows of bed room 1 &amp; 2 of unit 2 are directly opposite the accessway with a no setback.</p>
<p><b>55.04-1 Side and rear setbacks objective</b> To ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.</p>	<p><b>Standard B17</b> A new building not on or within 200mm of a boundary should be set back from side or rear boundaries:</p> <ul style="list-style-type: none"> <li>▪ At least the distance specified in a schedule to the zone, or</li> <li>▪ If no distance is specified in a schedule to the zone, 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres.</li> </ul> <p>Sunblinds, verandahs, porches, eaves, fascias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5 metres into the setbacks of this standard.</p> <p>Landings having an area of not more than 2 square metres and less than 1 metre high, stairways, ramps, pergolas, shade sails and carports may encroach into the setbacks of this standard.</p>	<p><b>Complies</b> The required setbacks have been achieved.</p>

Objective	Standard	Planning Officers comment
<p><b>55.04-5 Overshadowing open space objective</b> To ensure buildings do not significantly overshadow existing secluded private open space.</p>	<p><b>Standard B21</b> Where sunlight to the secluded private open space of an existing dwelling is reduced, at least 75 per cent, or 40 square metres with minimum dimension of 3 metres, whichever is the lesser area, of the secluded private open space should receive a minimum of five hours of sunlight between 9 am and 3 pm on 22 September. If existing sunlight to the secluded private open space of an existing dwelling is less than the requirements of this standard, the amount of sunlight should not be further reduced.</p>	<p><b>Does not comply</b> A shadow diagram plan has not been provided.</p>
<p><b>55.04-6 Overlooking objective</b> To limit views into existing secluded private open space and habitable room windows.</p>	<p><b>Standard B22</b> A habitable room window, balcony, terrace, deck or patio should be located and designed to avoid direct views into the secluded private open space of an existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level. A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio should be either: ▪ Offset a minimum of 1.5 metres from the edge</p>	<p><b>Complies</b> Views into existing secluded private open space areas and habitable room windows have been limited.</p>

Objective	Standard	Planning Officers comment
	<p>of one window to the edge of the other.</p> <ul style="list-style-type: none"> <li>▪ Have sill heights of at least 1.7 metres above floor level.</li> <li>▪ Have fixed, obscure glazing in any part of the window below 1.7 metre above floor level.</li> <li>▪ Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent.</li> </ul> <p>Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard.</p> <p>Screens used to obscure a view should be:</p> <ul style="list-style-type: none"> <li>▪ Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels.</li> <li>▪ Permanent, fixed and durable.</li> <li>▪ Designed and coloured to blend in with the development.</li> </ul> <p>This standard does not apply to a new habitable room window, balcony, terrace, deck or patio which faces a property boundary where there is a visual barrier at least 1.8 metres high and the floor level of the habitable room, balcony, terrace, deck or patio is less than 0.8 metres above ground level at the boundary.</p>	
<p><b>55.04-7 Internal views objective</b> To limit views into the secluded private open space and habitable room windows of dwellings</p>	<p><b>Standard B23</b> Windows and balconies should be designed to prevent overlooking of more than 50 per cent of</p>	<p><b>Complies</b> There is no internal overlooking.</p>

Objective	Standard	Planning Officers comment
and residential buildings within a development.	the secluded private open space of a lower-level dwelling or residential building directly below and within the same development.	
<p><b>55.05-1 Accessibility objective</b> To encourage the consideration of the needs of people with limited mobility in the design of developments.</p>	<p><b>Standard B25</b> The dwelling entries of the ground floor of dwellings and residential buildings should be accessible or able to be easily made accessible to people with limited mobility.</p>	<p><b>Does not comply</b> The entries to the dwellings are not considered accessible to those with limited mobility.</p>
<p><b>55.05-2 Dwelling entry objective</b> To provide each dwelling or residential building with its own sense of identity.</p>	<p><b>Standard B26</b> Entries to dwellings and residential buildings should:</p> <ul style="list-style-type: none"> <li>▪ Be visible and easily identifiable from streets and other public areas.</li> <li>▪ Provide shelter, a sense of personal address and a transitional space around the entry.</li> </ul>	<p><b>Complies</b> All dwelling entries are clearly visible and identifiable from the street.</p>
<p><b>55.05-3 Daylight to new windows objective</b> To allow adequate daylight into new habitable room windows.</p>	<p><b>Standard B27</b> A window in a habitable room should be located to face:</p> <ul style="list-style-type: none"> <li>▪ An outdoor space clear to the sky or a light court with a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky, not including land on an abutting lot, or</li> <li>▪ A verandah provided it is open for at least one third of its perimeter, or</li> <li>▪ A carport provided it has two or more open sides and is open for at least one third of its</li> </ul>	<p><b>Complies</b> All habitable room windows face an outdoor space of the required dimensions.</p>

Objective	Standard	Planning Officers comment
	perimeter.	
<p><b>55.05-4 Private open space objective</b> To provide adequate private open space for the reasonable recreation and service needs of residents.</p>	<p><b>Standard B28</b> A dwelling or residential building should have private open space of an area and dimensions specified in the schedule to the zone. If no area or dimensions are specified in the schedule to the zone, a dwelling or residential building should have private open space consisting of:</p> <ul style="list-style-type: none"> <li>▪ An area of 40 square metres, with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with a minimum area of 25 square metres, a minimum dimension of 3 metres and convenient access from a living room, or</li> <li>▪ A balcony of 8 square metres with a minimum width of 1.6 metres and convenient access from a living room, or</li> <li>▪ A roof-top area of 10 square metres with a minimum width of 2 metres and convenient access from a living room.</li> </ul>	<p><b>Cannot be assessed</b> The plans provided in the application do not allow for the private open space and secluded private open space to be calculated.</p>
<p><b>55.05-5 Solar Access to Open Space</b> To allow solar access into the secluded private open space of new dwellings and residential buildings.</p>	<p><b>Standard B29</b> The private open space should be located on the north side of the dwelling or residential building, if appropriate. The southern boundary of secluded private open space should be set back from any wall on the</p>	<p><b>Complies</b> The proposed secluded private open space receives adequate solar access and complies with the setback requirement of the standard.</p>



Objective	Standard	Planning Officers comment
	north of the space at least (2+0.9h) metres, where 'h' is the height of the wall.	
<p><b>55.05-6 Storage objective</b> To provide adequate storage facilities for each dwelling.</p>	<p><b>Standard B30</b> Each dwelling should have convenient access to at least 6 cubic metres of externally accessible, secure storage space.</p>	<p><b>Does not comply</b> The proposal provides on 4.8 sqm of storage. The storage provided is considered extremely unpractical as it is 0.8 metres wide and 6 metres in length.</p>
<p><b>55.06-1 Design Detail</b> To encourage design detail that respects the existing or preferred neighbourhood character.</p>	<p><b>Standard B31</b> The design of buildings, including:</p> <ul style="list-style-type: none"> <li>▪ Façade articulation and detailing,</li> <li>▪ Window and door proportions,</li> <li>▪ Roof form, and</li> <li>▪ Verandahs, eaves and parapets, should respect the existing or preferred neighbourhood character.</li> </ul> <p>Garages and carports should be visually compatible with the development and the existing or preferred neighbourhood character.</p>	<p><b>Complies</b> The proposed development is considered to respect the existing neighbourhood.</p>
<p><b>55.06-2 Front Fences</b> To encourage front fence design that respects the existing or preferred neighbourhood character.</p>	<p><b>Standard B32</b> The design of front fences should complement the design of the dwelling or residential building and any front fences on adjoining properties. A front fence within 3 metres of a street should not exceed:</p> <ul style="list-style-type: none"> <li>▪ Streets in a Road Zone, Category 1: 2 metres.</li> <li>▪ Other streets: 1.5 metres.</li> </ul>	<p><b>Complies</b> The front fence proposed is considered appropriate.</p>
<p><b>55.06-3 Common Property</b></p>	<p><b>Standard B33</b></p>	<p><b>Does not comply</b></p>

Objective	Standard	Planning Officers comment
<p>To ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained.</p> <p>To avoid future management difficulties in areas of common ownership.</p>	<p>Development should clearly delineate public, communal and private areas.</p> <p>Common property, where provided, should be functional and capable of efficient management.</p>	<p>The lawn area to the rear of the development is proposed to be divided into two sections by a 1.8 metre high colour bond fence.</p> <p>The plans do not mark this space as common property or not. However the fence implies that each side of the lawn is the 'responsibly' of the corresponding unit. This makes the space not functional and confuses the matter of management.</p>
<p><b>55.06-4 Site Services</b></p> <p>To ensure that site services can be installed and easily maintained.</p> <p>To ensure that site facilities are accessible, adequate and attractive.</p>	<p><b>Standard B34</b></p> <p>The design and layout of dwellings and residential buildings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically.</p> <p>Bin and recycling enclosures, mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development.</p> <p>Bin and recycling enclosures should be located for convenient access by residents.</p> <p>Mailboxes should be provided and located for convenient access as required by Australia Post.</p>	<p><b>Does not comply</b></p> <p>It is unclear from the plans provided if easements are required.</p> <p>It is unclear if the placing of bins to the street is practical or not as the material used on the ground is unclear. E.g. lawn is likely to become wet during winter which would make wheeling bins to the front of the property difficult.</p> <p>It is not considered a safe alternative for residents to wheel bins up the shared accessway given its layout.</p>

### 3.1.2 Reasons for refusal

The planning officer's reasons for refusal are listed below.

- a) The application documentation required to be provided by the scheme has not been provided or does not adequately address the matters required to be addressed.

Within the planning scheme Clause 55 requires that:

An application must be accompanied by:

- A *neighbourhood and site description*.
- A *design response*.

The neighbourhood and site description report must accurately describe the following:

In relation to the neighbourhood:

- The pattern of development of the neighbourhood.
- The built form, scale and character of surrounding development including front fencing.
- Architectural and roof styles.
- Any other notable features or characteristics of the neighbourhood.

In relation to the site:

- Site shape, size, orientation and easements.
- Levels of the site and the difference in levels between the site and surrounding properties.
- The location of existing buildings on the site and on surrounding properties, including the location and height of walls built to the boundary of the site.
- The use of surrounding buildings.
- The location of secluded private open space and habitable room windows of surrounding properties which have an outlook to the site within 9 metres.
- Solar access to the site and to surrounding properties.
- Location of significant trees existing on the site and any significant trees removed from the site 12 months prior to the application being made, where known.
- Any contaminated soils and filled areas, where known.
- Views to and from the site.
- Street frontage features such as poles, street trees and kerb crossings.
- The location of local shops, public transport services and public open spaces within walking distance.
- Any other notable features or characteristics of the site

The application material provides a very basic table which does not address the requirements listed above, does not make reference to any decision guidelines within the scheme and does not address state, regional or local planning policy.

- b) The proposal does not meet a number of the standards and/or objections set out in Clause 55 of the Loddon Planning Scheme (Two or more dwellings on a lot).

Please refer to Table 1 for the list of noncompliance. The proposed two dwelling on one lot is not considered to comply with all the objectives set out in Clause 55 which is requirement of the scheme.

- c) The design, layout and siting of the units are considered to be poor and result in a lack of amenity for future residents.

Over all the design of the application is not considered to be designed in a practical and functional manner and would result in what is considered to be a subpar development. The

main concerns are highlighted in the non-compliances set out in table 1. These include the impractical internal and external layout of the dwelling, the lack of northern orientation of living areas, the zero metre setback of the habitual room windows of unit 1 from the shared accessway and the inability for residents to exit in a forward motion onto a Road Zone Category 1.

#### **4 CONCLUSION**

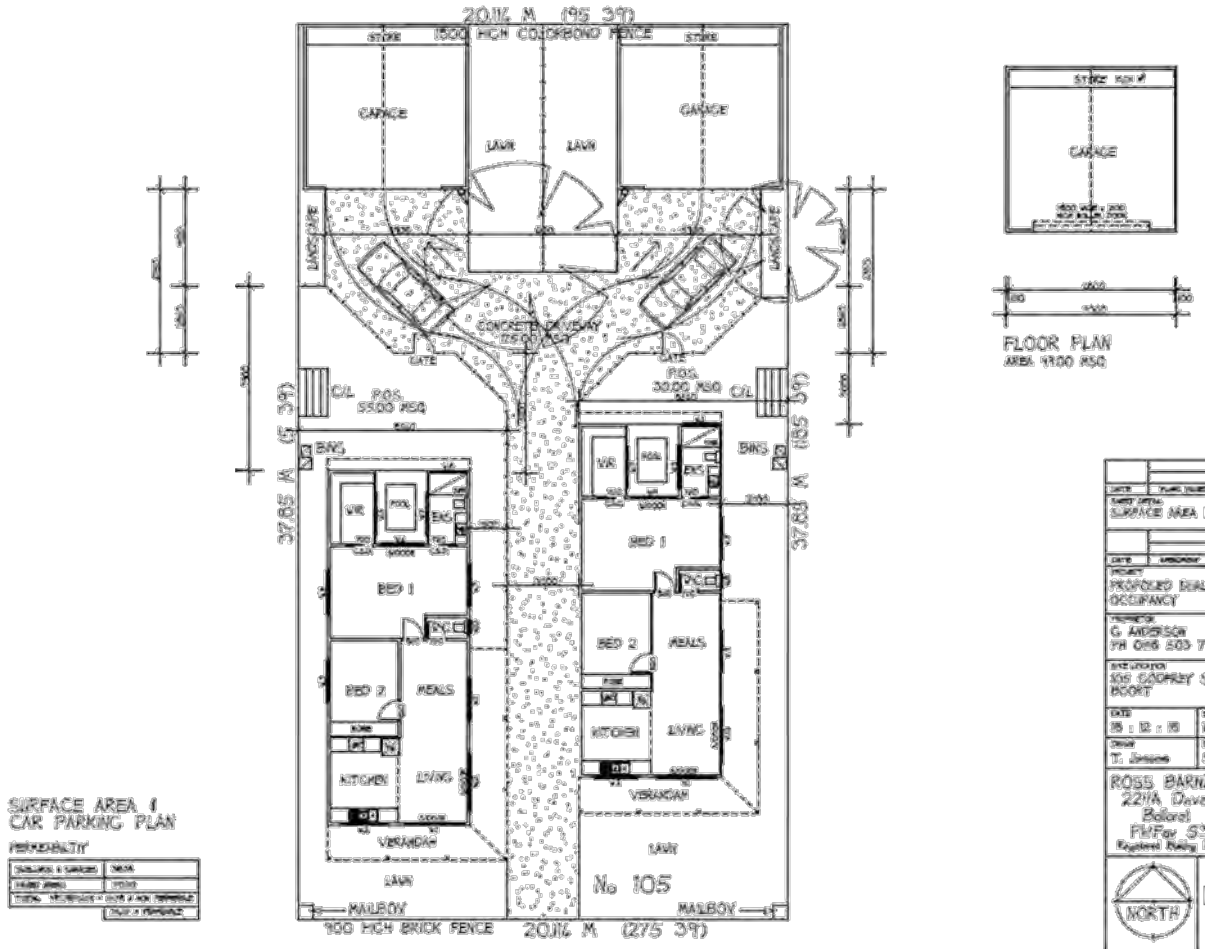
The application material is not considered to be of the standard which is expected for an application of this nature a number of reports have not been included and what has been supplied is not considered to adequately address the matters set out in the scheme.

The design and layout of the two dwellings is considered to be impractical and does not offer future residents a high quality of amenity.

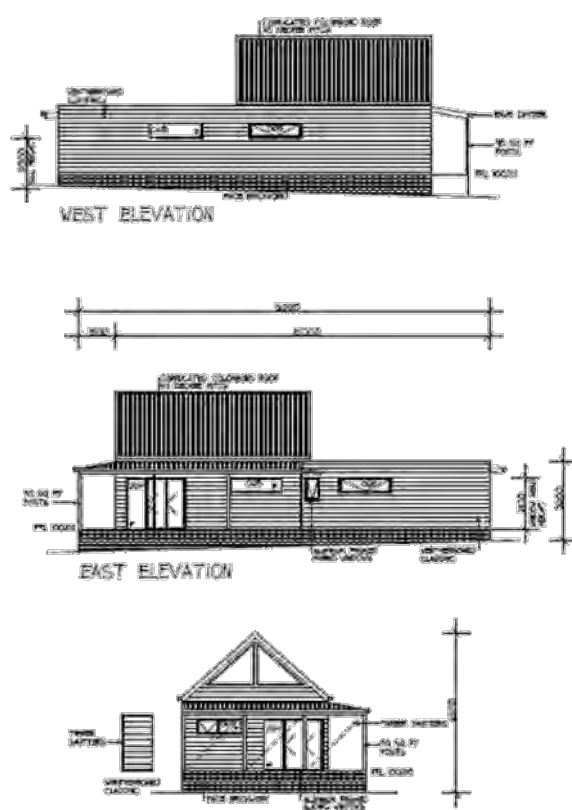
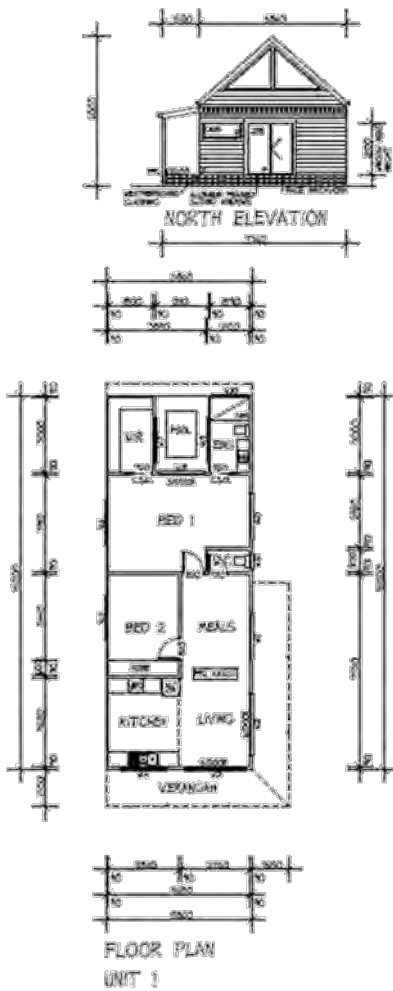
As such the Planning Officer recommends that the application should be refused.

5 Appendix 1: Site and layout plans

Car parking plan



Unit 1 floor plan & elevations



- COLOR SCHEDULE**
- WETHERS - OFF WHITE
  - BRICK - BROWN BRICK RED
  - ROOF - CHARCOAL SLATE
  - GATES & FENCE - CHARCOAL SLATE
  - WALL PANELS - SAGE GREY
  - CONCRETE FLOOR - CONCRETE
  - VERANDA ROOF - CHARCOAL SLATE

NUMBER	HEIGHT	DEPTH	AREA
1/1	1000	1000	1000
1/2	800	1000	800
1/3	600	1000	600
1/4	400	1000	400
1/5	200	1000	200
1/6	100	1000	100
1/7	50	1000	50
1/8	25	1000	25
1/9	12.5	1000	12.5
1/10	6.25	1000	6.25
1/11	3.125	1000	3.125
1/12	1.5625	1000	1.5625

DESCRIPTION	HEIGHT	DEPTH
GROUND FLOOR	1000	1000
FIRST FLOOR	1000	1000
SECOND FLOOR	1000	1000
THIRD FLOOR	1000	1000
FOURTH FLOOR	1000	1000
FIFTH FLOOR	1000	1000
SIXTH FLOOR	1000	1000
SEVENTH FLOOR	1000	1000
EIGHTH FLOOR	1000	1000
NINTH FLOOR	1000	1000
TENTH FLOOR	1000	1000

**PROPOSED BDL OCCUPANCY**

**ADDRESS**  
 5 ANDERSON  
 100 GORREY STREET  
 ROOFTOP

**DATE**  
 16 / 08 / 19

**SCALE**  
 1:100

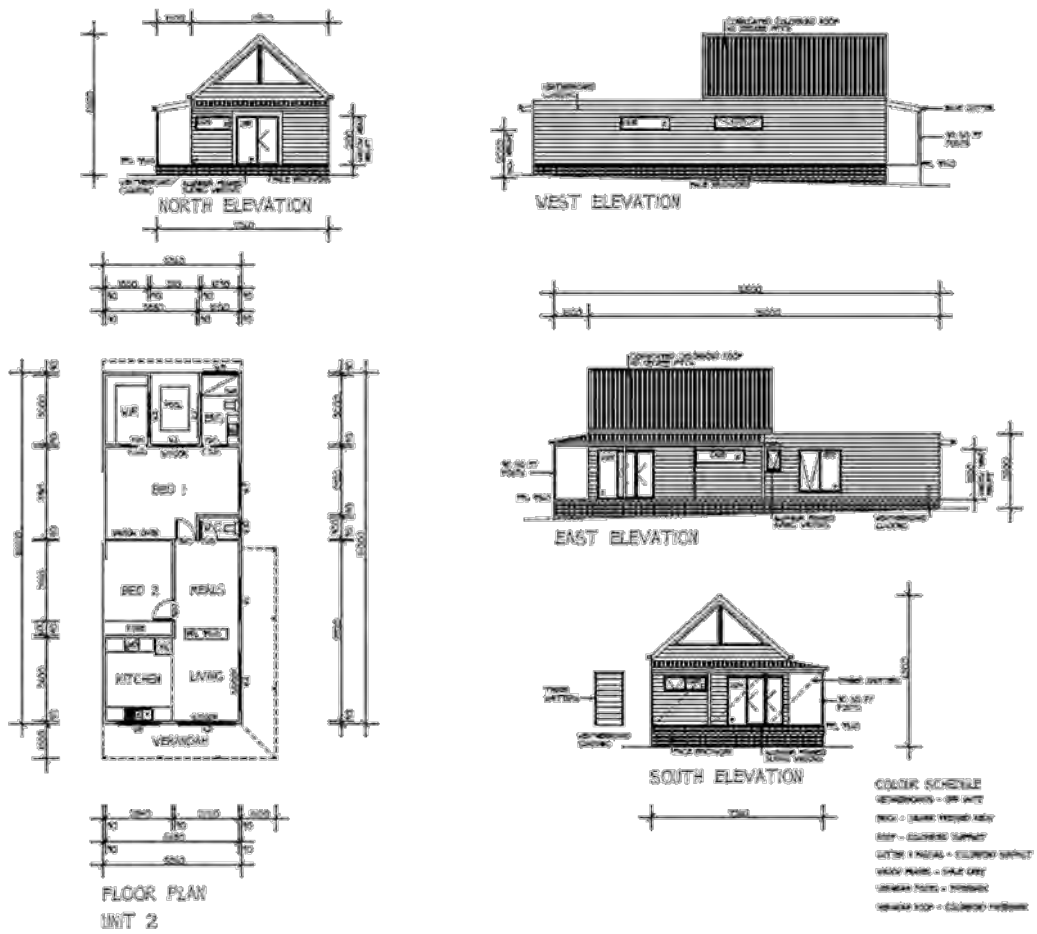
**DATE**  
 16 / 08 / 19

**SCALE**  
 1:100

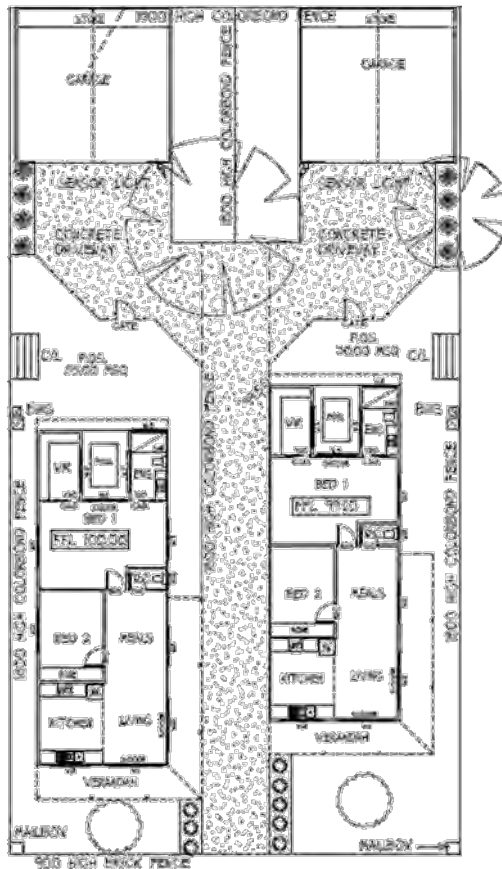
**ROSS BARNETT G**  
 227A DUNDAS ST  
 BALDWIN 335  
 P/W/Fax 5332207  
 Registered Building Practitioner



Unit 2 floor plan & elevations



Landscaping plan



PLANT SCHEDULE

SYMBOL	SYMBOL NAME	SYMBOL NAME	SYMBOL NAME	SYMBOL NAME
(Symbol)	SYMBOL NAME	SYMBOL NAME	SYMBOL NAME	SYMBOL NAME
(Symbol)	SYMBOL NAME	SYMBOL NAME	SYMBOL NAME	SYMBOL NAME

NOTE: THESE PLANTS ARE TO BE PLANTED WITHIN THE SPECIFIED AREAS OF THE SITE PLAN.  
 THESE PLANTS TO BE PLANTED WITHIN THE SPECIFIED AREAS OF THE SITE PLAN.  
 THESE PLANTS TO BE PLANTED WITHIN THE SPECIFIED AREAS OF THE SITE PLAN.

LANDSCAPE PLAN

DATE: 18/08/19  
 DRAWN BY: T. ASSESSOR  
 CHECKED BY: T. ASSESSOR  
 APPROVED BY: T. ASSESSOR  
 PROJECT: 22/19  
 SHEET: 1 OF 1  
 SCALE: 1:100  
 NORTH



**9.5 REVIEW OF DELEGATIONS**

**File Number:** 18/01/003

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

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

**Attachments:** 1. S6 Instrument of delegation - Members of council staff

**RECOMMENDATION**

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 instrument of delegation, resolves that:

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 Instrument of Delegation to members of Council staff, the powers, duties and functions set out in the instrument, subject to the conditions and limitations specified in the instruments.
2. The common seal of Council be affixed to the instrument, and the instrument comes into force immediately the common seal is affixed.
3. On the coming into force of the instrument all previous S6 Instruments of Delegations by Council to members of Council staff are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

**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 last considered a review of delegations at its February 2019 meeting.

**BACKGROUND**

In order for Council officers to effectively and efficiently discharge their duties, specific delegations, authorisations and appointments are required under a variety of Acts.

Council is required to review its delegations within 12 months after a general election in accordance with section 98 (6) of the Local Government Act.

In addition to this statutory requirement, presentation of new or revised delegations has become a more regular process for Council. Due to the ever changing nature of legislation, Council has subscribed to a service by Maddocks legal firm that regularly reviews all applicable delegations, authorisations and appointments.

**ISSUES/DISCUSSION**

The attached amended delegations have been updated in accordance with most recent advice provided by Maddocks, and to accommodate a staff position change from Manager Technical Services to Manager Assets and Infrastructure.

**COST/BENEFITS**

Adoption of the recommendation will not have any financial impacts.

**RISK ANALYSIS**

Adoption of the recommendation will ensure that Council staff are able to act on behalf of Council under the various pieces of legislation. If current delegations are not in place, actions of a council officer exercising those powers could be legally challenged.

**CONSULTATION AND ENGAGEMENT**

Nil required.

