



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

**Date:** Tuesday, 28 June 2022  
**Time:** 3pm  
**Location:** Loddon Shire Council Chambers,  
Wedderburn

# **AGENDA**

**Council Meeting**

**28 June 2022**

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**OPENING COMMENT**

This meeting is being conducted in accordance with the Local Government Act 2020 as temporarily amended to enable meeting by electronic means of communication.

This meeting is being recorded and audio streamed via the Council website and Facebook.

**1 OPENING AFFIRMATION**

“We, the Councillors of the Loddon Shire, declare that we will carry out our duties in the best interests of the community, and through collective leadership will maintain the highest standards of good governance.”

**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:** Christine Coombes, Executive and Commercial Services Officer

**Authoriser:** Lincoln Fitzgerald, Chief Executive Officer

**Attachments:** Nil

**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 24 May 2022.
2. The minutes of the Council Meeting of 24 May 2022.
3. The minutes of the Confidential Council Meeting of 24 May 2022.
4. The minutes of the Council Forum 14 June 2022.

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

**6 ADVISORY MEETINGS****6.1 RECORD OF ADVISORY MEETINGS**

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

**Author:** Christine Coombes, Executive and Commercial Services Officer

**Authoriser:** Lincoln Fitzgerald, Chief Executive Officer

**Attachments:** Nil

**RECOMMENDATION**

That Council note the record of the following advisory meetings :

1. Council Briefing 24 May 2022.
2. Council Forum 14 June 2022.

In accordance with Clause 51 of Council's Governance Rules, records of Councillor Briefings and Forums must be reported to the next Council Meeting and confirmed in the minutes.

The record is therefore presented for Council's noting.

Meeting details	Briefing
Date	24 May 2022
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Jude Holt, Acting Director Community Wellbeing Steven Phillips, Director Operations/ Acting Chief Executive Officer Amanda Wilson, Director Corporate Lynne Habner, Manager Executive and Commercial Services Deanne Caserta, Manager Financial Services
Items discussed.	<ol style="list-style-type: none"> <li>1. COMMONWEALTH GAMES 2026 EXPRESSIONS OF INTEREST FOR RELATED ACTIVITIES IN LODDON SHIRE</li> <li>2. REQUEST TO WRITE OFF BAD DEBT</li> <li>3. General business: <ul style="list-style-type: none"> <li>• Proposed leave – Cr Jungwirth</li> <li>• Volunteer workshops</li> <li>• Boort flood levee</li> <li>• Recreation and Open Space Plan (ROSA)</li> <li>• VAGO report on community grant programs</li> </ul> </li> </ol>
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

Meeting details	Forum
Date	14 June 2022
Councillor Attendees	Cr Beattie (left the meeting prior to General Business) Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Lincoln Fitzgerald, Chief Executive Officer Wendy Gladman, Director Community Wellbeing Steven Phillips, Director Operations Amanda Wilson, Director Corporate Lynne Habner, Manager Executive and Commercial Services Deanne Caserta, Manager Financial Services David Southcombe, Manager Assets and Infrastructure Janine Jackson, Manager Organisation Development Martin Mark, Community Development Officer Paul Scullie, Acting Manager Community Support  Representatives from: Victoria Police In-land Rail Port Proposal Kingower Community Planning Committee Local Logic Place
Items discussed.	<ol style="list-style-type: none"> <li>1. S181 UPDATE – SALE OF PROPERTIES FOR UNPAID RATES AND CHARGES</li> <li>2. FEEDBACK ON DRAFT BUDGET, FEES AND CHARGES SCHEDULE AND FINANCIAL PLAN</li> <li>3. ANNUAL INFRASTRUCTURE PROGRAM 2022-23</li> <li>4. PRESENTATION FROM VICTORIA POLICE</li> <li>5. IN-LAND RAIL PORT PROPOSAL – BRIDGEWATER ON LODDON</li> <li>6. CHILDSAFE STANDARDS FRAMEWORK AND POLICY</li> <li>7. RURAL COUNCILS TRANSFORMATION PROJECT</li> <li>8. KINGOWER COMMUNITY PLANNING COMMITTEE PRESENTATION</li> <li>9. CALIVIL BOWLING CLUB – SYNTHETIC TURF PROJECT</li> <li>10. DINGEE ELDERLY PERSONS UNTIS FEASIBILITY ASSESSMENT</li> <li>11. VOLUNTEER STRATEGY</li> <li>12. General business: <ul style="list-style-type: none"> <li>• Australian Local Government Women’s Association</li> <li>• New screens for Councillors in Council Chambers</li> <li>• Volunteer training sessions</li> <li>• Staffing matters Manager Tourism and Economic Development</li> <li>• Mitiamo Community Planning Committee</li> <li>• Community Policing Proposal</li> </ul> </li> </ol>
Conflict of Interest	Item 2:

<p>Disclosures - Councillor/officer making disclosure</p>	<ul style="list-style-type: none"> <li>• Cr Beattie</li> <li>• : Little Lake Boort, Park Run and Boort Lakes Caravan Park</li> </ul> <p>Item 3:</p> <ul style="list-style-type: none"> <li>• Cr Holt: Donaldson Park</li> <li>• Cr Beattie: Little Lake Boort, Park Run and Boort Lakes Caravan Park</li> </ul>
<p>Councillor/officer left room</p>	<p>Yes</p>



**7 REVIEW OF ACTION SHEET**

**7.1 REVIEW OF ACTIONS**

**File Number:** 02/01/002

**Author:** Christine Coombes, Executive and Commercial Services Officer

**Authoriser:** Lincoln Fitzgerald, Chief Executive Officer

**Attachments:** 1. Action sheet

**RECOMMENDATION**

That Council receive and note the action sheet.

**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.

**REPORT**

Refer attachment.

<p><b>Division:</b> Council  <b>Committee:</b>  <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p>	<p><b>Date From:</b>  <b>Date To:</b></p> <p><b>Printed:</b> Thursday, 16 June 2022 4:39:13 PM</p>
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**Outstanding action from previous meetings**

Meeting	Officer/Director	Section	Subject
Council 24/05/2022	Phillips, Steven Fitzgerald, Lincoln	Decision Reports	Inglewood Eucalyptus Distillery Museum - Fee Waiver Application
<p><b>RESOLUTION 2022/78</b></p> <p>Moved: Cr Neil Beattie                      Seconded: Cr Wendy Murphy</p> <p>That Council resolve to reimburse Inglewood Eucalyptus Distillery Museum Inc. the planning permit application fee of \$1,570.60 from its Community Planning Project Budget allocation.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>16 Jun 2022 11:35am Phillips, Steven</b>                      Correspondence has gone out to the Inglewood Eucalyptus Distillery Museum informing them of the Council decision. They have also been asked to submit an invoice so that the reimbursement can be paid. Once Council has received that invoice and the payment made this action will be complete.</p>			

**Actions completed since last meeting**

Meeting	Officer/Director	Section	Subject
Council 24/05/2022	Mark, Martin Gladman, Wendy	Decision Reports	Recognition of Community Planning Committee - Kingower
<p><b>RESOLUTION 2022/77</b></p> <p>Moved: Cr Linda Jungwirth                      Seconded: Cr Wendy Murphy</p> <p>That Council formally recognise the Kingower Development and Tourism Committee Inc. as the Community Planning Committee for the Kingower community.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>02 Jun 2022 2:40pm Mark, Martin</b>                      Kingower Development &amp; Tourism Committee Inc. were notified of formal recognition as a Committee Planning Committee by Loddon Shire Council via emailed letter on 31/05/2022.</p> <p><b>02 Jun 2022 2:57pm Mark, Martin - Completion</b>                      Action completed by Mark, Martin</p>			

<a href="#">Action Sheets Report</a>	Division: Committee: Council Officer:	Date From: Date To: Printed: Thursday, 16 June 2022 4:39:13 PM
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Meeting	Officer/Director	Section	Subject
Council 24/05/2022	Wilson, Amanda Wilson, Amanda	Decision Reports	Risk Management Policy and Risk Management Framework
<p><b>RESOLUTION 2022/79</b></p> <p>Moved: Cr Gavan Holt                      Seconded: Cr Neil Beattie</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Approves the Risk Management Policy</li> <li>2. Approves the Risk Management Framework</li> <li>3. Notes the Risk Management Implementation Plan</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>16 Jun 2022 4:38pm Wilson, Amanda</b>                      Framework and Policy added to strategic document register and website  <b>16 Jun 2022 4:38pm Wilson, Amanda - Completion</b>                      Action completed by Wilson, Amanda</p>			

Meeting	Officer/Director	Section	Subject
Council 24/05/2022	Wilson, Amanda Wilson, Amanda	Decision Reports	Risk Appetite Statement
<p><b>RESOLUTION 2022/80</b></p> <p>Moved: Cr Gavan Holt                      Seconded: Cr Linda Jungwirth</p> <p>That Council approves the Risk Appetite Statement.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>16 Jun 2022 4:28pm Wilson, Amanda</b>                      Risk appetite statement added to strategic document register and uploaded to website.  <b>16 Jun 2022 4:30pm Wilson, Amanda - Completion</b></p>			

<a href="#">Action Sheets Report</a>	Division: Committee: Officer: Council	Date From: Date To: Printed: Thursday, 16 June 2022 4:39:13 PM
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Action completed by Wilson, Amanda

Meeting	Officer/Director	Section	Subject
Council 24/05/2022	Wilson, Amanda Wilson, Amanda	Decision Reports	Strategic Risk Report
<p><b>RESOLUTION 2022/81</b></p> <p>Moved: Cr Linda Jungwirth                      Seconded: Cr Neil Beattie</p> <p>That Council approve the Strategic Risk Report</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>16 Jun 2022 4:35pm Wilson, Amanda</b>                      Strategic risk report added to strategic document register  <b>16 Jun 2022 4:38pm Wilson, Amanda - Completion</b>                      Action completed by Wilson, Amanda</p>			

**8 MAYORAL REPORT****8.1 MAYORAL REPORT**

File Number: 02/01/001

Author: Christine Coombes, Executive and Commercial Services Officer

Authoriser: Lincoln Fitzgerald, Chief Executive Officer

Attachments: Nil

**RECOMMENDATION**

That Council receive and note the Mayoral Report

**REPORT**

The Mayor will present a report at the meeting.

**Cr Straub**

<b>Loddon Campaspe Councils</b>	
<b>Murray River Group of Councils</b>	
<b>North Central Goldfields Regional Library</b>	
<b>North Central Local Learning and Employment Network</b>	
<b>Special Committees Of Council (Section 65 Community Asset Committees):</b>	
East Loddon Community Centre Community Asset Committee	
Pyramid Hill Memorial Hall Community Asset Committee	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**9 COUNCILLORS' REPORT**

**9.1 COUNCILLORS' REPORTS**

**File Number:** 02/01/001  
**Author:** Christine Coombes, Executive and Commercial Services Officer  
**Authoriser:** Lincoln Fitzgerald, Chief Executive Officer  
**Attachments:** Nil

1. Recommendation  
 That Council receive and note the Councillors' reports

**REPORT**

Each Councillor will present a report at the meeting.

**Cr Beattie**

<b>Rail Freight Alliance</b>	
<b>Special Committees Of Council (Section 65 Community Asset Committees):</b>	
Boort Aerodrome Community Asset Committee	
Boort Memorial Hall Community Asset Committee	
Boort Park Community Asset Committee	
Korong Vale Mechanics Hall Community Asset Committee	
Korong Vale Sports Centre Community Asset Committee	
Little Lake Boort Community Asset Committee	
Yando Public Hall Community Asset Committee	
<b>DATE</b>	<b>Activity</b>

**Cr Holt**

<b>Municipal Association of Victoria</b>	
<b>Audit and Risk Committee</b>	
<b>Special Committees Of Council (Section 65 Community Asset Committees):</b>	
Donaldson Park Community Asset Committee	
Wedderburn Community Centre Community Asset Committee	
Wedderburn Engine Park and Market Square Reserve Community Asset Committee	
Wedderburn Mechanics and Literary Institute Hall Community Asset Committee	
Hard Hill Tourist Reserve Community Asset Committee	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**Cr Jungwirth**

<b>Loddon Mallee Local Government Waste Forum</b>	
<b>Central Victorian Greenhouse Alliance</b>	
<b>Municipal Emergency Management Plan Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**Cr Murphy**

<b>Calder Highway Improvement Committee</b>	
<b>Local Government Women’s Charter</b>	
<b>Australia Day Committee</b>	
<b>Healthy Minds Network</b>	
<b>Special Committees Of Council (Section 65 Community Asset Committees):</b>	
Bridgewater on Loddon Memorial Hall Community Asset Committee	
Campbells Forest Hall Community Asset Committee	
Inglewood Community Sports Centre Community Asset Committee	
Inglewood Community Elderly Persons Units Community Asset Committee	
Inglewood Town Hall Hub Community Asset Committee	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>



**10 DECISION REPORTS****10.1 ADOPTION OF THE FINANCIAL PLAN 2022/23 TO 2031/32**

**File Number:** FOL/22/665  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Amanda Wilson, Director Corporate  
**Attachments:** 1. Financial Plan 2022/23 to 2031/32

**RECOMMENDATION**

That Council, having advertised the Draft Financial Plan and having received and reviewed the feedback, adopt the Financial Plan 2022/23 to 2031/32.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

At the Council Forum on 12 April 2022, Council discussed the Draft Financial Plan (the Plan) prior to the document being advertised for public feedback.

At the Council Forum on 14 June 2022, Council discussed the changes made to the Plan because of the deliberative engagement process with the Community Reference Group. These were of a minor nature and did not impact the financials.

**BACKGROUND**

The draft Plan was advertised for public comment from Saturday 30 April 2022 to Friday 28 May 2022, using the Community Engagement Policy as guidance.

During this period, copies were made available on Council's website and a printed copy posted to ratepayers where requested.

Advertisements were placed in the Bendigo Advertiser along with the Loddon Herald newspapers.

The Plan was also emailed to the Community Reference Group and a virtual feedback session held on Thursday 12 May 2022.

**ISSUES/DISCUSSION**

There were no written submissions received during the period for public comment. However, the Community Reference Group provided feedback, and this was incorporated into the final draft that was provided to the Council Forum on 14 June 2022.

**COST/BENEFITS**

The benefits to Council and the community are that a consultative process complies with the Local Government Act 1989, and Local Government Act 2020, and allows the community to provide feedback to Council on the content of the document.

Additional benefit is the plan provides a long-term operational and strategic plan that allocates resources to understand the long term financial implications of the plan.

The cost of developing budget and financial documents is operational.

**RISK ANALYSIS**

There is a risk that Council expenditure will exceed budget at a point in time or that Council does not have enough cash to deliver the required services in the future, however, this risk is minimised through a range of monitoring and reporting activities.

**CONSULTATION AND ENGAGEMENT**

Under section 91(4) of the Local Government Act 2020, the Financial Plan is subject to deliberative engagement. In accordance with Council's Community Engagement Policy, deliberative engagement occurs when participants are provided with a specific matter to consider, and are informed, supported, and given sufficient time to provide feedback on the relevant information.

A feedback session was also conducted with the Community Reference Group on 12 May 2022 with the aim of ensuring that public concerns and aspirations were consistently understood and considered, in accordance with Council's commitment on deliberative engagement.

# LODDON SHIRE COUNCIL

## FINANCIAL PLAN 2022-23 TO 2031-32



## DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	<a href="#">Click here to enter date of approval</a>
VERSION NUMBER:	1
REVIEW DATE:	30/06/2022
DATE RESCINDED:	<a href="#">Click here to enter a date.</a>
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Community Vision 2031 Council Plan 2021-2025 Annual Budget
RELATED LEGISLATION:	Local Government Act 2020
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

FILE LOCATION: K:\FINANCE\LTFP\202223 to 203132\Executive Summary\Financial Plan 2022-23 to 2031-32 v1 SHELLS.docx

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

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

## ACKNOWLEDGEMENT OF COUNTRY

**Loddon Shire Council acknowledges the Traditional Custodians of the land comprising the Loddon Shire Council area. Council would like to pay respect to their Elders both past and present.**

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**FINANCIAL PLAN 2022/23 to 2031/32****EXECUTIVE SUMMARY**

This 10-year Financial Plan has been developed to guide Council in long-term decision making and to support achievement towards the Community Vision and Council Plan.

Over the next 10 years Council's Comprehensive Income Statement is predicting that rates will increase by the estimated rate cap amount set annually by the State Government. This provides rate income of between \$12.25 million to \$16.31 million each year. It is expected that Council's recurring grants will continue to provide a similar amount of income to rates. Total operating income is therefore projected at between \$21.64 million to \$37.09 million each year.

Operating expenses are expected to increase at a higher rate than income. Employee costs, and materials and consumables are expected to increase by more than the consumer price index and the rate cap increase due to market forces. These increases, together with depreciation and other operating expenses, result in annual operating expenses between \$36.99 million to \$43.90 million each year.

The result is an operating deficit of around \$7.0 million annually. The cumulative impact of these annual deficits is \$79.7M over the 10-year period. This does however include the adjustment in 2021/22 and 2022/23 as a result of the 75% upfront grant commission payment. This means that 'business-as-usual' will result in Council needing to either increase revenue or reduce expenses to ensure its financial sustainability.

Council's Balance Sheet shows declining cash levels from \$24.27 million down to a shortfall of \$16.58 million over the 10 years. This is not sustainable, however where income indexation is expected to be lower than expenditure, services will need to be reviewed. Actions to improve the results are underway and improvements in future reports are expected. There are no new borrowings over the life of the plan, and there are no existing borrowings.

The Capital Works Statement shows renewal and upgrade of assets at over \$7.0 million per annum. However this will result in a general decline of the condition of some assets.

Council recognises that a consistent shortfall in income, declining cash reserves and declining asset condition is not a formula to help deliver on the Community Vision 2031 and the Council Plan 2021-2025. For this reason, in the previous Financial Plan Council set strategic actions to address the challenges identified and these are outlined in Section 6.2. These actions also include progress notes.

In accordance with Council's Community Engagement Policy and the deliberative engagement principles in the Local Government Act 2020, Council will engage to seek feedback on this and all future Financial Plans, noting that increases in revenue and/or reduction in expenses are key to ensure Council's financial sustainability in the long term.



## FINANCIAL PLAN 2022/23 to 2031/32

### 1 PURPOSE

The purpose of this document is to set out the 10-year financial resources necessary to implement the initiatives and priorities of the Council Plan to achieve the aspirations of the Community Vision.

### 2 STRATEGIC CONTEXT

The community has documented its vision towards 2031 which is: Creating a community where everyone is welcome and all have the opportunity to live, work and thrive.

The community identified four strategic themes that will support the Community Vision:

1. A sustainable built and natural environment
2. A growing and vibrant community
3. A diverse and expanding economy
4. A supported and accessible community.

Council has developed the Council Plan 2021-2025 which its commitment to the community in working towards the Community Vision, and has identified the strategic objectives that fit within the Community Vision's strategic themes. Under each strategic objective are actions that Council intends to implement. This Financial Plan is the resource document that ensures Council has the human and financial resources to achieve the actions.

### 3 BUDGET IMPLICATIONS

This document forms the basis for the development of Council's Annual Budget.

### 4 RISK ANALYSIS

Developing this Financial Plan ensures compliance with the Local Government Act 2020. More importantly it provides Council with a long term view of its financial position based on a set of assumptions which are set out in the document. From this view Council can make more informed decisions about financial resource allocation over the long term.

Council acknowledges the risks associated with this Financial Plan, particularly as rates income is a significant proportion of Council's annual income. Therefore, a risk analysis has been undertaken regarding the risks associated with Council not being able to deliver on the Community Vision. This analysis is focused on the rate capping environment.





## FINANCIAL PLAN 2022/23 to 2031/32

Risk Statement: Rate Capping Impacts on Financial Sustainability		
The requirement by Council to limit annual rates increases under the <i>Fair Go Rates System</i> parameters may result in Council becoming financial unsustainability over time.		
Inherent Risk		
Likelihood	Consequence	Risk Assessment
D: Unlikely: May occur but is not anticipated	5: Catastrophic: Financial impact: >\$1M	19: High
Residual Risk		
Likelihood	Consequence	Risk Assessment
E: Rare: Would only occur in exceptional circumstances	5: Catastrophic: Financial impact: >\$1M	15: Medium

Risk Assessment Criteria sourced from Council's Risk Management Policy.

This Financial Plan also includes sustainability ratios which are used to assess financial sustainability risk. Other risks are identified below:

#### Potential cause:

- changes in government financial policy (State or Federal grants)
- ability to react when faced with a disaster
- inability to sufficiently fund the renewal of the asset base or reduce the asset base
- inability to cap operational capability / reduce costs within funding envelope
- interest rate movement; labour costs are not controlled; further rate capping
- unknown expectations from the community
- lacking financial and/or resource management, limited project management, poor compliance.

#### Controls to assist:

- 10 year financial plan and 4 year Revenue & Rating Plan which focuses on maintaining good working capital; appropriate reserves and surplus positions
- procurement and delegations framework
- advocacy and long term relationships across government and region
- service delivery review commenced
- strong focus on asset management and funding of renewals
- finance systems in place; qualified staff across the organisation
- robust training and inductions for staff and Councillors.

Council has outlined strategic actions to assist in improving the financial sustainability in Section 6.2. A risk assessment of these actions is outlined in Section 10 – Benefit Assessment.

## 5 LEGISLATIVE REQUIREMENTS

This section describes how the Financial Plan links to the Community Vision and the Council Plan within the Integrated Strategic Planning & Reporting framework. This framework guides the Council in identifying community initiatives and priorities over the long term (Community Vision), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).



## FINANCIAL PLAN 2022/23 to 2031/32

Each of the framework key documents are explained below:

### **Community Vision**

A community vision reflects the consensus view of the future the community wants and needs, and the high level actions required to achieve desired outcomes.

### **Financial Plan**

A Financial Plan is used by Council, community and the organisation to ensure the long term viability and sustainability of Council. It supports the achievement of the Community Vision and establishes investment and spending thresholds.

### **Asset Plan**

The Asset Plan ensures effective management and stewardship of community assets.

### **Council Plan**

Council Plan outlines the agenda for a new Council and supports the Community Vision through strategic objectives and strategies.

### **Revenue and Rating Plan**

Revenue and Rating Plan outlines a medium-term view of how Council will raise revenue to support activities and achievement of Council Plan strategies and objectives.

### **Annual Budget**

Council will develop and adopt a budget each year that describes in more detail the way in which revenue will be raised and expenditure directed. The budget must include 3-year financial projections as well as description of services, major initiatives and performance measures.

### **Workforce Plan**

The Chief Executive Officer must prepare and maintain a 4-year Workforce Plan.

### **Annual Report and Local Government Performance Reporting Framework**

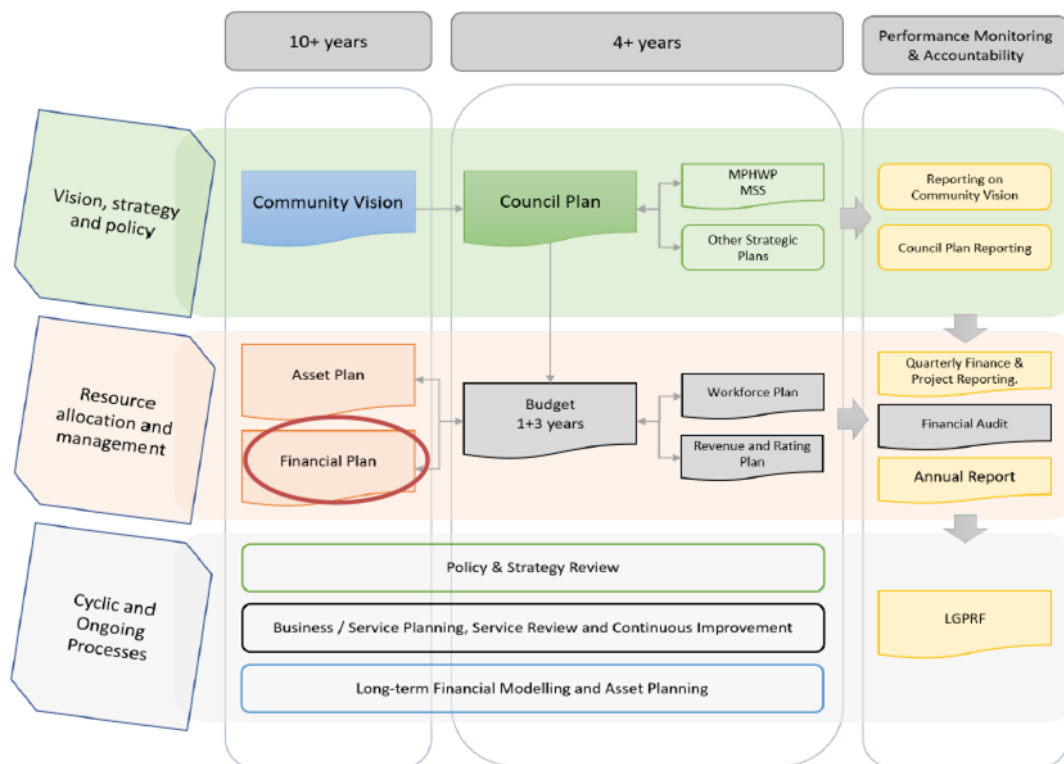
Council is accountable for its performance through the Annual Report, Local Government Performance Reporting Framework and mandatory quarterly financial reports that are presented to Council.

Many Councils develop and maintain additional mechanisms to ensure public accountability, these include: quarterly reporting on achievement of capital works and Council Plan initiatives, routine reporting on project, program and policy initiatives.

These documents, the purpose of each and how they fit within the integrated strategic and reporting framework for Council are shown below.



**FINANCIAL PLAN 2022/23 to 2031/32**



Demonstration how each element might inform or be informed by other parts of the integrated framework.

**5.1 Strategic planning principles**

The Financial Plan provides a 10-year projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision. The Financial Plan is developed in the context of the following strategic planning principles:

- a) Council has an integrated approach to planning, monitoring and performance reporting.
- b) Council's Financial Plan addresses the Community Vision by funding the initiatives and priorities of the Council Plan. The Council Plan initiatives and priorities are formulated in the context of the Community Vision.
- c) The Financial Plan statements articulate the 10-year financial resources necessary to implement the initiatives and priorities of the Council Plan to achieve the Community Vision.
- d) Council's strategic planning principles identify and address the risks to effective implementation of the Financial Plan. The financial risks are included at Section 5.2.2 below.
- e) The Financial Plan provides for the strategic planning principles of progress monitoring of progress and reviews to identify and adapt to changing circumstances.



## FINANCIAL PLAN 2022/23 to 2031/32

### 5.2 Financial management principles

The Financial Plan demonstrates the following financial management principles:

1. Revenue, expenses, assets, liabilities, investments and financial transactions are managed in accordance with Council's financial policies and strategic plans.
2. Management of the following financial risks:
  - a) the financial viability of the Council (refer to Section 6.1 Financial Policy Statements)
  - b) the management of current and future liabilities of the Council. The estimated 10-year liabilities are disclosed in Section 7.2 Balance Sheet projections
  - c) the beneficial enterprises of Council (not applicable to Council).
3. Financial policies and strategic plans are designed to provide financial stability and predictability to the community.
4. Council maintains accounts and records that explain its financial operations and financial position (refer Section 7 Financial Statements).

### 5.3 Engagement principles

Council has adopted a Community Engagement Policy. This document requires deliberative engagement with the community.

Council has implemented the following consultation process to ensure due consideration and feedback is received from relevant stakeholders:

- a) draft Financial Plan prepared by management and discussed with Councillors
- b) community engagement is conducted by placing it out for community feedback using local news outlets and social media
- c) hearing of public submissions to the Financial Plan at the June Forum
- d) draft Financial Plan, including any revisions, presented to June Council meeting for adoption.

### 5.4 Service performance principles

Council services are designed to be targeted to community needs and value for money. The service performance principles are listed below:

- a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;
- b) services should be accessible to the members of the municipal community for whom the services are intended;



## FINANCIAL PLAN 2022/23 to 2031/32

- c) quality and costs standards for services set by the Council should provide good value to the municipal community;
- d) Council will seek to continuously improve service delivery to the municipal community in response to performance monitoring;
- e) service delivery must include a fair and effective process for considering and responding to complaints about service provision.

### 5.5 Asset plan integration

The purpose of the Asset Plan is to ensure the operational and strategic practices which will ensure that Council manages assets across their life cycle in a financially sustainable manner. The Asset Plan, and associated asset management policies, provide council with a sound base to understand the risk associated with managing its assets for the community's benefit.

The Asset Plan is designed to inform the 10-year Financial Plan by identifying the amount of capital renewal, backlog and maintenance funding that is required over the life of each asset category. The level of funding will incorporate knowledge of asset condition, the risk assessment findings as well as the impact of reviewing and setting intervention and service levels for each asset class.

In addition to identifying the operational and strategic practices that ensure that Council manages assets across their life cycle in a financially sustainable manner, the Asset Plan quantifies the asset portfolio and the financial implications of those practices. Together the Financial Plan and Asset Plan seek to balance projected investment requirements against projected budgets.

Council developed a Draft Asset Plan which is expected to be adopted, in line with the required legislation requirement by 30 June 2022.

## 6 FINANCIAL PLAN CONTEXT

This section describes the context and external / internal environment and consideration in determining the 10-year financial projections and assumptions.

### 6.1 Financial sustainability factors

This section defines any policy statements, and associated measures, that assists in demonstrating Council's financial sustainability.

There are targets set for each indicator to assist in measuring the points where Council will be financially sustainability. The projections included in this table reflect the current Financial Plan, it is proposed that these will move closer to target as the improvement actions are undertaken.



FINANCIAL PLAN 2022/23 to 2031/32

Policy statement	Measure	Target	Projected Actual	Projections									
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2030/31
Employee costs with limited increases *	Employee costs current year / employee cost prior year	<3.0%	-0.2%	3.5%	-0.3%	2.0%	1.9%	2.2%	2.2%	2.2%	2.3%	2.2%	2.3%
Reduce the asset renewal gap	Asset replacement and upgrade / depreciation	90 - 100%	134.1%	50.8%	51.6%	51.5%	54.0%	55.6%	55.4%	55.1%	54.8%	54.5%	53.5%
Consistent surplus results (\$ or greater)	Total comprehensive result	> \$0	\$2,584	-\$15,345	-\$7,138	-\$7,156	-\$7,137	-\$7,459	-\$7,095	-\$7,168	-\$7,099	-\$7,305	-\$6,810
No borrowings	Loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
All provisions for employees will be cash backed	Cash on hand less total of employee provisions	> \$0	\$ 20,840	\$ 8,970	\$ 5,032	\$ 1,453	-\$ 1,649	-\$ 5,958	-\$ 9,064	-\$ 12,551	-\$ 15,838	-\$ 18,836	-\$ 21,736
All reserves will be cash backed	Remaining cash on hand less financial reserves balance	> \$0	\$3,790	\$140	-\$3,581	-\$7,300	-\$10,908	-\$14,460	-\$17,945	-\$21,361	-\$24,583	-\$27,471	-\$30,057
Maintain a positive cash flow result over the life of the plan	Cash and cash equivalents	> \$0	\$ 24,271	\$ 12,561	\$ 8,782	\$ 5,365	\$ 2,429	-\$ 1,711	-\$ 4,644	-\$ 7,954	-\$ 11,059	-\$ 13,872	-\$ 16,582

\* An internal control has been put in place to ensure that employee costs do not increase outside the Enterprise Agreement set over the 4-year period. This ensures that employee costs can be monitored and maintained to a consistent level. The increase in 2022/23 relates to a limited 12 month record archiving program.

6.2 Strategic actions

Council has identified the following strategic actions that will support the financial sustainability of the Council and support the initiatives and priorities of the Community Vision and Council Plan.

The strategic actions include:

Action	Action	Impact on the Financial Plan	Progress
1	Review depreciation rates within each of the asset plans to ensure they are reflective of the useful lives of each asset class.	<b>Adjustment:</b> Depreciation expense and asset values. <b>Impacts:</b> Operating expenditure in the Comprehensive Income Statement. Also impacts the balance of the infrastructure assets group within the Balance Sheet. <b>Desired outcome:</b> Reduction in annual deficits.	<b>Not yet commenced</b> To be reviewed once the asset plans have been finalised for each asset class.
2	Review Asset Management Plans to understand required maintenance and renewal levels to maintain the service levels of each asset class.	<b>Adjustment:</b> Maintenance costs and the required level of renewal/upgrade of the asset. <b>Impacts:</b> Operating expenditure in the Comprehensive Income Statement. Also impacts renewal/upgrade infrastructure costs within the Capital Expenditure Statement. <b>Desired outcome:</b> Reduction in the operating maintenance expenditure and renewal/upgrade expenditure.	<b>Progressing</b> Underway with most asset management plans now adopted.
3	Review and report to Council on the current operating environment to assess whether the current contingency amounts allocated for projects is appropriate.	<b>Adjustment:</b> Infrastructure capital project allocations. <b>Impacts:</b> Capital project expenditure with the Capital Works Statement. <b>Desired outcome:</b> Reduction in the capital works, higher delivery rates of capital works.	<b>Not yet commenced</b>



## FINANCIAL PLAN 2022/23 to 2031/32

Action	Action	Impact on the Financial Plan	Progress
4	Review Financial Reserves Policy to ensure cash is not constrained unnecessarily.	<p><b>Adjustment:</b> Movement in reserve levels and available reserves.</p> <p><b>Impact:</b> Balance Sheet and available operating expenditure.</p> <p><b>Desired outcome:</b> Increase in cash and cash equivalents in Balance Sheet and offsetting a reduction in Other Reserves.</p>	<b>Progressing</b> Review underway with purposes updated in some reserves and others closed to lower 'lazy' cash balances.
5	Revise Project Management Framework to ensure projects are phased and costed appropriately.	<p><b>Adjustment:</b> Infrastructure capital project allocations.</p> <p><b>Impact:</b> Capital expenditure within the Capital Works Statement.</p> <p><b>Desired outcome:</b> Improved forward financial planning for major projects within the Capital Works Statement</p>	<b>Not yet commenced</b>
6	Revise Strategic Documents Framework to ensure strategies are appropriately costed and indexed, and costs are embedded into this Financial Plan.	<p><b>Adjustment:</b> Future plans and strategies to further highlight the true cost to deliver actions outlined.</p> <p><b>Impact:</b> Operating expenditure and capital expenditure where those relevant plans sit.</p> <p><b>Desired outcome:</b> Improved forward financial planning for major projects within the Capital Works Statement and operating expenditure within the Comprehensive Income Statement.</p>	<b>Not yet commenced</b>
7	Continue development of 'pipeline of projects' to ensure 'shovel ready' projects when funding becomes available.	<p><b>Adjustment:</b> Allocation of project expenditure and income to reflect more accurate timing.</p> <p><b>Impact:</b> Operating expenditure, operating income and capital expenditure.</p> <p><b>Desired outcome:</b> Improved forward financial planning for major projects within the Capital Works Statement and operating expenditure within the Comprehensive Income Statement.</p>	<b>Progressing</b> Initial discussions have been held and resources allocated to assist with this process.
8	Investigate and report to Council on alternate purchasing options for plant (e.g. leasing of plant to spread the cost over the life of the asset).	<p><b>Adjustment:</b> Offset capital cost against lease operating cost.</p> <p><b>Impact:</b> Increase to operating expenditure and capital expenditure.</p> <p><b>Desired outcome:</b> Reduction in capital costs and held assets within the Capital Works Statement and Balance Sheet along with reduction in some of the related reserves.</p>	<b>Complete</b> Report presented to Council in February 2022. With the current capital program, purchase is still the preferred option.
9	Conduct process reviews on internal services to ensure they are efficient and cost-effective, and support external services provided to the community.	<p><b>Adjustment:</b> Reflect cost-effective service delivery costs.</p> <p><b>Impact:</b> Operating expenditure and operating income.</p> <p><b>Desired outcome:</b> More streamlined processes which will lead to a reduction in operating expenditure with the Comprehensive Income Statement.</p>	<b>Progressing</b> Preliminary list of service reviews completed, with a program based on importance to be developed.



## FINANCIAL PLAN 2022/23 to 2031/32

Action	Action	Impact on the Financial Plan	Progress
10	Complete the Transitioning Towns Policy to establish minimum service levels for each town.	<p><b>Adjustment:</b> Reflect cost-effective service delivery costs.</p> <p><b>Impact:</b> Operating expenditure and operating income.</p> <p><b>Desired outcome:</b> Understanding the required service level which should lead to a reduction in operating expenditure with the Comprehensive Income Statement.</p>	<b>Not yet commenced</b>
11	Undertake service reviews in consultation with the community to determine the best mix and level of service provided by Council for services provided to the community.	<p><b>Adjustment:</b> Reflect cost-effective service delivery costs.</p> <p><b>Impact:</b> Operating expenditure and operating income.</p> <p><b>Desired outcome:</b> Understanding the required service level which may lead to a reduction in operating expenditure with the Comprehensive Income Statement.</p>	<b>Progressing</b> Preliminary list of service reviews completed, with a program based on importance to be developed.
12	Report to Council on the potential to borrow funds (including relevant risk assessment) for strategic and/or intergenerational projects.	<p><b>Adjustment:</b> Offset the cost of delivering projects using immediate Council funds to a long term borrowing option.</p> <p><b>Impact:</b> Capital expenditure and balance sheet.</p> <p><b>Desired outcome:</b> Should borrowings be used as a funding mechanism, desired outcome is a positive impact on the Financial Plan and the introduction of intergenerational equity.</p>	<b>Progressing</b> Initial discussions held to inform Council of the options available for borrowing and a Borrowing Policy has been developed and adopted.
13	Investigate and report to Council the cost vs benefits of applying for a rate cap variation to the Essential Services Commission after above initiatives have been explored.	<p><b>Adjustment:</b> Increased rate revenue for Council.</p> <p><b>Impact:</b> Operating income.</p> <p><b>Desired outcome:</b> Increase to ongoing rate revenue within the Comprehensive Income Statement.</p>	<b>Not yet commenced</b>
14	Explore shared services options available to Council.	<p><b>Adjustment:</b> Potential to decrease costs or improve services.</p> <p><b>Impact:</b> Operating expenditure.</p> <p><b>Desired outcome:</b> Reduction in operating expenditure within the Comprehensive Income Statement.</p>	<b>Completed</b> Council is a member of the Regional Procurement Network and is informed of any shared services opportunities as they arise.

A Benefits Assessment of the 14 strategic actions has been included in Section 10 of this report. This shows the extent of value each will add, and the significance of their impact on the financial results.





## FINANCIAL PLAN 2022/23 to 2031/32

### 6.3 Assumptions to the Financial Plan statements

#### 6.3.1 Comprehensive Income Statement

This section presents information regarding the assumptions to the Comprehensive Income Statement (Section 7.1) for the 10 years from 2022/23 to 2031/32.

#### 6.3.2 Assumptions

The assumptions comprise the annual escalations / movement for each line item of the Comprehensive Income Statement. The indicators shown are a percentage escalation movement.

Year ending	Ref.	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Consumer Price Index (CPI)	6.3.3	1.50%	1.50%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Rates and charges escalation	6.3.4	1.75%	1.95%	2.15%	2.35%	2.55%	2.75%	2.95%	3.15%	3.35%	3.55%
Rates and charges growth	6.3.5	0.00%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%
Statutory fees and fines	6.3.6	1.75%	1.95%	2.15%	2.35%	2.55%	2.75%	2.95%	3.15%	3.35%	3.55%
User fees	6.3.7	1.75%	1.95%	2.15%	2.35%	2.55%	2.75%	2.95%	3.15%	3.35%	3.55%
Waste charges	6.3.8	10.0%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
VLGGC grants *	6.3.9	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Grants – other	6.3.10	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Grants – other non-recurrent	6.3.11	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Regional Roads Victoria income	6.3.12	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Interest rate income	6.3.13	0.00%	0.50%	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%
Employee costs	6.3.14	2.00%	2.00%	2.00%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%
Materials and services	6.3.15	1.50%	1.50%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Depreciation	6.3.16	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Borrowing costs	6.3.17	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other expenses	6.3.18	1.50%	1.50%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%

\* VLGGC grants are those provided by the Victorian Local Government Grants Commission.

#### 6.3.3 Consumer Price Index (CPI)

In February 2021, the Reserve Bank of Australia (RBA) provided a forecast which stated that CPI would fluctuate over the December 2020 quarter to the June 2023 quarter. From a low of 0.70 in the December 2020 quarter to a high of 3.00 in the June 2021 quarter to a constant of 1.50 for three quarters between December 2021 quarter to December 2022 quarter before moving to 1.75 in the June 2023 quarter.

The CPI forecast reported by the RBA is located below:

Period	Dec 2020	Jun 2021	Dec 2021	Jun 2022	Dec 2022	June 2023
CPI	0.90	3.00	1.50	1.50	1.50	1.75

An increase of 1.5 has been assumed for the first two years of the Financial Plan, and 1.75 has been assumed for the remaining years of the Financial Plan.



## FINANCIAL PLAN 2022/23 to 2031/32

### 6.3.4 Rates and charges increase

The plan assumes base rate revenue will increase by 1.75% for the 2022/23 year, based on the state government rate cap, with estimated future annual increases of 0.2% per annum for the ensuing years of the Financial Plan.

### 6.3.5 Population growth

Council adopted an Economic Development and Tourism Strategy in November 2019. One of the strategic objectives is to balance population growth with local job growth. This Strategy notes that the southern sectors of the Shire are poised for growth. Council has set a target to assist in generating five new full-time equivalent community jobs across the Shire per annum between 2019 and 2024. If this is achieved, the population of the Shire could be expected to increase to 8066 people; an average annual increase of 0.7%. In this Financial Plan, Council has taken a conservative view, setting growth at 0.4%.

### 6.3.6 Statutory fees and fines

The Financial Plan indexes statutory fees, set by legislation, at the same amount as the estimated future annual increase in rates and charges, 0.2%. This is a conservative estimate as many fees are outside the control of Council. Based on recent history, statutory fees and fines may increase at the rate of CPI or remain fixed for several years.

### 6.3.7 User fees

The plan outlines that revenue from user fees is expected to increase by 0.2% annually. Details of user fees for the 2022/23 budget year can be found in Council's Fees and Charges Schedule that is adopted in conjunction with the budget. This increase is in line with the estimated future annual increase in rates and charges.

### 6.3.8 Waste charges

Waste charges are proposed to increase by 10.0% compared to 2021/22 levels in order to recover the total cost of waste management incurred across the Shire. Future years' waste charges are estimated to increase at the same rate but will be assessed annually to ensure Council continues to recover the full costs of providing waste services.

### 6.3.9 VLGGC grants

Council currently receives grants via the Victorian Local Government Grants Commission (VLGGC).

There are two types of grants – General Purpose Grant (GPG) which is used to fund the operational activities and services of Council, and Local Roads Grant (LRG) which is used to fund road and infrastructure maintenance. The VLGGC used financial modelling and populates using actual results of Loddon to calculate these components. Council has assumed that these grants will increase on an annual basis by approximately 3.0%. This is based on an average of 3.71% over the past ten years. This is shown in detail below in both value and growth:

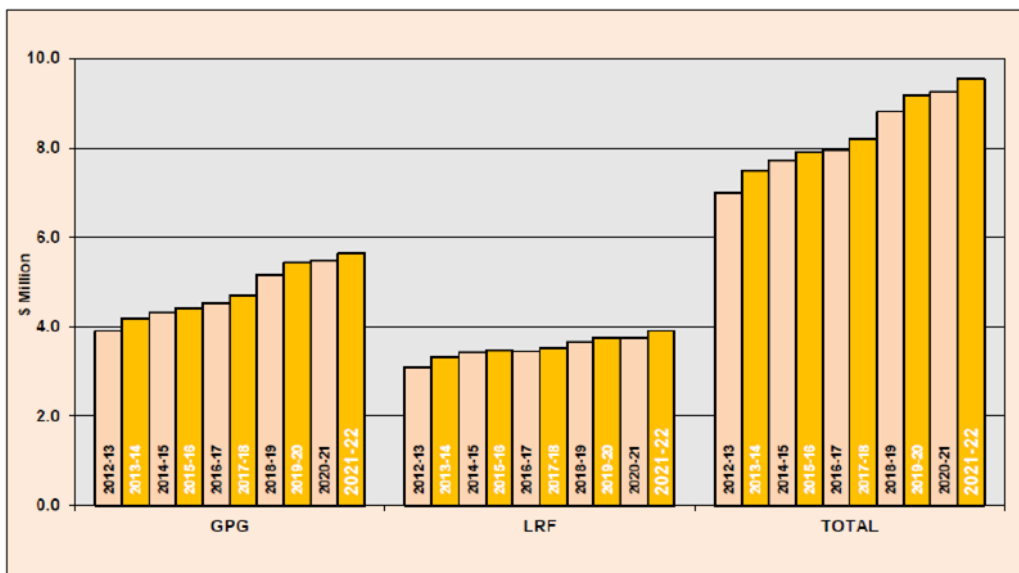


**FINANCIAL PLAN 2022/23 to 2031/32**

Grants	Income received	% increase
2012	\$ 6,647,483	
2013	\$ 6,967,306	4.81%
2014	\$ 7,572,361	8.68%
2015	\$ 7,716,052	1.90%
2016	\$ 7,897,916	2.36%
2017	\$ 8,053,207	1.97%
2018	\$ 8,200,019	1.82%
2019	\$ 8,755,836	6.78%
2020	\$ 9,148,273	4.48%
2021	\$ 9,240,613	1.01%
2022	\$ 9,542,597	3.27%
	<b>10-year average</b>	<b>3.71%</b>

Breakdown of VLGGC Council has received over the last 10-year period.

**Ten-Year Trend: Loddon Shire Council**



How the grants are split between the General Purpose Grant (GPG) and the Local Roads Funding (LRF) component.

**6.3.10 Grants – other**

Council has assumed an escalation percentage of 2.0% for other grants. This is a figure slightly higher than forecast CPI and includes service income such as early years and home and community service delivery.

**6.3.11 Grants – non-recurrent**

Non-recurrent grants are once-off grants that Council receives to assist in the delivery of a specific operating or capital project. Where non-recurrent funds are sought to deliver a project this has been included within the Financial Plan. It is expected that if this funding is not approved, the project will not commence or other sources of funding will be required.



## FINANCIAL PLAN 2022/23 to 2031/32

### 6.3.12 Regional Roads Victoria income

Council currently provides a contracted maintenance and rectification service to Regional Roads Victoria (previously known as VicRoads) under contract. This contract is renewed every five years, with renewal not guaranteed but has been included in the plan for consistency purposes.

### 6.3.13 Interest rate income

Since March 2022, interest rates have been on steady increase, this is outside what the economists at the Commonwealth Bank of Australia have forecasted previously. This is however expected to peak then flatten out, therefore this projection has been used in Council's assumptions for this plan.

### 6.3.14 Employee costs

The 2022/23 year includes a 2.0% increase for employee costs that mainly reflects the salary increase for all staff pursuant to the Enterprise Agreement. Council is currently in negotiations for its next Enterprise Agreement and has based indexation of employee costs on Enterprise Agreements finalised by similar Councils.

### 6.3.15 Materials and services

Material costs include items required for the maintenance and repairs of Council buildings, roads, drains and footpaths which are more governed by market forces based on availability than CPI. Other associated costs included under this category are utilities and consumable items for a range of services.

Council also utilises external expertise on a range of matters, including legal services and audit. Council has aligned the increase in these costs with CPI due to the significant variability caused by market forces.

### 6.3.16 Depreciation

Depreciation estimates have been set at 2.0%. Council is currently completing work on various asset management plans along with assessment of useful lives of these assets which will provide more accurate estimates of depreciation.

### 6.3.17 Borrowing costs

Borrowing costs comprise the interest charged on Council's borrowings. Council currently does not have borrowings and the Financial Plan indicates no new borrowings over the 10 years of this plan.

### 6.3.18 Other expenses

Other expenses include administration costs such as associated with the day to day running of Council. CPI has been used to escalate these amounts.

## 6.4 **Other matters impacting the 10-year financial projections**

### 6.4.1 Councillor allowances

For the first time, the Victorian Independent Remuneration Tribunal will be making a Determination setting the values of the allowances payable to Mayors, Deputy Mayors and Councillors in Victorian Councils.

On 17 June 2021, the Minister for Local Government requested that the Tribunal make the first Determination. The Determination will come into effect on 18 December 2021 — six months from the day the Tribunal received the Minister's request.



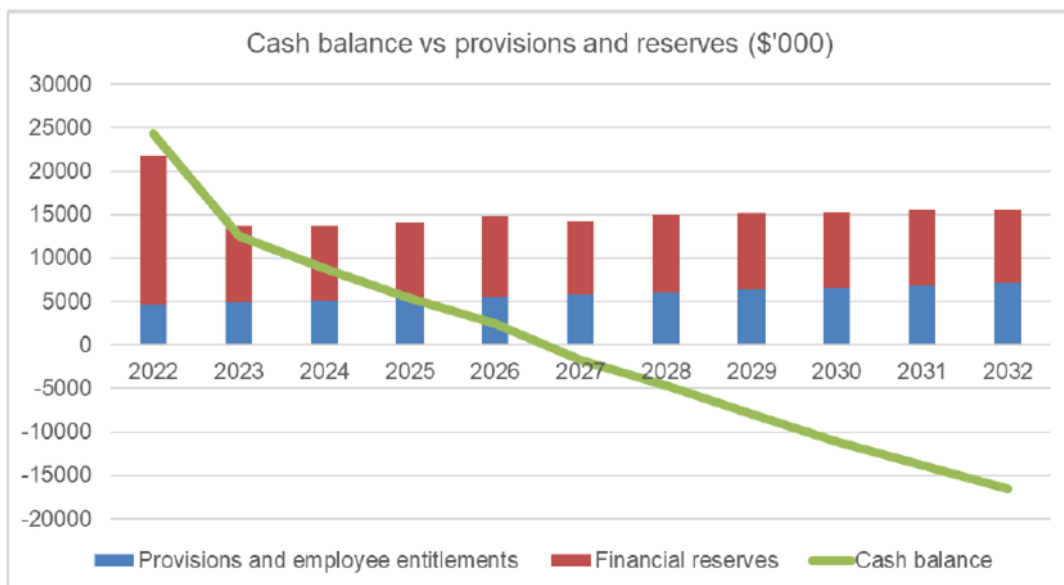
**FINANCIAL PLAN 2022/23 to 2031/32**

The Determination was finalised and distributed to Council on 17 March 2022. The new rates have been included in the Financial Plan.

**6.4.2 Cash reserves**

Council is committed to ensuring it has sufficient cash to fund any discretionary reserves and all current and non-current employee provisions.

In the years ending 2024 onwards within this Financial Plan is projecting there will not be sufficient cash to do this. This highlights the importance of the strategic actions identified in Section 5.2.:



**7 FINANCIAL PLAN STATEMENTS**

This section presents information regarding the Financial Plan Statements for the 10 years from 2022/23 to 2031/32.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources
- Statement of Financial Reserves


**FINANCIAL PLAN 2022/23 to 2031/32**
**7.1 Comprehensive Income Statement**

	Projected Actual 2021/22 \$'000	Projections									
		2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
<b>Income</b>											
Rates and charges	11,885	12,257	12,530	12,838	13,218	13,633	14,083	14,573	15,105	15,682	16,309
Statutory fees and fines	279	284	290	296	303	311	319	329	339	351	363
User fees	1,495	1,532	1,531	1,562	1,598	1,638	1,682	1,730	1,782	1,839	1,901
Grants - operating (recurrent)	13,988	4,174	11,893	12,228	12,573	12,928	13,293	13,669	14,055	14,453	14,863
Grants - operating (non-recurrent)	832	-	-	-	-	-	-	-	-	-	-
Grants - capital (recurrent)	3,075	2,388	2,388	2,507	2,507	2,507	2,507	2,507	2,520	2,520	2,520
Grants - capital (non-recurrent)	8,343	-	-	-	-	-	-	-	-	-	-
Contributions - monetary	431	-	-	-	-	-	-	-	-	-	-
Reimbursements	257	260	263	267	270	274	278	281	285	289	293
Regional Roads Victoria	511	518	526	535	545	554	564	574	584	594	604
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	-	-	-	-	-	-	-	-	-	-
Share of net profits/(losses) of associates and joint ventures	-	-	-	-	-	-	-	-	-	-	-
Interest	200	235	235	235	235	235	235	235	235	235	235
<b>Total income</b>	<b>41,297</b>	<b>21,648</b>	<b>29,655</b>	<b>30,468</b>	<b>31,249</b>	<b>32,079</b>	<b>32,960</b>	<b>33,897</b>	<b>34,905</b>	<b>35,963</b>	<b>37,088</b>
<b>Expenses</b>											
Employee costs	13,877	14,362	14,314	14,593	14,868	15,193	15,526	15,874	16,235	16,596	16,977
Materials and services	14,927	12,524	12,171	12,516	12,792	13,405	13,370	13,809	14,160	14,830	14,843
Bad and doubtful debts	-	-	-	-	-	-	-	-	-	-	-
Depreciation	9,908	10,107	10,309	10,515	10,725	10,940	11,159	11,382	11,609	11,842	12,078
Other operating expenses	-	-	-	-	-	-	-	-	-	-	-
Operational strategies	-	-	-	-	-	-	-	-	-	-	-
<b>Total expenses</b>	<b>38,712</b>	<b>36,993</b>	<b>36,793</b>	<b>37,624</b>	<b>38,386</b>	<b>39,538</b>	<b>40,055</b>	<b>41,065</b>	<b>42,004</b>	<b>43,268</b>	<b>43,898</b>
<b>Surplus/(deficit) for the year</b>	<b>2,584</b>	<b>(15,345)</b>	<b>(7,138)</b>	<b>(7,156)</b>	<b>(7,137)</b>	<b>(7,459)</b>	<b>(7,095)</b>	<b>(7,168)</b>	<b>(7,099)</b>	<b>(7,305)</b>	<b>(6,810)</b>
<b>Other comprehensive income</b>											
Other comprehensive income	-	-	-	-	-	-	-	-	-	-	-
<b>Total comprehensive result</b>	<b>2,584</b>	<b>(15,345)</b>	<b>(7,138)</b>	<b>(7,156)</b>	<b>(7,137)</b>	<b>(7,459)</b>	<b>(7,095)</b>	<b>(7,168)</b>	<b>(7,099)</b>	<b>(7,305)</b>	<b>(6,810)</b>



## FINANCIAL PLAN 2022/23 to 2031/32

### 7.2 Balance Sheet

	Projected Actual 2021/22 \$ '000	Projections									
		2022/23 \$ '000	2023/24 \$ '000	2024/25 \$ '000	2025/26 \$ '000	2026/27 \$ '000	2027/28 \$ '000	2028/29 \$ '000	2029/30 \$ '000	2030/31 \$ '000	2031/32 \$ '000
<b>Assets</b>											
<b>Current assets</b>											
Cash and cash equivalents	24,271	12,561	8,782	5,365	2,429	(1,711)	(4,644)	(7,954)	(11,059)	(13,872)	(16,582)
Trade and other receivables	807	413	573	589	604	620	638	656	676	697	719
Other financial assets	-	-	-	-	-	-	-	-	-	-	-
Inventories	23	22	21	20	19	18	17	16	15	14	14
Non-current assets classified as held for sale	223	223	223	223	223	223	223	223	223	223	223
<b>Total current assets</b>	<b>25,323</b>	<b>13,218</b>	<b>9,598</b>	<b>6,196</b>	<b>3,274</b>	<b>(850)</b>	<b>(3,766)</b>	<b>(7,059)</b>	<b>(10,145)</b>	<b>(12,938)</b>	<b>(15,626)</b>
<b>Non-current assets</b>											
Investments in associates and joint ventures	285	285	285	285	285	285	285	285	285	285	285
Property, infrastructure, plant and equipment assets	379,577	387,872	396,194	404,558	412,719	422,022	430,750	440,065	449,529	458,796	468,722
Intangible assets	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675
<b>Total non-current assets</b>	<b>382,537</b>	<b>390,832</b>	<b>399,153</b>	<b>407,518</b>	<b>415,678</b>	<b>424,982</b>	<b>433,709</b>	<b>443,025</b>	<b>452,488</b>	<b>461,755</b>	<b>471,681</b>
<b>Total assets</b>	<b>407,860</b>	<b>404,050</b>	<b>408,751</b>	<b>413,714</b>	<b>418,952</b>	<b>424,132</b>	<b>429,943</b>	<b>435,966</b>	<b>442,343</b>	<b>448,817</b>	<b>456,054</b>
<b>Liabilities</b>											
<b>Current liabilities</b>											
Trade and other payables	491	428	417	428	438	457	457	472	484	505	507
Trust funds and deposits	347	330	313	297	283	268	255	242	230	219	208
Employee provisions	2,810	2,730	2,651	2,569	2,487	2,402	2,315	2,227	2,136	2,044	1,948
Other provisions	-	-	-	-	-	-	-	-	-	-	-
Unearned income	-	-	-	-	-	-	-	-	-	-	-
<b>Total current liabilities</b>	<b>3,648</b>	<b>3,487</b>	<b>3,381</b>	<b>3,295</b>	<b>3,207</b>	<b>3,127</b>	<b>3,028</b>	<b>2,941</b>	<b>2,850</b>	<b>2,767</b>	<b>2,663</b>
<b>Non-current liabilities</b>											
Employee provisions	621	860	1,099	1,343	1,591	1,845	2,105	2,371	2,642	2,920	3,206
Other provisions	1,234	1,296	1,361	1,429	1,500	1,575	1,654	1,737	1,823	1,915	2,010
<b>Total non-current liabilities</b>	<b>1,855</b>	<b>2,156</b>	<b>2,460</b>	<b>2,771</b>	<b>3,091</b>	<b>3,420</b>	<b>3,759</b>	<b>4,107</b>	<b>4,466</b>	<b>4,835</b>	<b>5,216</b>
<b>Total liabilities</b>	<b>5,503</b>	<b>5,644</b>	<b>5,840</b>	<b>6,066</b>	<b>6,298</b>	<b>6,548</b>	<b>6,786</b>	<b>7,048</b>	<b>7,316</b>	<b>7,602</b>	<b>7,879</b>
<b>NET ASSETS</b>	<b>402,357</b>	<b>398,406</b>	<b>402,911</b>	<b>407,647</b>	<b>412,654</b>	<b>417,584</b>	<b>423,156</b>	<b>428,918</b>	<b>435,027</b>	<b>441,215</b>	<b>448,176</b>
<b>Equity</b>											
Accumulated surplus	102,018	94,894	87,972	80,676	73,034	66,332	58,858	51,762	44,728	37,533	31,037
Asset revaluation reserve	283,289	294,683	306,326	318,218	330,362	342,750	355,417	368,346	381,555	395,048	408,818
Other reserves	17,050	8,830	8,613	8,753	9,258	8,502	8,881	8,810	8,745	8,635	8,320
<b>TOTAL EQUITY</b>	<b>402,357</b>	<b>398,406</b>	<b>402,911</b>	<b>407,647</b>	<b>412,654</b>	<b>417,584</b>	<b>423,156</b>	<b>428,918</b>	<b>435,027</b>	<b>441,215</b>	<b>448,176</b>


**FINANCIAL PLAN 2022/23 to 2031/32**
**7.3 Statement of Changes in Equity**

<b>2022 Projected Actual</b>	<b>Total \$ '000</b>	<b>Accumulated \$ '000</b>	<b>Revaluation Reserve \$ '000</b>	<b>Other Reserves \$ '000</b>
Balance at beginning of the financial year	389,082	90,939	272,599	25,545
Surplus/ (deficit) for the year	2,584	2,584	-	-
Net asset revaluation increment / (decrement)	10,690	-	10,690	-
Transfer to other reserves	-	(10,351)	-	10,351
Transfer from other reserves	-	18,847	-	(18,847)
Share of other comprehensive income	-	-	-	-
<b>Balance at end of financial year</b>	<b>402,357</b>	<b>102,018</b>	<b>283,289</b>	<b>17,050</b>
<b>2023 Projection</b>	<b>Total \$ '000</b>	<b>Accumulated \$ '000</b>	<b>Revaluation Reserve \$ '000</b>	<b>Other Reserves \$ '000</b>
Balance at beginning of the financial year	402,357	102,018	283,289	17,050
Surplus/ (deficit) for the year	(15,345)	(15,345)	-	-
Net asset revaluation increment / (decrement)	11,394	-	11,394	-
Transfer to other reserves	-	(1,844)	-	1,844
Transfer from other reserves	-	10,064	-	(10,064)
<b>Balance at end of financial year</b>	<b>398,406</b>	<b>94,894</b>	<b>294,683</b>	<b>8,830</b>
<b>2024 Projection</b>	<b>Total \$ '000</b>	<b>Accumulated \$ '000</b>	<b>Revaluation Reserve \$ '000</b>	<b>Other Reserves \$ '000</b>
Balance at beginning of the financial year	398,406	94,894	294,683	8,830
Surplus/ (deficit) for the year	(7,138)	(7,138)	-	-
Net asset revaluation increment / (decrement)	11,643	-	11,643	-
Transfer to other reserves	-	(1,847)	-	1,847
Transfer from other reserves	-	2,064	-	(2,064)
<b>Balance at end of financial year</b>	<b>402,911</b>	<b>87,972</b>	<b>306,326</b>	<b>8,613</b>
<b>2025 Projection</b>	<b>Total \$ '000</b>	<b>Accumulated \$ '000</b>	<b>Revaluation Reserve \$ '000</b>	<b>Other Reserves \$ '000</b>
Balance at beginning of the financial year	402,911	87,972	306,326	8,613
Surplus/ (deficit) for the year	(7,156)	(7,156)	-	-
Net asset revaluation increment / (decrement)	11,892	-	11,892	-
Transfer to other reserves	-	(1,850)	-	1,850
Transfer from other reserves	-	1,710	-	(1,710)
<b>Balance at end of financial year</b>	<b>407,647</b>	<b>80,676</b>	<b>318,218</b>	<b>8,753</b>
<b>2026 Projection</b>	<b>Total \$ '000</b>	<b>Accumulated \$ '000</b>	<b>Revaluation Reserve \$ '000</b>	<b>Other Reserves \$ '000</b>
Balance at beginning of the financial year	407,647	80,676	318,218	8,753
Surplus/ (deficit) for the year	(7,137)	(7,137)	-	-
Net asset revaluation increment / (decrement)	12,143	-	12,143	-
Transfer to other reserves	-	(1,854)	-	1,854
Transfer from other reserves	-	1,349	-	(1,349)
<b>Balance at end of financial year</b>	<b>412,654</b>	<b>73,034</b>	<b>330,362</b>	<b>9,258</b>




**FINANCIAL PLAN 2022/23 to 2031/32**
**7.3 Statement of Changes in Equity (continued)**

<b>2027 Projection</b>	<b>Total \$ '000</b>	<b>Accumulated \$ '000</b>	<b>Revaluation Reserve \$ '000</b>	<b>Other Reserves \$ '000</b>
Balance at beginning of the financial year	412,654	73,034	330,362	9,258
Surplus/ (deficit) for the year	(7,459)	(7,459)	-	-
Net asset revaluation increment / (decrement)	12,388	-	12,388	-
Transfer to other reserves	-	(1,810)	-	1,810
Transfer from other reserves	-	2,566	-	(2,566)
<b>Balance at end of financial year</b>	<b>417,584</b>	<b>66,332</b>	<b>342,750</b>	<b>8,502</b>
<b>2028 Projection</b>	<b>Total \$ '000</b>	<b>Accumulated \$ '000</b>	<b>Revaluation Reserve \$ '000</b>	<b>Other Reserves \$ '000</b>
Balance at beginning of the financial year	417,584	66,332	342,750	8,502
Surplus/ (deficit) for the year	(7,095)	(7,095)	-	-
Net asset revaluation increment / (decrement)	12,667	-	12,667	-
Transfer to other reserves	-	(1,816)	-	1,816
Transfer from other reserves	-	1,437	-	(1,437)
<b>Balance at end of financial year</b>	<b>423,156</b>	<b>58,858</b>	<b>355,417</b>	<b>8,881</b>
<b>2029 Projection</b>	<b>Total \$ '000</b>	<b>Accumulated \$ '000</b>	<b>Revaluation Reserve \$ '000</b>	<b>Other Reserves \$ '000</b>
Balance at beginning of the financial year	423,156	58,858	355,417	8,881
Surplus/ (deficit) for the year	(7,168)	(7,168)	-	-
Net asset revaluation increment / (decrement)	12,929	-	12,929	-
Transfer to other reserves	-	(1,824)	-	1,824
Transfer from other reserves	-	1,895	-	(1,895)
<b>Balance at end of financial year</b>	<b>428,918</b>	<b>51,762</b>	<b>368,346</b>	<b>8,810</b>
<b>2030 Projection</b>	<b>Total \$ '000</b>	<b>Accumulated \$ '000</b>	<b>Revaluation Reserve \$ '000</b>	<b>Other Reserves \$ '000</b>
Balance at beginning of the financial year	428,918	51,762	368,346	8,810
Surplus/ (deficit) for the year	(7,099)	(7,099)	-	-
Net asset revaluation increment / (decrement)	13,209	-	13,209	-
Transfer to other reserves	-	(1,833)	-	1,833
Transfer from other reserves	-	1,898	-	(1,898)
<b>Balance at end of financial year</b>	<b>435,027</b>	<b>44,728</b>	<b>381,555</b>	<b>8,745</b>
<b>2031 Projection</b>	<b>Total \$ '000</b>	<b>Accumulated \$ '000</b>	<b>Revaluation Reserve \$ '000</b>	<b>Other Reserves \$ '000</b>
Balance at beginning of the financial year	435,027	44,728	381,555	8,745
Surplus/ (deficit) for the year	(7,305)	(7,305)	-	-
Net asset revaluation increment / (decrement)	13,493	-	13,493	-
Transfer to other reserves	-	(1,844)	-	1,844
Transfer from other reserves	-	1,954	-	(1,954)
<b>Balance at end of financial year</b>	<b>441,215</b>	<b>37,533</b>	<b>395,048</b>	<b>8,635</b>
<b>2032 Projection</b>	<b>Total \$ '000</b>	<b>Accumulated \$ '000</b>	<b>Revaluation Reserve \$ '000</b>	<b>Other Reserves \$ '000</b>
Balance at beginning of the financial year	441,215	37,533	395,048	8,635
Surplus/ (deficit) for the year	(6,810)	(6,810)	-	-
Net asset revaluation increment / (decrement)	13,771	-	13,771	-
Transfer to other reserves	-	(1,856)	-	1,856
Transfer from other reserves	-	2,171	-	(2,171)
<b>Balance at end of financial year</b>	<b>448,176</b>	<b>31,037</b>	<b>408,818</b>	<b>8,320</b>