## S6 Instrument of Delegation - Members of Staff

### Preamble

#### Instrument of Delegation

In exercise of the power conferred by section 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

	means
AA	Administrative Assistant
ABC	Assets and Buildings Coordinator
AGO	Assets/GIS Officer
AMW	Assistant Manager Works
AOO	Administrative Officer - Operations
CEO	Chief Executive Officer
DCS	Director Corporate Services
DE	Design Engineer
DMERO	Deputy Municipal Emergency Resource Officer
DOP	Director Operations
FA	Financial Accountant
GIS	GIS Officer
LLO	Local Laws Officer
LLPCO	Local Laws/Planning Compliance Officer
MAI	Manager Assets and Infrastructure
MBS	Municipal Building Surveyor
MDC	Manager Development and Compliance
MERO	Municipal Emergency Resource Officer
MFS	Manager Financial Services
MOD	Manager Organisation Development
MW	Manager Works
PHO	Public Health Officer
PMC	Project Management Coordinator
PO	Planning Officer
R	Ranger
RC	Revenue Collector
SPHO	Senior Public Health Officer
SPO	Strategic Planning Officer
TL	Team Leader
TLTS	Team Leader Townscape Services
TO	Technical Officer
WC	Works Coordinator

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on **27 August 2019**; and

3.2 the delegation:

3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
  - (b) strategy
- adopted by Council; or
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

**Council seal**

**Phil Pinyon  
Chief Executive Officer  
Loddon Shire Council**

Date:

### Delegation Sources

- Domestic Animals Act 1994
- Environment Protection Act 1970
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Rail Safety (Local Operations) Act 2006
- Residential Tenancies Act 1997
- Road Management Act 2004
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Further Interim Regulations 2013
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010
- Road Management (General) Regulations 2005
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

## S6 Instrument of Delegation - Members of Staff

<b>Domestic Animals Act 1994</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
s 41A(1)	Power to declare a dog to be a menacing dog	Council may delegate this power to a Council authorised officer	DOP, LLO, LLPCO, MDC, R
<b>Environment Protection Act 1970</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
s 53M(3)	Power to require further information		DOP, SPHO
s 53M(4)	Duty to advise applicant that application is not to be dealt with		SPHO
s 53M(5)	Duty to approve plans, issue permit or refuse permit	Refusal must be ratified by Council or it is of no effect	SPHO
s 53M(6)	Power to refuse to issue septic tank permit	Refusal must be ratified by Council or it is of no effect	SPHO
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	Refusal must be ratified by Council or it is of no effect	SPHO
<b>Food Act 1984</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	If s 19(1) applies	SPHO
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	If s 19(1) applies	SPHO

s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	If s 19(1) applies  Only in relation to temporary food premises or mobile food premises	MDC, SPHO
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	If s 19(1) applies	SPHO
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	If s 19(1) applies	SPHO
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	If s 19(1) applies	SPHO
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Where Council is the registration authority	DOP, SPHO
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Delegation is still required for the authorised officer to prepare and issue the Order, however the decision to issue an Order is contingent on a Council Resolution to this effect.	DOP, SPHO
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Where Council is the registration authority	SPHO
s 19CB(4)(b)	Power to request copy of records	Where Council is the registration authority	SPHO

s 19E(1)(d)	Power to request a copy of the food safety program	Where Council is the registration authority	SPHO
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Where Council is the registration authority	SPHO
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Where Council is the registration authority	SPHO
s 19NA(1)	Power to request food safety audit reports	Where Council is the registration authority	SPHO
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances		DOP, SPHO
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.	SPHO
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Where Council is the registration authority	SPHO
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Where Council is the registration authority	SPHO
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Where Council is the registration authority	SPHO
	Power to register, renew or transfer registration	Where Council is the registration authority  refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))	SPHO



s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Where Council is the registration authority	SPHO
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Where Council is the registration authority Not delegated - fees are fixed by Council	CEO
s 38A(4)	Power to request a copy of a completed food safety program template	Where Council is the registration authority	SPHO
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Where Council is the registration authority	SPHO
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Where Council is the registration authority	SPHO
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Where Council is the registration authority	SPHO
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Where Council is the registration authority	SPHO
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Where Council is the registration authority	SPHO
s 38D(3)	Power to request copies of any audit reports	Where Council is the registration authority	SPHO
s 38E(2)	Power to register the food premises on a conditional basis	Where Council is the registration authority	SPHO

		not exceeding the prescribed time limit defined under s 38E(5)	
s 38E(4)	Duty to register the food premises when conditions are satisfied	Where Council is the registration authority	SPHO
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Where Council is the registration authority	SPHO
s 39A	Power to register, renew or transfer food premises despite minor defects	Where Council is the registration authority  Only if satisfied of matters in s 39A(2)(a)-(c)	SPHO
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008		SPHO
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Where Council is the registration authority	SPHO
s 40D(1)	Power to suspend or revoke the registration of food premises	Where Council is the registration authority	SPHO
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Where Council is the registration authority	SPHO
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Where Council is the registration authority	SPHO
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and	Where Council is the registration authority	SPHO

	where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged		
<b>Heritage Act 2017</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
s 116	Power to sub-delegate Executive Director's functions, duties or powers.	Must first obtain Executive Director's written consent  Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation Not delegated - power remains with CEO	CEO
<b>Local Government Act 1989</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge		CEO
s 185L(4)	Power to declare and levy a cladding rectification charge	Final decision is by Council through adoption of the Fees and Charges Schedule.	CEO
<b>Planning and Environment Act 1987</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	If authorised by the Minister	DOP, MDC
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister		MDC
s 4H	Duty to make amendment to Victoria Planning Provisions available		MDC

s 4I	Duty to keep Victorian Planning Provisions and other documents available		MDC
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A		DOP, MDC
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme		DOP, MDC
s 8A(5)	Function of receiving notice of the Minister's decision		MDC
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days		DOP, MDC
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Not delegated - power remains with CEO	CEO
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons		DOP, MDC
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s19 of the Planning and Environment (Planning Schemes) Act 1996)		MDC
s 12B(1)	Duty to review planning scheme		MDC
s 12B(2)	Duty to review planning scheme at direction of Minister		MDC

s.12B(5)	duty to report findings of review of planning scheme to Minister without delay		MDC
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)		MDC
s 17(1)	Duty of giving copy amendment to the planning scheme		MDC
s 17(2)	Duty of giving copy s 173 agreement		MDC
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days		MDC
s 18	Duty to make amendment etc. available		MDC
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme		MDC
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.	MDC
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19		DOP, MDC
s 21(2)	Duty to make submissions available		MDC
s 21A(4)	Duty to publish notice		MDC

s 22	Duty to consider all submissions	Except submissions which request a change to the items in s 22(5)(a) and (b)	MDC
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel		MDC
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment		DOP, MDC
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)		MDC
s 26(1)	Power to make report available for inspection		DOP, MDC
s 26(2)	Duty to keep report of panel available for inspection		MDC
s 27(2)	Power to apply for exemption if panel's report not received		DOP, MDC
s 28	Duty to notify the Minister if abandoning an amendment	Note: the power to make a decision to abandon an amendment cannot be delegated	MDC
s 30(4)(a)	Duty to say if amendment has lapsed		MDC
s 30(4)(b)	Duty to provide information in writing upon request		MDC
s 32(2)	Duty to give more notice if required		MDC

s 33(1)	Duty to give more notice of changes to an amendment		MDC
s 36(2)	Duty to give notice of approval of amendment		MDC
s 38(5)	Duty to give notice of revocation of an amendment		MDC
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT		MDC
s 40(1)	Function of lodging copy of approved amendment		MDC
s 41	Duty to make approved amendment available		MDC
s 42	Duty to make copy of planning scheme available		MDC
s.46AS(ac)	power to request the Victorian Planning Authority (VPA) to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria		DOP, MDC
s 46AW	Function of being consulted by the Minister	Where Council is a responsible public entity	CEO, DOP
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  Power to endorse the draft Statement of Planning Policy	Where Council is a responsible public entity	CEO
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is	Where Council is a responsible public	MDC, PO,

	inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	entity	SPO
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Where Council is a responsible public entity	DOP, MDC, PO, SPO
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency	DOP, MDC, PO, SPO
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans		CEO
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority		CEO
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land		CEO
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land		CEO
s 46GP	Function of receiving a notice under s 46GO	Where Council is the collecting agency	CEO
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land		CEO
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO		CEO
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister		CEO
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ		CEO



§ 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general		CEO
§ 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference		CEO
§ 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land		CEO
§ 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under § 46GT(5)		CEO
§ 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in § 46GU(1)(a) and (b) are met		CEO
§ 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution  Power to specify the manner in which the payment is to be made	Where Council is the collecting agency	CEO
§ 46GV(3)(b)	Power to enter into an agreement with the applicant	Where Council is the collecting agency	CEO
§ 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with § 46GV(5) and (6)	Where Council is the development agency	CEO
§ 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with § 46GV(5) and (6)	Where Council is the collecting agency	CEO
§ 46GV(7)	Duty to impose the requirements set out in § 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area		CEO
§ 46GV(9)	Power to require the payment of a monetary component or the provision of the land	Where Council is the collecting agency	CEO

	component of an infrastructure contribution to be secured to Council's satisfaction		
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Where Council is the collecting agency	CEO
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Where Council is the collecting agency	CEO
s 46GY(1)	Duty to keep proper and separate accounts and records	Where Council is the collecting agency	CEO
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 1989	Where Council is the collecting agency	CEO
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is that planning authority	CEO
s 46GZ(2)(a)	Function of receiving the monetary component	Where the Council is the planning authority  This duty does not apply where Council is also the collecting agency	CEO
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency	DOP, MDC, PO, SPO

s 46GZ(2)(b)	Function of receiving the monetary component.	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency	CEO
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency	DOP, MDC, MFS, PO, RC, SPO
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Where Council is the development agency specified in the approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency	CEO
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)	DOP, FA, MDC, MFS, PO, SPO

		Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency	
s 46GZ(9)	Function of receiving the fee simple in the land	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency	CEO
s 46GZA(1)	Duty to keep proper and separate accounts and records	Where Council is the development agency under an approved infrastructure contributions plan	CEO
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 1989	Where Council is a development agency under an approved infrastructure contributions plan	DOP, MDC, PO, SPO
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Where Council is a development agency under an approved infrastructure contributions plan	CEO
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	If the VPA is the collecting agency under an approved infrastructure contributions plan  Where Council is a development agency under an approved infrastructure contributions plan	DOP, MDC
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	Where Council is the development agency under an approved infrastructure contributions plan	CEO
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO

s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Where Council is the collecting agency under an approved infrastructure contributions plan	DOP, FA, MDC, MFS, PO, SPO
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency	DOP, MDC, MFS
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency	CEO
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Where Council is the development agency under an approved infrastructure contributions plan	CEO
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	Where Council is the development agency under an approved infrastructure contributions plan	CEO
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	Where Council is the collection agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the development agency	CEO
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of	Where Council is the collecting agency under an approved infrastructure	CEO

	each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	contributions plan	
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Where Council is the collecting agency under an approved infrastructure contributions plan	CEO
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Where Council is a collecting agency or development agency	DOP, MDC
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Where Council is a collecting agency or development agency	CEO
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)		CEO
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy		DOP
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Not delegated - power remains with CEO	CEO
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy		DOP
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit		DOP, MDC
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy		DOP

s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured		DOP
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Not delegated - power remains with CEO	CEO
s 46Q(1)	Duty to keep proper accounts of levies paid		MFS
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency		DOP, FA, MDC, MFS
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc		DOP, MDC
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Only applies when levy is paid to Council as a 'development agency';	DCS
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister	DOP, FA, MDC, MFS
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Must be done in accordance with Part 3	DOP

s46Q(4)(e)	Duty to expend that amount on other works etc.	With the consent of, and in the manner approved by, the Minister	DOP
§ 46QC	Power to recover any amount of levy payable under Part 3B		DCS
s 46QD	Duty to prepare report and give a report to the Minister	Where Council is a collecting agency or development agency	DOP, MDC
§ 47	Power to decide that an application for a planning permit does not comply with that Act		DOP, MDC
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits		MDC
§ 49(2)	Duty to make register available for inspection		MDC
s 50(4)	Duty to amend application		MDC
§ 50(45)	Power to refuse to amend application		DOP, MDC
s 50(6)	Duty to make note of amendment to application in register		MDC, PO, SPO
s.50(6)	duty to make note of amendment to application in register		MDC
s 50A(1)	Power to make amendment to application		DOP, MDC, PO, SPO
§ 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been		DOP, MDC, PO, SPO



	given		
s 50A(4)	Duty to note amendment to application in register		MDC, PO, SPO
s 51	Duty to make copy of application available for inspection		MDC, PO, SPO
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person		MDC, PO, SPO
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate		MDC, PO, SPO
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme		MDC, PO, SPO
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant		MDC, PO, SPO
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant		MDC, PO, SPO
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected		MDC, PO, SPO
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant		MDC, PO, SPO

s 52(3)	Power to give any further notice of an application where appropriate		DOP, MDC, PO, SPO
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it		DOP, MDC, PO, SPO
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)		DOP, MDC, PO, SPO
s 54(1)	Power to require the applicant to provide more information		DOP, MDC, PO, SPO
s 54(1A)	Duty to give notice in writing of information required under s 54(1)		MDC, PO, SPO
s 54(1B)	Duty to specify the lapse date for an application		MDC, PO, SPO
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information		DOP, MDC, PO, SPO
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)		MDC, PO, SPO
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme		MDC, PO, SPO
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector		DOP, MDC
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go		MDC, PO, SPO

s 57(5)	Duty to make available for inspection copy of all objections		MDC, PO, SPO
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)		MDC, PO, SPO
s 57A(5)	Power to refuse to amend application		DOP, MDC
s 57A(6)	Duty to note amendments to application in register		MDC, PO, SPO
s 57B(1)	Duty to determine whether and to whom notice should be given		MDC, PO, SPO
s 57B(2)	Duty to consider certain matters in determining whether notice should be given		MDC, PO, SPO
s 57C(1)	Duty to give copy of amended application to referral authority		MDC, PO, SPO
s 58	Duty to consider every application for a permit		MDC, PO, SPO
s 58A	Power to request advice from the Planning Application Committee		DOP, MDC
s 60	Duty to consider certain matters		MDC, PO, SPO
s 60(1A)	Duty to consider certain matters		DOP, MDC, PO, SPO
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect		DOP, MDC, PO, SPO

s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006	DOP, MDC, PO, SPO
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit		DOP, MDC, PO, SPO
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit		DOP, MDC, PO, SPO
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit		MDC
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant		DOP, MDC, PO, SPO
s 62(1)	Duty to include certain conditions in deciding to grant a permit		DOP, MDC, PO, SPO
s 62(2)	Power to include other conditions		DOP, MDC, PO, SPO
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)		DOP, MDC, PO, SPO
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan		DOP, MDC, PO, SPO
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement		DOP, MDC

s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant		DOP, MDC, PO, SPO
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)		DOP, MDC, PO, SPO
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)		DOP, MDC, PO, SPO
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)		DOP, MDC, PO, SPO
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	This provision applies also to a decision to grant an amendment to a permit - see s 75	MDC, PO, SPO
s 64(3)	Duty not to issue a permit until after the specified period	This provision applies also to a decision to grant an amendment to a permit - see s 75	DOP, MDC, PO, SPO
s 64(5)	Duty to give each objector a copy of an exempt decision	This provision applies also to a decision to grant an amendment to a permit - see s 75	MDC, PO, SPO
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	This provision applies also to a decision to grant an amendment to a permit - see s 75A	DOP, MDC, PO, SPO
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57		MDC, PO, SPO

s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities		MDC, PO, SPO
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority	MDC, PO, SPO
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	MDC, PO, SPO
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	MDC, PO, SPO
s 69(1)	Function of receiving application for extension of time of permit		MDC, PO, SPO
s 69(1A)	Function of receiving application for extension of time to complete development		MDC, PO, SPO
s 69(2)	Power to extend time		DOP, MDC, PO, SPO
s 70	Duty to make copy permit available for inspection		MDC, PO, SPO
s 71(1)	Power to correct certain mistakes		DOP, MDC, PO, SPO
s 71(2)	Duty to note corrections in register		MDC, PO, SPO
s 73	Power to decide to grant amendment subject		DOP, MDC,

	to conditions		PO, SPO
s 74	Duty to issue amended permit to applicant if no objectors		DOP, MDC, PO, SPO
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit		MDC, PO, SPO
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice		MDC, PO, SPO
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority	MDC, PO, SPO
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	MDC, PO, SPO
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit	MDC, PO, SPO
s 76D	Duty to comply with direction of Minister to issue amended permit		DOP, MDC, PO, SPO
s 83	Function of being respondent to an appeal		DOP, MDC
s 83B	Duty to give or publish notice of application for review		MDC, PO, SPO

s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit		DOP, MDC, PO, SPO
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit		DOP, MDC, PO, SPO
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit		MDC, PO, SPO
s 84(6)	Duty to issue permit on receipt of advice within 3 working days		DOP, MDC, PO, SPO
s 84AB	Power to agree to confining a review by the Tribunal		DOP, MDC
s 86	Duty to issue a permit at order of Tribunal within 3 working days		DOP, MDC, PO, SPO
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Not delegated - power remains with CEO	CEO
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit		DOP, MDC, PO, SPO
s 91(2)	Duty to comply with the directions of VCAT		DOP, MDC, PO, SPO
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs		DOP, MDC, PO, SPO
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90		MDC, PO, SPO
s 93(2)	Duty to give notice of VCAT order to stop		MDC, PO,



	development		SPO
§ 95(3)	Function of referring certain applications to the Minister	Not delegated - power remains with CEO	CEO
§ 95(4)	Duty to comply with an order or direction		DOP, MDC, PO, SPO
§ 96(1)	Duty to obtain a permit from the Minister to use and develop its land		DOP, MDC
§ 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Not delegated - power remains with CEO	CEO
§ 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment		DOP, MDC
§ 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C		DOP, MDC
§ 96F	Duty to consider the panel's report under s 96E		MDC
§ 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)		DOP, MDC
§ 96H(3)	Power to give notice in compliance with Minister's direction		DOP, MDC
§ 96J	Power to issue permit as directed by the		DOP, MDC

	Minister		
s 96K	Duty to comply with direction of the Minister to give notice of refusal		MDC
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate		DOP, MDC, PO, SPO
s 97C	Power to request Minister to decide the application	Not delegated - power remains with CEO	CEO
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application		DOP, MDC, PO, SPO
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister		MDC, PO, SPO
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection		MDC, PO, SPO
s 97L	Duty to include Ministerial decisions in a register kept under s 49		MDC, PO, SPO
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance		MDC
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate		MDC
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Not delegated - power remains with CEO	CEO
s 97Q(4)	Duty to comply with directions of VCAT		MDC
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions		MDC
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Not delegated - power remains with CEO	CEO
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be		MDC

	claimed		
s 101	Function of receiving claim for expenses in conjunction with claim	Not delegated - power remains with CEO	CEO
s 103	Power to reject a claim for compensation in certain circumstances	Not delegated - power remains with CEO	CEO
s.107(1)	function of receiving claim for compensation	Not delegated - power remains with CEO	CEO
s 107(3)	Power to agree to extend time for making claim	Not delegated - power remains with CEO	CEO
s 114(1)	Power to apply to the VCAT for an enforcement order		DOP, LLPCO, MDC
s 117(1)(a)	Function of making a submission to the VCAT where objections are received		MDC
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made		DOP, LLPCO, MDC
s 123(1)	Power to carry out work required by enforcement order and recover costs		DOP, LLPCO, MDC
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Except Crown Land	DOP, MDC
s 129	Function of recovering penalties		MFS
s 130(5)	Power to allow person served with an infringement notice further time		DOP, MDC
s 149A(1)	Power to refer a matter to the VCAT for determination		DOP, MDC
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement		DOP, MDC
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it	Where Council is the relevant planning authority Not delegated - power remains with CEO	CEO

	under s 156(4)		
§ 171(2)(f)	Power to carry out studies and commission reports		DOP, MDC
§ 171(2)(g)	Power to grant and reserve easements		CEO
§ 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Where Council is a development agency specified in an approved infrastructure contributions plan	CEO
§ 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Where Council is a collecting agency specified in an approved infrastructure contributions plan	CEO
s.171(2)(g)	power to grant and reserve easements		MDC
§ 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Where Council is the development agency specified in an approved infrastructure contributions plan	CEO
§ 173(1)	Power to enter into agreement covering matters set out in s 174	Not delegated - power remains with CEO	CEO
§ 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Where Council is the relevant responsible authority	CEO
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority		DOP, MDC
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority		DOP, MDC
§ 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any		DOP, MDC

	covenant in the agreement or otherwise in accordance with Division 2 of Part 9		
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9		DOP, MDC
s 178A(1)	Function of receiving application to amend or end an agreement		MDC
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)		MDC
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal		MDC
s 178A(5)	Power to propose to amend or end an agreement		DOP, MDC
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement		MDC
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement		MDC
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end		MDC
s 178C(4)	Function of determining how to give notice under s 178C(2)		MDC
s 178E(1)	Duty not to make decision until after 14 days after notice has been given		MDC

s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	If no objections are made under s 178D  Must consider matters in s 178B	DOP, MDC
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal.	If no objections are made under s 178D  Must consider matters in s 178B	DOP, MDC
s 178E(2)(c)	Power to refuse to amend or end the agreement	If no objections are made under s 178D  Must consider matters in s 178B	DOP, MDC
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	After considering objections, submissions and matters in s 178B	DOP, MDC
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	After considering objections, submissions and matters in s 178B	DOP, MDC
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	After considering objections, submissions and matters in s 178B	DOP, MDC
s 178E(3)(d)	Power to refuse to amend or end the agreement	After considering objections, submissions and matters in s 178B	DOP, MDC
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)		MDC
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)		MDC
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn		MDC

s 178G	Duty to sign amended agreement and give copy to each other party to the agreement		MDC
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement		DOP, MDC
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land		MDC
s 179(2)	Duty to make available for inspection copy agreement		MDC
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General		MDC
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement.		DOP, MDC
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement		MDC
s 182	Power to enforce an agreement		DOP, LLPCO, MDC
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement		MDC
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision		DOP, MDC

s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement		MDC
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement.		MDC
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision		MDC
s 184G(2)	Duty to comply with a direction of the Tribunal		MDC
s 184G(3)	Duty to give notice as directed by the Tribunal		MDC
s 198(1)	Function to receive application for planning certificate		MDC, PO, SPO
s 199(1)	Duty to give planning certificate to applicant		MDC, PO, SPO
s 201(1)	Function of receiving application for declaration of underlying zoning		MDC
s 201(3)	Duty to make declaration		MDC
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council		DOP, MDC



	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Does not apply to the refusal of any permit application or amendment	DOP, MDC
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit		DOP, MDC, PO, SPO
	Power to give written authorisation in accordance with a provision of a planning scheme		DOP, MDC, PO, SPO
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district		DOP, MDC
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible		DOP, MDC
s 224(8)	duty to provide information requested by Victoria Planning Authority under s 201UAB(1) not yet provided to Growth Areas Authority to Victorian Planning Authority		DOP, MDC
<b>Rail Safety (Local Operations) Act 2006</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
s 33	Duty to comply with a direction of the Safety Director under s 33	Where Council is a utility under s 3	MAI
s 33A	Duty to comply with a direction of the Safety Director to give effect to arrangements under s 33A	Duty of Council as a road authority under the Road Management Act 2004	MAI
s 34	Duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s 33(1)	Where Council is a utility under s 3	MAI

s 34C(2)	Function of entering into safety interface agreements with rail infrastructure manager	Where Council is the relevant road authority Not delegated - power remains with the CEO	CEO
s 34D(1)	Function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	Where Council is the relevant road authority	DE, MAI
s 34D(2)	Function of receiving written notice of opinion	Where Council is the relevant road authority	MAI
s 34D(4)	Function of entering into safety interface agreement with infrastructure manager	Where Council is the relevant road authority Not delegated - power remains with the CEO	CEO
s 34E(1)(a)	Duty to identify and assess risks to safety	Where Council is the relevant road authority	DE, MAI, MW
s 34E(1)(b)	Duty to determine measures to manage any risks identified and assessed having regard to items set out in s 34E(2)(a)-(c)	Where Council is the relevant road authority	DE, MAI
s 34E(3)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	Where Council is the relevant road authority Not delegated - power remains with the CEO	CEO
s 34F(1)(a)	Duty to identify and assess risks to safety, if written notice has been received under s 34D(2)(a)	Where Council is the relevant road authority	DE, MAI
s 34F(1)(b)	Duty to determine measures to manage any risks identified and assessed, if written notice has been received under s 34D(2)(a)	Where Council is the relevant road authority	DE, MAI
s 34F(2)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	Where Council is the relevant road authority Not delegated - power remains with the CEO	CEO
s 34H	Power to identify and assess risks to safety as required under s 34B, 34C, 34D, 34E or 34F in accordance with s 34H(a)-(c)	Where Council is the relevant road authority	DE, DOP, MAI

s 34I	Function of entering into safety interface agreements	Where Council is the relevant road authority Not delegated - power remains with the CEO	CEO
s 34J(2)	Function of receiving notice from Safety Director	Where Council is the relevant road authority	MAI
s 34J(7)	Duty to comply with a direction of the Safety Director given under s 34J(5)	Where Council is the relevant road authority	MAI
s 34K(2)	Duty to maintain a register of items set out in s 34K(a)-(b)	Where Council is the relevant road authority	DE, MAI
<b>Residential Tenancies Act 1997</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
s 142D	Function of receiving notice regarding an unregistered rooming house		SPHO
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district		SPHO
s 142G(2)	Power to enter certain information in the Rooming House Register		SPHO
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry		SPHO
s 252	Power to give tenant a notice to vacate rented premises if s 252(1) applies	Where Council is the landlord Not delegated - power remains with the CEO	CEO
s 262(1)	Power to give tenant a notice to vacate rented premises	Where Council is the landlord Not delegated - power remains with the CEO	CEO

s 262(3)	Power to publish its criteria for eligibility for the provision of housing by Council	Not delegated - power remains with CEO	CEO
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements		SPHO
s 522(1)	Power to give a compliance notice to a person		MBS, MDC, PHO, SPHO
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	Not delegated - power remains with CEO	CEO
s 525(4)	Duty to issue identity card to authorised officers		MOD
s 526(5)	Duty to keep record of entry by authorised officer under s 526		MBS, MDC, PHO, SPHO
s 526A(3)	Function of receiving report of inspection		SPHO
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Not delegated - power remains with CEO	CEO
<b>Road Management Act 2004</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Obtain consent in circumstances specified in s 11(2)Not delegated - power remains with the CEO	CEO
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette		DOP, GIS, MAI

s 11(9)(b)	Duty to advise Registrar		GIS
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Subject to s 11(10A)	ABC, MAI
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Where Council is the coordinating road authority	ABC, MAI
s 12(2)	Power to discontinue road or part of a road	Where Council is the coordinating road authority Not delegated - power remains with the CEO	CEO
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	Power of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies	DOP, MAI
s 12(5)	Duty to consider written submissions received within 28 days of notice	Duty of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies	MAI
s 12(6)	Function of hearing a person in support of their written submission	Function of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies	MAI
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	Duty of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies Not delegated - power remains with the CEO	CEO
s 12(10)	Duty to notify of decision made	Duty of coordinating road authority where it is the discontinuing body  Does not apply where an exemption is specified by the regulations or given by	MAI

		the Minister	
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate Not delegated - power remains with the CEO	CEO
s 14(4)	Function of receiving notice from VicRoads		MAI
s 14(7)	Power to appeal against decision of VicRoads	Not delegated - power remains with CEO	CEO
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Not delegated - power remains with CEO	CEO
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Not delegated - power remains with CEO	CEO
s 15(2)	Duty to include details of arrangement in public roads register		MAI
s 16(7)	Power to enter into an arrangement under s 15	Not delegated - power remains with CEO	CEO
s 16(8)	Duty to enter details of determination in public roads register		MAI
s 17(2)	Duty to register public road in public roads register	Where Council is the coordinating road authority	MAI
s 17(3)	Power to decide that a road is reasonably required for general public use	Where Council is the coordinating road authority Not delegated - power remains with the CEO	CEO

s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Where Council is the coordinating road authority	MAI
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Where Council is the coordinating road authority Not delegated - power remains with the CEO	CEO
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Where Council is the coordinating road authority	MAI
s 18(1)	Power to designate ancillary area	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2) Not delegated - power remains with the CEO	CEO
s 18(3)	Duty to record designation in public roads register	Where Council is the coordinating road authority	MAI
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority		MAI
s 19(4)	Duty to specify details of discontinuance in public roads register		MAI
s 19(5)	Duty to ensure public roads register is available for public inspection		MAI
s 21	Function of replying to request for information or advice	Obtain consent in circumstances specified in s 11(2)	MAI
s 22(2)	Function of commenting on proposed direction	Not delegated - power remains with the CEO	CEO
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.		DCS

s 22(5)	Duty to give effect to a direction under s 22		MAI
s 40(1)	Duty to inspect, maintain and repair a public road.		ABC, AMW, MAI, MW, PMC, TL, WC
s 40(5)	Power to inspect, maintain and repair a road which is not a public road		AMW, DOP, MAI, MW, TL, WC
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Not delegated - power remains with CEO	CEO
s 42(1)	Power to declare a public road as a controlled access road	Power of coordinating road authority and sch 2 also applies Not delegated - power remains with the CEO	CEO
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Power of coordinating road authority and sch 2 also applies Not delegated - power remains with the CEO	CEO
s 42A(3)	Duty to consult with VicRoads before road is specified	Where Council is the coordinating road authority  If road is a municipal road or part thereof Not delegated - power remains with the CEO	CEO
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Where Council is the coordinating road authority  If road is a municipal road or part thereof and where road is to be specified a freight road Not delegated - power remains with the CEO	CEO
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Where Council is the responsible road authority, infrastructure manager or works manager	ABC, AMW, MAI, MW, PMC



s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M		ABC, MAI
s.48N	duty to notify the relevant authority of the location of the bus stopping point and the action taken by council		MAI
s 49	Power to develop and publish a road management plan	Not delegated - power remains with CEO	CEO
s 51	Power to determine standards by incorporating the standards in a road management plan	Not delegated - power remains with CEO	CEO
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Not delegated - power remains with CEO	CEO
s 54(2)	Duty to give notice of proposal to make a road management plan		ABC
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals		ABC
s 54(6)	Power to amend road management plan	Not delegated - power remains with CEO	CEO
s 54(7)	Duty to incorporate the amendments into the road management plan		ABC
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper		ABC
s 63(1)	Power to consent to conduct of works on	Where Council is the coordinating road	AA, ABC,

	road	authority	AMW, DE, DOP, MAI, MERO, MW, PMC, TL, TLTS, TO, WC
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Where Council is the infrastructure manager	DMERO, MERO
s 64(1)	Duty to comply with cl 13 of sch 7	Where Council is the infrastructure manager or works manager	AA, ABC, AMW, DOP, MAI, MERO, MW, PMC, TL, TLTS, TO
s 66(1)	Power to consent to structure etc	Where Council is the coordinating road authority	DOP, LLPCO, MAI, MDC
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Where Council is the coordinating road authority	LLPCO, MAI, MDC
s 67(3)	Power to request information	Where Council is the coordinating road authority	DOP, MAI, MDC
s 68(2)	Power to request information	Where Council is the coordinating road authority	DOP, MAI, MDC
s 71(3)	Power to appoint an authorised officer	Not delegated - power remains with CEO	CEO
s 72	Duty to issue an identity card to each authorised officer		MOD
s 85	Function of receiving report from authorised officer		DOP
s 86	Duty to keep register re s 85 matters		DOP

s 87(1)	Function of receiving complaints	Not delegated - power remains with CEO	CEO
s 87(2)	Duty to investigate complaint and provide report	Not delegated - power remains with CEO	CEO
s 112(2)	Power to recover damages in court	Not delegated - power remains with CEO	CEO
s 116	Power to cause or carry out inspection		DOP, MAI, MW
s 119(2)	Function of consulting with VicRoads		MAI, MW
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of VicRoads)		ABC, AMW, DOP, MAI, MW, PMC
s 120(2)	Duty to seek consent of VicRoads to exercise road management functions before exercising power in s 120(1)		MAI, MW
s 121(1)	Power to enter into an agreement in respect of works		ABC, AMW, DE, DMERO, DOP, MAI, MERO, MW, PMC, TL, TLTS, TO
s 122(1)	Power to charge and recover fees		ABC, AMW, DE, DOP, MAI, MFS, MW, PMC, WC
s 123(1)	Power to charge for any service		ABC, AMW, DE, DOP, MAI, MW, PMC, TO, WC
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Not delegated - power remains with CEO	CEO

sch 2 cl 3(1)	Duty to make policy about controlled access roads	Not delegated - power remains with CEO	CEO
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Not delegated - power remains with CEO	CEO
sch 2 cl 4	Function of receiving details of proposal from VicRoads		MAI
sch 2 cl 5	Duty to publish notice of declaration		GIS, MAI
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Where Council is the infrastructure manager or works manager	MAI, MW
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Where Council is the infrastructure manager or works manager	MAI, MW
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure	MAI, MW
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Where Council is the infrastructure manager or works manager	MAI, MW
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Where Council is the infrastructure manager or works manager	MAI, MW

sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Where Council is the coordinating road authority	DOP, MAI, MW
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Where Council is the coordinating road authority	DOP, MAI, MW
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Where Council is the coordinating road authority	MAI, MW
sch 7 cl 12(5)	Power to recover costs	Where Council is the coordinating road authority	DOP, MAI, MW
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Where Council is the works manager	MAI, MW
sch 7 cl 13(2)	Power to vary notice period	Where Council is the coordinating road authority	DOP, MAI, MW
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Where Council is the infrastructure manager	MAI, MW
sch 7 cl 16(1)	Power to consent to proposed works	Where Council is the coordinating road authority	ABC, AMW, DE, DMERO, DOP, MAI, MERO, MW, PMC, TL, TLTS, TO, WC
sch 7 cl 16(4)	Duty to consult	Where Council is the coordinating road authority, responsible authority or infrastructure manager	ABC, AMW, DE, DMERO, DOP, MAI, MERO, MW, PMC, TL, TLTS, TO, WC
sch 7 cl	Power to consent to proposed works	Where Council is the coordinating road	AA, ABC, AMW, DE,

16(5)		authority	DMERO, DOP, MAI, MERO, MW, PMC, TL, TLTS, TO, WC
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Where Council is the coordinating road authority	AA, ABC, AMW, DE, DMERO, DOP, GIS, MAI, MERO, MW, PMC, TL, TLTS, TO, WC
sch 7 cl 16(8)	Power to include consents and conditions	Where Council is the coordinating road authority	AA, ABC, AMW, DE, DMERO, DOP, MAI, MERO, MW, PMC, TL, TLTS, TO, WC
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Where Council is the coordinating road authority	AA, ABC, AMW, DE, DMERO, DOP, MAI, MERO, MW, PMC, TL, TLTS, TO, WC
sch 7 cl18(1)	Power to enter into an agreement	Where Council is the coordinating road authority	AA, ABC, AMW, DE, DMERO, DOP, MAI, MERO, MW, PMC, TL, TLTS, TO, WC
sch7 cl 19(1)	Power to give notice requiring rectification of works	Where Council is the coordinating road authority	AA, ABC, AMW, DE, DMERO, DOP, MAI, MERO, MW, PMC, TL, TLTS, TO, WC
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Where Council is the coordinating road authority	ABC, AMW, DE, DMERO, DOP, MAI, MERO, MW

			PMC, TL, TLTS, TD, WC
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Where Council is the coordinating road authority	DOP, MAI
sch 7A cl 2	Power to cause street lights to be installed on roads	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	DOP, GIS, MAI
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Where Council is the responsible road authority	MAI
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Where Council is the responsible road authority	MAI
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)	MAI
<b>Planning and Environment Regulations 2015</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
r.6	duty of responsible authority to provide copy of matter considered under section 60(1A)(g) for inspection free of charge		MDC
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	where Council is not the planning authority and the amendment affects land within Council's municipal district; or  where the amendment will amend the planning scheme to designate Council as an acquiring authority.	MDC
r.21	power of responsible authority to require a permit applicant to verify information (by		DOP, MDC,

	statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act		PQ, SPO
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	where Council is the responsible authority	MDC
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	where Council is not the responsible authority but the relevant land is within Council's municipal district	MDC, PQ, SPO
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	where Council is not the planning authority and the amendment affects land within Council's municipal district; or  where the amendment will amend the planning scheme to designate Council as an acquiring authority.	MDC
r.55	duty of responsible authority to tell Registrar of Titles under section 183 of the Act of the cancellation or amendment of an agreement		MDC
<b>Planning and Environment (Fees) Further Interim Regulations 2013</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
r.16	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme		DOP
r.17	power to waive or rebate a fee relating to an amendment of a planning scheme		DOP
r.18	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.16 or 17		MDC
<b>Planning and Environment (Fees) Regulations 2016</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
r.16	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme		DOP



r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme		DOP
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme		CEO
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20		DOP, MDC, PO, SPO
<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
r 7	Function of entering into a written agreement with a caravan park owner		SPHO
r 11	Function of receiving application for registration		SPHO
r 13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations		SPHO
r 13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations		SPHO
r 13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations		DOP, SPHO
r 13(4) & (5)	Duty to issue certificate of registration		SPHO
r 15(1)	Function of receiving notice of transfer of ownership		SPHO
r 15(3)	Power to determine where notice of transfer is displayed		SPHO
r 16(1)	Duty to transfer registration to new caravan park owner		SPHO

r 16(2)	Duty to issue a certificate of transfer of registration		SPHO
r 17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration		SPHO
r 18	Duty to keep register of caravan parks		SPHO
r 19(4)	Power to determine where the emergency contact person's details are displayed		SPHO
r 19(6)	Power to determine where certain information is displayed		SPHO
r 22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner		SPHO
r 22A(2)	Duty to consult with relevant emergency services agencies		SPHO
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures		SPHO
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings		SPHO
r 25(3)	Duty to consult with relevant floodplain management authority		SPHO
r 26	Duty to have regard to any report of the relevant fire authority		SPHO
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling		SPHO
r 39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe		MBS, MDC, PHO, SPHO

r 39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe		MBS, MDC, PHO, SPHO
r 40(4)	Function of receiving installation certificate		MBS, MDC, PHO, SPHO
r 42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling		DOP, MBS, MDC, PHO, SPHO
sch 3 cl4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling		DOP, MBS, MDC, PHO, SPHO
<b>Road Management (General) Regulations 2005</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
r.501(4)	power to charge fee for issuing permit under regulation 501(1)	where council is the coordinating road authority	AA, DE, DOP, GIS, MAI, TO
<b>Road Management (General) Regulations 2016</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
r 8(1)	Duty to conduct reviews of road management plan		ABC, MAI
r.9(2)	duty to give notice of review of road management plan		ABC
r 9(2)	Duty to produce written report of review of road management plan and make report available		ABC, MAI
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Where Council is the coordinating road authority	ABC, MAI

r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act		ABC, MAI
r 13(1)	Duty to publish notice of amendments to road management plan	where Council is the coordinating road authority	ABC, MAI
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment		ABC, MAI
r 16(3)	Power to issue permit	Where Council is the coordinating road authority	ABC, AGO, DE, DOP, MAI, TO
r 18(1)	Power to give written consent re damage to road	Where Council is the coordinating road authority	ABC, DE, DOP, MAI
r 23(2)	Power to make submission to Tribunal	Where Council is the coordinating road authority	DOP, MDC
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Where Council is the coordinating road authority	ABC, AGO, AOO, DE, MAI, RC, TO
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Where Council is the responsible road authority	ABC, AMW, DMERO, DOP, LLO, LLPCO, MAI, MERO, MW, R, TL, TLTS, WC
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Where Council is the responsible road authority	DOP
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Not delegated - power remains with CEO	CEO
<b>Road Management (Works and Infrastructure) Regulations 2015</b>			
<b>Provision</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>

r.10	power to exempt a person from requirement under clause 13(1) of Schedule 7 to the Act to give notice as to the completion of those works	where council is the coordinating road authority and where consent given under section 63(1) of the Act Not delegated - power remains with the CEO	CEO
r.18(2)	power to waive whole or part of fee in certain circumstances	where council is the coordinating road authority	DOP
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act	AA, ABC, AMW, DE, DMERO, DOP, MAI, MERO, MW, PMC, TL, TLTS, TO, WC
r 22(2)	Power to waive whole or part of fee in certain circumstances	Where Council is the coordinating road authority	DOP, MAI, MW

**9.6 FINANCE REPORT FOR THE PERIOD ENDING 31 JULY 2019**

**File Number:** 08/06/001  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** 1. Finance Report for period ending 31 July 2019

**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 31 July 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 2019/20 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 2019/20.

**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 31 July 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 2019/20 Budget, and includes operating results, capital expenditure and funding sources.

The report this month does not provide explanation on budget timing variances as this timing work has not been completed for 2019/20. This will occur during August 2019.

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 by \$242K to \$391K due to an increase in the carry forward amount from 2018/19.

**Income Statement (revenue)** - Council's year to date (YTD) operating revenue is at 28% of YTD budget. Revenue brought to account for July was \$644K.

**Income Statement (expenditure)** - Council's operating expenditure is at 91% of YTD budget. Payments for this month totalled just over \$3.15M.

**Capital Works** - The revised budget for capital works is \$18.17M and is 2% complete in financial terms for the current financial year.

**Balance Sheet** - Council has a cash total of \$23.7M with \$2.2M in general accounts. Debtors are \$2.29M which is a decrease of \$52K in the month. Sundry debtors total \$2.17M with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$133K.

### 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 2019/20.

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 or occurs 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 31 JULY 2019





## CONTENTS

INTRODUCTION.....	3
<b>1 CASH SURPLUS POSITION .....</b>	<b>3</b>
1.1 Budget revisions .....	3
1.1.1 Accumulated surplus carried forward.....	3
1.1.2 Capital expenditure reserve.....	3
1.1.3 Unspent grants reserve .....	3
<b>2 STANDARD INCOME STATEMENT .....</b>	<b>4</b>
2.1 Operating revenue .....	4
2.1.1 Interest income.....	4
2.2 Operating expenditure.....	5
2.2.1 Payments .....	5
2.3 Operating surplus.....	5
2.4 Capital expenditure .....	5
<b>3 STANDARD BALANCE SHEET .....</b>	<b>5</b>
3.1 Cash .....	5
3.2 Receivables .....	6
3.2.1 Debtors.....	6
3.2.2 Rates debtors .....	6
3.2.3 Sundry debtors .....	7
3.2.4 Supplementary valuations .....	7
3.3 Water rights.....	7
<b>APPENDIX 1: STANDARD INCOME STATEMENT .....</b>	<b>8</b>
<b>APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT .....</b>	<b>9</b>
<b>APPENDIX 3: STANDARD BALANCE SHEET .....</b>	<b>10</b>

## INTRODUCTION

During July 2019, staff within the Finance Department have been busy preparing the Draft Financial Statements and Draft Performance Statements in preparation for the auditors arrival in August 2019. Work has also commenced on budget revisions and reserve movements to ensure projects not completed in 2018/19 have a budget to progress forward with in 2019/20.

### 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 \$148,933 to \$390,675.

These revisions are summarised below:

Item	Original Budget	July Finance Report	Change \$
Operating revenue	\$26,508,108	\$27,909,382	\$1,401,274
Operating expenditure	(\$31,322,355)	(\$34,778,473)	(\$3,456,118)
Transfers from reserves	\$7,812,974	\$14,497,384	\$6,684,410
Transfers to reserves	(\$2,618,186)	(\$2,741,392)	(\$123,206)
Other funding decisions	\$429,537	\$383,617	(\$45,920)
Capital expenditure	(\$13,683,842)	(\$18,171,674)	(\$4,487,832)
Other non cash adjustments	\$9,431,014	\$9,431,014	\$0
Accumulated surplus carried forward	\$3,591,683	\$3,860,817	\$269,134
<b>Closing surplus (deficit) as reported in Appendix 2</b>	<b>\$148,933</b>	<b>\$390,675</b>	<b>\$241,742</b>

Major changes are highlighted below and although some items listed above have a larger overall adjustment, they are made up of numerous smaller changes.

##### 1.1.1 Accumulated surplus carried forward

The Original Budget expected a carried forward surplus of \$3,591,683 to be included in the opening balance for 2019/20.

The actual carried forward surplus was \$3,860,817 which is an additional \$269,817 and an increase in available surplus for the 2019/20 financial year.

##### 1.1.2 Capital expenditure reserve

At the end of the 2018/19 financial year an actual amount of \$2.16M was carried over via the Capital Expenditure Reserve. This amount has now been returned in full to the various related projects.

##### 1.1.3 Unspent grants reserve

At the end of the 2018/19 financial year an actual amount of \$4.17M was carried over via the Unspent Grants Reserve. This amount has now been returned in full to the various related projects.

Further reserve movements are expected to occur in August 2019.



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 July was \$2.54M.

Expenditure YTD is at 91% compared to YTD budget.

**2.2.1 Payments**

During the month the following payments were made:

Creditor payments - cheque	\$30,869.32
Creditor payments - electronic funds transfer	\$2,210,556.88
Payroll (2 pays)	<u>\$605,360.03</u>
<b>TOTAL</b>	<b><u>\$3,146,786.23</u></b>

**2.3 Operating surplus**

The operating deficit to date is \$1.4M.

**2.4 Capital expenditure**

Total capital works expenditure for July was \$440K.

The total revised budget for the 2019/20 capital works program is \$15.7M.

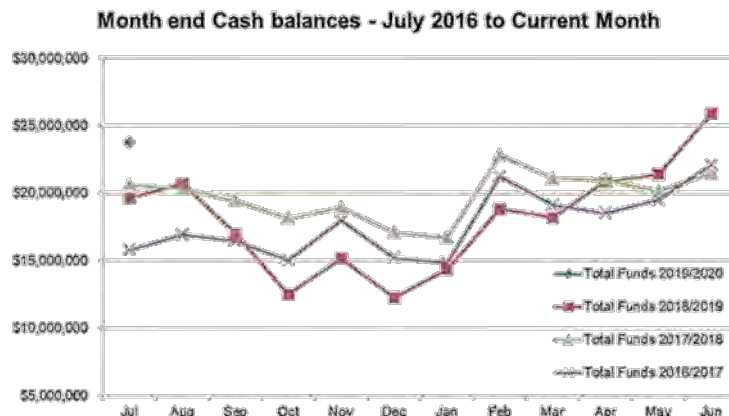
The total capital works expenditure is 2% complete in financial terms.

**3 STANDARD BALANCE SHEET**

**3.1 Cash**

At the end of the month, Council's overall cash total was \$23.7M which includes a balance of \$2.2M in general accounts.

Month end balances for Council's cash, from July 2016 until the current month, are reflected in the graph that follows:



3.2 Receivables

3.2.1 Debtors

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

Monthly Debtor Balances – by Debtor Category					
Debtor category	July 2019	March 2019	April 2019	May 2019	July 2019
Rates	10,534,777	1,087,717	694,722	500,790	82,595
Fire Services Property Levy	1,159,547	153,401	143,998	84,374	45,292
<b>Total Rates &amp; Fire Services Property Levy</b>	<b>11,694,324</b>	<b>1,241,118</b>	<b>1,138,718</b>	<b>585,164</b>	<b>127,887</b>
Sundry debtors	405,175	776,423	554,207	1,754,893	2,156,331
Community loans/advances	3,600	3,600	3,600	3,600	2,400
Long term loans/advances	80,000	-	-	-	-
Employee superannuation	7,625	-	13,937	3,676	7,659
Magistrates court fines	100,319	129,719	100,319	100,319	100,319
LESS provision for doubtful debts	(112,950)	(112,950)	(112,950)	(112,950)	(112,950)
<b>Total</b>	<b>12,175,092</b>	<b>2,821,909</b>	<b>1,783,230</b>	<b>2,332,002</b>	<b>2,281,319</b>

3.2.2 Rates debtors

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

	June 2019 (4/07/2019)	Mar 2019 (4/4/2019)	April 2019 (5/5/2019)	May 2019 (3/5/2019)	July 2019 (3/7/2019)
2009/07	\$ 285	\$ 284	\$ 285	\$ 286	\$ 285
2007/08	\$ 417	\$ 449	\$ 453	\$ 453	\$ 465
2008/09	\$ 435	\$ 467	\$ 472	\$ 473	\$ 485
2009/10	\$ 1,058	\$ 1,785	\$ 1,805	\$ 1,805	\$ 1,843
2010/11	\$ 3,119	\$ 3,273	\$ 3,308	\$ 3,305	\$ 3,382
2011/12	\$ 5,395	\$ 4,597	\$ 4,642	\$ 4,642	\$ 4,756
2012/13	\$ 6,242	\$ 8,948	\$ 3,082	\$ 3,589	\$ 4,081
2013/14	\$ 6,997	\$ 2,591	\$ 2,634	\$ 2,508	\$ 2,427
2013/14 Fire Services Property Levy	\$ 1,763	\$ 859	\$ 869	\$ 809	\$ 787
2014/15	\$ 17,068	\$ 6,068	\$ 6,854	\$ 5,685	\$ 4,670
2014/15 Fire Services Property Levy	\$ 3,125	\$ 1,659	\$ 1,873	\$ 1,629	\$ 1,606
2015/16	\$ 30,347	\$ 14,002	\$ 13,645	\$ 13,305	\$ 13,412
2015/16 Fire Services Property Levy	\$ 4,859	\$ 2,984	\$ 2,684	\$ 2,943	\$ 2,666
2016/17	\$ 56,601	\$ 28,040	\$ 28,357	\$ 27,918	\$ 29,053
2016/17 Fire Services Property Levy	\$ 9,820	\$ 4,941	\$ 4,986	\$ 4,904	\$ 4,790
2017/18	\$ 118,865	\$ 84,774	\$ 67,807	\$ 66,285	\$ 48,573
2017/18 Fire Services Property Levy	\$ 29,081	\$ 11,894	\$ 11,560	\$ 10,851	\$ 9,490
2018/19	\$ -	\$ 326,717	\$ 297,947	\$ 383,205	\$ 4,867
2018/19 Fire Services Property Levy	\$ -	\$ 49,206	\$ 13,767	\$ 65,058	\$ 29,065
2019/20	\$ -	\$ -	\$ -	\$ -	\$ (31,799)
2019/20 Fire Services Property Levy	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-total arrears</b>	<b>\$ 307,246</b>	<b>\$ 526,373</b>	<b>\$ 463,479</b>	<b>\$ 585,064</b>	<b>\$ 127,888</b>
Current year (outstanding but not due)	\$ -	\$ 611,723	\$ 573,444	\$ -	\$ -
Fire Services Property Levy	\$ -	\$ 89,022	\$ 101,185	\$ -	\$ -
<b>Total outstanding</b>	<b>\$ 307,246</b>	<b>\$ 1,241,118</b>	<b>\$ 1,138,118</b>	<b>\$ 585,064</b>	<b>\$ 127,888</b>
<b>Summary</b>					
Rates in arrears	\$ 283,206	\$ 485,990	\$ 471,610	\$ 583,789	\$ 82,520
FSPV in arrears	\$ 24,040	\$ 70,383	\$ 41,869	\$ 84,275	\$ 45,368
<b>Total arrears</b>	<b>\$ 307,246</b>	<b>\$ 526,373</b>	<b>\$ 463,479</b>	<b>\$ 585,064</b>	<b>\$ 127,888</b>

The final rate instalment for 2018/19 was due on 15 May 2019, so all unpaid rates are in arrears and are in process of being followed up with overdue notices.

### 3.2.3 Sundry debtors

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

Current	\$194,109	57%
30 days	\$11,519	3%
60 days	\$40,781	12%
90 + days	\$82,222	27%
<b>Sub total routine debtors</b>	<b>\$338,631</b>	<b>100%</b>
Paid Parental Leave	(\$4,316)	
Government departments	\$1,714,260	
GST	\$117,756	
<b>Total</b>	<b>\$2,166,331</b>	
80 + days consists of:		
Community Wellbeing debtors	\$103,446	
Local community groups	\$913	
Others	\$28,645	
<b>Total</b>	<b>\$133,003</b>	

Total outstanding sundry debtors as at 31 July 2019 are \$2.17M.

The mainstream sundry debtors (\$339K) have been broken into the amount of time they have been outstanding. At the time of this report \$133K or 39% of that total has been outstanding for more than 60 days. All debtors are contacted as a matter of routine.

Government departments have approved a number of grants, and have requested invoices to clear their books. The most significant of these grants is \$1.1M for flood restoration.

### 3.2.4 Supplementary valuations

All rateable and non-rateable supplementary valuations are included in this report. No supplementary valuations received in July 2019, any variations will be processed after rates have been forwarded.

The current balances at end of July 2019 are:

Valuation type	Opening balance	Supplementary changes	Closing balance
Site Value	\$1,554,753,200	\$1,490,900	\$1,556,244,100
Capital Improved Value	\$2,339,522,100	\$7,774,000	\$2,347,296,100
NAV	\$120,033,935	\$393,850	\$120,427,785

The total rateable CIV at the end of July 2019 remains at \$2.34B.

### 3.3 Water rights

Council-owned water rights were valued at \$2.70M at 30 June 2019.

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 2019/20.

**APPENDIX 1: STANDARD INCOME STATEMENT**

	2019/20 Original Budget	2019/20 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
<b>REVENUE FROM ORDINARY ACTIVITIES</b>							
Rates	\$11,027,275	\$11,027,275	\$918,935	\$0	(\$918,935)	0%	0%
Revenue grants	\$6,222,978	\$6,249,529	\$532,122	\$267,620	(\$264,502)	50%	4%
Capital grants	\$5,916,828	\$7,291,452	\$607,618	\$120,000	(\$487,618)	20%	2%
Via Roads	\$524,064	\$524,064	\$43,672	\$44,955	\$1,283	103%	0%
User fees	\$1,836,005	\$1,836,005	\$152,994	\$182,434	\$29,440	119%	10%
Capital contributions	\$0	\$0	\$0	\$0	\$0	0%	0%
Recurrent contributions	\$310,000	\$310,000	\$25,833	\$0	(\$25,833)	0%	0%
Interest income	\$375,125	\$375,125	\$31,261	\$2,705	(\$28,556)	9%	1%
* Reversal of impairment losses	\$0	\$0	\$0	\$103	\$103	0%	0%
* Library equity	\$0	\$0	\$0	\$0	\$0	0%	0%
Reimbursements	\$295,833	\$295,833	\$24,652	\$26,096	\$1,444	106%	9%
<b>Total revenue</b>	<b>\$26,508,108</b>	<b>\$27,909,382</b>	<b>\$2,337,087</b>	<b>\$643,911</b>	<b>(\$1,693,176)</b>	<b>28%</b>	<b>2%</b>
<b>EXPENDITURE FROM ORDINARY ACTIVITIES</b>							
Labour	\$10,796,481	\$10,796,481	\$830,910	\$580,853	(\$250,057)	70%	5%
Materials & services	\$8,638,752	\$11,154,870	\$899,970	\$1,057,249	(\$153,279)	118%	9%
Depreciation	\$9,431,014	\$9,431,014	\$785,914	\$785,918	(\$4)	100%	0%
Utilities	\$807,274	\$807,274	\$42,275	\$17,763	(\$24,512)	42%	4%
Contract payments	\$1,638,038	\$2,578,038	\$214,537	\$75,929	(\$138,608)	35%	7%
Loan interest	\$0	\$0	\$0	\$0	\$0	0%	0%
Auditor costs	\$84,631	\$84,631	\$7,053	\$0	(\$7,053)	0%	0%
Councillor costs	\$226,166	\$226,166	\$18,847	\$22,072	(\$3,225)	117%	10%
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>\$31,322,355</b>	<b>\$34,778,473</b>	<b>\$2,793,806</b>	<b>\$2,539,784</b>	<b>\$254,022</b>	<b>91%</b>	<b>7%</b>
<b>NET RESULT FOR THE PERIOD</b>	<b>(\$4,814,247)</b>	<b>(\$6,869,091)</b>	<b>(\$456,719)</b>	<b>(\$1,895,873)</b>	<b>\$1,439,154</b>	<b>415%</b>	<b>28%</b>
The operating expenditure shown above is represented in Council's key direction areas as follows:							
	2019/20 Original Budget	2019/20 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Revised Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>							
Economic development & tourism	\$1,449,827	\$1,677,286	\$135,969	\$87,904	(\$48,065)	65%	5%
Leadership	\$1,688,427	\$1,780,711	\$141,686	\$108,193	(\$33,493)	76%	6%
Works & infrastructure	\$14,542,506	\$14,634,880	\$1,193,089	\$1,172,641	(\$20,448)	98%	8%
Good management	\$4,353,730	\$4,523,903	\$365,279	\$441,986	(\$76,707)	121%	10%
Environment	\$2,287,172	\$2,287,172	\$188,417	\$137,733	(\$50,684)	73%	6%
Community services & recreation	\$7,000,694	\$9,874,522	\$769,368	\$591,328	(\$178,040)	77%	8%
Loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
<b>Total operating expenditure</b>	<b>\$31,322,355</b>	<b>\$34,778,473</b>	<b>\$2,793,806</b>	<b>\$2,539,784</b>	<b>\$254,022</b>	<b>91%</b>	<b>7%</b>
<b>NET RESULT FOR THE PERIOD</b>	<b>(\$4,814,247)</b>	<b>(\$6,869,091)</b>	<b>(\$456,719)</b>	<b>(\$1,895,873)</b>	<b>\$1,439,154</b>	<b>415%</b>	<b>28%</b>