## FINANCIAL PLAN 2022/23 to 2031/32

### 7.4 Statement of Cash Flows

	Projected Actual 2021/22 \$ '000	Projections									
		2022/23 \$ '000	2023/24 \$ '000	2024/25 \$ '000	2025/26 \$ '000	2026/27 \$ '000	2027/28 \$ '000	2028/29 \$ '000	2029/30 \$ '000	2030/31 \$ '000	2031/32 \$ '000
<b>Cash flows from operating activities</b>											
<b>Receipts</b>											
Rates and charges	12,113	12,881	12,744	13,119	13,502	13,927	14,372	14,867	15,401	15,989	16,610
Statutory fees and fines	324	329	280	300	308	315	324	334	344	355	368
User fees	1,898	1,740	1,489	1,586	1,623	1,663	1,707	1,756	1,809	1,867	1,929
Grants - operating	15,117	4,258	12,131	12,473	12,824	13,186	13,559	13,942	14,336	14,742	15,160
Grants - capital	6,398	2,435	2,435	2,557	2,557	2,557	2,557	2,557	2,570	2,570	2,570
Interest received	263	235	235	235	235	235	235	235	235	235	235
Trust funds and deposits taken	-	-	-	-	-	-	-	-	-	-	-
Other receipts	1,223	794	805	818	831	845	858	872	886	901	915
Net GST refund/payment	(271)	(274)	(277)	(280)	(282)	(285)	(288)	(291)	(294)	(297)	(300)
<b>Operating receipts</b>	<b>37,066</b>	<b>22,398</b>	<b>29,843</b>	<b>30,809</b>	<b>31,598</b>	<b>32,444</b>	<b>33,324</b>	<b>34,271</b>	<b>35,288</b>	<b>36,363</b>	<b>37,488</b>
<b>Payments</b>											
Employee costs	(12,551)	(12,438)	(12,391)	(12,631)	(12,864)	(13,142)	(13,428)	(13,727)	(14,037)	(14,347)	(14,674)
Materials and services	(17,258)	(14,646)	(14,227)	(14,593)	(14,914)	(15,572)	(15,596)	(16,074)	(16,479)	(17,201)	(17,280)
Trust funds and deposits repaid	(18)	(17)	(16)	(16)	(15)	(14)	(13)	(13)	(12)	(12)	(11)
Other payments	-	-	-	-	-	-	-	-	-	-	-
<b>Operating payments</b>	<b>(29,827)</b>	<b>(27,101)</b>	<b>(26,634)</b>	<b>(27,239)</b>	<b>(27,793)</b>	<b>(28,728)</b>	<b>(29,038)</b>	<b>(29,814)</b>	<b>(30,529)</b>	<b>(31,560)</b>	<b>(31,965)</b>
<b>Net cash provided by/(used in) operating activities</b>	<b>7,239</b>	<b>(4,702)</b>	<b>3,208</b>	<b>3,570</b>	<b>3,806</b>	<b>3,716</b>	<b>4,286</b>	<b>4,458</b>	<b>4,759</b>	<b>4,803</b>	<b>5,524</b>
<b>Cash flows from investing activities</b>											
Payments for property, infrastructure, plant and equipment	(20,413)	(7,008)	(6,987)	(6,987)	(6,742)	(7,855)	(7,219)	(7,768)	(7,864)	(7,616)	(8,234)
Proceeds from sales of property, infrastructure, plant and equipment	-	-	-	-	-	-	-	-	-	-	-
Decrease in term deposits	-	-	-	-	-	-	-	-	-	-	-
<b>Net cash provided by/(used in) investing activities</b>	<b>(20,413)</b>	<b>(7,008)</b>	<b>(6,987)</b>	<b>(6,987)</b>	<b>(6,742)</b>	<b>(7,855)</b>	<b>(7,219)</b>	<b>(7,768)</b>	<b>(7,864)</b>	<b>(7,616)</b>	<b>(8,234)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>(13,175)</b>	<b>(11,710)</b>	<b>(3,779)</b>	<b>(3,417)</b>	<b>(2,936)</b>	<b>(4,140)</b>	<b>(2,933)</b>	<b>(3,310)</b>	<b>(3,106)</b>	<b>(2,813)</b>	<b>(2,710)</b>
Cash and cash equivalents at the beginning of the year	37,446	24,271	12,561	8,782	5,365	2,429	(1,711)	(4,644)	(7,954)	(11,059)	(13,872)
<b>Cash and cash equivalents at the end of the year</b>	<b>24,271</b>	<b>12,561</b>	<b>8,782</b>	<b>5,365</b>	<b>2,429</b>	<b>(1,711)</b>	<b>(4,644)</b>	<b>(7,954)</b>	<b>(11,059)</b>	<b>(13,872)</b>	<b>(16,582)</b>


**FINANCIAL PLAN 2022/23 to 2031/32**
**7.5 Statement of Capital Works**

	Projected Actual 2021/22 \$ '000	Projections									
		2022/23 \$ '000	2023/24 \$ '000	2024/25 \$ '000	2025/26 \$ '000	2026/27 \$ '000	2027/28 \$ '000	2028/29 \$ '000	2029/30 \$ '000	2030/31 \$ '000	2031/32 \$ '000
<b>Capital works areas</b>											
Land and buildings	2,389	405	405	405	405	405	405	405	405	405	405
Office furniture and equipment	175	100	100	100	100	100	100	100	100	100	100
Plant and equipment	1,448	2,097	1,870	1,494	1,045	2,042	1,140	1,694	1,656	1,261	2,073
Footpaths	1,089	426	432	423	433	443	445	445	445	446	449
Roadworks	5,319	3,208	3,381	3,478	3,844	4,128	4,215	4,303	4,393	4,485	4,479
Bridges	1,649	149	152	155	158	161	164	167	171	174	177
Urban and road drainage	1,147	350	350	350	350	350	350	350	350	350	350
Recreation, leisure and community facilities	8,190	500	500	500	500	500	500	500	500	500	500
Parks, open space and streetscapes	1,656	100	100	100	100	100	100	100	100	100	100
Other infrastructure	-	-	-	-	-	-	-	-	-	-	-
<b>Total capital works</b>	<b>23,062</b>	<b>7,336</b>	<b>7,291</b>	<b>7,004</b>	<b>6,935</b>	<b>8,229</b>	<b>7,419</b>	<b>8,064</b>	<b>8,120</b>	<b>7,821</b>	<b>8,633</b>
<b>Represented by:</b>											
New asset expenditure	2,459	2,197	1,970	1,594	1,145	2,142	1,240	1,794	1,756	1,361	2,173
Asset renewal expenditure	9,502	4,638	4,821	4,910	5,290	5,587	5,679	5,770	5,864	5,959	5,960
Asset expansion expenditure	7,314	-	-	-	-	-	-	-	-	-	-
Asset upgrade expenditure	3,786	500	500	500	500	500	500	500	500	500	500
<b>Total capital works expenditure</b>	<b>23,062</b>	<b>7,336</b>	<b>7,291</b>	<b>7,004</b>	<b>6,935</b>	<b>8,229</b>	<b>7,419</b>	<b>8,064</b>	<b>8,120</b>	<b>7,821</b>	<b>8,633</b>
<b>Funding sourced represented by:</b>											
Grants	13,053	2,388	2,388	2,507	2,507	2,507	2,507	2,507	2,520	2,520	2,520
Council cash	6,915	2,441	2,623	2,593	2,973	3,270	3,362	3,453	3,534	3,630	3,630
Reserves	2,837	2,179	1,976	1,622	1,262	2,078	1,350	1,808	1,811	1,466	2,084
Sale of assets	257	328	304	282	193	373	201	296	255	205	399
<b>Total capital works expenditure</b>	<b>23,062</b>	<b>7,336</b>	<b>7,291</b>	<b>7,004</b>	<b>6,935</b>	<b>8,229</b>	<b>7,419</b>	<b>8,064</b>	<b>8,120</b>	<b>7,821</b>	<b>8,633</b>


**FINANCIAL PLAN 2022/23 to 2031/32**
**7.6 Statement of Human Resources**

	Projected Actual 2021/22 \$ '000	Projections									
		2022/23 \$ '000	2023/24 \$ '000	2024/25 \$ '000	2025/26 \$ '000	2026/27 \$ '000	2027/28 \$ '000	2028/29 \$ '000	2029/30 \$ '000	2030/31 \$ '000	2031/32 \$ '000
<b>Executive and Commercial Services</b>											
Permanent - Full time											
- Female	526	535	551	567	584	597	611	625	639	653	668
- Male	380	386	397	409	422	431	441	451	461	471	482
Permanent - Part time											
- Female	333	338	348	359	370	378	386	395	404	413	422
- Male	43	44	45	46	48	49	50	51	52	53	55
<b>Total Executive and Commercial Services</b>	<b>1,281</b>	<b>1,302</b>	<b>1,341</b>	<b>1,382</b>	<b>1,423</b>	<b>1,455</b>	<b>1,488</b>	<b>1,521</b>	<b>1,556</b>	<b>1,591</b>	<b>1,626</b>
<b>Community Support</b>											
Permanent - Full time											
- Female	469	477	491	506	521	533	545	557	569	582	595
- Male	379	385	397	409	421	431	440	450	460	471	481
Permanent - Part time											
- Female	1,839	1,869	1,925	1,983	2,042	2,088	2,135	2,183	2,232	2,282	2,334
- Male	153	156	160	165	170	174	178	182	186	190	195
<b>Total Community Support</b>	<b>2,840</b>	<b>2,887</b>	<b>2,973</b>	<b>3,062</b>	<b>3,154</b>	<b>3,225</b>	<b>3,298</b>	<b>3,372</b>	<b>3,448</b>	<b>3,526</b>	<b>3,605</b>
<b>Corporate Services</b>											
Permanent - Full time											
- Female	1,163	1,182	1,217	1,254	1,291	1,320	1,350	1,380	1,411	1,443	1,476
- Male	458	465	479	494	508	520	531	543	556	568	581
Permanent - Part time											
- Female	379	385	397	409	421	431	440	450	460	471	481
- Male	-	-	-	-	-	-	-	-	-	-	-
<b>Total Corporate Services</b>	<b>2,000</b>	<b>2,032</b>	<b>2,093</b>	<b>2,156</b>	<b>2,221</b>	<b>2,271</b>	<b>2,322</b>	<b>2,374</b>	<b>2,427</b>	<b>2,482</b>	<b>2,538</b>
<b>Operations</b>											
Permanent - Full time											
- Female	538	546	563	580	597	610	624	638	652	667	682
- Male	5,544	5,630	5,374	5,404	5,421	5,533	5,650	5,776	5,910	6,039	6,182
Permanent - Part time											
- Female	164	167	172	177	183	187	191	195	200	204	209
- Male	70	71	73	76	78	80	82	83	85	87	89
<b>Total Operations</b>	<b>6,316</b>	<b>6,414</b>	<b>6,183</b>	<b>6,236</b>	<b>6,278</b>	<b>6,410</b>	<b>6,547</b>	<b>6,692</b>	<b>6,847</b>	<b>6,998</b>	<b>7,162</b>



FINANCIAL PLAN 2022/23 to 2031/32

7.6 Statement of Human Resources (continued)

	Projected Actual 2021/22 FTE	Projections									
		2022/23 FTE	2023/24 FTE	2024/25 FTE	2025/26 FTE	2026/27 FTE	2027/28 FTE	2028/29 FTE	2029/30 FTE	2030/31 FTE	2031/32 FTE
<b>Executive and Commercial Services</b>											
Permanent - Full time											
- Female	5.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
- Male	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Permanent - Part time											
- Female	2.9	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8
- Male	0.4	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>Total Executive and Commercial Services</b>	<b>9.3</b>	<b>10.3</b>	<b>10.3</b>	<b>10.3</b>	<b>10.3</b>	<b>10.3</b>	<b>10.3</b>	<b>10.3</b>	<b>10.3</b>	<b>10.3</b>	<b>10.3</b>
<b>Community Support</b>											
Permanent - Full time											
- Female	6.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
- Male	-	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Permanent - Part time											
- Female	24.5	24.7	24.7	24.7	24.7	24.7	24.7	24.7	24.7	24.7	24.7
- Male	3.5	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2
<b>Total Community Support</b>	<b>34.0</b>	<b>35.9</b>	<b>35.9</b>	<b>35.9</b>	<b>35.9</b>	<b>35.9</b>	<b>35.9</b>	<b>35.9</b>	<b>35.9</b>	<b>35.9</b>	<b>35.9</b>
<b>Corporate Services</b>											
Permanent - Full time											
- Female	10.0	13.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
- Male	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Permanent - Part time											
- Female	6.6	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1
- Male	-	-	-	-	-	-	-	-	-	-	-
<b>Total Corporate Services</b>	<b>21.6</b>	<b>23.1</b>	<b>20.1</b>	<b>20.1</b>	<b>20.1</b>	<b>20.1</b>	<b>20.1</b>	<b>20.1</b>	<b>20.1</b>	<b>20.1</b>	<b>20.1</b>
<b>Operations</b>											
Permanent - Full time											
- Female	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
- Male	67.0	67.0	67.0	67.0	67.0	67.0	67.0	67.0	67.0	67.0	67.0
Permanent - Part time											
- Female	1.7	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
- Male	1.2	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total Operations</b>	<b>75.9</b>	<b>76.0</b>	<b>76.0</b>	<b>76.0</b>	<b>76.0</b>	<b>76.0</b>	<b>76.0</b>	<b>76.0</b>	<b>76.0</b>	<b>76.0</b>	<b>76.0</b>
<b>Total staff expenditure</b>	<b>12,438</b>	<b>12,635</b>	<b>12,590</b>	<b>12,836</b>	<b>13,076</b>	<b>13,360</b>	<b>13,654</b>	<b>13,960</b>	<b>14,278</b>	<b>14,596</b>	<b>14,932</b>
<b>Total employees</b>	<b>140.7</b>	<b>145.4</b>	<b>142.4</b>	<b>142.4</b>	<b>142.4</b>	<b>142.4</b>	<b>142.4</b>	<b>142.4</b>	<b>142.4</b>	<b>142.4</b>	<b>142.4</b>

Note: Where there are permanent part-time roles identified within the table these are true part-time roles. There are few circumstances where the part time information outlined above is the result of a job shared arrangements.

	Projected Actual 2021/22 \$ '000	Projections									
		2022/23 \$ '000	2023/24 \$ '000	2024/25 \$ '000	2025/26 \$ '000	2026/27 \$ '000	2027/28 \$ '000	2028/29 \$ '000	2029/30 \$ '000	2030/31 \$ '000	2031/32 \$ '000
<b>Staff expenditure</b>											
Employee labour - operating	12,190	12,635	12,590	12,836	13,076	13,360	13,654	13,960	14,278	14,596	14,932
Employee labour - capital	248	237	267	272	329	364	374	383	393	403	403
<b>Total staff expenditure</b>	<b>12,438</b>	<b>12,872</b>	<b>12,857</b>	<b>13,108</b>	<b>13,405</b>	<b>13,724</b>	<b>14,027</b>	<b>14,343</b>	<b>14,670</b>	<b>14,998</b>	<b>15,334</b>
<b>Staff numbers EFT</b>	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT	EFT
Employees	140.7	145.4	142.4	142.4	142.4	142.4	142.4	142.4	142.4	142.4	142.4
Capital employees	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
<b>Total staff numbers EFT</b>	<b>145.7</b>	<b>150.4</b>	<b>147.4</b>	<b>147.4</b>	<b>147.4</b>	<b>147.4</b>	<b>147.4</b>	<b>147.4</b>	<b>147.4</b>	<b>147.4</b>	<b>147.4</b>



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### 7.7 Statement of Financial Reserves

	Projected Actual 2021/22 \$ '000	Projections										
		2022/23 \$ '000	2023/24 \$ '000	2024/25 \$ '000	2025/26 \$ '000	2026/27 \$ '000	2027/28 \$ '000	2028/29 \$ '000	2029/30 \$ '000	2030/31 \$ '000	2031/32 \$ '000	
<b>Discretionary</b>												
Land and buildings	795	795	795	795	795	795	795	795	795	795	795	795
Professional development	22	28	34	40	46	52	58	64	70	76	82	
Unspent grants	8,187	790	790	790	790	790	790	790	790	790	790	
Capital expenditure	-	-	-	-	-	-	-	-	-	-	-	
Information technology	650	619	589	559	529	499	469	439	409	379	349	
Units reserve	31	31	31	31	31	31	31	31	31	31	31	
Economic development	396	396	396	396	396	396	396	396	396	396	396	
Community planning	1,271	1,271	1,271	1,271	1,271	1,271	1,271	1,271	1,271	1,271	1,271	
Plant replacement	1,441	856	593	488	792	446	643	572	420	531	109	
Fleet replacement	831	786	622	656	640	458	461	274	165	138	26	
GSP restoration	400	79	160	244	329	17	107	201	299	1	107	
Urban drainage	842	842	842	842	842	842	842	842	842	842	842	
Landfill rehabilitation	300	340	380	420	460	500	540	580	620	660	700	
Little Lake Boot water	18	18	18	18	18	18	18	18	18	18	18	
Reserves improvement	100	100	100	100	100	100	100	100	100	100	100	
Caravan park development	234	295	358	422	487	556	627	704	786	875	971	
Superannuation liability	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Heritage loan scheme	100	100	100	100	100	100	100	100	100	100	100	
Major projects	234	234	234	234	234	234	234	234	234	234	234	
Unsanitary premises enforcement provision	100	100	100	100	100	100	100	100	100	100	100	
Swimming pool major projects	-	50	100	150	200	200	200	200	200	200	200	
Boundary and township signage	100	100	100	100	100	100	100	100	100	100	100	
<b>Total discretionary reserves</b>	<b>17,050</b>	<b>8,830</b>	<b>8,613</b>	<b>8,753</b>	<b>9,258</b>	<b>8,502</b>	<b>8,881</b>	<b>8,810</b>	<b>8,745</b>	<b>8,635</b>	<b>8,320</b>	

## 8 FINANCIAL PERFORMANCE INDICATORS

### 8.1 Financial performance indicators

The following tables highlight Council's projected performance across a range of key financial performance indicators. These indicators provide an analysis of Council's 10-year financial projections and should be interpreted in the context of the strategic objectives and financial management principles.

These indicators are also reported within the Local Government Reporting Framework (the Framework). The Framework is made up of a range of measures, including roads, planning, animal management and waste. It is complemented by a Governance and Management checklist of 24 items, which shows the policies, plans and procedures in place by Council. Together, they build a comprehensive picture of council performance which can be viewed on the Know Your Council website.

#### 8.1.1 Operating position

Council's operating position is measured with one indicator: the adjusted underlying result.

Indicator	Measure	Projected Actual	Projections										Trend +/-
		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	
<b>Operating position</b>													
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	-17.47%	-70.88%	-24.07%	-23.49%	-22.84%	-23.25%	-21.52%	-21.15%	-20.34%	-20.31%	-18.36%	-

- **Adjusted underlying result:** The adjusted underlying result is the net surplus or deficit for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital



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contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items which can often mask the operating result.

The adjusted underlying result up until 2031/32 is a significant decreasing result. Council will investigate opportunities to increase revenue or decrease expenses to bring about a balanced budget or small surplus.

**8.1.2 Liquidity**

Council's liquidity is measured with two indicators: working capital and unrestricted cash.

Indicator	Measure	Projected Actual	Projections										Trend +/O/-
		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	
<b>Liquidity</b>													
Working capital	Current assets / Current liabilities	694.18%	379.03%	283.92%	188.05%	102.10%	-27.18%	-124.40%	-240.04%	-355.93%	-467.56%	-586.85%	-
Unrestricted cash	Unrestricted cash / Current liabilities	561.77%	247.77%	139.60%	35.07%	-60.24%	-199.10%	-307.80%	-435.04%	-563.72%	-688.59%	-824.10%	-

- **Working capital:** The working capital ratio indicates the level of current assets compared to current liabilities. Council's working capital ratio is in a very sound financial position due to the limited current liabilities on the Balance Sheet.
- **Unrestricted cash:** Unrestricted cash represents cash and cash equivalents held by Council less the amount of grants received during the year but not expended by 30 June and the amount of capital works not completed by 30 June. Council has a strong level of unrestricted cash.

**8.1.3 Obligations**

Council's obligations are measured with four indicators: debt compared to rates, repayments compared to rates and indebtedness, asset renewal upgrade compared to depreciation.

Indicator	Measure	Projected Actual	Projections										Trend +/O/-
		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	
<b>Obligations</b>													
Loan and borrowings	Loans and borrowings / Rate revenue	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0
Loan and borrowings	Interest and principal repayments on interest bearing loans and borrowings / Rate revenue	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0
Indebtedness	Non-current liabilities / Own source revenue	12.68%	14.29%	16.00%	17.62%	19.12%	20.55%	21.90%	23.18%	24.36%	25.46%	26.47%	-
Asset renewal	Asset renewal expenses / Asset depreciation	134.11%	50.84%	51.61%	51.45%	53.99%	55.64%	55.38%	55.09%	54.81%	54.55%	53.48%	-

- **Debt compared to rates:** Council has no borrowings.
- **Repayments compared to rates:** Council has no repayments on borrowings.



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- **Indebtedness:** Council has a low level of indebtedness which is limited to employee benefits, provisions and landfill rehabilitation provision. Council aims to hold sufficient cash to cover employee benefits and has provisions for the landfill and other longer term liabilities.
- **Asset renewal and upgrade:** Asset renewal and upgrade represents the amount of capital expenditure being directed towards maintaining the condition of Council's existing assets. This ratio represents the amount of renewal and upgrade works as a percentage of the depreciation expense shown for each year. A ratio less than 100% represents an increase in the asset renewal gap. The renewal and upgrade expenditure is between 50% and 56% over the life of the plan. Revising Council's asset management plans will provide more accurate expenditure required for maintenance and renewal.

8.1.4 Stability

Council's financial stability is measure with two indicators: rates concentration and rates effort.

Indicator	Measure	Projected Actual	Projections										Trend
		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	+/-
<b>Stability</b>													
Rates concentration	Rates revenue / Adjusted underlying revenue	36.07%	56.62%	42.25%	42.13%	42.30%	42.50%	42.73%	42.99%	43.27%	43.61%	43.97%	+
Rates effort	Rate revenue / CIV of rateable properties in the municipality	0.44%	0.35%	0.35%	0.35%	0.36%	0.36%	0.36%	0.37%	0.38%	0.38%	0.39%	+

- **Rates concentration:** Rates concentration represents rates proportion of total operating revenue. Council is reliant on external grants for the funding of its operations. Council's rates concentration is between 36% and 57% over the life of the plan.
- **Rates effort:** Rates effort examines the community's capacity to pay. It is represented by rate revenue as a percentage of the capital improved value of rateable properties in the municipality. Council's rates effort is fairly stable between 0.44% and 0.39%

8.1.5 Efficiency

Council's efficiency is measured with three indicators: expenditure level and revenue level.

Indicator	Measure	Projected Actual	Projections										Trend
		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	+/-
<b>Efficiency</b>													
Expenditure level	Total expenses / No. of property assessments	\$4,886	\$4,635	\$4,610	\$4,714	\$4,810	\$4,954	\$5,019	\$5,145	\$5,263	\$5,421	\$5,500	+
Revenue level	Total rate revenue / No. of property assessments	\$1,244	\$1,257	\$1,284	\$1,313	\$1,346	\$1,382	\$1,423	\$1,467	\$1,515	\$1,571	\$1,626	+

- **Expenditure level:** expenditure per property assessment. This increases steadily over the 10-year period.
- **Revenue level:** average rate per property assessment. This measure increases steadily over the 10-year period with gradual increases to rate revenue with property assessments expected to remain fairly constant.





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### 8.2 Other performance indicators

The following table highlights Council's projected performance across a range of debt management performance indicators.

Indicator	Target	Projected Actual	Projections									
		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Total borrowings / rate revenue	Below 60%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Debt servicing / Rate revenue	Below 5%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Debt commitment / Rate revenue	Below 10%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Indebtedness / Own source revenue	Below 60%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Council has no borrowings and there are no new borrowings projected in the plan

- **Total borrowings / Rate revenue:** Performance – describe how the ratio performs against the target over the life of the Financial Plan.
- **Debt servicing / Rate revenue:** Performance – describe how the ratio performs against the target over the life of the Financial Plan.
- **Debt commitment / Rate revenue:** Performance – describe how the ratio performs against the target over the life of the Financial Plan.
- **Indebtedness / Own source revenue:** Performance – describe how the ratio performs against the target over the life of the Financial Plan.

For all the above indicators, Council is expected to remain at zero percent as no borrowings currently exist or are forecasted.

## 9 STRATEGIES AND PLANS

This section describes the strategies and plans that support the 10-year financial projections included to the Financial Plan. These documents can be found on Council's website.

### 9.1 Revenue and Rating Plan

Council adopted the Revenue and Rating Plan 2021-2025 on 24 June 2021. This document determines the most appropriate and affordable revenue and rating approach for Loddon Shire Council which, in conjunction with other income sources, will adequately finance the objectives in the Council Plan.

### 9.2 Borrowing Policy

Council adopted the Borrowing Policy on 28 September 2021 which guides decision making about borrowing funds for Council projects.

#### 9.2.1 Current debt position

The total amount borrowed as at 30 June 2022 is \$0 million.

#### 9.2.2 Future borrowing requirements

There are no borrowings indicated within the 10-year plan with all past borrowings paid in full.



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### 9.2.3 Performance indicators

The debt management performance indicators will monitor Council's projected performance if there is a proposal to borrow funds. These are reported within the financial performance indicators.

## 9.3 Financial Reserves Policy

### 9.3.1 Council Reserves

Council has a Financial Reserves Policy (the Policy) which outlines the creation and purpose of discretionary reserves.

The Policy outlines the circumstances where Council will set aside funds in a particular reserve, with amounts to be decided during the annual budget process and at any other time by Council resolution, with the amounts to be transferred back into the reserves for future purposes as required.

The Capital Expenditure, Unspent Grants and Community Planning Reserves are used to carry over any unspent project allocations at the end of each financial year. Within this Financial Plan it has been assumed that all projects funded to a particular year will be expended in that same year.

## 10 BENEFIT ASSESSMENT

The current Financial Plan shows ongoing operating deficits and a significant reduction in cash reserves over the life of the plan. Council has always been able to pivot to ensure short-term financial sustainability, but acknowledges that longer-term strategies need to be put in place to turn around the ongoing deficit position.

Section 6.2 of the Financial Plan includes strategic actions that Council intends to undertake to improve long-term financial sustainability. From a risk management perspective, these actions are future risk management controls that will provide a financial benefit to Council's Financial Plan. An analysis of their effectiveness and contribution to financial change has been incorporated into the following table:

Strategic action	Future benefit	Score / 5	Financial significance	Weight / 5	Effectiveness Score x Weight	Current and future state	Financial impact
Review depreciation rates to ensure they are reflective of the useful lives of each asset class	Good	4	Major	4	16	Depreciation rates are reviewed annually. Further analysis of the infrastructure and building asset depreciation rates will ensure depreciation rates are appropriate.	Potential reduction in significant amount of operating expenditure
Review asset management plans to understand required maintenance and renewal levels to maintain the service levels of each asset class	Good	4	Major	4	16	Asset management plans are outdated and require review. The reviews will ensure Council's investment in maintenance and renewal is appropriate.	Potential reduction in moderate amount of operating expenditure and capital expenditure
Review contingency amounts in projects to assess their currency	Good	4	Major	4	16	Contingency amounts are currently applied at the same rate across various projects and programs. Review of them across different project types will ensure they are appropriate.	Potential reduction in moderate amount capital expenditure

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## FINANCIAL PLAN 2022/23 to 2031/32

Strategic action	Future benefit	Score / 5	Financial significance	Weight / 5	Effectiveness Score x Weight	Current and future state	Financial impact
Review Discretionary Reserves to ensure they are being used effectively	Fair	3	Moderate	3	9	Discretionary reserves have been an effective way of ensuring Council can fund future projects. A review will ensure they are being applied appropriately and efficiently.	Potential increase in cash reserves
Review Project Management Framework to ensure projects are phased and costed appropriately	Good	4	Moderate	3	12	Projects are allocated into the annual budget in full, and not assigned across multiple financial years. The project management framework will ensure major projects are allocated into the relevant year in which expenditure is expected to be incurred.	Increase in quality of financial data for projects that will be developed and implemented over multiple financial years
Revise Strategic Documents Framework to ensure strategies are appropriately costed and indexed, and costs are embedded into this Financial Plan	Fair	3	Moderate	3	9	Strategic documents have estimated costs assigned upon adoption; however, they are not reviewed during the life of the plan to cater for change in scope or increase in costs. The review will incorporate up to date financial information.	Full cost allocation for all strategic projects and programs which may increase operating expenditure but ensure all costs are incorporated into the Financial Plan.
Continue development of 'pipeline of projects' to ensure 'shovel ready' projects when funding becomes available	Good	4	Moderate	3	12	Projects are allocated into the annual budget in full, and not assigned across multiple financial years. The project management framework will ensure major projects are allocated into the relevant year in which expenditure is expected to be incurred.	Increase in quality of financial data for projects that will be developed and implemented over multiple financial years
Investigate and report to Council on alternate purchasing options for plant (e.g. leasing of plant to spread the cost over the life of the asset)	Fair	3	Moderate	3	9	Currently all plant is purchased through the plant replacement reserve. Investigating alternate funding options will ensure Council is getting the best value for money in plant acquisition.	Potential increase in cash reserves to allocate financial resources for plant over the full lifecycle of each item. The offset will be an increase in operating expenditure for lease repayments.
Conduct process reviews on internal services to ensure they are efficient and cost-effective, and support external services provided to the community	Good	4	Moderate	3	12	Adhoc reviews are undertaken from time to time. Undertaking formal reviews will ensure Council is working the most efficiently.	Potential reduction in moderate amount of operating expenditure
Complete the Transitioning Towns Policy to establish minimum service levels for each town	Fair	3	Moderate	3	9	Service levels are reviewed in an adhoc basis. A policy will document the Council's commitment to minimum service level by town.	Potential reduction in moderate amount of operating expenditure



## FINANCIAL PLAN 2022/23 to 2031/32

Strategic action	Future benefit	Score / 5	Financial significance	Weight / 5	Effectiveness Score x Weight	Current and future state	Financial impact
Undertake service reviews in consultation with the community to determine the best mix and level of service provided by Council for services provided to the community	Good	4	Moderate	4	16	Adhoc reviews are undertaken from time to time. Undertaking formal reviews will ensure Council is providing the right services at the right level for the community.	Potential reduction in moderate amount of operating expenditure
Report to Council on the potential to borrow funds (including relevant risk assessment) for strategic and/or intergenerational projects	Fair	3	Moderate	3	9	Council has been debt free for many years. The exploration of loans to fund major projects may free up financial reserves in the short term and fund major projects over many years.	Potential increase in cash reserves as major purchases and/or projects would be funded over longer periods. The offset will be an increase in interest costs (operating expenditure)
Investigate and report to Council the cost vs benefits of applying for a rate cap variation to the Essential Services Commission after above initiatives have been explored	Good	4	Moderate	3	12	Council is currently one of the lowest rating authorities in the state. A variation above rate cap, supported by the other strategic actions in this Financial Plan, provide an opportunity to increase operating income.	Potential increase in operating income that would improve the base rate income for all future financial years.
Explore shared services options available to Council	Fair	3	Moderate	3	9	Shared service opportunities have been limited; however, they have the potential to provide services through and with other Councils to leverage each other's expertise and reduce costs.	Potential reduction in operating expenditure where share services are identified and assessed as value for money.

**10.2 ADOPTION OF THE 2022/23 BUDGET AND FEES AND CHARGES SCHEDULE**

**File Number:** FOL/22/665  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Amanda Wilson, Director Corporate  
**Attachments:** 1. Draft 2022/23 Budget  
2. Draft 2022/23 Fees and Charges Schedule

**RECOMMENDATION**

That Council:

- (a) having advertised the Draft Budget and having received and reviewed any submissions, adopt the 2022/23 Budget.
- (b) having advertised the Draft Fees and Charges Schedule and having received no submissions, adopt the 2022/23 Fees and Charges Schedule.
- (c) subject to the approval of the Director Corporate or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges Schedule for the year 1 July 2022 to 30 June 2023.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council was presented with the 2022/23 Draft Budget at a Council Forum on Tuesday 12 April 2022.

Council resolved to advertise the Draft Budget at a Council Meeting on Tuesday 26 April 2022.

**BACKGROUND**

The Draft Budget was placed on public display, seeking feedback for 28 days from Saturday 30 April 2022 until Friday 27 May 2022, using the Community Engagement Policy as guidance.

During this period, copies of the Draft Budget were made available on Council's website and a printed copy posted to ratepayers where requested.

Advertisements were placed in the Bendigo Advertiser on Saturday 30 April 2022 and Saturday 7 May 2022. Advertisement was also placed in the Loddon Herald. Facebook, emailing to all Council committees and other media options were also utilised.

**ISSUES/DISCUSSION**

One submission on the Draft Budget was received during the public display period. This was presented and discussed at the Council Forum on 14 June 2022, no changes to the document were made as a result.

The fees and charges document did not receive any submissions but had some updates made from increased regulatory fees.

**COST/BENEFITS**

The benefits to Council and the community are that a consultative budget process complies with the Local Government Act 1989, and Local Government Act 2020, and allows the community to provide feedback to Council on the budget's content.

The budget provides a measure for accurate planning, and ensures that Council can deliver services and projects included in the document.

**RISK ANALYSIS**

The risk to Council of not discussing and advertising the annual budget is that it will not comply with requirements under the Local Government Act 1989 and Local Government Act 2020.

**CONSULTATION AND ENGAGEMENT**

The Local Government Act 1989 requires that the Draft Budget be available for public feedback from a period of 28 days after Council advertisement. After the lapsing of 28 days all submissions received must be provided to Council when deliberating on adoption of the 2022/23 Budget. Although the new Local Government Act 2020 does not require this process to be undertaken, it was still followed, seeking feedback for the 28 day period.

# LODDON SHIRE COUNCIL

## BUDGET FOR YEAR ENDED 30 JUNE 2023





**LODDON SHIRE COUNCIL  
BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

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## LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2023

### MAYOR INTRODUCTION

The Councillors and I are pleased to present the 2022/23 Budget to the community. Due to the timing of the adoption of the new Council Plan, this budget is the first with our Council Plan 2021-25 vision of "Loddon will be a resilient, sustainable and prosperous community of communities" and focuses on the four key themes in that Council Plan:

- A sustainable built and natural environment
- A growing and vibrant community
- A diverse and expanding economy
- A supported and accessible community.

The Council Plan 2021-25 (Year 1), sets out Council's strategic plan to deliver our vision over the full term of the Council. As it is still early in the current Council term, the focus over the next year will be on the planning and design activities required to deliver the new commitments and on maintaining existing services.

The budget details the resources required over the next year to fund a large range of services Council provides to the community. It also includes details of proposed capital expenditure allocations to improve and renew our Shire's road infrastructure, buildings and other operational assets.

As Councillors, it is our job to listen to community opinions and understand your priorities. During and following the Council elections in 2020 we have consistently heard that Council's services are valued by the community, and that Council also needs to be financially responsible. In response, Council has continued an organisation wide approach to identifying savings and organisational improvements that provide increased value for money to ratepayers.

The budget includes a rate increase of 1.75 per cent. This is in line with the Fair Go Rates System which has capped rate increases by Victorian Councils. Council has also identified a number of significant cost and revenue impacts during the budget process which it has had to take into consideration. These include:

- the changes in financial support provided by the Victorian Government within the aged services area
- the demand for services from the community
- Council's desire to continue to support Community Planning to drive strategic outcomes from a community level.

Some of the highlights contained in the 2022/23 Budget include:

- full funding of Council's ongoing commitment of community planning of \$750K
- an increased commitment to investment in information technology
- strong investment in local road and related infrastructure maintenance
- \$400K allocation for works associated with the Building Asset Management Plan
- continued support for the aged services and early years programs
- capital expenditure program of \$7.34 million
- no loan repayments with Council remaining debt free
- continuation of a strong cash position.

This budget was developed through a rigorous process of consultation and review and Council endorses it as financially responsible. I encourage the community to read through this document, in conjunction with the Council Plan 2021-25.

**Cr. Daniel Straub**  
**Mayor**



## LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2023

### CEO INTRODUCTION

Council has prepared a budget for 2022/23 which continues its alignment to the vision in the Council Plan 2021-25. It seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this within rate increase limits mandated by the State Government.

#### 1 Key things we are funding

- ongoing delivery of services to the Loddon community
- continued investment in capital projects (\$7.34M). This includes roads (\$3.36M); urban and road drainage (\$0.35M); footpaths (\$0.43M) and recreational, leisure and community facilities (\$0.5M).

#### 2 Rates and charges increase

- the average rate rise will be 1.75% in line with the order by the Minister for Local Government on 29 December 2021 under the Fair Go Rates System
- since 2018/19, each year is a revaluation year, therefore, valuations will be as per the General Revaluation dated 1 January 2022, undertaken by valuers appointed by the Valuer General
- the waste service charges will increase by 10.0% per collection item, which offsets increases in the cost of kerbside waste and recycling disposal along with new licencing requirements.

#### 3 Other influences

- the Commonwealth Government has bought forward payment of 75% of the estimated 2022/23 Financial Assistance Grant allocated to all Victorian Councils. For Loddon this amount is \$7.40M.

#### 4 Key statistics

Total revenue is \$21.65 million (2021/22 \$41.30 million)

Total operating expenditure is \$36.99 million (2021/22 \$38.71 million)

Cash result is \$0.60 million surplus (\$4.63 million surplus in 2021/22)

(Refer Capital Expenditure Statement in Appendix A)

Note: This is the net funding result after considering the funding requirements to meet reserve transfers.

Capital works program of \$7.34 million (\$23.06 million in 2021/22) funded by:

- \$2.44 million from Council operations
- \$2.18 million from reserves
- No borrowings
- \$0.33 million from asset sales
- \$2.39 million from external grants.

I am pleased to present this Budget to the Loddon community and recommend that it be read in conjunction with other key documents including the Financial Plan, Revenue and Rating Plan and the Schedule of Fees and Charges.

**Lincoln Fitzgerald**  
Chief Executive Officer



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**ECONOMIC ASSUMPTIONS**

	Notes	Forecast Actual	Budget	Projections			Trend +/O/-
		2021/22	2022/23	2023/24	2024/25	2025/26	
Rate cap increase	1	1.50%	1.75%	1.95%	2.15%	2.25%	O
Population growth		0.00%	0.20%	0.20%	0.20%	0.20%	O
Investment interest rate		0.75%	Based on available cash				+
Borrowing interest rate		N/A	N/A	N/A	N/A	N/A	O
Consumer Price Index	2	0.70%	1.50%	1.50%	1.75%	1.75%	O
User fees	3	1.50%	1.75%	1.95%	2.15%	2.25%	O
Grants - recurrent		2.00%	2.00%	2.00%	2.00%	2.00%	O
Grants - non-recurrent		0.00%	0.00%	0.00%	0.00%	0.00%	O
Contributions		0.00%	0.00%	0.00%	0.00%	0.00%	O
Proceeds from sale of assets		Nil	Nil	Nil	Nil	Nil	O
Finance costs		0.70%	1.50%	1.50%	1.75%	1.75%	O
Other revenue		0.70%	1.50%	1.50%	1.75%	1.75%	O
Employee costs	4	3.00%	2.00%	2.00%	2.00%	2.25%	O
Contractors and materials		0.70%	1.50%	1.50%	1.75%	1.75%	O
Utilities	5	5.00%	3.00%	3.00%	3.00%	3.00%	O
Bad and doubtful debts		0.00%	0.00%	0.00%	0.00%	0.00%	O
Depreciation		2.50%	2.00%	2.00%	2.00%	2.00%	O
Other expenses		0.70%	1.50%	1.50%	1.75%	1.75%	O

**Notes to assumptions**

1 *Rate cap increase* - Council increases the rate cap each year in line with the rate set by the Minister as outlined in the Revenue and Rating Plan.

2 *Consumer Price Index* - Based on the rates published in the December to December year for Melbourne.

3 *User fees* - Council increases the user fees in line with the rate cap set each year set by the Minister and as outlined in the Revenue and Rating Plan.

4 *Employee costs* - Council increases employee costs in line with the current published EA with allowance for movement within the bands.

5 *Utilities* - This category was increased by a higher rate in line with increasing costs incurred from utility providers and also to offset increased water charges as a result of streetscape and other recent and planned park beautification projects.



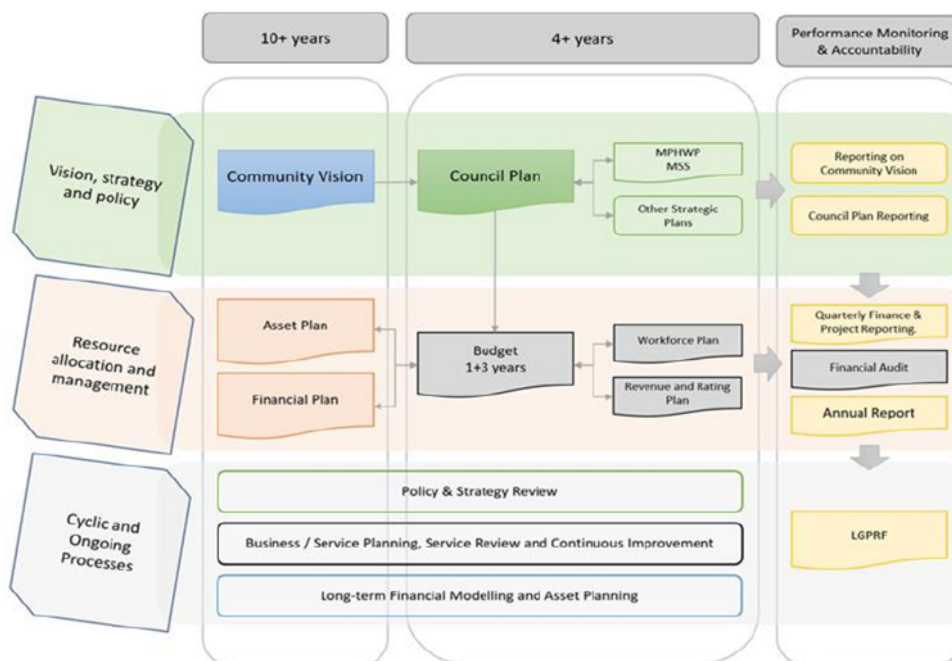
**LODDON SHIRE COUNCIL  
BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**1 LINK TO THE INTEGRATED PLANNING AND REPORTING FRAMEWORK**

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

**1.1 Legislative planning and accountability framework**

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Job, Precincts and Regions

The timing of each component of the integrated planning and reporting framework is critical to the successful achievement of the planned outcomes.



## LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2023

### 1 LINK TO THE INTEGRATED PLANNING AND REPORTING FRAMEWORK (Continued)

#### 1.1.2 Key planning considerations - Service level planning

Although councils have a legal obligation to provide some services - such as animal management, local roads, food safety and statutory planning - most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works. Community consultation needs to be in line with a councils adopted Community Engagement Policy and Public Transparency Policy.

#### 1.2 Our purpose

##### Community vision

*"Creating a community where everyone is welcome and has the opportunity to live, work and thrive."*

##### Loddon vision

*"Loddon will be a resilient, sustainable and prosperous community of communities."*

##### Our values

##### **Leadership**

We work towards achieving our vision while demonstrating our values.

##### **Integrity**

We are open, honest and fair.

##### **Accountability**

We will be consistent and responsible in our actions.

##### **Impartiality**

We will make decisions based on being informed without fear, favour or bias.

##### **Respect**

We treat everyone with respect and dignity at all times.

#### 1.3 Strategic objectives

The 2021-2025 Council Plan identifies four high level strategic themes and strategic objectives. These are:

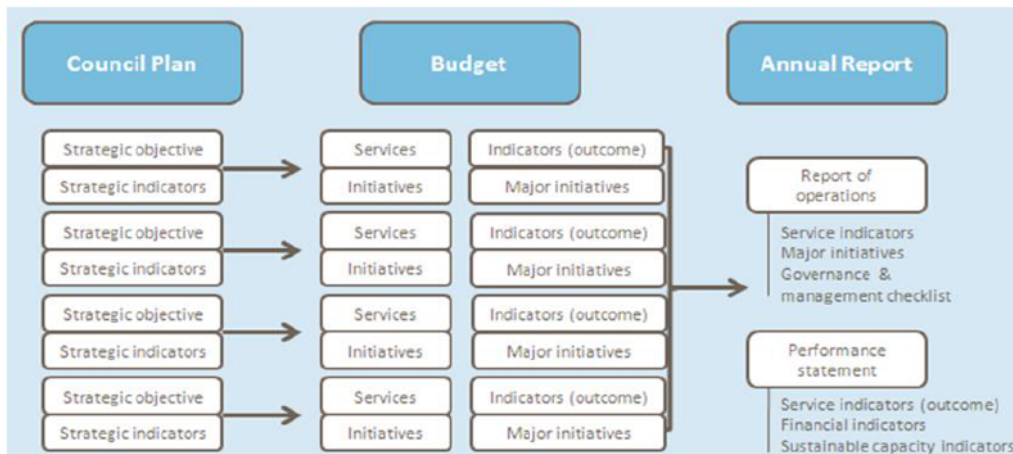
- A sustainable built and natural environment
- A growing and vibrant community
- A diverse and expanding economy
- A supported and accessible community.



**LODDON SHIRE COUNCIL  
BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**2 SERVICES AND SERVICE PERFORMANCE INDICATORS**

This section provides a description of the services and initiatives to be funded in the Budget for the 2022/23 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

## 2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

### 2.1 Strategic themes and objectives

The following provides a brief outline of the strategic themes and objectives from the Council Plan.

#### 2.1.1 Strategic theme 1 - A sustainable built and natural environment

**Objective:**

**Infrastructure:** We will implement financially and environmentally sustainable infrastructure that supports our social and economic needs.

**Environment:** We will work with our partners to preserve and protect our local environment. We will support our community to respond to the impacts of climate change.

**Key priorities:**

- a) plan for future facilities and infrastructure that meet community need
- b) our built and natural environment are accessible
- c) maintain sports and recreation and open public spaces to enable and promote access and participation
- d) plan for and build community capacity to mitigate, respond and adapt to climate change
- e) work with our partners to support biodiversity and habitat in our area
- f) promote reduction of waste to landfill
- g) plan and prepare for adverse weather events.

**Services**

Service area	Surplus/(deficit) \$	Income \$	Expenditure \$
Community support	1,106,493	-	1,106,493
Community planning - Boort	50,000	-	50,000
Community planning - Inglewood	50,000	-	50,000
Community planning - Tarnagulla	50,000	-	50,000
Community planning - Terricks	50,000	-	50,000
Community planning - Wedderburn	50,000	-	50,000
Emergency management	17,441	7,126	24,567
Grants and community planning	280,300	-	280,300
Project and contract management	168,037	-	168,037
Roads to recovery	(2,387,726)	2,387,726	-
Parks and townships	995,074	-	995,074
Waste management	1,995,515	76,097	2,071,612
Waterways management	60,742	-	60,742
Gravel pits	320,612	132,463	453,075
<b>Total</b>	<b>2,806,488</b>	<b>2,603,412</b>	<b>5,409,900</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

## 2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

### 2.1 Strategic themes and objectives (continued)

#### 2.1.2 Strategic theme 2 - A growing and vibrant community

**Objective:**

**Population:** We will promote population growth to support a growing and diverse community.

**Community:** We will support a connected and inclusive community that provides opportunities for current and new community members at all ages, abilities, and stages of their life.

**Youth:** We will support our youth to access pathways for education and employment and the ability to connect and actively engage with their community.

**Key priorities:**

- maximise opportunities to grow our population by taking advantage of all available development opportunities to expand the existing urban footprint
- support community groups and volunteers
- promote welcoming and safe communities
- support youth by working to improve local learning and employment pathways.

**Services**

Service area	Surplus/(deficit) \$	Income \$	Expenditure \$
Strategic and statutory planning	276,034	77,454	353,488
Community wellbeing projects	-	-	-
Youth	6,000	-	6,000
Risk management	481,379	78,066	559,445
Building regulation	80,818	86,149	166,967
Local laws and animal management	297,258	68,748	366,006
Public health	103,149	49,333	152,482
<b>Total</b>	<b>1,244,638</b>	<b>359,750</b>	<b>1,604,388</b>

#### 2.1.3 Strategic theme 3 - A diverse and expanding economy

**Objective:**

**Tourism:** We will promote our unique tourism opportunities and support our local tourism industry to increase visitation to our area.

**Economy:** We will support established businesses and seek to attract new businesses to grow our local economy.

**Key priorities:**

- increase the volume and value of tourism visitation
- provide support for economic development opportunities in the Shire
- increase the volume and value of the local economy.

**Services**

Service area	Surplus/(deficit) \$	Income \$	Expenditure \$
Economic development	139,488	37,530	177,018
Caravan parks	(61,383)	398,047	336,664
Loddon Discovery Tours	-	24,309	24,309
Tourism	365,004	-	365,004
<b>Total</b>	<b>443,109</b>	<b>459,886</b>	<b>902,995</b>





**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

## 2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

### 2.1 Strategic themes and objectives (continued)

#### 2.1.4 Strategic theme 4 - A supported and accessible community

**Objective:**

**Services:** We will deliver our core services and advocate for access to other services for our community that support the health, wellbeing and liveability of our community.

**Communication:** We will listen to our community about how they wish to communicate with us and implement effective communication methods to achieve this. We will provide our community with opportunities to engage with us.

**Key priorities:**

- ensure services are available for our community
- review Council's internal services and processes to ensure we are operating efficiently
- enhance the community's opportunity to maintain good health and wellbeing, including mental health
- we will increase the opportunity for residents to engage with Council about decisions that impact their community.

**Services**

Service area	Surplus/(deficit) \$	Income \$	Expenditure \$
Administration and management	2,820,088	-	2,820,088
Council administration	511,307	55,825	567,132
Library services	221,288	-	221,288
Media	114,636	-	114,636
Aged care services	556,016	1,457,850	2,013,866
Elderly persons units	14,624	67,782	82,406
Rural access	-	-	-
Seniors	99,524	9,400	108,924
Municipal health and wellbeing	9,500	1,000	10,500
Swimming pools	707,569	-	707,569
Maternal and child health	89,348	200,834	290,182
Early years	249,822	34,796	284,618
Boort Pre School	-	120,570	120,569
Dingee Pre School	-	116,976	116,977
Inglewood Pre School	-	114,089	114,089
Pyramid Hill Pre School	-	110,327	110,327
Wedderburn Pre School	-	114,513	114,513
Immunisation	41,017	1,000	42,017
Corporate governance	222,246	3,154	225,400
Financial services	(883,223)	1,652,343	769,120
Rates and property	205,134	61,122	266,256
Customer service	310,332	-	310,332
Information management	425,126	-	425,126
Information technology	996,906	-	996,906
Human resources and development	662,001	40,985	702,986
Council engineering and technical services	213,641	55,459	269,100
Management and administration	527,802	-	527,802
Air strips	9,942	-	9,942
Building and property maintenance	894,315	102	894,417
Plant and fleet	(1,596,468)	142,100	(1,454,368)
Roads	5,648,846	1,089,613	6,738,459
DoT Routine Maintenance Contract	(70,533)	518,366	447,833
<b>Total</b>	<b>13,000,806</b>	<b>5,968,206</b>	<b>18,969,012</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

## 2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

### 2.2 Service performance outcome indicators

These service performance outcome indicators are those prescribed in accordance with the Regulations and are reported within Council's Performance Statement.

Indicator	Performance measure	Computation
<b>Governance</b>		
<b>Satisfaction</b>	<b>Satisfaction with Council Decisions</b> (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the
<b>Statutory planning</b>		
<b>Decision making</b>	<b>Council planning decisions upheld at VCAT</b> (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
<b>Roads</b>		
<b>Satisfaction</b>	<b>Satisfaction with sealed local roads</b> (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads
<b>Libraries</b>		
<b>Participation</b>	<b>Active library borrowers</b> (Percentage of the municipal population that are active library members)	[The sum of the number of active library borrowers in the last 3 financial years / The sum of the population]
<b>Waste collection</b>		
<b>Waste diversion</b>	<b>Kerbside collection waste diverted from landfill</b> (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
<b>Aquatic facilities</b>		
<b>Utilisation</b>	<b>Utilisation of aquatic facilities</b> (The number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
<b>Animal management</b>		
<b>Health and safety</b>	<b>Animal management prosecutions</b> (Number of successful animal management prosecutions)	Number of successful animal management prosecutions



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)**

**2.3 Service performance outcome indicators (continued)**

Indicator	Performance measure	Computation
<b>Food safety</b>		
<b>Health and safety</b>	<b>Critical and major non-compliance notifications</b> (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100
<b>Maternal and child health</b>		
<b>Participation</b>	<b>Participation in the MCH service</b> (percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x 100
<b>Participation</b>	<b>Participation in MCH service by Aboriginal children</b> (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100

**2.4 Reconciliation with budgeted operating result**

Activity	Surplus/(deficit) \$	Income \$	Expenditure \$
Administration and management	2,820,088	-	2,820,088
Economic development	139,488	37,530	177,018
Council administration	511,307	55,825	567,132
Library services	221,288	-	221,288
Media	114,636	-	114,636
Caravan parks	(61,383)	398,047	336,664
Loddon Discovery Tours	-	24,309	24,309
Tourism	365,004	-	365,004
Aged care services	556,016	1,457,850	2,013,866
Elderly persons units	14,624	67,782	82,406
Rural access	-	-	-
Seniors	99,524	9,400	108,924
Community wellbeing projects	-	-	-
Community support	1,106,493	-	1,106,493
Community planning - Boort	50,000	-	50,000
Community planning - Inglewood	50,000	-	50,000
Community planning - Tarnagulla	50,000	-	50,000
Community planning - Terricks	50,000	-	50,000
Community planning - Wedderburn	50,000	-	50,000
Emergency management	17,441	7,126	24,567



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)**

**2.4 Reconciliation with budgeted operating result (continued)**

Activity	Surplus/(deficit) \$	Income \$	Expenditure \$
Grants and community planning	280,300	-	280,300
Municipal health and wellbeing	9,500	1,000	10,500
Swimming pools	707,569	-	707,569
Maternal and child health	89,348	200,834	290,182
Early years	249,822	34,796	284,618
Boort Pre School	-	120,570	120,569
Dingee Pre School	-	116,976	116,977
Inglewood Pre School	-	114,089	114,089
Pyramid Hill Pre School	-	110,327	110,327
Wedderburn Pre School	-	114,513	114,513
Immunisation	41,017	1,000	42,017
Youth	6,000	-	6,000
Corporate governance	222,246	3,154	225,400
Financial services	(883,223)	1,652,343	769,120
Rates and property	205,134	61,122	266,256
Customer service	310,332	-	310,332
Information management	425,126	-	425,126
Information technology	996,906	-	996,906
Human resources and development	662,001	40,985	702,986
Risk management	481,379	78,066	559,445
Council engineering and technical services	213,641	55,459	269,100
Project and contract management	168,037	-	168,037
Roads to recovery	(2,387,726)	2,387,726	-
Building regulation	80,818	86,149	166,967
Local laws and animal management	297,258	68,748	366,006
Public health	103,149	49,333	152,482
Strategic and statutory planning	276,034	77,454	353,488
Air strips	9,942	-	9,942
Building and property maintenance	894,315	102	894,417
Plant and fleet	(1,596,468)	142,100	(1,454,368)
Gravel pits	320,612	132,463	453,075
Management and administration	527,802	-	527,802
Parks and townships	995,074	-	995,074
Roads	5,648,846	1,089,613	6,738,459
DoT Routine Maintenance Contract	(70,533)	518,366	447,833
Waste management	1,995,515	76,097	2,071,612
Waterways management	60,742	-	60,742
<b>Total</b>	<b>17,495,041</b>	<b>9,391,254</b>	<b>26,886,295</b>
<b>Expenses added in:</b>			
Depreciation			10,106,628
<b>Surplus/(deficit) before funding sources</b>			<b>27,601,670</b>
<b>Funding sources added in:</b>			
Rates and charges revenue			(10,254,300)
Waste charge revenue			(2,002,716)
<b>Operating surplus/(deficit) for the year</b>			<b>15,344,654</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

### 3 FINANCIAL STATEMENTS

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2022/23 has been supplemented with projections to 2025/26.