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

**APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT**

	2019/20 Original Budget	2019/20 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised 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	\$7,612,974	\$14,497,384	\$0	\$0	\$0	0%	0%
Less transfer to reserves	(\$2,618,188)	(\$2,741,332)	(\$10,287)	\$0	(\$10,287)	0%	0%
Add proceeds from sale of assets	\$429,537	\$363,617	\$31,968	\$0	(\$31,968)	0%	0%
<b>TOTAL FUNDING DECISIONS</b>	<b>\$5,624,325</b>	<b>\$12,139,609</b>	<b>\$21,701</b>	<b>\$0</b>	<b>\$21,701</b>	<b>0%</b>	<b>0%</b>
<b>NET FUNDS AVAILABLE FOR CAPITAL</b>	<b>\$810,078</b>	<b>\$5,270,518</b>	<b>(\$435,018)</b>	<b>(\$1,895,873)</b>	<b>\$1,460,855</b>	<b>436%</b>	<b>&lt;38%</b>
<b>SPECIAL EXPENDITURE BY ASSET TYPE</b>							
Furniture and office equipment	\$405,500	\$405,500	\$33,791	\$4,643	(\$29,148)	14%	1%
Land and buildings	\$4,984,184	\$6,420,688	\$535,055	\$15,256	(\$519,799)	3%	0%
Plant and equipment	\$1,275,763	\$1,811,923	\$109,327	\$123,328	(\$14,001)	113%	9%
Roadworks	\$4,711,636	\$5,429,985	\$451,115	\$36,320	(\$415,795)	8%	1%
Urban and road drainage	\$350,000	\$350,000	\$29,167	\$95,537	(\$66,370)	328%	27%
Recreation, leisure and community facilities	\$885,822	\$2,236,912	\$186,407	\$0	\$186,407	0%	0%
Parks, open space and streetscapes	\$800,000	\$1,556,500	\$129,711	\$37,206	(\$92,505)	29%	2%
Footpaths	\$261,057	\$460,186	\$38,348	\$129,222	(\$90,874)	337%	25%
<b>TOTAL CAPITAL EXPENDITURE PAYMENTS</b>	<b>\$13,683,842</b>	<b>\$18,171,674</b>	<b>\$1,512,921</b>	<b>\$440,512</b>	<b>\$1,072,409</b>	<b>29%</b>	<b>2%</b>
<b>NON CASH ADJUSTMENTS</b>							
Less depreciation	\$9,431,014	\$9,431,014	\$785,914	\$785,918	(\$4)	100%	9%
Add reversal of impairment losses	\$0	\$0	\$0	(\$103)	\$103	0%	0%
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>\$9,431,014</b>	<b>\$9,431,014</b>	<b>\$785,914</b>	<b>\$785,816</b>	<b>\$98</b>	<b>100%</b>	<b>9%</b>
Accumulated surplus brought forward	(\$3,591,683)	(\$3,860,817)	(\$321,733)	\$0	(\$321,733)	0%	0%
<b>NET CASH (SURPLUS)/DEFICIT</b>	<b>(\$148,932)</b>	<b>(\$390,675)</b>	<b>\$840,292</b>	<b>\$1,550,569</b>	<b>(\$710,277)</b>	<b>185%</b>	<b>&lt;31%</b>



## APPENDIX 3: STANDARD BALANCE SHEET

	July 2019 As per trial balance	June 2019 As per financial statements	July 2018 As per trial balance
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	\$23,746,039	\$25,893,132	\$19,635,000
Trade and other receivables	\$2,283,521	\$2,498,935	\$12,095,092
Financial assets	\$152,191	\$801,952	\$650
Inventories	\$40,277	\$40,279	\$40,765
Non-current assets classified as held for sale	\$556,091	\$556,092	\$690,322
<b>TOTAL CURRENT ASSETS</b>	<b>\$26,778,119</b>	<b>\$29,790,390</b>	<b>\$32,461,829</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	\$2,397	\$2,397	\$80,000
Financial assets	\$909,423	\$269,572	\$3,392,094
Intangible assets	\$2,702,545	\$2,702,545	\$1,979,130
Property, infrastructure, plant and equipment	\$353,388,510	\$353,733,913	\$337,607,408
<b>TOTAL NON-CURRENT ASSETS</b>	<b>\$357,002,875</b>	<b>\$356,708,427</b>	<b>\$343,058,632</b>
<b>TOTAL ASSETS</b>	<b>\$383,780,994</b>	<b>\$386,498,817</b>	<b>\$375,520,461</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	\$340,717	\$1,174,480	\$175,152
Trust funds and deposits	\$351,820	\$340,748	\$1,503,369
Provisions	\$2,413,148	\$2,412,407	\$1,720,903
Interest bearing loans and borrowings	\$0	\$0	\$0
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$3,105,685</b>	<b>\$3,927,635</b>	<b>\$3,399,424</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	\$1,797,418	\$1,797,418	\$2,324,221
Interest bearing loans & borrowings	\$0	\$0	\$0
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>\$1,797,418</b>	<b>\$1,797,418</b>	<b>\$2,324,221</b>
<b>TOTAL LIABILITIES</b>	<b>\$4,903,103</b>	<b>\$5,725,053</b>	<b>\$4,979,725</b>
<b>NET ASSETS</b>	<b>\$378,877,892</b>	<b>\$380,773,764</b>	<b>\$369,796,816</b>
<b>EQUITY</b>			
Accumulated Surplus	\$91,724,784	\$93,620,656	\$103,475,874
Asset Revaluation Reserve	\$265,442,673	\$287,153,108	\$247,387,367
Other Reserves	\$21,710,435	\$0	\$18,933,575
<b>TOTAL EQUITY</b>	<b>\$378,877,892</b>	<b>\$380,773,764</b>	<b>\$369,796,816</b>

**9.7 REVIEW OF PROCUREMENT POLICY**

**File Number:** 18/01/001  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** 1. Procurement Policy v9

**RECOMMENDATION**

That Council adopts the Procurement Policy v9.

**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 adopted version 8 of the Procurement Policy at the August 2018 Council Meeting.

**BACKGROUND**

It is a requirement of Section 186A (7) of the Local Government Act 1989 that “at least once in each financial year, a Council must review the current procurement policy and may, in accordance with this section, amend the procurement policy”.

**ISSUES/DISCUSSION**

The current version of the policy was adopted on 28 August 2018, and is due for review 28 August 2019 according to our policy review date.

The Procurement Policy addresses the important aspects of procurement including:

- consistency in procurement activities
- complying with legal obligations
- obtaining value for money
- supporting local and environmental sustainability
- managing procurement risks
- incorporating continuous improvement processes.

The Policy has had a complete rewrite. The Local Government Procurement Best Practice Guidelines and other Council policies have been used to assist staff in ensuring that the revised version meets current legislative and industry guidelines.

Major areas to highlight include:

- *Changes to the procurement process where minimum quotation standards are required at a lower expenditure value (see section 7.5.3)*
- *Defining the time period of 12 months for when the mandated tender thresholds need to be considered (previously this was silent, creating confusion for staff) (see section 7.3)*
- *Adding the Procurement Team into many of the processes of procurement including tender evaluation*

- *Additional information around sustainable procurement practices including local spend (see section 9.1.1).*

1.

The document has increased in size and contains a large amount of information. This is to provide staff with adequate guidance pending the drafting of an overarching Procurement Strategy and associated procedures. With many audits recently by the Victorian Auditor General's Office around procurement practices, Council needs to ensure that staff are following the correct procurement practices. This revised version will assist with this requirement.

Upon adoption of this policy there will be a significant amount of training undertaken and support given to ensure that staff are aware of the changes in the procurement process along with helping them understand why these changes have been made.

### **COST/BENEFITS**

There are no direct costs associated with adoption of the policy, however staff time will be necessary for training and deployment of this new version.

### **RISK ANALYSIS**

As one of the policy statements is that Loddon Shire Council will manage procurement risks when purchasing goods, services and works, application of the policy, along with supporting procedures and other supporting documents, should help to minimise risks.

### **CONSULTATION AND ENGAGEMENT**

The document has been drafted by the Procurement Team, reviewed by the Loddon Leaders, Policy Review Group and Management Executive Group. Council was provided with a presentation of the proposed policy at a Council Forum in August.



# PROCUREMENT POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Director Corporate Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	
VERSION NUMBER:	9
REVIEW DATE:	<a href="#">Click here to enter a date.</a>
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Procurement Procedure Standard documentation for tendering and contract management Procurement Workflows Staff and Contractor's Code of Conduct Conflict of Interest – A Guide for Councillors Conflict of Interest – A Guide for Council Staff Level of Authority Delegations Anti-Fraud & Corruption Policy Complaints Handling Framework Local Government Procurement Best Practice Guideline
RELATED LEGISLATION:	Local Government Act 1989 Competition and Consumer Act 2010 Environment Protection Act 1970 Disability Act 2006
EVIDENCE OF APPROVAL:	<hr/> Signed by Chief Executive Officer
FILE LOCATION:	K:\FINANCE\Policies\Procurement\POL Procurement Policy v9.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 Loddon Shire website to ensure that the version you are using is up to date.**



## PROCUREMENT POLICY

### 1 BACKGROUND

Council recognises the importance of a developing a robust procurement strategic framework in order to achieve its procurement objectives. This involves adopting appropriate best practice contracting and procurement principles, policies, and procedures for all goods, services and works procured by Council.

Council can also enhance the achievement of its strategic objectives through sustainable and socially responsible procurement, bottom-line cost savings, supporting local economies, achieving innovation and better services for Loddon communities.

This policy has been prepared pursuant to section 186A of the Local Government Act 1989 (the Act) which requires Council to prepare, approve, and comply with a Procurement Policy. For the purpose of the Act, the Procurement Policy includes principles, processes and procedures that will apply to all purchases of goods, services and works by Council. It will be updated as required by the Procurement Team to continually reflect changes in legislation, Council policy and best practice.

### 2 SCOPE

This policy applies to all Council procurement and contracting activities and is binding upon all Councillors, staff, volunteers, contractors and consultants employed or engaged by Council (hereinafter referred to as Council representatives).

### 3 PURPOSE

The purpose of this policy is to:

- provide guidance on Council's procurement function to help achieve objectives detailed in the Council Plan
- establish a procurement framework for Council to achieve best value and continuous improvement in the provision of goods, services and works for the community
- achieve high standards in probity, transparency, accountability and risk management in all procurement activities
- achieve compliance with relevant legislative requirements
- encourage and promote use of local businesses wherever practical
- help identify social procurement opportunities with local social enterprises and other relevant parties
- demonstrate accountability to ratepayers
- ensure that Council resources are used effectively and efficiently to improve the overall quality of life of people in the local community
- achieve Best Practice in accordance with the Victorian Local Government Best Practice Guidelines and the Act
- help identify opportunities to facilitate or participate in collaborative procurement alternatives.



## PROCUREMENT POLICY

### 4 ROLE OF PROCUREMENT

The role of procurement is to ensure that goods, services and works procured by Council are of the right quality, from the right source, at the right cost and are delivered on time and within budget, to achieve a best value outcome.

The Procurement Team will lead and oversee the process for all Council tender processes, acting as Council's representative between Council and tender participants.

### 5 EFFECTIVE LEGISLATIVE POLICY COMPLIANCE AND CONTROL

#### 5.1 Legislative compliance

The key legislative requirements for this Policy include:

- Section 186 of the Act (power to enter into contracts)
- Section 186A of the Act (Procurement Policy)
- Section 3C of the Act (Objectives of Council)
- Section 208B of the Act (Best Value Principles)
- Sections 77A, 77B, 78, 78A to 78E, 79, 79B to 79D, 80, 80A to 80C, 81, 95 and 95AA of the Act (Conflict of Interest)
- Section 98 of the Act (Delegations)
- Section 140 of the Act (Accounts and Records)
- Competition and Consumer Act
- Environmental Protection Act
- Disability Act

#### 5.2 Ethics and probity

##### 5.2.1 Requirement

Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible audit scrutiny.

##### 5.2.2 Conduct of Council representatives

Council representatives shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness
- not seek or receive personal gain
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information
- present the highest standards of professionalism and probity
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest
- provide all suppliers and tenderers with the same information and equal opportunity
- be able to account for all decisions and provide feedback on them.

Council representatives who are responsible for managing or supervising contracts are prohibited from performing any work under the contract they are supervising.



## PROCUREMENT POLICY

### 5.2.3 Conflict of interest

Council representatives shall at all times avoid situations in which a conflict of interest exists, or might reasonably be thought to exist, or have the potential to cause conflict, with their Council duties.

Council representatives must not participate in any procurement activity, including request for quotation or tender, evaluation, negotiation, recommendation, or approval, where that person, any member of their family or close association (as defined in Sections 77 and 78 of The Act); has a significant or potential interest, or holds a position of influence or power in a business tendering for the work.

A potential interest may include, but is not limited to:

- shares
- current or pre-existing relationships with employees
- positions held
- previous employment
- hospitality or gifts
- obligation
- allegiance.

For further information on Conflicts of Interest please refer to the Staff, Volunteers and Contractors Code of Conduct

### 5.2.4 Fair and honest dealing

All prospective suppliers must be afforded an equal opportunity to tender or quote. Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

### 5.2.5 Gifts and hospitality

No Council representative shall, either directly or indirectly, solicit or accept any gifts or presents from any member of the public involved with any matter that is connected with the duties of the officer, or in which Council has an interest.

For further information on gifts and hospitality please refer to the Staff, Volunteers and Contractors Code of Conduct.

### 5.2.6 Disclosure of information

'Commercial in Confidence' information received by Council must not be disclosed and is to be stored in a secure location.

Council representatives are to protect confidentiality, by refusing to release or discuss the following:

- allocated budgets for proposed tenders and quotations
- information disclosed by organisations in tenders, quotation or during tender negotiations
- all information that is Commercial in Confidence
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Council representatives are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.



## PROCUREMENT POLICY

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised other than through authorised pre-contract negotiations.

### 5.2.7 Commercial information

Procurement activities will be carried out in a way that supports Council representatives in meeting their obligations. Information of a commercially sensitive or confidential nature will be obtained, stored, processed, published (where applicable) in an appropriate manner in accordance with the relevant Council guidelines.

## 6 GOVERNANCE

### 6.1 Structure

Council shall establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditability of all procurement decisions made over the lifecycle of all goods, services and works purchased by Council.

Council will also ensure that Council's procurement structure:

- is flexible enough to purchase in a timely manner the diverse range of goods, services and works required by Council
- affords prospective contractors and suppliers an equal opportunity to tender/quote
- encourages competition.

### 6.2 Standards

Council's procurement activities aim to comply with the professional standards required by best practice and be in compliance with:

- the Act
- Council's Policies
- Staff, Volunteers and Contractors Code of Conduct
- other relevant legislative requirements such as, but not limited to, the Consumer and Competition Act, Goods Act, Victorian Local Government Best Practice Procurement Guidelines and the Environmental Protection Act.

### 6.3 Methods

Council's standard method for purchasing goods, services and works shall be some or all of the following methods.

- Purchase order following a quotation process from suppliers for goods or services that represent best value for money under directed quotation thresholds.
- Corporate credit card and fuel cards are subject to Corporate Credit Card Policy limitations.
- Under contract following a tender process.
- Using aggregated purchasing arrangements with other Councils, MAV Procurement, Victorian Government, or other bodies.





## PROCUREMENT POLICY

In the case of emergency circumstances, other arrangements may be authorised by the Council or the Chief Executive Officer (CEO). Council may, at its discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders. Typically a multi-stage tender process will commence with an Expression of Interest (EOI) stage followed by a tender process involving the organisations selected as a consequence of the EOI stage.

The EOI stage may be appropriate where:

- the requirement is complex, difficult to define, unknown or unclear
- the requirement is capable of several technical solutions
- Council wishes to consider ahead of formal tender processes such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project
- tendering costs are likely to be high and Council seeks to ensure that companies incapable of supplying the requirement do not incur unnecessary expense
- it is necessary to pre-qualify suppliers and goods to meet defined standards
- the requirement is generally known but there is still considerable analysis, evaluation and clarification required (both of the objective and the solution).

For highly complex projects Council may run sequential tenders, the first to seek information around solutions, the second is the competitive pricing process between the list of providers selected by Council.

### 6.4 Accountability and transparency

Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

All procurement activities must be in accordance with this Policy and related procedures:

- all council representatives must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by Council and provide feedback on them; and
- all procurement activities are to provide an audit trail for monitoring and reporting purposes.

### 6.5 Delegation of authority

Delegations define the limitations within which Council representatives are permitted to work. Delegation of authority allows specified Council representatives to approve certain purchases, quotation, tender and contractual processes without prior referral to Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Procurement delegations provide accountability and confidence to Council and the public that purchasing activities are dealt with at the appropriate level. Procurement authorisation limits are documented in Council's Level of Authority Delegations. This document identifies Council representatives authorised to make procurement commitments for goods, services and works up to nominated values on behalf of the Council.

### 6.6 Responsible financial management

The principle of responsible financial management shall be applied to all procurement activities. Accordingly, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement activities for the supply of goods, services and works.



## PROCUREMENT POLICY

Council representatives must not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

### 6.7 Internal controls

Council will establish internal controls over procurement processes ensuring:

- purchase orders are raised for all purchases, with the exception of:
  - corporate credit card purchases
  - cash reimbursements
  - fuel
  - utilities
  - subscription and annual memberships
  - leases
  - other defined standard monthly charges
  - other defined standard annual charges
- purchase orders are raised before invoices are received
- more than one person is involved in and responsible for a transaction end to end
- any variations of more than 10% or \$100 (whichever is the lesser) between the purchase order quoted price and the suppliers invoice amount are sent for an additional variation approval by the relevant authorised Council representative as per Council's Levels of Authority Delegations
- transparency in the procurement process
- a clearly documented audit trail exists for procurement activities
- appropriate authorisations are obtained and documented
- systems are in place for appropriate monitoring and performance measurement
- conflict of interest and confidentiality declarations are obtained where required
- amendments to this Policy can only be made following resolution of Council.

### 6.8 Performance measure and continuous improvement

Appropriate performance measures must be established and reporting systems must be used to monitor performance and compliance with this policy and the Council's procurement procedures and controls.

Procurement procedures, practices and costs must be benchmarked externally. Internal service standards must be agreed with the Council and performance against these targets must be measured and reviewed regularly to support continuous improvement.

The performance measurements developed will be used to:

- highlight trends and exceptions where necessary to enhance performance
- improve the internal efficiency of the procurement process and where relevant the performance of suppliers
- facilitate programmes to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories
- continuous improvement is also achieved by providing feedback to employees on findings from internal policy compliance reviews. Employees are informed of findings to improve practice in the future.



## PROCUREMENT POLICY

### 7 PROCUREMENT THRESHOLDS AND COMPETITION

#### 7.1 Treatment of Goods and Services Tax (GST)

All monetary values stated in this policy include GST, unless specifically stated otherwise.

#### 7.2 Requirement

Council will publish clear guidelines for minimum spend competition thresholds. A minimum spend competition threshold is the value above which a procurement, unless exempt, is subject to the mandatory procurement processes. These will be decided through analysis of historical procurement activity.

#### 7.3 Tenders

Council will comply with Section 186 of the Act which outlines the requirements for competitive tendering when purchasing goods, services, or works over the legislated value. An Order in Council sets the thresholds periodically; the thresholds as set on 5 August 2008 are:

- \$150,000 for contracts for goods or services; and
- \$200,000 for contracts for the carrying out of works

Purchase of all goods, services and works for which the estimated expenditure exceeds the compulsory tender thresholds pursuant to Section 186 of the Act, must be undertaken by public tender unless approved exemptions are available.

Council will determine the optimum period for the contract, on the basis of value for money and the efficiency and effectiveness of the procurement and then assess the value of the contract.

There is no specific time limit applicable within the Act, therefore Council has set the principle that the expenditure for a supplier or for a category of spend over a total 12 month (rolling period) is not to exceed the thresholds. When this threshold is exceeded, or is expected to be exceeded, a competitive tendering process is required.

##### 7.3.1 Tender documentation

All tender processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

Council will work within established policy guidelines and will conduct tender processes that are fair to all parties, and use its best endeavours to demonstrate that fairness to tenderers and potential tenderers. More specifically, it will:

- produce tender documents that clearly specify the required outcomes so that tenderers can bid for and price work accurately
- package work put out to tender in a manner which encourages competition and the best outcome for Council, residents and ratepayers
- not participate in, and actively discourage other parties from, improper tendering practices such as collusion, misrepresentation, and disclosure of confidential information
- include in the tender documents, the evaluation criteria to be used to comparatively assess tenders
- require any conflict of interest to be disclosed immediately
- have regard to the cost of tendering to tenderers, Council, residents and ratepayers and to seek to constrain that cost.



## PROCUREMENT POLICY

Council shall maintain robust procedures to ensure that processes associated with all aspects of procurement relating to expressions of interest, quotation, tender and contract management are met.

The commercial interests of existing and potential suppliers must be protected. Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

### 7.4 Quotations

For purchases of goods, services and works having a total valuation of less than compulsory tender thresholds Council will maintain a formalised system of procurement requirements.

### 7.5 Minimum spend competition thresholds

#### 7.5.1 Tenders

Purchases where, the estimated expenditure equals or exceeds, \$150,000 for Goods and Services or \$200,000 for Works, must be undertaken by a compliant public Expression of Interest (EOI), tender process or another process compliant with the Act.

Where a Council representative considers the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for Council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds.

All publicly advertised tenders or expressions of interest must be received by the advised nominated time and date.

All procurement related documents including but not limited to conflict of interest declarations, submissions, evaluation summary and scoring, post tender correspondence, recommendation reports and notification letters must be recorded in Council's contract management system.

Council may use the services of a third party agent to undertake a tender on its behalf.

#### 7.5.2 Exemptions to tender thresholds

Section 186(5) of the Act covers exemptions to public Tender requirements.

- **Emergencies** – In circumstances following an emergency, Council may enter into a contract where the value of which reaches the threshold amounts without first putting that contract to public tender. It must be approved by a Director or above. An example of an emergency is flood, bushfire, natural disaster, risk to persons or property, etc.
- **Ministerial Exemption** – the Minister for Local Government may exercise his or her discretionary power to approve an arrangement for the purpose of the Act, a contract the Council wishes to enter into without first exposing that contract to public tender. Ministerial exemptions will only be sought in exceptional circumstances.

Procurement undertaken under these exemptions must first be reviewed by the Procurement Team to ensure it fits the 'emergency' criteria.



## PROCUREMENT POLICY

### 7.5.3 Quotations

Procurement by quotation is limited to less than \$150,000 for the purchase of goods and services and less than \$200,000 for works. The methods described below must be used to ensure that quotations do not exceed these legislated thresholds.

Estimated expenditure	Minimum procurement process
Less than \$2,000	A verbal quotation
\$2,000 to \$9,999	A minimum of ONE written quotation invitation must be requested and a copy attached to the purchase order.
\$10,000 to \$19,999	A minimum of TWO written quotation invitations must be requested.  A purchase order must also be issued according to the preferred quotation offering the best value outcome and a copy of the quotations attached to the purchase order.  Where appropriate, details may also be treated as a registered contract and recorded in Council's contract management system.
\$20,000 to \$49,999	A minimum of THREE written quotation invitations must be requested.  A purchase order must also be issued according to the preferred quotation offering the best value outcome and a copy of the quotations attached to the purchase order.  Where appropriate, details may also be treated as a registered contract and recorded in Council's contract management system.
\$50,000 to \$149,999 for Goods and Services or \$199,999 for Works	A minimum of THREE written quotation invitations must be requested by issuing a written Request for Quotation to selected suppliers. Public advertising is not required. A suitable closing date and time must be nominated.  Quotations returned by the nominated closing date and time must be evaluated and a recommendation made in favour of the supplier offering the best value for money.  The original supplier's quotations and approval report signed by the appropriate delegated officer must be recorded in Council's Contract Management System.  The approval report must also be attached to the purchase order.  If quotations sought without public advertising equals or exceeds \$150,000 or \$200,000 for goods and services or works respectively, then an alternative process compliant with the Act must be used.

Advertising on the eProcure portal meets the minimum request for quotation process for projects within the category values described above.

Exemptions that may exist to the minimum quotation process above apply include:

- extension of current work scope
- eligible panel contract terms
- availability of a specialty supplier, eg. legal, valuation
- availability of a one supplier in that industry
- sustainable procurement factors (as per section 9).



## PROCUREMENT POLICY

Exemptions to the quotation process must still meet value for money principles and are to be approved by the Procurement Team.

### 7.5.4 Public advertising

Quotations can be advertised by the Council representative's in addition to the minimum requirements above, where a field of potential tenderers hasn't been established, an innovative approach is required, or the project has broad appeal that may attract competitive prices, etc.

### 7.5.5 Insufficient quotation

Where the number of quotations as stated in section 7.5.3 cannot be achieved, a written statement is required to disclose the reason that the thresholds are unable to be achieved and these are to be approved by the Council representative's direct supervisor.

Where insufficient quotations are received, Council representative may either continue or terminate the evaluation process.

Where the process is terminated, the original process must be closed and suppliers notified before recommencing a new Procurement process.

Where the process is continued, the details of all invited suppliers must be noted in the recommendation form and approved by a direct supervisor. A copy of the approval must be attached to the purchase order.

### 7.5.6 Panel contracts

Council has in place a number of panel contracts where respondents to an expression of interest, tenders, quotations or agency tenders have been assessed against specific criteria and notional and/or specific schedule of prices.

Where schedules of rates reasonably cover the specific requirements, it is not necessary to seek/obtain quotations.

Where notional pricing does not reasonably cover the specific requirements, it will be necessary to seek/obtain quotations as per the table outlined in section 7.5.3.

## 7.6 Evaluation of tenders and quotations

All tenders and quotations greater than \$150,000 are to be evaluated by an evaluation panel of no less than three persons and are to be completed in a one or two stage process as below:

1. One stage - Qualitative assessment of a weighted score totalling 100% which includes price in the weighting
2. Two stage - Qualitative assessment of a weighted score totalling 100% and separate evaluation of price against the weighted score.

### 7.6.1 Evaluation requirements for tenders and quotations

The aim of the tender and quotations evaluation process is to select a tender and/or quotation that provides Best Value in accordance with the 'Best Value Principles' (Section 208 of the Act) to Council while ensuring that all respondents are treated in a fair, equitable and impartial manner.



## PROCUREMENT POLICY

Council will ensure that the evaluation of tenders and quotations is undertaken on a systematic basis using selection criteria identified in the tender documentation. Council will consider all tenders and quotations as part of the bid evaluation process.

Selection criteria will be nominated in advance in the tender or quotation documents and may include criteria from the following:

- tender / quotation price
- financial viability
- relevant experience
- track record (verifiable past performance)
- technical skills and resources
- management competence
- Occupational Health and Safety competence
- environmental sustainability competence
- methodology
- quality systems
- time performance
- customer focus
- economic, social and environmental and sustainable procurement values
- current work commitments
- Corporate Social Responsibility including commitment to Fair Trade.

The Procurement Team will check and verify all relevant financial viability, Occupational Health and Safety, insurance and indemnity competencies are satisfied, prior to the recommendation of a contractor being added as a supplier.

Council will ensure that price is a major consideration, in ensuring overall value for money. The weighting percentages of evaluation selection criteria will be agreed by the tender evaluation panel prior to the close of a tender or quotation.

### 7.6.2 Tender evaluation panel

The evaluation panel will comprise at least three members, one of which must be the Procurement Coordinator where the contract value equals or exceeds \$150,000.

All members of the evaluation panel must complete a Conflict of Interest and Confidentiality statement.

### 7.6.3 Financial viability

Certain quotations or tender requests may require further information from the contractor around financial viability.

Information that may be assessed during Tender evaluations is as follows:

- completion of Company Profile in the submitted tender/quote submission
- proof of operating the current business for a minimum of 2 years
- security for building or construction works (minimum of 5%) in the form of Bank Guarantee or contract retention.

For contract sums over \$1,000,000 for works or \$500,000 for goods and services, Council may also request further evidence of financial viability for the recommended supplier for review by the Manager Financial Services or their nominee.



## PROCUREMENT POLICY

### 7.6.4 Award of contract

The authority to award a contract is in accordance with Council's Level of Authority Delegations.

Council can negotiate with a preferred tenderer to achieve an acceptable outcome reflective of the scope of works advertised.

Council will award the contract on the basis of the best value outcome for Council and the community.

### 7.6.5 Contract terms

All contractual relationships must be documented in writing based on Council's standard terms and conditions as outlined in the Contract Management Manual.

Where this is not possible, approval must be obtained from the appropriate Council representative under the Council's Level of Authority Delegations – based on the value of the contract.

To protect the best interests of Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to this expose Council to risk and thus must be authorised by the appropriate Council representative listed in Council's Level of Authority Delegations according to the value of the contract.

### 7.6.6 Endorsement

Council representatives must not endorse any products or services. Individual requests received for endorsement must be forwarded to the Procurement Team for review.

## 7.7 **Variations to contract and scope**

The authority to vary a contract and/or scope is in accordance with Council's Level of Authority Delegations.

All variations must be documented in the contract management system and the Procurement Team advised.

Where variations exceed the approved budget this must be reported to Council at the first Council Meeting following the date when the expenditure was incurred.

## **8 RISK MANAGEMENT**

### **8.1 General**

Council has a formal Risk Management Policy which outlines Council's commitment to ensuring that its employees and the community are properly protected against loss through the application of sound management principles and practices, designed to minimise or eliminate exposure to risk and adverse impact on Council activities and outcomes. Council recognises that risk management is an essential tool for strategic, operational and financial planning, and continuing service delivery.

Risk is any unplanned event that will have an adverse impact on the ability to deliver consistent and required quality outcomes.

Risk management involves identifying opportunities for improvement as much as mitigating losses.





## PROCUREMENT POLICY

Risk management is to be applied to all procurement activities and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and/or works.

### 8.2 Supply by contract

The provision of goods, services and works potentially exposes Council to risk. Council will minimise its risk exposure through measures such as:

- standardising contracts to include current, relevant clauses
- requiring security deposits where appropriate
- referring specifications to relevant experts
- requiring contractual agreement before allowing commencement of work
- reference to relevant Australian Standards (or equivalent)
- effectively managing the Contract including monitoring and enforcing performance.

### 8.3 Occupational Health and Safety and other mandatory requirements

Council has an Occupational Health and Safety Policy which outlines the requirement for all contractors, service providers and volunteers to comply with all Occupational Health and Safety legislative requirements. These are mandatory requirements and non-compliance will disqualify prospective suppliers. Suppliers must provide Council with evidence of certification or policy when providing goods, services or works.

#### 8.3.1 Insurance and indemnity requirements

Council will ensure all suppliers have adequate public liability insurance cover and where appropriate adequate professional indemnity cover, dependent on the type of contract.

Evidence of cover in the form of a Certificate of Currency as a minimum will be required. Council will also ensure any other appropriate insurance, i.e. product liability, motor vehicle or fiduciary or Work Cover details are obtained prior to the commencement of the contract.

### 8.4 Disability considerations

The legislative requirements of the Disability Act 2006 and Regulations 2018 are to be considered by Council representatives to ensure that procurement processes and decisions do not directly or indirectly discriminate against people with a disability.

### 8.5 Contract dispute resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes escalating and leading to legal action.

### 8.6 Complaints management

Council is committed to service excellence and recognises the right of all stakeholders, including suppliers and contractors to make a complaint. Complaints provide Council with the opportunity to address any issues and identify any areas of its operations that need improvement.

Complaints relating to Council's Procurement policies, processes and procedures will be handled in accordance with Council's Complaints Handling Framework available on Council's website.



## PROCUREMENT POLICY

### 9 SUSTAINABLE PROCUREMENT VALUES

Council is committed to promoting economic, social and environmental procurement.

#### 9.1 Economic sustainability

Council is committed to procurement that supports local businesses and economic diversity and viability by:

- generating local employment
- taking into account the life cycle of products purchased
- building relationships and encouraging purchasing by contractors from local suppliers and
- fostering innovation and emerging sectors.

##### 9.1.1 Local spend

Council is committed to buying from local businesses where such purchases may be justified on best value grounds, while remaining compliant with the Competition and Consumer Act 2010 and other fair trading legislation requirements.

Where practicable, Council will fully examine the benefits available through purchasing goods, services or works from suppliers/contractors within this category, by applying a weighted score component for this category in tenders and quotations where applicable.

##### 9.1.2 Aboriginal procurement

Council is committed to buying from Aboriginal businesses or enterprises where such purchases may be justified on best value grounds, while remaining compliant with any legislative requirements.

Where practicable, Council will fully examine the benefits available through purchasing goods, services or works from suppliers/contractors within this category by applying a weighted score component for this category in tenders and quotations where applicable.

#### 9.2 Social sustainability

Council is committed to social procurement. Consideration of corporate social responsibility, as part of the procurement selection criteria may provide opportunities to generate positive social outcomes in addition to the delivery of goods, services and works.

Social procurement helps meet Council's social objectives and builds stronger communities. When evaluating Corporate Social Responsibility, evaluation panels may consider the following drawn from the Victorian Governments Corporate Social Responsibility guidelines.

Benefit	Impact
Local sustainability	Strengthening the local economy and ensuring its financial and environmental sustainability.
Social inclusion	Promoting openness and equal opportunity for disadvantaged and vulnerable community groups. Building social capital in the community.
Employment and training	Creating local employment opportunities through clauses and specifications in Council contracts. Developing practical training to build long-term employment opportunities.



## PROCUREMENT POLICY

Benefit	Impact
Diversity and equality	Ensuring all businesses have the same opportunity to tender for Council contracts. Ensuring that the supply markets around essential and key services for Council remains diverse and vibrant. Ensuring that local suppliers such as small to medium-sized enterprises (SMEs), social enterprises and Indigenous businesses are well-positioned to prosper in the local economy.
Service innovation	Fostering a new social economy, addressing service gaps by piloting joint ventures between councils and external partners.
Fair trade	Purchasing ethical and fair trade goods to support equitable local, national and international trade compliant with Australian Government Fair Trade laws. Ensuring Council supply chains adhere to local, national and international labour standards.

Where practicable, Council will fully examine the benefits available through purchasing goods, services or works from suppliers/contractors within this category by applying a weighted score component for this category in tenders and quotations where applicable.

### 9.3 Environmental sustainability

Council is committed to procurement that supports environmental sustainability.

The procurement considerations in determining environmental sustainability include:

- reducing greenhouse gas emissions
- use of recycled materials
- recycling of used materials
- reducing waste to landfill
- reducing water consumption
- encouraging improved environmental management
- selecting products/services that have minimal impact on natural resources and biodiversity
- improving our ability to adapt to climate change.

Where practicable, Council will fully examine the benefits available through purchasing goods, services or works from suppliers/contractors within this category by applying a weighted score component for this category in tenders and quotations where applicable.

## 10 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Act	Local Government Act 1989
Best Value	Best Value in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors, including: <ul style="list-style-type: none"> <li>• contribution to the advancement of the councils priorities</li> <li>• non-cost factors such as fitness for purpose, quality, service and support</li> <li>• cost related factors including whole of life costing (cost of acquiring, using, holding, maintaining, and disposing of the goods, services, and works)</li> </ul>



## PROCUREMENT POLICY

Term	Definition
Commercial in Confidence	Information that, if released, may prejudice the business dealings of a party e.g. prices, discounts, rebates, profits, methodologies and process information.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Corporate Social Responsibility (CSR)	Corporate Social Responsibility (CSR) is about taking positive action to demonstrate the Council's commitment to the local community and environment on which it impacts.
Council Representative	Includes full-time and part-time Council staff, and temporary employees, volunteers, contractors and consultants while engaged by the Council.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the Goods and/or Services generally set out in the overview of requirements contained in the document. This Invitation is not an offer or a contract.
Probity	Within Local Government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Procurement Team	the Management Accountant, Procurement Coordinator and Accounts Payable Officer
Social Procurement	Social Procurement uses procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.
Sustainable Procurement	Encompasses economic, social and environmental sustainability procurement practices
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender Process	The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement processes.

### 11 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (Vic). Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health



## PROCUREMENT POLICY

and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

### **12 REVIEW**

The Director Corporate Services will review the policy for any necessary amendments no later than 1 year after adoption of this current version. This frequency reflects legislative requirements.

**9.8 BOORT AERODROME MAINTENANCE**

**File Number:** 02/01/007  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Amend its slashing and grading programs to include maintenance of the Boort Aerodrome grounds.
2. Amend the Boort Aerodrome Section 86 Committee Instrument of Delegation to reduce the area that the Committee maintains to exclude the maintenance of the grounds.
3. Create a separate budget to specifically identify and monitor the cost of maintaining the Boort Aerodrome grounds.

**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**

The Boort aerodrome is managed by a Section 86 Committee (the Committee). The aerodrome is used by emergency, recreational and business aircraft and there are plans for its use as a helipad.

A community member has received a stipend for some time to maintain the aerodrome grounds. The maintenance has been done with the community member's tractor/slasher. The community member is seeking to retire from the maintenance role and would like to sell the tractor/slasher to the Committee so a Committee member can use it to maintain the aerodrome.

The Committee recently requested that Council purchase the tractor/slasher from the community member. The Committee was advised that Council would not purchase the second-hand tractor/slasher as a range of options were available.

**ISSUES/DISCUSSION**

The Committee is in need of a tractor/slasher/grader (the asset) to maintain the aerodrome grounds on behalf of Council. The following options have been considered:

**Option 1:** Council purchase the asset through variation/amendment to policy or creation of new policy

The situation is similar to Major Recreation Reserves. These reserves are covered by the Major Recreation Reserve: Oval Mower Replacement Assistance Policy which provides for support of up to \$35,000 towards the purchase of replacement oval mowers which is adjusted annually in line with the published National Consumer price Index (CPI). A similar principle could be applied to this asset. It is estimated that new equipment would cost up to \$110K while used plant would be in the order of \$80K. This would leave the Committee with a gap to pay of between \$45K and \$75K. An agreement for the maintenance and use of the asset would need to be entered. The Committee would be eligible for replacement assistance once in every ten year period (exceptions to this condition are at the discretion of Council and require justification as to the reasoning for early

replacement of the asset). The policy provides for a replacement program which is based on priority and the Committee's capacity to fund any component of the purchase price in excess of the allowance made by Council.

**Option 2:** Council purchase the asset following a successful funding application by the Committee

This approach would require the Committee to apply for funding (up to \$10,000) and contribute the balance of the cost of the asset. An agreement for the maintenance and use of the asset would still be required. The Committee would be required to provide Loddon Shire with proof of the cost of their preferred asset, this would include full purchase price and be inclusive of GST. Prior to funding assistance being given for the asset, Loddon Shire must approve the proposed make and model being sought by the Committee.

**Option 3:** Council purchase the asset from reserve

This option would involve purchasing the asset with funds held in reserve for plant replacement. However, Council would bear the full cost of the purchase as and when required. There is currently a suitable asset available in Council's fleet however the cost to Council would be lost trade-in dollars. Alternatively, Council would need to purchase a new asset. The plant replacement reserve is budgeted to have over \$1M at the end of both the financial year and the long term financial plan. An agreement for the maintenance and use of the asset would still be required.

**Option 4:** Council's Townscape Service to maintain the aerodrome

Council has the plant to undertake the required maintenance so there is no upfront cost. The time to maintain the aerodrome grounds would be added to the current program resulting in a reduction of work elsewhere.

**Option 5:** Asset is purchased from community member

If the Committee wanted to purchase the asset from the community member, the asset would need to be appraised to determine fair value. An agreement for the maintenance and use of the asset would still be required as the asset would legally belong to Council. The Committee raises funds through share farming and venue hire which could contribute towards the purchase and maintenance of the asset. Currently there is just over \$20K held by the Committee. Until recently a tractor, Loxton slasher, Howard slasher and rotary hoe were offered to the committee for \$15K. These may not be for sale at the time this report is considered.

**Option 6:** Committee finds another volunteer to donate time and equipment

The Committee may be able to recruit another volunteer who has the time and assets to continue the work currently undertaken by a community member.

#### COST/BENEFITS

Option	Upfront cost to Council	Upfront cost to Committee	Asset maintenance	Aerodrome maintenance
1 – Mower policy variation	\$35,000	Between \$45K and \$75K	Committee	Committee
2 – Community grant	\$10,000	Up to \$100,000	Committee	Committee
3 – Council provide asset	0 - \$110,000	\$0	Committee	Committee
4 – Townscape Services	\$0	\$0	Council	Council
5 – Purchase community member asset	\$0	\$15,000	Committee	Committee
6 – new volunteer	\$0	\$0	Committee	Committee

**RISK ANALYSIS**

The key risk in implementing the recommendation is potential reduced service in other areas. As the aerodrome grounds are likely to require maintenance about three times a year, the risk is considered low.

**CONSULTATION AND ENGAGEMENT**

There have been a number of discussions with the Committee. Councillors were also consulted at the Forum held on 13 August 2019 on a range of options to manage the maintenance of the aerodrome grounds.



**9.9 2019 MAV STATE COUNCIL - 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 determine if there are any motions for submission as business items at the MAV State Council meeting to be held on Friday 18 October 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 during the forum on 13 August 2019 however did not identify any potential motions during that discussion. During the briefing on 22 August 2019, Councillors discussed the opportunity again.

**BACKGROUND**

The Municipal Association of Victoria (MAV) is a membership association and the legislated peak body for local government in Victoria. MAV's purpose is to protect and promote the democratic status, autonomy and efficient carrying out of local government for the benefit of Victorian communities.

Correspondence has been received from the MAV inviting Council to participate in the MAV State Council meeting on Friday 18 October 2019. In addition to the invitation for staff and elected members to attend the meeting, the MAV has invited motions which have state-wide significance to the sector and relate to one of the sector's priority issues in the draft Strategic Plan.

**ISSUES/DISCUSSION**

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

Motions must be submitted electronically by no later than midnight 20 September 2019 using the online State Council Motion Submission Form.

**COST/BENEFITS**

There is minimal cost associated with submitting a motion. Conference costs vary depending upon the attendees at the State Council meeting. The benefit of submitting a motion and attending the meeting is increased opportunity to advocate and influence policy relevant to the work of local government across the State.

**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.

**9.10 TARNAGULLA COMMUNITY CENTRE**

**File Number:** 07/01/005  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council contribute towards the operating costs of the Tarnagulla Community Centre for a period not exceeding twelve months, with an amount of up to \$5,000 being funded from the Sponsorships and Donations budget.

**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**

At the Council meeting on 23 July, Councillor Curnow advised that the Committee formed to manage the Tarnagulla Community Centre (the Committee) was in need of income in its start-up phase to cover the operational costs of the committee and stated that financial support for the committee from Council would be appreciated.

**BACKGROUND**

The Tarnagulla Community Centre Management Committee is not a Loddon Shire Council auspiced committee, but is a Crown Land Committee of Management. The Department of Environment Land Water and Planning, which manages Crown Land and their committees, has advised that no funding is available from them. The Committee has not been formally approved by the State Government and therefore cannot establish its own bank account yet.

**ISSUES/DISCUSSION**

Council's Community Support Policy provides for financial and other assistance to assist with the provision of a range of facilities and opportunities that enable residents of the municipality to enhance and improve their quality of life options. Support options are listed below together with a note on whether the Tarnagulla Community Centre is eligible for the option based on the current request:

1. community planning – **eligible with resolution of Council**
2. community grants – not eligible due to recurring costs (and risk of setting a precedent)
3. funding for public halls and recreation reserves – currently ineligible as not listed in the Public Halls and Recreation Reserves list
4. interest free loans – not eligible due to operating expenses
5. events sponsorship – not eligible as not an event
6. allocations to development associations – not eligible as not a development association
7. secondary school scholarships – not eligible as not a secondary school
8. sports and recreation grants – not eligible as not related to a sport and recreation grant
9. sponsorships and donations – **eligible with resolution of Council**

The Community planning allocation for the Tarnagulla Ward is currently undersubscribed (\$10,000 unallocated last year) and part of this amount could be allocated to Tarnagulla Community Centre as a 'start up fund'.

The Sponsorship and donations allocation has a \$20,000 budget for 2019/20, part of which could be a donation allocated to Tarnagulla Community Centre as a 'start up fund'.

**COST/BENEFITS**

The cost to Council will be up to \$5,000. One of the benefits in providing financial support is activating a relatively new community facility.

**RISK ANALYSIS**

There is a risk that providing these funds will be seen as setting a precedent for funding operating expenses of other community groups.

**CONSULTATION AND ENGAGEMENT**

Councillors have been consulted in the preparation of this report.

**9.11 LODDON SHIRE COUNCIL 2019/2020 COMMUNITY GRANTS - TARNAGULLA  
INDIVIDUAL REPORT****File Number:** 16/02/01**Author:** Allan Stobaus, Manager Community Support**Authoriser:** Wendy Gladman, Director Community Wellbeing**Attachments:** 1. 2019-20 Community Grants - Tarnagulla individual assessment**RECOMMENDATION**

That Council does not allocate funds under the 2019-20 Loddon Shire Council Community Grants Scheme as outlined in the attachment provided with this report.

**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**

Information on this Community Grant applications received for the 2019/20 allocation was provided to Council at the 13 August Council forum.

**BACKGROUND**

This report has been prepared separate to the main Community Grant report due to a conflict of interest identified at the 13 August Council Forum.

**ISSUES/DISCUSSION**

Tarnagulla Community Centre has submitted an application requesting financial assistance to assist with the establishment of a new management committee for the centre. Specific costs in the application included insurances, phone, internet, electricity, building and contents inspections.

This application has been assessed as not eligible under the guidelines as day to day running costs are not funded through the program. This submission was also submitted after the closing date.

**COST/BENEFITS**

N/A

**RISK ANALYSIS**

Adherence to Program Guidelines: Detailed program guidelines identify which projects and programs are considered eligible for Community Grants. All applications are assessed against these guidelines for eligibility so as to ensure that funding made available through this program is distributed equitably and provides greatest benefit to the overall Loddon community.

Failure to adhere to these guidelines could comprise the integrity of the grant program and the ability for Council to adequately fund appropriate community projects.

**CONSULTATION AND ENGAGEMENT**

Funding guidelines are also made available to prospective applicants via Council's website as well as via direct emails issued to community groups upon opening of the scheme.

All unsuccessful applicants will be provided feedback in regard to their applications after recommendations are finalised and endorsed by Council.

Community Grants Summary: 2019-2020 - Tarnagulla individual report						
Applicant	Project title	Project Description	Total project costs	Amount Requested	Community Contribution	Recommended allocation
<b>Tarnagulla Ward</b>						

Applications assessed as ineligible for funding						
Tarnagulla Community Centre Committee Incorporated	Initial funding for management and development of the Tarnagulla Community Centre	Funding to assist with initial setup costs and accounts for the running of the Tarnagulla Community Centre.	\$4,000	\$4,000	\$0	\$0

**9.12 LODDON SHIRE COUNCIL 2019/2020 COMMUNITY GRANTS - INGLEWOOD  
INDIVIDUAL REPORT****File Number:** 16/02/01**Author:** Allan Stobaus, Manager Community Support**Authoriser:** Wendy Gladman, Director Community Wellbeing**Attachments:** 1. 2019-20 Community Grants - Inglewood individual assessment**RECOMMENDATION**

That Council does not allocate funds under the 2019-20 Loddon Shire Council Community Grants Scheme as outlined in the attachment provided with this report.

**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**

Information on this Community Grant applications received for the 2019/20 allocation was provided to Council at the 13 August Council forum.

**BACKGROUND**

This report has been prepared separate to the main Community Grant report due to a conflict of interest identified at the 13 August Council Forum.

**ISSUES/DISCUSSION**

Inglewood Lions Club submitted an application to the Community Grants Program 2019/2020 for the construction of a shelter over picnic furniture adjacent to the public toilets in Main Street Bridgewater. It is recommended that this should be planned in conjunction with the proposed streetscape works and further consultation is required within Council. Based on the planning and approvals tasks required to be undertaken, it is unlikely that this project would be completed in this financial year.

**COST/BENEFITS**

N/A

**RISK ANALYSIS**

Primary risks associated with the Community Grants Scheme are believed to be as follows:

Adherence to Program Guidelines: Detailed program guidelines identify which projects and programs are considered eligible for Community Grants. All applications are assessed against these guidelines for eligibility so as to ensure that funding made available through this program is distributed equitably and provides greatest benefit to the overall Loddon community.

Failure to adhere to these guidelines could comprise the integrity of the grant program and the ability for Council to adequately fund appropriate community projects.

Failure to deliver projects: All successful applicants are required to adhere to a formal funding agreement which clearly identifies the purpose of the grant, delivery timeframes and reporting requirements. This is to ensure that expenditure of public money is conducted in a transparent and efficient manner.

**CONSULTATION AND ENGAGEMENT**

Funding guidelines are also made available to prospective applicants via Council's website as well as via direct emails issued to community groups upon opening of the scheme.

All unsuccessful applicants will be provided feedback in regard to their applications after recommendations are finalised and endorsed by Council.

Community Grants Summary: 2019-2020 - Inglewood individual report

Applicant	Project title	Project Description	Total project costs	Amount Requested	Community Contribution	Recommended allocation
<b>Inglewood Ward</b>						

Applications assessed as ineligible for funding

Inglewood Lions Club	Eating Shelter at Bridgewater Comfort Station	Construction of shelter over the existing seat at the Bridgewater Comfort station.	\$8,100	\$4,950	\$3,150	\$0
----------------------	---	--	---------	---------	---------	-----



**9.13 LODDON SHIRE COUNCIL 2019/2020 COMMUNITY GRANTS - WEDDERBURN INDIVIDUAL REPORT**

**File Number:** 16/02/01  
**Author:** Allan Stobaus, Manager Community Support  
**Authoriser:** Wendy Gladman, Director Community Wellbeing  
**Attachments:** 1. 2019-20 Community Grants - Wedderburn individual assessment

**RECOMMENDATION**

That Council allocate \$800 in grants under the 2019-20 Loddon Shire Council Community Grants Scheme as outlined in the attachment provided with this report.

**CONFLICT OF INTEREST**

Director Community Wellbeing, Wendy Gladman has declared a conflict of interest as a family member is a contractor operating at the ReJoov Salon.

The following actions were undertaken to mitigate the conflict:

- exclusion of conflicted party during initial assessment of applications
- exclusion of conflicted party during any discussions involving funding recommendations.

The authorisation of this report by the Director Community Wellbeing has been undertaken as an administrative process only.

**PREVIOUS COUNCIL DISCUSSION**

Information on the Community Grant applications received for the 2019/20 allocation was provided to Council at the 13 August Council forum.

**BACKGROUND**

This report has been prepared separate to the main Community Planning report due to an identified conflict of interest.

**ISSUES/DISCUSSION**

Rejoov Salon Sub-Committee of Wedderburn Community House has submitted an application to improve signage and undertake some upgrade works at the salon. Components of the works in the application are to undertake upgrades to the building and fixtures. As this is a privately owned building it is not eligible for funding under the community grants program. This report is recommending that the signage component of the application be supported.

**COST/BENEFITS**

N/A

**RISK ANALYSIS**

Primary risks associated with the Community Grants Scheme are believed to be as follows:

Adherence to Program Guidelines: Detailed program guidelines identify which projects and programs are considered eligible for Community Grants. All applications are assessed against these guidelines for eligibility so as to ensure that funding made available through this program is distributed equitably and provides greatest benefit to the overall Loddon community.

Failure to adhere to these guidelines could comprise the integrity of the grant program and the ability for Council to adequately fund appropriate community projects.

Failure to deliver projects: All successful applicants are required to adhere to a formal funding agreement which clearly identifies the purpose of the grant, delivery timeframes and reporting requirements. This is to ensure that expenditure of public money is conducted in a transparent and efficient manner.

### **CONSULTATION AND ENGAGEMENT**

The Loddon Shire Community Grants program is advertised annually during February with applications closing in May. During this period, community groups or individuals interested in applying for grants are encouraged to contact the relevant staff to discuss their proposals.

Funding guidelines are also made available to prospective applicants via Council's website as well as via direct emails issued to community groups upon opening of the scheme.

All unsuccessful applicants will be provided feedback in regard to their applications after recommendations are finalised and endorsed by Council.

Community Grants Summary: 2019-2020 - Wedderburn individual report						
Applicant	Project title	Project Description	Total project costs	Amount Requested	Community Contribution	Recommended allocation
<b>Wedderburn Ward</b>						
Rejoov Salon Sub-Committee of Wedderburn Community House	Rejoov Salon Essential Infrastructure	Create a space to deliver Massage and Beauty services such as Waxing, Eye brow/lash Tinting and Make-up. Create a visual way of recognising when the salon is open with an A-Frame Front door access has a step up which needs to be addressed.	\$9,959	\$2,639	\$1,320	\$800

**9.14 LODDON SHIRE COMMUNITY GRANTS PROGRAM 2019/2020**

**File Number:** 16/02/01  
**Author:** Allan Stobaus, Manager Community Support  
**Authoriser:** Wendy Gladman, Director Community Wellbeing  
**Attachments:** 1. 2019-20 Community Grant assessments

**RECOMMENDATION**

That Council:

1. allocate \$166,446 in grants under the 2019/20 Loddon Shire Council Community Grants Scheme as outlined in the attachment provided with this report
2. return the carried forward funds of \$48,132 from the 2018/19 financial year to surplus
3. hold the surplus funds from the 2019/20 community grant funding round in reserve for suitable community projects that arise throughout the year
4. carry over any surplus funds remaining at the end of the 2019/20 financial year to supplement the 2020/21 Community Grants scheme.

**CONFLICT OF INTEREST**

Manager Community Support, Allan Stobaus has a conflict of interest as a family member is on the board of the Pyramid Hill Neighbourhood House.

The following actions were undertaken to mitigate the conflict:

- exclusion of conflicted party during initial assessment of applications
- exclusion of conflicted party during discussion with Council involving funding recommendations.

The development of this report by the Manager Community Support has been undertaken as an administrative process only.

**PREVIOUS COUNCIL DISCUSSION**

Information on the Community Grant applications received for the 2019/20 allocation was provided to Council at the 13 August Council forum.

**BACKGROUND**

The Loddon Shire Community Grants Scheme commenced in 2000/2001.

Council initiated the scheme to assist recreation, sporting and service organisations to deliver projects that improve the quality of life for residents. Since the scheme was initiated, Council has invested approximately \$2,300,000, supporting over seven hundred community-based projects worth over \$5,000,000.

Council's 2019/20 budget includes an allocation of \$200,000 for the Community Grants Scheme.

In addition to this amount, \$48,132 has been carried over from the 2018/2019 community grants program. This means that an amount of \$248,132 is available in the 2019/2020 financial year for allocation through the community grants program.

Applications for the 2019/20 Community Grants Scheme opened in March and closed on 1 May 2019.

Applications have been assessed against the following criteria:

- demonstrated community need
- improved existing facilities and/or increased participation

- multi-use and broad community benefit
- self-help i.e. in-kind and/or cash commitment
- effective and efficient use of resources

Where applicable, projects have also been assessed in consideration of:

- the efficient use of resources, for example energy efficiency components of the project or sharing of resources with the wider community
- ability to provide access for all, for example does the project consider the needs of people with a disability or the elderly
- projects that pose inherent risk in terms of public safety have been assessed in terms of the severity of the risk prior to being considered for funding.

As per the guidelines, the following types of projects are ineligible for funding:

- applicants who have outstanding acquittals from previous funding rounds
- retrospective projects or projects which have already been commenced
- projects which are not ready and which will not be completed within a 12 month period from the date of receiving the funding
- projects that are considered the sole responsibility of another authority (for example water authorities and health and welfare agencies)
- open space projects on public owned or managed land
- activities such as administrative costs (such as wages, rent or insurance), utility charges (such as a power bill) or projects of an ongoing maintenance nature (such as mowing lawns)
- projects designed to promote political or religious ideals
- projects which do not meet the funding ratio.

## ISSUES/DISCUSSION

In total 33 applications were received in the 2019/2020 community grants program. In addition to this, four community planning submissions have been transferred for assessment in the community grants program. The requests for assistance total \$217,708.

Of the 37 applications, 29 have been recommended for funding from the community grants program, three projects have been assessed as being aligned with other council programs and five applications have not been recommended for funding.

### Community planning applications transferred to the Community Grants program.

This report recommends that four applications submitted to Council's community planning program be included in the community grants program for consideration.

These projects are generally for the purchase of equipment or for smaller infrastructure or maintenance works where they are more likely to provide benefit to club or group members rather than the wider general population.

Prior to recommending any transfers of this nature, applicants are contacted to confirm that they are able to meet the one third in-kind/cash contribution required.

It is recommended that the following community planning applications are transferred to the community grants program for consideration:

These are as follows;

- Dingee Bowling Club: Development of an Alfresco BBQ area, adjacent the bowls clubhouse
- Dingee Tennis Club: Resurface/repaint the kiosk floor area
- Boort Tennis Club: Purchase of green/court mower
- Bridgewater Memorial Hall: Purchase seating and installation of blinds.