This section includes the following financial statements prepared in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

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

#### 3.1 COMPREHENSIVE INCOME STATEMENT FOR THE FOUR YEARS ENDED 30 JUNE 2026

	NOTES	Forecast	Budget	Projections		
		Actual 2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$	2025/26 \$
<b>Income</b>						
Rates and charges	4.1.1	11,885,312	12,257,016	12,529,511	12,837,826	13,218,356
Statutory fees and fines	4.1.2	279,467	284,357	289,904	296,134	303,096
User fees	4.1.3	1,495,176	1,531,648	1,530,798	1,562,431	1,597,741
Grants - operating	4.1.4	14,820,463	4,174,076	11,892,939	12,228,043	12,572,886
Grants - capital	4.1.4	11,417,479	2,387,726	2,387,726	2,507,112	2,507,112
Contributions - monetary	4.1.5	430,879	-	-	-	-
Reimbursements	4.1.6	257,259	260,081	263,054	266,570	270,151
Regional Roads Victoria	4.1.7	510,705	518,366	526,144	535,347	544,718
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		-	-	-	-	-
Other income	4.1.8	200,000	235,000	235,000	235,000	235,000
<b>Total income</b>		<b>41,296,740</b>	<b>21,648,270</b>	<b>29,655,076</b>	<b>30,468,463</b>	<b>31,249,060</b>
<b>Expenses</b>						
Employee costs	4.1.9	13,876,719	14,362,102	14,314,048	14,593,391	14,868,381
Materials and services	4.1.10	14,590,754	12,173,012	11,811,977	12,149,483	12,417,759
Bad and doubtful debts		-	-	-	-	-
Depreciation	4.1.11	9,908,459	10,106,628	10,308,760	10,514,955	10,725,213
Borrowing costs		-	-	-	-	-
Finance costs - leases		-	-	-	-	-
Other expenses	4.1.12	336,453	351,182	358,593	366,436	374,465
<b>Total expenses</b>		<b>38,712,385</b>	<b>36,992,924</b>	<b>36,793,378</b>	<b>37,624,265</b>	<b>38,385,818</b>
<b>Surplus/(deficit) for the year</b>		<b>2,584,355</b>	<b>(15,344,655)</b>	<b>(7,138,302)</b>	<b>(7,155,802)</b>	<b>(7,136,758)</b>
<b>Other comprehensive income</b>						
Other comprehensive income		-	-	-	-	-
<b>Total other comprehensive income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive result</b>		<b>2,584,355</b>	<b>(15,344,655)</b>	<b>(7,138,302)</b>	<b>(7,155,802)</b>	<b>(7,136,758)</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**3 FINANCIAL STATEMENTS (Continued)**

**3.2 BALANCE SHEET**  
**FOR THE FOUR YEARS ENDED 30 JUNE 2026**

	NOTES	Forecast	Budget	Projections		
		Actual 2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$	2025/26 \$
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents		24,270,871	12,560,553	8,781,970	5,365,190	2,428,761
Trade and other receivables		806,576	412,696	572,618	588,631	603,984
Other financial assets		2,674,570	2,674,570	2,674,570	2,674,570	2,674,570
Inventories		22,914	21,768	20,680	19,646	18,664
Non-current assets classified as held for sale		222,784	222,784	222,784	222,784	222,784
<b>Total current assets</b>	<b>4.2.1</b>	<b>27,997,715</b>	<b>15,892,371</b>	<b>12,272,622</b>	<b>8,870,821</b>	<b>5,948,763</b>
<b>Non-current assets</b>						
Trade and other receivables		-	-	-	-	-
Property, infrastructure, plant and equipment		379,577,265	387,872,483	396,193,644	404,558,245	412,718,525
Right of use assets		-	-	-	-	-
Intangible assets		284,783	284,783	284,783	284,783	284,783
<b>Total non-current assets</b>	<b>4.2.1</b>	<b>379,862,048</b>	<b>388,157,266</b>	<b>396,478,427</b>	<b>404,843,028</b>	<b>413,003,308</b>
<b>Total assets</b>		<b>407,859,763</b>	<b>404,049,637</b>	<b>408,751,049</b>	<b>413,713,849</b>	<b>418,952,071</b>
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables		490,976	427,527	416,829	428,195	437,542
Trust funds and deposits		346,912	329,567	313,088	297,434	282,562
Provisions		2,810,026	2,730,218	2,650,597	2,569,415	2,486,593
Interest bearing loans and borrowings	4.2.4	-	-	-	-	-
Lease liabilities		-	-	-	-	-
<b>Total current liabilities</b>	<b>4.2.2</b>	<b>3,647,914</b>	<b>3,487,312</b>	<b>3,380,514</b>	<b>3,295,044</b>	<b>3,206,697</b>
<b>Non-current liabilities</b>						
Provisions		1,855,073	2,156,202	2,459,856	2,771,434	3,091,330
Interest bearing loans and borrowings	4.2.4	-	-	-	-	-
Unearned income/revenue		-	-	-	-	-
Lease liabilities		-	-	-	-	-
<b>Total non-current liabilities</b>	<b>4.2.2</b>	<b>1,855,073</b>	<b>2,156,202</b>	<b>2,459,856</b>	<b>2,771,434</b>	<b>3,091,330</b>
<b>Total liabilities</b>		<b>5,502,987</b>	<b>5,643,514</b>	<b>5,840,370</b>	<b>6,066,478</b>	<b>6,298,027</b>
<b>NET ASSETS</b>		<b>402,356,776</b>	<b>398,406,123</b>	<b>402,910,679</b>	<b>407,647,371</b>	<b>412,654,044</b>
<b>Equity</b>						
Accumulated surplus		102,018,488	94,893,756	87,972,323	80,675,888	73,034,059
Asset revaluation reserve		283,288,746	294,682,747	306,325,605	318,218,098	330,361,529
Other reserves		17,049,542	8,829,620	8,612,751	8,753,385	9,258,456
<b>TOTAL EQUITY</b>	<b>4.2.4</b>	<b>402,356,776</b>	<b>398,406,123</b>	<b>402,910,679</b>	<b>407,647,371</b>	<b>412,654,044</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**3 FINANCIAL STATEMENTS (Continued)**

**3.3 STATEMENT OF CHANGES IN EQUITY**  
**FOR THE FOUR YEARS ENDED 30 JUNE 2026**

<b>2022 Forecast Actual</b>	Total \$	Accumulated surplus \$	Revaluation reserve \$	Other reserves \$
Balance at beginning of the financial year	389,082,409	90,938,554	272,598,734	25,545,121
Surplus/ (deficit) for the year	2,584,355	2,584,355	-	-
Net asset revaluation increment / (decrement)	10,690,012	-	10,690,012	-
Transfer to other reserves	-	(10,351,083)	-	10,351,083
Transfer from other reserves	-	18,846,662	-	(18,846,662)
<b>Balance at end of financial year</b>	<b>402,356,776</b>	<b>102,018,488</b>	<b>283,288,746</b>	<b>17,049,542</b>

<b>2023 Budget</b>	Total \$	Accumulated surplus \$	Revaluation reserve \$	Other reserves \$
Balance at beginning of the financial year	402,356,776	102,018,488	283,288,746	17,049,542
Surplus/ (deficit) for the year	(15,344,655)	(15,344,655)	-	-
Net asset revaluation increment / (decrement)	11,394,001	-	11,394,001	-
Transfer to other reserves	-	(1,844,270)	-	1,844,270
Transfer from other reserves	-	10,064,192	-	(10,064,192)
<b>Balance at end of financial year</b>	<b>398,406,123</b>	<b>94,893,756</b>	<b>294,682,747</b>	<b>8,829,620</b>

<b>2024 Projection</b>	Total \$	Accumulated surplus \$	Revaluation reserve \$	Other reserves \$
Balance at beginning of the financial year	398,406,123	94,893,756	294,682,747	8,829,620
Surplus/ (deficit) for the year	(7,138,302)	(7,138,302)	-	-
Net asset revaluation increment / (decrement)	11,642,858	-	11,642,858	-
Transfer to other reserves	-	(1,847,087)	-	1,847,087
Transfer from other reserves	-	2,063,956	-	(2,063,956)
<b>Balance at end of financial year</b>	<b>402,910,679</b>	<b>87,972,323</b>	<b>306,325,605</b>	<b>8,612,751</b>

<b>2025 Projection</b>	Total \$	Accumulated surplus \$	Revaluation reserve \$	Other reserves \$
Balance at beginning of the financial year	402,910,679	87,972,323	306,325,605	8,612,751
Surplus/ (deficit) for the year	(7,155,802)	(7,155,802)	-	-
Net asset revaluation increment / (decrement)	11,892,493	-	11,892,493	-
Transfer to other reserves	-	(1,850,184)	-	1,850,184
Transfer from other reserves	-	1,709,549	-	(1,709,549)
<b>Balance at end of financial year</b>	<b>407,647,371</b>	<b>80,675,888</b>	<b>318,218,098</b>	<b>8,753,385</b>

<b>2026 Projection</b>	Total \$	Accumulated surplus \$	Revaluation reserve \$	Other reserves \$
Balance at beginning of the financial year	407,647,371	80,675,888	318,218,098	8,753,385
Surplus/ (deficit) for the year	(7,136,758)	(7,136,758)	-	-
Net asset revaluation increment / (decrement)	12,143,431	-	12,143,431	-
Transfer to other reserves	-	(1,854,334)	-	1,854,334
Transfer from other reserves	-	1,349,264	-	(1,349,264)
<b>Balance at end of financial year</b>	<b>412,654,044</b>	<b>73,034,059</b>	<b>330,361,529</b>	<b>9,258,455</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**3 FINANCIAL STATEMENTS (Continued)**

**3.4 STATEMENT OF CASH FLOWS**  
**FOR THE FOUR YEARS ENDED 30 JUNE 2026**

	NOTES	Forecast	Budget	Projections		
		Actual 2021/22 \$		2022/23 \$	2023/24 \$	2024/25 \$
<b>Cash flows from operating activities</b>						
<b>Receipts</b>						
Rates and charges		12,113,414	12,881,431	12,743,853	13,119,066	13,502,474
Statutory fees and fines		324,143	329,432	279,711	300,455	307,622
User fees		1,898,285	1,739,527	1,489,449	1,586,474	1,622,787
Grants - operating		15,116,872	4,257,558	12,130,798	12,472,604	12,824,344
Grants - capital		6,398,277	2,435,481	2,435,481	2,557,254	2,557,254
Contributions - monetary		439,497	-	-	-	-
Interest received		263,379	235,000	235,000	235,000	235,000
Trust funds and deposits taken		-	-	-	-	-
Other receipts		783,323	794,016	804,982	817,955	831,166
Net GST refund/payment		(271,309)	(274,022)	(276,762)	(279,530)	(282,325)
<b>Operating receipts</b>		<b>37,065,881</b>	<b>22,398,423</b>	<b>29,842,512</b>	<b>30,809,278</b>	<b>31,598,322</b>
<b>Payments</b>						
Employee costs		(12,550,968)	(12,438,030)	(12,390,776)	(12,630,667)	(12,864,291)
Materials and services		(17,258,093)	(14,645,521)	(14,226,777)	(14,592,674)	(14,913,526)
Trust funds and deposits repaid		(18,259)	(17,345)	(16,479)	(15,654)	(14,872)
Short-term, low value and variable lease payments		-	-	-	-	-
Other payments		-	-	-	-	-
<b>Operating payments</b>		<b>(29,827,320)</b>	<b>(27,100,896)</b>	<b>(26,634,032)</b>	<b>(27,238,995)</b>	<b>(27,792,689)</b>
<b>Net cash provided by/(used in) operating activities</b>	<b>4.4.1</b>	<b>7,238,561</b>	<b>(4,702,473)</b>	<b>3,208,480</b>	<b>3,570,283</b>	<b>3,805,633</b>
<b>Cash flows from investing activities</b>						
Payments for property, infrastructure, plant and equipment		(20,413,496)	(7,007,845)	(6,987,063)	(6,987,063)	(6,742,062)
Decrease in term deposits		-	-	-	-	-
Loans and advances made		-	-	-	-	-
Payments of loans and advances		-	-	-	-	-
<b>Net cash provided by/(used in) investing activities</b>	<b>4.4.2</b>	<b>(20,413,496)</b>	<b>(7,007,845)</b>	<b>(6,987,063)</b>	<b>(6,987,063)</b>	<b>(6,742,062)</b>
<b>Cash flows from financing activities</b>						
Finance costs		-	-	-	-	-
Repayment of lease liabilities		-	-	-	-	-
<b>Net cash provided by (used in) financing activities</b>	<b>4.4.3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>(13,174,935)</b>	<b>(11,710,318)</b>	<b>(3,778,583)</b>	<b>(3,416,780)</b>	<b>(2,936,429)</b>
Cash and cash equivalents at the beginning of the year		37,445,806	24,270,871	12,560,553	8,781,970	5,365,190
<b>Cash and cash equivalents at the end of the year</b>		<b>24,270,871</b>	<b>12,560,553</b>	<b>8,781,970</b>	<b>5,365,190</b>	<b>2,428,761</b>





**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**3 FINANCIAL STATEMENTS (Continued)**

**3.5 STATEMENT OF CAPITAL WORKS  
 FOR THE FOUR YEARS ENDED 30 JUNE 2026**

	NOTES	Forecast	Budget	Projections		
		Actual 2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$	2025/26 \$
<b>Capital works areas</b>						
Land and buildings		2,388,698	405,000	405,000	405,000	405,000
Office furniture and equipment		175,000	100,000	100,000	100,000	100,000
Plant and equipment		1,447,920	2,097,340	1,870,064	1,493,751	1,044,928
Footpaths		1,088,852	426,183	432,061	422,610	433,024
Roadworks		6,968,529	3,357,311	3,533,546	3,632,850	4,002,274
Urban and road drainage		1,147,185	350,000	350,000	350,000	350,000
Recreation, leisure and community facilities		8,189,766	500,000	500,000	500,000	500,000
Parks, open space and streetscapes		1,655,675	100,000	100,000	100,000	100,000
Other infrastructure		-	-	-	-	-
<b>Total capital works</b>	<b>4.5.1</b>	<b>23,061,625</b>	<b>7,335,834</b>	<b>7,290,671</b>	<b>7,004,211</b>	<b>6,935,226</b>
<b>Represented by:</b>						
New asset expenditure		2,459,422	2,197,340	1,970,064	1,593,751	1,144,928
Asset renewal expenditure		9,502,075	4,638,494	4,820,607	4,910,460	5,290,298
Asset expansion expenditure		7,313,787	500,000	500,000	500,000	500,000
Asset upgrade expenditure		3,786,341	-	-	-	-
<b>Total capital works expenditure</b>		<b>23,061,625</b>	<b>7,335,834</b>	<b>7,290,671</b>	<b>7,004,211</b>	<b>6,935,226</b>

	Forecast	Budget	Projections		
	Actual 2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$	2025/26 \$
<b>Expenditure type</b>					
Labour	248,001	236,974	267,066	272,237	329,380
Creditors	15,026,576	4,536,859	4,405,565	4,058,071	3,788,806
Contractors	7,787,048	2,562,001	2,618,040	2,673,903	2,817,040
<b>Total capital works expenditure</b>	<b>23,061,625</b>	<b>7,335,834</b>	<b>7,290,671</b>	<b>7,004,211</b>	<b>6,935,226</b>

	Forecast	Budget	Projections		
	Actual 2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$	2025/26 \$
<b>Funding sourced represented by</b>					
Grants / contributions	13,053,130	2,387,726	2,387,726	2,507,112	2,507,112
Council cash	6,915,981	2,440,768	2,622,881	2,593,348	2,973,186
Reserves	2,836,660	2,179,351	1,976,456	1,622,049	1,261,764
Sale of assets	256,854	327,989	303,608	281,702	193,164
<b>Total capital works expenditure</b>	<b>23,062,625</b>	<b>7,335,834</b>	<b>7,290,671</b>	<b>7,004,211</b>	<b>6,935,226</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**3 FINANCIAL STATEMENTS (Continued)**

**3.6 STATEMENT OF HUMAN RESOURCES  
 FOR THE FOUR YEARS ENDED 30 JUNE 2026**

	Forecast	Budget 2022/23 \$	Projections		
	Actual 2021/22 \$		2023/24 \$	2024/25 \$	2025/26 \$
<b>Staff expenditure</b>					
Employee labour - operating	12,437,039	12,635,376	12,590,352	12,836,117	13,075,920
Employee labour - capital	248,001	236,974	267,066	272,237	329,380
<b>Total staff expenditure*</b>	<b>12,685,040</b>	<b>12,872,350</b>	<b>12,857,418</b>	<b>13,108,354</b>	<b>13,405,300</b>
<b>Staff numbers EFT**</b>	<b>EFT</b>	<b>EFT</b>	<b>EFT</b>	<b>EFT</b>	<b>EFT</b>
Employees	145.72	150.34	147.34	147.34	147.34
<b>Total staff numbers EFT</b>	<b>145.72</b>	<b>150.34</b>	<b>147.34</b>	<b>147.34</b>	<b>147.34</b>

\* Excludes employee oncost

\*\* Equivalent Full Time

A summary of human resources expenditure categories according to the organisation structure of Council is included below:

Directorate	Budget 2022/23	Permanent Full Time	Permanent Part Time
<b>Staff cost</b>			
Executive and commercial services	1,302,322	920,360	381,962
Community wellbeing	2,886,661	862,114	2,024,547
Corporate services	2,032,113	1,646,782	385,331
Operations	6,414,280	6,175,869	238,411
<b>Total permanent staff expenditure</b>	<b>12,635,376</b>	<b>9,605,125</b>	<b>3,030,251</b>
Other employee related expenditure	-		
Capitalised labour costs	236,974		
<b>Total expenditure</b>	<b>12,872,350</b>		

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

Directorate	Budget 2022/23	Permanent Full Time	Permanent Part Time
<b>Staff EFT</b>			
Executive and commercial services	10.30	6.00	4.30
Community wellbeing	35.93	9.00	26.93
Corporate services	23.12	18.00	5.12
Operations	80.99	78.00	2.99
<b>Total staff</b>	<b>150.34</b>	<b>111.00</b>	<b>39.34</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**3 FINANCIAL STATEMENTS (Continued)**

**3.6 STATEMENT OF HUMAN RESOURCES (Continued)**  
**FOR THE FOUR YEARS ENDED 30 JUNE 2026**

	Budget 2022/23 \$	Projections		
		2023/24 \$	2024/25 \$	2025/26 \$
<b>Executive and commercial services</b>				
Permanent - Full time				
- Female	534,615	550,653	567,173	584,188
- Male	385,745	397,317	409,237	421,514
Permanent - Part time				
- Female	338,183	348,328	358,778	369,542
- Male	43,779	45,092	46,445	47,838
<b>Total executive and commercial services</b>	<b>1,302,322</b>	<b>1,341,392</b>	<b>1,381,633</b>	<b>1,423,082</b>
<b>Community support</b>				
Permanent - Full time				
- Female	476,757	491,060	505,792	520,965
- Male	385,357	396,918	408,825	421,090
Permanent - Part time				
- Female	1,868,761	1,924,824	1,982,569	2,042,046
- Male	155,786	160,460	165,273	170,232
<b>Total community support</b>	<b>2,886,661</b>	<b>2,973,261</b>	<b>3,062,459</b>	<b>3,154,332</b>
<b>Corporate services</b>				
Permanent - Full time				
- Female	1,181,564	1,012,011	1,042,371	1,073,642
- Male	465,218	479,175	493,550	508,356
Permanent - Part time				
- Female	385,331	396,891	408,798	421,062
- Male	-	-	-	-
<b>Total corporate services</b>	<b>2,032,113</b>	<b>1,888,076</b>	<b>1,944,719</b>	<b>2,003,060</b>
<b>Operations</b>				
Permanent - Full time				
- Female	546,258	562,646	579,525	596,911
- Male	5,629,611	5,846,480	5,887,088	5,967,396
Permanent - Part time				
- Female	167,058	172,070	177,232	182,549
- Male	71,353	73,494	75,698	77,969
<b>Total operations</b>	<b>6,414,280</b>	<b>6,654,689</b>	<b>6,719,543</b>	<b>6,824,825</b>
Casuals and temporary staff	-	-	-	-
Capitalised labour costs	236,974	267,066	272,237	329,380
<b>Total staff expenditure</b>	<b>12,872,350</b>	<b>12,857,418</b>	<b>13,108,354</b>	<b>13,405,300</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**3 FINANCIAL STATEMENTS (Continued)**

**3.6 STATEMENT OF HUMAN RESOURCES (Continued)**  
**FOR THE FOUR YEARS ENDED 30 JUNE 2026**

	Budget 2022/23 EFT	Projections		
		2023/24 EFT	2024/25 EFT	2025/26 EFT
<b>Executive and commercial services</b>				
Permanent - Full time				
- Female	4.00	4.00	4.00	4.00
- Male	2.00	2.00	2.00	2.00
Permanent - Part time				
- Female	3.84	3.84	3.84	3.84
- Male	0.46	0.46	0.46	0.46
<b>Total executive and commercial services</b>	<b>10.30</b>	<b>10.30</b>	<b>10.30</b>	<b>10.30</b>
<b>Community support</b>				
Permanent - Full time				
- Female	5.00	5.00	5.00	5.00
- Male	4.00	4.00	4.00	4.00
Permanent - Part time				
- Female	24.70	24.70	24.70	24.70
- Male	2.24	2.24	2.24	2.24
<b>Total community support</b>	<b>35.94</b>	<b>35.94</b>	<b>35.94</b>	<b>35.94</b>
<b>Corporate services</b>				
Permanent - Full time				
- Female	13.00	10.00	10.00	10.00
- Male	5.00	5.00	5.00	5.00
Permanent - Part time				
- Female	5.12	5.12	5.12	5.12
- Male	0.00	0.00	0.00	0.00
<b>Total corporate services</b>	<b>23.12</b>	<b>20.12</b>	<b>20.12</b>	<b>20.12</b>
<b>Operations</b>				
Permanent - Full time				
- Female	6.00	6.00	6.00	6.00
- Male	67.00	67.00	67.00	67.00
Permanent - Part time				
- Female	2.03	2.03	2.03	2.03
- Male	0.96	0.96	0.96	0.96
<b>Total operations</b>	<b>75.99</b>	<b>75.99</b>	<b>75.99</b>	<b>75.99</b>
Casuals and temporary staff	0.00	0.00	0.00	0.00
Capitalised labour costs	5.00	5.00	5.00	5.00
<b>Total staff expenditure</b>	<b>150.35</b>	<b>147.35</b>	<b>147.35</b>	<b>147.35</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**3 FINANCIAL STATEMENTS (Continued)**

**3.7 STATEMENT OF RESERVES**  
**FOR THE FOUR YEARS ENDED 30 JUNE 2026**

	NOTES	Forecast	Budget	Projections		
		Actual 2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$	2025/26 \$
<b>Discretionary</b>						
Capital expenditure reserve		-	-	-	-	-
Caravan park development reserve		234,073	295,455	357,936	421,591	487,189
Community planning reserve		1,271,000	1,271,000	1,271,000	1,271,000	1,271,000
Gravel and sand pit reserve		400,000	79,388	160,494	243,522	328,759
Heritage loan scheme reserve		100,000	100,000	100,000	100,000	100,000
Land and buildings reserve		794,710	794,710	794,710	794,710	794,710
Little Lake Boort water reserve		17,604	17,604	17,604	17,604	17,604
Major projects reserve		233,996	233,996	233,996	233,996	233,996
Reserves improvement reserve		100,000	100,000	100,000	100,000	100,000
Superannuation liability reserve		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Unightly premises enforcement reserve		100,000	100,000	100,000	100,000	100,000
Unspent contributions reserve		-	-	-	-	-
Unspent grants reserve		8,187,147	789,806	789,806	789,806	789,806
Waste management reserve		300,000	340,000	380,000	420,000	460,000
Boundary and township signage		100,000	100,000	100,000	100,000	100,000
Economic development reserve		396,182	396,182	396,182	396,182	396,182
Fleet replacement reserve		830,848	786,028	622,395	655,662	640,051
Information technology reserve		648,906	618,906	588,906	558,906	528,906
Plant replacement reserve		1,440,764	856,233	593,410	488,094	791,941
Professional development reserve		21,619	27,619	33,619	39,619	45,619
Swimming pool major projects reserve		-	50,000	100,000	150,000	200,000
Units reserve		30,750	30,750	30,750	30,750	30,750
Urban drainage reserve		841,943	841,943	841,943	841,943	841,943
<b>Total discretionary reserves</b>	<b>4.3.2</b>	<b>17,049,542</b>	<b>8,829,620</b>	<b>8,612,751</b>	<b>8,753,385</b>	<b>9,258,456</b>



## LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2023

### 4 NOTES TO THE FINANCIAL STATEMENTS

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

#### 4.1 Comprehensive income statement

##### 4.1.1 Rates and charges

Rates and charges are required by the Act and Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2022/23 the FGRS cap has been set at 1.75%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 1.75% in line with the rate cap.

This will raise total rates and charges for 2022/23 of \$12.26 million.

4.1.1 (a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
General rates*	8,759,021	8,899,536	140,515	1.6%
Municipal charge*	1,318,915	1,354,764	35,849	2.7%
Garbage charge	1,330,649	1,476,162	145,513	10.9%
Kerbside recycling charge	476,727	526,554	49,827	10.5%
<b>Total rates and charges</b>	<b>11,885,312</b>	<b>12,257,016</b>	<b>371,704</b>	<b>3.1%</b>
Interest on rates and charges	25,000	35,000	10,000	40.0%

\* These items are subject to the rate cap established under the FGRS.

4.1.1 (b) The rate in the dollar to be levied as general rates under Section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2021/22 cents/\$CIV	2022/23 cents/\$CIV	Change
General	0.3579	0.2786	-22.2%
Rural	0.3150	0.2451	-22.2%



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.1 Comprehensive income statement (continued)**

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

Type or class of land	2021/22 \$	2022/23 \$	Change
General	2,528,635	2,724,098	7.7%
Rural	6,192,483	6,175,438	-0.3%
<b>Total amount to be raised by rates</b>	<b>8,721,118</b>	<b>8,899,536</b>	<b>2.0%</b>

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

Type or class of land	2021/22 number	2022/23 number	Change
General	4,329	4,387	1.3%
Rural	3,594	3,594	0.0%
<b>Total number of assessments</b>	<b>7,923</b>	<b>7,981</b>	<b>0.7%</b>

4.1.1 (e) The basis of valuation is the Capital Improved Value (CIV).

4.1.1 (f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2021/22 \$	2022/23 \$	Change
General	706,447,400	977,953,000	38.4%
Rural	1,965,965,700	2,519,302,200	28.1%
<b>Total value of land</b>	<b>2,672,413,100</b>	<b>3,497,255,200</b>	<b>30.9%</b>

4.1.1 (g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of charge	Per rateable property 2021/22 \$	Per rateable property 2022/23 \$	Change
Municipal	225	229	1.8%

4.1.1 (h) The estimated total amount to be raised by municipal charges compared with the previous financial year

Type of charge	2021/22 \$	2022/23 \$	Change
Municipal	1,313,325	1,354,764	3.2%



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.1 Comprehensive income statement (continued)**

4.1.1 (i) The rate or unit amount to be levied for each type or service rate or charge under Section 162 of the Act compared with the previous financial year

Type of charge	Per rateable property 2021/22 \$	Per rateable property 2022/23 \$	Change
Garbage collection 140 litre	354	389	9.9%
Garbage collection 240 litre	481	529	10.0%
Kerbside recycling 240 litre	134	147	9.7%

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

Type of charge	2021/22 \$	2022/23 \$	Change
Garbage charge	1,331,810	1,476,162	10.8%
Kerbside recycling charge	475,566	526,554	10.7%
<b>Total</b>	<b>1,807,376</b>	<b>2,002,716</b>	<b>10.8%</b>

4.1.1 (k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2021/22 \$	2022/23 \$	Change
General rates	8,759,021	8,899,536	1.6%
Municipal charge	1,318,915	1,354,764	2.7%
Garbage and kerbside recycling charge	1,807,376	2,002,716	10.8%
<b>Total rates and charges</b>	<b>11,885,312</b>	<b>12,257,016</b>	<b>3.1%</b>

4.1.1 (l) Fair Go Rates System Compliance

Loddon Shire Council is fully compliant with the State Government's Fair Go Rates System. The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2021/22 \$	2022/23 \$
Total rates base	9,886,151	10,077,936
Number of rateable properties	7,923	7,981
Base average rate	1,247.78	1,262.74
Maximum rate increase (set by State Government)	1.50%	1.75%
Capped average rate	1,266.50	1,284.84
Maximum general rates and municipal charges revenue	10,034,443	10,254,300
Budgeted general rates and municipal charges revenue	10,034,443	10,254,300





**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.1 Comprehensive income statement (continued)**

4.1.1 (m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

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

- the making of supplementary valuations
- the variation of returned levels of value (e.g. valuation objections)
- changes in use of land such that rateable land becomes non-rateable land and vice versa
- changes in use of land such that general rateable land becomes rural rateable land and vice versa.

4.1.1 (n) Differential rates

The existing rating structure comprises one differential rate (rural properties) and a rate for general properties (residential and commercial). These rates are structured in accordance with the requirements of Section 161 "Differential Rates" of the Local Government Act 1989.

The rate and amount of rates payable in relation to land in each category of differential are:

- a general rate of 0.2786 cents in the dollar of CIV for all rateable general properties
- a rural rate of 0.2451 cents in the dollar of CIV for all rateable rural properties.

Each differential rate will be determined by multiplying the Capital Improved Value of the rateable land by the relevant cents in the dollar indicated above.

For the 2022/23 Budget, Council has defined a differential rate split of 12%, with rural rates having a rate in the dollar of 88% of the general rate. Council considers this as a fair allocation of rates across property types.

Under the Cultural and Recreation Lands Act 1963, provision is made for a Council to grant a rating concession to any "recreational lands" which meet the test of being "rateable land" under the Local Government Act 1989. Council has exempted all rateable recreation land from the payment of rates.

4.1.2 Statutory fees and fines

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
Rates and property	13,687	13,927	240	1.8%
Risk management	11,639	11,843	204	1.8%
Building regulation	80,668	82,079	1,411	1.7%
Local laws and animal management	54,926	55,887	961	1.7%
Public health	42,425	43,167	742	1.7%
Strategic and statutory planning	76,122	77,454	1,332	1.7%
<b>Total statutory fees and fines</b>	<b>279,467</b>	<b>284,357</b>	<b>3,558</b>	<b>1.7%</b>

Statutory fees relate mainly to fees and fines levied in accordance with legislation and include Public Health and Wellbeing Act 2008 registrations, Planning and Environment Act 1987 registrations, Building Act 1993 registrations, the Country Fire Authority Act 1958 registrations, and Domestic (Feral and Nuisance) Animals Act 1994 registrations. Increases in statutory fees are made in accordance with legislative requirements.



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.1 Comprehensive income statement (continued)**

4.1.3 User fees

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
Economic development	35,705	37,530	1,825	5.1%
Caravan parks	391,201	398,047	6,846	1.7%
Loddon Discovery Tours	24,191	24,309	118	0.5%
Tourism	-	-	-	#DIV/0!
Aged care services	492,437	537,246	44,809	9.1%
Elderly persons units	66,616	67,782	1,166	1.8%
Seniors	8,835	6,800	(2,035)	-23.0%
Emergency management	7,004	7,126	122	1.7%
Municipal health and wellbeing	1,000	1,000	-	0.0%
Early years	2,300	2,300	-	0.0%
Pre-schools	121,110	99,577	(21,533)	-17.8%
Corporate governance	3,100	3,154	54	1.7%
Financial services	3,066	500	(2,566)	-83.7%
Human resources and development	40,280	40,985	705	1.8%
Risk management	3,997	4,067	70	1.8%
Council engineering and technical services	50,279	55,459	5,180	10.3%
Building regulation	4,000	4,070	70	1.8%
Building and property maintenance	2,618	102	(2,516)	-96.1%
Gravel pits	130,185	132,463	2,278	1.7%
Roads	39,975	40,674	699	1.7%
Waste management	67,277	68,457	1,180	1.8%
<b>Total user fees</b>	<b>1,495,176</b>	<b>1,531,648</b>	<b>36,472</b>	<b>2.4%</b>

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include home and community care services, caravan park fees, gravel pit fees and royalties, Loddon Discovery Tour fees, rental from Council owned properties, and private works. A detailed listing of statutory fees and Council charges is available on Council's web site and can also be inspected at Council's customer service centre. In setting the budget, the key principle for determining the level of user charges has been to ensure that increases do not exceed CPI increases or market levels. Council has many varied sources of user charges.

4.1.4 Grants

Grants are required by the Act and Regulations to be disclosed in Council's annual budget.

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
<b>Grants were received in respect of the following:</b>				
Summary of grants				
Commonwealth funded grants	14,761,203	4,853,506	(9,907,697)	-67.1%
State funded grants	11,476,739	1,708,296	(9,768,443)	-85.1%
<b>Total grants received</b>	<b>26,237,942</b>	<b>6,561,802</b>	<b>(19,676,140)</b>	<b>-75.0%</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.1 Comprehensive income statement (continued)**

4.1.4 Grants (Continued)

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
(a) Operating grants				
<b>Recurrent - Commonwealth Government</b>				
VLGGC - local roads	5,186,789	1,048,937	(4,137,852)	-79.8%
VLGGC - general	7,020,657	1,416,843	(5,603,814)	-79.8%
<b>Recurrent - State Government</b>				
Aged care services	904,090	920,604	16,514	1.8%
Seniors	2,600	2,600	-	0.0%
Maternal and child health	197,866	200,834	2,968	1.5%
Early years	33,956	32,496	(1,460)	-4.3%
Pre-schools	469,849	476,896	7,047	1.5%
Immunisation	1,000	1,000	-	0.0%
Youth	24,500	-	(24,500)	-100.0%
Rates and property	45,599	47,195	1,596	3.5%
Local laws and animal management	12,671	12,861	190	1.5%
Public health	6,074	6,165	91	1.5%
Roads	75,000	-	(75,000)	-100.0%
Waste management	7,530	7,645	115	1.5%
<b>Total recurrent grants</b>	<b>13,988,181</b>	<b>4,174,076</b>	<b>- 9,814,105</b>	<b>-70.2%</b>
<b>Non-recurrent State Government</b>				
Administration and management	9,356	-	(9,356)	-100.0%
Economic development	210,000	-	(210,000)	-100.0%
Community wellbeing projects	83,240	-	(83,240)	-100.0%
Community support	8,275	-	(8,275)	-100.0%
Grants and community planning	262,000	-	(262,000)	-100.0%
Pre-schools	23,911	-	(23,911)	-100.0%
Project and contact management	235,500	-	(235,500)	-100.0%
<b>Total non-recurrent grants</b>	<b>832,282</b>	<b>-</b>	<b>(832,282)</b>	<b>-100.0%</b>
<b>Total operating grants</b>	<b>14,820,463</b>	<b>4,174,076</b>	<b>- 10,646,387</b>	<b>-71.8%</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.1 Comprehensive income statement (continued)**

4.1.4 Grants (Continued)

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
(b) Capital grants				
<b>Recurrent - Commonwealth Government</b>				
Roads to Recovery	2,553,757	2,387,726	(166,031)	-6.5%
<b>Recurrent - State Government</b>				
Caravan parks	521,099	-	(521,099)	0.0%
<b>Total - recurrent capital grants</b>	<b>3,074,856</b>	<b>2,387,726</b>	<b>(687,130)</b>	<b>-22.3%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Nil	-	-	-	0.0%
<b>Non-recurrent - State Government</b>				
Grants and community planning	4,979,670	-	(4,979,670)	-100.0%
Projects and contract management	3,298,733	-	(3,298,733)	-100.0%
Waste management	64,220	-	(64,220)	-100.0%
<b>Total - non-recurrent capital grants</b>	<b>8,342,623</b>	<b>-</b>	<b>(8,342,623)</b>	<b>-100.0%</b>
<b>Total - capital grants</b>	<b>11,417,479</b>	<b>2,387,726</b>	<b>(9,029,753)</b>	<b>-79.1%</b>

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers.

Capital grants include all monies received from State and Federal sources for the purposes of funding the capital works program.

4.1.5 Contributions

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
Monetary	430,879	-	(430,879)	100.0%
Non-monetary	-	-	-	0.0%
<b>Total contributions</b>	<b>430,879</b>	<b>-</b>	<b>430,879</b>	<b>100.0%</b>

Contributions relate to monies paid by community groups and external parties towards capital and recurrent related projects.

4.1.6 Reimbursements

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
Council administration	55,000	55,825	825	1.5%
Risk management	62,259	62,156	(103)	-0.2%
Plant and fleet	140,000	142,100	2,100	1.5%
<b>Total reimbursements</b>	<b>257,259</b>	<b>260,081</b>	<b>2,822</b>	<b>1.1%</b>

Reimbursements include diesel fuel rebates from the Taxation Office, insurance rebates, Workcover reimbursements, and training reimbursements.



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.1 Comprehensive income statement (continued)**

4.1.7 Regional Roads Victoria

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
Approved maintenance	20,523	20,831	308	1.5%
Provisional sum items	12,739	12,930	191	1.5%
Routine maintenance	477,443	484,605	7,162	1.5%
<b>Total Regional Roads Victoria</b>	<b>510,705</b>	<b>518,366</b>	<b>7,661</b>	<b>1.5%</b>

Council's contract with Regional Roads Victoria includes an "as of right" amount for routine maintenance works.

4.1.8 Other income

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
Interest	200,000	235,000	35,000	17.5%
Reversal of impairment losses	-	-	-	0.0%
<b>Total other income</b>	<b>200,000</b>	<b>235,000</b>	<b>35,000</b>	<b>17.5%</b>

Other income relates to a range of items such as interest revenue on investments and rate arrears.

4.1.9 Employee costs

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
Wages and salaries	12,438,039	12,635,376	197,337	1.6%
Workcover	147,670	325,425	177,755	120.4%
Superannuation	1,187,010	1,295,741	108,731	9.2%
Fringe benefits tax	104,000	105,560	1,560	1.5%
<b>Total employee costs</b>	<b>13,876,719</b>	<b>14,362,102</b>	<b>485,383</b>	<b>3.5%</b>

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employee superannuation, rostered days off, Workcover premium and Fringe Benefits Tax for all salaries and wages. Salaries and wages that relate to capital works are not included in operating expenditure but is included in the tables below for full transparency.



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.1 Comprehensive income statement (continued)**

4.1.10 Materials, services and contracts

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
Administration and management	684,417	363,565	(320,852)	-46.9%
Economic development	513,009	177,018	(335,991)	-65.5%
Council administration	288,393	245,067	(43,326)	-15.0%
Library services	218,018	221,288	3,270	1.5%
Media	74,000	74,000	-	0.0%
Caravan parks	318,890	332,776	13,886	4.4%
Loddon Discovery Tours	20,396	20,702	306	1.5%
Tourism	164,942	113,506	(51,436)	-31.2%
Aged care services	378,392	251,759	(126,633)	-33.5%
Elderly persons units	74,185	75,849	1,664	2.2%
Rural access	145,031	0	(145,031)	-100.0%
Seniors	66,211	68,985	2,774	4.2%
Community wellbeing projects	142,197	0	(142,197)	-100.0%
Community support	517,723	453,894	(63,829)	-12.3%
Emergency management	93,442	20,705	(72,737)	-77.8%
Grants and community planning	1,530,723	530,300	(1,000,423)	-65.4%
Municipal health and wellbeing	111,379	10,500	(100,879)	-90.6%
Swimming pools	572,043	672,908	100,865	17.6%
Maternal and child health	283,034	95,906	(187,128)	-66.1%
Early years	318,869	47,490	(271,379)	-85.1%
Pre-schools	89,856	95,154	5,298	5.9%
Immunisation	4,321	4,359	38	100.0%
Youth	62,413	6,000	(56,413)	-90.4%
Corporate Governance	80,095	55,172	(24,923)	-31.1%
Financial services	204,858	199,503	(5,355)	-2.6%
Rates and property	84,069	88,865	4,796	5.7%
Customer service	109,839	111,508	1,669	1.5%
Information management	121,489	116,239	(5,250)	-4.3%
Information technology	515,133	602,711	87,578	17.0%
Human resources and development	458,760	302,232	(156,528)	-34.1%
Risk management	384,256	407,749	23,493	6.1%
Council engineering and technical services	264,658	266,088	1,430	0.5%
Project and contract management	100,242	63,661	(36,581)	-36.5%
Building regulation	42,024	42,534	510	1.2%
Local laws and animal management	112,025	47,449	(64,576)	-57.6%
Public health	35,557	35,925	368	1.0%
Strategic and statutory planning	195,460	30,737	(164,723)	-84.3%
Air strips	8,449	8,697	248	2.9%
Building and property maintenance	977,330	666,228	(311,102)	-31.8%
Plant and fleet	(2,412,467)	(1,796,472)	615,995	-25.5%
Gravel pits	38,475	439,052	400,577	1041.1%
Management and administration	72,000	72,000	-	0.0%
Parks and townships	481,271	397,093	(84,178)	-17.5%



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.1 Comprehensive income statement (continued)**

4.1.10 Materials, services and contracts

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
Roads	4,105,791	4,089,872	(15,919)	-0.4%
DOT routine maintenance contract	185,961	188,751	2,790	1.5%
Waste management	1,695,433	1,796,054	100,621	5.9%
Waterways management	58,162	59,633	1,471	2.5%
<b>Total materials, services and contracts</b>	<b>14,590,754</b>	<b>12,173,012</b>	<b>(2,417,742)</b>	<b>-16.6%</b>

Materials, services and contracts include the purchase of consumables, payments to contractors for the provision of services and utility costs.

4.1.11 Depreciation

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
Roads	5,411,866	5,520,103	108,237	2.0%
Buildings	1,917,010	1,955,350	38,340	2.0%
Plant and equipment	1,329,217	1,355,801	26,584	2.0%
Bridges	359,196	366,380	7,184	2.0%
Urban drains	246,909	251,847	4,938	2.0%
Furniture and equipment	115,139	117,442	2,303	2.0%
Footpaths	194,950	198,849	3,899	2.0%
Kerb and channel	126,859	129,396	2,537	2.0%
Landfills	172,708	176,162	3,454	2.0%
Street furniture	32,046	32,687	641	2.0%
Quarries	2,559	2,610	51	2.0%
<b>Total depreciation</b>	<b>9,908,459</b>	<b>10,106,628</b>	<b>198,169</b>	<b>2.0%</b>

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains.

4.1.12 Other expenses

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Change \$	Change %
Councillors' emoluments	249,610	263,000	13,390	5.4%
Internal audit remuneration	41,559	42,182	623	1.5%
External audit remuneration	45,284	46,000	716	1.6%
Impairment of interest free loans	-	-	-	0.0%
<b>Total other expenses</b>	<b>336,453</b>	<b>351,182</b>	<b>14,729</b>	<b>4.4%</b>

Other expenses include councillors' costs, auditors' remuneration and other minor expenses.



## LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2023

### 4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

#### 4.2 Balance sheet

##### 4.2.1 Assets

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less. These balances are projected to decrease by \$4.6 million during the year mainly due the expectation to have most capital projects complete by 30 June and the upfront funding received by 30 June 2022.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are not expected to change significantly in the budget. Long term debtors (non-current) relating to loans to community organisations will decrease slightly in accordance with agreed repayment terms.

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

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all land, buildings, roads, vehicles, equipment, etc. which has been built up by Council over many years. The \$8.3 million increase in this balance is attributable to the net result of the capital works program (\$23.06 million in 2021/22 and \$7.34 million in 2022/23), depreciation of assets (\$9.91 million in 2021/22 and \$10.11 million in 2022/23) and the income through sale of property, plant and equipment.

Investments in associates and joint ventures represents Council's equity in the North Central Regional Goldfields Library. The change in equity has been inconsistent in the past with some years increasing and other years decreasing, so for budgeting purposes, the equity has not been changed. Non-current assets held for resale is land and/or buildings that Council can confidently state will be sold within a short period of time.

##### 4.2.2 Liabilities

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are budgeted to reduce by \$0.64 million in 2022/23 levels due to a reduction in material and services costs incurred during the financial year.

Employee benefits include accrued long service leave, annual leave and rostered days off owing to employees. These employee entitlements are expected to decrease by \$0.08 million (current liability) and increase by \$0.30 million (non current liability) due to increases in employee service years.

##### 4.2.3 Equity

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

- asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations
- other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the accumulated surplus of the Council to be separately disclosed
- accumulated surplus which is the value of all net assets less reserves that have accumulated over time. \$7.69 million is the decrease in accumulated surplus results directly from the surplus for the year. This is offset by an amount of \$11.20 million net is budgeted to be transferred to other reserves from accumulated surplus. This reflects the usage of Council's reserves to partly fund the capital works program and other specified projects. This is a transfer between equity balances and does no impact on the total balance of equity.





**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

#### 4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

##### 4.2 Balance sheet (continued)

##### 4.2.4 Borrowings

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

	Forecast Actual 2021/22 \$	Budget 2022/23 \$
Total amount borrowed as at 30 June of the prior year	-	-
Total amount to be borrowed	-	-
Total amount projected to be redeemed	-	-
<b>Total amount proposed to be borrowed as at 30 June</b>	<b>-</b>	<b>-</b>

In developing the Financial Plan, borrowings may be identified as an important funding source for capital works programs. In the past Council has borrowed to finance large projects and since then has been in a phase of debt reduction. This has resulted in a reduction in debt servicing costs, but has meant that cash and investment reserves have been used as an alternate funding source to maintain robust capital works programs.

In general, Council has adopted a policy to remain debt free except for situations where funding was required to deliver significant capital projects. The Council has elected to not borrow any further funds at this time.

In 2015/16 final loan payments were made which finalises all of Council's borrowings.

For the 2022/23 year, Council has decided not to take out any new borrowings.

##### 4.2.5 Leases by category

As a result of the introduction of AASB16 Leases, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual 2021/22 \$	Budget 2022/23 \$
<b>Right-of-use assets</b>	-	-
Property	-	-
<b>Total right-of-use assets</b>	<b>-</b>	<b>-</b>
<b>Lease liabilities</b>		
<b>Current lease liabilities</b>	-	-
Land and buildings	-	-
<b>Total current lease liabilities</b>	<b>-</b>	<b>-</b>
<b>Non-current lease liabilities</b>	-	-
Land and buildings	-	-
<b>Total non-current lease liabilities</b>	<b>-</b>	<b>-</b>
<b>Total lease liabilities</b>	<b>-</b>	<b>-</b>

Where the interest rate applicable to a lease is not expressed in the lease agreements, Council applied the average incremental borrowing rate in the calculation of lease liabilities. The current incremental borrowing rate is 1.57%



**LODDON SHIRE COUNCIL  
BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

## **4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

### **4.3 Statement of changes in equity**

#### **4.3.1 Reserves**

Council undertakes reserves budgeting in order to provide for future expenditure while reducing the impact of purchases on the current year budget.

The following reserves are currently in use by Council:

##### **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 fully expended by the end of that year. The funds will be transferred to the reserve in the budget year, and transferred from the reserve in the following financial year, or in the year that the funds are expended for the specific project.

##### **Caravan park development reserve**

The Caravan Park Development Reserve has been established to assist with funding major projects at Council's caravan parks. Council transfers to the reserve annually the surplus on operations of its caravan parks, and transfers from the reserve the cost of major projects undertaken at Council's caravan parks during the year.

##### **Community planning reserve**

The Community Planning Reserve has been established for situations where projects are budgeted in one year but for various reasons are unable to be delivered and are therefore deferred until the following year.

##### **GSP reserve**

The Gravel and Sand Pit (GSP) Reserve is used to fund land purchase, development and restoration of gravel and sand pits used by Council for the extraction of gravel. The budgeted surplus on operations of the pits is transferred to the reserve annually, to a maximum reserve level of \$400K and the cost of purchasing new sites, development and restoration of the pits is transferred from the reserve.

##### **Heritage loan scheme reserve**

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

##### **Land and buildings reserve**

The Land and Buildings Reserve is used to fund the acquisition of land and buildings. Funds received from the sale of Council owned land and buildings are transferred to the reserve.

##### **Little Lake Boort water reserve**

The Little Lake Boort Water Reserve was established with funds generated from sale of water allocations not required for immediate use in Little Lake Boort. The reserve is used to purchase replacement water at an appropriate time, or may be used for other purposes specific to Little Lake Boort.

##### **Major projects reserve**

The Major Projects Reserve is used to assist with the funding of major projects identified by Council. Council transfers funds to the reserve annually an amount determined during the budget process as sufficient to fund the major projects program and transfers the funds required to finance major works undertaken at Council's discretion.



## LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2023

### 4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

#### 4.3 Statement of changes in equity (continued)

##### 4.3.1 Reserves (continued)

###### Reserves improvement reserve

The Reserves Improvement Reserve is an allocation of funds used to provide interest free loans to community groups. Usually there are no transfers to or from this reserve.

###### Unfunded superannuation liability reserve

The Unfunded Superannuation Liability Reserve is used to repay any potential unfunded superannuation liability arising from the LAS Defined Benefits Plan Scheme. Council transfers to the reserve amounts allocated in the budget, and transfers from the reserve payments made to Vision Super Pty. Ltd. for the unfunded superannuation liability.

###### 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. The funds will be transferred to the reserve in the year the funds are received, and transferred from the reserve in the year that the funds are expended for that purpose.

###### Unspent grants reserve

The Unspent Grants Reserve has been established for situations where Council has received funding via an external party and those funds remain unspent at the end of the financial year.

###### Waste management reserve

The Waste Management Reserve has been established 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-rata amount for a pro-rata collection), to a maximum level of \$300K. Council transfers from the reserve the cost of strategic projects, compliance and long term planning within Council landfills and transfer stations.

###### Boundary and township signage reserve

The Boundary and Township Signage Reserve is used to fund replacement of Council's boundary and township signage. annually an amount determined during the budget process as sufficient to fund the boundary and township signage replacement program, to a maximum reserve level of \$100K. Council transfers from the reserve the net cost of boundary and township signage purchases and installation for the year.

###### Economic development reserve

The Economic Development Reserve is used to set aside funds to assist with economic development initiatives that Council wishes to financially support. Council transfers to the reserve a set amount determined during the budget process and transfers from the reserve the cost of economic development initiatives within the year.

###### Fleet replacement reserve

The Fleet Replacement Reserve is used to fund the replacement of office vehicles. Council transfers to the reserve a fixed amount annually and transfers from the reserve the net cost of fleet purchases for the year.



**LODDON SHIRE COUNCIL  
BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

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**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.3 Statement of changes in equity (continued)**

**4.3.1 Reserves (continued)**

**Information technology reserve**

The Information Technology Reserve is used to set aside monies for the purchase of information technology assets. The reserve outlines the annual cost of information technology for Council and the amounts required to be set aside in reserve for future asset purchases. It is capped to a maximum reserve level of \$800K.

**Plant replacement reserve**

The Plant Replacement Reserve is used to fund plant purchases. Council transfers to the reserve a fixed amount annually and transfers from the reserve the net cost of plant purchases for the year.

**Professional development reserve**

The Professional Development Reserve is used to fund professional development undertaken by executive officers of Council. An annual allocation is provided to each officer and that amount is transferred to the reserve annually, while the cost of professional development undertaken during the year 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.

**Units reserve**

The Units Reserve is used to fund the purchase or improvement of Council owned elderly persons' units. The surplus generated from rental income is transferred to the reserve annually. The cost of major improvements is transferred from the reserve annually.

**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 a budgeted amount, and transfers from the reserve the cost of urban drainage works for the year.



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.3 Statement of changes in equity (continued)**

4.3.2 Transfers to and from reserves

The following is a summary of the projected reserves position for the year ended 30 June 2022:

2021/22 reserves - as per projected forecast				
Name of reserve	Balance at 1 July 2021 \$	Transfers to reserves \$	Transfers from reserves \$	Balance at 30 June 2022 \$
Capital expenditure reserve	4,282,325	-	4,282,325	-
Caravan park development reserve	188,073	68,500	22,500	234,073
Community planning reserve	2,628,720	-	1,357,720	1,271,000
Gravel and sand pit reserve	400,000	-	-	400,000
Heritage loan scheme reserve	100,000	-	-	100,000
Land and buildings reserve	455,274	339,436	-	794,710
Little Lake Boort water reserve	17,604	-	-	17,604
Major projects reserve	233,996	-	-	233,996
Reserves improvement reserve	100,000	-	-	100,000
Superannuation liability reserve	1,200,000	-	200,000	1,000,000
Unightly premises enforcement	100,000	-	-	100,000
Unspent contributions reserve	-	-	-	-
Unspent grants reserve	10,860,404	8,187,147	10,860,404	8,187,147
Waste management reserve	300,000	-	-	300,000
Boundary and township signage	100,000	-	-	100,000
Economic development reserve	431,182	100,000	135,000	396,182
Fleet replacement reserve	713,468	200,000	82,620	830,848
Information technology reserve	810,803	150,000	311,897	648,906
Plant replacement reserve	1,574,210	900,000	1,033,446	1,440,764
Professional development reserve	15,619	6,000	-	21,619
Swimming pool major projects reserve	200,000	50,000	250,000	-
Units reserve	60,000	-	29,250	30,750
Urban drainage reserve	773,443	350,000	281,500	841,943
<b>TOTAL</b>	<b>25,545,121</b>	<b>10,351,083</b>	<b>18,846,662</b>	<b>17,049,545</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.3 Statement of changes in equity (continued)**

4.3.2 Transfers to and from reserves (continued)

The following is a summary of the budgeted reserves position for the year ended 30 June 2023:

2022/23 reserves - as per budget				
Name of reserve	Balance at 1 July 2022 \$	Transfers to reserves \$	Transfers from reserves \$	Balance at 30 June 2023 \$
Capital expenditure reserve	-	-	-	-
Caravan park development reserve	234,073	68,882	7,500	295,455
Community planning reserve	1,271,000	-	-	1,271,000
Gravel and sand pit reserve	400,000	79,388	400,000	79,388
Heritage loan scheme reserve	100,000	-	-	100,000
Land and buildings reserve	794,710	-	-	794,710
Little Lake Boort water reserve	17,604	-	-	17,604
Major projects reserve	233,996	-	-	233,996
Reserves improvement reserve	100,000	-	-	100,000
Superannuation liability reserve	1,000,000	-	-	1,000,000
reserve	100,000	-	-	100,000
Unspent contributions reserve	-	-	-	-
Unspent grants reserve	8,187,147	-	7,397,341	789,806
Waste management reserve	300,000	40,000	-	340,000
Boundary and township signage	100,000	-	-	100,000
Economic development reserve	396,182	-	-	396,182
Fleet replacement reserve	830,848	150,000	194,820	786,028
Information technology reserve	648,906	150,000	180,000	618,906
Plant replacement reserve	1,440,764	950,000	1,534,531	856,233
Professional development reserve	21,619	6,000	-	27,619
Swimming pool major projects reserve	-	50,000	-	50,000
Units reserve	30,750	-	-	30,750
Urban drainage reserve	841,943	350,000	350,000	841,943
<b>TOTAL</b>	<b>17,049,542</b>	<b>1,844,270</b>	<b>10,064,192</b>	<b>8,829,620</b>

By including the above transfers from reserves it is expected that reserve levels decrease by approximately \$8.2M million, leaving a balance of \$8.83 million in the reserves account.

4.3.3 Details of reserves

The following schedule provides details of each of the reserve transfers for 2022/23:

<b>Capital expenditure reserve</b>			
Opening balance			-
ADD transfer to reserve			
Nil	N/A	-	-
LESS transfer from reserve			
Nil	N/A	-	-
Closing balance			-



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.3 Statement of changes in equity (continued)**

4.3.3 Details of reserves (continued)

<b>Caravan park development reserve</b>			
Opening balance			234,073
ADD transfer to reserve			
Surplus of caravan park operations		68,882	68,882
LESS transfer from reserve			
Tree works		(7,500)	(7,500)
Closing balance			295,455
<b>Community planning reserve</b>			
Opening balance			1,271,000
ADD transfer to reserve			
Nil		-	-
LESS transfer from reserve			
Nil		-	-
Closing balance			1,271,000
<b>GSP restoration reserve</b>			
Opening balance			400,000
ADD transfer to reserve			
Surplus of GSP operations		79,388	79,388
LESS transfer from reserve			
Crushing works		(400,000)	(400,000)
Closing balance			79,388
<b>Heritage loan scheme reserve</b>			
Opening balance			100,000
ADD transfer to reserve			
Nil		-	-
LESS transfer from reserve			
Nil		-	-
Closing balance			100,000
<b>Land and buildings reserve</b>			
Opening balance			794,710
ADD transfer to reserve			
Nil		-	-
LESS transfer from reserve			
Nil		-	-
Closing balance			794,710



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.3 Statement of changes in equity (continued)**

4.3.3 Details of reserves (continued)

<b>Little Lake Boort water reserve</b>			
Opening balance			17,604
ADD transfer to reserve			
Nil		-	-
LESS transfer from reserve			
Nil		-	-
Closing balance			17,604
<b>Major projects reserve</b>			
Opening balance			233,996
ADD transfer to reserve			
Nil		-	-
LESS transfer from reserve			
Nil		-	-
Closing balance			233,996
<b>Reserves improvement reserve</b>			
Opening balance			100,000
ADD transfer to reserve			
Nil		-	-
LESS transfer from reserve			
Nil		-	-
Closing balance			100,000
<b>Superannuation liability reserve</b>			
Opening balance			1,000,000
ADD transfer to reserve			
Nil		-	-
LESS transfer from reserve			
Not required - COVID-19 response		-	-
Closing balance			1,000,000
<b>Unightly premises enforcement provision</b>			
Opening balance			100,000
ADD transfer to reserve			
Nil		-	-
LESS transfer from reserve			
Nil		-	-
Closing balance			100,000





**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.3 Statement of changes in equity (continued)**

4.3.3 Details of reserves (continued)

<b>Unspent contributions reserve</b>			
Opening balance			-
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			-
<b>Unspent grants reserve</b>			
Opening balance			8,187,147
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Upfront 75% payment of VLGGC funding 21/22		(7,397,341)	(7,397,341)
Closing balance			789,806
<b>Waste management reserve</b>			
Opening balance			300,000
ADD transfer to reserve			-
Allocation to reserve		40,000	40,000
LESS transfer from reserve			-
Nil		-	-
Closing balance			340,000
<b>Boundary and township entrance signage</b>			
Opening balance			100,000
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			100,000
<b>Economic development reserve</b>			
Opening balance			396,182
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			396,182



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.3 Statement of changes in equity (continued)**

4.3.3 Details of reserves (continued)

<b>Fleet replacement reserve</b>			
Opening balance			830,848
ADD transfer to reserve			
Annual allocation to reserve		150,000	150,000
LESS transfer from reserve			
Net cost of fleet replacement		(194,820)	(194,820)
Closing balance			786,028
<b>Information technology reserve</b>			
Opening balance			648,906
ADD transfer to reserve			
Annual allocations for major purchases		150,000	150,000
LESS transfer from reserve			
IT equipment purchases		(180,000)	(180,000)
Closing balance			618,906
<b>Plant replacement reserve</b>			
Opening balance			1,440,764
ADD transfer to reserve			
Annual allocation to reserve		950,000	950,000
LESS transfer from reserve			
Net cost of plant replacement		(1,534,531)	(1,534,531)
Closing balance			856,233
<b>Professional development reserve</b>			
Opening balance			21,619
ADD transfer to reserve			
Annual allocation		6,000	6,000
LESS transfer from reserve			
Nil		-	-
Closing balance			27,619
<b>Swimming pool major projects reserve</b>			
Opening balance			-
ADD transfer to reserve			
Annual allocation to reserve		50,000	50,000
LESS transfer from reserve			
Capital works program		-	-
Closing balance			50,000



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

#### 4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

##### 4.3 Statement of changes in equity (continued)

###### 4.3.3 Details of reserves (continued)

<b>Units reserve</b>			
Opening balance			30,750
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			30,750
<b>Urban drainage reserve</b>			
Opening balance			841,943
ADD transfer to reserve			-
Annual allocation		350,000	350,000
LESS transfer from reserve			-
Drainage program		(350,000)	(350,000)
Closing balance			841,943

###### 4.3.4 Equity

Total equity always equals net assets and is made up of the asset revaluation reserve, other reserves and the accumulated surplus.

###### 4.3.5 Working capital

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

Some of Council's cash assets are restricted in that they are required by legislation to be held in reserve for specific purposes or are held to fund carry forward capital works from the previous financial year.

	Forecast Actual 2021/22 \$	Budget 2022/23 \$	Variance \$
Current assets	27,997,715	15,892,371	12,105,344
Current liabilities	3,647,914	3,487,312	160,602
Working capital	24,349,801	12,405,059	11,944,742
<b>Intended allocation assets</b>			
- Discretionary reserves	(17,049,545)	(8,829,620)	(8,219,925)
- Leave allocations	(3,097,447)	(3,159,396)	61,949
<b>Restricted allocation assets</b>			
- Trust funds and deposits	(346,912)	(329,567)	(17,345)
<b>Unrestricted working capital</b>	<b>3,855,897</b>	<b>86,476</b>	<b>3,769,421</b>

In addition to the restricted assets above, Council is also projected to hold \$8.83 million in discretionary reserves at 30 June 2022. Although not restricted by a statutory purpose, Council has made decisions regarding the future use of these funds and unless there is a Council resolution, these funds are to be used for those earmarked purposes.



## LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2023

### 4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

#### 4.4 Statement of cash flows

This section of the report analyses the expected cash flows from the operating, investing and financing activities of Council for the 2022/23 year. Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

##### 4.4.1 Net cash flows provided by / (used in) operating activities

**Operating activities** - Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.

The decrease in cash flows from operating activities is due mainly to an increase in operating costs offset by a decrease in grants. This is partially offset by a slight increase in rates and charges, which includes an increase in rates of 1.75% and garbage related charges of 10.0%.

##### 4.4.2 Net cash flows provided by / (used in) investing activities

**Investing activities** - Refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment.

The decrease in payments for investing activities represents a decrease in capital works expenditure. Term deposits are also expected to decrease.

##### 4.4.3 Net cash flows provided by / (used in) financing activities

**Financing activities** - Refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities include repayment of the principle component of loan repayments for the year.

Council's borrowings were fully extinguished in the 2015/16 financial year. No new borrowings are budgeted in 2022/23.

##### 4.4.4 Cash and cash equivalents at the end of the year

Overall, total cash and investments is forecast to decrease by \$11.71 million to \$12.56 million as at 30 June 2023, although the cash position will be determined by a number of factors including collection of outstanding amounts during the year, payment cycle for Council's creditors and movement in trust funds.

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement above indicates that Council is estimating at 30 June 2023 it will have unrestricted cash and investments of \$0.24 million, which has been restricted as shown in the following table.



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.4 Statement of cash flows (continued)**

4.4.4 Cash and cash equivalents at the end of the year (continued)

	Ref	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Variance \$
<b>Total cash and investments</b>		<b>24,270,871</b>	<b>12,560,553</b>	<b>(11,710,318)</b>
<b>Intended allocation assets</b>				
Leave allocations	4.4.5	(3,097,447)	(3,159,396)	(61,949)
Discretionary reserves	4.4.6	(17,049,542)	(8,829,620)	8,219,922
<b>Restricted allocation assets</b>				
Trust funds and deposits		(346,912)	(329,567)	17,345
<b>Unrestricted cash adjusted for discretionary reserves</b>	<b>4.4.7</b>	<b>3,776,970</b>	<b>241,970</b>	<b>(3,535,000)</b>

4.4.5 Leave allocations

Council has continued to treat funds set aside for employees long service leave, annual leave and RDO's as restricted cash. The increase in the variance is due to increased years of service by employees and increases in wage rates through the enterprise bargaining agreement.

4.4.6 Discretionary reserves

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

4.4.7 Unrestricted cash and investments

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



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.5 Capital works program**

This section presents a listing of the capital works projects that will be undertaken for the 2022/23 year.

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

- new works for 2022/23
- works carried forward from the 2021/22 year.

**4.5.1 New works by asset expenditure type**

Capital works area	Project cost	Asset expenditure types			
		New \$	Renewal \$	Upgrade \$	Expansion \$
<b>Property</b>					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	405,000	-	405,000	-	-
<b>Total buildings</b>	<b>405,000</b>	-	<b>405,000</b>	-	-
<b>Total property</b>	<b>405,000</b>	-	<b>405,000</b>	-	-
<b>Plant and equipment</b>					
Plant, machinery and equipment	2,097,340	2,097,340	-	-	-
Computers and telecommunications	100,000	100,000	-	-	-
Fixtures fittings and furniture	-	-	-	-	-
<b>Total plant and equipment</b>	<b>2,197,340</b>	<b>2,197,340</b>	-	-	-
<b>Infrastructure</b>					
Roads	3,207,823	-	3,207,823	-	-
Bridges	149,488	-	149,488	-	-
Footpaths	426,183	-	426,183	-	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	500,000	-	-	500,000	-
Parks, open space and streetscapes	100,000	-	100,000	-	-
Other infrastructure	-	-	-	-	-
<b>Total infrastructure</b>	<b>4,733,494</b>	-	<b>4,233,494</b>	<b>500,000</b>	-
<b>Total new works</b>	<b>7,335,834</b>	<b>2,197,340</b>	<b>4,638,494</b>	<b>500,000</b>	-



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.5 Capital works program (continued)**

4.5.2 New works by funding source

Capital works area	Project cost	Funding sources			
		Grants / contributions \$	Reserves \$	Council funded \$	Sale of assets \$
<b>Property</b>					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	405,000	-	-	405,000	-
<b>Total buildings</b>	<b>405,000</b>	-	-	<b>405,000</b>	-
<b>Total property</b>	<b>405,000</b>	-	-	<b>405,000</b>	-
<b>Plant and equipment</b>					
Plant, machinery and equipment	2,097,340	-	1,729,351	40,000	327,989
Computers and telecommunications	100,000	-	100,000	-	-
Fixtures fittings and furniture	-	-	-	-	-
<b>Total plant and equipment</b>	<b>2,197,340</b>	-	<b>1,829,351</b>	<b>40,000</b>	<b>327,989</b>
<b>Infrastructure</b>					
Roads	3,207,823	2,238,238	-	969,585	-
Bridges	149,488	149,488	-	-	-
Footpaths	426,183	-	-	426,183	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	500,000	-	-	500,000	-
Parks, open space and streetscapes	100,000	-	-	100,000	-
Other infrastructure	-	-	-	-	-
<b>Total infrastructure</b>	<b>4,733,494</b>	<b>2,387,726</b>	<b>350,000</b>	<b>1,995,768</b>	-
<b>Total new works</b>	<b>7,335,834</b>	<b>2,387,726</b>	<b>2,179,351</b>	<b>2,440,768</b>	<b>327,989</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.5 Capital works program (continued)**

4.5.3 Works carried forward from the 2021/22 year by asset expenditure type

Capital works area	Project cost	Asset expenditure types			
		New \$	Renewal \$	Upgrade \$	Expansion \$
<b>Property</b>					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	-	-	-	-	-
<b>Total buildings</b>	-	-	-	-	-
<b>Total property</b>	-	-	-	-	-
<b>Plant and equipment</b>					
Plant, machinery and equipment	-	-	-	-	-
Computers and telecommunications	-	-	-	-	-
Fixtures fittings and furniture	-	-	-	-	-
<b>Total plant and equipment</b>	-	-	-	-	-
<b>Infrastructure</b>					
Roads	-	-	-	-	-
Bridges	-	-	-	-	-
Footpaths	-	-	-	-	-
Drainage	-	-	-	-	-
Recreation, leisure and community facilities	-	-	-	-	-
Parks, open space and streetscapes	-	-	-	-	-
Other infrastructure	-	-	-	-	-
<b>Total infrastructure</b>	-	-	-	-	-
<b>Total carried forward works</b>	-	-	-	-	-





**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.5 Capital works program (continued)**

4.5.4 Works carried forward from the 2021/22 year by funding source

Capital works area	Project cost	Funding sources			
		Grants / contributions \$	Reserves \$	Council funded \$	Sale of assets \$
<b>Property</b>					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	-	-	-	-	-
<b>Total buildings</b>	-	-	-	-	-
<b>Total property</b>	-	-	-	-	-
<b>Plant and equipment</b>					
Plant, machinery and equipment	-	-	-	-	-
Computers and telecommunications	-	-	-	-	-
Fixtures fittings and furniture	-	-	-	-	-
<b>Total plant and equipment</b>	-	-	-	-	-
<b>Infrastructure</b>					
Roads	-	-	-	-	-
Bridges	-	-	-	-	-
Footpaths	-	-	-	-	-
Drainage	-	-	-	-	-
Recreation, leisure and community facilities	-	-	-	-	-
Parks, open space and streetscapes	-	-	-	-	-
Other infrastructure	-	-	-	-	-
<b>Total infrastructure</b>	-	-	-	-	-
<b>Total carried forward works</b>	-	-	-	-	-



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.5 Capital works program (continued)**

4.5.4 Summary of planned capital works expenditure by asset type

Capital works 2023/24	Project cost	Asset expenditure types			
		New \$	Renewal \$	Upgrade \$	Expansion \$
<b>Property</b>					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	405,000	-	405,000	-	-
<b>Total buildings</b>	<b>405,000</b>	-	<b>405,000</b>	-	-
<b>Total property</b>	<b>405,000</b>	-	<b>405,000</b>	-	-
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,870,064	1,870,064	-	-	-
Computers and telecommunications	100,000	100,000	-	-	-
Fixtures fittings and furniture	-	-	-	-	-
<b>Total plant and equipment</b>	<b>1,970,064</b>	<b>1,970,064</b>	-	-	-
<b>Infrastructure</b>					
Roads	3,381,218	-	3,381,218	-	-
Bridges	152,328	-	152,328	-	-
Footpaths	432,061	-	432,061	-	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	500,000	-	-	500,000	-
Parks, open space and streetscapes	100,000	-	100,000	-	-
Other infrastructure	-	-	-	-	-
<b>Total infrastructure</b>	<b>4,915,607</b>	-	<b>4,415,607</b>	<b>500,000</b>	-
<b>Total capital works 2023/24</b>	<b>7,290,671</b>	<b>1,970,064</b>	<b>4,820,607</b>	<b>500,000</b>	-



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.5 Capital works program (continued)**

4.5.4 Summary of planned capital works expenditure by asset type (continued)

Capital works 2024/25	Project cost	Asset expenditure types			
		New \$	Renewal \$	Upgrade \$	Expansion \$
<b>Property</b>					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	405,000	-	405,000	-	-
<b>Total buildings</b>	<b>405,000</b>	-	<b>405,000</b>	-	-
<b>Total property</b>	<b>405,000</b>	-	<b>405,000</b>	-	-
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,493,751	1,493,751	-	-	-
Computers and telecommunications	100,000	100,000	-	-	-
Fixtures fittings and furniture	-	-	-	-	-
<b>Total plant and equipment</b>	<b>1,593,751</b>	<b>1,593,751</b>	-	-	-
<b>Infrastructure</b>					
Roads	3,477,627	-	3,477,627	-	-
Bridges	155,223	-	155,223	-	-
Footpaths	422,610	-	422,610	-	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	500,000	-	-	500,000	-
Parks, open space and streetscapes	100,000	-	100,000	-	-
Other infrastructure	-	-	-	-	-
<b>Total infrastructure</b>	<b>5,005,460</b>	-	<b>4,505,460</b>	<b>500,000</b>	-
<b>Total capital works 2024/25</b>	<b>7,004,211</b>	<b>1,593,751</b>	<b>4,910,460</b>	<b>500,000</b>	-



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.5 Capital works program (continued)**

4.5.4 Summary of planned capital works expenditure by asset type (continued)

Capital works 2025/26	Project cost	Asset expenditure types			
		New \$	Renewal \$	Upgrade \$	Expansion \$
<b>Property</b>					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	405,000	-	405,000	-	-
<b>Total buildings</b>	<b>405,000</b>	-	<b>405,000</b>	-	-
<b>Total property</b>	<b>405,000</b>	-	<b>405,000</b>	-	-
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,044,928	1,044,928	-	-	-
Computers and telecommunications	100,000	100,000	-	-	-
Fixtures fittings and furniture	-	-	-	-	-
<b>Total plant and equipment</b>	<b>1,144,928</b>	<b>1,144,928</b>	-	-	-
<b>Infrastructure</b>					
Roads	3,844,102	-	3,844,102	-	-
Bridges	158,172	-	158,172	-	-
Footpaths	433,024	-	433,024	-	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	500,000	-	-	500,000	-
Parks, open space and streetscapes	100,000	-	100,000	-	-
Other infrastructure	-	-	-	-	-
<b>Total infrastructure</b>	<b>5,385,298</b>	-	<b>4,885,298</b>	<b>500,000</b>	-
<b>Total capital works 2025/26</b>	<b>6,935,226</b>	<b>1,144,928</b>	<b>5,290,298</b>	<b>500,000</b>	-



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.5 Capital works program (continued)**

4.5.5 Summary of planned capital works expenditure by funding source

Capital works 2023/24	Project cost	Funding sources			
		Grants / contributions \$	Reserves \$	Council funded \$	Sale of assets \$
<b>Property</b>					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	405,000	-	-	405,000	-
<b>Total buildings</b>	<b>405,000</b>	-	-	<b>405,000</b>	-
<b>Total property</b>	<b>405,000</b>	-	-	<b>405,000</b>	-
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,870,064	-	1,526,456	40,000	303,608
Computers and telecommunications	100,000	-	100,000	-	-
Fixtures fittings and furniture	-	-	-	-	-
<b>Total plant and equipment</b>	<b>1,970,064</b>	-	<b>1,626,456</b>	<b>40,000</b>	<b>303,608</b>
<b>Infrastructure</b>					
Roads	3,381,218	2,235,398	-	1,145,820	-
Bridges	152,328	152,328	-	-	-
Footpaths	432,061	-	-	432,061	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	500,000	-	-	500,000	-
Parks, open space and streetscapes	100,000	-	-	100,000	-
Other infrastructure	-	-	-	-	-
<b>Total infrastructure</b>	<b>4,915,607</b>	<b>2,387,726</b>	<b>350,000</b>	<b>2,177,881</b>	-
<b>Total capital works 2023/24</b>	<b>7,290,671</b>	<b>2,387,726</b>	<b>1,976,456</b>	<b>2,622,881</b>	<b>303,608</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.5 Capital works program (continued)**

4.5.5 Summary of planned capital works expenditure by funding source (continued)

Capital works 2024/25	Project cost	Funding sources			
		Grants / contributions \$	Reserves \$	Council funded \$	Sale of assets \$
<b>Property</b>					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	405,000	-	-	405,000	-
<b>Total buildings</b>	<b>405,000</b>	-	-	<b>405,000</b>	-
<b>Total property</b>	<b>405,000</b>	-	-	<b>405,000</b>	-
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,493,751	-	1,172,049	40,000	281,702
Computers and telecommunications	100,000	-	100,000	-	-
Fixtures fittings and furniture	-	-	-	-	-
<b>Total plant and equipment</b>	<b>1,593,751</b>	-	<b>1,272,049</b>	<b>40,000</b>	<b>281,702</b>
<b>Infrastructure</b>					
Roads	3,477,627	2,351,889	-	1,125,738	-
Bridges	155,223	155,223	-	-	-
Footpaths	422,610	-	-	422,610	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	500,000	-	-	500,000	-
Parks, open space and streetscapes	100,000	-	-	100,000	-
Other infrastructure	-	-	-	-	-
<b>Total infrastructure</b>	<b>5,005,460</b>	<b>2,507,112</b>	<b>350,000</b>	<b>2,148,348</b>	-
<b>Total capital works 2024/25</b>	<b>7,004,211</b>	<b>2,507,112</b>	<b>1,622,049</b>	<b>2,593,348</b>	<b>281,702</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**4 NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4.5 Capital works program (continued)**

4.5.5 Summary of planned capital works expenditure by funding source (continued)

Capital works 2025/26	Project cost	Funding sources			
		Grants / contributions \$	Reserves \$	Council funded \$	Sale of assets \$
<b>Property</b>					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	405,000	-	-	405,000	-
<b>Total buildings</b>	<b>405,000</b>	-	-	<b>405,000</b>	-
<b>Total property</b>	<b>405,000</b>	-	-	<b>405,000</b>	-
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,044,928	-	811,764	40,000	193,164
Computers and telecommunications	100,000	-	100,000	-	-
Fixtures fittings and furniture	-	-	-	-	-
<b>Total plant and equipment</b>	<b>1,144,928</b>	-	<b>911,764</b>	<b>40,000</b>	<b>193,164</b>
<b>Infrastructure</b>					
Roads	3,844,102	2,348,940	-	1,495,162	-
Bridges	158,172	158,172	-	-	-
Footpaths	433,024	-	-	433,024	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	500,000	-	-	500,000	-
Parks, open space and streetscapes	100,000	-	-	100,000	-
Other infrastructure	-	-	-	-	-
<b>Total infrastructure</b>	<b>5,385,298</b>	<b>2,507,112</b>	<b>350,000</b>	<b>2,528,186</b>	-
<b>Total capital works 2025/26</b>	<b>6,935,226</b>	<b>2,507,112</b>	<b>1,261,764</b>	<b>2,973,186</b>	<b>193,164</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**5 FINANCIAL PERFORMANCE INDICATORS**

Indicator	Measure	Notes	Actual	Forecast	Budget	Trend
			2020/21	2021/22	2022/23	+/-
<b>Operating position</b>						
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	-8.06%	-70.88%	-24.07%	O
<b>Liquidity</b>						
Working capital	Current assets / Current liabilities	2	744.86%	767.50%	455.72%	-
Unrestricted cash	Unrestricted cash / Current liabilities		3.10%	103.54%	6.94%	-
<b>Obligations</b>						
Loan and borrowings	Interest bearing loans and borrowings / Rate revenue	3	0.00%	0.00%	0.00%	O
Loan and borrowings	Interest and principal repayments on interest bearing loans and borrowings / Rate revenue		0.00%	0.00%	0.00%	O
Indebtedness	Non-current liabilities / Own source revenue		11.85%	13.38%	15.07%	+
Asset renewal	Asset renewal and upgrade expenses / Asset depreciation	4	57.71%	134.11%	45.90%	O
<b>Stability</b>						
Rates concentration	Rates revenue / Adjusted underlying revenue	5	38.60%	54.90%	41.33%	O
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.49%	0.44%	0.35%	-
<b>Efficiency</b>						
Expenditure level	Total expenses / No. of property assessments		\$3,949	\$4,886	\$4,635	O
Revenue level	Total rate revenue / No. of property assessments		\$1,227	\$1,272	\$1,285	O





**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**5 FINANCIAL PERFORMANCE INDICATORS (Continued)**

Indicator	Measure	Notes	Strategic Resource Plan Projections			Trend
			2023/24	2024/25	2025/26	+/-
<b>Operating position</b>						
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	-24.07%	-23.49%	-22.84%	O
<b>Liquidity</b>						
Working capital	Current assets / Current liabilities	2	363.04%	269.22%	185.51%	-
Unrestricted cash	Unrestricted cash / Current liabilities		-99.58%	-211.61%	-326.35%	+
<b>Obligations</b>						
Loan and borrowings	Loans and borrowings / Rate revenue	3	0.00%	0.00%	0.00%	O
Loan and borrowings	Interest and principal repayments on interest bearing loans and borrowings / Rate revenue		0.00%	0.00%	0.00%	O
Indebtedness	Non-current liabilities / Own source revenue		16.87%	18.56%	20.13%	+
Asset renewal	Asset renewal expenses / Asset depreciation	4	46.76%	46.70%	49.33%	+
<b>Stability</b>						
Rates concentration	Rates revenue / Adjusted underlying revenue	5	42.25%	42.13%	42.30%	O
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.35%	0.35%	0.36%	O
<b>Efficiency</b>						
Expenditure level	Total expenses / No. of property assessments		\$4,610	\$4,714	\$4,810	+
Revenue level	Residential rate revenue / No. of residential property assessments		\$1,344	\$1,373	\$1,416	+

**Key to forecast trend:**

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

**Notes to indicators**

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

2 *Working capital* - The proportion of current liabilities represented by current assets. Working capital is forecast to decrease in future years as cash and cash equivalents decrease.