### Applications not recommended for funding

In total 8 applications have not been recommended for funding from the community grants scheme. These are as follows;

- About Boort Newsletter: Publication of Newsletter. This application was submitted after the closing date and under the guidelines late applications are ineligible.
- Loddon Darts: Purchase of new dart boards. Considered to be consumable in nature and is not eligible under the guidelines.
- East Loddon Food Share: Purchase of food for distribution. Considered to be consumable in nature.
- Inglewood CFA: Landscaping surrounding new building. Council have not traditionally funded emergency services organisations from the community grants program. This would be considered the responsibility of another authority.
- Wedderburn Community House: Funding for new printer to support community printing and newsletter. It is expected that printing for other groups/community members is conducted on a fee for service basis which should include a component for replacement costs. Neighbourhood house printing undertaken would be considered to be the responsibility of another agency. Funding is provided for Scoop and Scuttlebutt printing through the community grants program.

Applications not recommended for funding: assessed as better aligned with other council funding opportunities and programs.

- Mitiamo Progress Association: Early Morning Swimming: This application requested funding assistance to employ lifeguards for early morning swimming for 3 days a week at the Mitiamo Swimming Pool. It is recommended that this be included in Council's normal swimming pool operations. Council officers will work with the community to determine the need and implement the program as required.
- Pyramid Hill Swimming Pool: Pool Life Guard accreditation program: The opportunity for residents to acquire Lifeguard qualifications is to be provided through the volunteer lifeguard program. This will accommodate the requirements of this application.
- East Loddon Historical Society "Australia's first air race commemorative event". As this is an event, it is not eligible for support under the community grants program.

With the Community Grants program undersubscribed in 2018/19, Councillors determined to hold the remaining funds for opportunistic applications that were submitted throughout the financial year, and then to carry the remaining funds into the 2019/20 financial year to assist with any oversubscription to the program.

As the 2019/20 community grants have not required the carried forward funds, this report recommends that these funds be returned to surplus.

If Council resolves to approve the recommended 2019/20 Community Grant funding allocations, there will be unallocated funds remaining. This report recommends that these funds be held to assist in supporting opportunistic applications (by Council resolution) that may be received throughout the remainder of the financial year and the remaining balance carried forward into the 2020/21 budget to assist with any oversubscription to the 2020/21 program.

## RISK ANALYSIS

Primary risks associated with the Community Grants Scheme are believed to be as follows:

Adherence to Program Guidelines: Detailed program guidelines identify which projects and programs are considered eligible for Community Grants. All applications are assessed against these guidelines for eligibility so as to ensure that funding made available through this program is distributed equitably and provides greatest benefit to the overall Loddon community.

Failure to adhere to these guidelines could comprise the integrity of the grant program and the ability for Council to adequately fund appropriate community projects.

*Failure to deliver projects:* All successful applicants are required to adhere to a formal funding agreement which clearly identifies the purpose of the grant, delivery timeframes and reporting requirements. This is to ensure that expenditure of public money is conducted in a transparent and efficient manner.

### **CONSULTATION AND ENGAGEMENT**

The Loddon Shire Community Grants program is advertised annually with applications closing in May. During this period, community groups or individuals interested in applying for grants are encouraged to contact the relevant staff to discuss their proposals.

Funding guidelines are also made available to prospective applicants via Council's website as well as via direct emails issued to community groups upon opening of the scheme.

All unsuccessful applicants will be provided feedback in regard to their applications after recommendations are finalised and endorsed by Council.

Community Grants Summary: 2019-2020						
Boort Ward						
Applicant	Project title	Project Description	Total project costs	Amount Requested	Community Contribution	Recommended allocation
Boort Senior Citizens Inc.	Scooter Parking Protection.	Extension of the veranda (alcove) on the south side of the hall in order to provide shelter/protection for mobility scooters.	\$9,880	\$8,587	\$3,293	\$6,587
Boort Bowls club	Access Ramp for the people with a disability.	Concrete ramp with railing, from green to building.	\$14,003	\$9,335	\$4,668	\$9,335
Boort Cemetery Trust	Water and Mowing Upgrade For The Boort Lawn Cemetery.	Purchase of a new Lawn mower for the Boort Lawn Cemetery, Installation of a new tank for extra water storage.	\$9,195	\$5,905	\$2,200	\$5,905
		<b>Boort Total</b>	<b>\$31,078</b>	<b>\$21,817</b>	<b>\$10,161</b>	<b>\$21,817</b>
Inglewood Ward						
Applicant	Project title	Project Description	Total project costs	Amount Requested	Community Contribution	Recommended allocation
Bridgewater Recreation Reserve CoM	Resurfacing of the main social room area.	Replace carpet in the social room area of the venue.	\$3,010	\$2,007	\$1,003	\$2,007
Campbell's Forest Hall	Replacement of Heating & Cooling system to Meeting Room / Kitchen	To replace impaired split system in the hall's meeting room/kitchen with a new split system for heating and cooling.	\$3,450	\$2,300	\$1,150	\$2,300
Inglewood Community Neighbourhood House Inc	Neighbourhood House Upgrade	Korong Community Newsletter - \$9K annual funding contribution Inglewood Community Bus Service - \$564 to purchase fuel cards. Equipment upgrade - \$582.00	\$3,582	\$2,368	\$1,066	\$2,368
Inglewood Bowling Club	Outdoor Undercover Social/Barbeque Area.	Outdoor Undercover Social/Barbeque Area for our members and guests.	\$15,000	\$10,000	\$5,000	\$10,000
Inglewood Lawn Tennis Club Inc	Inglewood Tennis Upgrade	Secure storage for our mowers and other turf maintenance equipment in the form of a shipping container. Purchase a grooming head for mower to enable better maintenance of lawn courts. Upgrade current ageing and dilapidated tennis nets.	\$6,000	\$5,000	\$3,000	\$5,000
Inglewood Alive Festival Inc.	Inglewood Alive Festival	Purchase of marquee and public address system.	\$5,000	\$3,333	\$1,667	\$3,333
		<b>Inglewood Total</b>	<b>\$39,042</b>	<b>\$26,028</b>	<b>\$12,826</b>	<b>\$26,028</b>
Tarnagulla Ward						
Applicant	Project title	Project Description	Total project costs	Amount Requested	Community Contribution	Recommended allocation
Dunolly & District Field & Game Club Inc.	Firefighting equipment replacement	Updating firefighting knapsacks.	\$2,577	\$1,548	\$1,029	\$1,548
Tarnagulla & District Golf Club Incorporated	Course Maintenance	Purchase of ride on mower, with a minimum 2.0m cutting width.	\$18,000	\$10,000	\$8,000	\$10,000
Rheola Pioneers Memorial Park Reserve Committee	Children's Playground Extension	Extension of the playground at the Pioneers Memorial Park.	\$15,000	\$10,000	\$5,000	\$10,000
Newbridge Recreational Reserve CoM.	BBQ and Table with interactive seating	Installation of a double BBQ and table setting under previously built shelter to house them.	\$12,740	\$8,493	\$4,247	\$8,493
		<b>Tarnagulla Total</b>	<b>\$48,317</b>	<b>\$38,041</b>	<b>\$18,276</b>	<b>\$38,241</b>



Terricks Ward						
Applicant	Project title	Project Description	Total project costs	Amount Requested	Community Contribution	Recommended allocation
East Loddon Community News	East Loddon Community News 2019/2020	Publishing of East Loddon Community News.	\$18,474	\$2,000	\$16,474	\$2,000
Pyramid Hill Neighbourhood House	Pyramid Hill Press	Publishing of Pyramid Hill Press.	\$1,600	\$3,000	\$1,500	\$3,000
Pyramid Hill Memorial Hall	Lights, sound and action at the Memorial Hall	A projector and sound equipment.	\$9,990	\$6,660	\$3,330	\$6,660
Milano Football Netball Club Inc	Verandah repair player change-rooms.	Repair external roof flashing with a color bond product and replace the existing Stramit ceiling.	\$7,780	\$5,187	\$2,593	\$5,187
Northern Victorian Quarter Horse Association	Bringing cows back to the Hill - Replacement of unsafe cattle ramp.	Replace the existing wooden cattle ramp and surrounding wooden rails and posts with a studmaster steel adjustable ramp and panels.	\$6,000	\$4,000	\$2,000	\$4,000
Pyramid Hill Lions Club	Lions Club Memorial Drinking Fountain	Installation of a wheelchair/scooter accessible drinking fountain inc. bubbler, water bottle refill tap and dog bowl.	\$5,500	\$3,670	\$1,830	\$3,667
<b>Terricks Total</b>			<b>\$62,244</b>	<b>\$24,517</b>	<b>\$37,727</b>	<b>\$24,113</b>
Wedderburn Ward						
Applicant	Project title	Project Description	Total project costs	Amount Requested	Community Contribution	Recommended allocation
Lions Club of Wedderburn	Coach House Gallery Rejuvenation	Coach house gallery roof replacement.	\$17,000	\$10,000	\$7,000	\$10,000
Wedderburn Golf Club Inc.	Mower Replacement	Replacement of current Fairway Mower.	\$9,900	\$6,600	\$3,300	\$6,600
Wedderburn Community House Inc	Joggers for gym - New treadmills.	Replacement of two treadmills.	\$16,550	\$10,000	\$6,550	\$10,000
Wedderburn Community House Inc	Scoop & Scuttlebut 2019	Publishing of Scoop & Scuttlebut newsletter.	\$5,200	\$3,467	\$1,733	\$3,467
Korong (Wedderburn) Historical Society, Inc	Preserving Our Past - Before it's Too Late	Purchase of overhead projector and screen.	\$4,129	\$2,633	\$1,496	\$2,633
Wedderburn Historical Engine and Machinery Society Inc	Engine club, engine & machinery restoration workshop	To concrete the existing workshop area with a suitable work surface.	\$15,000	\$10,000	\$5,000	\$10,000
<b>Wedderburn Total</b>			<b>\$67,179</b>	<b>\$43,706</b>	<b>\$26,073</b>	<b>\$43,706</b>
<b>SubTotal - Eligible applications</b>			<b>\$129,423</b>	<b>\$78,223</b>	<b>\$63,800</b>	<b>\$67,819</b>
Applications transferred from Community Planning						
Applicant	Project title	Project Description	Total project costs	Amount Requested	Community Contribution	Recommended allocation
Boort Tennis Club	Tennis Club Greens Mower	Purchase of a greens mower.	\$17,600	\$10,000	\$7,600	\$10,000
Dingee Bowling Club Inc	Upgrade Alfresco BBQ Area.	Building a covered barbecue area adjoining the Club house.	\$9,712	\$6,475	\$3,237	\$6,475
Dingee Bowling Club Inc	Re-surface/repaint kiosk floor area.	Resurfacing Kiosk/Kitchen floor.	\$2,900	\$1,933	\$967	\$1,933
Bridgewater on Loddon Development Committee	Bridgewater Town Hall: Supper Room Seating and blinds.	Purchase of blinds for the windows and some new seating for the supper room.	\$4,250	\$2,833	\$1,417	\$2,833
<b>SubTotal - Transferred from Community Planning applications</b>			<b>\$34,462</b>	<b>\$21,241</b>	<b>\$13,221</b>	<b>\$21,241</b>
<b>TOTAL</b>			<b>\$272,885</b>	<b>\$166,443</b>	<b>\$106,998</b>	<b>\$189,060</b>

Late Applications						
Applicant	Project title	Project Description	Total project costs	Amount Requested	Community Contribution	Recommended allocation
Boort Resource & Information Centre	"About Boort" - Newsletter	Publishing About Boort Newsletter.	\$5,185	\$3,440	\$1,745	\$0
Applications assessed as ineligible for funding						
Applicant	Project title	Project Description	Total project costs	Amount Requested	Community Contribution	Recommended allocation
Milano Progress Association	Splash for Health	Adult exercise classes at Milano Pool.	\$1,610	\$1,070	\$540	\$0
East Loddon Food Share Program Inc	East Loddon Food Share Program	Supplies for East Loddon Food Share (ELFS) Program's emergency food, personal and household care parcels.	\$20,000	\$10,000	\$10,000	\$0
Pyramid Hill Swimming Pool Committee	Lifeguard Project	The Lifeguard Expansion project - free Lifeguard and First Aid accredited courses in conjunction with Regional Swim Clinics.	\$14,400	\$9,600	\$4,800	\$0
East Loddon Historical Society Inc	Commemorate the centenary of Australia's first official air race.	Commemoration of the Centenary of Australia's first official air race at Serpentine.	\$8,000	\$5,000	\$0	\$0
Wederburn Community House	Perfect Printing Everytime	New printer for Wedderburn Community House.	\$24,181	\$16,103	\$9,078	\$0
Loddon Darts Association Inc	New dart Boards	Replacement of dart boards.	\$2,000	\$1,933	\$667	\$0
Inglewood Fire Brigade	New Fire Station Landscaping	Landscaping at the rear of the new Inglewood fire station.	\$8,569	\$5,712	\$2,857	\$0

**9.15 BAD AND DOUBTFUL DEBTS 2018/19**

**File Number:** 06/02/005  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. notes the report of Debts Written Off and Provision for Doubtful Debts as at 30 June 2019, and
2. approves the write off of \$1,047.00 for client 7208.

**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 latest version of the Provision for Doubtful Debts and Writing Off Bad Debts Policy (version 3) in July 2018.

The policy authorises the Chief Executive Officer (CEO) to vary the Provision for Doubtful Debts, and write off bad debts up to a value of \$1,000.00 in an individual case, and \$5,000.00 in aggregate, per financial year.

**BACKGROUND**

As part of the process of completion of the Annual Financial Statements, the CEO has authorised an increase in the Provision for Doubtful Debts to \$118,887.00 at 30 June 2019. The majority of the amount relates to the payment of local law prosecution fines totalling \$96,810.00 and rates arrears totalling \$17,462.00.

The balance of \$4,615.00 includes some debtor charges which are being followed up through Council's debt collection agency, and the expectation is that recovery is likely.

Bad debts to the value of \$2,970.08 have been written off as at 30 June 2019. These debtors have been contacted several times, but the individual amounts are not worth further pursuit.

**ISSUES/DISCUSSION**

A further amount of \$1,047.00 (included in the above figure) has been recommended by Council's Director of Community Wellbeing for write off, but is outside the amount approved for the CEO's discretion. The account relates to a client that is no longer receiving services and the full debt collection process has been followed with no success.

**COST/BENEFITS**

The cost to Council is the write off value of \$1,047.00.

**RISK ANALYSIS**

There is a risk that debtors who become aware of this recommendation may wish to pursue similar treatment, but this is not expected to become a significant risk.

**CONSULTATION AND ENGAGEMENT**

This matter has been treated as confidential to ensure the clients privacy and has been discussed with the Financial Accountant, Director of Corporate Services and CEO.

**10 INFORMATION REPORTS****10.1 PUBLIC HEALTH ACTIVITY REPORT**

**File Number:** 12/02/001  
**Author:** Teresa Arnup, Senior Public Health Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Public Health activity report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This is the fourth report for the 2018-2019 financial year, summarising public health activities within the Development and Compliance Department.

**BACKGROUND**

Loddon Shire Council is responsible for the administration and enforcement of a number of Acts including the:

- Food Act 1984
- Public Health and Wellbeing Act 2008
- Residential Tenancies Act 1997
- Environment Protection Act 1970
- Tobacco Act 1987.

Council's Public Health officer has regular contact with business operators, community groups, home owners and developers whilst administering the above Acts. Activities undertaken by the staff include inspection of registered premises, the taking of food and water samples, the issuing of septic tank permits and complaint investigations.

**ISSUES/DISCUSSION****Registered Premises**

Council undertakes annual inspections of premises that are registered under the Food Act, Public Health and Wellbeing Act and Residential Tenancies Act. Inspections are also undertaken of public swimming pools and of properties that are required to meet the requirements of the Tobacco Act. Table 1 provides a summary of the inspections undertaken during the reporting period.

*Table 1: Registered premises inspections*

1 April to 30 June 2019		
Governing Legislation	Inspection Outcome	Number of inspections
Food Premises	Compliant*	58
	Non-Compliant	1
Health Premises	Compliant*	7
	Non-Compliant	1
Caravan Parks	Compliant*	3

<b>Total number of inspections for reporting period</b>	<b>70</b>
---	-----------

\*compliant includes sites that were fully compliant and some sites that required minor actions to become compliant

All unsatisfactory inspections are followed up with the businesses to ensure remedial actions are taken to reach compliance.

### **Tobacco Act**

Council is funded to undertake a set number of Tobacco inspections throughout the year. Most of the inspections are carried out in conjunction with Food Act inspections, however a number of them are non-smoking public outdoor venues such as at kindergartens, schools, play grounds and hospitals. Table 2 summarises the Tobacco Act activities undertaken during the reporting period.

*Table 2: Tobacco inspections*

<b>1 April to 30 June 2019</b>	
<b>Inspection Type</b>	<b>Number</b>
Retailer includes vending machines	1
Indoor Drinking and Dinning Areas	0
Outdoor Drinking and Dinning Areas	0
Public Outdoor Venues	5
<b>Total number of Inspections</b>	<b>6</b>

### **Septic Systems**

Table 3 summarises septic system permit applications processed during the reporting period.

*Table 3: Septic system permits*

<b>1 April to 30 June 2019</b>	
<b>Permit Type</b>	<b>Number</b>
Installation or alteration	6
Certificate to use	10
Time Extensions or Change to Existing Permit	0
<b>Total Number of Permits</b>	<b>16</b>

The average processing time for permits to install or alter is six days.

Table 4 summarises the activities associated with management of septic tank applications and installed systems.

*Table 4: Septic system activity*

<b>1 April to 30 June 2019</b>	
<b>Activity / Inspection Type</b>	<b>Number</b>
Application Inspection	6
Installation Inspection	7
Final Inspection	8

<b>Total Number of Inspections</b>	<b>21</b>
------------------------------------	-----------

### **Public Health Complaints**

Council is responsible for the investigation of nuisance complaints under the Public Health and Wellbeing Act. Complaints of nuisance can be complex and time consuming. Table 5 summaries the complaints during the reporting period.

*Table 5: Public health complaints*

<b>1 April to 30 June 2019</b>				
<b>Nature of complaint</b>	<b>Number carried over from previous reporting period</b>	<b>Number received</b>	<b>Number resolved</b>	<b>Number currently pursuing resolution</b>
<b>Food Premises</b>		1	1	
<b>Odour</b>				
<b>Noise</b>		1	1	
<b>Mosquitoes</b>				
<b>Wastewater</b>				
<b>Tobacco</b>				
<b>Other</b>	2	1	3	
<b>Total</b>	<b>2</b>	<b>3</b>	<b>5</b>	

### **COST/BENEFITS**

The actual expenditure for the fourth quarter of 2018-2019 financial year of the public health unit activities contained within this report is \$24,757

Administration of the Acts that the Public Health officer has responsibility for includes significant field work, with staff regularly in the field engaging with business operators, developers, residents and ratepayers.

This investment increases significantly when compliance issues are identified within registered premises and when complaints are received.

The benefits that stem from this investment include:

- improved public health and safety within registered premises
- improved local amenity
- full implementation by Council of our responsibilities under the various Acts and regulations.

### **RISK ANALYSIS**

Failure of Council to adequately administer and enforce the provisions of the applicable legislation would pose the following possible risks:

- the spread of infectious diseases through the community including food poisoning
- a barrier to the new developments and economic growth within Council
- Council's reputation as a regulatory authority
- contamination of the local environment
- failure to meet obligations set within the relevant legislation.

**CONSULTATION AND ENGAGEMENT**

The Public Health officer regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts which can range from annual assessments/inspections to the provision of advice for the processing of septic tank permits. Any business operator, developer, residents or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process.



**10.2 ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT**

**File Number:** 14/01/022  
**Author:** Daniel Lloyd, Manager Works  
**Authoriser:** Steven Phillips, Director Operations  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the road management plan defect rectification compliance report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This is the fourth report for the 2018-2019 financial year, summarising road network defect rectification compliance against requirements specified within the Loddon Shire Council Road Management Plan (RMP).

**BACKGROUND**

This report is produced quarterly and provides statistical data with respect to Council's performance in managing the road network. Performance is measured through a comparison of actual defect rectification timeframes against requirements specified in the RMP.

**ISSUES/DISCUSSION**

Table 1 below provides a summary of the compliance against the schedule of road and street inspection regimes as set in the RMP.

*Table 1: Inspection summary report*

Quarter 4 (01/04/2019 – 30/06/2019)					
District	Number of scheduled inspections	Number completed by due date	Number completed after due date	Number not completed	Compliance
Loddon Plains	52	52	0	0	100%
Loddon Goldfields	56	51	5	0	91%
<b>Total</b>	<b>108</b>	<b>103</b>	<b>5</b>	<b>0</b>	<b>95%</b>

During the fourth quarter of 2018-2019 financial year, 95% of the programmed inspections were completed according to the schedule. This is below the target of 100% set in the RMP. Extended staff leave and backfilling roles have hampered our efforts to complete the required inspection by their due dates. All inspections have now been completed

Table 2 below provides a summary of compliance of actual response times for rectification works of defects as detailed in the defect intervention levels and response timetables of the RMP.

*Table 2: Defect rectification summary report*

Quarter 4 (01/04/2019 – 30/06/2019)								
	Number of Defects				Compliant with RMP			
District	Adhoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	59	15	391	465	465	0	0	100%
Loddon Plains	58	12	362	432	432	0	0	100%
Shire Wide	227	3	469	699	698	1	0	99%
Townscape Services	108	3	70	181	181	0	0	100%
<b>Total</b>	<b>452</b>	<b>33</b>	<b>1292</b>	<b>1777</b>	<b>1776</b>	<b>1</b>	<b>0</b>	<b>99%</b>

Table 2 comprises a summary of defects that have been identified through programmed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as adhoc work actions. During the fourth quarter of 2018-2019 financial year, 99% of all date imposed defects were completed before their due date. This is 1% below the target of 100% set in the RMP.

Table 3 provides a summary of performance against the unsealed road maintenance grading program, defects as identified through programmed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as adhoc work actions. The maintenance grading program identifies each road segment by its road hierarchy and grading frequency as detailed in the RMP.

*Table 3: Maintenance grading program*

Quarter 4 (01/04/2019 – 30/06/2019)									
	Number of Grading Work Actions					Compliant with scheduled timeframes			
District	Programmed Maintenance Grading	Defects Done	Requests Done	Adhoc Done	Total	Yes	No	Not completed	%
Loddon Goldfields	335	2	1	4	342	317	17	8	92%
Loddon Plains	265	1	11	20	297	296	0	1	99%
<b>Total</b>	<b>600</b>	<b>3</b>	<b>12</b>	<b>24</b>	<b>639</b>	<b>613</b>	<b>17</b>	<b>9</b>	<b>95%</b>

The data in table 3 indicates that 630 grading work actions were completed for the fourth quarter of the 2018-2019 financial year. There is no set level of compliance for the maintenance grading program in the RMP. The nine not completed work actions are now complete.

A graph has been provided in Chart 1 indicating a breakdown of the grading work actions by road hierarchy and kilometres. The sealed roads section relates to shoulder grading work actions on the Sealed Road network. The gravel road section includes all grading work actions on Gravel Collector and Gravel Access roads. The Gravel Minor and the Formed Road sections relate directly to Council's road hierarchy and show all grading work action on roads within that hierarchy.

Chart 1: Maintenance Grading Program



**COST/BENEFITS**

The year to date actual expenditure to the end of fourth quarter of 2018-2019 financial year of the Local Road Maintenance Program is \$6,187,873. The expenditure for the fourth quarter was \$1,486,434.

The benefits to the community in complying with the RMP are that it ensures a safe road network.

**RISK ANALYSIS**

Repairing 100% of all date imposed defects before their due date limits Council’s liability for any claims for damage made against Council.

**CONSULTATION AND ENGAGEMENT**

No internal or external consultation is required in the formation of this report.

**10.3 LOCAL LAWS AND PLANNING COMPLIANCE ACTIVITY REPORT**

**File Number:** 04/02/012  
**Author:** David Price, Local Laws \ Planning Compliance Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the local laws and planning compliance activity report.

**CONFLICT OF INTEREST**

There is no conflict of interest for any council staff writing the report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

This is the fourth and final report for the 2018-2019 financial year, summarising the local law and planning compliance and enforcement actions taken within the Development and Compliance Department. It provides Council with a high level summary for the purpose of monitoring performance within this area.

**BACKGROUND**

Council is responsible for a range of advisory, compliance and enforcement services to the community and maintains powers under various legislation and Council local laws to enable effective animal management, planning enforcement, local law compliance and fire prevention for community and township amenity.

A number of organisational policies and procedures have been developed, outlining the methodology and circumstances under which Council officers will undertake compliance action. Key areas of focus in respect to compliance action include:

- management of local laws, particularly with respect to unsightly properties
- effective animal management
- assessment of properties for potential fire risk/fire prevention measures
- control of roadside activities, occupation and utilisation
- investigate planning scheme breaches and enforce planning permit conditions
- intervention in public nuisance issues.

**ISSUES/DISCUSSION**Administrative and fire prevention

Table 1 provides a summary of administrative and fire prevention actions undertaken.

*Table 1: Administrative and fire prevention activities*

Quarter 4 (1 April 2019 – 30 June 2019)				
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Fire permits to burn (^)	Local law permits issued
<b>No. actions</b>	6	2	11	1

(\*) Council provides a 24 hour emergency call out service in respect to animal management or local law compliance and enforcement.

(^) Figures are provided by the OHS/Risk Management Officer.

Following an internal review of service delivery, the statutory role of Municipal Fire Prevention Officer is now undertaken by the OHS/Risk Management Officer. This position is within Council's Corporate Services Directorate and no longer part of the local laws/planning compliance role. The reporting of municipal fire prevention activities to Council will still be included in this report.

### Unightly properties

A summary of activity statistics and locations that are the subject of compliance with local laws relating to unsightly properties is provided in Table 2. Identified unsightly properties are assessed and prioritised for compliance action.

*Table 2: Summary of unsightly properties activities*

Quarter 4 (1 April 2019 – 30 June 2019)																
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borong	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural/Other	Total
No. identified from previous report period	2	0	3	2	4	3	10	9	2	1	2	1	0	0	1	40
No. resolved during quarter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New action commenced	0	0	0	0	0	0	2	1	1	0	0	0	0	0	1	5
No. currently pursuing	2	0	3	2	4	3	12	10	3	1	2	1	0	0	2	45
Progress Activities																
Site meeting / discussion held	0	0	0	0	1	1	4	1	1	0	0	0	0	0	1	9
Letter to comply issued	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Occupier has commenced clean-up work	2	0	1	1	1	1	1	0	0	0	0	0	0	0	0	7
Notice to comply issued	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contractor engaged for clean-up work	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Local laws staff continue to work with community members in resolving unsightly property issues. Achieving resolution of unsightly property issues can be difficult, with many property owners committing to attend to the issue and in some cases starting the process of cleaning up only to relapse. This requires an approach of escalation of interventions until compliance is reached.

Many of these issues involve longstanding patterns of behaviour that will require continual intervention and time to establish significant change in individual's behaviour in order for lasting compliance to be reached.

#### Animal management

Table 3 provides a high level summary of animal management activities.

*Table 3: Summary of animal management activities*

Quarter 4 (1 April 2019 – 30 June 2019)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
No. of actions	9	6	4	16	17	30

Table 4 summarises animal management activities that resulted in impoundments, encompassing both domestic animals and livestock.

*Table 4: Impoundment activities*

Quarter 4 (1 April 2019 – 30 June 2019)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	134	131	0	3 (sold)
Dogs	18	6	11	1
Cats	5	0	5	49 (feral)
<b>Total</b>	<b>157</b>	<b>137</b>	<b>16</b>	<b>53</b>

#### Planning Compliance and Enforcement

Table 5 provides a summary of planning compliance and enforcement activities undertaken.

*Table 5: Planning compliance and enforcement activities*

Quarter 4 (1 April 2019 – 30 June 2019)					
Type	No. identified from previous report period	New action commenced	PIN's issued	No. resolved during this quarter	No. currently pursuing resolution
Land use in contravention of planning scheme without a permit	5	4	0	2	7
Native vegetation removal without a permit	2	2	0	0	4
Breach of planning permit	1	1	0	0	2
Dog breeding / animal keeping	1	2	0	1	2

Land used as a store without planning permit	2	0	0	0	2
Occupation of a shed without a planning permit	2	1	0	0	3
<b>Total</b>	<b>13</b>	<b>10</b>	<b>0</b>	<b>3</b>	<b>20</b>

Throughout all of the above compliance activities tabled, the Development and Compliance Department aims to work proactively with property and animal owners to achieve a positive outcome within the legislative framework set by the State Government and Council Local Laws.

### **COST/BENEFITS**

The expenditure for the fourth quarter of 2018-2019 financial year for the local laws and compliance activities contained within this report is \$81,635. As the identified properties are escalated through the compliance process, costs associated with legal proceedings may also be incurred by Council.

The resulting cost to Council can be significant in terms of officer(s) time; particularly undertaking various site inspections across Loddon Shire. Direct monetary costs can be significant should a matter progress to the Victorian Civil and Administrative Tribunal (VCAT) or the Magistrates Court. Therefore, it is of benefit to Council and the community that the Development and Compliance Department work through these matters in a timely and respectful manner to reach an appropriate outcome wherever possible.

Benefits derived from investing in local law and planning compliance activities include:

- improving and maintaining township amenity
- ensuring that appropriate development occurs
- maintaining and improving public safety
- encouraging good domestic animal and livestock management
- reduced bushfire risks.

### **RISK ANALYSIS**

Failure of Council to adequately manage the provisions associated with the Loddon Planning Scheme, Planning and Environment Act 1987 or other applicable legislation including the Domestic Animals Act 1994, Impounding of Livestock Act 1994, Country Fire Authority Act 1958 or Council Local Laws is considered to pose the following risks:

- barrier to development and associated economic growth within Loddon Shire
- inappropriate development
- Council's reputation as a regulatory authority
- public safety that endangers life and property
- adverse amenity of our townships
- increased bushfire hazards.

### **CONSULTATION AND ENGAGEMENT**

Land and animal owners subject to compliance and enforcement actions under the abovementioned legislation and local laws are consulted with at each stage of the process.

**10.4 UPDATE ON THE ANNUAL INFRASTRUCTURE PROGRAM 2018-2019, FLOOD RESTORATION PROGRAM AND OTHER PROJECTS.**

**File Number:** 14/01/001  
**Author:** Adam Cooper, Project Management Coordinator  
**Authoriser:** David Southcombe, Manager Assets and Infrastructure  
**Attachments:** 1. Annual Infrastructure Program 2018-2019  
2. Flood Restoration Program  
3. Other Projects

**RECOMMENDATION**

That Council note the update on progress of the Annual Infrastructure Program 2018-2019, Flood Restoration Program and Other Projects as at 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**

This is the report for the fourth quarter of 2018-2019 financial year, providing an update on the progress of the Annual Infrastructure Program and Flood Restoration Program. The status of other projects that are delivered by the Assets & Infrastructure Department but are not part of the Annual Infrastructure Program or the Flood Restoration Program are also included in the report.

**BACKGROUND**

This report is produced quarterly and is provided to Council for the purpose of reporting progress of the Annual Infrastructure Program, Flood Restoration Program and Other Projects that the Assets & Infrastructure Department is responsible for delivering. The information in this report covers progress up until the end of June 2019.

**ISSUES/DISCUSSION**Annual Infrastructure Program

Attachment 1 provides a progress summary for the end of quarter four of the 2018-2019 financial year of the Annual Infrastructure Program. There are 92 individual projects, including carryovers from previous financial years that form the Annual Infrastructure Program 2018-2019. There are a small number of projects completed early in July that have been included in this report. Any incomplete projects will be reported as carryovers in future quarterly progress reports.

Flood Restoration Project

Attachment 2 provides a progress summary for the end of quarter four of the 2018-2019 financial year of the Flood Restoration Project. This will be the final update on this program as all works are now complete.

Other Projects

In addition to the Annual Infrastructure Program and Flood Restoration Program, the Assets & Infrastructure Department is responsible to oversee the delivery of a number of different projects. Attachment 3 provides a summary of the other projects at the end of fourth quarter of 2018-2019 financial year. All completed projects will be removed for subsequent quarterly progress reports.



**COST/BENEFITS**

The total proposed expenditure for the 2018-2019 financial year for the Annual Infrastructure Program is \$4,531,425. The total expenditure for the year to date is \$4,405,256. During the period covered within this report all major projects have been awarded, with many of the projects completed if not commenced. Attachment 1 gives a summary of progress of individual projects within this program as at 30 June 2019 including carryover projects from previous financial year. Some projects completed in July have been included within this update.

The total expenditure for the Flood Restoration Program across the two year program was \$19,233,657. Progress is summarised in Attachment 2. All physical on ground works are complete. There was 2243 damages rectified, of which 535 were contracted out.

The Assets & Infrastructure Department is currently managing other significant projects covered in Attachment 3 which are in different stages of progress. The combined value of such projects is in excess of \$1.5 million.

**RISK ANALYSIS**

There are a number of risks associated with the delivery of the Annual Infrastructure Program, the Flood Restoration Program and other significant projects. The following is a list of some but not all of the associated risks:

- delivering within timeframe and budget
- meeting community expectations
- delivering projects in accordance with engineering standards
- compliance with procurement legislation

Council officers are committed to monitoring and managing the risks associated with the Annual Infrastructure Program, the Flood Restoration Program and other significant projects to ensure that any issues are minimised.

**CONSULTATION AND ENGAGEMENT**

The information provided in this report is presented after consultation between Manager Assets and Infrastructure, Flood Restoration team and the Works Department.

Attachment 1: Annual Infrastructure Program 2018 - 2019

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
Local Road Resheet	LRS1159	Yarrowalla West Rd	Poly Tah Treatment	\$ 17,845.00	100%	Complete
	LRS1156	Lanyon Rd	Resheet 1.8km x 4.6m x 100mm	\$ 47,742.00	100%	Complete
	LRS1157	Bora Swamp Rd	Resheet 2.9km x 4.6m x 100mm	\$ 76,865.00	100%	Complete
	LRS1180	Campbells Rd M	Resheet 1.1km x 4.7m x 100mm	\$ 26,458.00	100%	Complete
	LRS1181	Campbells Rd M	Resheet 3.1km x 4.7m x 100mm	\$ 72,744.00	100%	Complete
	LRS1187	Salathiel's Rd (new section of road)	New gravel road 2.6km x 4.6m x 100mm	\$ 24,887.00	100%	Complete
Local Road Shoulder Sheet	LRSS0357	Prairie Rd	Shoulder resheet 1.6km x 1.5 x 100mm x 2 sides (0.73-1.13, 1.26-2.46 and 2.44-3.49) under flood restoration	\$ 33,593.00	100%	Complete
	LRSS0353	Yarrowalla South Road	Shoulder resheet 4.4km x 1.5m x 100mm x 2 sides	\$ 95,106.00	100%	Complete
	LRSS0355	Dunns Rd [EL]	Shoulder resheet 1.6km x 1.5m x 100mm x 2 sides	\$ 11,920.00	100%	Complete
	LRSS0356	Prairie Rd	Shoulder resheet 1.5km x 1.5 x 100mm x 2 sides	\$ 32,178.00	100%	Complete
	LRSS0350	Rheola Llanely Rd	Shoulder resheet 1.4km x 1.8 x 100mm x 2 sides	\$ 26,226.00	100%	Complete
Local Road Construction	LRC0474	Bridgewater Raywood Rd	Rehabilitation & widening of existing pavement & seal - from 3.8m to 7.0m m width	\$ 312,566.00	100%	Complete
	LRC0471	Tandarra Serpentine Rd	Rehabilitation of existing pavement and 7.0m seal for road sections not completed by 2016 flood works	\$ 6,208.00	100%	Complete
	LRC0472	Pyramid Yarraberb Rd	Rehabilitate existing pavement & seal to 7.0m.	\$ 162,096.00	100%	Complete
	LRC0475	Pyramid Yarraberb Rd	Rehabilitate existing pavement with 7.0m seal.	\$ 146,687.00	100%	Complete
	LRC0477	Echuca Serpentine Rd	Rehabilitation & widening of existing pavement & seal - from 3.8m to 7.0m m width	\$ 284,281.00	100%	Complete
	LRC0439/0440	Sebastian Road	Rehabilitate existing failing pavement and seal	\$ -		Carried forward from 2016/17. Projected requires rescope to include traffic near Bridgewater silo, removed from this years program and will be rescheduled following redesign.
	LRC0479	Newbridge Road	Rehabilitation	\$ 412,681.00	100%	Complete
Safety	SAF0028	Gowar Logan Rd (SN 0197)	Replace failing bridge railing on Bridge. Existing rail is in very poor condition with rotting wood and some end posts have fallen over.	\$ 82,564.00	100%	Complete
Township St Improvement	TSI0431	Station St, Boort	Replace broken and uneven concrete footpath on western side and around corner on King St West.	\$ -	50%	Commence in July
	TSI0442	Godfrey St, Boort	Replace 25m of uneven pavers & replace broken footpath sections on north side of road	\$ 19,310.00	100%	Complete (July)
	TSI0435	Godfrey St, Wedderburn - Section 1	Construction of new strategic concrete footpath (130m x 1.5m) along the Southern side of Godfrey Street from Hospital St to Street b/s Nardoo Creek	\$ 32,566.00	90%	Awaiting Coliban approval to lower fire plug to complete footpath.
	TSI0440	Lyndhurst St, Bridgewater	Construction of new strategic concrete footpath (85m x 1.5m) from the intersection with Eldon St to Lily St (exclude railway reserve) on southern side	\$ 18,070.00	100%	Complete
	TSI0436	Godfrey St, Wedderburn - Section 2	Construction of new strategic concrete footpath (140m x 1.5m) along the Southern side of Godfrey Street from High St towards Nardoo Creek	\$ 33,645.00	100%	Complete (July)

Attachment 1: Annual Infrastructure Program 2018 - 2019

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
	TSi0438	Lyon St, Newbridge	Construct new concrete footpath from edge of existing bitumen path outside hotel heading West to Nelson St	\$ 17,545.00	100%	Complete
	TSi0434	Joffre St, Mitiamo	Replace existing asphalt footpath	\$ 43,560.00	100%	Complete
	TSi0425	Market St, Inglewood	Installation of new footpath to service properties on west side	\$ 69,898.00	100%	Complete
	TSi0426	Coutts St Footpath	Replace existing footpath and continue with new footpath to the intersection	\$ 65,750.00	100%	Complete
	TSi0430	High St, Wedderburn	Replace footpath to connect streetscape project with Racecourse Rd footpath	\$ 30,810.00	100%	Complete
	TSi0429	Hospital St, Wedderburn	Construct new footpath to connect P-12 and Calder Highway	\$ 66,550.00	100%	Complete
	TSi0382	Railway Ave, Pyramid Hill	Construct a new footpath from Victoria St to PH Railway Station	\$ 46,960.00	100%	Complete
Local Bridges and Culverts	LBCC0375	Woodstock Rd (SN0153)	Replace bridge	\$ 372,968.00	70%	Steel stringers installed in prep for concrete deck (26 July)
	LBCC0374	Scollierys Road (SN0191)	Upgrade bridge for B-double use	\$ 5,000.00	100%	Subject to Northern Grampians Shire program
	LBCC0351	Connors Rd (SN0134)	Bridge needs replacing with box culvert 1200x1200 with floodway	\$ 143,333.00	100%	Complete (July)
	LBCC0373	Hudson La	Replace twin cell box culvert	\$ 31,830.00	100%	Complete
	LBCC0364	Kingover Brenanah Rd (SN230)	Replace timber deck	\$ 69,000.00	100%	Complete, carried forward from 2017/2018
	LBCC0368	Molaga Durham Ox Rd (SN 051)	Replace wooden bridge with box culvert and concrete crossover.	\$ 85,146.60	100%	Complete
	LBCC0359	Pigeonhole Rd	Install concrete apron and headwall on upstream side.	\$ 19,795.00	100%	Complete
	LBCC0358	Janevale Bridge	Carry out significant repairs to structure as detailed in level 2 report	\$ 275,702.00	100%	Complete
Reseals	31 Projects	Multiple	Spray Seal Contract	\$ 565,257.00	100%	Complete
Urban Drainage	TS00142	Verdon & Southey Street	North Side of Verdon Street from main drain to Southey Street and west side of Southey Street from Verdon to railway line. Install underground drainage from pit 633 to Pit 645 as per Inglewood Drainage plans and install a section of 450 RCP from pit 645 across Southey to pick up flow from twin pipes under railway line. Provide an end wall with depressed inlet at this location. Pit types to be determined to achieve high volume water access. Pipe length approx. 250 metres and 7 pits approx.	\$ 133,949.00	100%	Split into two projects. Main drain to Southey St. Complete (July). Southey St to rail line subject to VicTrack approval (2019-2020)
	TS00138	Old Inglewood Reservoir	Repair seepage points on embankment for further rehabilitation	\$ 27,556.00	50%	Carry over from 2017/2018. Halted to complete Risk Consequence assessment. DEWLP funding approved to commence upgrade works in 2019/20 and 2020/21.
	TS00137	Wilson Kerr St, Wedderburn	Install new drainage pits and pipes	\$ 33,650.00	100%	Carried forward from 2017/2018
	TS00133	Sugar gum drive	Install new drainage pits and pipes	\$ 103,085.00	100%	Carried forward from 2017/2018

Attachment 1: Annual Infrastructure Program 2018 - 2019

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
	TSD0145	Bridgewater Maldon Rd	Western corner at intersection of Calder Hwy and Bridgewater Maldon Rd. Install 360m of 300mm pipe & 6 x pits to provide drainage where water pools at low point and pipe to join Camp St pipe.	\$ 93,149.00	100%	Complete (July)
Townscape Services	PGC017	Inglewood Town Hall	Landscape garden beds, new plants, new garden edging. New bollards around the outside	\$ 26,655.00	100%	Complete
	PGC018	Lake View St	To renew shelter over BBQ area as the shelter is very rusty and unsafe and renew BBQ money.	\$ -	15%	Approval from DWELP and BDW. Contractor engaged. September construction
	PGC019	Tree Replacement	Tree removal and replacement - high priority trees first	\$ 7,368.00	25%	
Buildings	BLD010	Boort Pre-School and MCH	Exterior painting - fascia boards, windows, exterior wall as appropriate	\$ 12,767.00	100%	Complete
	BLD011	Inglewood Senior Citizens/Pre-School & MCH	replace fascia board & exterior painting - fascia boards, windows, exterior wall as appropriate	\$ 13,099.00	100%	Complete
	BLD012	Wedderburn Pre-School	Exterior painting - fascia boards, windows, exterior wall as appropriate	\$ 8,134.00	100%	Complete
	BLD013	Serpentine EPU - Unit Number 3	Replace/rehab outdoor concrete path section	\$ -		Awarded
	BLD014	Pyramid Hill MAV EPU - Unit Number 2	Replace outdoor concrete path section	\$ -	100%	Complete
	BLD015	Pyramid Hill MAV EPU - Unit Number 3	Replace outdoor concrete path section	\$ -	100%	Complete
	BLD016	Pyramid Hill MAV EPU - Unit Number 4	Replace outdoor concrete path section	\$ -	100%	Complete
	BLD017	Pyramid Hill MAV EPUS	Fascia board painting for all, Unit 4 needs fascia replacement & painting & plumber to confirm cause for water damage	\$ 8,250.00	100%	Complete
	BLD018	Dingee EPUs	Fascia board painting for all, Unit 4 needs fascia replacement & painting & plumber to confirm cause for water damage	\$ -	100%	Complete
	BLD019	Pyramid Hill Senior Citizens Centre	Exterior timber repairs (fascia, window frames, verandah) & painting	\$ 7,335.00	100%	Complete
	BLD020	Pyramid Hill Historical Museum	Exterior painting - fascia boards & doors as appropriate	\$ 1,726.00	100%	Complete
	BLD021	Newbridge Public Toilet/Hall	Retaining wall hand rails and add seat bench & roof at end of toilets	\$ -		Project not proceeding.
	BLD022	Inglewood Senior Citizens/Pre-School & MCH	Investigate roof rehab in north side & renew ceiling	\$ 748.00	100%	Complete
	BLD023	Bridgewater Caravan Park	Granite sand - 1m barrier around buildings for termite protection	\$ -		Carryover
	BLD024	Wedderburn decking shade sail	Add shade sail to outdoor decking	\$ 18,258.00	100%	Complete
	BLD025	Inglewood Community Neighbourhood House	Upgrade emergency phone in lift	\$ 4,590.00	100%	Complete
	BLD026	Pyramid Hill Public Hall (Memorial Hall)	Expected removal of asbestos required - therefore need to replace sheets. Drainage works (storm water pit) to keep water away from building, additional downpipes & rising damp investigation.	\$ -	40%	Drainage works complete. Asbestos removal to be completed in new financial year.
	BLD027	Korong Vale Public Toilets	Upgrade toilets to minimise blockages (remove dual flush and fix plumbing)	\$ -		Carryover

Attachment 3: Annual Infrastructure Program 2018 - 2019

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
	BLD028	Wedderburn Public Hall - Mechanics Hall & Lion's Club	Landscaping around building to remove vegetation & moisture for termites/rising damp	\$ 1,234.00	100%	Complete
	BLD029	Allocation for updating Building floor plans	Providing new floor plan drawings for nominated list of buildings	\$ 16,225.00	100%	Complete
	BLD030	Electrical Switchboard Review & Upgrades	Undertake safety assessment of selected electrical switchboard condition & recommendations for upgrade works	\$ 8,120.00	100%	Complete
	BLD031	Building Compliance audits & minor rectification works	Undertake 12 x buildings audits (1 per month) & minor rectification works	\$ 46,557.00	100%	Complete
	BLD002	Murphy Creek Rec Reserve	Demolish the existing building	\$ 7,480.00	100%	Complete
	BLD032	Replay pavers around Boort Memorial Hall	Replay pavers leading into building and around ANZAC square	\$ 3,300.00	100%	Footpath and hall entry completed as part of the township improvement program.

As at 30 June 2019  
 Status Report - Flood Damage Restoration Works

S. No.	Rectification work category	Number of damages recorded	Number of damages rectified	Number of damage rectification currently in progress or quote sought	Remaining jobs for Scoping	% Complete
1	Sealed Roads Damage	78	78	0	0	100
2	Grading required	289	289	0	0	100
3	Shoulder Failure	118	118	0	0	100
4	Grading with Material required	789	789	0	0	100
5	Gravel Reshoot required	441	441	0	0	100
6	Bridge Repair	3	3	0	0	100
7	Major tree Removal	12	12	0	0	100
8	Minor Tree Removal	40	40	0	0	100
9	Floodways reinstatement and repair	177	177	0	0	100
10	Major Culvert Damage and cleaning works	26	26	0	0	100
11	Minor Culvert Damage and Cleaning works	135	135	0	0	100
12	Waterway Cleaning works	95	95	0	0	100
13	Guardrail Damage/ Sign Damage or Lost	7	7	0	0	100
14	Others	39	39	0	0	100
	<b>Total</b>	<b>2243</b>	<b>2243</b>	<b>0</b>	<b>0</b>	<b>100</b>

Summary Status Report - Flood Damage Restoration Works	
Total number of individual damages recorded	2243
Total number of damages rectified	2243
Jobs Under Progress and awarded	0
Total number of damages awaiting scoping	0

Attachment 3: Other Projects 2018 - 2019

Project no.	Project Description	Estimated/Budgeted Cost	Expenditure	Responsible Officer	Activity %	Comments
1	Boort Levee	\$ 500,000.00	\$ 133,345.00	PMC, PO	25	Parks Victoria have submitted notice of works to Dja Dja Wurrong. Awaiting outcome.
2	Wedderburn Pedestrian Crossing Study	\$ 22,000.00	\$ 4,600.00	PMC, PO	100	Completed
3	Pyramid Hill Drainage Strategy and Drainage data capture	\$ 500,000.00	\$ 26,730.00	PMC, PO	33	Initial concepts discussed. Ground water monitoring commenced.
4	Contract Management Manual	\$ 15,000.00	\$ 13,875.00	PMC, PO	90	Final draft received. Working with department heads on final version for MEG adoption.
5	Electronic Procurement System	\$ 30,000.00	\$ 9,000.00	PMC, PO	100	Completed
6	Contract Management System	\$ 70,000.00		PMC, PO	90	Contract Management Software selected. Software setup has commenced.
7	Roadside Management Plan Township, Locality and	\$ 45,000.00	\$ 45,000.00	MTS	100	Community handbook completed
8	Boundary sign Audits	\$ 20,000.00	\$ 20,000.00	PMC, PO	100	Completed 17/18
9	Township, Locality and Boundary sign replacements	\$ 15,000.00	\$ 15,355.00	PMC, PO	100	Completed
10	Asbestos Audit and Removal	\$ 66,000.00	\$ 29,960.00	BMO	33	Annual cost for 3 year contract
11	Newbridge Septic System replacement	\$ 100,000.00	\$ 102,437.00	PMC, PO	100	Completed
12	Public Facilities and office cleaning (contract)	\$ 160,000.00	\$ 145,394.00	BMO	NA	Under contract
13	Little lake Boort retaining wall	\$ 40,000.00		PMC, PO	100	Works complete on ski club retaining wall and rock benching
14	Wedderburn township entrance sign	\$ 40,000.00		MTS	10	Designs considered. Looking for stonemason quotes.
15	Pyramid Hill title re-alignment		\$ 2,433.08	PMC, PO	50	Title subdivision submitted.
16	Echuca-Serpentine Road Feasibility study	\$ 15,000.00		DE	75	Working on Final report

Responsible Officer

PMC	Project Management Coordinator
PO	Project officer
MTS	Manager Technical Services
BMO	Building Maintenance Officer

**10.5 QUARTERLY STRATEGIC PLANNING ACTIVITY REPORT**

**File Number:** 13/01/002  
**Author:** Carolyn Stephenson, Statutory / Strategic Planner  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Strategic Planning Activity report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This is the final report for the 2018 – 2019 financial year summarising the strategic planning activities undertaken within the Development and Compliance Department.

**BACKGROUND**

Council undertakes strategic land use planning projects to ensure that its planning scheme is robust, relevant and is consistent with the Council Plan.

This report provides an overview of the current activities of the Strategic Planner. The Strategic Planner's time is divided between statutory planning (10 hours per week) and strategic planning (8 hours per week) activities. It is the strategic planning activities that are the subject of this report.

**ISSUES/DISCUSSION**Current Strategic Planning Projects

Table 1 provides a summary of current strategic planning projects and the activities undertaken as part of these projects during the final quarter of the 2018 – 2019 financial year.

*Table 1: Current Strategic Planning Projects*

<b>Current Strategic Planning Projects Quarters 3&amp;4 (31 December 2018 – 30 June 2019)</b>			
<b>Project</b>	<b>Tasks undertaken during the quarter</b>	<b>Future tasks</b>	<b>Estimated project completion</b>
Settlement Strategy	<ul style="list-style-type: none"> <li>Draft report finalised ready for submission to Policy Review Committee.</li> </ul>	<ul style="list-style-type: none"> <li>The report is to be reviewed through the strategic document approval process in preparation for presentation to Council.</li> </ul>	The report will be presented to Council in September 2019.



Boort Park Housing Development	<ul style="list-style-type: none"> <li>Draft report provided by consultants.</li> </ul>	<ul style="list-style-type: none"> <li>Report to be finalised by consultants following review by Council staff to ensure it meets the objectives of the brief.</li> </ul>	Step 1, Feasibility assessment to be presented to Council September 2019.
Planning Scheme Review	<ul style="list-style-type: none"> <li>Report currently being prepared.</li> </ul>	<ul style="list-style-type: none"> <li>Presentation and adoption of report by Council.</li> <li>Submission of report to Minister for Planning.</li> </ul>	Planning Scheme Review Report to be presented to Council in October 2019. Implementation of recommendations are to be staged over 2019 - 2022.

The time available for staff to spend on strategic planning is limited. Funding allows for 8 hours per week and often the staff member is required to access these hours for statutory planning. This is done when there are increased demands in the statutory planning area. Currently there is a gap of staffing in the statutory planning function. This is largely due to a shortage of qualified planners coupled with industry demand. This has meant that the time available to dedicate to strategic planning has been impacted on delaying the delivery of these projects. This remains a challenge that the Development and Compliance Department is trying to resolve.

#### Upcoming Strategic Planning Projects

Table 2 outlines future strategic planning projects that have been identified to commence as soon as practicably possible.

*Table 2: Upcoming Strategic Planning Projects*

<b>Future Strategic Planning Projects</b>			
<b>Project</b>	<b>Overview</b>	<b>Key Tasks</b>	<b>Estimated project timeframes</b>
Heritage Framework	<p>Council has allocated \$100,000 in reserve to be used to support restoration of heritage buildings in the municipality.</p> <p>It is proposed that this money be used to provide loans to owners of buildings subject to heritage protection under the planning scheme or State legislation. The loans will be provided to successful to undertake works on their property that would support the protection of the heritage buildings within Loddon Shire.</p>	<ul style="list-style-type: none"> <li>Preparation of guidelines, criteria and process for approval and implementation.</li> </ul>	<p>Document prepared for Policy Review Group: March 2020</p> <p>Document prepared for Management Executive Group: May 2020</p> <p>Document presented at Council Forum: June 2020</p>

			Policy adopted by Council: August 2020
--	--	--	--

### **COST/BENEFITS**

The expenditure for the second half of 2018 – 2019 financial year of the strategic planning activities contained within this report is \$13,568.

Benefits derived from investing in strategic planning managed by the Development and Compliance Department include:

- clearly defined directions for land use and development that are underpinned by research and supported by the community
- a relevant and effective planning scheme that provides for economic development, population growth, attractive townships and protection of heritage and the environment.

### **RISK ANALYSIS**

Failure of Council to undertake strategic planning includes:

- outdated planning controls that do not respond to current issues and opportunities
- inappropriate development that compromises the amenity of towns and undermines economic development opportunities
- loss of opportunities for population and residential growth.

### **CONSULTATION AND ENGAGEMENT**

The strategic planning staff member consults with a number of stakeholders on a regular basis including:

- community members and organisations
- government agencies including Department of Environment Land Water & Planning, Department of Economic Development Jobs Transport & Resources, North Central Catchment Management Authority
- other Loddon Shire Council departments
- other municipalities.

**10.6 QUARTERLY PLANNING PERMIT ACTIVITY REPORT**

**File Number:** 13/01/002  
**Author:** Alexandra Jefferies, Planning Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** 1. Planning permit status report April - June 2019

**RECOMMENDATION**

That Council receive and note the planning application and permit activity report for April – June 2019.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This is the fourth report for the 2018-2019 financial year summarising planning application activities undertaken within the Development and Compliance Department.

**BACKGROUND**

This report covers the planning permit activity for each quarter and provides Council with a high level summary for the purpose of monitoring performance within this area.

Council maintains powers under the Planning & Environment Act 1987 which are delegated to Planning Officers. Applications made under these powers may include (but are not limited to) the following:

- consideration of a planning application for a new use/development
- consideration of an amendment to an existing planning permit
- secondary consent applications (minor changes)
- extensions of time to existing planning permits.

**ISSUES/DISCUSSION**Planning permit activities

A detailed summary of the status of planning permits can be found in attachment 1: Planning permits status report 1 April 2019 – 30 June 2019.

Timeframes

The Planning & Environment Act 1987 requires a 60 day timeframe for the processing of planning applications by Councils. The Act details how the 60 days are to be measured following the acceptance of a planning permit application.

Table 1 provides a summary of the average timeframes in which the Development and Compliance Department assessed and issued Planning Permits during the fourth quarter of the 2018-2019 financial year and compares these to the Victorian rural average.

*Table 1: Average timeframes for decisions*

Quarter 4 of the 2018/2019 financial year			
Month	Average gross days to determine	Completed within 60 days	Rural average completed within 60 days
April	70	62%	76%
May	118	33%	75%
June	140	67%	67%
	<b>Total Quarterly average</b>	<b>54%</b>	<b>73%</b>

During the fourth quarter of the 2018- 2019 financial year 54% of all Planning Permit applications were assessed and issued within the timeframes as set in the Planning & Environment Act 1987.

During May and June the average gross days to determine are particularly high. This can be explained by the lack of a full time Planning Officer within the Planning Department causing a number of difficulties in delivering this service. A shortage of qualified planners coupled with industry demand has made maintaining consistency in this area challenging, particularly for short term contracts. This remains a challenge that the Development and Compliance Department is trying to resolve.

### **COST/BENEFITS**

The expenditure for the fourth quarter of 2018-2019 financial year of the statutory planning activities contained within this report is \$31,748. This is significantly lower than normal and reflects the difficulty in maintaining staffing levels at the full budget allocation.

Benefits derived from investing in the planning process managed by the Development and Compliance Department include:

- well managed and appropriate development
- well informed community members who understand the value of planning within local government
- applications processed in a timely manner
- correct implementation of regulations and standards.

### **RISK ANALYSIS**

Failure of Council to adequately implement the planning scheme poses the following risks:

- inappropriate development which could endanger life and property
- Council's reputation as a responsible Authority
- breaches of the Planning & Environment Act 1987 requiring compliance action.