3 *Debt compared to rates* - Council has repaid its final loan liability in 2015/16.

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

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



**LODDON SHIRE COUNCIL  
BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

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**6 FEES AND CHARGES SCHEDULE**

Council's fees and charges schedule contains the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and service provided during the 2022/23 year.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

This full document is located on Council's website.



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**APPENDIX A - AUDIT COMMITTEE FINANCIALS**

In 2002 Council's Audit and Risk Committee created a reporting format that it considered appropriate for reporting Council's results on a monthly basis. That format has been used by Council since then.

The following reports show the 2021/22 Forecast Actuals, the 2022/23 Budgets, and the variance between the two.

The reports include:

- Comprehensive Income Statement by expense type
- Comprehensive Income Statement by key direction area
- Capital Expenditure Statement

**COMPREHENSIVE INCOME STATEMENT BY EXPENSE TYPE**

	Forecast actual 2021/22 \$	Budget 2022/23 \$	Variance \$
<b>Revenues from ordinary activities</b>			
Rates and charges	11,885,312	12,257,016	371,704
Statutory and user fees	1,774,643	1,816,005	41,362
Operating grants	14,820,463	4,174,076	(10,646,387)
Capital grants	11,417,479	2,387,726	(9,029,753)
Operating contributions	430,879	-	(430,879)
Capital contributions	-	-	-
Regional Roads Victoria	510,705	518,366	7,661
Reversal of impairment losses	-	-	-
Reimbursements	257,259	260,081	2,822
Interest	200,000	235,000	35,000
<b>Total revenues</b>	<b>41,296,740</b>	<b>21,648,270</b>	<b>(19,648,470)</b>
<b>Expenses from ordinary activities</b>			
Labour	12,438,039	12,635,376	197,337
Materials and services	13,178,408	10,885,299	(2,293,109)
Contracts	2,273,947	2,421,097	147,150
Utilities	577,079	593,342	16,263
Depreciation	9,908,459	10,106,628	198,169
Interest expense	-	-	-
Other expenses	336,453	351,182	14,729
<b>Total expenses</b>	<b>38,712,385</b>	<b>36,992,924</b>	<b>(1,719,461)</b>
Net (gain) / loss on sale of assets	-	-	-
<b>Surplus / (deficit) for the year</b>	<b>2,584,355</b>	<b>(15,344,654)</b>	<b>(17,929,009)</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**APPENDIX A - AUDIT COMMITTEE FINANCIALS (Continued)**

**COMPREHENSIVE INCOME STATEMENT BY KEY DIRECTION AREA**

	Forecast actual 2021/22 \$	Budget 2022/23 \$	Variance \$
<b>Revenues from ordinary activities</b>			
Rates and charges	11,885,312	12,257,016	371,704
Operating grants	14,820,463	4,174,076	(10,646,387)
Capital grants	11,417,479	2,387,726	(9,029,753)
Operating contributions	430,879	-	(430,879)
Capital contributions	-	-	-
User fees	1,774,643	1,816,005	41,362
Reimbursements	257,259	260,081	2,822
Reversal of impairment losses	-	-	-
Regional Roads Victoria	510,705	518,366	7,661
Interest	200,000	235,000	35,000
<b>Total revenues</b>	<b>41,296,740</b>	<b>21,648,270</b>	<b>(19,648,470)</b>
<b>Expenses from ordinary activities</b>			
Commercial services	1,387,300	1,057,283	(330,017)
Executive	2,059,907	1,960,459	(99,448)
Aged care	2,648,316	2,205,196	(443,120)
Community support	3,682,243	2,379,428	(1,302,815)
Early years	1,660,132	1,199,291	(460,841)
Corporate services	744,416	452,926	(291,490)
Financial services	11,050,586	11,142,003	91,417
Information management	1,407,731	1,732,363	324,632
Organisational development	1,442,784	1,262,431	(180,353)
Assets and infrastructure	1,400,615	1,513,972	113,357
Development and compliance	1,457,605	1,342,977	(114,628)
Works	9,770,749	10,744,595	973,846
<b>Total expenses</b>	<b>38,712,384</b>	<b>36,992,924</b>	<b>(1,719,460)</b>
Net (gain) / loss on sale of assets	-	-	-
<b>Surplus / (deficit) for the year</b>	<b>2,584,355</b>	<b>(15,344,654)</b>	<b>(17,929,009)</b>



**LODDON SHIRE COUNCIL**  
**BUDGET FOR THE YEAR ENDED 30 JUNE 2023**

**APPENDIX A - AUDIT COMMITTEE FINANCIALS (Continued)**

**CAPITAL EXPENDITURE STATEMENT**

	Forecast actual 2021/22 \$	Budget 2022/23 \$	Variance \$
<b>Surplus / (deficit) for the year-as per income statement</b>	<b>2,584,355</b>	<b>(15,344,654)</b>	<b>(17,929,009)</b>
<b>Less non-cash income</b>			
Reversal of impairment losses	-	-	-
<b>Add non-cash expenditure</b>			
Net gain on sale of assets	-	-	-
Loan interest accrued	-	-	-
Depreciation	9,908,459	10,106,628	198,169
<b>Total funds available for capital expenditure</b>	<b>12,492,814</b>	<b>(5,238,026)</b>	<b>17,730,840</b>
<b>Capital expenditure, transfers and loans</b>			
Commercial services	984,094	-	(984,094)
Community support	8,189,766	500,000	(7,689,766)
Information management	175,000	100,000	(75,000)
Assets and infrastructure	10,780,170	4,153,494	(6,626,676)
Development and compliance	102,121	-	(102,121)
Works	2,830,474	2,582,340	(248,134)
<b>Total capital works</b>	<b>23,061,625</b>	<b>7,335,834</b>	<b>(15,725,791)</b>
Transfers to reserves	10,351,083	1,844,270	(8,506,813)
Loan repayments	-	-	-
<b>Total capital, transfers and loans</b>	<b>33,412,708</b>	<b>9,180,104</b>	<b>(24,232,604)</b>
<b>Capital expenditure, transfers and loans will be financed by:</b>			
Asset sales	376,854	327,989	(48,865)
Transfers from reserves	18,846,662	10,064,192	(8,782,470)
Accumulated cash surplus brought forward from previous year	6,321,696	4,625,317	(1,696,379)
<b>Total financing of capital, transfers, and loans</b>	<b>25,545,212</b>	<b>15,017,498</b>	<b>(10,527,714)</b>
<b>Total accumulated cash surplus</b>	<b>4,625,317</b>	<b>599,368</b>	<b>(4,025,948)</b>

# LODDON SHIRE COUNCIL

## FEES AND CHARGES FOR THE YEAR 1 JULY 2022 TO 30 JUNE 2023



## DOCUMENT INFORMATION

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Chief Executive Officer

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

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## 1 PURPOSE

This document is provided to Loddon Shire Council staff and customers to provide clear advice on Council's fees and charges for the financial year 1 July 2022 to 30 June 2023.

## 2 BUDGET IMPLICATIONS

The fees and charges included in the document will be incorporated into Council's 2022/2023 Budget.

## 3 FEES AND CHARGES

The fees and charges contained in this document apply for the period 1 July 2022 to 30 June 2023. There may be some alterations to legislated fees and charges contained in the document. Where this occurs, the document will be updated with the new fees and charges, which will be effective at the date deemed in the legislation.

**PLEASE NOTE: M or D determines the type of fee or charge as below:**  
**M = Mandatory and is set by another organisation/government department**  
**D = Discretionary and is set by Council**

### 3.1 Building fees

#### 3.1.1 Building fees

Building fees	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
New dwellings, dwelling additions, sheds, carports, veranda	Application	D	Yes	\$510.00 + (Cost Of Building Works (COBW) / \$200.00)
Fences, retaining walls and swimming pools (including safety barriers)	Application	D	Yes	\$460.00
Other classes - fee will be determined depending on type of building e.g. factory, retail shop, workshop etc.	Application	D	Yes	On request
Demolitions	Application	D	Yes	\$535.00
Re-erection of a dwelling	Application	D	Yes	\$915.00 + (COBW / \$200.00)
Retention of building works (Works less than \$5,000)	Application	D	Yes	\$525.00
Retention of building works (Works more than \$5,000)	Application	D	Yes	\$1,055.00
Additional inspections	Inspection	D	Yes	\$200.00
Extensions of time on permits	Application	D	Yes	\$280.00

Building fees	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Application to register swimming pool	Application	M	No	\$32.30
Swimming pool archive search fee	Application	M	No	\$47.90
Lodgement of swimming pool certificate of compliance	Lodgement	M	No	\$20.70
Lodgement of swimming pool certificate of non-compliance	Lodgement	M	No	\$390.80
Swimming pool safety barrier inspection fee	Initial inspection	D	Yes	\$515.00
Swimming pool safety barrier inspection fee	Additional inspection	D	Yes	\$200.00
State Building Levy	Application	M	No	0.128%
Re-erection of a dwelling – bond / surety	Application	D	No	\$10,000.00
Lodgement fee (Section 30)	Lodgement	M	No	\$123.70
Property information	Per application	M	No	\$47.90
Report and consent fee	Application	M	No	\$294.70
Minor amendment fee	Application	D	Yes	\$102.00
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$88.00
Application under section 29A of the Building Act 1993	Application	M	No	\$86.40
Point of discharge for stormwater	Application	M	No	\$146.80
Inspection compliance report	Application	D	Yes	\$515.00
PoPE fee with a paid entry event (per event)	Application	D	Yes	\$634.00
Temporary structure within paid entry PoPE event	Application	D	Yes	\$123.00
PoPe fee with a free entry event (per event)	Application	D	Yes	\$316.00
Temporary structure within free entry PoPE event	Application	D	Yes	\$61.00
Application for Protection of Public Regulation 116(4)	Application	M	No	\$299.10
Application to build above or below Public Facilities Regulation 134(2)	Application	M	No	\$294.70

### 3.2 Caravan parks

#### 3.2.1 Bridgewater Public Caravan Park

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2022/2023 Proposed fee
<b>Cabins</b>				
Cabin (peak period)	Per night 2 people	D	Yes	\$142.00
Cabin additional persons	Per night per person	D	Yes	\$10.00
Cabin (off peak period)	Per night 2 people	D	Yes	\$120.00
Additional person	Per night per person	D	Yes	\$10.00
<b>Sites</b>				
Powered site (peak period)	Per night 2 people	D	Yes	\$43.00
Additional persons	Per night per person	D	Yes	\$6.00
Powered site (off peak period)	Per night 2 people	D	Yes	\$38.00
Additional persons	Per night per person	D	Yes	\$6.00
Powered site (peak period)	Per week 2 people	D	Yes	\$189.00
Additional persons	Per person per night for the week	D	Yes	\$6.00
Powered site (off peak period)	Per week 2 people	D	Yes	\$163.00
Additional persons	Per person per night for the week	D	Yes	\$6.00
Unpowered site (peak period)	Per night 2 people	D	Yes	\$33.00
Additional persons	Per night per person	D	Yes	\$6.00
Unpowered site (off peak period)	Per night 2 people	D	Yes	\$28.00
Additional persons	Per night per person	D	Yes	\$6.00
Unpowered site	Per week 2 people	D	Yes	\$131.00
Additional persons	Per person per night for the week	D	Yes	\$6.00
<b>Other</b>				
Washing machine use	Per cycle	D	Yes	\$6.00
Tumble dryer	Per cycle	D	Yes	\$2.00

- Peak periods means:
  1. Victorian school holidays
  2. Victorian public holiday long weekends (being Labour Day, Easter, ANZAC Day (if this falls on a Friday or Monday), Queens Birthday, Melbourne Cup and AFL Grand Final).
- Normal check out time is: 10.00am.
- \$12.00 late stay fee: to enable campers to remain on the current site until 6:00pm on the day of check out if the site is not required for new campers to check in.
- Caravan and Motorhome Club Group bookings: A flat discount rate of 10.00% is offered for both powered and unpowered sites during both peak and non-peak rates under the following conditions:
  1. the group must be a formalized caravan or motorhome club
  2. a group is defined as 10 or more caravans or motorhomes
  3. two night minimum booking
  4. discounts are at the discretion of the Park Managers, who will take into account the demand for occupancy at the time the group booking is required.
- Individual arrangements for variations to fees may be endorsed by the Chief Executive Officer Loddon Shire Council to assist with accommodation of Council staff for employment purposes.
- Deposits: a deposit is at least the cost of the first night's tariff and must be received by the park within 7 days of booking to confirm a guest's reservation.
- Cancellations: when making a direct booking with a caravan park managed on behalf of Loddon Shire Council, it is acknowledged and agreed that all reservations and deposits are accepted by park managers and are subject to the following cancellation policy guidelines. Any reservations through agents or other third parties may be subject to separate policies, and it is recommended that park managers advise guests to check those conditions.  
Park managers should advise guests of the cancellation policy for the park at the time of reservation.
- Low-season cancellations: during the low season, deposits will only be refunded if the park managers are notified of the cancellation prior to 9am on the day prior to the scheduled arrival. If notice of the cancellation is received after 9am on the day prior to the scheduled arrival, the park manager may retain the full deposit paid.
- Peak-season cancellations: deposits for reservations made wholly or partially in peak seasons will only be refunded if the guest notifies the park manager of the cancellation at least 30 days prior to the scheduled arrival. If less time is provided than the required period of notice of cancellation, the deposit will only be refunded if the site or cabin is able to be rebooked.
- Early departures: Council will not refund amounts paid should the guest cut short the reservation or holiday.
- Failure to notify of cancellation: if the park manager has not been notified of the cancellation, or the guest does not arrive by 10am on the day after the scheduled arrival date, the reservation may be cancelled by the park managers without refund of any paid deposit.

## 3.2.2 Pioneer Caravan Park – Wedderburn

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2022/2023 Proposed fee
Deluxe cabin self-contained	Per night 2 people	D	Yes	\$131.00
Deluxe cabin self-contained	Per week 2 people	D	Yes	\$768.00
Additional to two people staying	Per person per night	D	Yes	\$17.00
Deluxe cabin	Per night 2 people	D	Yes	\$100.00
Deluxe cabin per week	Per week 2 people	D	Yes	\$575.00
Deluxe cabin - more than 2 people staying	Per person per night additional to above	D	Yes	\$17.00
Standard cabin	Per night 2 people	D	Yes	\$89.00
Standard cabin per week	Per week 2 people	D	Yes	\$485.00
Standard cabin – additional to 2 people staying	Per person per night additional to above	D	Yes	\$12.00
<b>Powered sites</b>				
Overnight fee	Per night 2 people	D	Yes	\$23.00
Weekly fee	Per week 2 people	D	Yes	\$105.00
Additional to 2 people staying	Per person per night	D	Yes	\$6.00
<b>Unpowered sites</b>				
Overnight fee	Per night 2 people	D	Yes	\$18.00
Weekly fee	Per week 2 people	D	Yes	\$80.00
Additional to 2 people staying at an unpowered site	Per person per night	D	Yes	\$6.00
<b>Permanent resident</b>				
Weekly fee (GST @ 5.5%)	Per week	D	Yes	\$69.00
Annual fee (GST @ 5.5%)	Per year	D	Yes	\$3,444.00
Power charges - as per tariff supplied by electrical supplier	As metered	D	Yes	

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2022/2023 Proposed fee
<b>Annual tenant</b>				
Annual fee - holiday caravan site	Per year	D	Yes	\$1,200.00
Power charges - as per tariff supplied by electrical supplier	As metered	D	Yes	As per tariff rates
<b>Other</b>				
Washing machine	Per cycle	D	Yes	\$6.00
Tumble dryer	Per cycle	D	Yes	\$2.00
Storage	Per week	D	Yes	\$13.00
Shower	Per shower	D	Yes	\$8.00

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

### 3.3 Rental properties

#### 3.3.1 Elderly persons units

The fee stated in this document will apply on the tenancy anniversary as per the Residential Tenancies Act

Elderly persons units	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
<b>Dingee</b>				
Unit 1	Per week	D	No	\$98.00
Unit 2	Per week	D	No	\$98.00
Unit 3	Per week	D	No	\$98.00
Unit 4	Per week	D	No	\$98.00
Unit 5	Per week	D	No	\$98.00
<b>Pyramid Hill</b>				
Unit 1	Per week	D	No	\$83.00 (\$91.00 new tenant)
Unit 2	Per week	D	No	\$91.00
Unit 3	Per week	D	No	\$83.00
Unit 4	Per week	D	No	\$83.00
<b>Serpentine</b>				
Unit 1	Per week	D	No	\$98.00
Unit 2	Per week	D	No	\$98.00
Unit 3	Per week	D	No	\$98.00
Unit 4	Per week	D	No	\$98.00
Unit 5	Per week	D	No	\$98.00

### 3.4 Public health

#### 3.4.1 Food Act registration fees

Food premises	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
<b>Businesses</b>				
Registration of premises (class 1)	Each	D	No	\$396.00
Registration of premises (class 2)	Each	D	No	\$305.00
Registration of premises (class 3)	Each	D	No	\$190.00
Notification of premises (class 4)				
<b>Not permitted under the Food Act 1984</b>	Each	M	No	N/A
Temporary Food Premises – 12 month registration	For the year			50% of applicable class fee



Food premises	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Temporary Food Premises – Short Term Registration	For registration period			25% of applicable class fee
Temporary <b>Food Premises</b> - with a Fixed Premises registered with Loddon Shire	For the Year			25% of applicable class fee
Mobile Food Premises - Business	For the year			As per class fee above
Mobile Food Premises - with a Fixed Premises registered with Loddon Shire	For the year			25% of applicable class fee
<b>Community Groups</b>				
Community group with Liquor Licence Fixed Premises (class 2)	Each	D	No	\$163.00
Community group without Liquor Licence Fixed Premises (class 2)	Each	D	No	\$113.00
Community group with Liquor Licence Fixed Premises (class 3)	Each	D	No	\$102.00
Community group without Liquor Licence Fixed Premises (class 3)	Each	D	No	\$76.00
Notification of premises (class 4) <b>Not permitted under the Food Act 1984</b>	Each	M	No	N/A
Temporary Food Premises – Community Group (yearly and short term fee)	For the year	D	No	\$29.00
<b>Temporary Food Premises – Community Group with a Fixed Premises</b>				No charge
Mobile Food Premises – Community Group	For the year	D	No	\$29.00
<b>All Groups</b>				
Inspection and report	Each	D	Yes	\$211.00
Transfer of registration (includes mandatory inspection charge)	Each	D	No	\$195.00
Late payment of annual registration fee (additional charge added to annual registration fee)	Each	D	No	50% of applicable fee
Additional inspection fee (applied to each subsequent inspection beyond the 3 allowed in each registration year)	Each	D	Yes	\$211.00

3.4.2 Public Health and Wellbeing Act registration fees

Health premises	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Registration of premises (prescribed accommodation)	Each	D	No	\$219.00
Registration of health premises (undertaking 1 activity)	Each	D	No	\$156.00
Registration of health premises (undertaking 2 or more activities)	Each	D	No	\$179.00
Registration of low risk premises (life time registration unless premises relocates)	Each	D	No	\$156.00
Swimming Pools (class 1)	Each	D	No	\$213.00
Inspection and report	Each	D	Yes	\$211.00
Late payment of annual registration fee	Each	D	No	50% of applicable fee
Transfer of registration	Each	D	No	50% of applicable fee

3.4.3 Residential Tenancies Act and Regulations (caravan parks)

Caravan parks	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Registration - as per schedule in regulations	Per site	M	No	As set within Regulation
Transfer of premises - as per schedule in regulations	Each	M	No	As set within Regulation
Transfer inspection report	Each	D	Yes	\$211.00
Application to install a moveable dwelling / rigid annex	Each	D	Yes	\$72.00

3.4.4 Environment Protection Act application fees

Onsite wastewater management	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Installation of new onsite wastewater management system or significant alterations	Each	M	No	\$734.70
Minor amendments to recently issued permits and completion of expired permit without inspection	Each	M	No	\$599.90
Transfer of permit	Each	M	No	\$149.20
Alteration to an existing onsite wastewater management system	Each	M	No	\$156.00

Onsite wastewater management	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Exemption fee for on-site wastewater management system	Each	M	No	\$220.50
Amend onsite wastewater management system permit	Each	M	No	\$156.00
Renew a permit	Each	M	No	\$124.90
Inspection fee	Each	D	Yes	\$210.60
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$88.50

- The Environment Protection regulations are due to commence on 1 July 2021 as part of the regulations a range of onsite wastewater management fees will be introduced

### 3.5 Aged and disability services

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

Aged care services	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Home care – low	Per hour	D	No	\$6.48
Home care – medium	Per hour	D	No	\$16.44
Home care – high	Per hour	D	No	\$36.96
Personal care – low	Per hour	D	No	\$4.88
Personal care – medium	Per hour	D	No	\$9.68
Personal care – high	Per hour	D	No	\$41.32
Respite care – low	Per hour	D	No	\$3.36
Respite care – medium	Per hour	D	No	\$5.04
Respite care – high	Per hour	D	No	\$38.00
Negotiated fee variation – home care	Per hour	D	No	\$2.64
Negotiated fee variation – personal care	Per hour	D	No	\$1.60
Meals on wheels – low and medium	Per meal	D	No	\$9.90
Meals on wheels – high	Per meal	D	No	\$12.40
Property maintenance – low	Per hour	D	No	\$13.00
Property maintenance – medium	Per hour	D	No	\$19.48
Property maintenance – high	Per hour	D	No	\$52.44
Property maintenance – mod construction	Per hour	D	No	\$25.36
Planned activity group – core	Per session	D	No	\$8.20
Planned activity group – high	Per session	D	No	\$8.20

3.5.2 Commonwealth home support program

Home support program	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Domestic assistance – low	Per hour	D	No	\$6.48
Domestic assistance – medium	Per hour	D	No	\$16.44
Domestic assistance – high	Per hour	D	No	\$36.96
Personal care – low	Per hour	D	No	\$4.88
Personal care – medium	Per hour	D	No	\$9.68
Personal care – high	Per hour	D	No	\$41.32
Flexible respite – low	Per hour	D	No	\$3.36
Flexible respite – medium	Per hour	D	No	\$5.04
Flexible respite – high	Per hour	D	No	\$38.00
Meals on wheels – low and medium	Per meal	D	No	\$9.90
Meals on wheels – high	Per meal	D	No	\$12.40
Meals – other	Per meal	D	No	\$9.90
Home maintenance – low	Per hour	D	No	\$13.00
Home maintenance – medium	Per hour	D	No	\$19.48
Home maintenance – high	Per hour	D	No	\$52.44
Home maintenance – mod construction	Per hour	D	No	\$25.36
Social support – group	Per session	D	No	\$8.20
Social support – individual	Per session	D	No	\$8.20
Negotiated fee variation – home care	Per hour	D	No	\$2.64
Negotiated fee variation – personal care	Per hour	D	No	\$1.60

3.5.3 Transport for aged service clients

Transport for aged service clients	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Transport within town	Per trip	D	No	\$5.80
Transport under 20km to destination	Per trip	D	No	\$11.40
Transport 20-50km to destination	Per trip	D	No	\$23.00
Transport 50-100km to destination	Per trip	D	No	\$34.60
Transport 100-150km to destination	Per trip	D	No	\$46.00
Transport over 150km to destination	Per trip	D	No	\$57.60

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

Services	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Home care	Per hour	D	Yes	\$54.32
Personal care	Per hour	D	Yes	\$54.32
Respite care	Per hour	D	Yes	\$54.32
Weekend personal / respite care	Per hour	D	Yes	\$107.20
Property maintenance	Per hour	D	Yes	\$70.08
Meals on wheels	Per meal	D	Yes	\$14.70
Travel	Per km	D	Yes	\$1.28
Annual home safety check	Per check	D	Yes	\$58.88

3.5.5 Capped account limits

Capped account limits	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Client monthly account - single - 4 week account cycle	Per month	D	No	\$255.00
Client monthly account - single - 5 week account cycle	Per month	D	No	\$317.00
Client monthly account - single - 6 week account cycle	Per month	D	No	\$380.00
Client monthly account - double - 4 week account cycle	Per month	D	No	\$451.00
Client monthly account - double - 5 week account cycle	Per month	D	No	\$564.00
Client monthly account - double - 6 week account cycle	Per month	D	No	\$677.00

3.5.6 Department of Veteran Affairs

Department of Veterans Affairs	Unit rate per client	M or D	Is GST applicable?	2022/2023 Proposed fee
Home care	Per hour	M	Yes	\$65.89
Personal care	Per hour	M	Yes	\$81.46
Personal care – weekend	Per hour	M	Yes	\$100.10
Respite care	Per hour	M	Yes	\$63.09
Respite care – weekend	Per hour	M	Yes	\$82.89
Emergency respite	Per hour	M	Yes	\$67.16
Emergency respite – weekend	Per hour	M	Yes	\$75.63
Property maintenance	Per hour	M	Yes	\$67.82
Co-payment – average of all fees	Per session	M	No	\$5.00

### 3.6 Local laws

#### 3.6.1 Domestic Animals Act 1994

Animal registration period 1 April 2023 to 31 March 2024

Domestic animals	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Registration fee - unsterilized animal	Per animal	D	No	\$128.00
Registration fee - unsterilized animal - pensioners' concession	Per animal	D	No	50% of above fee
Registration fee - reduced fee (refer criteria)	Per animal	D	No	\$32.00
Registration fee - reduced fee (refer criteria) - pensioners' concession	Per animal	D	No	50% of above fee
Registration fee - dangerous / menacing or restricted breed dog (no reduced fee available under S 15(7) of the Act)	Per animal	D	No	\$128.00
Impounding of dog or cat	Per animal	D	No	\$78.00
Annual licence fee for Domestic Animal Business Registration	Per licence	D	No	\$159.00
Transfer from another council (registration must be for current period)	Per animal	D	No	Nil

#### 3.6.2 Domestic Animals Act 1994 - reduced fee criteria

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

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

*Animal desexed*

*Animal over 10 years old*

*Farm working dog*

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

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

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

3.6.3 Impounding of Livestock Act 1994

Livestock	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Sheep or goat (per head, up to 10 head)	Impoundment	D	No	\$78.00
Sheep or goat (per head, more than 10)	Impoundment	D	No	\$1.60
Sheep or goat (per head)	Daily feeding	D	Yes	\$2.60
Horse, cow or ram (per head)	Impoundment	D	No	\$78.00
Horse, cow or ram(per head)	Daily feeding	D	Yes	\$11.60
Other livestock (per head)	Impoundment	D	No	\$78.00
Other livestock (per head)	Daily feeding	D	Yes	\$11.60

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

3.6.4 Local Law No. 4 – Environment (2015) infringements3.6.5 Local Law No. 2 - Street and Roads (Amendment No 2 2010) infringements3.6.6 Environment Protection Act penalties3.6.7 Country Fire Authority Act 19583.6.8 Local Law No. 5 – Livestock (2005)3.6.9 Domestic Animals Act 19943.6.10 Local Law No. 2 – Streets and Roads - Part 4

Local laws permits	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Division one – Advertising signs	Per sign	D	No	\$54.80
Division two – Trading from road	Per day	D	No	\$54.80
Division three – Display of goods	Per site	D	No	\$54.80
Division four – Street furniture and outdoor eating	Per permit	D	No	\$28.90
Outdoor area public liability insurance	Per permit	D	No	\$11.90

3.6.11 Local laws permits

Local laws permits	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
All other local laws permits	Per permit	D	No	\$27.80

3.6.12 Clearing fire hazard blocks

Fire hazard blocks	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Clearing of fire hazards – blocks	Per block	D	Yes	At cost plus \$115.00 admin fee plus GST

### 3.7 Town planning

#### 3.7.1 Planning fees

Permits	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
<b>Use only</b>	Application	M	No	\$1,337.70
<b>VicSmart applications (confirm with Planning Officer if your application qualifies)</b>				
Less than \$10,000	Application	M	No	\$202.90
More than \$10,001	Application	M	No	\$435.90
Application to subdivide or consolidate land (as permitted by VicSmart regulations)	Application	M	No	\$202.90
<b>Single dwelling and ancillary to dwelling (based on value of development)</b>				
Less than \$10,000	Application	M	No	\$202.90
\$10,001 to \$100,000	Application	M	No	\$638.80
\$100,001 to \$500,000	Application	M	No	\$1,307.60
\$500,001 to \$1,000,000	Application	M	No	\$1,412.80
\$1M > \$2M	Application	M	No	\$1,518.00
<b>Other development (based on value of development)</b>				
\$10,001 to \$100,000	Application	M	No	\$1,164.80
\$100,001 to \$1,000,000	Application	M	No	\$1,570.60
\$1M to \$5M	Application	M	No	\$3,464.40
\$5M to \$15M	Application	M	No	\$8,830.10
\$15M to \$50M	Application	M	No	\$26,039.50
\$50M to \$100M	Application	M	No	\$58,526.80
<b>Subdivision</b>				
To subdivide an existing building	Application	M	No	\$1,337.70
To subdivide land into 2 lots	Application	M	No	\$1,337.70
To subdivide land into <u>more than 2 lots</u>	Application	M	No	\$1,337.70 per 100 lots
To remove a restriction (within the meaning of the Subdivision Act 1988) over land	Application	M	No	\$1,337.70
To create, vary or remove a restriction within the meaning of the Subdivision Act 1988, or to create or remove a right of way	Application	M	No	\$1,337.70
To create, vary or remove an easement other than a right of way, or to vary or remove a condition in the nature of an easement in a Crown grant.	Application	M	No	\$1,337.70



Permits	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Secondary consent	Application	M	No	\$195.10
Extension of time to permit	Application	M	No	\$200.00
Certification of plan of subdivision	Application	M	No	\$177.40
Alteration of a plan under Section 10(2) prior to Certification	Application	M	No	\$112.70
Amendment of a certified plan under section 11(1) of the Act	Application	M	No	\$142.80
Planning enquiry	Application	D	Yes	\$43.50
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$88.90

### 3.8 Swimming pools

#### 3.8.1 Pool fees

Pool fees	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
*Concession cards accepted: Heath Care, Student, Veterans Affairs, Victorian Carers, Pension and Seniors Cards				
<b>Season tickets</b>				
Family	Per season	D	Yes	\$132.00
Family concession*	Per season	D	Yes	\$105.00
Adult	Per season	D	Yes	\$77.00
Adult concession*	Per season	D	Yes	\$62.00
Child	Per season	D	Yes	\$51.00
<b>Entrance fees</b>				
Family (for 1 or 2 adults and their dependent children under 18)	Per entry	D	Yes	\$10.50
Family concession*	Per entry	D	Yes	\$8.50
Adult	Per entry	D	Yes	\$5.00
Adult concession*	Per entry	D	Yes	\$4.00
Child	Per entry	D	Yes	\$2.50
School groups	Per entry	D	Yes	\$1.30
Adult - non-swimmer	Per entry	D	Yes	Nil
Companion Card holder	Per entry	D	Yes	Nil
Child - non-swimmer	Per entry	D	Yes	Nil
One lifeguard in attendance	Per hour	D	Yes	\$20.10
Two lifeguards in attendance	Per hour	D	Yes	\$60.00
<b>Swimming lessons / exercise classes</b>				
One lifeguard in attendance	Per hour	D	Yes	\$20.10

Pool fees	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Two lifeguards in attendance	Per hour	D	Yes	\$60.00
<b>Out of session hire</b>				
Includes one lifeguard	Per hour	D	Yes	\$52.00
<b>For profit – during public operating hours</b>				
Lane hire / per lane	Per hour	D	Yes	\$11.50 first hour \$6.50 every hour after

### 3.9 Roads

#### 3.9.1 Road reinstatement fees

Roads	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Minimum charge	Event	D	Yes	\$120.90
Sealed pavement (surface only)	Per m <sup>2</sup>	D	Yes	\$148.60
Unsealed pavement	Per m <sup>2</sup>	D	Yes	\$99.20
Trench off pavement	Per m <sup>2</sup>	D	Yes	\$49.70
Footpath (100-200mm concrete)	Per m <sup>2</sup>	D	Yes	\$159.10
Footpath (other sealed asphalt)	Per m <sup>2</sup>	D	Yes	\$159.10

#### 3.9.2 Application for consent to work within municipal road reserve

Roads	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Fee structure determined pursuant to the Roads Management (Works and Infrastructure) 2015 Regulations. Current fee unit rate is available at <a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a>	Application	M	Yes	See relevant legislative document

### 3.10 Tourism

#### 3.10.1 Loddon Discovery Tours

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

#### 3.10.2 Loddon Valley Website

Website	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Subscription	Per year	D	Yes	\$56.80

### 3.11 Waste management

#### 3.11.1 Domestic waste, e-waste and recyclables

Waste, e-waste and recyclables	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Minimum Fee	Min. charge	D	Yes	\$10.00
General waste (up to 4m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	\$31.00
Recyclable materials (up to 1m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	Nil
Recyclable materials (1m <sup>3</sup> to 4m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	\$7.00
Domestic green waste (up to 4m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	\$13.00
Refrigerators, freezers, and air conditioners (e-waste)	Each	D	Yes	\$18.00
Televisions and computer monitors (e-waste)	Each	D	Yes	\$14.00
Uncontaminated bricks and concrete (up to 4m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	\$33.00
Mattress (single)	Each	D	Yes	\$13.00
Mattress (double or larger)	Each	D	Yes	\$18.00
Metals (up to 4m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	Nil
Cars (complete or close)	Each	D	Yes	\$28.00

- Loads over the quoted volumes will not be accepted at any Loddon waste site.
- Commercial waste is no longer accepted at any Loddon waste site.
- Council has the right to waive or reduce fees for approved community benefit events.
- More information on Council's e-waste program can be found at [www.loddon.vic.gov.au/Live/Your-home/Garbage-and-recycling/E-waste](http://www.loddon.vic.gov.au/Live/Your-home/Garbage-and-recycling/E-waste).

3.11.2 Tyres

Tyres	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Car tyre	Each	D	Yes	\$13.00
Car tyre on rim	Each	D	Yes	\$30.00
4 wheel drive / light truck tyre	Each	D	Yes	\$17.00
Truck tyre	Each	D	Yes	\$35.00
Super single tyre	Each	D	Yes	\$55.00
Truck tyre on rim	Each	D	Yes	\$55.00
Small tractor tyre	Each	D	Yes	\$128.00
Large tractor tyre	Each	D	Yes	\$212.00

3.12 **Miscellaneous**3.12.1 Rates

Rates	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Land information certificates	Application	M	No	\$27.40
Rates search	Application	D	Yes	\$54.80

3.12.2 Photocopying, faxing and printing

Photocopying, faxing and printing	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Black and white - single sided	Per page	D	Yes	\$0.80
Black and white - double sided	Per page	D	Yes	\$1.20
Colour - single sided	Per page	D	Yes	\$1.20
Colour - double sided	Per page	D	Yes	\$1.60

3.12.3 Private works

Private works	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
For community groups	Per job	D	Yes	At cost
For private residents	Per job	D	Yes	At cost plus 30%

3.12.4 Insurance

Public Liability Insurance	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Casual hirer's of Council Owned or Controlled Facilities – limit \$10M	Per hire	D	Yes	\$12.50
Casual hirer's of Council Owned or Controlled Facilities – limit \$20M	Per hire	D	Yes	\$15.50

Public Liability Insurance	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Performers/Stallholders/Artists/ Buskers/Street Stalls/ Participants – limit \$10M	Per event	D	Yes	\$25.50
Performers/Stallholders/Artists/ Buskers/Street Stalls/ Participants – limit \$20M	Per event	D	Yes	\$41.00
Permit holders – limit \$10M	Per trader	D	Yes	\$15.50
Permit holders – limit \$20M	Per trader	D	Yes	\$20.50

### 3.12.5 Freedom of information requests

Freedom of information	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Freedom of information requests	Per request	M	No	\$30.10
FOI search charge	Hourly	M	No	\$22.50
FOI supervision charge	Quarter hourly	M	No	\$5.60

### 3.12.6 Water charges

Water	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Water via standpipes (Inglewood, Tarnagulla, Mitiamo, Pyramid Hill and Wedderburn)	Per kilolitre	D	No	\$5.40
Emergency water supply point - Bridgewater (non-potable water)	Per kilolitre	D	No	\$3.40
Truck wash facility use	Per minute	D	No	\$1.00

### 3.12.7 Senior citizens room hire

Room hire	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Community group session	Per session	D	Yes	\$18.00
Private / commercial session	Per session	D	Yes	\$75.00
Government session	Per session	D	Yes	\$45.00
Daily government rate	Per day	D	Yes	\$88.00
Weekly government rate	Per week	D	Yes	\$116.00
Monthly government rate	Per month	D	Yes	\$433.00

### 3.12.8 Civic offices room hire

Room hire	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
<b>Large meeting rooms in Wedderburn Council Chamber or Serpentine Office</b>				
Community group session	Per session	D	Yes	\$27.00
Private / government session	Per session	D	Yes	\$51.00

Room hire	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Daily government rate	Per day	D	Yes	\$102.00
Weekly government rate	Per week	D	Yes	\$166.00
Monthly government rate	Per month	D	Yes	\$443.00
<b>Small meeting room in Wedderburn Office (sits up to 4 people)</b>				
Community group session	Per session	D	Yes	\$14.00
Private / government session	Per session	D	Yes	\$26.00
Daily government rate	Per day	D	Yes	\$51.00
Weekly government rate	Per week	D	Yes	\$89.00
Monthly government rate	Per month	D	Yes	\$331.00

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

### 3.12.9 Committee managed facilities room hire

These charges are retained by the committee of management to cover the costs of maintaining the facility.

Fees for each community asset committee are being finalised and will be available on Council's website. These will be reviewed and updated by each committee of management on an ongoing basis.

Committee
Boort Aerodrome Community Asset Committee
Boort Memorial Hall Community Asset Committee
Boort Park Community Asset Committee
Bridgewater on Loddon Memorial Hall Community Asset Committee
Campbells Forest Hall Community Asset Committee
Donaldson Park Community Asset Committee
East Loddon Community Centre Community Asset Committee
Hard Hill Tourist Reserve Community Asset Committee
Inglewood Community Elderly Persons Units Community Asset Committee
Inglewood Community Sports Centre Community Asset Committee
Inglewood Town Hall Hub Community Asset Committee
Jones Eucalyptus Distillery Site Community Asset Committee
Korong Vale Mechanics Hall Community Asset Committee
Korong Vale Sports Centre Community Asset Committee
Little Lake Boort Community Asset Committee
Pyramid Hill Memorial Hall Community Asset Committee
Pyramid Hill Swimming Pool Kiosk Community Asset Committee
Wedderburn Community Centre Community Asset Committee
Wedderburn Engine Park and Market Square Reserve Community Asset Committee
Wedderburn Mechanics and Literary Institute Hall Community Asset Committee
Yando Public Hall Community Asset Committee

3.12.10 Boat launching fees

Boat launching fees	Unit rate	M or D	Is GST applicable?	2022/2023 Proposed fee
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per season	D	Yes	Nil
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per month	D	Yes	Nil
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per day	D	Yes	Nil
Boat launching fees at Bridgewater Caravan Park	Per season	D	Yes	Nil
Boat launching fees at Bridgewater Caravan Park	Per day	D	Yes	Nil

For the current financial year, no boat launching fees will be charged. The revenue is covered by the Boat Launching and Parking Fees Abolition Program provided by the State Government and is to be reviewed in subsequent years.

**10.3 REVIEW OF DELEGATIONS**

**File Number:** FOL/19/126337  
**Author:** Lynne Habner, Manager Executive and Commercial Services  
**Authoriser:** Lincoln Fitzgerald, Chief Executive Officer  
**Attachments:** 1. S5 Instrument of Delegation to the CEO  
2. S6 Instrument of Delegation - Members of Council Staff  
3. Instrument of Delegation - Marine Safety Act 2010

**RECOMMENDATION**

That Council

1. In the exercise of the powers conferred by the legislation referred to in the attached instruments of delegation, resolves that:
  - (a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instruments of Delegation to members of Council staff, the powers, duties and functions set out in those instruments, subject to the conditions and limitations specified in the instruments.
  - (b) On the coming into force of the instruments, all previous Council delegations to members of Council staff are revoked.
  - (c) The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

**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 updates contained in this report have not been discussed by Council.

**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 addition, 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, so revised delegations are submitted to Council more frequently.

**ISSUES/DISCUSSION**

The attached amended delegations have been updated in accordance with most recent advice provided by Maddocks. In addition, changes have been made due to new or changed position titles of officers.

**COST/BENEFITS**

Adoption of the recommendation will not have any financial impacts for Council.



**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 and appointments and authorisations are not in place, actions of a council officer exercising those powers could be legally challenged.

**CONSULTATION AND ENGAGEMENT**

The supervisors of the relevant staff were consulted about the changes to be made.

## S5 Instrument of Delegation to the Chief Executive Officer

In exercise of the power conferred by s 11(1) of the Local Government Act 2020 (the Act) and all other powers enabling it, the Loddon Shire Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 28 June 2022 and any previous S5 Instruments of Delegation to the Chief Executive Officer are revoked;
2. the delegation
  - 2.1 comes into force immediately;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.

**S5 Instrument of Delegation to The Chief Executive Officer**

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
11(1)	<p>SCHEDULE</p> <p>The power to</p> <ol style="list-style-type: none"> <li>1. determine any issue;</li> <li>2. take any action; or</li> <li>3. do any act or thing</li> </ol> <p>arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.</p>	CEO	<p>The delegate must not determine the issue, take the action or do the act or thing</p> <ol style="list-style-type: none"> <li>1. if the issue, action, act or thing is an issue, action, act or thing which involves                             <ol style="list-style-type: none"> <li>1.1 entering into a contract exceeding the value of \$300,000;</li> <li>1.2 making any expenditure that exceeds \$300,000 (unless it is expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make in which case it must not exceed \$300,000);</li> <li>1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days;</li> <li>1.4 electing a Mayor or Deputy Mayor;</li> <li>1.5 granting a reasonable request for leave under s 35 of the Act;</li> <li>1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;</li> <li>1.7 approving or amending the Council Plan;</li> <li>1.8 adopting or amending any policy that Council is required to adopt under the Act;</li> <li>1.9 adopting or amending the Governance Rules;</li> <li>1.10 appointing the chair or the members to a delegated committee;</li> <li>1.11 making, amending or revoking a local law;</li> <li>1.12 approving the Budget or Revised Budget;</li> <li>1.13 approving the borrowing of money;</li> <li>1.14 #insert any other applicable</li> </ol> </li> </ol>

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>conditions/limitations; or</p> <p>1.15 subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges;</p> <p>2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;</p> <p>3. 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;</p> <p>4. 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</p> <p>4.1 policy; or</p> <p>4.2 strategy adopted by Council;</p> <p>5. 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 s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or</p> <p>6. 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.</p> <hr/> <p>For the purposes of clause 1.1 and 1.2 the amount is \$300,000.00 (inc. GST)</p>

### S6 Instrument of Delegation - Members of Staff

In exercise of the powers conferred by the 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:

Abbreviation	Position
AA	Administrative Assistant
AMC	Asset Management Coordinator
AOO	Administrative Officer - Operations
CEO	Chief Executive Officer
DC	Director Corporate
DCW	Director Community Wellbeing
DE	Design Engineer
DMEMO	Deputy Municipal Emergency Management Officer
DOP	Director Operations
FA	Financial Accountant
GISAO	GIS and Assets Officer
JSPO	Junior Statutory Planning 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
MEMO	Municipal Emergency Management Officer
MFS	Manager Financial Services
MOD	Manager Organisation Development
MW	Manager Works
PHO	Public Health Officer
PMC	Project Management Coordinator

Abbreviation	Position
R	Ranger
RC	Revenue Coordinator
SPC	Statutory Planning Coordinator
SPHO	Senior Public Health Officer
StratSPO	Strategic/Statutory Planning Officer
TLO	Team Leader Outdoor
TLTS	Team Leader Townscape Services
TO	Technical Officer
TWSC	Townscape and Waste Services Coordinator
WC	Works Coordinator
WPO	Wastewater Project Officer

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 28 June 2022; and

3.2 the delegation:

3.2.1 comes into force immediately;

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;

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;

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; 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 or delegated committee.

**Lincoln Fitzgerald**  
**Chief Executive Officer**

**Loddon Shire Council**

### Delegation Sources

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015



## S6 Instrument of Delegation - Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	CEO	Where Council is a Class B cemetery trust
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	CEO	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a ) - (c) in exercising its functions	CEO	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	CEO	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	CEO	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	CEO	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	CEO	
s 15(4)	Duty to keep records of delegations	CEO	
s 17(1)	Power to employ any persons necessary	CEO	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CEO	
s 17(3)	Power to determine the terms and conditions of employment or engagement	CEO	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	CEO	

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	CEO	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	CEO	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	CEO	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	CEO	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	CEO	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	CEO	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	CEO	Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	CEO	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	CEO	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	CEO	Where Council is a Class A cemetery trust
s.18J	Duty to provide leadership, assistance and advice in relation to operational and	CEO	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	governance matters relating to cemeteries (including the matters set out in s 18J(2))		
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	CEO	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	CEO	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	CEO	Where Council is a Class A cemetery trust
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	CEO	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	CEO	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	CEO	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	CEO	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	CEO	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	CEO	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	CEO	

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 20(1)	Duty to set aside areas for the interment of human remains	CEO	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CEO	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	CEO	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CEO	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	CEO	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	CEO	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	CEO	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	CEO	Provided the street was constructed pursuant to the Local Government Act 1989
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	CEO	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	CEO	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	CEO	
s 60(2)	Power to charge fees for providing information	CEO	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	CEO	
s 64B(d)	Power to permit interments at a reopened cemetery	CEO	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	CEO	The application must include the requirements listed in s 66(2)(a)-(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	CEO	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	CEO	
s 70(2)	Duty to make plans of existing place of interment available to the public	CEO	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	CEO	
s 71(2)	Power to dispose of any memorial or other structure removed	CEO	
s 72(2)	Duty to comply with request received under s 72	CEO	
s 73(1)	Power to grant a right of interment	CEO	
s 73(2)	Power to impose conditions on the right of interment	CEO	
s 74	Duty to offer a perpetual right of interment	DC	Provision commences on 1 March 2022 unless proclaimed earlier
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	CEO	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	CEO	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	CEO	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	CEO	
s 80(2)	Function of recording transfer of right of interment	CEO	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	CEO	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	CEO	Reference to 'sole holder' will no longer apply from 1 March 2022
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	CEO	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CEO	
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	DC	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	DC	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	DC	
s 84I(6)(a)	Power to remove any memorial on the place of interment	DC	
s 84I(6)(b)	Power to grant right of interment under s 73	DC	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	CEO	The notice must be in writing and contain the requirements listed in s 85(2)

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	CEO	Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or;  remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	CEO	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	CEO	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	CEO	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	CEO	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	CEO	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	CEO	
s.86(5)	duty to provide notification before taking action under s.86(4)	CEO	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	CEO	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	CEO	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	CEO	
s 91(1)	Power to cancel a right of interment in accordance with s 91	CEO	
s 91(3)	Duty to publish notice of intention to cancel right of interment	CEO	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	CEO	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	CEO	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CEO	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	CEO	
s 100(1)	Power to require a person to remove memorials or places of interment	CEO	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	CEO	
s 100(3)	Power to recover costs of taking action under s 100(2)	CEO	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CEO	
s 102(1)	Power to approve or refuse an application	CEO	



Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	under section 101, if satisfied of the matters in (b) and (c)		
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	CEO	
s 103(1)	Power to require a person to remove a building for ceremonies	CEO	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	CEO	
s 103(3)	Power to recover costs of taking action under s 103(2)	CEO	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	CEO	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CEO	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	CEO	
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	CEO	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	CEO	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	CEO	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 108	Power to recover costs and expenses	CEO	
s 109(1)(a)	Power to open, examine and repair a place of interment	CEO	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	CEO	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	CEO	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	CEO	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	DC	Provision commences on 1 March 2022
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	CEO	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	CEO	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CEO	
s 112	Power to sell and supply memorials	CEO	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	CEO	

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	CEO	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CEO	
s 119	Power to set terms and conditions for interment authorisations	CEO	
s 131	Function of receiving an application for cremation authorisation	CEO	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	CEO	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	CEO	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	CEO	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	CEO	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	CEO	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	CEO	
s 151	Function of receiving applications to inter or cremate body parts	CEO	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	CEO	

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CEO	
sch 1 cl 8(8)	Power to regulate own proceedings	CEO	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CEO	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	CEO	Where Council is a Class A cemetery trust Subject to cl 8

<b>Domestic Animals Act 1994</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 41A(1)	Power to declare a dog to be a menacing dog	DOP, LLO, MDC, LLPCO, R	Council may delegate this power to a Council authorised officer

<b>Food Act 1984</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	SPHO, PHO	If s 19(1) applies
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	SPHO, PHO	If s 19(1) applies
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	SPHO, MDC, PHO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s	SPHO,	If s 19(1) applies

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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	PHO	
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	SPHO, PHO	If s 19(1) applies
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	SPHO, PHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DOP, SPHO, PHO	Where Council is the registration authority
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	DOP, SPHO, PHO	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
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	SPHO, PHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	SPHO, PHO, WPO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	SPHO, PHO, WPO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	SPHO, PHO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	SPHO, PHO, WPO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	SPHO, PHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	SPHO, PHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	SPHO, PHO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	SPHO, PHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	SPHO, PHO, WPO	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	DOP, SPHO, PHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	SPHO, PHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	SPHO, PHO, WPO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	SPHO, PHO, WPO	Where Council is the registration authority
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	SPHO, PHO, WPO	Where Council is the registration authority
	Power to register or renew the registration of a food premises	SPHO, PHO	Where Council is the registration authority  Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	SPHO, PHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36B	Duty to pay the charge for use of online portal	SPHO	Where Council is the registration authority
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	SPHO, PHO	Where Council is the registration authority
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)	CEO	Where Council is the registration authority Not delegated - fees are fixed by Council
s 38A(4)	Power to request a copy of a completed food safety program template	SPHO, PHO, WPO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	SPHO, PHO, WPO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	SPHO, PHO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	SPHO, PHO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	SPHO, PHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	SPHO, PHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	SPHO, PHO, WPO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	SPHO, PHO	Where Council is the registration authority  not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when	SPHO,	Where Council is the registration

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	conditions are satisfied	PHO	authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	SPHO, PHO, WPO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	SPHO, PHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	SPHO, PHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	SPHO, PHO	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	SPHO, PHO	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	SPHO, PHO	Where Council is the registration authority  Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	SPHO, PHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	SPHO, PHO	Where Council is the registration authority
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, PHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	SPHO, PHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	SPHO, PHO	Where Council is the registration authority
s 40F	Power to cancel registration of food premises	SPHO, PHO	Where Council is the registration authority



Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 43	Duty to maintain records of registration	SPHO, PHO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	SPHO, PHO	Where Council is the registration authority
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	SPHO, PHO	Where Council is the registration authority
s 45AC	Power to bring proceedings	SPHO, PHO	
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 the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	SPHO, PHO	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO	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

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	Final decision is by Council through adoption of the Fees and Charges Schedule.

Planning and Environment Act 1987			
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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	DOP, MDC	If authorised by the Minister
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 in accordance with public availability requirements	MDC	
s 4I	Duty to keep Victorian Planning Provisions and other documents available in accordance with public availability requirements	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	CEO	Not delegated - power remains with 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 12B(1)	Duty to review planning scheme	MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 in accordance with public availability requirements	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	MDC	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.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	DOP, MDC	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21A(4)	Duty to publish notice	MDC	
s 22	Duty to consider all submissions	MDC	Except submissions which request a change to the items in s 22(5)(a) and (b)
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 in accordance with the requirements set out in s 197B of the Act	DOP, MDC	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	MDC	
s 27(2)	Power to apply for exemption if panel's report not received	DOP, MDC	
s 28(1)	Duty to notify the Minister if abandoning an amendment	MDC	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	SPC, MDC, StratSPO, JSPO	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	SPC, MDC, StratSPO, JSPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	MDC	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	SPC, MDC, StratSPO, JSPO	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	MDC	
s 46AW	Function of being consulted by the Minister	CEO, DOP	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of	CEO	Where Council is a responsible

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	<p>Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy</p> <p>Power to endorse the draft Statement of Planning Policy</p>		public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	SPC, MDC, StratSPO, JSPO	Where Council is a responsible public entity
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	SPC, DOP, MDC, StratSPO, JSPO	Where Council is a responsible public entity
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	SPC, DOP, MDC, StratSPO, JSPO	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
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	CEO	Where Council is the collecting agency
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
s 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	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO	
s 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	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CEO	
s 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 s 46GU(1)(a) and (b) are met	CEO	
s 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	CEO	Where Council is the collecting agency
s	Power to enter into an agreement with the	CEO	Where Council is the collecting

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
46GV(3)(b)	applicant		agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CEO	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CEO	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	CEO	Where Council is the collecting agency
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	CEO	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	CEO	Where Council is the collecting agency
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	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	CEO	Where the Council is the planning authority  This duty does not apply where



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Council is also the collecting agency
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	SPC, DOP, MDC, StratSPO, JSPO	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
s 46GZ(2)(b)	Function of receiving the monetary component	CEO	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
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)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
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	SPC, DOP, MFS, MDC, RC, StratSPO, JSPO	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
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO	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
s 46GZ(7)	Duty to pay to each person who must	CEO	Where Council is the collecting

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW		agency under an approved infrastructure contributions plan
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	SPC, DOP, MFS, MDC, FA, StratSPO, JSPO	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)  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	CEO	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	CEO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	SPC, DOP, MDC, StratSPO, JSPO	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	CEO	Where Council is a development agency under an approved infrastructure contributions plan
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	DOP, MDC	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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)	CEO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	SPC, DOP, MFS, MDC, FA, StratSPO, JSPO	Where Council is the collecting agency under an approved infrastructure contributions plan
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	DOP, MFS, MDC	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	CEO	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 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)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
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	CEO	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	CEO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds	CEO	Where Council is the collection

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	of sale		agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of 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)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
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	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	DOP, MDC	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	CEO	Where Council is a collecting agency or development agency
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	CEO	Not delegated - power remains with CEO
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DOP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	CEO	Not delegated - power remains with 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	DOP, MFS, MDC, FA	
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	DC	Only applies when levy is paid to Council as a 'development agency'
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)	DOP, MFS, MDC, FA	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
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions	DOP	Must be done in accordance with Part 3

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	plan		
s46Q(4)(e)	Duty to expend that amount on other works etc.	DOP	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	DC	
s 46QD	Duty to prepare report and give a report to the Minister	DOP, MDC	Where Council is a collecting agency or development agency
s 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	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	MDC	
s 50(4)	Duty to amend application	MDC	
s 50(5)	Power to refuse to amend application	DOP, MDC	
s 50(6)	Duty to make note of amendment to application in register	SPC, MDC, StratSPO, JSPO	
s 50A(1)	Power to make amendment to application	SPC, DOP, MDC, StratSPO, JSPO	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	SPC, DOP, MDC, StratSPO, JSPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50A(4)	Duty to note amendment to application in register	SPC, MDC, StratSPO, JSPO	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	SPC, MDC, StratSPO, JSPO	
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	SPC, MDC, StratSPO, JSPO	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	SPC, MDC, StratSPO, JSPO	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	SPC, MDC, StratSPO, JSPO	
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	SPC, MDC, StratSPO, JSPO	
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	SPC, MDC, StratSPO, JSPO	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	SPC, MDC, StratSPO, JSPO	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	SPC, MDC, StratSPO, JSPO	
s 52(3)	Power to give any further notice of an application where appropriate	SPC, DOP, MDC,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		StratSPO, JSPO	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	SPC, DOP, MDC, StratSPO, JSPO	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	SPC, DOP, MDC, StratSPO, JSPO	
s 54(1)	Power to require the applicant to provide more information	SPC, DOP, MDC, StratSPO, JSPO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	SPC, MDC, StratSPO, JSPO	
s 54(1B)	Duty to specify the lapse date for an application	SPC, MDC, StratSPO, JSPO	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	SPC, DOP, MDC, StratSPO, JSPO	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	SPC, MDC, StratSPO, JSPO	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	SPC, MDC, StratSPO, JSPO	
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	SPC, MDC, StratSPO,	



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		JSPO	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	SPC, MDC, StratSPO, JSPO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	SPC, MDC, StratSPO, JSPO	
s 57A(5)	Power to refuse to amend application	DOP, MDC	
s 57A(6)	Duty to note amendments to application in register	SPC, MDC, StratSPO, JSPO	
s 57B(1)	Duty to determine whether and to whom notice should be given	SPC, MDC, StratSPO, JSPO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	SPC, MDC, StratSPO, JSPO	
s 57C(1)	Duty to give copy of amended application to referral authority	SPC, MDC, StratSPO, JSPO	
s 58	Duty to consider every application for a permit	SPC, MDC, StratSPO, JSPO	
s 58A	Power to request advice from the Planning Application Committee	DOP, MDC	
s 60	Duty to consider certain matters	SPC, MDC, StratSPO, JSPO	
s 60(1A)	Duty to consider certain matters	SPC, DOP, MDC, StratSPO,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		JSPO	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	SPC, DOP, MDC, StratSPO, JSPO	
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	SPC, DOP, MDC, StratSPO, JSPO	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	SPC, DOP, MDC, StratSPO, JSPO	
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	SPC, DOP, MDC, StratSPO, JSPO	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	SPC, DOP, MDC, StratSPO, JSPO	
s 62(2)	Power to include other conditions	SPC, DOP, MDC, StratSPO, JSPO	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	SPC, DOP, MDC, StratSPO, JSPO	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	SPC, DOP, MDC, StratSPO, JSPO	
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	DOP, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	agreement		
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	SPC, DOP, MDC, StratSPO, JSPO	
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)	SPC, DOP, MDC, StratSPO, JSPO	
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)	SPC, DOP, MDC, StratSPO, JSPO	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	SPC, DOP, MDC, StratSPO, JSPO	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	SPC, MDC, StratSPO, JSPO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	SPC, DOP, MDC, StratSPO, JSPO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	SPC, MDC, StratSPO, JSPO	This provision applies also to a decision to grant an amendment to a permit - see s 75
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	SPC, DOP, MDC, StratSPO, JSPO	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under	SPC, MDC,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	s 57	StratSPO, JSPO	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	SPC, MDC, StratSPO, JSPO	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	SPC, MDC, StratSPO, JSPO	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
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	SPC, MDC, StratSPO, JSPO	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
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	SPC, MDC, StratSPO, JSPO	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
s 69(1)	Function of receiving application for extension of time of permit	SPC, MDC, StratSPO, JSPO	
s 69(1A)	Function of receiving application for extension of time to complete development	SPC, MDC, StratSPO, JSPO	
s 69(2)	Power to extend time	SPC, DOP, MDC, StratSPO, JSPO	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	SPC, MDC, StratSPO, JSPO	
s 71(1)	Power to correct certain mistakes	SPC, DOP, MDC,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		StratSPO, JSPO	
s 71(2)	Duty to note corrections in register	SPC, MDC, StratSPO, JSPO	
s 73	Power to decide to grant amendment subject to conditions	SPC, DOP, MDC, StratSPO, JSPO	
s 74	Duty to issue amended permit to applicant if no objectors	SPC, DOP, MDC, StratSPO, JSPO	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	SPC, MDC, StratSPO, JSPO	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	SPC, MDC, StratSPO, JSPO	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	SPC, MDC, StratSPO, JSPO	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
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	SPC, MDC, StratSPO, JSPO	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
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	SPC, MDC, StratSPO, JSPO	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76D	Duty to comply with direction of Minister to issue amended permit	SPC, DOP, MDC, StratSPO, JSPO	
s 83	Function of being respondent to an appeal	DOP, MDC	
s 83B	Duty to give or publish notice of application for review	SPC, MDC, StratSPO, JSPO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	SPC, DOP, MDC, StratSPO, JSPO	
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	SPC, DOP, MDC, StratSPO, JSPO	
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	SPC, MDC, StratSPO, JSPO	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	SPC, DOP, MDC, StratSPO, JSPO	
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	SPC, DOP, MDC, StratSPO, JSPO	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO	Not delegated - power remains with CEO
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	SPC, DOP, MDC, StratSPO, JSPO	
s 91(2)	Duty to comply with the directions of VCAT	SPC, DOP,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MDC, StratSPO, JSPO	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	SPC, DOP, MDC, StratSPO, JSPO	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	SPC, MDC, StratSPO, JSPO	
s 93(2)	Duty to give notice of VCAT order to stop development	SPC, MDC, StratSPO, JSPO	
s 95(3)	Function of referring certain applications to the Minister	CEO	Not delegated - power remains with CEO
s 95(4)	Duty to comply with an order or direction	SPC, DOP, MDC, StratSPO, JSPO	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	DOP, MDC	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO	Not delegated - power remains with CEO
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DOP, MDC	
s 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	
s 96F	Duty to consider the panel's report under s 96E	MDC	
s 96G(1)	Power to determine to recommend that a	DOP, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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)		
s 96H(3)	Power to give notice in compliance with Minister's direction	DOP, MDC	
s 96J	Power to issue permit as directed by the Minister	DOP, MDC	
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	SPC, DOP, MDC, StratSPO, JSPO	
s 97C	Power to request Minister to decide the application	CEO	Not delegated - power remains with CEO
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	SPC, DOP, MDC, StratSPO, JSPO	
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	SPC, MDC, StratSPO, JSPO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	SPC, MDC, StratSPO, JSPO	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	SPC, MDC, StratSPO, JSPO	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	MDC	



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	CEO	Not delegated - power remains with 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	CEO	Not delegated - power remains with CEO
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	MDC	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO	Not delegated - power remains with CEO
s 103	Power to reject a claim for compensation in certain circumstances	CEO	Not delegated - power remains with CEO
s.107(1)	function of receiving claim for compensation	CEO	Not delegated - power remains with CEO
s 107(3)	Power to agree to extend time for making claim	CEO	Not delegated - power remains with CEO
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	SPC, StratSPO, JSPO	
s 114(1)	Power to apply to the VCAT for an enforcement order	DOP, MDC, LLPCO	
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	DOP, MDC,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	made	LLPCO	
s 123(1)	Power to carry out work required by enforcement order and recover costs	DOP, MDC, LLPCO	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DOP, MDC	Except Crown Land
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 under s 156(4)	CEO	Where Council is the relevant planning authority Not delegated - power remains with CEO
s 171(2)(f)	Power to carry out studies and commission reports	DOP, MDC	
s 171(2)(g)	Power to grant and reserve easements	CEO	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO	Where Council is a development agency specified in an approved infrastructure contributions plan
s 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)	CEO	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 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)	CEO	Where Council is the development agency specified in an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO	Not delegated - power remains with CEO
s 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	CEO	Where Council is the relevant responsible authority
	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	
s 177(2)	Power to end 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 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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DOP, MDC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DOP, MDC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	DOP, MDC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DOP, MDC	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DOP, MDC	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	DOP, MDC	After considering objections, submissions and matters in s.178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(d)	Power to refuse to amend or end the agreement	DOP, MDC	After considering objections, submissions and matters in s 178B
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 copy of each agreement available in accordance with the public availability requirements	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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 182	Power to enforce an agreement	DOP, MDC, LLPCO	
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	SPC, MDC, StratSPO, JSPO	
s 199(1)	Duty to give planning certificate to applicant	SPC, MDC, StratSPO, JSPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DOP, MDC	Does not apply to the refusal of any permit application or amendment
	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	SPC, DOP, MDC, StratSPO, JSPO	
	Power to give written authorisation in accordance with a provision of a planning scheme	SPC, DOP, MDC, StratSPO, JSPO	
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	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, PHO	
s 522(1)	Power to give a compliance notice to a person	SPHO, MDC, MBS, PHO	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO	Not delegated - power remains with 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	SPHO, MDC, MBS, PHO	
s 526A(3)	Function of receiving report of inspection	SPHO, PHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO	Not delegated - power remains with CEO

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	CEO	Obtain consent in circumstances specified in s 11(2) Not delegated - power remains with the CEO
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	DOP, GISAO, MAI	
s 11(9)(b)	Duty to advise Registrar	GISAO	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	MAI, AMC	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	MAI, AMC	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	CEO	Where Council is the coordinating road authority Not delegated - power remains with the CEO
s 12(4)	Duty to publish, and provide copy, notice of	DOP, MAI	Power of coordinating road



Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	proposed discontinuance		authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	MAI	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	MAI	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	CEO	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies Not delegated - power remains with the CEO
s 12(10)	Duty to notify of decision made	MAI	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 the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	CEO	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
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	MAI	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO	Not delegated - power remains with 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	CEO	Not delegated - power remains with CEO

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO	Not delegated - power remains with 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	CEO	Not delegated - power remains with 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	MAI	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO	Where Council is the coordinating road authority Not delegated - power remains with the CEO
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	MAI	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CEO	Where Council is the coordinating road authority Not delegated - power remains with the CEO
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	MAI	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CEO	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2) Not delegated - power remains with the CEO
s 18(3)	Duty to record designation in public roads register	MAI	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in	MAI	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	respect of which it is the coordinating road authority		
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	MAI	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO	Not delegated - power remains with the 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.	DC	
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.	PMC, TWSC, MAI, AMC, MW, TLO, WC	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	TWSC, DOP, MAI, MW, TLO, WC	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CEO	Not delegated - power remains with CEO
s 42(1)	Power to declare a public road as a controlled access road	CEO	Power of coordinating road authority and sch 2 also applies Not delegated - power remains with the CEO
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	CEO	Power of coordinating road authority and sch 2 also applies Not delegated - power remains with the CEO

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	CEO	Where Council is the coordinating road authority  If road is a municipal road or part thereof Not delegated - power remains with the CEO
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	CEO	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
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)	PMC, TWSC, MAI, AMC, MW	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	MAI, AMC	
s 49	Power to develop and publish a road management plan	CEO	Not delegated - power remains with CEO
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO	Not delegated - power remains with CEO
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO	Not delegated - power remains with CEO
s 54(2)	Duty to give notice of proposal to make a road management plan	AMC	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	AMC	
s 54(6)	Power to amend road management plan	CEO	Not delegated - power remains

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			with CEO
s 54(7)	Duty to incorporate the amendments into the road management plan	AMC	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	AMC	
s 63(1)	Power to consent to conduct of works on road	PMC, TWSC, DMEMO, DOP, GISAO, MEMO, MAI, AMC, MW, DE, TO, AA, TLTS, TLO, WC, AOO	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DMEMO, MEMO	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	PMC, TWSC, DMEMO, GISAO, MEMO, MAI, AMC, MW, TO, TLTS, TLO, WC	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DOP, MAI, MDC, LLPCO	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	MAI, MDC, LLPCO	Where Council is the coordinating road authority
s 67(3)	Power to request information	DOP, MAI, MDC	Where Council is the coordinating road authority
s 68(2)	Power to request information	DOP, MAI, MDC	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO	Not delegated - power remains

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			with 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	CEO	Not delegated - power remains with CEO
s 87(2)	Duty to investigate complaint and provide report	CEO	Not delegated - power remains with CEO
s 96	Power to authorise a person for the purpose of instituting legal proceedings	DOP, MAI, MW, MDC	
s 112(2)	Power to recover damages in court	CEO	Not delegated - power remains with CEO
s 116	Power to cause or carry out inspection	DOP, MAI, MW	
s 119(2)	Function of consulting with the Head, Transport for Victoria	MAI, MW	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	PMC, TWSC, DOP, MAI, AMC, MW	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria 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	PMC, DMEMO, DOP, GISAO, MEMO, MAI, AMC, MW, DE, TLTS,	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		TLO, WC	
s 122(1)	Power to charge and recover fees	PMC, TWSC, DOP, MFS, MAI, AMC, MW, DE, WC	
s 123(1)	Power to charge for any service	PMC, TWSC, DOP, GISAO, MAI, AMC, MW, DE, TO, WC, AOO	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CEO	Not delegated - power remains with CEO
sch 2 cl 3(1)	Duty to make policy about controlled access roads	CEO	Not delegated - power remains with CEO
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO	Not delegated - power remains with CEO
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	MAI	
sch 2 cl 5	Duty to publish notice of declaration	GISAO, 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	MAI, MW	Where Council is the infrastructure manager or works manager
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	MAI, MW	Where Council is the infrastructure manager or works manager
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	MAI, MW	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	non-road infrastructure and technical advice or assistance in conduct of works		
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	MAI, MW	Where Council is the infrastructure manager or works manager
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	MAI, MW	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DOP, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DOP, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	MAI, MW	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	DOP, MAI, MW	Where Council is the coordinating road authority
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)	MAI, MW	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	DOP, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	MAI, MW	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	PMC, TWSC, DMEMO, DOP, GISAO, MEMO, MAI,	Where Council is the coordinating road authority



Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		AMC, MW, DE, TO, TLTS, TLO, WC	
sch 7 cl 16(4)	Duty to consult	DOP, GISAO, MAI, AMC, DE, TO	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	DOP, GISAO, MAI, AMC, DE, TO	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	PMC, TWSC, DMEMO, DOP, GISAO, MEMO, MAI, AMC, MW, DE, TO, AA, TLTS, TLO, WC	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	DOP, GISAO, MAI, AMC, DE, TO	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	DOP, GISAO, MAI, AMC, DE, TO	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	DOP, GISAO, MAI, AMC, DE, TO	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	DOP, GISAO, MAI, AMC, DE, TO	Where Council is the coordinating road authority
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	DOP, GISAO, MAI, AMC, DE, TO	Where Council is the coordinating road authority
sch 7 cl	Power to require removal, relocation,	DOP, MAI	Where Council is the coordinating

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
20(1)	replacement or upgrade of existing non-road infrastructure		road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DOP, GISAO, MAI	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	MAI	Where Council is the responsible road authority
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	MAI	Where Council is the responsible road authority
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	MAI	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 24	Duty to ensure that cemetery complies with depth of burial requirements	CEO	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	CEO	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	CEO	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	CEO	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	CEO	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	CEO	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 30(2)	Power to release cremated human remains to certain persons	CEO	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	CEO	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	CEO	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	CEO	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	CEO	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	CEO	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	CEO	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	CEO	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	CEO	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	CEO	
r 40	Power to approve a person to play sport within a public cemetery	CEO	
r 41(1)	Power to approve fishing and bathing within a public cemetery	CEO	
r 42(1)	Power to approve hunting within a public cemetery	CEO	
r 43	Power to approve camping within a public cemetery	CEO	
r 45(1)	Power to approve the removal of plants within a public cemetery	CEO	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	CEO	
r 47(3)	Power to approve the use of fire in a public cemetery	CEO	
r 48(2)	Power to approve a person to drive, ride or use a	CEO	

<b>Cemeteries and Crematoria Regulations 2015</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
	vehicle on any surface other than a road, track or parking area		
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	CEO	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	CEO	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	CEO	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	CEO	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	CEO	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	CEO	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	CEO	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	CEO	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	CEO	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	CEO	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	CEO	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	CEO	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	CEO	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	CEO	See note above regarding model rules

<b>Planning and Environment Regulations 2015</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	MDC	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.
r.21	power of responsible authority to require a permit applicant to verify information (by 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	SPC, DOP, MDC, StratSPO, JSPO	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	MDC	where Council is the responsible authority
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	SPC, MDC, StratSPO, JSPO	where Council is not the responsible authority but the relevant land is within Council's municipal district
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	MDC	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.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	SPC, DOP, MDC, StratSPO, JSPO	

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 7	Function of entering into a written agreement with a caravan park owner	SPHO, PHO	
r 10	Function of receiving application for registration	SPHO, PHO	
r 11	Function of receiving application for renewal of registration	SPHO, MDC	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	SPHO, PHO	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DOP, SPHO, PHO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	SPHO, PHO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	SPHO, MDC	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	SPHO, MDC	
r 12(4) & (5)	Duty to issue certificate of registration	SPHO, PHO	
r 14(1)	Function of receiving notice of transfer of ownership	SPHO, PHO	
r 14(3)	Power to determine where notice of transfer is displayed	SPHO, PHO	
r 15(1)	Duty to transfer registration to new caravan park owner	SPHO, PHO	
r 15(2)	Duty to issue a certificate of transfer of registration	SPHO, PHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	SPHO, PHO	
r 17	Duty to keep register of caravan parks	SPHO, PHO	
r 18(4)	Power to determine where the emergency contact person's details are displayed	SPHO, PHO, WPO	
r 18(6)	Power to determine where certain information is displayed	SPHO, PHO, WPO	

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 22(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, PHO	
r 22(2)	Duty to consult with relevant emergency services agencies	SPHO, PHO	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	SPHO, PHO, WPO	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	SPHO, PHO, WPO	
r 25(3)	Duty to consult with relevant floodplain management authority	SPHO, PHO	
r 26	Duty to have regard to any report of the relevant fire authority	SPHO, PHO	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	SPHO, PHO	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	SPHO, MDC, MBS, PHO	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	SPHO, MDC, MBS, PHO	
r 41(4)	Function of receiving installation certificate	SPHO, MDC, MBS, PHO	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	DOP, SPHO, MDC, MBS, PHO	
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	DOP, SPHO, MDC, MBS, PHO	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	MAI, AMC	
r 9(2)	Duty to produce written report of review of road management plan and make report available	MAI, AMC	
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)	MAI, AMC	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	MAI, AMC	
r 13(1)	Duty to publish notice of amendments to road management plan	MAI, AMC	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	MAI, AMC	
r 16(3)	Power to issue permit	DOP, GISAO, MAI, AMC, DE, TO, AOO	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	DOP, MAI, AMC, DE	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	DOP, MDC	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	GISAO, MAI, AMC, DE, TO, RC, AOO	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	TWSC, DMEMO, DOP, LLO, MEMO, MAI, AMC, MW, LLPCO, R, TLTS, TLO, WC	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	DOP	Where Council is the responsible road authority



Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CEO	Not delegated - power remains with CEO

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DOP, GISAO, MAI, AMC, DE, TO	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	DOP, MAI, MW	Where Council is the coordinating road authority

## Marine Safety Act 2010 - members of staff

### Preamble

In exercise of the power conferred by section 217 of the *Marine Safety Act 2010*, Loddon Shire Council, as Waterway Manager for the Loddon River and Little Lake Boort:

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. records that a reference in the Schedule to:
- 3.

Abbreviation	Position
AOO	Administrative Officer - Operations
DMEMO	Deputy Municipal Emergency Management Officer
DOP	Director Operations
MEMO	Municipal Emergency Management Officer
MW	Manager Works
TWSC	Townscape and Waste Services Coordinator

declares that:

- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on **28 June 2022** 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 the Schedule; and
  - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

**Lincoln Fitzgerald**  
**Chief Executive Officer**  
**Loddon Shire Council**

**Delegation Sources**

- Marine Safety Act 2010

### Marine Safety Act 2010 - members of staff

Marine Safety Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.193(1)	Duty to notify the Safety Director of the intention to make a request under s194	TWSC, MW	
s 193(3)(b)	Function of receiving notice from the Safety Director	TWSC, MW	
s 193(5)	Function of receiving advice from the Safety Director	TWSC, MW	
s 193(6)	Function of receiving advice from the Safety Director	TWSC, MW	
s 193(7)	Function of receiving advice from the Safety Director	TWSC, MW	
s 194(1)	Power to request that the Safety Director makes waterway rules	TWSC, DOP, MW	in relation to waters under its control
s 196(1)	Duty to invite submissions and comments regarding proposed waterway rule	TWSC, MW	Subject to Part 5.1
s 196(2)	Duty to publish notice and make copies available	TWSC, MW	
s 196(5)	Duty to take into account every submission or comment received.	TWSC, MW	
s 200	Function of consulting with the Safety Director	TWSC, MW	
s 202	Duty to comply with a standard determined under s199	TWSC, MW	
s 203(3)	Power to make a declaration in respect of the matters listed in ss203(3)(a) - 203(3)(c)	TWSC, DOP, MW	Where Council is an applicable regulatory entity
s 203(6)	Duty to publish declaration	TWSC, MW	Where Council is an applicable regulatory entity
s 204(1)	Duty to give certain documents to the Safety Director	TWSC, MW, AOO	
s 204(4)	Duty to comply with a direction by the Safety Director	TWSC, MW, AOO	
s 208(2)	Power to prohibit a person, or class of person, or vessel, or class of vessel, from	TWSC, DOP, MW,	Subject to ss 208 and 209 For the purpose of giving effect to a

Marine Safety Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	entering or remaining in a specified part of waters under Council's control	AOO	declaration under section 203
s 209(1)	Duty to give a copy of the draft notice to the Safety Director	TWSC, MW, AOO	
s 209(4)	Duty to comply with a direction by the Safety Director	TWSC, MW, AOO	
s 211(1)(a)	Power to give directions to masters of vessels in relation to the navigation and movement of those vessels	TWSC, DOP, MW, AOO	Where Council is an applicable regulatory entity
s 211(1)(b)	Power to publish notice in the Government Gazette prohibiting the navigation and movement of vessels, and or regulation the position and manner in which vessels may anchor or be secured	TWSC, DOP, MW, AOO	Where Council is an applicable regulatory entity Subject to s 212
s 212(1)	Duty to give draft of the notice to the Safety Director	TWSC, MW, AOO	
s 212(4)	Duty to comply with a direction of the Safety Director	TWSC, MW, AOO	
s 215(1)	Function of determining that, due to an emergency, persons must not enter or remain in a part of waters	TWSC, DMEMO, DOP, MEMO, MW, AOO	
s 215(2)	Power to direct a person not to enter or remain in waters	TWSC, DMEMO, DOP, MEMO, MW, AOO	
s 215(3)	Duty to make a written copy of oral direction as soon as possible and keep a copy for a period of 6 years after the date of the direction	TWSC, MW, AOO	
s 216(1)(a)	Function of managing vessel activities on the water	TWSC, MW, AOO	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(b)	Function of managing and allocating moorings and berths in water	TWSC, MW, AOO	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and

Marine Safety Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			minimises the risk of environmental damage from the operation of vessels
s 216(1)(c)	Function of providing and maintaining navigation aids, including appropriate signage as to water levels, hazards and applicable marine laws	TWSC, MW	In accordance with any standards developed by the Safety Director  Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(d)	Function of controlling the navigation and vessel movement in the water	TWSC, MW	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(e)	Function of designating areas in which anchorage of vessels is permitted and not permitted	TWSC, MW	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(g)	Function of removing or marking obstructions in the water	TWSC, MW	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(3)(a)	Power to enter into contracts and agreements for the carrying out of Council's functions under s 216 of the Marine Safety Act 2010 (Vic)	TWSC, DOP, MW	
s 216(3)(b)	Power to enter into contracts or agency agreements with persons to assist in the carrying out of Council's functions under the Marine Safety Act 2010 (Vic)	TWSC, DOP, MW	
s 216(3)(d)	Power to do all things necessary to enable Council to carry out its functions under s 216 of the Marine Safety Act 2010 (Vic)	TWSC, DOP, MW	
s 281	Function of consulting with the Safety Director regarding development and review of the Marine Enforcement Policy	DOP	
s 216(1)(f)	Function of altering and dredging channels for navigation in water	TWSC, MW	In accordance with any directions or determination of the Safety Director

Marine Safety Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(3)(c)	Power to charge the prescribed fees for any service provided	TWSC, DOP, MW, AOO	Council must have regard to any relevant regulations made under s 311
s219A(1)	Power to move any 'thing' or cause any 'thing' to be moved from water	TWSC, DOP, MW, AOO	Subject to ss 219A(1)(a) and 219A(1)(b)
s 219A(2)	Power to immediately remove a 'thing' from water	TWSC, MW	Subject to ss 219A(2)(a) and 219A(2)(b)
s 219B(1)	Power to enter the vehicle or vessel using reasonable force if necessary	TWSC, MW	For the purpose of conveniently or expeditiously moving the vehicle or vessel
s 219B(2)	Duty to move the 'thing' to the nearest safe and convenient place	TWSC, MW	
s 219C	Duty to make all reasonable enquiries to establish the identity or location of the owner of the property	TWSC, MW	
s 219D(1)	Power to dispose of a 'thing'	TWSC, MW	Council must not dispose of a 'thing' under s 219D(1) subject to ss 219D(2)(a) - (b) and 219D(3)
s 219D(4)	Duty to give the owner of a 'thing' that has been moved notice, in writing, that Council intends to dispose of it	TWSC, MW	
s 219D(5)	Power to dispose of the 'thing' after 28 days, either by gift, sale, destruction, or by otherwise dealing with the 'thing'	TWSC, MW	If notice in writing is given under s 219D(4) to the owner and the owner does not recover the 'thing'
s 219E(1)	Power to recover costs from the owner of the 'thing'	TWSC, MW	If a 'thing' has been moved under ss 219A(1) or 219A(2)
s 219F(1)	Duty to pay the owner, and any other person with an interest in the 'thing', an amount commensurate with the value of the person's interest in the 'thing', less any amount payable under s 219E	TWSC, MW	If the owner of a 'thing' is unable to recover possession of the 'thing' because the 'thing' has been disposed of under Part 5.5 Division 2
s 219G(a)	Power to recover the costs of moving and disposing of the 'thing'	TWSC, MW	If the 'thing' has been disposed of under s 219D(1) and the identity or location of the owner has not been

Marine Safety Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			established
s 227(2)	Function of consulting with the Safety Director	DOP, MW	
s 227(3)	Function of consulting with the Safety Director	DOP, MW	



**10.4 ASSET PLAN 2022**

**File Number:** FOL/19/432732  
**Author:** David Southcombe, Manager Assets and Infrastructure  
**Authoriser:** Steven Phillips, Director Operations  
**Attachments:** 1. Asset Plan 2022

**RECOMMENDATION**

That Council adopts the Asset Plan.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

The draft Asset Plan was discussed at the April 2022 Council Forum and Council Meeting.

**BACKGROUND**

The development of an Asset Plan is a new requirement under the Victorian Local Government Act 2020.

The Victorian Local Government Act 2020 states that an Asset Plan must:

- include information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council and any other matters prescribed by the regulations
- be developed, adopted and kept in force in accordance with the Council's deliberative engagement practices.

Local Government Victoria has provided further advice regarding the requirement for deliberative engagement. The updated requirement is:

- deliberative engagement is not required for the first Asset Plan
- an Asset Plan must be developed by council in accordance with its community engagement policy.

This Asset Plan is to be read with Council's Asset Management Policy, Asset Management Strategy, Community Vision, Council Plan and asset management plans. It is the first Asset Plan developed for Council.

**ISSUES/DISCUSSION**

The structure adopted for the Asset Plan is similar to that adopted for Council's asset management plans. The plan provides detail at a whole asset base level and collates data from all asset management plans. Asset management plans have been developed for the following asset classes:

- buildings
- roads
- bridges and major culverts
- footpaths
- stormwater drainage

- recreational, leisure and community facilities
- parks, open spaces and streetscapes.

1.

Asset valuations have been completed for all asset classes except recreational, leisure and community facilities, and parks, open spaces and streetscapes. The total value of assets covered by the Asset Plan is \$526.7 million.

The Asset Plan combines financial requirements for Council's infrastructure assets by taking financial data from each of the adopted asset management plans. This includes the operations, maintenance, renewal, upgrade and new assets over the 10 year planning period for all assets. The total funding required was determined to be \$167.2 million or \$16,718,078 on average per year.

The available funding for the next 10 financial years is \$145.5 million or \$14,553,213 per year as per the current Financial Plan. This is 87% of the projected cost to sustain the current level of service. The modelling predicts that the estimated under allocation will result in a renewal gap of \$21.6 million over the next 10 years. This may have a moderate effect on the condition of Council's assets and levels of service. This can be reduced by applying for additional funding through grants and other funding streams.

The Local Government Act 2020 requires that the Asset Plan be developed in accordance with Council's community engagement policy. Council officers have referred to the community engagement policy and deemed engagement should be undertaken with the public at the consult level. At the April 2022 Council Meeting officers recommended that public consultation for the draft Asset Plan be undertaken for a period of 20 days. This has been completed with no public comments received.

### **COST/BENEFITS**

The available funds to maintain Council's assets for the next 10 financial years is \$145.5 million. This comprises \$50.8 million for renewal, \$5.5 million for new/upgrade of assets, and \$89.2 million for operations and maintenance.

The benefits of this are numerous including providing assets and infrastructure which allow Loddon Shire communities to thrive, residents to have a high quality of life, and allow businesses to have transport corridors to trade goods and services amongst many others things.

### **RISK ANALYSIS**

There is no risk identified in the adoption of the proposed Plan. However, it is a statutory and a regulatory requirement for Council to develop an Asset Plan in accordance with the Act.

Risks associated with each of the asset classes are identified in each asset management plan and have a risk management plan identified.

### **CONSULTATION AND ENGAGEMENT**

The draft Asset Plan has been discussed with internal stakeholders on a number of occasions. This includes Loddon Leaders, MEG and other staff who have had opportunities to review the outcomes of both plans and provide feedback.

Other Council's have been engaged in the development of the Asset Plan. This was to assist in developing an appropriate structure and content for the document.

Public comment on the draft Asset Plan was sought for a period of 20 days. No feedback was received.



## ASSET PLAN 2022



## DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Choose an item.
POLICY OWNER POSITION:	Click here to enter text.
INTERNAL COMMITTEE ENDORSEMENT:	Choose an item.
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	Choose an item.
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	<ul style="list-style-type: none"> <li>Bridge Asset Management Plan</li> <li>Building Asset Management Plan</li> <li>Footpath Asset Management Plan</li> <li>Parks and Gardens Asset Management Plan</li> <li>Recreation, Leisure and Community Facilities Asset Management Plan</li> <li>Road Asset Management Plan</li> <li>Stormwater Drainage Plan</li> <li>Asset Management Policy</li> <li>Asset Management Strategy</li> <li>Council Plan</li> <li>Community Vision</li> </ul>
RELATED LEGISLATION:	<ul style="list-style-type: none"> <li>Local Government Act 1989</li> <li>Local Government Act 2020</li> </ul>
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

FILE LOCATION: Document1

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

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

## ACKNOWLEDGEMENT OF COUNTRY

**Loddon Shire Council acknowledges the Traditional Custodians of the land comprising the Loddon Shire Council area. Council would like to pay respect to their Elders both past and present.**

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## EXECUTIVE SUMMARY

### Purpose of the plan

This Asset Plan has been developed in accordance with the Local Government Act 2020 (the Act).

The Act states that an Asset Plan must:

- include information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council and any other matters prescribed by the regulations
- be developed, adopted and kept in force in accordance with the Council's deliberative engagement practices.

This Asset Plan is to be read with Council's Asset Management Policy, Asset Management Strategy, Community Vision, Council Plan and asset management plans.

The Asset Plan gives an overview of asset management practices at Loddon Shire including the asset classes and assets they comprise; levels of service; asset condition; lifecycle management plan including renewal, upgrade and operations and maintenance; and the funding required to provide the services described in this Asset Plan and the associated asset management plans.

### Asset description

Council has a variety of asset classes each with their own asset management plan. The asset classes are:

- buildings
- roads
- bridges and major culverts
- footpaths
- stormwater drainage
- recreational, leisure and community facilities
- parks, open spaces and streetscapes.

Asset valuations have been completed for all asset classes except recreational, leisure and community facilities, and parks, open spaces and streetscapes.

The remaining assets have significant replacement value of **\$526.7 million**.

### Levels of service

No additional levels of service was assumed as part of the Asset Plan. The levels of service for each asset class are listed in the relevant asset management plan.

### Future demand

Future expenditure demands for each asset class have been evaluated. Refer to the relevant asset management plan for details of each.

### Lifecycle management plan

Lifecycle planning describes the approach to maintaining an asset from construction to disposal. It involves the prediction of future performance of an asset, or a group of assets, based on investment scenarios and maintenance strategies.

As part of the development of each asset class' asset management plan, forecasted renewal, operations and maintenances expenditure demand was determined. In addition, recommended expenditure for renewal, new / upgraded assets, operations and maintenance were also assessed.

#### **Financial summary**

The projected outlays necessary to provide the services covered by this plan, which includes operations, maintenance, renewal, upgrade and new assets over the 10-year planning period for all asset classes is **\$167.2M** or **\$16,718,078** on average per year.

#### What funding sources are available

Estimated available funding for the next 10 financial years is **\$145.5M** or **\$14,553,213** on average per year as per the Financial Plan and Annual Budget forecast. This is **87%** of the cost to sustain the current level of service at the lowest lifecycle cost.

Allocated funding contained in Council's 10 year Financial Plan leaves a shortfall of **\$2,164,874** on average per year of the projected expenditure required to provide the services in this Asset Plan. This may have a moderate impact on service levels for Council's assets.

#### **Risk management**

The risks for each asset class were evaluated as part of each asset management plan. Refer to each asset management plan for details.

#### **Monitoring and improvement program**

The next steps resulting from this Asset Plan will be to review all of the improvement projects in each asset management plan and prioritise them against each other. It is expected that many of the projects will be able to be grouped and undertaken together which will lead to efficiencies in completing them.



## 1 PURPOSE

The purpose of this Asset Plan (AP) is to demonstrate responsible management of Loddon Shire Council's infrastructure assets, comply with the Victorian Local Government Act 2020 and model the funding required to maintain assets in their current condition.

The Victorian Local Government Act 2020 states that an Asset Plan must:

- Include information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council and any other matters prescribed by the regulations
- be developed, adopted and kept in force in accordance with the Council's deliberative engagement practices.

This Asset Plan is to be read with Council's Asset Management Policy, Asset Management Strategy, Community Vision, Council Plan and asset management plans.

## 2 BUDGET IMPLICATIONS

No new funding recommendations have been made as part of this plan. All of the funding required for asset renewals, upgrades and new assets has been recommended in each asset management plan. The total funding required for operations, maintenance, renewal, upgrade and new assets over the 10-year planning period for all asset classes is \$167.2M or \$16,718,087 on average per year. The total funding available for operations, maintenance, renewal, upgrade and new assets over the 10-year planning period for all asset classes is \$145.5M or \$14,553,213 on average per year.

## 3 RISK ANALYSIS

The risks for each asset class of Council's assets are detailed in the relevant asset management plan. For all assets, there are risks associated with providing the service and not being able to complete all identified activities and projects.

The main risks are:

- insufficient funding for maintenance, renewal, and upgrade of Council's assets and infrastructure
- failure of assets and infrastructure
- failure to meet the levels of services associated with assets and infrastructure.

Council will endeavour to manage these risks within available funding by:

- regular inspections to identify hazards before they occur
- collation of data relating to assets and infrastructure
- review renewal modelling and update the Financial Plan regularly.

## 4 INTRODUCTION

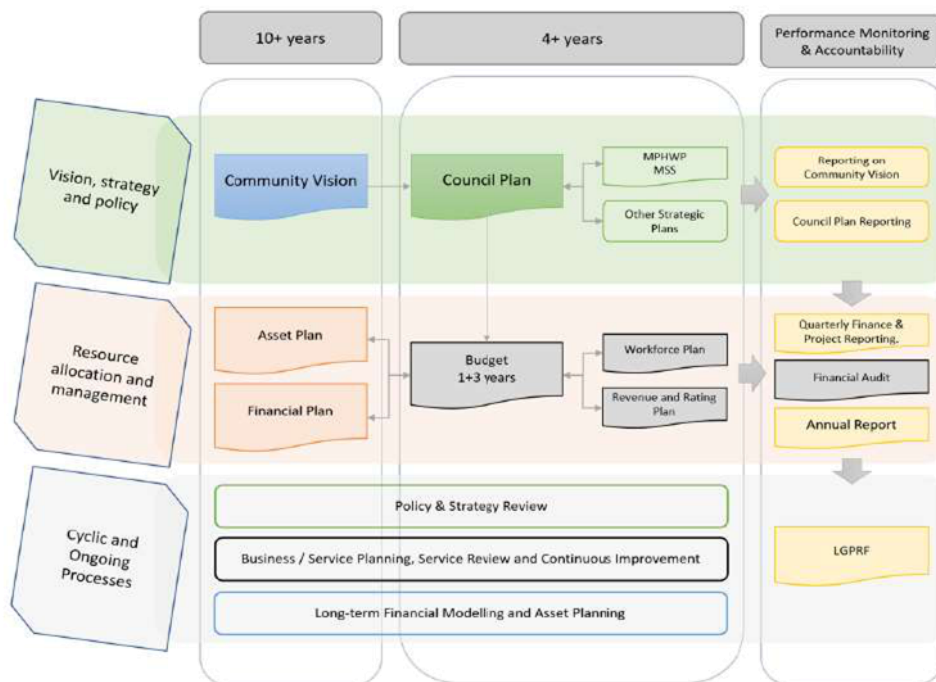
### 4.1 Related plans and document relationships

Loddon Shire Council manages a significant value of assets. This plan has been developed to ensure Council is in compliance with the Victorian Local Government Act 2020 which states that an Asset Plan be developed.

It provides a higher level overview of Council's assets and asset management practices and collates asset and financial data evaluated in each of Council's asset management plans to give an overall perspective of asset management at Loddon Shire.

Figure 1 shows the different documents that influence and inform the Asset Plan.

Figure 1 - Asset management document relationship



5.24.2 Assets covered by this plan

The infrastructure assets covered by this Asset Plan are shown in the following table. Each class of infrastructure has its own asset management plan which describes the asset management practices for these assets in detail. The type of assets that are included in each asset class are also listed in the following table.

Table 1 – Assets covered by this plan

Asset class	Assets included
<b>Buildings</b>	<ul style="list-style-type: none"> <li>• Public toilets</li> <li>• Public halls</li> <li>• Administration buildings</li> <li>• Recreation buildings</li> <li>• Caravan parks</li> <li>• Senior citizens</li> <li>• Maternal health</li> <li>• Preschools</li> <li>• Community centres</li> <li>• Elderly Persons Units</li> </ul>

Asset class	Assets included
<b>Roads</b>	<ul style="list-style-type: none"> <li>• Roads – pavements, substructure, formation and earthworks</li> <li>• Roads – kerb, channel, minor culverts and other</li> </ul>
<b>Bridges and major culverts</b>	<ul style="list-style-type: none"> <li>• Bridges – deck and substructure</li> </ul>
<b>Footpaths</b>	<ul style="list-style-type: none"> <li>• Footpaths</li> <li>• Tracks and trails</li> </ul>
<b>Drainage</b>	<ul style="list-style-type: none"> <li>• Urban drainage</li> </ul>
<b>Recreational, leisure and community facilities</b>	<ul style="list-style-type: none"> <li>• Swimming pools</li> <li>• Sports grounds</li> <li>• Trotting tracks</li> <li>• Lakes (water holdings)</li> </ul>
<b>Parks, open spaces and streetscapes</b>	<ul style="list-style-type: none"> <li>• Park and street trees</li> <li>• Playgrounds</li> <li>• Outdoor exercise equipment</li> <li>• Picnic shelters</li> <li>• Street furniture</li> <li>• BBQs and shelters</li> <li>• Rotundas and band stands</li> </ul>

#### [5.34.3](#) Value of assets covered by the plan

Valuation of Council's assets is undertaken annually. The value of the assets covered by this Asset Plan is \$526.7M and is shown in the following table:

Table 2 – Valuation of Council’s assets

Asset class	Current replacement value	Written down value	Accumulated depreciation	Yearly depreciation
<b>Buildings</b>	\$89,163,754	\$47,987,159	\$41,176,595	\$1,504,207
<b>Roads</b>	\$375,393,062	\$254,995,697	\$120,397,365	\$6,577,668
<b>Bridges and major culverts</b>	\$38,599,332	\$19,623,777	\$18,975,555	\$391,248
<b>Footpaths</b>	\$7,562,619	\$5,516,275	\$2,046,344	\$160,331
<b>Drainage</b>	\$15,978,485	\$7,619,075	\$8,359,411	\$212,151
<b>Recreational, leisure and community facilities</b>	-	-	-	-
<b>Parks, open spaces and streetscapes</b>	-	-	-	-
<b>Total</b>	<b>\$526,697,253</b>	<b>\$335,741,983</b>	<b>\$190,955,270</b>	<b>\$8,845,605</b>

Asset values are unknown for recreational, leisure and community facilities, and parks, open spaces and streetscapes.

## 65 LEVELS OF SERVICE

Service levels can be defined in two interconnected ways, customer levels of service and technical levels of service. These are supplemented by organisational measures which are the Community Plan, Council Plan, and the Annual Budget. Service performance results are reported through Council’s Annual Reports.

At present, indications of current and target levels of service are obtained from various sources including:

- community satisfaction surveys
- residents' feedback to Council and staff
- works staff feedback to management
- feedback from other stakeholders
- service requests and related correspondence entered in Council's customer request system
- physical measurements of quality standards
- legislative standards (minimum requirements).

In future, it is expected that Council will undertake deliberative community engagement to validate these levels of service.

### 6.15.1 Levels of service definitions

Service levels are defined service levels in two terms, customer levels of service and technical levels of service. These are supplemented by organisational measures.

**Customer levels of service** measure how the customer receives the service and whether value to the customer is provided.

Customer levels of service measures used in Council’s asset management plans are:

<b>Quality</b>	How good is the service? <i>What is the condition or quality of the service?</i>
<b>Function</b>	Is it suitable for its intended purpose? <i>Is it the right service?</i>
<b>Capacity / use</b>	Is the service over or under used? <i>Does Council need more or less of these assets?</i>

**Organisational measures** are measures of fact related to the service delivery outcome (e.g. number of occasions when service is not available, condition % of very poor, poor, average, good, very good).

These organisational measures provide a balance in comparison to the customer perception that may be more subjective.

**Technical levels of service** are measures relating to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance. They support the customer service levels using operational or technical measures of performance.

Technical service measures are linked to the activities and annual budgets covering:

<b>Operations</b>	The regular activities to provide services (e.g. temporary signage, inspections, etc).
<b>Maintenance</b>	The activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. Road patching, unsealed road grading, building and structure repairs).
<b>Renewal</b>	The activities that return the service capability of an asset up to that which it had originally (e.g. Road resurfacing and pavement reconstruction, pipeline replacement and building component replacement).
<b>Asset improvements</b>	The activities to provide a higher level of service (e.g. Widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. A new library).

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.

Refer to Council's asset management plans for details of levels of service for each asset class.

## 76 FUTURE DEMANDS

The objective of asset management is to create, operate, maintain, rehabilitate, and replace assets at the required level of service for present and future customers in a cost effective and environmentally sustainable manner. Council's asset management plans must therefore forecast the needs and demands of the community in the future and outline strategies to develop the assets to meet these needs.

Refer to Council's asset management plans for details of future demands for each asset class.

## 87 LIFECYCLE MANAGEMENT PLAN

### 8.17.1 Asset condition

Asset condition is a measure of the health of an asset and is a key consideration in determining remaining useful life, as well as predicting how long it will be before an asset needs to be repaired, renewed or replaced. Asset condition is also an indicator of how well it can perform its function. Condition data is valuable for developing long term funding scenarios for strategic planning of Council's budget.

Council measures the condition of its assets using a standardised 0 to 10 grading system.

A summary of the condition rating scale used for the assets covered by this Asset Plan is detailed in the following table. Council's condition grading system follows good practice guidance as provided by various industry standards including the *International Infrastructure Management Manual*.

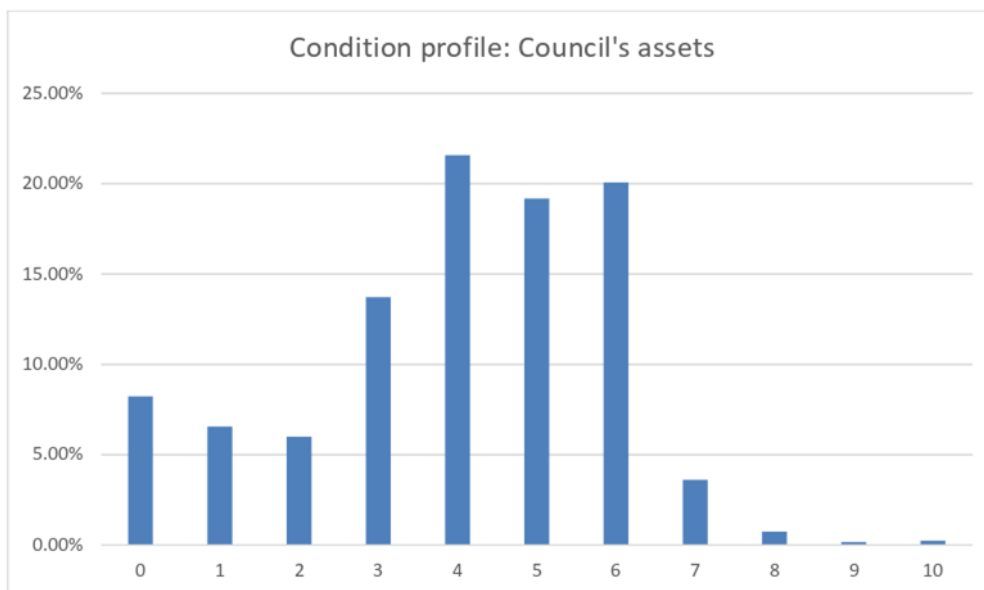
Condition data for Council's infrastructure assets is recorded in its asset register and is used for renewal modelling, capital works planning, and financial reporting.

**Table 3 - Condition rating system**

Score	Condition rating	Description
0	New	New asset or an asset recently rehabilitated back to new condition.
1	Near new	No visible signs of deterioration, often based upon the time since construction rather than observed condition decline.
2	Excellent	Very slight condition decline obvious, no longer in new condition.
3	Very good	Early stages of minor deterioration, no serviceability problems.
4	Good	Some obvious deterioration evident, slightly impaired serviceability.
5	Fair	Obvious deterioration, some serviceability loss.
6	Fair to poor	Quite obvious deterioration, serviceability would be affected, rising maintenance costs apparent.
7	Poor	Severe deterioration, serviceability limited, high maintenance costs.
8	Very poor	Serviceability heavily impacted, very high maintenance costs, needed to be rehabilitated.
9	Extremely poor	Severe serviceability problems, needing rehabilitation immediately, could also be a risk to remain in service.
10	Failed	No longer serviceable and should not remain in service. extreme risk.

The following figure provides an overview of the condition of all of Council's assets.

**Figure 2 – Condition profile of Council's assets**



For more specific details around the condition of each asset class refer to the relevant asset management plan.

The figure shows that overall Council's assets are in good condition with a low percentage of assets with a condition of 7 or higher. Most Council assets are between a condition of 3 and 6. This indicates that condition inspections will need to continue to be undertaken to monitor assets to plan for their replacement.

**8.27.2 Routine operations and maintenance plan**

Effective maintenance strategies are essential to ensure that an asset performs at the desired service level on a day-to-day basis.

<b>Operations</b>	Regular activities to provide public health, safety, and amenity (e.g. street sweeping, grass mowing, street lighting, cleaning pipes, etc).
<b>Maintenance</b>	Regular ongoing day-to-day work necessary to ensure asset achieves its defined useful life (e.g. pothole patching, replacement of a window, footpath grinding, etc).

**8.2.17.2.1 Maintenance strategy**

The following general maintenance and operations strategies are applied to Council's assets:

**Table 4 - Maintenance strategy summary**

<b>Operations</b>	Use and manage the assets in a manner that minimises the long term overall total cost. Undertake scheduled inspections as justified by the consequences of failure on levels of service, costs, public health, or safety.
<b>Reactive maintenance</b>	A suitable level of preparedness for prompt and effective response to service requests or asset failures is maintained.
<b>Planned or preventative maintenance</b>	Undertake planned asset maintenance activities to minimise the risk of critical asset failure and to maintain assets in a manner that minimises ongoing lifecycle costs.

For further details around operations and maintenance of each asset class refer to the relevant asset management plan.

#### 8.2.27.2.2 Future operations and maintenance demand

Future operations and maintenance expenditure demand was forecast in each of the asset management plans and is summarised in the following table. Operation and maintenance expenditure demand for bridges and major culverts and drainage are captured under the roads expenditure demand. There are currently no available expenditure demands for recreational, leisure and community facilities.



Table 5 – Future operations and maintenance demand Year	Buildings	Roads	Bridges and major culverts*	Footpaths	Drainage*	Recreational, leisure and community facilities*	Parks, open spaces and streetscapes	Total
2021/22	\$774,869	\$6,295,694	-	\$57,823	-	-	\$1,022,802	\$8,151,188
2022/23	\$790,742	\$6,385,040	-	\$58,980	-	-	\$1,143,298	\$8,378,061
2023/24	\$807,154	\$6,477,869	-	\$60,159	-	-	\$1,243,298	\$8,588,480
2024/25	\$824,122	\$6,579,619	-	\$61,362	-	-	\$1,243,298	\$8,708,401
2025/26	\$841,667	\$6,669,388	-	\$62,590	-	-	\$1,243,298	\$8,816,943
2026/27	\$859,825	\$6,768,598	-	\$63,841	-	-	\$1,337,003	\$9,029,267
2027/28	\$878,611	\$6,877,595	-	\$65,118	-	-	\$1,337,003	\$9,158,327
2028/29	\$898,057	\$6,989,222	-	\$66,421	-	-	\$1,337,003	\$9,290,703
2029/30	\$918,185	\$7,103,516	-	\$67,749	-	-	\$1,337,003	\$9,426,453
2030/31	\$939,032	\$7,220,631	-	\$69,104	-	-	\$1,442,890	\$9,671,657
<b>10 year total</b>	<b>\$8,532,264</b>	<b>\$67,367,171</b>	<b>-</b>	<b>\$633,147</b>	<b>-</b>	<b>-</b>	<b>\$12,686,896</b>	<b>\$89,219,479</b>
<b>Average annual allocations</b>	<b>\$853,226</b>	<b>\$6,736,717</b>	<b>-</b>	<b>\$63,315</b>	<b>-</b>	<b>-</b>	<b>\$1,268,690</b>	<b>\$8,921,948</b>

\*N.B. Bridges and major culverts and drainage operations and maintenance demand are captured under the Roads asset class. Operations and maintenance demand is unavailable for recreational, leisure and community facilities

#### 8.2.37.2.3 Future operations and maintenance allocations

Operations and maintenance allocated expenditure for each of the asset classes was recommended in each of the asset management plans and is summarised in the following table. Operation and maintenance allocations for bridges and major culverts and drainage are captured under the roads allocation. There are currently no available allocations for recreational, leisure and community facilities.

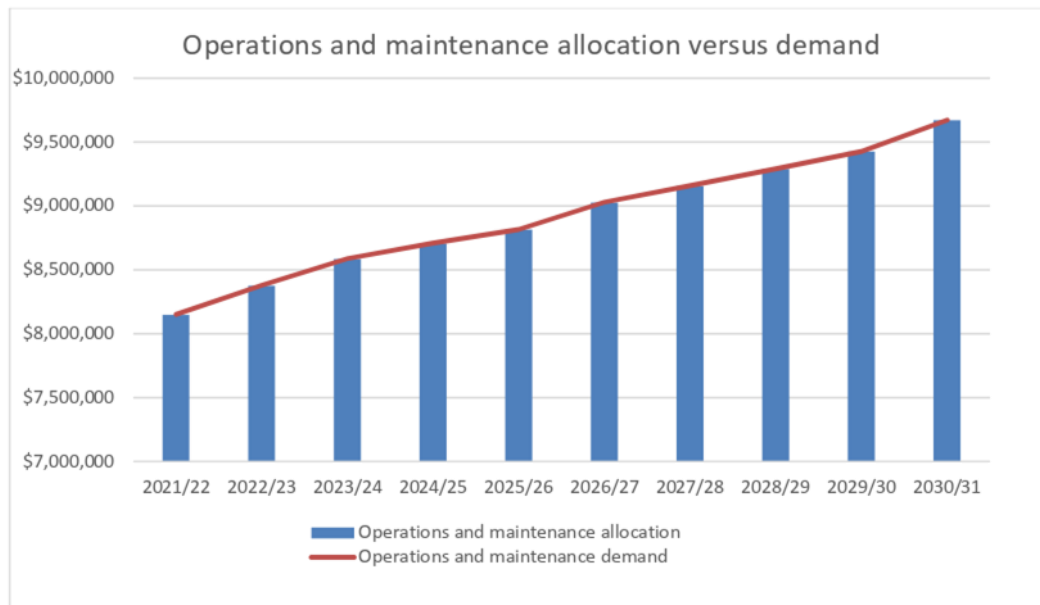
Table 6 – Future operations and maintenance allocations

Year	Buildings	Roads	Bridges and major culverts*	Footpaths	Drainage*	Recreational, leisure and community facilities*	Parks, open spaces and streetscapes	Total
2021/22	\$774,869	\$6,295,694	-	\$53,310	-	-	\$1,022,802	\$8,146,675
2022/23	\$790,742	\$6,385,040	-	\$54,711	-	-	\$1,143,298	\$8,373,792
2023/24	\$807,154	\$6,477,869	-	\$56,163	-	-	\$1,243,298	\$8,584,484
2024/25	\$824,122	\$6,579,619	-	\$57,650	-	-	\$1,243,298	\$8,704,689
2025/26	\$841,667	\$6,669,388	-	\$59,154	-	-	\$1,243,298	\$8,813,507
2026/27	\$859,825	\$6,768,598	-	\$60,727	-	-	\$1,337,003	\$9,026,153
2027/28	\$878,611	\$6,877,595	-	\$62,334	-	-	\$1,337,003	\$9,155,543
2028/29	\$898,057	\$6,989,222	-	\$63,994	-	-	\$1,337,003	\$9,288,276
2029/30	\$918,185	\$7,103,516	-	\$65,688	-	-	\$1,337,003	\$9,424,392
2030/31	\$939,032	\$7,220,631	-	\$67,416	-	-	\$1,442,890	\$9,669,969
<b>10 Year Total</b>	<b>\$8,532,264</b>	<b>\$67,367,171</b>	<b>-</b>	<b>\$601,147</b>	<b>-</b>	<b>-</b>	<b>\$12,686,896</b>	<b>\$89,187,479</b>
<b>Average annual allocations</b>	<b>\$853,226</b>	<b>\$6,736,717</b>	<b>-</b>	<b>\$60,115</b>	<b>-</b>	<b>-</b>	<b>\$1,268,690</b>	<b>\$8,918,748</b>

\*N.B. Bridges and major culverts and drainage operations and maintenance allocations are captured under the Roads asset class. Operations and maintenance allocation is unavailable for recreational, leisure and community facilities

The following chart shows the allocated expenditure versus the expenditure demand for operations and maintenance of Council's assets.

**Figure 3 – Operations and maintenance allocations vs demand**



The current allocation for operations and maintenance in the Financial Plan is \$89.19M over the next ten (10) years which is less than the forecast expenditure demand amount of \$89.22M. This is an under allocation of \$32,000 and will have a minimal effect on operations and maintenance service levels.

**8.37.3 Renewal / replacement plan**

Renewal expenditure is major work which does not increase the asset’s design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential.

Increasing the design capacity of an asset is an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified through inspections, condition assessments, and service level assessments to identify specific assets requiring renewal.

**8.3.17.3.1 Renewal strategy**

Renewal strategies are based on assessing a range of factors to ensure the appropriate level of investment is targeted at the optimum time to ensure assets remain fit for purpose and that renewal plans are efficient and effective. The factors considered include the following:

- criticality
- maintenance and/or failure history (i.e. when do ongoing maintenance works become uneconomic)
- age
- expected life
- remaining useful life
- condition (where known)

- condition prediction
- geographical grouping
- timing in relation to linked asset renewal plans.

As a general principle the number and cost of repairs will determine the optimum timing to invest in the renewal of assets. Every time an asset is repaired it provides information about its performance, rate of deterioration, and a prediction of the optimum time to renew.

As the rate of repairs increase a prediction can be made about the optimum time to renew an asset to keep the cost of ownership at the optimum level.

#### 8.3.27.3.2 Future renewal demand

As part of developing the asset management plans for each class of asset, renewal demand and expenditure projections were undertaken. These are all summarised in the following table. Due to a lack of data, projections were not undertaken for recreational, leisure and community facilities, and parks and gardens.

For details of each asset class renewal demand refer to the relevant asset management plan.

Overall the renewal demand over the next 10 years is assessed to be \$72.4M for Council's assets.

Table 7 – Future renewal demand

Year	Buildings	Roads	Bridges and major culverts	Footpaths	Drainage	Recreational, leisure and community facilities*	Parks, open spaces and streetscapes*	Total
2021/22	\$166,822	\$4,875,528	\$166,822	\$173,251	\$2,162,505	-	-	\$5,825,862
2022/23	\$267,462	\$5,246,125	\$267,462	\$163,999	\$1,918,336	-	-	\$5,742,291
2023/24	\$383,621	\$5,517,931	\$383,621	\$144,392	\$1,382,066	-	-	\$5,444,391
2024/25	\$479,821	\$5,515,449	\$479,821	\$129,130	\$853,309	-	-	\$5,130,467
2025/26	\$558,784	\$5,429,954	\$558,784	\$127,037	\$575,082	-	-	\$5,042,646
2026/27	\$622,884	\$5,264,775	\$622,884	\$125,779	\$302,225	-	-	\$4,923,689
2027/28	\$674,186	\$5,158,640	\$674,186	\$132,413	\$278,053	-	-	\$5,027,343
2028/29	\$714,492	\$5,061,596	\$714,492	\$138,098	\$257,675	-	-	\$5,103,967
2029/30	\$745,365	\$4,993,798	\$745,365	\$143,337	\$240,482	-	-	\$5,157,431
2030/31	\$768,168	\$4,966,826	\$768,168	\$148,120	\$225,967	-	-	\$5,190,839
<b>10 Year Total</b>	<b>\$5,381,605</b>	<b>\$52,030,622</b>	<b>\$5,381,605</b>	<b>\$1,425,556</b>	<b>\$8,195,700</b>	-	-	<b>\$72,415,088</b>
<b>Average annual renewal requirement</b>	<b>\$538,161</b>	<b>\$5,203,062</b>	<b>\$538,161</b>	<b>\$142,556</b>	<b>\$819,570</b>	-	-	<b>\$7,241,509</b>

\*N.B. Renewal demand is unknown for recreational, leisure and community facilities and parks, open spaces and streetscapes

#### 8.3.37.3.3 Future renewal allocations

Renewal expenditure allocations for each of the asset classes was recommended in each of the asset management plans and is summarised in the following table. Renewal allocations for recreational, leisure and community facilities and parks and gardens is currently unavailable.

For details of each asset class recommended renewal expenditure allocation refer to the relevant asset management plan.

Overall the recommended renewal expenditure allocation over the next 10 years is \$50.8M for Council's assets.

Table 8 – Renewal allocations

Year	Buildings	Roads	Bridges and major culverts	Footpaths	Drainage	Recreational, leisure and community facilities	Parks, open spaces and streetscapes	Total
2021/22	\$492,376	\$6,720,066	\$210,000	\$108,324	\$281,500	-	-	\$7,812,266
2022/23	\$400,000	\$3,059,750	\$149,488	\$126,183	\$350,000	-	-	\$4,085,421
2023/24	\$400,000	\$3,115,386	\$152,328	\$132,061	\$350,000	-	-	\$4,149,775
2024/25	\$400,000	\$3,268,731	\$155,223	\$122,610	\$350,000	-	-	\$4,296,564
2025/26	\$400,000	\$3,634,701	\$158,784	\$133,024	\$350,000	-	-	\$4,675,897
2026/27	\$400,000	\$3,918,132	\$161,177	\$142,836	\$350,000	-	-	\$4,972,145
2027/28	\$400,000	\$4,004,257	\$164,239	\$145,113	\$350,000	-	-	\$5,063,609
2028/29	\$400,000	\$4,092,083	\$167,380	\$144,743	\$350,000	-	-	\$5,154,206
2029/30	\$400,000	\$4,181,629	\$170,540	\$144,913	\$350,000	-	-	\$5,247,082
2030/31	\$400,000	\$4,272,968	\$173,780	\$144,637	\$350,000	-	-	\$5,341,385
<b>10 year total</b>	<b>\$4,092,376</b>	<b>\$40,267,703</b>	<b>\$1,662,327</b>	<b>\$1,344,444</b>	<b>\$3,431,500</b>	-	-	<b>\$50,798,350</b>
<b>Average annual renewal requirement</b>	<b>\$538,161</b>	<b>\$4,026,770</b>	<b>\$166,233</b>	<b>\$134,444</b>	<b>\$343,150</b>	-	-	<b>\$5,079,835</b>

\*N.B. Renewal allocations are unknown for recreational, leisure and community facilities and parks, open spaces and streetscapes

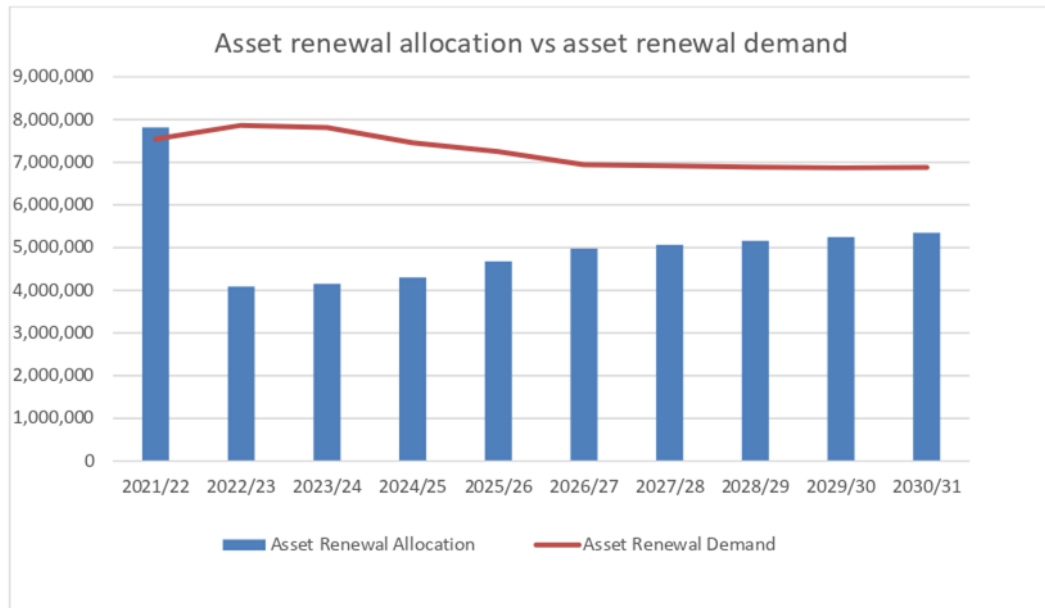


8-3-47.3.4 Renewal gap

The current allocation for renewal in the Financial Plan is \$50.8M over the next ten (10) years which is less than the forecast required demand of \$72.4M. This is an under allocation of \$21.6M and equates to Council allocating 70% of the forecast expenditure required for renewal over the next 10 years. This may have a moderate effect on renewal and subsequently asset condition.

The following chart shows the allocated expenditure versus demand for renewal of Council's assets for each of the next 10 years.

**Figure 4 – Asset renewal allocation versus asset renewal demand**



The renewal gap has been evaluated for each asset class and is shown in the following table.

Table 9 – Renewal gap by asset class

Renewal Gap	Buildings	Roads	Bridges and Major Culverts	Footpaths	Drainage	Recreational, leisure and community facilities	Parks, open spaces and streetscapes	Total
Renewal Demand 10 Year Total	\$5,381,605	\$52,030,622	\$5,381,605	\$1,425,556	\$8,195,700	-	-	\$72,415,088
Average Annual Renewal Requirement	\$538,161	\$5,203,062	\$538,161	\$142,556	\$819,570	-	-	\$7,241,509
Renewal Allocation 10 Year Total	\$4,092,376	\$40,267,703	\$1,662,327	\$1,344,444	\$3,431,500	-	-	\$50,798,350
Average Annual New/Upgrade	\$409,238	\$4,026,770	\$166,233	\$134,444	\$343,150	-	-	\$5,079,835
<b>Renewal Gap 10 Year Total</b>	<b>-\$1,289,229</b>	<b>-\$11,762,919</b>	<b>-\$3,719,278</b>	<b>-\$81,112</b>	<b>-\$4,764,200</b>	-	-	<b>-\$21,616,738</b>
<b>Average Annual Renewal Gap</b>	<b>-\$128,923</b>	<b>-\$1,176,292</b>	<b>-\$371,928</b>	<b>-\$8,111</b>	<b>-\$476,420</b>	-	-	<b>-\$2,161,674</b>
<b>Asset Renewal Ratio 10 Year (Renewal Allocation / Renewal Demand)</b>	<b>76%</b>	<b>77%</b>	<b>31%</b>	<b>94%</b>	<b>42%</b>	-	-	<b>70%</b>

The asset renewal ratios show that over the next 10 years, that the renewal funding versus the projected required renewal expenditure Council has allocated is:

- adequately funding the renewal for footpath asset
- moderately underfunding the renewal of buildings and roads assets
- acutely underfunding the renewal of bridges and major culverts, and drainage assets.

The underfunding may have an effect on the service levels and condition of some asset classes. This can be managed by monitoring asset condition through regular condition inspections and applying for grant funding to reduce the renewal gaps.

#### **8.47.4 Creation / acquisition / upgrade plan**

New works are those works that create a new asset that did not previously exist or works that upgrade or improve an asset beyond its existing capacity or performance in response to changes in supply needs or customer expectations.

Within the context of Council assets, new asset, or upgrade creation includes:

- those works that create a new asset that did not exist in any shape or form, i.e. new roads typically resulting from land development
- works which improve an existing asset beyond its existing capacity or performance, i.e. footpath widening.

There are occasions when Council are required to upgrade an asset because of changing demand or use requirements. In such instances, the project is scrutinised closely by officers and is considered as part of the annual budget planning process.

In accordance with Council's budget development framework, when Council considers its discretionary capital expenditures for new or upgraded assets it is essential to establish the consequential recurring operational and maintenance costs that will occur once the new or upgraded asset becomes operational.

This consequential additional cost is 'non-discretionary' as it will be incurred if the new asset is provided.

As new projects are brought forward for consideration with the annual budget, they will also have an assessment of these ongoing operational (recurrent) costs presented to Council as part of the overall project cost projections.

##### **8.4.17.4.1 New / upgrade allocation**

The new / upgrade expenditure allocation was recommended in each of the asset management plans. For details of the new/upgrade expenditure allocation recommendations refer to the relevant asset management plan.

Overall \$5.5M of expenditure was recommended for new / upgrade of assets over the next 10 years.

New / upgrade expenditure demands were not evaluated as demand does not apply to new assets. Demand is an evaluation of the amount of expenditure required to maintain assets in an adequate condition so can't be evaluated for new assets.