Insufficient investment in resources in the Development and Compliance Department may result in extended timeframes for the processing of applications.

### **CONSULTATION AND ENGAGEMENT**

The Planning Staff consult with a number of stakeholders on a regular basis including:

- applicants
- surrounding land owners
- regulatory authorities

- other Loddon Shire Council departments
- other municipalities.

File No. 13/02/004

Planning Applications Being Processed Between 01-04-2019 and 30-06-2019

Application	Date Received	Property No	Applicant	Address of Land	Proposal	Status
5245.2	06/06/2019	31115170	Andrew & Jenny Ritchie	CA CA 3 Section Section 15 Parish of Bridgewater (29 Park Street Bridgewater on Loddon)	Construction of new dwelling	New
5275.1	18/04/2018	46905400	Karl Lawson	CA CA 1A & 1B Section Section 15 Parish of Tarnagulla (Boyds Road Newbridge)	Modify road access to property via Yorkshire Rd & Boyds Rd North & amend location of retarding basin.	Referral
5379	20/07/2018	10726910	Gary Anderson	Lot 392352 Plan No 1 Parish of Boort (105 Godfrey Street BOORT)	Two Units for accommodation	Council Report
5394	09/10/2018	10601000	Simon Rogers	Lot 2 Plan No PS807523 (1501 Boort-Yando Road YANDO)	Native vegetation removal	Further Info Requested
5407	11/12/2018	31109600	Dave Edwards	CA 4 Section 9 Parish of Bridgewater (16 Park Street Bridgewater on Loddon)	Landscaping and 2 Lot Subdivision	Further Info Requested
5414	18/01/2019	38305200	David Huang	CA 14 Section B Parish of Yarraberb (4067 Pyramid-Yarraberb Road SEBASTIAN)	Use & development of Renewable Energy Facility & associated buildings & works, removal of native vegetation & signage	Further Info Requested
5419	29/01/2019	47101100	K R Johnson	CA 20 Section B Parish of Tchuterr (135 Old Logan-Burkes Flat Road Burkes Flat)	Gold Mining	Notice of Application
5434	26/03/2019	31101400	James Course	CA 27C Section NO SEC Parish of Bridgewater (89 to 109 Main Street BRIDGEWATER ON LODDON)	Display & erection double sided non-illuminated major promotion sign	Council Report
5435	28/03/2019	46604300	Pete Collings	Lot 2 Plan No 80795R Parish of Shelbourne (Shelbourne Road Shelbourne)	Farm land. Multi-family, 2 storey dwelling & sheds	Further Info Requested
5440	13/05/2019	10601050	Simon Rogers	Lot 2 Plan No 807523 Parish of Boort (Boort-Yando Road YANDO)	Removal of native vegetation to maximise efficiency of water use	Referral

Application	Date Received	Property No	Applicant	Address of Land	Proposal	Status
5442	16/05/2019	47501100	Andrew Rowson	CA 14 & 14A Section 6 Parish of Waanyarra (Bridgewater-Dunolly Road Waanyarra)	Alluvial mining for gold	Referral
5446	22/05/2019	46906100	Michael Sumidge	Lot 4 Plan No 341702 Parish of Tarnagulla (1477 Yorkshire Road Newbridge)	Construction & operation mushroom growing associated facilities	Further Info Requested
5447	22/05/2019	31005800	John & Veronica Coghlan	Plan No PP2226 CA 152,3&4 Parish of Bridgewater (601 Bridgewater-Raywood Road BRIDGEWATER NORTH)	3 Lot Boundary re-alignment to affect a house lot excision	Referral
5448	23/05/2019	52102560	Rebecca Slater	CA 25 Section 1 Parish of Glenalbyn (Christie Road KURTING)	Construction of a rural storage shed	Further Info Requested
5449	24/05/2019	25309600	Luke Roberts	CA CA 7A Section Sec D Parish of Mologa (Mologa-Durham Ox Road Mologa)	New Dwelling	Notice of Application
5450	17/06/2019	28401200	David & Rhonda Martin	CA 39J Section A Parish of Loddon (60 Grose Road Durham Ox)	Construction of hay shed	New
5452	25/06/2019	60802820	Ian Kimpton	CA 40 Section 3 Parish of Borung (Henderson Lane WOOLSHED FLAT)	Low density outdoor pig and poultry farm	New

## PLANNING PERMITS ISSUED UNDER DELEGATION BETWEEN 01-04-2019 and 30-06-2019

APP. No	DATE RECEIVED	APPLICANT	ADDRESS OF LAND	PROPOSAL	DATE ISSUED
5383	24/08/2018	Leigh Parry	CA 21to24&48A Parish of POWLETT (Inglewood North Road Powlett Plains)	Native vegetation removal for lateral irrigation infrastructure	29/04/2019
5388	20/09/2018	Vasko Stojcevski	CA 12 Section 11 Parish of Painswick (Sporting Flat Road Dunolly)	Mushroom farm	31/05/2019
5406	05/12/2018	Adam Cooper	Woodstock Road WOODSTOCK	Native vegetation removal adjacent to bridge replacement	17/06/2019
5421	12/02/2019	Karl Liffman	CA 4&5 Section 12 Parish of Tarnagulla (91 to 93 Gladstone Street Tarnagulla)	To keep not more than ten bee hives on the property	06/06/2019
5423	19/02/2019	Melita Brown	Lot 2 Plan No 135246 Parish of Janiember East (Loddon Valley Highway SERPENTINE)	Parabolic dish 2.4m diameter on existing telecommunications facility	08/04/2019
5424	19/02/2019	Melita Brown	CA 2027 Parish of Wedderburne (Tantalla Street WEDDERBURN)	Establish 2.4m diameter parabolic dish on existing facility.	03/04/2019
5426	22/02/2019	Amy O'Connor	Lot 4 Plan No 242947 Parish of Calivil (273 Vinnecombes Road CALIVIL)	Replacement single storey dwelling	03/04/2019
5427	01/03/2019	Christopher B Harrison	CA 2 Section B Parish of Loddon (Loddon Valley Highway GLADFIELD)	Construction of a new farm channel & remodelling existing channel	23/04/2019
5429	06/03/2019	Grant Godden	Lot 1 Plan No TP916970 (Victoria Street Boort)	Removal of one tree blocking a culvert	10/04/2019
5436	01/04/2019	Greg Whinfield	CA 87 Section A Parish of Loddon (92 Bears Road Macoma)	Farm Hay Shed	08/04/2019
5245.1	03/04/2019	Andrew & Jenny Ritchie	CA CA 3 Section Section 15 Parish of Bridgewater (29 Park Street BRIDGEWATER ON LODDON)	New dwelling	12/04/2019
5438	17/04/2019	Brian & Janice Oughtred	CA 10 Section A Parish of Inglewood (Inglewood Road BRIDGEWATER)	Planning Permit required for Vicroads crossover	06/06/2019
5439	03/05/2019	Nathan Gray	CA 12A Section 1 Parish of Glenalbyn (Calder Highway Inglewood)	Use and development of a Dwelling and Outbuilding	24/06/2019



**10.7 QUARTERLY BUILDING SERVICES ACTIVITY REPORT**

**File Number:** 13/06/001, 13/08/001 & 13/08/003  
**Author:** Greg Johnston, Municipal Building Surveyor  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Building Services Activity report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council is provided with information quarterly summarising building services activities relating to permits, certificates and statutory enforcement activity undertaken within the Development & Compliance Department. This is the fourth quarterly report for the 2018-2019 financial year.

**BACKGROUND**

Council provides a range of building services through the Municipal Building Surveyor including the following:

- issuing relevant permits and certificates
- issuing report & consent determinations on matters not complying with the Building regulations
- building advisory and information services including legal point of discharge requests
- consultancy and building control functions
- administrative functions prescribed by the Building Act & Regulations including keeping records relating to the activity of private building surveyors issuing permits within Loddon Shire
- regulatory enforcement of relevant Acts.

The number of building permits, occupancy permits and final inspections is a basic indicator of building development and investment within the Loddon Shire Council area.

**ISSUES/DISCUSSION**Building permits

Table 1 provides the number and total value of building permits issued for the four quarters of the 2018-2019 financial year. There is variation in the number and value of permits across the various quarters throughout any given financial year. The variation in value is largely attributable to the scale and cost of individual projects. Building permit numbers remain fairly consistent. One building permit for the fourth quarter of this year had a value of \$10,775,718 while no other project exceeded \$300,000 in value. This very high value for a single permit is the factor behind the increased value in the building permits for this quarter.

*Table 1: Summary of new building permits issued*

	<b>Quarter 1 2018-19 (01/07/2018 – 30/09/2018)</b>	<b>Quarter 2 2018-19 (01/10/2018 – 31/12/2018)</b>	<b>Quarter 3 2018-19 (01/01/2019 – 31/03/2019)</b>	<b>Quarter 4 2018-19 (04/01/2019 – 30/06/2019)</b>
<b>No. of new Permits</b>	38	55	44	45
<b>Value of Works</b>	\$3,017,724.60	\$7,014,588.00	\$3,588,195.65	\$13,484,687.57

Table 2 provides a summary of the number of final inspections and certificates of occupancy issued for building permits for the four quarters of the 2018-2019 financial year.

*Table 2: Summary of final inspections and occupancy permits*

	<b>Quarter 1 2018-19 (01/07/2018 – 30/09/2018)</b>	<b>Quarter 2 2018-19 (01/10/2018 – 31/12/2018)</b>	<b>Quarter 3 2018-19 (01/01/2019 – 31/03/2019)</b>	<b>Quarter 4 2018-19 (01/04/2019 – 30/06/2019)</b>
<b>Certificates of final inspection</b>	35	39	31	32
<b>Occupancy Permits</b>	7	12	12	7

Council Building Services Staff continue to work proactively sending follow up letters with respect to the significant number of incomplete building permits that have lapsed from past years. Council now notifies building owners approximately two months before their building permits are due to lapse to inform them that they can either arrange a final inspection or apply for an extension of time for their building permit to minimise the likelihood of old permits not being finalised / having occupancy permits issued. This seems to be improving completion rates for more recent permits with 23 of the total of 32 final inspections for the quarter being carried out by Council. There still remain a number of old building permits to be finalised.

#### Statutory enforcement

Table 3 provides a high level summary of statutory enforcement activities undertaken by the Municipal Building Surveyor.

*Table 3: Summary of statutory enforcement activities*

Type	Actions incomplete from previous report period	New action started	Total actions	Building notice issued	Building order issued	Legal action / solicitors letter started this quarter	Legal action ongoing	No. resolved during this quarter
Building damaged by fire	0	0	0	0	0	0	0	0
Works required to make building safe (including pools)	5	3	8	3	1	0	0	1
Carrying out building works without a permit	5	5	10	2	3	1	1	1
Works not in accordance with building permit	0	1	1	0	1	0	0	0
Illegal occupation of non-habitable building	2	0	2	0	1	0	0	2
Building with non-complying essential safety measures	1	1	2	1	0	0	0	0

Whilst new issues requiring enforcement are identified regularly, it is also noted there are some longstanding enforcement activities that are ongoing. The time spent on individual items can be significant particularly when it requires escalation to Court. Council officers work to try to resolve matters without legal intervention. Unfortunately this cannot always be achieved.

There have been a number of other actions relating to matters under the Building Act & Building Regulations that have been resolved without the need for formal enforcement action. This has been achieved by staff working pro-actively with property owners to have works completed. Other inspections that have taken place following this reporting period have identified more matters that will require enforcement actions that will be captured in the next quarterly report.

Council is largely responding to matters on a complaints basis. There are a significant number of properties with illegal buildings, some of which are occupied that resources are not available to follow up. This matter is cover in more detail under the Risk Analysis section. It remains a significant challenge for Council staff.

## **COST/BENEFITS**

The expenditure for the fourth quarter of the 2018-2019 financial year for building services activities contained within this report is \$37,729. The provision of building activity statistics informs Council of the level of building activity and statutory enforcement activity in the municipality.

The cost to Council of enforcement activity can be quite significant, particularly in terms of Council officers' time. This in turn impacts on other activities such as the timeframe for building permits. Direct monetary costs significantly escalate if matters progress to a Magistrate's hearing or the Municipal Building Surveyor needs to arrange for the work associated with any order to be completed by Council. As such, the Municipal Building Surveyor, together with other Development & Compliance Department staff endeavour to work through enforcement matters in a manner that engages with property owners/occupiers to have required works completed.

## **RISK ANALYSIS**

There are risks associated with all building and development works. As such, it is imperative that Building legislation, standards and controls are administered effectively. Failure of Council to adequately enforce the provisions of applicable legislation poses the following possible risks:

- unsafe development and building works which may affect the safety of property owners, occupiers and the general public within Loddon Shire
- Council's reputation as a regulatory authority
- Council being held liable for failure to act in a matter which results in damage to other property, or injury or death to a person
- failure to meet statutory obligations set within relevant legislation.

2.

As part of the risk management process when undertaking enforcement work, the Municipal Building Surveyor makes reference to the building enforcement intervention filter criteria, developed by the Victorian Municipal Building Surveyors Group and which forms part of the procedures covered in Loddon Shire Council's Building Control Policy.

A significant risk within Loddon Shire is unregulated developments, in particular small allotments which are sold to purchasers that have expectations of using it for a cheap home or "weekender". Often the landholder is unable or unwilling to meet the regulatory requirements to safely utilise the site as they desire. This has led to a number of undesirable and potentially unsafe outcomes of unregulated developments. Action by Council's Local Laws & Planning Compliance Officer has improved some areas of the Shire in this regard. Development & Compliance staff will continue to work collaboratively to make best use of limited resources to address some of these issues. It is noted that Council's current capacity to enforce compliance in every instance, is limited. Generally enforcement matters are followed up by the Municipal Building Surveyor on a complaints basis having regard to risk management principles.

The Victorian Building Authority has recently released the Regulatory Impact Statement for proposed changes to Swimming Pool legislation that would require Councils to register pools and monitor safety measures. If this is legislated it will impact on Council's already limited Building Services resources.

## **CONSULTATION AND ENGAGEMENT**

The Municipal Building Surveyor regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts which can range from annual assessments/inspection to the provision of advice for the processing of building permits. Any business operator, developer, residents or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process to give them the opportunity to avoid the next step up in enforcement action.

**10.8 REQUEST AUTHORISATION FOR AN AMENDMENT OF BRIDGEWATER FLOODING OVERLAYS**

**File Number:** 13/01/003

**Author:** Glenn Harvey, Manager Development and Compliance

**Authoriser:** Steven Phillips, Director Operations

**Attachments:** Nil

**RECOMMENDATION**

That Council

1. Request authorisation from the Minister for Planning to prepare an amendment to the Loddon Planning Scheme to update the Floodway Overlay (FO) and Land Subject to Inundation Overlay (LSIO) at Bridgewater.
2. Should authorisation be provided, prepare the amendment and place the amendment on exhibition.

**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**

The Bridgewater Flood Management Plan was adopted by Council at its ordinary meeting on 13 September 2016, where Council resolved to implement the identified actions within the plan, including (but not limited to):

- amendment of the planning scheme for Bridgewater to reflect the flood risk identified by this project (the Flood Management Plan).

**BACKGROUND**

The Bridgewater Flood Management Plan 2016 (the Plan) was developed by North Central Catchment Management Authority (CMA) in partnership with Council after receiving funding via the Natural Disaster Resilience Grants Scheme in 2014.

North Central CMA engaged expert hydrologists, Water Technology to undertake a detailed flood investigation to:

- simulate recent flood events (2010-11)
- determine flood levels and flood extents for flood events up to and including the 1 in 100 year Average Recurrence Interval (ARI) flood event
- provide information to improve flood warnings and emergency response activities and
- determine the feasibility of a range of potential flood mitigation options.

The Plan was guided by a community-based steering committee inclusive of representatives from North Central CMA, Council staff, Water Technology, Councillor Condliffe and Councillor Curnow, Bridgewater community members and members of state-based agencies.

The Plan was developed to industry best practice and involved significant consultation with the Bridgewater community to verify the accuracy of the flood maps and gain support for the Plan's final recommendations.

The final recommendations included the following action:

- amendment of the (Loddon) planning scheme for Bridgewater to reflect the flood risk identified by this project (the Plan).

## ISSUES/DISCUSSION

### The Planning Scheme Amendment Process

The purpose of this report is to seek a Council resolution to request authorisation from the Minister for Planning to prepare an amendment to the Loddon Planning Scheme to incorporate flood controls for Bridgewater.

The Planning Scheme is a legal document prepared under the Planning and Environment Act 1987. Changes to the planning scheme, including updated flood mapping and controls, need to go through a prescribed amendment process that involves consent from the Minister to prepare the amendment and place it on public exhibition.

Council is required to seek authorisation from the Minister for Planning prior to preparation of the amendment to ensure that the amendment is consistent with State planning policy and makes proper use of the Victoria Planning Provisions. Once authorisation is provided from the Minister, the amendment will be prepared and exhibited.

Exhibition will include notice to affected land owners, other agencies and public notices in the local paper and Victorian Government Gazette.

Following exhibition, Council will be provided the opportunity to consider all submissions and decide whether to proceed with the amendment, modify the amendment in response to a submission or abandon the amendment.

Should Council choose to proceed with the amendment and not modify it in response to a submission, the amendment will proceed to a panel hearing, which will consider the amendment and any submissions and make a recommendation to Council on how to proceed with the amendment. An amendment to the planning scheme is approved by the Minister for Planning when adopted by Council.

### Existing flood controls in Bridgewater and surrounds

The Loddon Planning Scheme currently includes flood controls in Bridgewater in the form of the Floodway Overlay and Land Subject to Inundation Overlay.

The Floodway Overlay (FO) – is usually applied to mainstream flooding in both rural and urban areas. These areas convey active flood flows and generally designate higher risk flood areas. In Bridgewater, the existing FO generally aligns with the Loddon River and immediate environs, representing the deepest and fastest flooding and areas of highest risk e.g. such as the Bridgewater Public Caravan Park. The FO is proposed to be extended to include all areas of higher risk flooding – generally where flooding exceeds 500mm depth and therefore where development should be carefully managed to avoid intensifying impacts to existing properties. This extension will see the FO apply to the area consisting of the Main Street shops in the vicinity of the Bridgewater Bowling Club and Bridgewater Bakehouse. The extension will also apply to residential areas adjacent to Park Street and to residential blocks on the west side of the river (see Figure 1).

The FO restricts subdivision in high hazard flood areas and requires development proposals to meet certain conditions. Subdivision is only permissible in the FO where the subdivision does not create new lots entirely within the overlay or where the subdivision is the re-subdivision of existing lots and the number of lots is not increased. Therefore it provides for a lower level of development consistent with the flood risk. Whilst this will limit development potential in some areas, it provides clearer guidance on what developments can and can't occur in the worst and most frequently flooded low-lying areas of Bridgewater.

A comparison of the existing FO within Bridgewater Township and the proposed draft FO is shown in Figure 1 below. Note: The following maps are provided for indicative purposes only and may not represent the final amendment maps.

Figure 1 – Comparison of existing FO (Blue) and proposed draft FO (Orange hatched). Note: this map excludes existing and proposed LSIO i.e. the full flood extent is larger than this (see Figure 3).



The FO is also proposed to be applied in the Loddon Planning Scheme for the entirety of the Bridgewater Flood Management Plan model extent. This again identifies areas where flood depths exceed 500mm and development needs to be carefully managed to ensure the most frequent flow paths across rural areas are not blocked and ensuring smaller floods can also pass safely through the floodplain unimpeded. Figure 2 shows the full extent of the proposed FO from the Bridgewater flood plan, including breakout flows across to the Bullabul Creek and where flows reconvene with the main Loddon River branch to the north of Bridgewater. Note: The existing Land Subject to Inundation Overlay (LSIO) also shown in Figure 2, demonstrating the differences and greater accuracy of mapping from the Plan. Areas beyond the flood model extent will stay the same.

Figure 2 - Proposed FO (dark blue shade) and LSIO (light blue shade) within the Bridgewater Township. The existing LSIO is shown as a dark blue outline. Note the existing FO along the Loddon River corridor (refer Figure 1 for better detail).





The LSIO is usually applied to the balance of the floodplain affected by 1 in 100 year flood and not included in the FO. Areas subject to the LSIO generally have lower flood risk and represent areas where moderate levels of development can still occur subject to appropriate conditions.

The existing LSIO was based on historical flood information from the 1909 Loddon River flood event. This mapping is considered out of date and does not represent the level of accuracy from the new flood modelling based on current catchment conditions. Figure 2 above shows the substantial proposed changes to the LSIO in the surrounding rural areas. Figure 3 below shows the proposed changes to the LSIO (and FO) within the Bridgewater Township.

The proposed changes show marginal adjustments to the LSIO boundary in the vicinity of Peppercorn Lane and Sugargum Drive. The LSIO will be largely removed from the Laucke Flour Mill site and adjacent Industrial Zoned land. The LSIO will be extended westward to capture shallow flooding that occurs along the Bridgewater-Arnold Road and flows heading northeast towards the Bullabul Creek.

The LSIO is unlikely to prevent development and is more about applying development conditions such as e.g. setting floor levels above flood levels and ensuring filling is managed so as not to change floodplain conditions.

*Figure 3 - Proposed FO (dark blue shade) and LSIO (light blue shade) within the Bridgewater Township. The existing LSIO is shown as a dark blue outline. Note the existing FO along the Loddon River corridor (refer Figure 1 for better detail).*



### Preparation of the amendment

Once authorised by the Minister to prepare the amendment, Council staff will work with North Central CMA staff (the floodplain management authority and source of the flood mapping) to further refine the proposed FO and LSIO maps and draft appropriate overlay schedules to exempt minor developments from requiring a permit (e.g. minor dwelling extensions, small outbuildings, carports, hay sheds and similar).

North Central CMA has assisted the preparation of recent amendments for Bendigo, Charlton, Donald, Castlemaine, Creswick and Clunes, and therefore has good recent experience of the amendment process, consistency in development of FO and LSIO mapping and in developing appropriate schedules to exempt minor developments from requiring a permit.

It is expected that the amendment will provide greater clarity and guidance to development proposals in Bridgewater and surrounding areas. It will also address concerns from locals arising from outdated and inaccurate flood overlays and due to limited guidance on what developments will or won't be approved prior to applying for a permit (and paying the permit fees).

### A second future flood mapping amendment

The LSIO mapping for this amendment will remain the same outside the boundaries of the Bridgewater Flood Management Plan model. However, a current Lower Loddon Flood Study project to map the larger Loddon River floodplain from Laanecoorie to the Murray River (beyond the Loddon Shire boundary) will provide new flood mapping for a future amendment to make further corrections to the LSIO maps. Due to the size of the Loddon floodplain, a slightly different methodology is being used, providing fit-for-purpose flood mapping but which is considered a lower quality than the mapping produced for the Bridgewater Flood Management Plan. This project is aiming to be completed later in 2019. The larger Lower Loddon Flood Study mapping is also likely to be implemented as a Group of Councils' amendment across multiple Shires (Gannawarra, Swan Hill, Greater Bendigo and Campaspe). For these reasons, and to provide greater clarity for Bridgewater as soon as possible, it is proposed that Bridgewater be run as a stand-alone amendment now to include up to date flood mapping into the Loddon Planning Scheme without further delay.

## **COST/BENEFITS**

Amendments costs to Council can generally be categorised into staff time and fees.

Staff time – in this instance, Council is being assisted by North Central CMA who have received funding for a planning resource for 2 years to assist local Councils to implement a backlog of amendments, including Bridgewater. Council and North Central CMA will enter an MOU for the provision of planning services to carry out the majority of tasks required for this amendment (and the future amendment for the Lower Loddon Flood Study mapping). The planning resource will remain an employee of the North Central CMA. There will be a low level of requirement on existing Council staff to assist with exhibition activities and a Planning Panel if required. The Manager Development and Compliance will oversee and manage the North Central CMA employee in accordance with the MOU agreement.

Fees – A small allocation of budget would be required for fees associated with public engagement activities when exhibiting the amendment (e.g. mail outs, venue hire, public notices). Additional fees would be incurred if the application was to go before a Planning Panel to hear unresolved community submissions. The costs associated with a Panel can be significant and are highly dependent on the number of unresolved submissions to be heard. Such fees are normal to an amendment process and are expected to be managed within the existing Development and Compliance Department budget.

The staff time to prepare an amendment is generally the most significant cost of an amendment process and therefore Council should take the opportunity presented by North Central CMA whilst available. If deferred to a future date, the amendment would need to be managed within Council's

own budget and strategic priorities and based on the current work demands and short-term priorities it is uncertain when this amendment could be implemented if not completed now with North Central CMA assistance.

### **RISK ANALYSIS**

The Loddon Planning Scheme should be a robust document that correctly identifies known flood risk and provides clear guidance and transparency on potential uses and development of land. The amendment process is heavily prescribed in legislation and provides transparency and meaningful opportunities for community input. This explicitly defines the scope of community engagement activities and therefore manages any risks associated with community concerns of bias or unfairness.

Moreover, managing flood risk through Planning Schemes is an ongoing accountability for Council. Where mapping doesn't exist or is outdated the Planning Scheme should be amended:

“LGAs (Councils) are accountable for ensuring that their Planning Schemes correctly identify the areas at risk of a 1% Annual Exceedance Probability (1 in 100 year) flood, and that they contain the appropriate objectives and strategies to guide decisions in exercising land use controls in regard to flooding.”

*Victorian Floodplain Management Strategy 2016*

Figures 1 to 3 above clearly show inaccuracies in the flood overlays as compared to updated flood mapping produced through the Bridgewater Flood Management Plan 2016. The amendment is required to update the overlay maps and amend the associated ordinance that controls buildings and works to ensure development within the floodplain in Bridgewater and surrounds is appropriately managed. Managing development through accurate and effective planning schemes is considered the most cost-effective method of managing flood risk and avoiding future flood damages and can promote faster recovery from major floods (e.g. because house floor levels were set above the flood levels).

### **CONSULTATION AND ENGAGEMENT**

There is no requirement for consultation at this stage as the prescribed amendment process provides for consultation with the landholders and the community when exhibiting the amendment.

Community consultation activities occurred throughout the development of the Bridgewater Flood Management Plan 2016. Community feedback was used to verify the accuracy of the flood models and determine the final recommendations of the Plan – which included amending the Loddon Planning Scheme with updated flood mapping.

**11 COMPLIANCE REPORTS****11.1 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-KORONG VALE SPORTS CENTRE COMMITTEE OF MANAGEMENT**

**File Number:** 02/01/27  
**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 Korong Vale Sports Centre 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 Korong Vale Sports Centre Committee of Management on 27 November 2018.

**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**

Korong Vale Sports Centre is an organisation based committee with representatives from each of the stakeholder groups. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
John Murnane	Community Member
Andrew Day	Korong Vale Lawn Bowls Club
Faye Day (Secretary / Treasurer)	Korong Vale Lawn Bowls Club
Judy Matthews	Korong Vale Lawn Bowls Club
Joan Earl (President)	Korong Vale Tennis Club
Peter Gibson	Korong Vale Tennis Club
Robert Day (Vice President)	Korong Vale Tennis Club

The Council representative for this committee is Cr Neil Beattie.

**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

**11.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-  
WEDDERBURN ENGINE PARK**

**File Number:** 02/01/048  
**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 Wedderburn Engine Park and Market Square Reserve Section 86 Committee of Management, effective immediately.

**CONFLICT OF INTEREST**

There may be a perceived conflict of interest for a Council staff member involved in the preparation of this report. The interest has been declared in a primary return. A staff member has an involvement in the subject matter of the report by virtue of their volunteer commitment to the Committee of Management and the volunteer commitment by their family members.

**PREVIOUS COUNCIL DISCUSSION**

Council approved the current list of committee members for Wedderburn Engine Park Committee of Management on 22 January 2019.

**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**

Wedderburn Engine Park and Market Square Reserve is an organisation based committee with representatives from each of the stakeholder groups. The following is a list of nominated representatives for the committee which meets the minimum requirement:

<b>Name</b>	<b>Organisation</b>
Bruce Hargreaves (President)	Community Member
Michelle Hargreaves	Community Member (minute secretary)
Jordan Hargreaves	Wedderburn Band Cricket Club
Jake Hayes	Wedderburn Band Cricket Club
Barry Bolwell	Wedderburn Historical Machinery and Engines Society
Neville White	Wedderburn Historical Machinery and Engines Society
Geoff Maxwell	Wedderburn Men's Shed
Glenn Harrison	Wedderburn Men's Shed

The Council representative for this committee is Cr Gavan Holt.

**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.

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 24 September 2019 at Serpentine commencing at at 3pm.

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

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