Table 10 – New / upgrade allocations

Year	Buildings	Roads	Bridges and major culverts	Footpaths	Drainage	Recreational, leisure and community facilities	Parks, open spaces and streetscapes	Total
2021/22	\$66,000	\$856,491	\$0	\$0	\$181,500	-	-	\$1,103,991
2022/23	\$0	\$198,924	\$0	\$300,000	\$0	-	-	\$498,924
2023/24	\$0	\$283,391	\$0	\$300,000	\$0	-	-	\$583,391
2024/25	\$0	\$180,000	\$0	\$300,000	\$0	-	-	\$480,000
2025/26	\$0	\$180,000	\$0	\$300,000	\$0	-	-	\$480,000
2026/27	\$0	\$180,000	\$0	\$300,000	\$0	-	-	\$480,000
2027/28	\$0	\$180,000	\$0	\$300,000	\$0	-	-	\$480,000
2028/29	\$0	\$180,000	\$0	\$300,000	\$0	-	-	\$480,000
2029/30	\$0	\$180,000	\$0	\$300,000	\$0	-	-	\$480,000
2030/31	\$0	\$180,000	\$0	\$300,000	\$0	-	-	\$480,000
<b>10 year total</b>	<b>\$66,000</b>	<b>\$2,598,806</b>	<b>\$0</b>	<b>\$2,700,000</b>	<b>\$181,500</b>	<b>-</b>	<b>-</b>	<b>\$5,546,306</b>
<b>Average annual new / upgrade</b>	<b>\$6,600</b>	<b>\$259,881</b>	<b>\$0</b>	<b>\$270,000</b>	<b>\$18,150</b>	<b>-</b>	<b>-</b>	<b>\$554,631</b>

**8.57.5 Disposal plan**

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition, or relocation.

Council currently has no immediate or current strategic direction to retire or dispose of any infrastructure assets, however does respond to requests for acquisition from other parties as required or selling of some infrastructure assets on a case by case assessment.

**8.67.6 Summary of asset expenditure requirements**

The financial projections from this Asset Plan are shown for projected capital expenditure (renewal and upgrade / expansion / new assets) and operations are maintenance along with the expenditure allocations for each category are shown in the following graph. Note that all costs are shown in real values.

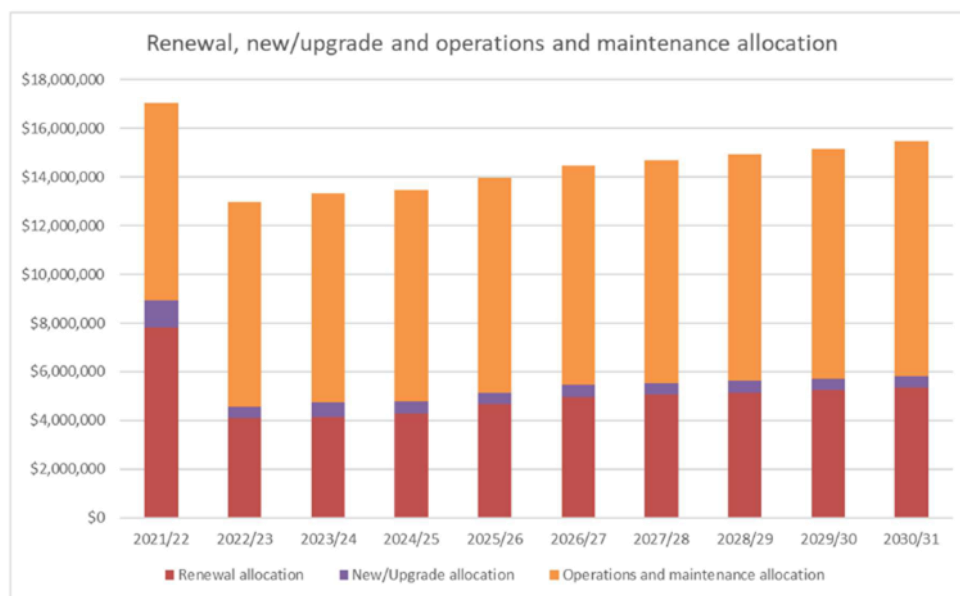
**Table 11 – Summary of renewal, new / upgrade, operations and maintenance allocation, demand and funding shortfall / surplus for Council's assets**

Year	Renewal demand	Renewal allocation	Renewal funding shortfall / surplus	New / upgrade allocation	Operations and maintenance demand	Operations and maintenance allocation	Operations and maintenance funding shortfall / surplus	Total funding / allocation	Cumulative funding shortfall / surplus
2021/22	\$7,544,928	\$7,812,266	\$267,388	\$1,103,991	\$8,151,188	\$8,146,675	-\$4,513	\$17,062,932	\$262,825
2022/23	\$7,863,384	\$4,085,421	-\$3,777,963	\$498,924	\$8,378,061	\$8,373,792	-\$4,269	\$12,958,137	-\$3,519,407
2023/24	\$7,811,631	\$4,149,775	-\$3,661,856	\$583,391	\$8,588,480	\$8,584,484	-\$3,996	\$13,317,650	-\$7,185,259
2024/25	\$7,457,530	\$4,296,564	-\$3,160,966	\$480,000	\$8,708,401	\$8,704,689	-\$3,712	\$13,481,253	-\$10,349,937
2025/26	\$7,249,641	\$4,675,897	-\$2,573,744	\$480,000	\$8,816,943	\$8,813,507	-\$3,436	\$13,969,404	-\$12,927,117
2026/27	\$6,938,547	\$4,972,145	-\$1,966,402	\$480,000	\$9,029,267	\$9,026,153	-\$3,114	\$14,478,298	-\$14,896,633
2027/28	\$6,917,478	\$5,063,609	-\$1,853,869	\$480,000	\$9,158,327	\$9,155,543	-\$2,784	\$14,699,152	-\$16,753,286
2028/29	\$6,886,353	\$5,154,206	-\$1,732,147	\$480,000	\$9,290,703	\$9,288,276	-\$2,427	\$14,922,482	-\$18,487,860
2029/30	\$6,868,347	\$5,247,082	-\$1,621,265	\$480,000	\$9,426,453	\$9,424,392	-\$2,061	\$15,151,474	-\$20,111,186
2030/31	\$6,877,249	\$5,341,385	-\$1,535,864	\$480,000	\$9,671,657	\$9,669,969	-\$1,688	\$15,491,354	-\$21,648,738
<b>10 year total</b>	<b>\$72,415,088</b>	<b>\$50,798,350</b>	<b>-\$21,616,738</b>	<b>\$5,546,306</b>	<b>\$89,219,479</b>	<b>\$89,187,479</b>	<b>-\$32,000</b>	<b>\$145,532,135</b>	<b>-\$21,648,738</b>
<b>Annual average</b>	<b>\$7,241,509</b>	<b>\$5,079,835</b>	<b>-\$2,161,674</b>	<b>\$554,631</b>	<b>\$8,921,948</b>	<b>\$8,918,748</b>	<b>-\$3,200</b>	<b>\$14,553,213</b>	

The table shows that overall there is a moderate shortfall for funding of renewal, new / upgrade, operations and maintenance of Council assets with the funding shortfall evaluated as being \$21.6M over the next 10 years. This may have a moderate effect on the condition of Council's assets and may result in a some reduction in levels of service.

The overall expenditure allocation for renewal, new/upgrade and operations and maintenance of Council's assets is shown in the following figure.

**Figure 5 - Overall renewal, new / upgrade and operations and maintenance allocations for Council's assets**



## 98 RISK MANAGEMENT PLAN

The purpose of this section is to describe the basis of Council's strategic risk and investment policies and the way it will manage risk associated with Council's assets.

### 9.18.1 Risk management process

Council's risk management framework and processes are in accordance with AS/NZS ISO 31000:2009 – Risk Management – Principles and Guidelines and HB 436:2013 – Risk Management Guidelines.

The framework is designed to provide the architecture for a common platform for all risk management activities undertaken by Council and is used to identify specific risks associated with Council's delivery of services and management of assets.

The objective of the risk management process with regards to Council's assets is to ensure that:

- all significant operational and organisational risks are understood and identified
- the highest risks that need to be addressed in the short to medium term are identified
- strategies and treatments to address risks are identified and applied.

An assessment of risks associated with service delivery from infrastructure assets has identified the most critical risks to Council. The risk assessment process identifies and assesses risks, develops a risk rating and develops a risk treatment plan for non-acceptable risks.

9.1.18.1.1 Risk assessment

Network or system risks assessed as 'Very High' - requiring immediate corrective action and 'High' – requiring prioritised corrective action identified by Council's asset risk assessment process for each asset class. The risk assessment for each asset class have been undertaken in the relevant asset management plan. Refer to each asset management plan for details.

**409 FINANCIAL SUMMARY**40.19.1 Asset valuations

The value of the assets covered by this Asset Plan as recorded in Council's asset register as at 30 June 2021 are shown in the following table:

**Table 12 – Asset valuations by asset class**

Asset class	Current replacement value	Written down value	Accumulated depreciation	Yearly depreciation
Buildings	\$89,163,754	\$47,987,159	\$41,176,595	\$1,504,207
Roads	\$375,393,062	\$254,995,697	\$120,397,365	\$6,577,668
Bridges and major culverts	\$38,599,332	\$19,623,777	\$18,975,555	\$391,248
Footpaths	\$7,562,619	\$5,516,275	\$2,046,344	\$160,331
Drainage	\$15,978,485	\$7,619,075	\$8,359,411	\$212,151
Recreational, leisure and community facilities	-	-	-	-
Parks, open spaces and streetscapes	-	-	-	-
<b>Total</b>	<b>\$526,697,253</b>	<b>\$335,741,983</b>	<b>\$190,955,270</b>	<b>\$8,845,605</b>

Asset values are unknown for recreational, leisure and community facilities, and parks, open spaces and streetscapes.

Assets are valued at fair value based on depreciated replacement cost according to Greenfield rates.

40.29.2 Asset and financial sustainability

Asset and financial sustainability was calculated by assessing the asset sustainability ratio, asset renewal ratio, asset consumption ratio, and by evaluating the short, medium and long term life cycle costs for Council's assets versus planned expenditure. The ratios are detailed in the following table.



**Table 13 – Asset and financial sustainability indicators**

<b>Asset financial ratios (2021/22)</b>	
Asset sustainability ratio (renewal allocation / depreciation)	88.32%
Asset renewal ratio (renewal allocation / projected renewal demand)	103.54%
Projected renewal as % of asset consumption (projected renewal demand / depreciation)	85.30%
Asset consumption ratio (written down value / current replacement value)	63.74%
Assets being added (new/upgrade) as % of asset stock	0.21%
<b>Short term life cycle costs (1 year)</b>	
1 year operational, maintenance, new / upgrade and renewal projected expenditure demand	\$16,800,107
1 year operational, maintenance, new / upgrade and renewal planned expenditure allocation	\$17,062,932
1 year funding shortfall (1 year allocation - demand)	+\$262,825
1 year sustainability indicator (1 year allocation / demand)	101.56%
<b>Medium term life cycle costs (5 years)</b>	
5 year operational, maintenance, new / upgrade and renewal projected expenditure demand	\$83,716,492
5 year operational, maintenance, new / upgrade and renewal planned expenditure allocation	\$70,789,375
5 year funding shortfall (5 year allocation - demand)	-\$12,927,117
5 year sustainability indicator (5 year allocation / demand)	84.56%
<b>Long term life cycle costs (10 years)</b>	
10 year operational, maintenance, new / upgrade and renewal projected expenditure demand	\$167,180,872
10 year operational, maintenance, new / upgrade and renewal planned expenditure allocation	\$145,532,135
10 year funding shortfall (10 year allocation - demand)	-\$21,648,738
10 year sustainability indicator (10 year allocation / demand)	87.05%

The asset financial ratios show that in 2021/22:

- Council is underspending on renewal versus depreciation
- Council is slightly overspending on renewal versus projected renewal demand
- a discrepancy between projected renewal demand and depreciation as represented by projected renewal being 85.30% of depreciation.

The short, medium and long term life cycle cost data shows Council is moderately funding assets over the next 10 years. For the 2021/22 year, the planned over the required expenditure has a ratio of 101.56% which indicates Council is spending in excess of the required expenditure to maintain Council's assets. This is results of COVID-19 stimulus funding being directed to the renewal and upgrade of assets.

The 5 and 10 year life cycle cost sustainability indicators both between 80-90% which indicates Council is moderately underfunding assets in the medium to long term. This may have a moderate impact on the condition of Council's assets and levels of service and can be addressed by applying for grant funding and/or identifying operational efficiencies.

#### **10.39.3 Summary of planned expenditure**

The current funding allocated to assets as recommended in the asset management plans is summarised in the following table:

**Table 14 – Summary of planned expenditure**

Year	Planned renewal expenditure	Planned new / upgrade expenditure	Planned operations and maintenance expenditure	Total expenditure
2021/22	\$7,812,266	\$1,103,991	\$8,146,675	\$17,062,932
2022/23	\$4,085,421	\$498,924	\$8,373,792	\$12,958,137
2023/24	\$4,149,775	\$583,391	\$8,584,484	\$13,317,650
2024/25	\$4,296,564	\$480,000	\$8,704,689	\$13,481,253
2025/26	\$4,675,897	\$480,000	\$8,813,507	\$13,969,404
2026/27	\$4,972,145	\$480,000	\$9,026,153	\$14,478,298
2027/28	\$5,063,609	\$480,000	\$9,155,543	\$14,699,152
2028/29	\$5,154,206	\$480,000	\$9,288,276	\$14,922,482
2029/30	\$5,257,082	\$480,000	\$9,424,392	\$15,151,474
2030/31	\$5,341,385	\$480,000	\$9,669,969	\$15,491,354
<b>10 year total</b>	<b>\$50,798,350</b>	<b>\$5,546,306</b>	<b>\$89,187,479</b>	<b>\$145,532,135</b>
<b>Annual average</b>	<b>\$5,079,835</b>	<b>\$554,631</b>	<b>\$8,918,748</b>	<b>\$14,553,213</b>

Over the next 10 years Council will spend \$50.8M on asset renewals, \$5.55M on asset upgrades and new assets, and \$89.2M on operations and maintenance costs for assets, for a total expenditure of \$145.5M.

**4110 PLANNED IMPROVEMENT AND MONITORING**

The improvement plan associated with this Asset Plan is as follows.

**Table 15 - Improvement plan**

Task	Responsible Person	Resource Type	Timeline
Review all of the projects in the improvement plans of each asset management plan and prioritise against each other in an overall list.	Manager Assets & Infrastructure	Internal	As resources permit

**10.5 DRAFT COMMUNITY LOCAL LAW**

**File Number:** FOL/19/115191  
**Author:** David Price, Local Laws \ Planning Compliance Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:**

1. Draft Community Local Law 2022
2. Community Impact Statement
3. Part C - Table: Local Law Review
4. Frequently Asked Questions

**RECOMMENDATION**

That the draft Community Local Law 2022 be placed on public exhibition for a period of at least 6 weeks and that following community input, a further report with a revised version be presented to Council to consider adoption of the Community Local Law.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Presentations and draft versions of the Community Local Law have been discussed with Council. At the latest version was discussed with Council at a forum held on 10 May 2022.

**BACKGROUND**

A review of Council's existing and expired Local Laws has been undertaken and a new Community Local Law is now proposed. The review was undertaken in accordance with the *Local Government Act 2020* and a much simplified and easier to understand local law is proposed. Duplication in administrative processes from having multiple local laws are removed and a more user-friendly format is created in a single document.

Changes to various State legislation in recent years have also meant that some previous local law clauses are no longer necessary, as a local law cannot duplicate or contradict a Federal or State law.

It is recommended that the attached documents be made available for community feedback and that a further report be presented to Council regarding the community input received and any proposed changes before a revised Community Local Law is considered for adoption.

**ISSUES/DISCUSSION**

Local laws balance the safety and amenity needs of the community with those of the landowner and individual. Some clauses manage amenity aspects on private property that are likely to impact on others, whilst other clauses relate to the use of public areas or Council infrastructure and services.

The very nature of local laws create a layer of rules or regulation that would not otherwise exist - including fees, charges and permits. This layer can create issues and challenges within itself in terms of balancing a community's desire to self-manage or self-regulate, and having a community seen as being told what to do and how to do it.

In developing the draft Community Local Law, a number of objectives have been established within a scope of what is deemed to be fair and reasonable.

The objectives provide for:

- (a) the peace, order and good governance of the Loddon Shire;
- (b) a safe and healthy environment in which residents and visitors can enjoy a quality of life that meets their expectation;
- (c) the protection and enhancement of community amenity;
- (d) the control of activities or land use which may be hazardous, unsafe or detrimental to the quality of life or the environment;
- (e) the fair and reasonable use and enjoyment of private land; and
- (f) fair and consistent administration of the local law.

A Community Impact Statement is included in the attachments. This is part of the *Local Government Act 2020* requirements.

### **COST/BENEFITS**

Council has developed the draft Community Local Law in-house/within existing staff resources and legal guidance as required by the *Local Government Act 2020* with the document having been reviewed by Russell Kennedy Lawyers in late 2021.

Upon adoption of the new Community Local Law 2022, its management and implementation will be conducted within existing allocated staff resources.

The benefits of having local laws assists Council to achieve its vision and objectives.

### **RISK ANALYSIS**

Council officers have followed a risk management approach to the review and subsequent development of the draft Community Local Law.

The draft Community Local Law seeks to manage risks through balancing the safety and amenity of the community with an individual's rights. Examples include restrictions on burning off; untidy or unsightly land; and consumption of alcohol, smoking and behaviour in public places.

### **CONSULTATION AND ENGAGEMENT**

Council officers have undertaken an initial review of the previous Local Laws, including benchmarking with surrounding and similar councils to identify local and emerging issues that need addressing.

Council officers also sought input from various Council staff to review the sections of local law relevant to their Department. A preliminary overview of the draft Community Local Law was also workshopped at a Council briefing held on 23 March 2021 and a Council forum held on 10 May 2022.

A significant part of the review has been to assess the local laws against new and existing State legislation to ensure there are no inconsistencies. Several clauses of the previous local laws have been deleted as these are now covered by State legislation.

Division 3 of the *Local Government Act 2020* outlines the process that Council must follow when making local laws. Section 73 provides that Council must make a local law in accordance with its Community Engagement Policy and outlines the notice to be published, location of available information and the engagement process that applies. Section 74 requires that before making a local law, Council must obtain a certificate from a qualified person stating that the proposed local law is consistent with the local law requirements. In this respect, Council has engaged the services of Russell Kennedy Lawyers. The necessary certificate will be tabled at a later Council meeting when the revised local law is considered for adoption.

Community consultation is an important part of developing the new local law, and this report is to provide opportunity for the community to have a say in the laws specific to Loddon Shire.

# LODDON SHIRE COUNCIL

## COMMUNITY LOCAL LAW 2022



## DOCUMENT INFORMATION

DOCUMENT TYPE:	Local Law
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Development & Compliance
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	<a href="#">Click here to enter date of approval</a>
VERSION NUMBER:	12
REVIEW DATE:	<a href="#">Click here to enter a date.</a>
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Council Plan Local Laws Enforcement Policy Local Laws Enforcement Procedure
RELATED LEGISLATION:	Local Government Act 1989 Local Government Act 2020 Domestic Animals Act 1994 Impounding of Livestock Act 1994 Public Health and Wellbeing Act 2008 Environment Protection Act 2017 Sentencing Act 1991 Summary Offences Act 1966 Road Management Act 2004 Road Safety Act 1986 Country Fire Authority Act 1958
EVIDENCE OF APPROVAL:	Adopted by Council at its Ordinary Meeting held on XX XXXXXX 2022  Published in the Government Gazette on XX XXXXXX 2022
FILE LOCATION:	TBA

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

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

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## PART 1 – PRELIMINARY

### 1. Title

This is the Community Local Law 2022 of the Loddon Shire Council and is referred to as “this Local Law”.

### 2. Objective

The objectives of this Local Law are to provide for:

- a) the peace, order and good governance of the Loddon Shire;
- b) a safe and healthy environment in which residents and visitors can enjoy a quality of life that meets their expectations;
- c) the protection and enhancement of community amenity;
- d) the control of activities or land use which may be hazardous, unsafe or detrimental to the quality of life or the environment;
- e) the fair and reasonable use and enjoyment of private land; and
- f) fair and consistent administration of this Local Law.

### 3. The power to make this Local Law

This Local Law is made pursuant to Section 71 of the *Local Government Act 2020* and Section 42 of the *Domestic Animals Act 1994*.

### 4. Commencement

This Local Law commences on the day following the gazettal of the Local Law in the Victoria Government Gazette.

### 5. Previous Local Laws

On the commencement of this Local Law, the following Local Law is revoked:

- a) Local Law No. 4 – Environment (2015)

The following Local Laws have expired:

- a) Local Law No. 2 – Streets and Roads (2010)
- b) Local Law No. 3 – Municipal Places (2006)
- c) Local Law No. 5 – Livestock (2005)

### 6. Local Law Ceases to Operate

This Local Law ceases to operate on **XX XX XXXX**, unless it is revoked sooner.

## 7. Application and Scope of this Local Law

The application and scope of this Local Law is as follows:

- a) This Local Law applies at all times throughout the whole of the municipal district of the Loddon Shire Council except where it is apparent from its wording that a clause or schedule applies to a specific area only;
- b) Where this Local Law applies to a road, it applies to all parts of the road;
- c) The provisions of this Local Law apply to the extent that they are not inconsistent with any Act, Rule or Regulation applicable to the Loddon Shire Council;
- d) Where this Local Law prohibits any act, matter or thing, or provides that such act, matter or thing can only be done or exist with a permit, that prohibition or provision will not apply if the act, matter or thing can be done or can exist by reason of the Loddon Planning Scheme;
- e) References to any land in this Local Law include buildings and other structures permanently affixed to the land and any land covered with water.

## 8. Definitions

In this Local Law, unless the context or subject matter indicates otherwise, definitions are as in the *Local Government Act 2020*, or where applicable, the *Local Government Act 1989*, indicated by the words "the Act". Other words and phrases have the respective meanings assigned:

Aboriginal person	has the same meaning as in section 4(1) of the <i>Aboriginal Heritage Act 2006</i> .
Aboriginal tradition	has the same meaning as in section 4(1) of the <i>Aboriginal Heritage Act 2006</i> .
acceptable no smoking sign	has the same meaning as in section 3 of the <i>Tobacco Act 1987</i> .
Act	means the <i>Local Government Act 2020</i> , or where applicable, the <i>Local Government Act 1989</i> .
animal	includes any mammal, reptile or bird (excluding humans).
animal housing	means any building or structure used to contain or house an animal.
applicant	means the person who applies for a permit under this Local Law.
appropriate fee	means the appropriate fee determined by the Council in accordance with this Local Law.
authorised officer	means an authorised officer of Council appointed under section 224 of the <i>Local Government Act 1989</i> .

barbeque	means a structure, device or contraption (not enclosed in a building) which is used primarily as a cooking facility.
builder	means a person engaged by or on behalf of the owner or occupier of a building site to carry out building work.
building refuse	means any solid or liquid domestic or commercial waste, debris or other refuse, including any glass, metal, plastic, paper, fabric, wood, food, vegetation, soil, sand, concrete, rocks and like material, substance or thing generated by, or in connection with, building work.
building site	means any land being prepared for or upon which building work is being carried out.
building work	means work for, or in connection with, the construction, demolition or removal of a building.
built-up area	means an area in which there is urban development or in which street lighting is provided on roads.
bulk rubbish container	means a bin, skip or other container used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but excludes containers used in connection with Council's regular domestic rubbish or recycling collections. Includes waste bins, miniskips, shipping containers, pallets and their contents.
business day	means a day that is not: <ul style="list-style-type: none"> <li>a) a Saturday or Sunday</li> <li>or</li> <li>b) a day that is wholly or partly observed as a public holiday throughout the municipality.</li> </ul>
camp	includes to sleep, rest or stay temporarily and includes to live or stay in a tent, swag, caravan or the like for short term accommodation.
caravan or movable dwelling	has the same meaning as in the <i>Residential Tenancies Act 1997</i> .
car park	means an area which is located on land owned by, occupied by or under the care, management and control of Council and which is designated as being, or set aside for the purposes of the parking of vehicles.
Chief Executive Officer	means the person appointed pursuant to section 44(1) of the Act to be the Chief Executive Officer and any member of Council staff to whom the Chief Executive Officer has delegated a power, duty or function under this Local Law.

commercial waste	means any refuse, rubbish, slops or other waste matter arising from or generated by any trade, industry or commercial undertaking.
Council	means the Loddon Shire Council.
Council land	means any land either vested in or under the control of Council, and includes a reserve, watercourse and reservation, car park, road and the like, together with any improvements erected thereupon.
dealing in goods	includes selling goods, exposing goods for sale or possessing goods with the intention of selling them or offering them for sale.
delegated officer	means a member of Council staff to whom the relevant power has been delegated under section 47 of the Act.
Small bird	means canaries, finches, budgerigars or other similar size or smaller birds.
e-cigarette	has the same meaning as in the <i>Tobacco Act 1987</i> .
electronic speaker device	means a device broadcasting electronically generated noise for the purpose of scaring pest animals.
ESTA	means the <i>Emergency Services Telecommunications Authority</i> , Victoria's 24-hour emergency call-taking and dispatch service for police, fire, ambulance and VICSES.
farm animal	means any horse, cattle, camel, donkey, mule, cow, bull, steer, sheep, pig, deer, goat, ox, ostrich, emu, alpaca and any other animal kept for harvest of fleece, hide or meat; irrespective of whether the animal is kept as a companion animal.
farming area	means any part of the municipal district which is in a Farming Zone under the planning scheme.
fire ban day	means a day or partial day of total fire ban declared under section 40 of the <i>Country Fire Authority Act 1958</i> .
garbage	means and includes household refuse and rubbish, food waste, discarded food or any offensive matter (other than sewage, manure and hazardous materials), but does not include hard waste or recyclable material.
habitable room	means any room other than a storage area, bathroom, laundry, toilet or pantry used for domestic activities.
hard waste	means dry and hard rubbish and waste but does not include household refuse or commercial waste.

household refuse	means all refuse, waste, garbage, rubbish and surplus materials produced or accumulated in or about a dwelling which is not considered to be hard waste, garden waste or recyclable materials and is only placed in a household refuse receptacle.
household refuse receptacle	means a Council approved refuse receptacle specifically intended for the collection of household refuse.
horse	includes stallion, colt, gelding, rig, mare, filly, foal, pony, donkey, ass or mule.
large bird	means any cockatoo, parrot, duck, goose, turkey, peafowl, pheasant or any other bird but does not include poultry, pigeon or small bird.
land	means and includes all land within the municipal district and any associated structures permanently affixed to the land, but does not include: <ul style="list-style-type: none"><li>a) a highway within the meaning of the <i>Road Safety Act 1986</i>; and</li><li>b) any land under the control of a Statutory Authority.</li></ul>
livestock	has the same meaning as in the <i>Impounding of Livestock Act 1994</i> .
minor building works	means building work that has a value of less than \$5,000 but excludes demolition and removal of buildings and structures (regardless of value).
motor vehicle	has the same meaning as in the <i>Road Safety Act 1986</i> .
motorised vehicle	a vehicle which meets any of the following criteria: <ul style="list-style-type: none"><li>a) a mini-bike, trail bike, go-kart, motor bike, motor scooter, all terrain vehicle, four wheel drive or motor car</li><li>b) any other vehicle which is propelled by a motor or by mechanical means</li><li>c) any vehicle registered with the Roads Corporation as a recreational vehicle.</li></ul>
municipal building	means any building: <ul style="list-style-type: none"><li>a) owned and occupied by</li><li>or</li><li>b) under the care, management and control of Council.</li></ul>
municipal district or municipality	means the municipal district of the Loddon Shire Council.
municipal place	means land or any asset, excluding a road, which is vested in, owned, occupied, managed or controlled by Council.

municipal waste management facility	means a facility that is designated by Council to receive waste materials including household refuse, hard waste and/or recyclable materials.
nature strip	means the area between the carriageway and the property boundary on any road which abuts the property.
nuisance	has the same meaning as that term at common law.
noxious weed	has the same meaning as in the <i>Catchment and Land Protection Act 1994</i> .
obstruction	includes any tree, plant or other item on a nature strip, or otherwise on a road, that has been placed or planted by, or is maintained by, the owner or occupier of adjacent or nearby premises which restricts passage along a road, but does not include any plant planted by Council.
occupier	includes any person who is residing or using a property as its owner or tenant, with or without the consent of the titled owner of the land.
offence	means an offence under this Local Law.
pavement	includes every footpath, lane or other place including part of a nature strip within the municipal district which is habitually used by pedestrians and not by motor vehicles.
penalty unit	has the meaning as defined by section 110 of the <i>Sentencing Act 1991</i> .
permit	means a permit, including any conditions, issued under this Local Law.
permit holder	means a person to whom a permit has been issued under this Local Law.
permit fee	means a fee fixed by resolution of Council or a statutory fee prescribed in legislation by the Victorian government.
person	has the same meaning as in section 38 of the <i>Interpretation of Legislation Act 1984</i> .
poultry	means domestic fowls but does not include ducks, geese, turkeys, peacocks, pheasants and roosters for the purposes of a permit required in clause 41.
poultry house	means a structure or housing in which poultry are kept or intended to be kept.
planning scheme	means the Loddon Planning Scheme as applicable under the <i>Planning and Environment Act 1987</i> .

premises	includes land and building/s, including a building under construction.
prescribed	means specified in a resolution made by Council, the general purport of which is set out in a newspaper generally circulating in the municipality.
prescribed industrial waste	has the same meaning as in the <i>Environment Protection (Industrial Waste Resource) Regulations 2009</i> .
procession	means an organised group of people proceeding along a road, or gathering for a ceremony or function, and includes fun runs and bicycle events.
private land	means land that is not Council land, a road or a public place.
public notice	has the same meaning as in the Act.
public place	has the same meaning as in the <i>Summary Offences Act 1966</i> .
public reserve	means a municipal place which is located outdoors and available for recreational purposes.
rally	means a meeting of people making a political protest or showing support for a cause.
recyclable material	means glass bottles and jars (whether broken or unbroken), polyethylene terephthalate (PET), high density polyethylene (HDPE), polyvinyl chloride (PVC), hard plastics coded or uncoded, aluminium cans and foil, steel cans, clean paper and cardboard, liquid paper board and any other materials prescribed by Council.
recyclable materials receptacle	means a Council approved recyclable material receptacle specifically intended for the collection of recyclable materials only.
refuse receptacle	means a refuse receptacle of the type issued or approved by Council for the collection of house refuse.
reserve	means any of the following: <ul style="list-style-type: none"><li>a) any land, commons, or public reserve either owned by Council or of which the management is vested in Council; or</li><li>b) any land purchased or rented or otherwise provided by, granted or given to or vested in Council, for the provision of pleasure grounds or places of public recreation, including playgrounds, car parks, bike trails, gardens and other areas within the land; or</li><li>c) any tree reserve, garden, lawn or ornamental plantation in or upon any road within the municipal district.</li></ul>



residence	includes part of a building used or intended to be used as a private residence, including a flat and unit but does not include that part of a residential building used for aged care, hotel or motel.
resident	means a person who has a place of residence within the municipal district.
residential area	means any part of the municipal district which is in a Residential Zone under the planning scheme, including township and low density residential zones.
residential premises	means a building used to permanently or temporarily accommodate persons and includes a dwelling, residential hotel, hostel, motel, boarding house, rooming house and bed and breakfast establishment.
responsible road authority	has the same meaning as in the <i>Road Management Act 2004</i> .
retailer	means a person who sells goods by retail.
road	has the same meaning as in the Act.
rural residential area	means any part of the municipal district which is in a Rural Living Zone or a Rural Conservation Zone under the planning scheme.
scare gun	means a device for producing a loud percussive sound for the purpose of scaring birds from crops, orchards and vineyards (also known as gas guns and scatter guns).
service authority	means any company or Statutory Authority responsible for the installation of telecommunications, gas, electricity, water, sewerage or drainage facilities in or on a road, road related area or easement.
shipping container	means a container that is a large reusable and portable steel box, normally designed and intended for use during intermodal transport shipments to facilitate the packaging and transport of goods, equipment and materials.
small bird	means a small domestic bird such as a canary, finch, budgerigar and the like which is kept by, or under the care or control of, a person in a dwelling, but excludes poultry.
smoke	in relation to a tobacco product or an e-cigarette has the same meaning as in the <i>Tobacco Act 1987</i> .
Statutory Authority	means a Government Department, or a body established by an Act of the Parliament of Victoria, any other State or Territory of Australia or the Commonwealth of Australia.

street	has the same meaning as road in this Local Law.
street festival	means an organised recreational, cultural, commercial or social gathering of people which is held on a road.
street stall	means a table, structure, furniture, sign or fixture erected for the temporary display of goods, whether or not for sale.
street furniture	means any sign, notice, structure, or fixture which is owned, erected, or maintained by Council or other responsible road authority and which is located on, or adjacent to a road.
tobacco product	has the same meaning as in the <i>Tobacco Act 1987</i> .
traffic control item	means a major traffic control device or a minor traffic control device, within the meaning of the <i>Road Safety (Traffic Management) Regulations 2019</i> .
vacant land	means a property on which there is no house or other structure approved for human habitation.
vehicle crossing or driveway	means a constructed area that provides for the passage of vehicles from a carriageway to private property and includes the kerb, channel, hardstand areas and infills but not footpath.
vehicle	any conveyance for transporting people, goods etc.
wasp	includes an English or European wasp.
waste hopper	means a bin, skip or other container used for the deposit of waste.

Any term listed throughout this document which has not been specifically defined within the table above, has its ordinary dictionary meaning.

## PART 2 – COUNCIL LAND, STREETS AND ROADS

### 9. Roadside trading

- 1) A person must not, without a permit:
  - a) sell or offer for sale goods or services on a road, footpath or nature strip; or
  - b) sell or offer for sale any goods or services from a property or a public place adjacent to a road, footpath or nature strip to any person who is on that road, footpath, nature strip or public place; or
  - c) sell a raffle ticket, solicit or collect a gift of money or subscription on a road, footpath or nature strip.

**Penalty: 10 Penalty Units**

- 2) In deciding whether to grant a permit, the Council must take into consideration:
  - a) whether the safety of road users or the passage of vehicles will be affected by the placement; and
  - b) whether permits required by the *Food Act 1984*, *Public Health and Wellbeing Act 2008* or any other legislation have been obtained; and
  - c) whether the activity will disturb, annoy or disrupt adjacent property owners or occupiers; and
  - d) whether the activity will be detrimental to the amenity of the area; and
  - e) whether appropriate arrangements can be made for waste water disposal, litter and garbage disposal, car parking including access and egress, lighting and advertising signs; and
  - f) whether the consent of the Head, Transport for Victoria has been obtained where the road is a road for which it is the responsible road authority under the *Road Management Act 2004*; and
  - g) whether persons who may be liable for injury caused by the activity are insured against that risk; and
  - h) whether the applicant has provided a written indemnification of Council against liability arising from activities authorised by the permit; and
  - i) any other matter relevant to the circumstances of the application.

### 10. Street furniture and outdoor eating

- 1) A person must not, without a permit, place any seat, umbrella, table, chair, barricade, portable heater, potted plant, visual display or other furniture on any footpath or other part of a road.

**Penalty: 10 Penalty Units**

- 2) In deciding whether to grant a permit the Council must take into consideration:
  - a) whether the facility would be located where it would obstruct the visibility at an intersection; and
  - b) whether appropriate and safe pedestrian access can be maintained; and
  - c) whether the tables, chairs and other equipment to be used will be a hazard; and
  - d) whether the tables, chairs and other equipment are of a construction that will not cause any damage to the footpath or part of the road; and
  - e) whether the tables, chairs and other equipment might impact on any vehicle parked in the vicinity, including persons accessing and egressing the vehicle; and
  - f) whether persons who may be liable for injury caused by the placing of the facility are insured against that risk; and
  - g) whether the applicant has provided a written indemnification of the Council against liability arising from activities authorised by the permit; and

- h) whether the facility is conducted in conjunction with and as an extension of food premises located immediately abutting the facility, and the applicant is the person conducting such food premises; and
- i) whether the food premises are registered in accordance with the *Food Act 1984*; and
- j) any other matter relevant to the circumstances of the application.

### 11. Smoking in municipal places

- 1) A person must not smoke a tobacco product or an e-cigarette in or on any municipal place or part of a municipal place which has been declared by the Council to be a smoke free area.

**Penalty: 5 Penalty Units**

- 2) Council must cause an acceptable no smoking sign to be displayed in any municipal place or Council Land which has been declared a smoke free area.
- 3) If an authorised officer believes on reasonable grounds that a person is contravening or has contravened clause 11(1), the authorised officer may direct the person to:
  - a) in the case of a tobacco product, extinguish and then dispose of the tobacco product; or
  - b) in the case of an e-cigarette, cease using the device.
- 4) A person to whom a direction is given under clause 11(3) must comply with that direction.

**Penalty: 5 Penalty Units**

### 12. Consumption of alcohol

- 1) A person in a public place or within a motor vehicle which is parked or stopped in a public place, must not:
  - a) consume alcohol; or
  - b) possess alcohol other than in a sealed container.

**Penalty: 5 Penalty Units**

- 2) Clause 12(1) does not apply in such places as for the time being are:
  - a) licensed premises within the meaning of the *Liquor Control Reform Act 1998*; or
  - b) an area in which Council has issued a permit for the sale or consumption of alcohol\*.

\*Note: this clause enables the Council to issue a local law permit to licensed premises to extend their licensed use from adjoining premises onto footpaths and is authorised under Clauses 52.27 and 62.01 of the Loddon Planning Scheme.

### 13. Requirement to seal or dispose of an alcoholic beverage

- 1) If an Authorised Officer believes on reasonable grounds that a person is contravening or has contravened clause 12(1), the Authorised Officer may direct the person to seal any container or dispose of the contents of any unsealed container.
- 2) A person must comply with a direction of an Authorised Officer under clause 13(1).

**Penalty: 10 Penalty Units**

#### 14. Behaviour in a municipal place or on Council land

A person, in any municipal place, or on any Council land, must not:

- a) behave in a manner that interferes with another person's use or enjoyment of that place; or
- b) act in such a manner which endangers any person; or
- c) use language or behave in a manner which is indecent, offensive or abusive; or
- d) damage, destroy, deface, remove or interfere with anything in or on any building or structure of any kind; or
- e) damage or interfere with any Council land; or
- f) allow any vehicle or equipment to cause damage to or interfere with Council land; or
- g) light or allow to be lit any fire on any council land except in a permanent fireplace, barbeque or temporary barbeque; or
- h) act contrary to any signs that contain conditions that apply to the use of the Council land; or
- i) act contrary to the lawful direction of an Authorised Officer or a person responsible for the Council land.

**Penalty: 5 Penalty Units**

#### 15. Damage to Council land

A person must not allow any tree or plant on land owned or occupied by them to cause damage to or interfere with any Council land or a road under the control of Council.

**Penalty: 10 Penalty Units**

#### 16. Use of Council reserves

Except with written consent, a person in or upon any Council reserve, must not:

- a) act contrary to any condition of use set by a Management Committee appointed by Council; or
- b) engage in, play or practice any games in such a manner as to be a danger to the safety of any person or property or interfere with the reasonable use and enjoyment of the Council reserve, or any part thereof by any other person; or
- c) ride or drive any horse into or upon any Council reserve; or
- d) drive any motor vehicle other than on a designated roadway or parking area; or
- e) ride a bicycle or use a toy vehicle in a manner that interferes with the use or enjoyment of the Council reserve; or
- f) fly or permit to be flown any model aeroplane, drone, or similar apparatus of any kind (excluding kites) over or from such Council reserve; or
- g) light any fire except in a permanent fireplace or barbeque provided.

**Penalty: 5 Penalty Units**

#### 17. Motorised vehicles

A person must not, without a permit, use a motorised vehicle on any Council land or reserve (other than any public highway, gazetted road or designated internal vehicular track) unless that land or reserve has been designated for that purpose.

**Penalty: 10 Penalty Units**

### 18. Stationary heavy vehicles

- 1) A person must not, without a permit, park, keep, store, repair or authorise another person to keep, store or repair a prime mover with an attached trailer, a semi-trailer, a heavy combination trailer or multi combination trailer on a road in a residential area or rural residential area.

**Penalty: 10 Penalty Units**

- 2) Clause 18(1) does not apply in relation to a vehicle which is parked, kept, stored or repaired for less than two consecutive hours.

### 19. Unregistered, abandoned or derelict vehicles

A person must not abandon, leave or allow to be left, in or on a public place, road, Council reserve or Council land any vehicle or recreational vehicle that is:

- a) not currently registered with, or having a permit from, the Roads Corporation or any other relevant authority (if it is of a class of vehicle which requires it to be, or is usually registered under the *Road Safety Act 1986*); or
- b) derelict to such an extent as to be unable to move under its own power and is in disrepair.

**Penalty: 10 Penalty Units**

### 20. Storage of vehicles

A person must not without a permit use any road or Council land for the purpose of storing any caravan, trailer, boat, damaged vehicle or unregistered vehicle.

**Penalty: 10 Penalty Units**

### 21. Camping on Council land or in a public place

A person must not, without a permit, camp on Council land, a public place, highways, roads or car parks in a tent, vehicle or caravan or any other temporary or makeshift structure unless they are within a caravan park registered under the *Residential Tenancies Act 1997* or an area determined by the Council to be available for camping purposes.

**Penalty: 10 Penalty Units**

### 22. Circuses, carnivals, festivals and events

- 1) A person must not, without a permit, conduct a circus, carnival, festival, community market or other similar event on any Council land or in a public place within the municipality.
- 2) A person must not, without a permit, hold a street festival or procession on a road.

**Penalty: 20 Penalty Units**

- 3) Clause 22(1) does not apply where the organisers or responsible persons for the circus, carnival, festival, community market or other similar event have obtained a planning permit in accordance with the Loddon Planning Scheme.

Note: a permit for a place of public entertainment, or for the siting of a temporary structure under the *Building Act 1993* may also be required.

**23. Closed roads**

- 1) Except with written consent, a person must not drive a vehicle on any part of a road, bridge or culvert which has been closed in accordance with the Act.

***Penalty: 10 Penalty Units***

- 2) A person must not remove, destroy, damage, deface, interfere or tamper with any obstruction or barrier placed on a road in accordance with the Act.

***Penalty: 10 Penalty Units***

**24. Drainage and pipeline tapping**

- 1) A person must not, without a permit, tap into or interfere with any drain or pipeline owned by, or under the control of the Council.

***Penalty: 20 Penalty Units***

- 2) If in the opinion of Council, any of Council's assets may be at risk of being damaged during the course of tapping installation works, the person responsible for the tapping work must, upon request, pay a bond to the Council.
- 3) The amount of the bond required under clause 24(2) must be proportionate to the likely cost of repairing any damage and must be refunded upon satisfactory completion of the works.
- 4) Where appropriate, the bond may be retained by Council to offset the cost of repairing any damage.

**25. Bulk rubbish containers on roads**

A person must not, without a permit, place or cause another person to place, a bulk rubbish container on a road.

***Penalty: 10 Penalty Units***

**26. Repair of vehicles on a road**

A person must not dismantle, paint, repair or carry out maintenance on a vehicle on a road, except to the minimum extent necessary for the purpose of removing it.

***Penalty: 10 Penalty Units***

**27. Substances from vehicles, animals and livestock**

A person must not permit any grease, oil, mud, clay or other substance to fall or run off a vehicle or livestock onto a road, into any drain on or under the road or permit or authorise another person to do so.

***Penalty: 10 Penalty Units***

## 28. Vehicle crossings

- 1) If required by the Council or an Authorised Officer, the owner of land must ensure that each point of vehicular access from a carriageway on a road to the land has a properly constructed vehicle crossing.

***Penalty: 10 Penalty Units***

- 2) For the purposes of clause 28(1), a vehicle crossing is properly constructed if:
  - a) it was constructed by, or in accordance with, the terms of Council approval; or
  - b) Council has approved the method of construction of the particular vehicle crossing.
- 3) If Council or an Authorised Officer is of the opinion that a vehicle crossing is in a state of disrepair or is otherwise in an unsatisfactory condition, an Authorised Officer may serve a Notice to Comply on the owner or occupier of the property serviced by the crossing.

## 29. Constructing, removing or altering a vehicle crossing

A person must not, without a permit, construct, install, remove or alter a vehicle crossing, whether temporarily or permanently.

***Penalty: 10 Penalty Units***

## 30. Temporary vehicle crossings

- 1) A person responsible for building work must obtain a permit for the construction of a temporary vehicle crossing which protects all of the existing road and Council assets, if it is likely that building work on land will involve vehicles entering or leaving the carriageway from a point other than an existing driveway or vehicle crossing.

***Penalty: 10 Penalty Units***

- 2) A person responsible for works referred to in clause 30(1) must ensure that the temporary vehicle crossing is maintained in good repair.

***Penalty: 10 Penalty Units***

- 3) If, in the opinion of Council, an existing driveway crossing, footpath, kerb or other part of the road may be damaged by building works, the person responsible for the works must, when requested to do so by Council, pay a bond to Council.
- 4) The amount of the bond required under clause 30(3) must be proportionate to the likely cost of repairing any damage and must be refunded on satisfactory completion of the building works or, where appropriate, may be retained by Council to offset the costs of repairing any damage.



### 31. Disposal of water on roads

Without written consent, a person must not cause or permit:

- a) the direct or indirect flow of any stormwater or irrigation water onto any Council land or road reserve; or
- b) the unreasonable discharge of any water onto any Council land or road reserve; or
- c) the unreasonable discharge of any water onto any land (including land owned by that person) so as to cause or permit such water to discharge onto any Council land or road reserve.

***Penalty: 10 Penalty Units***

## PART 3 – PRIVATE PROPERTY

### 32. Numbering properties

If the Council has allocated a number to a property, the owner or occupier of the property must ensure that:

- a) the property is marked with the number allocated; and
- b) the numbers used are at least 40 millimetres high and have a contrasting colour to the background material on which they are painted or placed; and
- c) the numbers are located so that they are free from obstructions and they can be read under all normal lighting conditions from the road immediately adjacent to the front boundary of the property.

***Penalty: 3 Penalty Units***

### 33. Dangerous or hazardous properties

- 1) The owner or occupier of any land or premises must not:
  - a) permit or allow the land or premises to be kept in a manner, state or condition which is dangerous or likely to cause danger to any person or property; or
  - b) permit or allow the growth of any vegetation on the land which constitutes or is likely to constitute a danger, hazard or nuisance to any person or property; or
  - c) permit or allow any vegetation, fencing, a sign or anything else on the land or premises to be an obstruction or interfere with pedestrian or vehicular traffic by:
    - i) overhanging a boundary of the land onto a footpath or other part of a road used by pedestrians in a manner that limits safe access, or by otherwise not providing a clearance of at least 1.8m in height over the footpath; or
    - ii) extending over any part of a road so that it obstructs the view of the driver of a vehicle at an intersection, or obstructs the view between the driver of a vehicle and a pedestrian; or
    - iii) obscuring a traffic control item or sign from the view of a driver of an approaching vehicle or pedestrian; or
    - iv) obscuring street lighting; or
  - d) permit or allow any land or premises to be a haven for uncontrolled vermin, noxious weeds or insects which constitutes or is likely to constitute a danger, hazard or nuisance to any person or property; or
  - e) permit or allow the use of any land or premises for the storage of any materials or other substances which is dangerous or likely to cause danger to life or property.

***Penalty: 20 Penalty Units***

### 34. Untidy or unsightly properties

- 1) The owner or occupier of any land or premises must not:
  - a) permit or allow the land or premises, including immediately adjacent nature strip, to be kept in an untidy or unsightly condition, state or manner which is detrimental to, or detracts from, the general amenity of the neighbourhood; or
  - b) permit or allow the land or premises to be used for the storage of unconstrained rubbish or other waste materials; or

- c) permit or allow the land or premises to be used for the purpose of storing any goods, materials or chattels which are detrimental to, or detracts from, the general amenity of the neighbourhood; or
- d) permit or allow the land or premises to be used for the storage of any unregistered vehicle, derelict vehicle, plant or other equipment which are detrimental to, or detract from, the general amenity of the neighbourhood; or

**Penalty: 20 Penalty Units**

### 35. Use of a motorised vehicle on private property

A person must not use any motorised vehicle so as to cause a nuisance by way of noise, dust or exhaust fumes, or pose a danger to the health and safety of any other person, on any land in a residential area or rural residential area.

**Penalty: 10 Penalty Units**

### 36. Camping on private property

- 1) A person must not, without a permit, place, cause, or permit to be placed on any land, a caravan, mobile home, motor home or tent for the purpose of camping, temporary or permanent accommodation.

**Penalty: 10 Penalty Units**

- 2) An owner or occupier of private land must not, without a permit, allow or permit another person to camp on that private land.

**Penalty: 20 Penalty Units**

Clause 36(1) does not apply:

- a) to the placing of caravans for sale or hire on any property, subject to the relevant permissions under the Loddon Planning Scheme; or
- b) to a caravan park registered in accordance with the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020*; or
- c) to private land that is designated, authorised or licenced by the Council as a camping area; or
- d) where no approved permanent residence exists on the land, 1 caravan, mobile home, motor home or tent may be placed on private land, to be used by the owner, or by another person if the owner has obtained a permit and has provided their consent, and:
  - i) that the camping does not exceed a total aggregate of 60 days in any calendar year; and
  - ii) does not exceed 14 consecutive days within the total aggregate of 60 days in any calendar year; and
  - iii) no rent, fee, licence, charge or other payment (whether in money or in kind) is paid in respect to the camping; and
  - iv) the camping is not offensive and does not cause a nuisance in the opinion of an Authorised Officer, particularly in relation to, but not limited to noise, effluent or waste; and
  - v) that no annexe or similar temporary structure of rigid material is constructed on the property; and
  - vi) any caravan, mobile home, motor home, tent, temporary annexe, shade sail or other structures associated with the camping does not remain on the property

- for more than 14 consecutive days within a total aggregate of 60 days in any calendar year; and
- vii) that a written diary, log book or calendar is maintained to document use of the private property for camping purposes and that such diary, log book or calendar is made available for inspection immediately upon request by an Authorised Officer; and
  - viii) there are adequate sanitary and waste disposal facilities for the camping and that those facilities are maintained to the satisfaction of an Authorised Officer; and
  - ix) the camping is not associated with an event or festival; and
  - x) that the caravan, mobile home, motor home or tent is not sited within a distance of 20 metres from the front, side or rear boundaries of the land.
- 3) Clause 36(2) does not apply:
- a) to a caravan park registered in accordance with the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020*; or
  - b) where a planning permit has been obtained for the purpose of camping, however only in respect to the extent to which the planning permit applies; or
  - c) where an approved permanent residence exists on the land, the owner or occupier may place 1 caravan, mobile home, motor home or tent on their land for occupation by immediate family or temporary visitors, for a total period not exceeding 60 days in any 12 month period, provided:
    - i) that no rent, fee, licence, charge or other payment (whether in money or in kind) is paid in respect to the camping; and
    - ii) the occupants of such temporary accommodation have access to proper sanitation, bathing and drainage facilities to the satisfaction of Council; and
    - iii) that no annexe constructed of rigid material shall be attached to a caravan or mobile home; and
    - iv) that a written diary, log book or calendar is maintained to document use of the private property for camping purposes and that such diary, log book or calendar is made available for inspection immediately upon request by an Authorised Officer; and
    - v) that the caravan, mobile home, motor home or tent is not sited within a distance of 6 metres from the frontage of the land; and
    - vi) that the caravan, mobile home, motor home or tent is not sited within a distance of 1 metre from the side or rear boundaries of the land; and
    - vii) the camping is not offensive and does not cause a nuisance in the opinion of an Authorised Officer.

### 37. Chimneys

- 1) An owner or occupier of land must not cause or allow any chimney to discharge dust, grit, ash or smoke to such an extent that it is a nuisance.

**Penalty: 10 Penalty Units**

### 38. Fires in the open air

- 1) The owner or occupier of any land must not cause or allow a fire to be lit or to remain alight in the open air (including in an incinerator) on the land.

**Penalty: 20 Penalty Units**

- 2) Clause 38(1) does not apply to:
- a) a purpose-built barbeque for the purpose of cooking food; or
  - b) a campfire used in compliance with the *Country Fire Authority Act 1958*; or
  - c) a fire in the open air for which a permit has been issued under any government Act, regulation or this Local Law; or
  - d) in the case of land that is 2,000m<sup>2</sup> or less in size, a fire that meets each of the following requirements:
    - i) the fire is only lit on any Wednesday or Sunday; and
    - ii) the fire is not lit on a fire ban day; and
    - iii) the owner or occupier has notified the Emergency Services Telecommunications Authority (ESTA) on 1800 668511 before lighting the fire; or
  - e) in the case of land that exceeds 2,000m<sup>2</sup>, a fire that meets each of the following requirements:
    - i) the fire is not lit on a fire ban day; and
    - ii) the owner or occupier has notified the Emergency Services Telecommunications Authority (ESTA) on 1800 668511 before lighting the fire.
  - f) a fire lit by an Aboriginal person if the fire is lit for the purpose of conducting or engaging in an Aboriginal tradition.
- 3) Notwithstanding clause 38(2), it is prohibited to burn any of the following:
- a) green or wet material; or
  - b) non timber based building material; or
  - c) rubber or plastic, including plastic mulch, plant pots, plastic wrap and packaging materials; or
  - d) furnishings, a mattress or carpet; or
  - e) manufactured chemicals; petroleum or oil products; paint and painted products, including any container in which paint is kept; or other offensive, noxious or toxic matter; or
  - f) food or animal waste; or
  - g) carcasses of dead animals unless prescribed by the relevant state government department as the only means of disposal.

### 39. Temporary use of shipping containers

- 1) The owner or occupier of any land must not, without a permit, allow, cause or suffer a shipping container to be placed on the land unless permitted by the Loddon Planning Scheme and/or the *Building Act 1993*.

**Penalty: 20 Penalty Units**

- 2) In deciding whether to grant a permit under this Local Law, the Authorised Officer must be satisfied that placement of the shipping container will be of a short term or temporary nature, use or purpose.

#### 40. Bird scaring devices (scare guns)

A person must not use, or allow others to use, a scare gun on their property, or any Council land, unless all of the following requirements are satisfied:

- a) all conditions of the *Environment Protection Authority Noise Control Guidelines* for the control of noise from scare guns are satisfied; and
- b) the scare gun is only used for the bona fide purpose of scaring birds from crops during a recognised crop growing period; and
- c) the scare gun is positioned in a farming area; and
- d) a sign is displayed in a conspicuous position at the main entrance to the property at all times that a scare gun is in use, containing the following details:
  - i) that a scare gun/s is in use on the land, and
  - ii) the contact telephone number of the owner or occupier of the land.

**Penalty: 10 Penalty Units**

## PART 4 – ANIMALS AND PETS

### 41. Number of animals and pets

- 1) An owner or occupier of land must not, without a permit, keep or allow to be kept more than four (4) different kinds of animals on any one property at any time, nor keep or allow to be kept any more than the total number of each kind of animal as set out in Table 1.

Table 1: Permitted number of animals per property

Type of animal	Maximum number allowed		
	Residential area or land less than 2,000m <sup>2</sup> in any other area.	Rural residential area or land greater than 2,000m <sup>2</sup> but less than 4ha in any other area.	Farming area where land is greater than 4ha.
dogs	2	2	5
cats	2	2	5
pigeons	12	30	No permit required
poultry (excl. roosters)	12	20	No permit required
poultry (roosters)	Permit required	1	No permit required
small birds	50	100	No permit required
ducks	Permit required	10	No permit required
large birds	Permit required	10	No permit required
domestic mice	10	10	No permit required
guinea pigs	10	10	No permit required
ferrets	2	4	No permit required
domestic rabbits	6	6	No permit required
horses/donkeys	Permit required	4	No permit required
cattle	Permit required	4	No permit required
sheep	Permit required	10	No permit required
goats	Permit required	10	No permit required
pigs	Permit required	Permit required	No permit required
other farm animals	Permit required	Permit required	No permit required

**Penalty: 10 Penalty Units**

\*Note: on rural living and farming zoned land equal to or less than 2,000m<sup>2</sup> in size, the requirements of Table 1 as specified for townships and residential zones shall apply.

- 2) Table 1 in clause 41(1) does not apply to farm working dogs registered in accordance with the *Domestic Animals Act 1994*.
- 3) Table 1 in clause 41(1) does not apply where a planning permit has been obtained for land used for the purposes of animal keeping, animal boarding, training, breeding or agriculture, however only in respect to the keeping of the type of animal to which the planning permit applies.
- 4) For the purpose of calculating the maximum number of animals specified in Table 1 in clause 41(1), the progeny of any animal kept on the land will not be counted for a period of 12 weeks after birth.

- 5) In determining whether to issue a permit under clause 41(1), the Authorised Officer must have regard to any other requirements of this Local Law.

#### 42. Animal housing

- 1) An owner or occupier of any land on which animals are kept must provide housing which considers :
- a) the type of animals to be kept; and
  - b) the height of the housing; and
  - c) the number of animals to be kept; and
  - d) the capacity to maintain the housing in a sanitary and inoffensive condition; and
  - e) the location of the housing with respect to the distance from the nearest residential dwelling; and
  - f) the capacity to protect neighbours from noise from animals on the land; and
  - g) the nature of the materials used in the housing and the ability of such material to be readily cleansed; and
  - h) any relevant Council policy, Code of Practice or guidelines; and
  - i) the Loddon Planning Scheme; and
  - j) any relevant Act, regulation or policy; and
  - k) any other matters considered to be relevant.

**Penalty: 10 Penalty Units**

- 2) Clause 42(1) will be taken into consideration by an Authorised Officer when assessing the suitability of poultry housing pursuant to clause 43.
- 3) All animal housing must be constructed and maintained so that:
- a) it meets the satisfaction of an Authorised Officer; and
  - b) prevents, as far as practicable, the wandering or escape of the housed animal(s) beyond the boundary of the premises; and
  - c) it meets the welfare needs of the animal(s); and
  - d) all manure and other waste is removed and/or treated as often as necessary so that it does not cause a nuisance or offensive odours; and
  - e) all manure and other waste is stored in a fly and vermin proof receptacle until removed from the premises or otherwise disposed of to the satisfaction of the Authorised Officer; and
  - f) the housing and surrounding ground is well drained; and
  - g) the area of land within 3 metres of the area or housing in which the animal is kept must be maintained free of long grass, weeds, refuse, rubbish or other material capable of harbouring vermin or which poses a fire hazard; and
  - h) all food, grain or chaff is kept in vermin proof receptacles; and
  - i) the area and housing where animals are kept must be thoroughly cleaned and maintained at all times to the satisfaction of the Authorised Officer; and
  - j) wastewater is prevented from entering the storm water system or discharging onto an adjoining premises, and does not pool or pond on the land.

**Penalty: 10 Penalty Units**

- 4) An owner or occupier of land on which any animal is kept must not cause, allow or suffer excrement or manure to escape from the land.

**Penalty: 10 Penalty Units**



- 5) A person who keeps any animal must keep the animal in a manner that does not cause a nuisance to any person.

**Penalty: 10 Penalty Units**

- 6) For the purposes of clause 42(5), circumstances in which the keeping of an animal constitutes a nuisance may include any of the following:
- a) when the animal makes noises or odours that unreasonably affect the peace, comfort or convenience of any person on any other premises; or
  - b) when the animal produces an unreasonable accumulation of excrement, whether on the animal keeper's premises or on any other premises.

**Penalty: 10 Penalty Units**

#### **43. Positioning of poultry houses**

Other than in accordance with a permit, a person must not construct, reconstruct or allow to remain on any land in a residential area, or on any land less than 2,000m<sup>2</sup> in size, a poultry house which is:

- a) within 12 metres of the property frontage; or
- b) within 6 metres of any abutting road (other than the property frontage), unless screened by a solid boundary fence of minimum 1.8 metres in height; or
- c) within 1.5 metres of any other common property boundary, unless screened by a solid boundary fence of minimum 1.8 metres in height; or
- d) within 10 metres of any dwelling whether on the same or any adjoining land.

**Penalty: 10 Penalty Units**

#### **44. Pest animals**

A person must not, without a permit, feed or encourage the presence of feral animals, stray animals or foxes, nor allow any such animals access to food.

**Penalty: 5 Penalty Units**

#### **45. Dog and horse excrement**

A person in charge of a dog or horse on a road or in a public place or Council reserve must:

- a) not allow the excrement of the dog or horse (as the case may be) to remain on that road or in that public place or Council reserve; and
- b) carry a device suitable for the removal of any excrement that may be deposited by the dog or horse (as the case may be); and
- c) produce the device on demand by an Authorised Officer.

**Penalty: 5 Penalty Units**

#### **46. Control of noisy animals**

The owner or occupier of any premises where an animal is kept must not allow the animal to make noises or sounds which may adversely impact the amenity of the local area.

**Penalty: 5 Penalty Units**

**47. European wasps' and bees' nests to be removed**

- 1) An owner or occupier of any land who keeps or allows bees to be kept on that premises must do so in accordance with the Apiary Code of Practice.

***Penalty: 10 Penalty Units***

- 2) An owner or occupier of any land must not allow or suffer English wasps or European wasps to nest on the land, and upon becoming aware of the existence of a Wasp nest, must take reasonable steps to cause the nest to be destroyed.

***Penalty: 10 Penalty Units***

- 3) An owner or occupier of any land must not allow or suffer any feral European honey bees on the land to cause, or be likely to cause, a nuisance to any person.

***Penalty: 10 Penalty Units***

- 4) For the purposes of clause 47(5), circumstances in which feral European honey bees on the land are causing, or likely to cause, a nuisance include when the feral European honey bees are:

- a) swarming; or
- b) likely to swarm.

- 5) If an Authorised Officer serves a Notice to Comply in relation to a contravention of clause 47(4), the works required to correct the contravention may include the destruction of the English wasps or European wasps.

- 6) If an Authorised Officer serves a Notice to Comply in relation to a contravention of clause 47(5) the works required to correct the contravention may include:

- a) removal of the feral European honey bees from the land; or
- b) destruction of the feral European honey bees.

- 7) This clause does not apply to hives forming part of an apiary being operated in accordance with the Apiary Code of Practice.

**48. Movement of livestock within the municipal district**

- 1) A person must not move livestock along a Council road in the municipal district.

***Penalty: 20 Penalty Units***

- 2) Clause 48(1) does not apply for the purpose of moving the livestock from one farm or part of a farm to another in the municipal district provided that the following requirements are complied with:

- a) the livestock are moved on a road only between sunrise and sunset on a single day and in weather conditions for the duration of each movement where the visibility for road users is at least 300 metres; and
- b) there is a person in charge of the livestock at all times who is competent in handling the livestock being moved and who supervises the livestock for the duration of the movement; and
- c) there are adequate alerts to motorists, including the presence of an amber flashing light and signs which are placed ahead and behind the livestock while they are being moved

- and which remain in place until the livestock are confined on the destination property;  
and
- d) the signs referred to in clause 48(2)(c) must comply with the requirements of the *Road Safety Road Rules 2017* and must be removed at completion of the movement between farming properties.

#### 49. Keeping or grazing animals on a road or Council land

- 1) A person must not, without a permit, keep or graze any animal on a road or Council land.

**Penalty: 10 Penalty Units**

- 2) Council must not issue a permit for the grazing of livestock on a road unless:
- a) the road(s), or part thereof, which are proposed to be grazed can be grazed without threat to areas of high conservation significance; and
  - b) the applicant for the permit provides evidence to the satisfaction of an Authorised Officer:
    - i) that the livestock will be adequately supervised and effectively controlled; and
    - ii) that there will be compliance with all conditions of a permit; and
    - iii) of the health and fitness of the livestock; and
    - iv) of an ability to adequately feed and water the livestock on the roads proposed; and
    - v) that the road(s), or part thereof are, at the time proposed, suitable for grazing by livestock which can be undertaken without damage to surface, plants or road infrastructure.
- 3) A person who is in charge of livestock which are being grazed on a road must ensure that:
- a) the livestock are supervised and under effective control at all times by a person who is competent in the management of livestock; and
  - b) the carcass of any livestock under that person's charge which dies on a road is properly disposed of; and
  - c) livestock are grazed only during daylight hours; and
  - d) displayed signs must comply with the requirements of the *Road Safety Road Rules 2017*; and
  - e) appropriate precautions are taken to ensure that no damage occurs to road surfaces, furniture, drains, culverts, bridges and private entrance ways or to trees and shrubs growing within the road reserve and that erosion is not caused by excessive grazing; and
  - f) in the event that livestock are causing damage including where overgrazing occurs, they are removed from the road reserve; and
  - g) the livestock are enclosed by an appropriate form of fencing or other control to the satisfaction of an Authorised Officer; and
  - h) the person has a current public liability policy on which the Council's interest is noted, and that proof of such notation is produced to the Council prior to commencement of grazing.

**Penalty: 10 Penalty Units**

## PART 5 – WASTE AND RECYCLING

### 50. Council supplied waste receptacles

Other than when it is placed out for collection, a person must not remove an approved waste receptacle from the property to which it was supplied and allocated. The approved receptacle remains the property of Council at all times.

***Penalty: 10 Penalty Units***

### 51. Interference with collection

- 1) A person must not, without Council permission, remove or interfere with any domestic rubbish, recyclables or hard waste placed out for collection in accordance with this Local Law.

***Penalty: 10 Penalty Units***

- 2) Clause 51(1) does not apply to a person authorised by Council to remove such materials or an employee of such person acting in the course of employment, the person placing the materials for collection or an officer of Council acting in the course of their duties.

### 52. Domestic waste and recyclables

- 1) A person that is the owner or occupier of a property where the Council provides a kerbside collection service must ensure that:
  - a) all household refuse and recyclable material is either placed in the appropriate bin(s) provided, ready for collection on the days specified in accordance with Council requirements, or taken to an approved municipal waste management facility in a timely manner; and
  - b) household waste receptacles and recyclable materials receptacles used are of a type approved and supplied by the Council; and
  - c) the net weight of waste and recyclables presented for collection does not exceed the design specifications of the approved receptacle; and
  - d) household waste receptacles and recyclable materials receptacles are placed on the verge of the vehicle crossing or road abutting the land no earlier than the night before the scheduled collection, with handles facing away from the road; and
  - e) any waste or recyclable materials which have spilled onto the road, nature strip or surrounding area, other than in circumstances directly associated with Council effecting the kerbside collection pickup, are removed as soon as practicable; and
  - f) household waste receptacles and recyclable materials receptacles are returned to the allocated property as soon as practicable after it has been emptied and does not remain on any road for a period exceeding 24 hours from when it was placed there; and
  - g) household waste receptacles and recyclable materials receptacles are maintained in a clean, inoffensive and sanitary condition; and
  - h) the following items are not placed, caused, or allowed to be placed in any approved receptacle:
    - i) hot ashes, slops or liquid waste or offensive material; or
    - ii) dirt, dust including any matter from a vacuum cleaner, hair or other like substance, unless the same has been securely wrapped in paper or placed in an impermeable covering or container so that its escape is prevented; or

- iii) glass, wire or other jagged or rough edged material or object unless securely wrapped so as to prevent injury to any person emptying the approved receptacle; or
  - iv) syringes or other sharp objects which may be contaminated with infectious waste including blood; or
  - v) oil, paint, solvents, flammable liquid or similar substances; or
  - vi) matter or substance deemed by an Authorised Officer to be unsuitable for collection; or
  - vii) household rubbish or recyclable waste exceeding the design specifications of any approved receptacle; or
  - viii) the carcass of a dead animal; or
  - ix) industrial or trade waste; or
  - x) nightsoil, sewerage or manure; or
  - xi) disposable nappies unless they have been securely wrapped in impervious material; or
  - xii) any object or matter which is or may be injurious to health or which may damage the household waste receptacle or recyclable materials receptacle or reduce its strength or effectiveness.
- i) only approved recyclable materials are deposited, as specified and published by Council, within the recyclable materials receptacle. In addition to the prescribed penalty, placement of non-recyclable materials or general waste within the recycling receptacle may also result in:
    - i) the receptacle not being collected, until such time that all non-conforming materials have been removed; and/or
  - j) any Council approved and supplied waste or recycling receptacle is only used for the purpose for which it has been provided.

**Penalty: 10 Penalty Units**

Notes:

Clause 52(1)(a) does not apply to material which is recycled on the land, in a manner which causes no nuisance to neighbours, or is kept on the land for recycling in accordance with a Council sponsored recycling program.

Notwithstanding anything contained in clause 52(1)(h)(iv), a person must ensure that infectious waste is placed in a container specifically designed to receive such waste and such container is disposed in accordance with the *Environment Protection Act 2017* and any regulations made under that Act.

Nothing in clause 52(1)(h)(iv) applies to any person who is authorised or licensed to transport, or dispose of, such prescribed waste by the Environment Protection Authority pursuant to the *Environment Protection Act 2017* and any regulations made under that Act.

### 53. Depositing of waste at a municipal waste management facility

- 1) A person must not, without a permit, deposit any prescribed industrial waste materials at any municipal waste management facility.

**Penalty: 10 Penalty Units**

**54. Presenting, removing or interfering with recyclable materials or hard waste**

- 1) A person must not remove or interfere with recyclable materials or hard waste, presented on the roadside or at any other collection point, as part of a coordinated collection program.
- 2) A person that is the owner or occupier of a property where the Council provides a kerbside hard waste collection program must comply with, and present items for collection in accordance with Council's instructions.

***Penalty: 10 Penalty Units***

**55. Commercial waste**

- 1) A person must not place, cause or allow to be placed or deposited any refuse, rubbish or waste from commercial, industrial or trade premises in a bin in a public place or a household refuse receptacle or recyclable materials receptacle.

***Penalty: 10 Penalty Units***

**56. Trade waste, waste hoppers or commercial (non-Council) waste and recycling services**

- 1) An owner or occupier of a property, who arranges for the collection of commercial waste or building refuse, or for the placement of a commercially supplied waste hopper or recycling skip, must ensure that all requirements of this clause are complied with.

***Penalty: 10 Penalty Units***

- 2) Waste hoppers, skips, cages or bins used for the collection and storage of trade or commercial waste and recyclables must:
  - a) be constructed of impervious material to the satisfaction of an Authorised Officer to prevent leakage, absorption or accumulation of any refuse or rubbish that may be deposited in it; and
  - b) in the case of receiving putrescible waste, be water-tight, fly and vermin proof; and
  - c) contain a removable drainage plug, or other mechanism for the purpose of cleaning.
- 3) Waste hoppers, cages, skips or bins must be emptied at regular intervals, or as requested by an Authorised Officer, so as to avoid the contents becoming offensive or impacting upon local amenity.
- 4) The owner or occupier of a property where a commercially supplied waste or recycling hopper, bin or skip is provided, must ensure that:
  - a) the hopper, skip, cage or bin is stored and maintained in a clean, sanitary and inoffensive condition; and
  - b) any material from the hopper, cage, skip or bin, which impacts upon the adjacent footpath, pavement or ground around the container, is removed and that the immediate surrounds are maintained in a manner satisfactory to an Authorised Officer; and
  - c) the surface upon which the container is stored is impervious, graded and drained to the sewer or an approved outlet with such silt traps or other treatment devices as required by an Authorised Officer; and
  - d) the storage site is supplied with a tap connection and hose of a size approved by an Authorised Officer; and

- e) in the case of long term placement, the container is screened to the satisfaction of an Authorised Officer, in such a way and with such material so as to minimise its visual impact; and
- f) the container is adequately fenced or enclosed in such a way so as to deny access to the public; and
- g) the receptacle is cleaned thoroughly after each emptying.

***Penalty: 10 Penalty Units***

### **57. Use of waste management facilities by residents and ratepayers**

- 1) Any active municipal waste management facility is available to residents and ratepayers of the municipal district for the disposal of waste generated from within the municipal district, subject to any fees, charges, terms and conditions as determined by Council.
- 2) A resident or ratepayer using a municipal waste management facility must comply with such conditions as are determined by Council and shall be liable for any applicable fees and charges.
- 3) The Council may refuse entry to a person who fails to pay the required fee or charge, or who fails to comply with the conditions of use of the municipal waste management facility.
- 4) Unless otherwise authorised, access to any of Councils waste management facilities may only occur during nominated operating hours.

***Penalty: 10 Penalty Units***

### **58. Use of waste management facilities by non-residents and non-ratepayers**

- 1) If the Council considers that it is reasonably practicable to allow non-residents and non-ratepayers to use the municipal waste management facility, having regard to traffic conditions, available space, facility suitability and level of demand from residents and ratepayers, it may allow persons other than residents and ratepayers to use the facility.
- 2) A person who is permitted to use the municipal waste management facility under this provision must pay any relevant fees and charges, and comply with the conditions determined by the Council for use of the facility by such persons.
- 3) The Council may refuse entry to a person who fails to pay the required fee or charge, or who fails to comply with the conditions of use of the municipal waste management facility.
- 4) Unless otherwise authorised, access to any municipal waste management facility may only occur during nominated operating hours.

***Penalty: 10 Penalty Units***

### **59. Depositing waste as directed**

A person who uses a municipal waste management facility must deposit waste and recyclables in accordance with the directions of any signs erected at the facility and any directions given by an employee of the Council or other person authorised to do so.

***Penalty: 10 Penalty Units***

### 60. Dumping of ice chests, trunks or similar containers

A person must not place or leave a disused refrigerator, ice chest, ice box, trunk, chest or any other similar article having a compartment which has a capacity of 0.3 cubic metres or more on any land without first:

- a) removing every door and lid; or
- b) removing every lock, catch and hinge attached to a door or lid; or
- c) otherwise rendering every door and lid incapable of being fastened.

***Penalty: 10 Penalty Units***

### 61. Scavenging at a municipal waste management facility

- 1) A person must not, without a permit, remove material of any kind which has been deposited at a municipal waste management facility.

***Penalty: 10 Penalty Units***

- 2) In deciding whether to grant a permit the Council must take into consideration:
  - a) the nature of the material to be scavenged; and
  - b) the recyclable value of the materials to the Council; and
  - c) the number of other current permits issued for the same purpose; and
  - d) any other matter relevant to the circumstances associated with the application.



## PART 6 – ADMINISTRATION AND ENFORCEMENT

### Division 1 – Permits and fees

#### 62. Applying for a permit

- 1) A person who wishes to apply for a permit may do so by:
  - a) lodging with the Council an application in the form of Schedule 1; and
  - b) pay to the Council the appropriate application fee.
- 2) The Council, its delegated officer or an Authorised Officer may require an applicant to provide additional information before approving an application for a permit or for an exemption.
- 3) The Council, its delegated officer or an Authorised Officer may require a person making an application for a permit to give public notice of the application, which will entitle any person to make a submission in respect of the proposed activity.

#### 63. Fees and charges

- 1) The Council may, from time to time, by resolution determine fees and charges payable pursuant to this Local Law.
- 2) In determining any fees and charges the Council may establish a system or structure of fees and charges, including a minimum or maximum fee or charge, if it considers it is appropriate to do so.
- 3) The Council may waive, reduce or alter a non-mandatory fee or charge at its discretion.

#### 64. Issue of permits

- 1) The Council, its delegated officer or an Authorised Officer may:
  - a) issue a permit, with or without conditions; or
  - b) refuse to issue a permit.
- 2) A permit issued pursuant to this Local Law shall be in the form of Schedule 2.

#### 65. Duration of permits

- 1) A permit is in force until the expiry date indicated on the permit, unless it is cancelled before the expiry date.
- 2) If no expiry date is indicated on the permit, the permit shall expire 12 months from the date of issue.

### 66. Conditional permits

- 1) A permit may be subject to conditions which the Council, its delegated officer or an Authorised Officer considers to be appropriate in the circumstances, including but not limited to:
  - a) the payment of a fee or charge; and
  - b) a time limit to be applied either specifying the duration, commencement or completion date; and
  - c) the happening of an event; and
  - d) the rectification, remedy or restoration of a situation or circumstance; and
  - e) where the applicant is not the owner of the subject property, the consent of the owner; and
  - f) the granting of some other permit or authorisation.
- 2) The conditions of a permit must be set out in the permit.
- 3) The Council, its delegated officer or an Authorised Officer may, subject to agreement with the permit holder, alter the conditions of a permit if it considers it to be appropriate to do so.
- 4) A person who undertakes an activity for which the Council, its delegated officer or an Authorised Officer has issued a permit must comply with the conditions of the permit.

***Penalty: 20 Penalty Units***

### 67. Cancellation of a permit

- 1) The Council, its delegated officer or an Authorised Officer may cancel a permit if it considers that:
  - a) there has been a serious or ongoing breach of the conditions of the permit; or
  - b) a Notice to Comply has been issued, but not complied with within 7 days after the time specified in the notice for compliance; or
  - c) there was a significant error or misrepresentation in the application for the permit; or
  - d) other circumstances, events, omissions or actions exist, requiring cancellation of the permit.
- 2) Before it cancels a permit, the Council, its delegated officer or an Authorised Officer must provide to the permit holder an opportunity to make comment on the proposed cancellation.
- 3) If a permit holder is not the owner of the land and the owner's consent was required, the owner must be notified of the cancellation of a permit.

### 68. Correction of permits

- 1) The Council, its delegated officer or an Authorised Officer may at any time correct a permit in relation to:
  - a) an unintentional error or an omission; or
  - b) an evident material miscalculation or mistake in describing a person, thing or property.
- 2) The Council, its delegated officer or an Authorised Officer must notify a permit holder in writing of any correction.

- 3) If the permit holder is not the owner of the land and the owner's consent was required, the owner must be notified of any correction to a permit.

### 69. Registers

- 1) The Council's delegated officer or an Authorised Officer must maintain a record of permits, including details of corrections and cancellations.
- 2) The Council's delegated officer or an Authorised Officer must maintain a register of determinations made, and of guidelines prepared, for the purposes of this Local Law.

### 70. Utilities

- 1) A utility provider or their agent shall not be required to obtain a permit under this Local Law in respect of any activities associated with the purposes of their service delivery.
- 2) A person who would, but for this clause, be required to obtain a permit under this Local Law in respect of any activity must notify the Council of the activity prior to its commencement.

### 71. Exemptions

- 1) The Council, its delegated officer or an Authorised Officer may by written notice exempt any person or class of persons from the requirement to have a permit, either generally or at specified times.
- 2) An exemption may be granted subject to conditions.
- 3) A person must comply with the conditions of an exemption.

***Penalty: 10 Penalty Units***

- 4) An exemption may be cancelled or corrected as if it were a permit.

### 72. Offences

A person who makes a false representation or declaration (whether oral or in writing), or who intentionally omits relevant information in an application for a permit or exemption is guilty of an offence.

***Penalty: 20 Penalty Units***

## Division 2 – Enforcement

### 73. Power of authorised officer to issue a notice to comply

- 1) An Authorised Officer, by a written notice given to a person who appears to be in breach of this Local Law, including any permit or other approval issued under this Local Law, may direct that person to remedy any situation which constitutes a breach under this Local Law.
- 2) A notice must be in the form set out in Schedule 3.

#### 74. Time to comply

- 1) A notice to comply must state the time and date by which the situation must be remedied.
- 2) The time required by a notice to comply must be reasonable in the circumstances, having regard to:
  - a) the amount of work involved; and
  - b) the degree of difficulty involved; and
  - c) the availability of necessary materials or other necessary items; and
  - d) climatic conditions; and
  - e) the degree of risk or potential risk involved; and
  - f) any other relevant factors.
- 3) If a permit holder is not the owner of the land and the owner's consent was required to be given to the application for the permit, the owner must be notified of any notice to comply and of the reason why it has been served.

#### 75. Failure to comply with a notice to comply

A person who fails to comply with a notice to comply in the form of Schedule 3 served on that person is guilty of an offence.

***Penalty: 10 Penalty Units***

#### 76. Power of authorised officer to act in urgent circumstances

- 1) In urgent circumstances arising as a result of a failure to comply with this Local Law, an Authorised Officer may take action to remove, remedy or rectify a situation without first serving a notice to comply if:
  - a) the Authorised Officer considers the circumstances or situation to be sufficiently urgent and that the time involved or difficulties associated with the serving of a notice, may place a person, animal, property or thing at risk or in danger; and
  - b) wherever practicable, a senior officer of the Council is given prior notice of the proposed action.
- 2) In deciding whether circumstances are urgent, an Authorised Officer must give consideration to:
  - a) whether it is practicable to contact:
    - i) the person by whose default the situation has arisen; or
    - ii) the owner or the occupier of the land or building affected.
  - b) whether there is an urgent risk or threat to public health, public safety, the environment or animal welfare.
- 3) The action taken by an Authorised Officer under clause 76(1) must not extend beyond what is necessary to cause the immediate abatement, or minimisation, of the risk or danger.
- 4) An Authorised Officer who takes action under clause 76(1) must ensure that, as soon as practicable:
  - a) details of the circumstances requiring action, and remedial action taken, are forwarded to the owner or occupier of the land or the person in default; and
  - b) a report of the action taken is submitted to the Chief Executive Officer.

### 77. Power of authorised officer to impound

- 1) An Authorised Officer may seize and impound any item where there has been a contravention of this Local Law.
- 2) If an Authorised Officer has impounded anything in accordance with this Local Law, the Council may refuse to release it until the appropriate fee or charge for its release has been paid to the Council.
- 3) The Council may, by resolution, fix charges (generally or specifically) for the purposes of this clause.
- 4) As soon as possible after the impounding and where practicable to do so, the Authorised Officer must serve written notice in the form of Schedule 4 on the owner or person responsible for the item which has been impounded, setting out the fees and charges payable and time by which the item must be retrieved.
- 5) If after the time required in a notice of impounding an impounded item is not retrieved, an Authorised Officer may take action to dispose of the impounded item as follows:
  - a) where the item has no saleable value, it may be disposed of in the most economical way; or
  - b) where the item has some saleable value the item may be disposed of either by tender, public auction or private sale, but failing sale may be disposed of in accordance with clause 77(5)(a).
- 6) When the identity or whereabouts of the owner or person responsible for the impounded item is unknown, the Authorised Officer must take reasonable steps to ascertain the identity or whereabouts of that person and may proceed to dispose of the impounded item in accordance with clause 77(5), once the Authorised Officer is satisfied that all reasonable efforts have been made to contact the owner or person responsible for the impounded item.
- 7) Any proceeds from the disposal of impounded items under this Local Law must be paid to the owner or to the person who, in the opinion of the Council, appears to be authorised to receive the money, except for the reasonable costs incurred by the Council in the administration of this Local Law.
- 8) If a person described in clause 77(7) cannot be identified or located within 6 months after the date of the notice of impounding, any proceeds of the sale cease to be payable to that person, and may be retained by the Council for municipal purposes.

### 78. Infringement notices

- 1) Any offence against this Local Law is an infringeable offence as defined by the *Infringements Act 2006*, and an authorised officer may issue an infringement notice for any offence in the form of Schedule 5.
- 2) The penalty fixed for an infringement notice issued under this Local Law is half (50%) of the number of penalty units set out as a penalty under the corresponding clause of this Local Law.

## **SCHEDULE 1 – APPLICATION FOR A LOCAL LAW PERMIT**

(insert application form template)

## SCHEDULE 2 – LOCAL LAW PERMIT

(insert local law permit template)

## SCHEDULE 3 – NOTICE TO COMPLY

(insert notice to comply template)



## **SCHEDULE 4 – NOTICE OF IMPOUNDING**

(insert notice of impounding template)

## SCHEDULE 5 – INFRINGEMENT NOTICE

(insert infringement notice template)



## Community Impact Statement Local Laws Review – Community Local Law 2022

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### Introduction

Loddon Shire Council provides the following information in respect to the review of its local laws and the development of a draft Community Local Law (2022).

### Part A – GENERAL COMMENTS

#### Background

The *Local Government Act 2020* (“the Act”) gives Council the power to make local laws. Section 71 outlines those powers and limitations.

Unless they are revoked sooner, local laws have a 10 year lifespan. It is timely that Council review its local laws and make a new local law/s for the ensuing 10 year period.

Loddon Shire Council has 4 local laws. 3 of which have now expired:

- Local Law No. 2 – Streets and Roads (expired)
- Local Law No. 3 – Municipal Places (expired)
- Local Law No. 4 – Environment (remains current)
- Local Law No. 5 – Livestock (expired)

A previous Local Law No.1 – Process of Municipal Government, was revoked with the adoption of the Governance Rules. Local Law numbers 2 to 5 have been reviewed and streamlined to create a new single local law called the Community Local Law. This local law is now in draft form and community comment is being sought.

The proposed new Community Local Law will continue to address all aspects of community amenity that were covered by the previous local law numbers 2 to 5. By removing unnecessary duplications, administrative matters and refining Council’s requirements to meet current community needs, the proposed local law will become a more user-friendly document that does not compromise Council’s enforcement powers and functions.

This review and creation of the draft Community Local Law was conducted in accordance with the Better Practice Guidelines 2010, published by Local Government Victoria.



### Overview

The introduction of a new law will be an outcome of comprehensive internal consultation, community feedback and an analysis of other Victoria Councils' local laws.

Apart from merging 4 local laws into 1, the new local law makes some amendments to previous local law content.

Amendments made to the local law include clearer phrasing, clearer processes for decision making and improved consistency to ensure the laws are fair and applicable.

The removal of some existing laws has occurred as a result of them no longer being relevant or where new state legislation now exists. Some existing law clauses have been amalgamated under a new or amended clause.

The remaining aspects of the previous local laws become parts of the new local law, with groupings of similar areas making it easier for the reader to navigate. The new parts are listed under the following headings:

1. Preliminary
2. Council Land, Streets and Roads
3. Private Property
4. Animals and Pets
5. Waste and Recycling
6. Administration and Enforcement

The creation of a new local law has provided an opportunity to review the previous local laws and to recommend changes that reflect changing community expectations. These recommended changes are also a result of the better value review process that was undertaken, being derived from comparisons with surrounding/similar councils and in response to recurring community complaints received about particular issues.

A single administration and enforcement part also removes duplication and inconsistency from having separate local laws.

Comments on the proposed Local Law overall are summarised in Part B. A more specific clause by clause summary of the proposed Local Law changes is presented in a table in Part C.



**Part B – COMMENTS ON PROPOSED LOCAL LAW OVERALL**

<p>Measures of success of Community Local Law</p>	<p>In summary, the main objectives of the Community Local Law are to provide for the peace, order and good governance of the Loddon Shire and that community amenity is protected and enhanced through ensuring a safe and healthy environment that meets residents and visitor expectations.</p> <p>Council will measure the success of the local law as follows:</p> <ul style="list-style-type: none"> <li>• The number of permits issued;</li> <li>• The number, subject and outcome of complaints relating to local laws received;</li> <li>• Monitoring and recording levels of non-compliance;</li> <li>• Review of enforcement actions taken;</li> <li>• Assessing the resources required to administer and enforce the local law; and</li> <li>• The cost to the community of fees as set by Council.</li> </ul> <p>A quarterly report will be provided to Council on the statistics and operational aspects of the local law.</p> <p>Performance indicators are included in the Local Government Performance Reporting Framework and Community Satisfaction Survey that are reported to Council and the community.</p>
<p>Existing legislation which might be used instead</p>	<p>The Community Local Law will supplement existing state legislation administered and enforced by Council. The review has included the removal of some clauses of previous local law provisions that are now administered by new and amended state legislation.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• some issues relating to animals and pets are covered by Council Orders under the Domestic Animals Act, rather than a local law;</li> <li>• some issues in relations to roads – such as advertising signs, are covered in the Road Management Act;</li> <li>• graffiti issues are covered under the Graffiti Prevention Act; and</li> <li>• most noise issues are more efficiently dealt with under the Environment Protection Act or the nuisance provisions of the Public Health and Wellbeing Act.</li> </ul> <p>The Local Government Act gives Loddon Shire Council broad powers to make local laws with respect to any function or power of the Council. The Community Local Law addresses these matters within the scope of Council's functions and powers.</p>



<p>State legislation more appropriate</p>	<p>Council is of the view that each responsibility or problem identified in the Community Local Law is a Council responsibility or problem to remedy.</p> <p>Accordingly, the requirements and provisions of the local law are an appropriate solution to manage and effectively deal with the responsibility or problem.</p> <p>Where Council has considered state legislation to be more appropriate to deal with the particular issue, these clauses have been removed from the Local Law as part of its review.</p> <p>Council will continue to administer its responsibilities under relevant state legislation, with the Local Law having a number of provisions to complement its responsibilities.</p>
<p>Overlap of existing legislation</p>	<p>Council believes that the provisions of the Community Local Law supplement the state legislation without duplicating, overlapping or creating any inconsistency.</p>
<p>Overlap of planning scheme</p>	<p>Council does not believe any provision of the Community Local Law overlaps, duplicates or creates any inconsistency with the Loddon Planning Scheme.</p>
<p>Risk assessment</p>	<p>Council has adopted a risk management approach to the review and development of the Community Local Law.</p> <p>The Community Local Law seeks to manage risks through balancing the safety and amenity of the community with an individual's rights. Examples include restrictions on burning off, untidy or unsightly land, consumption of alcohol, smoking and behaviour in public places.</p>
<p>Legislative approach adopted</p>	<p>Council believes in the minimum imposition on the community with Local Laws. The Community Local Law reflects this approach by providing for:</p> <ul style="list-style-type: none"> <li>• reasonable penalties;</li> <li>• minimum possible number of provisions which create offences;</li> <li>• where possible, provision for permits rather than prohibition of activities;</li> <li>• reasonable and appropriate permit conditions; and</li> <li>• reasonable enforcement procedures including provision for the giving of warnings where appropriate, provision of an internal review process for infringement notices and refusal of permits.</li> </ul>



	<p>Council has ensured that the Community Local Law:</p> <ul style="list-style-type: none"> <li>• is expressed plainly and unambiguously and in a manner consistent with the language of the enabling Local Government Act and in accordance with modern standards of drafting applying in the State of Victoria;</li> <li>• is not inconsistent with the principles, objectives or intent of the enabling Local Government Act;</li> <li>• does not make unusual or unexpected use of the powers conferred by the Act under which the Local Law is made having regard to the general objectives, intention or principles of that Act;</li> <li>• does not embody principles of major substance or controversy or constrain any matter which principles or matter should properly be dealt with by an Act and not by subordinate legislation;</li> <li>• does not unduly trespass on rights and liberties of the person previously established by law;</li> <li>• does not unduly make rights and liberties of the person dependent upon administrative and not upon judicial decisions;</li> <li>• is not inconsistent with principles of justice and fairness; and</li> <li>• does not overlap or conflict with other statutory rules or legislation.</li> </ul>
<p>Restriction of competition</p>	<p>Council has conducted a review of the Local Law in accordance with National Competition Principles.</p> <p>Competition will be restricted in some instances because:</p> <ul style="list-style-type: none"> <li>• the benefits of the restriction to the community outweigh the costs; and</li> <li>• the objectives of the Community Local Law can only be achieved by restricting competition.</li> </ul>
<p>Penalties</p>	<p>The penalty amounts established in the Community Local Law are designed as a deterrent and considered appropriate. They are in line with the State Government’s penalty regime, will be reviewed annually and are scaled to reflect the impact of the offence on the community.</p>
<p>Permits</p>	<p>There are a number of provisions in the Local Law that require permits for activities to be obtained.</p> <p>Council has standardised its requirements for applications for permits and the conditions on which permits are issued or refused.</p> <p>Some permit applications require supporting information to be provided. This may include consent from others who may be affected, appropriate public liability insurance cover or sketches/plans of what is proposed.</p>



<p>Fees</p>	<p>The Local Law allows Council to set fees annually and this will be undertaken as part of the annual budget process.</p> <p>The fees cover part of Council's costs in processing applications as a 'user-pays' principle, although the balance of costs will be met from general rate revenue.</p>
<p>Performance standards or prescriptive</p>	<p>Where appropriate and possible, Council has adopted a performance-based approach to local law provisions.</p>
<p>Comparison with neighbouring and like Councils</p>	<p>Council has compared the Community Local Law with the existing Local Laws as listed below. Comparisons have been made on scope of provisions, approach to enforcement, review procedures, fees, penalties and permit conditions.</p> <p>Comparison with Councils that surround Loddon Shire:</p> <ul style="list-style-type: none"> <li>• Buloke</li> <li>• Gannawarra</li> <li>• Central Goldfields</li> <li>• Campaspe</li> <li>• Northern Grampians</li> </ul> <p>Comparison with Councils of similar size to Loddon Shire:</p> <ul style="list-style-type: none"> <li>• West Wimmera</li> <li>• Hindmarsh</li> <li>• Yarriambiack</li> <li>• Pyrenees</li> </ul> <p>The purpose of conducting this exercise was to assess the similarities and differences between the Councils to ensure a best practice approach was adopted in drafting the Community Local Law.</p>





<p>Charter of Human Rights</p>	<p>Council has assessed the Community Local Law for compatibility with the Charter of Human Rights and Responsibilities Act 2006 in the development of the Community Local Law to ensure that the Local Law does not encroach upon a person's basic human rights, freedoms and responsibilities.</p> <p>As a public authority, Council acknowledges its obligation to ensure that Local Laws are interpreted and applied consistently with human rights. Council has assessed the Local Law for compatibility with the Charter and has found no inconsistencies.</p> <p>The few provisions that include a human rights element, mainly due to restricting movement of people or their actions, are outweighed by the need to maintain safety and amenity for the community at large. Limitations are legitimate, reasonable and proportionate to the objectives and values of a free and democratic society.</p>
<p>Submissions</p>	<p>A submission process will be conducted in accordance with the legislative requirements prescribed under Section 223 of the Local Government Act 1989.</p> <p>In summary, that process requires Council to publish a public notice calling for written submissions in relation to the Community Local Law. Those submissions are then considered by Council as part of the consultation process.</p>



<p>Consultation</p>	<p>The initial phase of Council's consultation process is outlined as follows:</p> <ul style="list-style-type: none"> <li>• review of issues raised in administering the Local Law;</li> <li>• review of changes in legislation that could impact on the Local Law;</li> <li>• consultation with councillors;</li> <li>• engagement with staff having responsibilities under the Local Law;</li> <li>• benchmarking with other councils' Local Laws;</li> <li>• legal review of a first draft of the Community Local Law.</li> </ul> <p>A report will then be presented to Council with a recommendation that the draft Local Law be placed on public exhibition.</p> <p>Upon its resolution, Council will then undertake a community engagement process inviting submissions about the draft Community Local Law.</p> <p>Communications will include notices being placed in local print media, on Council's website, via social media and within the Mayoral Column.</p> <p>A period of at least 28 days will enable the community to consider the draft Local Law and make comments, suggestions or objections.</p> <p>An opportunity to hear submissions from anyone who has requested to be heard in support of their written submission will be made available.</p> <p>Council will consider all submissions and make any changes deemed necessary to the proposed Local Law.</p> <p>The revised Local Law will then be submitted to a legal advisor for certification as required by Section 74 of the Local Government Act 2020.</p> <p>A further report will then be presented to Council, recommending that the final version of the Community Local Law be adopted.</p> <p>The statutory process will be completed when a notice is published in the Government Gazette.</p> <p>The Community Local Law will then commence.</p>
<p>Community Engagement Policy</p>	<p>Section 73(2) of the Local Government Act 2020 provides that Council must make a local law in accordance with its community engagement policy.</p> <p>A copy of the policy is available at <a href="https://www.loddon.vic.gov.au/Our-Council/Plans-strategies-and-policies/Policies">https://www.loddon.vic.gov.au/Our-Council/Plans-strategies-and-policies/Policies</a></p>

**Part C – COMMENTS ON SPECIFIC PROVISIONS OF THE DRAFT COMMUNITY LOCAL LAW 2022**

**Introduction**

The following table provides a summary of the changes and rationale for each clause of the draft Community Local Law 2022.

**Key**

No change	
Minor change	
Significant change	
New	
Removed/deleted	

(Note: currently 1 penalty unit = \$182)

Part 1 - Preliminary								
Clause Number	Change	Previous Local Law	Previous Clause	Proposed change	Previous penalty unit	Proposed penalty unit	Proposed infringement notice unit	Impact assessment
1. Title	New	Local Law 2,3,4,5	1.1	Community Local Law 2022				No impact. Chosen title reflects that it is for all of the community. Alternatives could include General, Municipal, Amenity etc.
2. Objective	Significant	Local Law 2,3,4,5	1.2	Amend and consolidate objectives				Objectives better reflect Council's values and purpose for the local law
3. The power to make this local law	Minor	Local Law 2,3,4,5	1.3	Minor amendment to reflect Local Government Act 2020				No impact
4. Commencement	Minor	Local Law 2,3,4,5	1.4	Commencement date				No impact. New 10 year timing
5. Previous Local Laws	New			Acknowledgement of previous and expired local laws				No impact
6. Local Law ceases to operate	Minor	Local Law 2,3,4,5	1.4	Local Law ceases 10 years after commencement unless revoked sooner				No impact
7. Application and scope of this Local Law	Minor	Local Law 5	1.6	Included to provide local law context				No impact
8. Definitions	Minor	Local Law 2,3,4,5	(2,3,4)1.5 (5)1.7	Inclusion of new and amended definitions as deemed necessary to support the new local law.				

Part 2 – Council land, streets and roads								
Clause Number	Change	Previous Local Law	Previous Clause	Proposed change	Previous penalty unit	Proposed penalty unit	Proposed infringement notice unit	Impact assessment
9. Roadside trading	No change	Local Law 2	Clause 26	Continues the regulation of roadside trading where a permit is required	5	10	5	Balances the competing needs of the shared area
10. Street furniture and outdoor eating	No change	Local Law 2	Clause 32	Continues the regulation of street furniture where a permit is required	5	10	5	Balances the competing needs of the shared area
11. Smoking in municipal places	Minor	Local Law 3	Clause 9	Minor change to include e-cigarettes	5	5	2.5	New cigarette technology is considered as smoking
12. Consumption of alcohol	Minor	Local Law 3	Clause 10	Change includes a notation that cross references relevant planning scheme clauses	5	5	2.5	Provides a simplified Council approval process. Less 'red tape' for businesses
13. Requirement to seal or dispose of an alcoholic beverage	No change	Local Law 3	Clause 11	No change apart from an increased penalty to not follow a direction (including from a police officer)	5	10	5	
14. Behaviour in a municipal place or on Council land	No change	Local Law 3	Clause 9	No change apart from an increased penalty	5	10	5	
15. Damage to Council land	No change	Local Law 3	Clause 7	No change apart from an increased penalty	5	10	5	
16. Use of Council reserves	Minor	Local Law 3	Clause 14	Minor change treats a drone flown recreationally from Council land in the same manner as a model aeroplane	5	5	2.5	Change does not impact on CASA requirements for flying drones. Local law assists to manage potential nuisances
17. Motorised vehicles	No change	Local Law 4	Clause 6.5	No change	10	10	5	Regulates unauthorised use of Council land by motor vehicles
18. Stationary heavy vehicles	Significant	Local Law 2	Clause 18	Increased previous maximum allowance from 3 tonnes gross vehicle mass to now allow a heavy rigid vehicle including a prime mover without a trailer in a residential or rural residential area.	10	10	5	Enables larger vehicles to be parked in a residential or rural residential area that previously were prohibited from doing so
19. Unregistered, abandoned or derelict vehicles	Minor	Local Law 2	Clause 20	Scope amended to include derelict and recreational vehicles	5	10	5	Complements Council powers under the Local Government Act in relation to dealing with abandoned or derelict vehicles

Clause Number	Change	Previous Local Law	Previous Clause	Proposed change	Previous penalty unit	Proposed penalty unit	Proposed infringement notice unit	Impact assessment
20. Storage of vehicles	No change	Local Law 2	Clause 21	No change	5	10	5	Enables Council to manage the use of Council land including road reserves with respect to stored vehicles, boats and trailers etc.
21. Camping on Council land or in a public place	No change	Local Law 4	Clause 7.1	No change apart from increased penalty	5	10	5	Regulates camping activities in unauthorised areas
22. Circuses, carnivals, festivals and events	Minor	Local Law 2 Local Law 4	Clause 42 Clause 7.2	Consolidates activities under a common clause	5 20	20	10	Regulates festivals and events held on Council land whereby a permit is required
23. Closed roads	New			New clause describing an offence to drive on a road that is closed or to interfere with safety barriers etc.		10	5	Regulates unauthorised use of roads, particularly for safety reasons when roads and bridges are closed for works
24. Drainage and pipeline tapping	No change	Local Law 4	Clause 9.10	No change	20	20	10	Regulates unauthorised connections to Council infrastructure
25. Bulk rubbish containers on roads	No change	Local Law 2	Clause 36	No change apart from increased penalty	5	10	5	Regulates the activity whereby a permit is required
26. Repair of vehicles on a road	Minor	Local Law 2	Clause 38	Minor change enables minimal repairs to remove the vehicle, otherwise the activity remains prohibited	5	10	5	Repairing vehicles on Council land is prohibited except for the purpose of removing the vehicle
27. Substances from vehicles, animals and livestock	No change	Local Law 2	Clause 40	No change apart from increased penalty	5	10	5	Regulates substances that may fall from vehicles or livestock onto roads or into drains
28. Vehicle crossings	No change	Local Law 2	Clause 8	No change apart from increased penalty	5	10	5	Specifies the requirements for vehicle crossings from roads into a property (driveway)
29. Constructing, removing or altering a vehicle crossing	No change	Local Law 2	Clause 9	No change apart from increased penalty	5	10	5	Regulates the activity whereby a permit is required
30. Temporary vehicle crossings	No change	Local Law 2	Clause 10	No change apart from increased penalty	5	10	5	Regulates the activity to prevent damage to roadsides
31. Disposal of water on roads	Minor	Local Law 2	Clause 43	Increased penalty and minor amendment to include stormwater as well as irrigation water discharges	5	10	5	Regulates the activity whereby consent or a permit is required

Part 3 – Private property								
Clause Number	Change	Previous Local Law	Previous Clause	Proposed change	Previous penalty unit	Proposed penalty unit	Proposed infringement notice unit	Impact assessment
32. Numbering properties	New	No previous Local Law provision		Street numbers are to be displayed at the front of the property in a prominent location	-	3	1.5	Assists in general property identification including for emergency services
33. Dangerous or hazardous properties	Minor	Local Law 2 Local Law 4	Clause 6 Clause 6.1	Clauses merged. Overhanging branches are now included in new Clause 33	20	20	10	Regulates private land deemed to be dangerous or hazardous
34. Untidy or unsightly properties	Minor	Local Law 4	Clause 6.2	Remove references to shipping containers and graffiti. These aspects are administered under state legislation				Regulates private land deemed to be untidy or unsightly
35. Use of a motorised vehicle on private property	No change	Local Law 4	Clause 6.6	No change	10	10	5	Regulates nuisances associated with the use of motor vehicles in residential and rural residential areas
36. Camping on private property	Significant	Local Law 4	Clause 7.3	Previous Local Law requires a permit to camp on private property for all circumstances where there is no dwelling. New clause includes an exemption from permit scenario	20	10 (owner) 20 (if allow others)	5 10	Regulates camping activities on private property, particularly where no permanent dwelling exists to balance amenity needs and associated impacts
37. Chimneys	Minor	Local Law 4	Clause 6.3	Minor change to wording of the clause being to the extent that smoke is a nuisance	20	10	5	Manages smoke where a nuisance may exist
38. Fires in the open air	Significant	Local Law 4	Clause 6.4	For properties 2000m <sup>2</sup> or less, limited to burning on Wednesdays and Sundays only (except for cooking or warmth etc.)	20	20	10	Balances amenity and nuisance smoke impacts in townships and residential areas on small properties
39. Temporary use of shipping containers	New	Local Law 4	Clause 6.2	A new specific clause replacing the deleted clause from previous local law. Temporary use of a shipping container requires a permit. (Long term use requires a building permit)	-	20	10	Enables a shipping container to be used for temporary storage etc. managed under a permit system
40. Bird scaring devices (scare guns)	Minor	Local Law 4	Clause 6.8	Minor administrative changes to better align with EPA guidelines. Previous sub clauses merged	10	10	5	Manages the use of scare guns that may have an impact on neighbours

Part 4 – Animals and pets								
Clause Number	Change	Previous Local Law	Previous Clause	Proposed change	Previous penalty unit	Proposed penalty unit	Proposed infringement notice unit	Impact assessment
41. Number of animals and pets	Significant	Local Law 4	Clause 8.1	More than 5 dogs and cats on large farm zone properties requires a permit (excludes working dogs). Farm zone land less than 4ha managed in same way as rural residential land. All land 2000m <sup>2</sup> or less managed in same way regardless of zoning. Roosters and large birds kept in townships or other land less than 2,000m <sup>2</sup> requires a permit	10	10	5	Better manages dogs kept in rural areas that are not farm working dogs. Introduces a permit system to keep roosters or large birds where a potential nuisance to neighbours may be identified
42. Animal housing	No change	Local Law 4	Clause 8.2		10	10	5	Specifies the requirements for approved animal housing
43. Positioning of poultry houses	No change	Local Law 4	Clause 8.3		10	10	5	Specifies the location of poultry houses to manage amenity and potential impact on neighbours
44. Pest animals	New			Introduces a new clause to create an offence to feed feral or stray animals without a permit		5	2.5	Assists in the better management of feral and stray animal populations
45. Dog and horse excrement	Minor	Local Law 3	Clause 13	Previous local law specified dog excrement. Amended clause includes horses	5	5	2.5	Manages amenity and nuisance of excrement left on council roads and reserves
46. Control of noisy animals	No change	Local Law 4	Clause 8.4		10	5	2.5	Assists in managing animals that may cause a noise nuisance to neighbours
47. European wasps' and bees' nests to be removed	Minor	Local Law 4	Clause 8.5	Minor administrative changes describing the circumstances when nests must be removed. Excludes hives being kept in accordance with the Apiary Code of Practice	10	10	5	Manages the occurrence of European wasps and feral bees nests that may cause a nuisance
48. Movement of livestock within the municipal district	New	Local Law 5 (see comment below regarding deleted clauses)	Entire Local Law	Droving of livestock through the municipality no longer permitted. No change to the general movement of livestock on roads between farm properties. Previous local law aspects regarding livestock fences are managed by state legislation	20	20	10	VicRoads does not approve droving on arterial roads. New local law clause enables farmers to use roads for movement of livestock within the shire subject to standard conditions

Clause Number	Change	Previous Local Law	Previous Clause	Proposed change	Previous penalty unit	Proposed penalty unit	Proposed infringement notice unit	Impact assessment
49. Keeping or grazing animals on a road or Council land	Minor	Local Law 2	Clause 22	Minor administrative changes regarding the requirements for roadside grazing	5	10	5	Assists in balancing environment and road safety needs when considering roadside grazing requests
<b>Part 5 – Waste and recycling</b>								
50. Council supplied waste receptacles	New			Except when placed out for collection, the new clause creates an offence when a property's waste and recycling bins are removed from their allocated property				Assists to manage a property owner's waste responsibilities when bins are provided for a particular property, including when the property is sold
51. Interference with collection	Minor	Local Law 4	Clause 9.1	Minor administrative changes merging 2 previous sub clauses	10	10	5	Manages waste that is placed out for collection
52. Domestic waste and recyclables	No changes	Local Law 4	Clause 9.2	Clause outlines the general criteria required when placing waste out for collection	10	10	5	Manages waste that is placed out for collection
53. Depositing of waste at a municipal waste management facility	Minor	Local Law 4	Clause 9.7	Minor administrative changes for an offence to deposit hazardous waste	10	10	5	Manages the type of waste deposited at Council facilities
54. Presenting, removing or interfering with recyclable materials or hard waste	Minor	Local Law 4	Clause 9.1	Minor changes specifying an offence to not follow Council instructions when placing hard waste out for collection	10	10	5	Manages the arrangements in place for a co-ordinated collection program
55. Commercial waste	New			Creates a specific offence to deposit commercial type waste into household bins	10	10	5	Assists in Council's waste management responsibilities
56. Trade waste, waste hoppers or commercial (non-Council) waste and recycling	Minor	Local Law 4	Clause 9.3	Minor administrative changes to the arrangements when a non-council collection service is in place	10	10	5	Manages the arrangements to be put in place for a non-council waste collection program
57. Use of waste management facilities by residents and ratepayers	No change	Local Law 4	Clause 9.5	No change	10	10	5	Manages the arrangements to use Council's waste management facilities
58. Use of waste management facilities by non-residents and non-ratepayers	No change	Local Law 4	Clause 9.6	No change	10	10	5	Manages the arrangements to use Council's waste management facilities
59. Depositing waste as directed	No change	Local Law 4	Clause 9.7	No change	10	10	5	Manages the arrangements to use Council's waste management facilities



Clause Number	Change	Previous Local Law	Previous Clause	Proposed change	Previous penalty unit	Proposed penalty unit	Proposed infringement notice unit	Impact assessment		
60. Dumping of ice chests, trunks or similar containers	No change	Local Law 4	Clause 9.8	No change	10	10	5	Manages the safe disposal of certain storage items		
61. Scavenging at a municipal waste management facility	No change	Local Law 4	Clause 9.9	No change	10	10	5	Manages the arrangements for removing items from Council's waste management facilities		
<b>Part 6 – Administration and enforcement</b>										
<b>Division 1 – Permits and fees</b>										
Clause Number	Change	Previous Local Law			Previous penalty unit	Proposed penalty unit	Proposed infringement notice unit	Impact assessment		
62. Applying for a permit	Minor	Local Law 2,3,4,5	Clauses 62 to 72 are a consolidation of the corresponding clauses from the previous local laws. These previous clauses are listed as follows: - Local Law 2 - Clauses 44 to 53 - Local Law 3 - Clauses 15 to 25 - Local Law 4 - Clauses 10.1.1 to 10.1.11 - Local Law 5 - Clauses 17 to 29					Regulates the application process for Local Law permits		
63. Fees and charges										
64. Issue of permits										
65. Duration of permits										
66. Conditional permits							20		20	10
67. Cancellation of a permit										
68. Correction of permits										
69. Registers										
70. Utilities										
71. Exemptions							10		10	5
72. Offences							20		20	10
						The new clauses of the Community Local Law are the best fit to administer this Local Law.				
<b>Division 2 - Enforcement</b>										
73. Power of authorised officer to issue a notice to comply	Minor	Local Law 2,3,4,5	Clauses 73 to 78 are a consolidation of the corresponding clauses from the previous local laws. These previous clauses are listed as follows: - Local Law 2 - Clauses 54 to 60 - Local Law 3 - Clauses 26 to 32 - Local Law 4 - Clauses 10.2.1 to 10.2.7 - Local Law 5 - Clauses 30 to 37					Regulates the enforcement process for the Community Local Law		
74. Time to comply										
75. Failure to comply with a notice to comply							10		10	5
76. Power of authorised officer to act in urgent circumstances										
77. Power of authorised officer to impound										
78. Infringement notices										
Schedule 1 – Application for a Local Law Permit										
Schedule 2 – Local Law Permit										
			The new clauses of the Community Local Law are the best fit to administer this Local Law.							
			The Schedules are a consolidation of the corresponding schedules from the previous local laws. In some cases, the schedules have been rearranged.							

Schedule 3 – Notice to Comply			The order of the new schedules flows from initial application through to a permit and the aspects of non compliance to an infringement notice				
Schedule 4 – Notice of Impounding							
Schedule 5 – Infringement Notice							

The following clauses have been deleted from Council's previous local laws								
Clause Number	Change	Previous Local Law	Previous Clause	Proposed change	Previous penalty unit	Proposed penalty unit	Proposed infringement notice unit	Impact assessment
Prohibition of vehicles likely to damage the road	Deleted	Local Law 2	12 to 17	The activity is regulated under Schedule 11 of the Local Government Act. Section 112 of the Road Management Act also enables Council to recover costs of the damage.				Deleted as it is a duplication of state legislation
Advertising signage	Deleted	Local Law 2	23	The activity is regulated by Section 66 of the Road Management Act				Deleted as it is a duplication of state legislation. Written council consent (a permit) is still required, however it will be issued subject to the Road Management Act rather than a local law.
Occupation of the road for works	Deleted	Local Law 2	37	This clause was previously deemed to complement the Road Management Act. The Act is deemed sufficient without needing a local law				Deleted as it is a duplication of state legislation
Removal of substances (from roads)	Deleted	Local Law 2	40	The activity is regulated by rule 293 of the Road Safety Road Rules, the Road Management Act and in some instances the Environment Protection Act				Deleted as it is a duplication of state legislation
Control of dogs on a leash	Deleted	Local Law 3	12	The previous local law required dogs to be kept on a leash in a built up area. Amendments were made to the Domestic Animals Act in 2000 to provide that Council may determine this by resolution rather than a local law				Clause deleted from the local law and it is instead proposed that an Order be made in accordance with Section 26 of the Domestic Animals Act
Advertising and bill posting	Deleted	Local Law 4	6.7	The activity is regulated by the Summary Offences Act and Road Management Act				Deleted as it is a duplication of state legislation

Clause Number	Change	Previous Local Law	Previous Clause	Proposed change	Previous penalty unit	Proposed penalty unit	Proposed infringement notice unit	Impact assessment
Temporary dwellings	Deleted	Local Law 4	7.4	Remove references to temporary dwellings to align with the Building Act.				Dwellings are managed by the Building Act. Deleted as it is a duplication of state legislation
Restitution	Deleted	Local Law 3	8	The Sentencing Act provides scope for restitution as part of a prosecution. Alternatively civil proceedings will need to be brought				Civil proceedings will be necessary against those who have damaged Council property rather than a local law
Transportation of waste	Deleted	Local Law 4	9.4	In terms of insecure loads or offensive materials, the activity is regulated by the Environment Protection Act				Deleted as it is a duplication of state legislation
Local Law No. 5	Deleted	Local Law 5	In its entirety	A clause enabling the movement of livestock between paddocks (local farmers) is included in the draft local law. It is proposed that droving of livestock through the municipality (by external applicants) is no longer permitted. Other aspects are addressed by state legislation				Inadequate livestock fencing matters are addressed by the Impounding of Livestock Act. Droving of livestock through the municipality is not practical, due in part to VicRoads not permitting droving on arterial roads



## Community Local Law 2022 – Frequently Asked Questions

Loddon Shire Council encourages the community to have a say on a draft Community Local Law that will replace Council's previous Local Laws Number 2 to 5.

This page provides answers to some of the frequently asked questions about the draft local law and the process being followed.

### What is a local law?

Local laws are statutory rules made by local governments to regulate a range of issues or needs within its communities.

The local laws complement Council's responsibilities and powers under state and federal laws. Where appropriate, councils may introduce local laws to exercise these powers.

Local laws are implemented to protect and enhance public health, community safety, amenity and the environment within the shire. Whilst there may be similarities across other municipalities within the state, they are distinctive to the Loddon Shire Council and only apply within the municipal boundaries of the shire.

### What is the process to make a new local law?

If Council wishes to make a new local law, it must advertise this publicly and consider any submissions it receives before implementing the local law.

The Community Local Law must meet the requirements under the *Local Government Act 2020*. It cannot duplicate or contradict a federal or state law.

Once passed by Council, the local law will have a 10 year life span unless it is revoked sooner or renewed to remain valid. Council must make a copy of the Community Local Law available on its public website and available for public inspection.

### Why is the review being undertaken?

Some of Council's local laws have reached the end of their 10 year life span. Loddon Shire Council is reviewing its local laws to make them easier to understand and more user-friendly for the local community. It is important that Council ensure that its local laws are consistent with best practice guidelines and state legislation where applicable.

As part of this process, Loddon Shire Council has removed the duplication from having multiple local laws and ensured that the proposed Community Local Law addresses new and emerging issues relating to public safety, amenity and the environment.

### What does the draft local law include or exclude?

The draft local law regulates certain activities that occur on Council land, streets and roads; some activities on private property that may have an impact on others; the general keeping of animals and pets; and also aspects of waste management and recycling. It does not attempt to regulate all of the activities that ordinarily occur in these areas, nor does it attempt to duplicate or contradict the things that are regulated by state or federal laws.

### How did Council decide which parts of the local law to update?

Council officers have undertaken an initial review of the previous local laws, including benchmarking with surrounding and similar councils to identify local and emerging issues that need addressing. A significant part of the review has been to assess the local laws against new and existing state legislation to ensure there are no inconsistencies. Several clauses of the previous local laws have been deleted as new state legislation is now in place.

### What consultation has occurred to date?

Council officers sought input from various council staff to review the sections of the local laws relevant to each department. A preliminary overview of the local law has also been workshopped with councillors. Following the initial review and benchmarking process, a draft local law has been prepared as a key starting point to stimulate community engagement.

The community is now invited to have their say on the draft. The local law will be placed on public exhibition for 6 weeks and all members of the community are invited to make a submission.

### How can I provide feedback or comment on the local law?

Community members can provide their feedback on the draft Community Local Law by making a submission up until **XX XXXX** 2022.

Council has published a notice in the Loddon Herald, Bendigo Advertiser and on its website.

A copy of the draft Community Local Law 2022, community impact statement and a summary of the proposed changes is available at [www.loddon.vic.gov.au](http://www.loddon.vic.gov.au)

If you have any questions or would like to discuss aspects of the draft Community Local Law before lodging your response, please contact David Price, Local Laws/Planning Compliance Officer on 5494 1225.

To provide a comment or make a submission, please forward your response titled "Feedback - Draft Community Local Law" to Lincoln Fitzgerald, Chief Executive Officer, Loddon Shire Council, PO Box 21, Wedderburn Vic 3518 or by email to [loddon@loddon.vic.gov.au](mailto:loddon@loddon.vic.gov.au)

In addition to receiving written submissions, there will also be an opportunity for submissions to be heard in person at a Council meeting. Any person making a submission is entitled to request in their submission that they wish to appear in person or to be represented by a person specified in their submission at a meeting to be heard in support of the submission.

Submitters requesting to be heard will be advised of the day, time and place of the relevant Council meeting.

### What will you do with my feedback?

You will receive a letter of acknowledgement and a copy of your submission will be provided to Council. A Council report analysing the submission will be prepared for Council's consideration.

### What is the process for adopting the local law?

Once the draft Community Local Law is updated and reviewed in consideration of all feedback received, Council will then seek legal advice to ensure the Community Local Law 2022 complies with the requirements of the *Local Government Act 2020*. It will then be presented to Council for adoption at a Council Meeting.

After it is adopted by Council, the Community Local Law must then be published in the Government Gazette before it comes into effect.

### How long will the proposed local law remain in place?

The Community Local Law will have a 10 year life span unless it is revoked sooner or reviewed and renewed to remain valid.

### How can I find out more information or ask any questions?

For further information or to ask a question, contact David Price, Local Laws/Planning Compliance Officer, Loddon Shire Council on (03) 5494 1225 or email [dprice@loddon.vic.gov.au](mailto:dprice@loddon.vic.gov.au)

**10.6 ANNUAL INFRASTRUCTURE PROGRAM 2022-23 - PART 1**

**File Number:** FOL/19/432630

**Author:** David Southcombe, Manager Assets and Infrastructure

**Authoriser:** Steven Phillips, Director Operations

**Attachments:** 1. **Appendix 1 - Program Summary**

2. **Appendix 2 - Project List Subset - Confidential - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(g(ii)) of the *Local Government Act 2020*. It contains private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Contractors will be aware of estimates which may affect tendered prices. **(under separate cover)**

3. **Appendix 3 - Projects List Subset without cost estimates**

**RECOMMENDATION**

That Council adopt the Annual Infrastructure Program 2022–23 – Part 1, which includes the following Works Categories: Local Road Gravel Resheet, Local Road Shoulder Resheet, Local Road Reconstruction – Asset Preservation, Township Street Improvement, Urban & Township Drainage, Local Bridges and Culverts, Reseals, and Buildings.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

The 2022-2023 Annual Infrastructure Program was discussed at the June 2022 Council Forum.

**BACKGROUND**

Every year Council allocates and spends significant funds on capital infrastructure projects. Council continually carries out scoping of new infrastructure projects and maintains a rolling program of these projects. The rolling program is a database that forms the basis of the elements of the Annual Infrastructure Program. Each project is assessed using a scoring matrix relevant to the type of infrastructure as part of the scoping process. This score assists in the development of the Annual Infrastructure Program by providing a level of prioritisation for each of the projects.

In preparing the program several factors need to be given consideration, including the prioritisation score, availability of funds and capacity for delivery. Council has adopted several strategic documents that must also be taken into consideration when preparing the Annual Infrastructure Program. Primarily these are the:

- Council Plan
- Financial Plan
- asset management plans
- road register.

The 2022-2023 Annual Infrastructure Program has been developed in accordance with the following expenditure requirements of:

- Federal Government Roads to Recovery (R2R) funding of \$2.38 million

- Federal Government Local Roads and Community Infrastructure (LRCI) Program, Phase 3, funding of \$4.77 million
- Council funds totalling \$2.30 million.

## ISSUES/DISCUSSION

Adoption of the annual infrastructure program will allow the Council to undertake the following:

- Local Road Gravel Resheet  
Funding of \$969,632 has been proposed to resheet and/or treat approximately 20.9 km of the gravel road network.
- Local Road Shoulder Resheet  
Funding of \$448,044 has been proposed to resheet approximately 24.5 km (length is inclusive of both sides) of the gravel shoulders.
- Local Road Reconstruction (LRC) – Asset Preservation  
Funding of \$727,152 has been allocated for the renewal of a section of Newbridge Rd and renewal and widening of a section of Echuca-Serpentine Rd.
- Township Street Improvement (TSI)  
Funding of \$328,920 has been proposed for two projects. The first is the installation of a footpath between the Inglewood netball courts and pavilion. The second is to allow the completion of footpath contract 488 which is funded by LRCI Phase 1 funding which is to expire after June 30, 2022. A funding extension for these projects under this program has been applied for, if successful this funding will be reallocated.
- Urban & Township Drainage  
Funding of \$250,000 has been proposed as additional funding for the Boort and Pyramid Hill flood mitigation projects. The increase in costs in recent years results in the need for extra funding to complete these projects.
- Local Bridges and Culverts  
Funding of \$247,000 has been proposed for a number of culvert projects.
- Reseals  
Funding of \$1,073,348 has been proposed to reseal and final seal approximately 28 km of the sealed road network. The projects listed are provisional and will be finalised after consultant inspections in early 2022/23.
- Buildings  
Funding of \$400,000 is allocated for a number of building projects. This includes having an emergency allocation for works that are urgent and unfunded during 2022/23.

## COST/BENEFITS

The Annual Infrastructure Program is a significant part of Council's annual expenditure. The current proposed Program totals \$9,459,798. The works categories contained in Part 1 total \$4,444,096. The benefit of the proposed expenditure is that it will allow Council to maintain safe public infrastructure and decrease annual liability over all asset classes. Better roads, better public facilities and improved bridges are the key outcomes of the proposed Program, which aligns with the strategic objective of "A sustainable built and natural environment" as stipulated in Council Plan 2021–2025.

## RISK ANALYSIS

One of the risks identified with the proposed program is cost overrun. The estimated cost of each project has been evaluated based on current unit rates with an adjustment for anticipated price inflation, industry practice, and contingencies. The likelihood of the risk is possible and this consequence is minor as per Council's risk matrix. The risk is thus deemed to be medium. This risk is offset by the large amount of grant funding that Council has received through a number of funding streams.



The other risk identified is the delay in delivering projects. This has become a greater risk recently due to the large amount of stimulus funding directed at infrastructure projects and the delays associate with contractor availability and the lead-time of material deliveries. The likelihood of this risk is possible and the consequence is minor as per Council's risk matrix. The risk is thus deemed to be medium. This risk is mitigated by allocating additional projects to Council's Works Department for delivery where possible and selecting projects that are high value with a low risk of delay.

**CONSULTATION AND ENGAGEMENT**

The program has been developed in consultation with Council staff, in particular the Assets & Infrastructure Department, the Works Department, and the Community Support Department. Other stakeholders and community members make contributions to the rolling program throughout the year via works requests and onsite meetings and visits conducted by staff.

Loddon Shire Council Annual Infrastructure Program 2022 - 2023  
Budget Summary

Works Category	Draft Budget 2022-2023	Proposed Expenditure 2022-2023
<b>Local Road Gravel Resheet</b>		
Council Funded (72)	\$ 405,419	\$ -
Roads to Recovery Standard (73)		\$ 969,632
<b>Subtotal</b>	<b>\$ 405,419</b>	<b>\$ 969,632</b>
<b>Local Road Shoulder Resheet</b>		
Council Funded (72)	\$ 244,156	\$ 320,994
Roads to Recovery Standard (73)		\$ 127,050
<b>Subtotal</b>	<b>\$ 244,156</b>	<b>\$ 448,044</b>
<b>Local Road Construction - Asset Preservation</b>		
Council Funded (72)	\$ 201,938	\$ 727,152
Roads to Recovery Standard (73)	\$ 991,576	\$ -
<b>Subtotal</b>	<b>\$ 1,193,514</b>	<b>\$ 727,152</b>
<b>Local Road Construction - Amenity</b>		
Council Funded (72)	\$ 78,831	\$ -
Roads to Recovery Standard (73)		\$ -
<b>Subtotal</b>	<b>\$ 78,831</b>	<b>\$ -</b>
<b>Local Road Construction - Safety</b>		
Council Funded (72)	\$ 90,093	\$ 188,000
Roads to Recovery Standard (73)		\$ -
<b>Subtotal</b>	<b>\$ 90,093</b>	<b>\$ 188,000</b>
<b>Township Street Improvements</b>		
Council Funded (72)	\$ 426,183	\$ 328,920
Roads to Recovery Standard (73)	\$ 115,995	\$ -
<b>Subtotal</b>	<b>\$ 542,178</b>	<b>\$ 328,920</b>
<b>Urban &amp; Township Drainage</b>		
Council Funded (72)	\$ 350,000	\$ 250,000
Roads to Recovery Standard (73)		\$ -
<b>Subtotal</b>	<b>\$ 350,000</b>	<b>\$ 250,000</b>
<b>Local Bridges &amp; Culverts</b>		
Council Funded (72)		\$ -
Roads to Recovery Standard (73)	\$ 149,488	\$ 247,000
<b>Subtotal</b>	<b>\$ 149,488</b>	<b>\$ 247,000</b>
<b>Road Reseals</b>		
Council Funded (72)		\$ 29,304
Roads to Recovery Standard (73)	\$ 1,130,667	\$ 1,044,044
<b>Subtotal</b>	<b>\$ 1,130,667</b>	<b>\$ 1,073,348</b>
<b>Parks and Gardens (Townscape Services)</b>		
Council Funded (72)	\$ 100,000	\$ 52,250
<b>Subtotal</b>	<b>\$ 100,000</b>	<b>\$ 52,250</b>
<b>Buildings</b>		
Council Funded (72)	\$ 400,000	\$ 400,000
<b>Subtotal</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
<b>Community Projects</b>		
Council Funded (72)	\$ -	\$ 4,775,452
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 4,775,452</b>
<b>TOTAL</b>	<b>\$ 9,459,798</b>	<b>\$ 9,459,798</b>
<b>FUNDING</b>		
Council Funded (72)	\$ 2,296,620	\$ 7,072,072
Roads to Recovery Standard (73)	\$ 2,387,726	\$ 2,387,726
Local Roads and Community Infrastructure Program (72)	\$ 4,775,452	
	Total Renewal	\$ 4,781,474
	Total Upgrade	\$ 4,168,324
	Total New	\$ 510,000

LODDON SHIRE COUNCIL - ROLLING PROGRAM				
<a href="#">Program: Local Road Gravel Re-sheets</a>				
Project No.	Project Name	Project Type [R=Renewal, U=Upgrade and N=New]	Location	PROJECT DETAILS
LRS1249	Pyramid-Echuca Rd, PYRAMID HIL	R	0.00-1.20km	100mm Sheet
LRS1288	Northlands Rd	R	Ch 7.40 - 8.40	Resheet 1.0km x 5m x 100mm
LRS1244	Loddon River Rd, APPIN SOUTH	R	Ch 22.58-23.28km (00 Boort-Pyramid Rd)	100mm Sheet
LRS1245	Loddon River Rd, APPIN SOUTH	R	Ch 20.10-21.21km (00 Boort-Pyramid Rd)	100mm Sheet
LRS1247	Loddon River Rd, LEAGHUR	R	Ch 10.59-11.76km (00 Boort-Pyramid Rd)	100mm Sheet
LRS1210	Mincha Canary Island Rd, MINCHA	R	Ch 4.21 - 7.26 (00 Mincha North Rd)	100mm Resheet
LRS1271	Butler Lane Upgrade	U	Ch 0-213m (00 Southey St)	100mm Sheet
LRS1138	Derby-Serpentine Rd, BRIDGEWATER NORTH	R	Ch 8.6-9.8km (00 Calder Highway )	Resheet 1.6km x 4.7m x 100mm
LRS1275	Unnamed road Laanecoorie between Guiney St and Cains Rd Upgrade	U	Ch 0-340m (00 Cains Rd)	100mm Sheet
LRS1216	Prices Rd, MOLOGA	R	Ch 0 - 2.8	Resheet 2.8 km x 4.7m wide x 100 mm depth
LRS1239	Listers Rd, CALIVIL	R	Ch 1.24-2.55km	100mm Sheet
LRS1272	Inglewood North Rd, POWLETT PLAINS	R	Ch 7.01-8.69km (00 Inglewood Powlett Rd)	100mm Resheet
LRS1276	Gladfield South Rd, GLADFIELD	R	Ch 11.42-12.64km (00 Gladfield Rd)	100mm Sheet
LRS1262	Derby Serpentine Rd, BRIDGEWATER	R	Ch 5.0-8.0km (00 Calder Hwy)	100mm Resheet
LRS1200	Bealiba Wehla Rd	R	Ch 10.51 to 12.03 km	100mm Resheet

LODDON SHIRE COUNCIL - ROLLING PROGRAM				
<a href="#">Program: Local Road Gravel Shoulder Re-sheets</a>				
Project No.	Project Name	Project Type [R=Renewal, U=Upgrade and N=New]	Location	Project Details
LRSS0376	Sebastian Road, YARRABERB	R	Ch 9.305-11.08km (00 Lyndhurst St)	Shoulder resheet 3.12km x 1.6m x 100mm x 2 sides
LRSS0371	Canary Island-Leaghur Rd, LODDON VALE	R	Ch 14.84-16.61km (00 Boort-Kerang Rd)	Shoulder resheet 1.77km x 1.8m x 100mm x 2 sides
LRSS0364	Gladfield Rd, PYRAMID HILL	R	Ch 11.03 - 15.71	Shoulder resheet 4.7km x 1.8m x 100mm x 2 side
LRSS0368	Wedderburn Buckrabanyule Rd, WEDDERBURN	R	Ch 2.26-5.56km	Shoulder resheet 3.3km x 1.8m x 100mm x 2 sides
LRSS0369	Wedderburn Buckrabanyule Rd, BUCKRABANYULE	R	Ch 5.74-6.34km	Shoulder resheet 0.6km x 1.8m x 100mm x RHS only
LRSS0370	Wedderburn Buckrabanyule Rd, WEDDERBURN	R	Ch 0.00-0.40km	Shoulder resheet 0.4km x 1.8m x 100mm x 2 sides

LODDON SHIRE COUNCIL - ROLLING PROGRAM				
<a href="#">Program: Local Roads Construction - Asset Preservation</a>				
Project No.	Project Name	Project Type [R=Renewal, U=Upgrade and N=New]	Location	PROJECT DETAILS
LRC0516	Newbridge Rd, WOODSTOCK ON LODDON	R	Ch 290-1450m (00 Bridgewater-Maldon Rd)	Reconstruction of road and seal
LRC0518	Echuca Serpentine Rd, POMPAPIEL	U	Ch 7.25 - 8.07 (00 = Loddon Valley Hwy)	Reconstruct and widen existing 3.7m seal

Loddon Shire Council					
Program: Township Street Improvement					
Project No.	Project Name	Project Type [R=Renewal, U=Upgrade and N=New]	Location	TOWN	PROJECT DETAILS
TSI0554	Inglewood, netball courts to pavillion	U	Between the netball courts to pavillion	Inglewood	100m x 1.5m footpath construction
TSI0560	Allocation to complete footpath Contract 488	R	Various	Various	Completion of Footpath Contract 488

LODDON SHIRE COUNCIL - ROLLING PROGRAM					
<a href="#">Program: Township Drainage</a>					
Project No.	Project Name	Project Type	Location	Township	PROJECT DETAILS
<b>TSD0195</b>	Boort and Pyramid Hill Flood Mitigation	N	Boort and Pyramid Hill	Pyramid Hill	Additional allocation to cover expected cost escalation for the Boort and Pyramid Hill flood levee projects

LODDON SHIRE COUNCIL - ROLLING PROGRAM				
Program: <a href="#">Local Bridges &amp; Culverts</a>				
Project No.	Project Name	Project Type [R=Renewal, U=Upgrade, and N=New]	Location	PROJECT DETAILS
LBCC0437	Appin South Road Box Culvert Replacement SN316	R	Appin South Rd, APPIN SOUTH Ch 1.68km	Replace Quad cell boxed culvert 1040 x 800mm, end walls and guard rail required
LBCC0399	Alexander Lane Culvert Replacment	R	Alexander La, LLANELLY Ch 4.12km	Replace existing culvert
LBCC0418	Wedderburn Wychitella Road Culvert Replacement	R	Wedderburn Wychitella Rd, WYCHITELLA Ch10.12km (Culvert ID3841)	Culvert Replacement
LBCC0427	Wilson's Lane New Culvert Instalation	N	Wilson's La, POWLETT PLAINS Ch 270m	Instal new culvert
LBCC0410	Long Bush Road Culvert Replacement	R	Long Bush Rd, MCINTYRE Ch 0.10km (Culvert ID 1994)	Culvert Replacement and Flood Way Instalation
LBCC0443	Wedderburn Junction East Rd Box Culvert Instalation	N	Wedderburn Junction East Rd, WEDDERBURN JUNCTION Ch 330m	Installation of Twin Cell 1200 x 300/450 Box culverts
LBCC0390	Brenanah-Wehla Road Culvert Cutoff Wall and Floodway Installation	N	Ch 1200 (00 Wedderburn-Dunolly Road) over unknown water course	Cut off wall and rock floodway installation



## Loddon Shire Council

[Program: Reseals](#)

Seg ID	Seal type	Road Name	Locality	From	(m)	(m)	Length (m)
1067	RS	Eddington Laanecoorie Rd	EDDINGTON	00 Dunolly-Eddington Rd	0	45	45
10084	RS	Wilkinsons Swamp Rd	KAMAROOKA	00 Tandarra Elmore Rd	3755	4,840	1,085
3229	RS	Sebastian Rd	YARRABERB	00 Lyndhust St	7650	8,780	1,130
5736	RS	Boat Ramp Access	BOORT	00 Godfrey St	0	95	107
3498	RS	Talgitcha St	WEDDERBURN	00 Logan-Wedderburn Rd	0	15	15
310	RS	Whittaker La	BOORT	00 Boort-Charlton Rd	2127	2,452	325
4792	RS	Yallook Mail Rd	DINGEE	00 Dingee Rd	1620	4,840	3,220
2559	RS	Newbridge Bridgewater Rd	NEWBRIDGE	00 Hollands La	2575	3,935	1,360
10168	RS	Tarnagulla Eddington Rd	WAANYARRA	00 Eddington Laanecoorie Rd	6160	6,230	70
3340	RS	Victoria St S/R	PYRAMID HILL	00 Victoria St (Westend)	195	260	65
3511	RS	Tandarra Serpentine Rd	TANDARRA	00 Bendigo-Pyramid Rd	0	1,230	1,230
2663	RS	Old Boort Rd	BEARS LAGOON	00 Loddon Valley Hwy	10100	13,370	3,270
4660	RS	Weir Rd	LAANECOORIE	00 Cains Rd	600	1,475	875
5593	RS	Unnamed (Lane behind pool)	BOORT	00 Lake View St	0	165	169
545	RS	Brownbill Reserve Rd	LAANECOORIE	00 Eddington-Laanecoorie Rd	0	655	915

Seg ID	Seal type	Road Name	Locality	From	(m)	(m)	Length (m)
902	RS	Dingee Rd	DINGEE	00 Bendigo-Pyramid Rd	1470	2,370	900
1852	RS	Keoghs La	LLANELLY	00 Rheola Llanelly Rd	635	895	260
10179	RS	Osborne Rd	BOORT	00 Boort-Wycheproof Rd	3800	3,870	70
10151	RS	Pyramid Yarraberb Rd	DINGEE	00 Boort-Mitiamo Rd	24200	25,690	1,490
10105	RS	Playfair St	EDDINGTON	00 Dunolly-Eddington Rd	0	560	560
4793	RS	Yallook Mail Rd	DINGEE	00 Dingee Rd	4840	6,490	1,650
601	RS	Calivil Mail Rd	CALIVIL	00 Prairie West Rd	4210	5,600	1,390
901	RS	Dingee Rd	DINGEE	00 Bendigo-Pyramid Rd	700	1,470	770
2273	RS	McCoy St	EDDINGTON	00 Bendigo-Maryborough Rd	0	415	415
2275	RS	McCoy St	EDDINGTON	00 Bendigo-Maryborough Rd	415	730	365
1801	RS	Newbridge Rd	NEWBRIDGE	00 Bridgewater-Maldon Rd	290	1,160	870
1048	RS	Echuca Serpentine Rd	POMPAPIEL	00 Loddon Valley Hwy	17280	18,570	1,290
3513	RS	Tandarra Serpentine Rd	TANDARRA	00 Bendigo-Pyramid Rd	1230	2,410	1,180
4644	RS	Wedderburn Wychitella Rd	WYCHITELLA	00 Calder Hwy	8980	11,165	2,185
3513	FS	Tandarra Serpentine Rd	TANDARRA	00 Bendigo-Pyramid Rd	1330	1,630	300
3513	FS	Tandarra Serpentine Rd	TANDARRA	00 Bendigo-Pyramid Rd	1900	2,200	300
4622	FS	Wedderburn-Wedderburn Junction Road	WEDDERBURN	00 Calder Hwy	1900	2,400	500

## Loddon Shire Council

[Program: Buildings](#)

Project number	Project Name	Building ID	Location	Town	Project Details 1
<b>BLD105</b>	Boort Memorial Hall Lighting Replacement		Boort Memorial Hall	Boort	Replace the stage lighting at Boort Memorial Hall
<b>BLD106</b>	BRIC Centre restumping		BRIC Centre	Boort	Replace some failing stumping
<b>BLD107</b>	Building Emergency Works Allocation		Various	Various	Emergency Works Allocation
<b>BLD108</b>	Wedderburn and Bridgewater Public Toilet air ventilation		Various	Various	Improve window ventilation in public toilets
<b>BLD109</b>	Newbridge public toilet lighting upgrade		Newbridge public toilet	Newbridge	Upgrade lighting and skylighting in Newbridge toilets
<b>BLD110</b>	Serpentine public toilets timber replacement		Serpentine public toilet	Serpentine	Replace some timber cladding that has been weather damaged
<b>BLD111</b>	Serpentine office eaves		Serpentine Council Office	Serpentine	Replace eaves at Serpentine office
<b>BLD112</b>	Boort Memorial Hall footpath		Boort Memorial Hall	Boort	All abilities access to hall and improve drainage from roof
<b>BLD113</b>	Painting at Boort Kindergarten		Boort Kindergarten	Boort	Painting the inside of the Boort kindergarten

**10.7 ANNUAL INFRASTRUCTURE PROGRAM 2022-23 - PART 2**

**File Number:** FOL/19/432630

**Author:** David Southcombe, Manager Assets and Infrastructure

**Authoriser:** Steven Phillips, Director Operations

**Attachments:**

- 1. Appendix 1 - Program Summary**
- 2. Appendix 2 - Project List - Local Road Reconstruction Safety, and Parks and Gardens - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(g(ii)) of the *Local Government Act 2020*. It contains private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Knowledge of estimates may affect contractor tendered prices **(under separate cover)**

- 3. Appendix 3 - Project List without estimates - Local Road Reconstruction Safety, and Parks and Gardens**

**RECOMMENDATION**

That Council adopt the Annual Infrastructure Program 2022-23 – Part 2 for the Works Categories of Local Road Reconstruction– Safety, and Parks and Gardens.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

The 2022-2023 Annual Infrastructure Program was discussed at the June 2022 Council Forum.

**BACKGROUND**

Every year Council allocates and spends significant funds on capital infrastructure projects. Council continually carries out scoping of new infrastructure projects and maintains a rolling program of these projects. The rolling program is a database that forms the basis of the elements of the Annual Infrastructure Program. Each project is assessed using a scoring matrix relevant to the type of infrastructure as part of the scoping process. This score assists in the development of the Annual Infrastructure Program by providing a level of prioritisation for each of the projects.

In preparing the program several factors need to be given consideration, including the prioritisation score, availability of funds and capacity for delivery. Council has adopted several strategic documents that must also be taken into consideration when preparing the Annual Infrastructure Program. Primarily these are the:

- Council Plan
- Financial Plan
- asset management plans
- road register.

The 2022-2023 Annual Infrastructure Program has been developed in accordance with the following expenditure requirements of:

- Federal Government Roads to Recovery (R2R) funding of \$2.38 million

- Federal Government Local Roads and Community Infrastructure (LRCI) Program, Phase 3, funding of \$4.77 million
- Council funds totalling \$2.30 million.

### ISSUES/DISCUSSION

Adoption of the annual infrastructure program will allow the Council to undertake works in the following works categories:

- Local Road Reconstruction (LRC) – Safety  
Funding of \$188,000 has been proposed for additional funding for the Coutts St crossing project and for the installation of a pedestrian safety barrier at Lakeside Drive, Boort.
- Parks and Gardens  
Funding of \$52,250 has been proposed for three projects to in Boort.

### COST/BENEFITS

The Annual Infrastructure Program is a significant part of Council's annual expenditure. The current proposed Program totals \$9,459,798. The works categories contained in Part 2 total \$240,250. The benefit of the proposed expenditure is that it will allow Council to maintain safe public infrastructure and decrease annual liability over all asset classes. Better roads, better public facilities and improved bridges are the key outcomes of the proposed Program, which aligns with the strategic objective of "A sustainable built and natural environment" as stipulated in Council Plan 2021–2025.

### RISK ANALYSIS

One of the risks identified with the proposed program is cost overrun. The estimated cost of each project has been evaluated based on current unit rates with an adjustment for anticipated price inflation, industry practice, and contingencies. The likelihood of the risk is possible and this consequence is minor as per Council's risk matrix. The risk is thus deemed to be medium. This risk is offset by the large amount of grant funding that Council has received through a number of funding streams.

The other risk identified is the delay in delivering projects. This has become a greater risk recently due to the large amount of stimulus funding directed at infrastructure projects and the delays associate with contractor availability and the lead-time of material deliveries. The likelihood of this risk is possible and the consequence is minor as per Council's risk matrix. The risk is thus deemed to be medium. This risk is mitigated by allocating additional projects to Council's Works Department for delivery where possible and selecting projects that are high value with a low risk of delay.

### CONSULTATION AND ENGAGEMENT

The program has been developed in consultation with Council staff, in particular the Assets & Infrastructure Department, the Works Department, and the Community Support Department. Other stakeholders and community members make contributions to the rolling program throughout the year via works requests and onsite meetings and visits conducted by staff.

Loddon Shire Council Annual Infrastructure Program 2022 - 2023  
Budget Summary

Works Category	Draft Budget 2022-2023	Proposed Expenditure 2022-2023
<b>Local Road Gravel Resheet</b>		
Council Funded (72)	\$ 405,419	\$ -
Roads to Recovery Standard (73)		\$ 969,632
<b>Subtotal</b>	<b>\$ 405,419</b>	<b>\$ 969,632</b>
<b>Local Road Shoulder Resheet</b>		
Council Funded (72)	\$ 244,156	\$ 320,994
Roads to Recovery Standard (73)		\$ 127,050
<b>Subtotal</b>	<b>\$ 244,156</b>	<b>\$ 448,044</b>
<b>Local Road Construction - Asset Preservation</b>		
Council Funded (72)	\$ 201,938	\$ 727,152
Roads to Recovery Standard (73)	\$ 991,576	\$ -
<b>Subtotal</b>	<b>\$ 1,193,514</b>	<b>\$ 727,152</b>
<b>Local Road Construction - Amenity</b>		
Council Funded (72)	\$ 78,831	\$ -
Roads to Recovery Standard (73)		\$ -
<b>Subtotal</b>	<b>\$ 78,831</b>	<b>\$ -</b>
<b>Local Road Construction - Safety</b>		
Council Funded (72)	\$ 90,093	\$ 188,000
Roads to Recovery Standard (73)		\$ -
<b>Subtotal</b>	<b>\$ 90,093</b>	<b>\$ 188,000</b>
<b>Township Street Improvements</b>		
Council Funded (72)	\$ 426,183	\$ 328,920
Roads to Recovery Standard (73)	\$ 115,995	\$ -
<b>Subtotal</b>	<b>\$ 542,178</b>	<b>\$ 328,920</b>
<b>Urban &amp; Township Drainage</b>		
Council Funded (72)	\$ 350,000	\$ 250,000
Roads to Recovery Standard (73)		\$ -
<b>Subtotal</b>	<b>\$ 350,000</b>	<b>\$ 250,000</b>
<b>Local Bridges &amp; Culverts</b>		
Council Funded (72)		\$ -
Roads to Recovery Standard (73)	\$ 149,488	\$ 247,000
<b>Subtotal</b>	<b>\$ 149,488</b>	<b>\$ 247,000</b>
<b>Road Reseals</b>		
Council Funded (72)		\$ 29,304
Roads to Recovery Standard (73)	\$ 1,130,667	\$ 1,044,044
<b>Subtotal</b>	<b>\$ 1,130,667</b>	<b>\$ 1,073,348</b>
<b>Parks and Gardens (Townscape Services)</b>		
Council Funded (72)	\$ 100,000	\$ 52,250
<b>Subtotal</b>	<b>\$ 100,000</b>	<b>\$ 52,250</b>
<b>Buildings</b>		
Council Funded (72)	\$ 400,000	\$ 400,000
<b>Subtotal</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
<b>Community Projects</b>		
Council Funded (72)	\$ -	\$ 4,775,452
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 4,775,452</b>
<b>TOTAL</b>	<b>\$ 9,459,798</b>	<b>\$ 9,459,798</b>
<b>FUNDING</b>		
Council Funded (72)	\$ 2,296,620	\$ 7,072,072
Roads to Recovery Standard (73)	\$ 2,387,726	\$ 2,387,726
Local Roads and Community Infrastructure Program (72)	\$ 4,775,452	
	Total Renewal	\$ 4,781,474
	Total Upgrade	\$ 4,168,324
	Total New	\$ 510,000

LODDON SHIRE COUNCIL - ROLLING PROGRAM				
<a href="#">Program: Local Roads Construction - Safety</a>				
Project No.	Project Name	Project Type [R=Renewal, U=Upgrade and N=New]	Location	PROJECT DETAILS
<b>SAF0050</b>	Coutts St Crossing Boort Lighting Upgrade	U	Coutts St	Additional allocation for lights required at the crossing
<b>SAF0051</b>	Boort Lakeside Dr Pedestrian Barrier	N	Lakeside Drive, Boort	Pedestrian barrier

Loddon Shire Council

[Program: Parks and Gardens \(Townscape Services\)](#)

Project number	Project Name	Project Type [R=Renewal, N=New & U=Upgrade]	Location	Town	Project details
PGC049	Little Lake Boort Retaining Wall	U	Little Lake Boort	Boort	Construction of a 117m retaining wall to prevent erosion
PGC050	Nolen's Park Retaining Wall	U	Nolen's Park	Boort	Replacement of retaining wall in Nolen's Park at Boat Ramp
PGC051	Little Lake Boort Beaching	R	Little Lake Boort	Boort	Install beaching on shore adjacent croquet courts



**10.8 ANNUAL INFRASTRUCTURE PROGRAM 2022-23 - PART 3**

**File Number:** FOL/19/432630

**Author:** David Southcombe, Manager Assets and Infrastructure

**Authoriser:** Steven Phillips, Director Operations

**Attachments:** 1. **Appendix 1 - Program Summary**

2. **Appendix 2 - Project Listing - Community Projects - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(g(ii)) of the *Local Government Act 2020*. It contains private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Project estimates may affect contractor tendered prices **(under separate cover)**

3. **Appendix 3 - Project Listing without estimates - Community Projects**

**RECOMMENDATION**

That Council adopt the Annual Infrastructure Program 2022-23 – Part 3 for the Works Category of Community Projects.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

The 2022-2023 Annual Infrastructure Program was discussed at the June 2022 Council Forum.

**BACKGROUND**

Every year Council allocates and spends significant funds on capital infrastructure projects. Council continually carries out scoping of new infrastructure projects and maintains a rolling program of these projects. The rolling program is a database that forms the basis of the elements of the Annual Infrastructure Program. Each project is assessed using a scoring matrix relevant to the type of infrastructure as part of the scoping process. This score assists in the development of the Annual Infrastructure Program by providing a level of prioritisation for each of the projects.

In preparing the program several factors need to be given consideration, including the prioritisation score, availability of funds and capacity for delivery. Council has adopted several strategic documents that must also be taken into consideration when preparing the Annual Infrastructure Program. Primarily these are the:

- Council Plan
- Financial Plan
- asset management plans
- road register.

The 2022-2023 Annual Infrastructure Program has been developed in accordance with the following expenditure requirements of:

- Federal Government Roads to Recovery (R2R) funding of \$2.38 million
- Federal Government Local Roads and Community Infrastructure (LRCI) Program, Phase 3, funding of \$4.77 million
- Council funds totalling \$2.30 million.

## ISSUES/DISCUSSION

Adoption of the annual infrastructure program will allow the Council to undertake works in the following works categories:

- Community Projects  
Funding of \$4,775,452 is allocated for a number of community projects. This includes an additional allocation for the completion of the Donaldson Park project.

The works category of Community Projects has been included in this year's annual infrastructure program for the first time. The projects in this category include the Pyramid Hill Streetscape, Donaldson Park pavilion project, Serpentine and Mitiamo oval lighting and Caravan Parks works. The funding allocations from this Program are additional amounts to enable the delivery of these projects.

## COST/BENEFITS

The Annual Infrastructure Program is a significant part of Council's annual expenditure. The current proposed Program totals \$9,459,798. The works categories contained in Part 3 total \$4,775,452. The benefit of the proposed expenditure is that it will allow Council to maintain safe public infrastructure and decrease annual liability over all asset classes. Better roads, better public facilities and improved bridges are the key outcomes of the proposed Program, which aligns with the strategic objective of "A sustainable built and natural environment" as stipulated in Council Plan 2021–2025.

## RISK ANALYSIS

One of the risks identified with the proposed program is cost overrun. The estimated cost of each project has been evaluated based on current unit rates with an adjustment for anticipated price inflation, industry practice, and contingencies. The likelihood of the risk is possible and this consequence is minor as per Council's risk matrix. The risk is thus deemed to be medium. This risk is offset by the large amount of grant funding that Council has received through a number of funding streams.

The other risk identified is the delay in delivering projects. This has become a greater risk recently due to the large amount of stimulus funding directed at infrastructure projects and the delays associate with contractor availability and the lead-time of material deliveries. The likelihood of this risk is possible and the consequence is minor as per Council's risk matrix. The risk is thus deemed to be medium. This risk is mitigated by allocating additional projects to Council's Works Department for delivery where possible and selecting projects that are high value with a low risk of delay.

## CONSULTATION AND ENGAGEMENT

The program has been developed in consultation with Council staff, in particular the Assets & Infrastructure Department, the Works Department, and the Community Support Department. Other stakeholders and community members make contributions to the rolling program throughout the year via works requests and onsite meetings and visits conducted by staff.

Loddon Shire Council Annual Infrastructure Program 2022 - 2023  
Budget Summary

Works Category	Draft Budget 2022-2023	Proposed Expenditure 2022-2023
<b>Local Road Gravel Resheet</b>		
<i>Council Funded (72)</i>	\$ 405,419	\$ -
<i>Roads to Recovery Standard (73)</i>		\$ 969,632
<b>Subtotal</b>	<b>\$ 405,419</b>	<b>\$ 969,632</b>
<b>Local Road Shoulder Resheet</b>		
<i>Council Funded (72)</i>	\$ 244,156	\$ 320,994
<i>Roads to Recovery Standard (73)</i>		\$ 127,050
<b>Subtotal</b>	<b>\$ 244,156</b>	<b>\$ 448,044</b>
<b>Local Road Construction - Asset Preservation</b>		
<i>Council Funded (72)</i>	\$ 201,938	\$ 727,152
<i>Roads to Recovery Standard (73)</i>	\$ 991,576	\$ -
<b>Subtotal</b>	<b>\$ 1,193,514</b>	<b>\$ 727,152</b>
<b>Local Road Construction - Amenity</b>		
<i>Council Funded (72)</i>	\$ 78,831	\$ -
<i>Roads to Recovery Standard (73)</i>		\$ -
<b>Subtotal</b>	<b>\$ 78,831</b>	<b>\$ -</b>
<b>Local Road Construction - Safety</b>		
<i>Council Funded (72)</i>	\$ 90,093	\$ 188,000
<i>Roads to Recovery Standard (73)</i>		\$ -
<b>Subtotal</b>	<b>\$ 90,093</b>	<b>\$ 188,000</b>
<b>Township Street Improvements</b>		
<i>Council Funded (72)</i>	\$ 426,183	\$ 328,920
<i>Roads to Recovery Standard (73)</i>	\$ 115,995	\$ -
<b>Subtotal</b>	<b>\$ 542,178</b>	<b>\$ 328,920</b>
<b>Urban &amp; Township Drainage</b>		
<i>Council Funded (72)</i>	\$ 350,000	\$ 250,000
<i>Roads to Recovery Standard (73)</i>		\$ -
<b>Subtotal</b>	<b>\$ 350,000</b>	<b>\$ 250,000</b>
<b>Local Bridges &amp; Culverts</b>		
<i>Council Funded (72)</i>		\$ -
<i>Roads to Recovery Standard (73)</i>	\$ 149,488	\$ 247,000
<b>Subtotal</b>	<b>\$ 149,488</b>	<b>\$ 247,000</b>
<b>Road Reseals</b>		
<i>Council Funded (72)</i>		\$ 29,304
<i>Roads to Recovery Standard (73)</i>	\$ 1,130,667	\$ 1,044,044
<b>Subtotal</b>	<b>\$ 1,130,667</b>	<b>\$ 1,073,348</b>
<b>Parks and Gardens (Townscape Services)</b>		
<i>Council Funded (72)</i>	\$ 100,000	\$ 52,250
<b>Subtotal</b>	<b>\$ 100,000</b>	<b>\$ 52,250</b>
<b>Buildings</b>		
<i>Council Funded (72)</i>	\$ 400,000	\$ 400,000
<b>Subtotal</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
<b>Community Projects</b>		
<i>Council Funded (72)</i>	\$ -	\$ 4,775,452
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 4,775,452</b>
<b>TOTAL</b>	<b>\$ 9,459,798</b>	<b>\$ 9,459,798</b>
<b>FUNDING</b>		
<i>Council Funded (72)</i>	\$ 2,296,620	\$ 7,072,072
<i>Roads to Recovery Standard (73)</i>	\$ 2,387,726	\$ 2,387,726
<i>Local Roads and Community Infrastructure Program (72)</i>	\$ 4,775,452	
	<i>Total Renewal</i>	\$ 4,781,474
	<i>Total Upgrade</i>	\$ 4,168,324
	<i>Total New</i>	\$ 510,000

**Loddon Shire Council****[Program: Community Projects](#)**

Project number	Project Name	Building ID	Location	Town	Project Details 1
<b>CP1</b>	Pyramid Hill Streetscape		Kelly St	Pyramid Hill	Pyramid Hill Steetscape works
<b>CP2</b>	Caravan Parks		Caravan Parks	Various	Continue works at caravan Parks
<b>CP3</b>	Serpentine and Mitiamo Football Oval Lights		Various	Various	Installation of lighting at football ovals
<b>CP5</b>	Donaldson Park Project		Donaldson Park	Wedderburn	Donaldson Park

**10.9 CHILDSAFE STANDARDS FRAMEWORK AND POLICY**

**File Number:** fol/20/827  
**Author:** Janine Jackson, Manager Organisation Development  
**Authoriser:** Amanda Wilson, Director Corporate  
**Attachments:** 1. Child safe standards framework v2  
2. Child Safe Policy v2

**RECOMMENDATION**

That Council:

- (i) approve the Child Safe Standards Framework V2
- (ii) approve the Child Safe Policy V2

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council was presented with the draft Child Safe Standards Framework V2 and the Draft Child Safe Policy V2 at the Council Forum on Tuesday 14 June 2022.

**BACKGROUND**

All organisations in Victoria that provide services or facilities for children are required to comply with Child Safe Standards, to ensure that the safety of children is promoted, child abuse is prevented and allegations of child abuse are properly responded to.

Mandatory Child Safe Standards commenced in Victoria in January 2016 and included seven standards to improve safety for children and young people. Council's existing Policy and Framework were adopted in line with the Standards at that time.

In response to the recommendations from the 2017 Royal Commission into Institutional Responses to Child Sexual Abuse, the Department of Health and Human Services (DHHS) undertook a review of the standards to test their strength, and to also consider how they could better align with the Royal Commission's recommendations.

Following that review the DHHS recommended a number of changes to the standards to better align with the National Principles for Child Safe Organisations, and also made other recommendations to strengthen the administration of the standards. The Victorian Government adopted these recommendations. As such the new Standards have been updated from 7 to 11 Standards and include new requirements such as:

- involving families and communities in organisations' efforts to keep children and young people safe
- a greater focus on safety for Aboriginal children and young people
- managing the risk of child abuse in online environments.

The standards set out the minimum requirements, and provide actions organisations must take to keep children and young people safe.

Organisations need to comply with these new standards by 1 July 2022.

## ISSUES/DISCUSSION

The framework outlines Council's legal and moral responsibilities, Council's approach to complying with each standard and the responsibilities of Council representatives.

In developing the new framework it should be noted that most of the new standards align with the one of the original standards but have been strengthened. There are however additional standards that explicitly address the new requirements, these are:

- Standard one: requiring the organisation to have a greater focus on aboriginal children and young people by establishing a culturally safe environment
- Standard four: involving and informing children and families in promoting child safety and wellbeing
- Standard ten: Implementation of the standards and including processes for continuous improvement
- Standard eleven: requirement to have policy and procedure in place that addresses the standards and that are accessible and easy to understand.

The Child Safe Policy includes Councils commitment to zero tolerance for any form of child abuse and provides an overview of Councils approach to child safety.

The Policy has been reviewed to align with the Framework with the notable alterations being:

- renaming the policy from Child Safe Reporting Policy to Child Safe Standards Policy
- strengthening Council's commitment to cultural diversity and inclusion
- moving Council representative responsibilities from the policy to the framework
- strengthening Council's commitment to education, training and risk management.

Upon approval of these documents and in conjunction with the Children and Youth Coordinator an action plan will be developed to implement the Framework.

## COST/BENEFITS

The Child Safe Standards Framework and Child Safe Standards Policy have been prepared by Officers within current scope of works.

An existing budget allocation will be utilised for the initial implementation of this framework to engage providers with specific knowledge to deliver cultural awareness training, preschool programs, and develop appropriate resources.

## RISK ANALYSIS

The implementation of this framework will reduce legal and compliance risk to Council by providing clear guidelines, and necessary training and awareness for Council representatives who work both directly and indirectly with children or young people.

## CONSULTATION AND ENGAGEMENT

The draft documents have been presented to the Loddon Leaders, Staff Consultative Committee, Policy Review Group and Management Executive Group and the June Council Forum for review prior to presenting to this Council meeting.

In addition, the documents have previously been circulated to all Preschool staff and Council's Preschool community seeking feedback.

# LODDON SHIRE COUNCIL

## CHILD SAFE STANDARDS FRAMEWORK



## DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Organisation Development
INTERNAL COMMITTEE ENDORSEMENT:	<a href="#">Click here to enter text.</a>
APPROVED BY:	Council
DATE ADOPTED:	24/04/2019
VERSION NUMBER:	1
REVIEW DATE:	
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Child Safe Standards and Reporting Policy Staff Code of Conduct Councillor Code of Conduct Loddon Shire Council Child Safe Standards Code of Conduct Working with Children Check Policy Discipline Policy
RELATED LEGISLATION:	Children, Youth and Families Act 2005 (Vic) Working with Children Act 2005 (Vic) Child Wellbeing and Safe Amendment Act 2015 (Vic) Child Wellbeing and Safe Amendment Oversight and Enforcement of Child Safe Standards Act 2016 (Vic) Child Safe Standards 2022 (Vic) The Charter of Human Rights and Responsibilities Act 2006 (Vic) The Commission for Children and Young People Act 2012 (Vic) Privacy and Data Protection Act 2014 (Vic) Failure to Protect a Child From Sexual Abuse 2015 (Vic) Failure to Disclose Child Sexual Abuse 2015 (Vic) Grooming Offence 2014 (Vic) <input type="checkbox"/>
EVIDENCE OF APPROVAL:	<hr style="width: 40%; margin: auto;"/> Signed by Chief Executive Officer
FILE LOCATION:	K:\EXECUTIVE\Strategies policies and procedures\Strategies - adopted PDF and Word\STR Loddon Shire Council Child Safe Standards Framework v1.docx



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

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

**ACKNOWLEDGEMENT OF COUNTRY**

**Loddon Shire Council acknowledges the Traditional Custodians of the land comprising the Loddon Shire Council area. Council would like to pay respect to their Elders both past and present.**



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## 1 PURPOSE

The purpose of the Child Safe Standards Framework is to:

- underpin a culture of child safety by setting out a framework for effective leadership
- establish clear expectations for appropriate behaviour with children
- reduce the risk of child abuse and or exploitation by new or existing Loddon Shire Council councillors, employees, volunteers and contractors
- outline processes for responding to and reporting suspected child abuse
- promote strategies to encourage participation and empowerment of children
- support and promote a culturally safe and inclusive organisation for young people.

For the purpose of this Framework the term “Council Representatives” refers to all councillors, employees, volunteers and contractors. The following diagram illustrates Council’s approach to ensuring a safe environment for all children within the municipality.



## 2 LEGAL RESPONSIBILITIES

Loddon Shire Council (Council) takes its legal and moral responsibilities seriously.

Council acknowledges it has legal responsibilities it must meet in relation to Child Safe Standards. These include the following:

- responsibility to protect
- responsibility to be inclusive
- responsibility to disclose
- responsibility for mandatory reporting.

The Child Safe Policy outlines these responsibilities. The Child Safe Responding and Reporting Obligations Procedure outlines situations, obligations and actions required in circumstances of known or suspected child abuse and or grooming offences.

### 3 BUDGET IMPLICATIONS

A budget allocation will be utilised for initial implementation of this Framework and to engage external contractors with specific knowledge to deliver cultural awareness training and develop appropriate resources that Council have committed to as a part of this Framework.

### 4 RISK ANALYSIS

The implementation of this Framework will reduce legal and compliance risks to Council by providing clear guidelines, and necessary training and awareness for Council Representatives who work both directly and indirectly with a child/children or young people.

Please note that unless otherwise stipulated in this policy, a child or a young person is a person from birth to 18 years. A person at the higher end of this age bracket would be referred to as a young person.

### 5 ADDRESSING THE CHILD SAFE STANDARDS

#### 5.1 **Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued**

Council is committed to establishing a culturally safe and inclusive organisation where Aboriginal children and young people, and those with unique identities are accepted, and feel empowered to express their culture and identity with no fear of discrimination.

To support this commitment Council will:

- as an organisation, promote and celebrate cultural diversity days that allow Aboriginal and Torres Strait Islander children and young people the opportunity to express and enjoy their culture, and unique identity in a safe environment
- ensure all Council Representatives know and understand the organisation's commitment to creating and maintaining a culturally safe and inclusive environment through education, awareness and training
- equip all Council Representatives with the ability to identify instances of racism, and have the confidence to respond or report these instances by delivering bystander and respect training
- develop a reporting mechanism where allegations of racism can be recorded and responded to in line with Council's Staff Code of Conduct, Managing Misconduct and Discipline Procedures
- report to the Risk Management Committee and appropriate Council Representatives any allegations and substantiated cases of abuse and allocate the resources needed to respond
- embed checklists into the Strategic Document Framework that ensures the development of policy, procedure and strategic documents align with Council's commitment
- develop a Gender Impact Assessment that provides Council Representatives with the ability to apply a cultural lens and allows for the involvement and participation of aboriginal children and young people in the development of Council services and projects.

Additionally to further address this standard within our preschools, Council will:

- deliver the face to face training and awareness that is appropriate for the targeted audience
- ensure key documents are produced in 'Easy English'.

## 5.2 Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture

Council is committed to ensuring that a child safe culture is modelled at all levels of the organisation and have a robust governance structure in place to achieve this. Through policies and procedures, Council Representatives understand their obligations to identify and report any risk to children or young people.

To support this commitment Council has in place the following documents:

- A Child Safe Policy that outlines:
  - Council's commitment to creating and maintaining a child safe organisation where protecting children, and preventing and responding to child abuse is embedded in everyday thinking and practice.
- A Child Safe Responding and Reporting Obligations Procedure that outlines:
  - when, how and who to report to, if a Council Representative observes or suspects a child is being or has been subject to abuse.
- A public statement of commitment to child safety that:
  - is displayed affirming Council's commitment to child safety.
- A Child Safe statement included in the Staff Code of Conduct, Volunteer Code of Conduct and all position descriptions that:
  - establishes clear expectations of Council Representatives regarding appropriate behaviour with children and young people.

Additionally to further address the standards within our preschools, Council will:

- include wall posters that affirms Council's commitment to the Child Safe Standards in all preschools
- provide this Framework, the Child Safe Policy and Responding and Reporting Obligations Procedure to all preschool families
- ensure appropriate annual training on child safety, including recognising the signs and symptoms of child abuse, knowing how to respond, and understanding responsibilities and processes for reporting is provided.

In addition to these documents a periodic risk assessment will be completed to identify, assess and take steps to minimise risk.

All Child Safe documents are developed and regularly reviewed in accordance with Council's Strategic Document Framework which involves consultation with staff, the Leadership Group and requires approval by the Management Executive Group or Council.

## 5.3 Standard 3: Children and young people are empowered about their rights, and participate in decisions affecting them and are taken seriously

Council supports the participation and empowerment of children and young people and is committed to creating an environment that encourages them to express their views and feel comfortable about giving voice to the things that are important to them.

To support this commitment, Council will ensure all Council Representatives will:

- actively encourage children and young people to have their voice heard and express their views
- listen and act on any concern a child or young person or their parents/carers raise
- listen to suggestions that directly affect them

- provide children and young people with age appropriate information about their rights, what to do if they feel unsafe and how to raise concerns or make complaints
- ensure that the physical environment is safe and friendly
- be respectful, inclusive and welcoming of all children and young people and families of all diversities and abilities
- ensure all children and young people know how to raise concerns and where to go if they need help.

Additionally to further address this standard within our preschools, Council will:

- deliver age appropriate education programs to preschool children that promotes inclusiveness and confidence to voice any concerns.

#### **5.4 Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing**

When delivering programs and projects, Council welcomes the involvement of the community, children, young people and their families.

To support this commitment Council will promote involvement and ensure they are informed by:

- including a statement of commitment that is publicly accessible
- providing child safe information to families of children and young people undertaking work experience with Council
- supporting families and the broader community by providing educational tools that help them to understand that some children and young people are more at risk than others
- ensuring the physical environment from which we coordinate children and family services do not pose access issues.

Additionally to further address this standard within our preschools, Council will:

- promote regular open discussion on child safety issues within the preschool community
- provide a handbook for preschool families that provides them with an understanding of the process for responding and reporting suspected child abuse
- advocate for the inclusion of child safety programs in Council's preschools.

#### **5.5 Standard 5: Equity is upheld and diverse needs respected in policy and practice**

Council is committed to establishing a safe and welcoming environment for all children and young people regardless of their circumstances, abilities, sex, gender, cultural background or disability and will ensure they are supported, and have accessible information that is easy to understand.

To support this commitment Council will:

- develop information, policy and procedure relating to children and young people that is accessible to all potential users
- ensure that young people and children who are engaged with Council receive induction that includes information and guidance on how to report complaints and seek support should they require it
- deliver the actions in the Gender Equality Action Plan which includes strategies to ensure the organisation is working towards gender equality, diversity and inclusiveness
- provide online learning platforms for all Council Representatives to undertake aboriginal culture awareness gender equality and disability awareness training
- promote the Child Safe Standards Framework, Child Safe Policy and Child Safe Responding and Reporting Obligations Procedure to all Council Representatives
- embed checklists into the Strategic Document Framework that ensures the development of policy, procedure and strategic documents align with Council's commitment

- develop a GIA that provides Council Representatives with the ability to apply a diverse lens and involve the participation of children and young people in the development of Council services and projects
- maintain a Staff Code of Conduct and a Volunteer Code of Conduct that outlines expectations and appropriate behaviours of Council Representatives in relation to children.

#### **5.6 Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice**

Council has strong recruitment and selection processes, contract management processes, policies and procedures, and regular training for all staff that ensures all reasonable steps are taken to provide a safe environment for children and young people.

Some positions at Council have regular direct contact with children and young people while other roles can have intermittent contact, indirect contact or no contact.

When recruiting staff, volunteers and contractors, Council will:

- confirm the candidates' Working with Children Check validity for roles that are likely to have contact with children or young people
- undertake a National Police Check status and/or professional registration for all roles
- inform the applicant of Council's requirement for disclosure of any active investigation, charge, conviction or other relevant finding
- ensure all positions have clauses included in the position description in respect of this Framework
- require all staff to complete Council's induction of the Child Safe Standards ELearning
- ensure they acknowledge that they have read and understand the Child Safe Policy and Framework
- ensure they acknowledge that they have read and understand the Child Safe Responding and Reporting Obligations Procedure
- include clauses specific to the Child Safe Standards in contract specifications to ensure contractors are aware and understand their obligations whilst representing Council.

#### **5.7 Standard 7: Processes for complaints and concerns are child focussed**

Through the implementation of this Framework, Council is creating an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to their supervisor/manager, the Child Safety Officer or the relevant authority.

To support this commitment, Council will ensure:

- there is a Child Safety Officer (CSO) who will provide advice and support to Council Representatives about what they are required to do if they need to report suspected abuse
- provide the CSO with required training to fulfil the organisational and legislative requirements of the role
- provide new Council Representatives including and work experience students with information about how to make a complaint and what to expect Council will do when responding to the complaint
- allow work experience students the ability to complete exit documentation that includes questions about their induction and experience with Council
- host the Council Complaints Handling Policy on Council's public facing website
- provide assistance and support services for any child that wishes to raise a complaint



- ensure complaint handling systems and processes are confidential and that only authorised Council Representatives can access these records
- ensure all complaints are taken seriously and the source of the problem is investigated.

Additionally to further address this standard within our preschools, Council will:

- provide information packs to new preschool families that include information on how to report or respond to a suspected case of abuse.

Once a complaint is received Council's Child Safe Responding and Reporting Obligations Procedure outlines how to record a suspected or confirmed case of child abuse, how the report will be documented and maintained and the process for contacting the appropriate authorities if there is reasonable belief that child abuse has occurred or the child is at risk.

#### **5.8 Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training**

Through the delivery of education and awareness programs and training, Council Representatives will have the relevant knowledge and will be confident in their own ability to abide by, and work within the standards.

To support this commitment Council will ensure all Council Representatives:

- undertake initial online training in Child Safe Standards
- undertake refresher training regularly
- receive training and information on how to recognise indicators of child harm
- are aware of who the CSO is and where to seek further information or guidance within the organisation.

#### **5.9 Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed**

Council is committed to identifying, assessing and taking steps to minimise child abuse and child exploitation in the delivery of Council programs and services.

To support this commitment Council will:

- ensure all children and young people engaged by Council are adequately supervised
- ensure all staff, and any children or young people working or volunteering with Council are informed about appropriate use of Council's information technology
- provide a safe online environment for all users of Council's information technology by installing and maintaining cyber security software
- ensure that all Working with Children checks are current for all workplaces that engage children or young people.

Additionally to further address this standard within our preschools, Council will:

- ensure the learning environment provided considers appropriate child groupings, sufficient space and adequate supervision of children
- Implement risk assessments of the kindergarten environment and equipment to ensure risks to health and safety are minimised
- provide age appropriate cyber safety at Council's preschools
- provide families of preschool children with cyber safety awareness packs.

In addition a periodic risk assessment will be completed to identify, assess and take steps to minimise risk.

**5.10 Standard 10: Implementation of the child safe standards is regularly reviewed and improved**

Council has a governance structure which includes a register of all policies, procedures and strategic documents and includes the review schedule for each document.

During the implementation process Council will:

- take the documents through a robust governance process for review and approval
- circulate the Framework and Policy to all Council Representatives encouraging any feedback
- host relevant documents on Council’s intranet and public facing website for access by internal and external stakeholders
- review the Framework, Policy and Procedure every four years or as required
- undertake further reviews where it has been identified, or feedback has been provided, or it has become evident that processes could be improved
- monitor and manage any child safety risks through the Risk Management Framework
- investigate and determine the cause of reported incidents and implement actions to mitigate reoccurrence.

**5.11 Standard 11: Policies and procedures document how the organisation is safe for children and young people**

Upon implementation of this Framework, Council will:

- have strategies in place that address all the Child Safe Standards
- have policies and procedures that are accessible to all Council Representatives and the community that are easy to understand
- have undertaken a consultation process with stakeholders to inform the development of the documents
- distribute the documents to all Council Representatives
- provide Child Safe Standards ELearning to all Council Representatives
- empower leaders to champion and model compliance with policies and procedures.

**6 RESPONSIBILITIES**

When you are working on behalf of Loddon Shire Council, you are required to fulfil your responsibilities to protecting children and young people.

The table below outlines specific responsibilities of all Council Representatives.

Whom	Responsibility
All Loddon Shire Council Representatives	<ul style="list-style-type: none"> <li>• Contribute to a child safe organisation.</li> </ul>
Chief Executive Officer (CEO)	<ul style="list-style-type: none"> <li>• Demonstrate leadership in child safe practices.</li> <li>• Ensure organisational resources and requirements are in place for implementation of the Framework and related policies and procedures.</li> <li>• Ensure Councillors have access to relevant policies and training.</li> </ul>

Whom	Responsibility
Management Executive Group (MEG)	<ul style="list-style-type: none"> <li>• Ensure implementation of Council's Child Safe Standards Framework within the organisation.</li> <li>• Ensure child protection measures are implemented within their areas of responsibility should they have individuals in positions whose activities interact with children. They may delegate their responsibilities to managers and coordinators.</li> </ul>
Managers	<ul style="list-style-type: none"> <li>• Ensure relevant policies are implemented in their work areas and all their employees, volunteers and contractors have access to them.</li> <li>• Ensure all their employees, volunteers and contractors have access to child safe training and induction.</li> <li>• Ensure a workplace culture of transparency and continuous improvement in relation to child safety.</li> </ul>
Organisational Development Department	<ul style="list-style-type: none"> <li>• Maintain relevant policies and procedures and ensure their implementation.</li> <li>• Ensure that Child Safe Standards training is provided.</li> <li>• Ensure the recruitment process, position descriptions and induction of all Council Representatives support Council's commitment to ensuring a child safe organisation.</li> <li>• Ensure that records are maintained and stored with the appropriate level of security.</li> </ul>
Loddon Shire Council appointed Child Safe Officer	<ul style="list-style-type: none"> <li>• Provide advice and support to management, employees and volunteers about what they need to do if they need to report suspected abuse.</li> <li>• Engage the assistance of expert advice as required when the nature of the child safety issues are beyond their experience, knowledge or qualifications.</li> <li>• Ensure relevant authorities are notified.</li> <li>• Retain child safe records for reporting purposes.</li> <li>• Support children and representatives where incidents or suspected cases of abuse have been reported to them.</li> <li>• Ensure that records are maintained and stored with the appropriate level of security.</li> </ul>
Early Years Team	<ul style="list-style-type: none"> <li>• In the event of an incident occurring within the Early Years Team, notify the relevant authority first and then Council's Child Safe Officer of the incident.</li> <li>• Submit an internal report.</li> <li>• Follow up with support where appropriate.</li> </ul>
All Loddon Shire Councillors, employees and volunteers	<ul style="list-style-type: none"> <li>• Understand the legislation and legal obligations to report.</li> <li>• Participate in training and education programs.</li> <li>• Obtain and maintain a valid Working with Children Check as required for the role.</li> <li>• Work within the provisions of Council's Child Safe Standards Framework and related policies and procedures.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>• Contribute to the safety and protection of children.</li> <li>• Work within the provisions of Council's Child Safe Standards Framework and related policies and procedures.</li> <li>• Provide evidence of a valid Working with Children Check as required for the task being completed, or if requested by Council.</li> </ul>

## 7 TERMS AND DEFINITIONS

Term	Definition
Council	The organisation
Child or young Person	Unless it is explicitly specified in any of associated documentation for the Child Safe Standards, a child for the purposes of this Framework is considered any person from 0 to 18 years old.
Child abuse	Any act committed against a child involving: physical violence, sexual offences, serious emotional or psychological abuse and serious neglect.
Child related work	Work within one or more occupational fields defined in the Act where the contact with children is direct, unsupervised, and part of a person's duties, not incidental to their work.
Child protection	Means any responsible measure or activity undertaken to safeguard children from harm.
Child safe organisation	In the context of the child safe standards, a child safe organisation is one that meets the standards by proactively taking measures to protect children from abuse.
Council Representatives	Means all Councillors, employees, volunteers and contractors.
Disclosure	<p>Requires any adult who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child (aged under 16) to disclose that information to Victoria Police or Child Protection.</p> <p>Applies to everyone in the community, not just mandated professionals.</p> <p>Failure to disclose applies to any person who holds a position of authority within the organisation who knows of a risk of child sexual abuse by someone in the organisation and has the authority to reduce or remove the risk, BUT negligently fails to do so. The maximum penalty is 5 years imprisonment.</p>
Mandatory reporting	<p>Under the Children, Youth and Families Act 2005 (Section 182) doctors, nurses, midwives, teachers (including early childhood teachers) principals, police a person in a religious ministry, a person employed by a children's service within the meaning of the Children's Services Act, registered psychologist, youth and child welfare worker, youth justice officer and a youth parole officer are mandatory reporters.</p> <p>These professions are legally required to make a report to Department of Health and Human Services (DHHS Child Protection Unit) if they form a belief on reasonable grounds that a child is in need of protection from being abused or is at risk of being abused.</p>
Reasonable belief	A reasonable belief or a belief on reasonable grounds is not the same as having proof but it is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

## **8 ADMINISTRATION**

### **8.1 Review of this Child Safe Standards Framework**

Council is committed to the continuous improvement of this Child Safe Standards Framework. This Framework will be reviewed by the Manager Organisation Development for any necessary amendments no later than four years after adoption.



## CHILD SAFE POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Approved
POLICY OWNER POSITION:	Manager Organisation Development
INTERNAL COMMITTEE ENDORSEMENT:	Consultative Committee
APPROVED BY:	Council
DATE ADOPTED:	24/04/2019
VERSION NUMBER:	2
REVIEW DATE:	23/04/2020
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	<p>Child Safe Standards Framework            Staff, Code of Conduct            Councillor Code of Conduct            Volunteer Code of Conduct            Working with Children Check Policy            Discipline Policy            Managing Misconduct Procedure            Privacy Protection Policy            Complaint Handling Framework, Policy and Procedure            Risk Management Framework and Policy            Recruitment Policy and Procedure</p>
RELATED LEGISLATION:	<p>Children, Youth and Families Act 2005 (Vic)            Worker Screening Act 2020 (Vic)            Child Wellbeing and Safety Amendment Act 2015 (Vic)            Child Wellbeing and Safety Amendment Oversight and            Child Safe Standards Act 2016 (Vic)            Child Safe Standards 2022 (Vic)            The Charter of Human Rights and Responsibilities Act            2006 (Vic)            The Commission for Children and Young People Act            2012 (Vic)            Privacy and Data Protection Act 2014 (Vic)            Grooming Offence 2014 (Vic)</p>
EVIDENCE OF APPROVAL:	<hr/> <p>Signed by Chief Executive Officer</p>
FILE LOCATION:	K:\EXECUTIVE\Strategies policies and procedures\Policies - adopted PDF and Word\POL Child Safe Standards Reporting Policy v1.docx



## CHILD SAFE POLICY

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

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

### ACKNOWLEDGEMENT OF COUNTRY

Loddon Shire Council acknowledges the Traditional Custodians of the land comprising the Loddon Shire Council area. Council would like to pay respect to their Elders both past and present.

DRAFT



## CHILD SAFE POLICY

### 1 PURPOSE

This policy has been developed to support the implementation of Loddon Shire Council (Council) Child Safe Standards Framework and ensure compliance with the Victorian Child Safe Standards that came into effect 1 July 2022.

### 2 SCOPE

This policy applies to all Council Representatives engaged by Council irrespective of their involvement in duties related to children or young people.

Staff with mandatory reporting responsibilities need to refer to the Children, Youth and Families Act 2005 (CYFA) and the Family Law Act 2005 (FLA) to undertake understand their responsibilities.

### 3 POLICY

#### 3.1 Commitment to child safety

Loddon Shire Council has a zero tolerance for any form of child abuse and is committed to the safety, wellbeing and empowerment of children including the cultural safety of Aboriginal and Torres Strait Islander children, culturally and linguistically diverse children, and the safety of children with a disability.

Council will create and maintain a child safe organisation, where protecting children and preventing and responding to child abuse is embedded in everyday thinking and practices by:

- preventing child abuse occurring within our services, programs and facilities
- creating an organisational culture of child safety
- setting clear expectations of Council Representatives about what is required to keep children safe
- ensuring Council Representatives are clear about their responsibilities when they suspect abuse of a child
- ensuring all suspected abuse is reported and fully investigated.

#### 3.2 Child Safe Standards Framework

Council has developed a Child Safe Standards Framework to respond to the Department of Health and Human Services Child Safe Standards. The framework sets out the commitment to working towards an organisational wide approach of embedding child safety across the eleven Child Safe Standards.

#### 3.3 Responsibilities

When working on behalf of Loddon Shire Council, all Council Representatives are required to fulfil their responsibilities to protecting children.

The Child Safe Standards Framework outlines specific responsibilities of all Council Representatives. Please note that unless otherwise stipulated in this policy, a child is a person under the age of 18 years.





## CHILD SAFE POLICY

### 3.4 Legislative requirements

All Council Representatives are responsible for the care and protection of children and young people, and reporting information about child abuse. Everyone in the organisation must have a shared understanding of child safety and their responsibilities in keeping children and young people safe from abuse and harm.

In relation to any issue of protecting children and young people Council Representatives need to ensure that they comply with Council's privacy policy and discuss with the Child Safe Officer and/or the Organisational Development Department how to maintain levels of information security and confidentiality for all parties involved.

Council takes its legal and reporting responsibilities seriously, including the following obligations.

#### 3.4.1 Responsibility to protect

When a Council Representative forms a reasonable belief that a child or young person has been harmed or is at risk, they have a duty of care to take action to protect the safety and wellbeing of that child. It is a moral obligation and everyone has a responsibility to protect children.

Council will ensure that all Council Representatives have the ability to identify potential risks and understand their responsibility to act to prevent the abuse or harm of a child or young person. If they fail to do so, it is a criminal offence under Section 49C Crimes Act 1958 (Vic).

Council will take all reasonable care to prevent the abuse of a child or young person by a person associated with Council while the child is under the care, supervision or authority of Council in its services or programs.

#### 3.4.2 Responsibility to disclose

This section specifically refers to sexual offences against children under the age of 16 years.

All adults in the state of Victoria, hence all Council Representatives who have any reasonable belief that a sexual offence has been committed by another adult over 18 years against a child under the age of 16 years **must** report that belief to police. It is a criminal offence to fail to report.

This must be reported as soon as possible unless there is a reasonable excuse or an exemption applies.

A reasonable excuse may include a fear for the immediate safety of the victim or another person as a result of the disclosure, or the information has already been disclosed to the police. It does not include a perceived interest such as reputation, legal liability or financial status.

#### 3.4.3 Responsibility for mandatory reporting

Everyone has a moral responsibility to report concerns about child abuse. Under Section 182(1) of the Children, Youth and Families Act 2005 (as amended in 2011) certain professionals including nurses, midwives, teachers including early childhood teachers, principals, a person in a religious ministry, a person employed by a children's service within the meaning of the Children's Services Act, registered psychologist, youth and child welfare worker, youth justice officer and a youth parole officer and police are mandatory reporters and are legally bound to make a report to Child Protection Services when they have concerns of child abuse and the child is in need of protection.

To meet Early Year Services' quality assurance and compliance requirements, preschool staff will work within the Early Years Child Protection Procedure.



## CHILD SAFE POLICY

Any incident or suspected abuse of a child involving a Council Representative will result in Council reporting it to the Commission for Children and Young People within three days of Council becoming aware.

Council will handle any concern that is reported to the Child Safety Officer in line with the Child Safe Responding and Reporting Obligations Procedure.

For more information on mandatory reporting refer to the Child Safe Standards Framework.

### 3.5 Risk Management

Council will take a risk management approach to minimise or eliminate the potential for child abuse or harm to occur. Risk management strategies are outlined in the Child Safe Standards Framework.

Routine risk assessments will identify, assess and take steps or put in place mitigating actions to minimise child abuse or harm to a child or young person.

### 3.6 Recruitment and training

When recruiting Council Representatives, Council will ensure that all reasonable screening processes, particularly Working with Children Checks for identified roles, and police checks for all roles, will be undertaken.

Training and education is important to ensure that everyone understands that child safety is everyone's responsibility within the organisation. All Council Representatives will be made aware of their obligations and expectations of working in a Child Safe Organisation via Council's Staff Code of Conduct, Volunteer Code of Conduct, Councillors Code of Conduct, new employee induction, awareness and training sessions. In addition all Council Representatives are required to undertake mandatory Child Safe training.

Through education, awareness and training, all Council Representatives understand the organisation's commitment and their responsibility in creating and maintaining a culturally safe and inclusive environment.

### 3.7 Breaches of the policy

Breaches of this policy may lead to action in accordance with Council's Discipline Policy and Managing Misconduct Procedure, which may result in termination of employment and/or referral to Victoria Police. Similarly, Councillors, contractors and volunteers will face equivalent sanctions for breach of this policy.

## 4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Child	A person under the age of 18 years. Note there are specific provisions of this policy that refer to children under the age of 16 years.
Child abuse	Any act committed against a child involving: physical violence sexual offences, an offence committed against a child under section 49M (1) of the Crimes Act 1958 (Vic), such as grooming serious emotional or psychological abuse and serious neglect.



## CHILD SAFE POLICY

Child related work	Work within one or more occupational fields defined in the Act where the contact with children is direct, unsupervised, and part of a person's duties, not incidental to their work.
Child protection	Means any responsible measure or activity undertaken to safeguard children from harm.
Child Safety Officer	An appointed Loddon Shire Representative who has the skillset to provide advice and support to Council Representatives about what they need to do if they need to report suspected abuse.
Child safe organisation	In the context of the Child Safe Standards, a child safe organisation is one that meets the standards by proactively taking measures to protect children from abuse.
Complaint	A statement that something is unsatisfactory or unacceptable
Council Representatives	Refers to all Loddon Shire Councillors, employees, volunteers and contractors.
Cultural safety	Cultural safety is about creating an environment that is safe for Aboriginal and Torres Strait Islander people
Disclosure	Requires any adult who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child (aged under 16) to disclose that information to Victoria Police or Child Protection.  Applies to everyone in the community, not just mandated professionals.
Harm	Is damage to the health, safety or wellbeing of a child or young person, including as a result of child abuse by adults or the conduct of other children.
Mandatory reporting	Certain professions are legally required to make a report to Child Protection Services. They are mandated to report through the course of their work if they form the belief on reasonable grounds that a child is in need of protection. It is a criminal offence not to report.  Mandated reporters are registered medical practitioners, midwives, nurses, anyone registered as a teacher under the Education, Training and Reform Act 2006 or teachers granted permission to teach under that Act, principals of government or non-government schools and members of the police force.
Reasonable belief	A reasonable belief or a belief on reasonable grounds is not the same as having proof, but it is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

### 5 HUMAN RIGHTS STATEMENT

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

### 6 REVIEW

The Manager Organisation Development will review this policy for any necessary amendments no later than 1 year after adoption of this current version in conjunction with the review of the Child Safe Standards Framework.

**10.10 VOLUNTEER STRATEGY**

**File Number:** fol/20/827  
**Author:** Janine Jackson, Manager Organisation Development  
**Authoriser:** Amanda Wilson, Director Corporate  
**Attachments:** 1. Volunteer Strategy 2022-2026

**RECOMMENDATION**

That Council approve the Volunteer Strategy 2022-2026.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council was presented with the draft Volunteer Strategy 2022-2026 at the Council Forum on Tuesday 14 June 2022. The Strategy builds on the 2018-2022 Volunteer Strategy with a heightened focus on supporting the community to maintain high levels of volunteerism and lowering the age of volunteers across the shire.

**BACKGROUND**

Council were successful in obtaining funding of \$75,000 from Regional Development Victoria (RDV) in June 2021 to embark on a range of activities to support the re-engagement and development of volunteers following the pandemic.

The purpose of the Re-Engaging Volunteers in Rural Towns Project (the project) is to support the community to maintain high levels of volunteerism which are critical to Council's achievement of its vision and strategic objectives.

In November 2018 Council approved the first Volunteer Strategy for 2018-2022 which focussed on supporting Council Volunteers.

The 2022-2026 Volunteer Strategy expands on the 2018-2022 Volunteer Strategy by supporting volunteers in external organisations and sporting groups across the broader community. The project also has focus on engaging younger volunteers.

**ISSUES/DISCUSSION**

This strategy has been strongly informed by the community and provides the Framework for how to attract, support, retain, recruit, celebrate and recognise volunteers.

Community consultation revealed a number of strengths of volunteering in the Loddon Shire such as strengthened community spirit and a sense of satisfaction. It also revealed a number of current and future barriers such as red tape, ageing volunteers and burnout.

The Volunteer Strategy aims to address these results with commitments included in four strategic directions:

- Promote and Recruit
- Support and Develop
- Recognise, Celebrate and Value
- Quality and Culture.

The direction of this strategy allows for implementation to be achievable with existing resources.

**COST/BENEFITS**

The strategic direction identified in this strategy will be achieved utilising existing expertise within the organisation and partnering with other stakeholders (internal and external) to share resources and identify opportunities for shared goals.

Ongoing efforts will be required to obtain government funding and leadership to put in place a dedicated support to respond to the ongoing emerging needs of volunteering in Loddon in the future.

**RISK ANALYSIS**

The Volunteer Strategy aims to support volunteerism in Loddon Shire into the future. Without a strategic direction aimed at supporting volunteers there is a financial and reputational risk in that Council's asset maintenance will be increased and service level could decrease without additional resources.

**CONSULTATION AND ENGAGEMENT**

As part of the engagement process the consultant engaged with residents through an online survey and community focus discussion groups to better understand the strengths, challenges and opportunities for volunteering in Loddon Shire. Engagement with secondary schools across Loddon was also undertaken resulting in 36 students under the age of 18 participating.

Overall the community consultation period engaged 301 participants.

There were 170 survey responses with the majority of those living in the Loddon shire longer term.

The Volunteer Strategy 2022-2026 has been presented to the Loddon Leadership Group, Policy Review Group, and Management Executive Group and was taken to the June Council Forum for review prior to presenting to the June Council meeting.



## Volunteer Strategy 2022-2026



## DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Click here to enter text.
INTERNAL COMMITTEE ENDORSEMENT:	Choose an item.
APPROVED BY:	Council
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VERSION NUMBER:	1
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Volunteer Strategy 2018-2022 Loddon Shire Council Plan 2021-2025 and Community Vision 2031 Municipal Public Health and Wellbeing Plan 2021-2025 Municipal Emergency Management Plan Disability Access and Inclusion Plan 2018-2021 Economic Development and Tourism Strategy 2019-2024 Environmental Sustainability Strategy – Action Plan 2013-18
RELATED LEGISLATION:	National Standards for Volunteer Involvement
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

FILE LOCATION: Document5

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

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

## ACKNOWLEDGEMENT OF COUNTRY

**Loddon Shire Council acknowledges the Traditional Custodians of the land comprising the Loddon Shire Council area. Council would like to pay respect to their Elders both past and present.**

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## EXECUTIVE SUMMARY

Loddon Shire Council recognises that volunteers are the backbone behind communities. Volunteers provide vital support for the delivery of a number of services, activities, projects, programs and key community assets.

*"Nothing would happen without volunteers".  
(Volunteering in Loddon Community Focus Group 2022)*

Additionally, volunteering builds the capacity of community members and promotes community connectedness, social inclusion and active citizenship.

Consultation with over three hundred community members has confirmed the personal benefits of volunteering as well as the benefits for the community as a whole. Community conversations have also highlighted the changing nature of volunteering in the Loddon Shire and the growing importance of flexible approaches to volunteering.

Making room for and supporting the next generation of volunteers to step up was viewed by the community as crucial for the future of volunteering in the Loddon Shire. Being open to new ways of attracting and supporting younger volunteers and making volunteering easier are essential in this.

The Loddon Shire Council Volunteer Strategy 2022-2026 captures Council's vision and approach to supporting and growing community volunteering across the Shire. It highlights the crucial role volunteers play in the community and aims to build and maintain a vibrant and sustainable culture of volunteering.

The Volunteer Strategy has been strongly informed by the community and provides a framework for how to attract, support, retain, recruit, celebrate and recognise volunteers.

Four key overarching strategic directions frame the objectives and strategies in the plan. These themes have been drawn from community consultation, best practice and the national standards for volunteering.

Strategic Direction 1: Promote and Recruit  
Strategic Direction 2: Support and Develop  
Strategic Direction 3: Recognise, Celebrate and Value  
Strategic Direction 4: Quality and Culture

Working together in partnership with the rich and diverse range of volunteer involving services, groups and organisations is essential for maintaining Loddon's high rate of volunteering into the future.

## 1 PURPOSE

Loddon Shire Council's Volunteer Strategy 2018-2022 shared Council's strategic leadership approach to attracting, retaining, developing and recognising volunteers in the Loddon Shire.

The Loddon Shire Volunteer Strategy 2022-2026 ("Volunteer Strategy") builds on this previous plan with a heightened focus on supporting the community to maintain high levels of volunteerism and lowering the average age of volunteers across the Shire.

Importantly, the Volunteer Strategy responds to the changing landscape of volunteering which is crucial for future sustainability.

## 2 INTRODUCTION

The Volunteer Strategy has been strongly informed by the community and articulates priority areas and strategies that support a vibrant and sustainable culture of volunteering in the Loddon Shire.

The Community Vision 2031/Council Plan 2021-2025 describes the community as:

*The Loddon Shire is a community of communities. Our identity is drawn from our people and their strength. Our character is borne of the land and how it nourishes our community and provides for the economic, social, and recreational pursuits of our community.*

### 2.1 Who we are

The Loddon Shire is 200km north of Melbourne and is within proximity to the major town centres of Bendigo, Kerang and Echuca, making it the perfect location to live or visit.

Covering 6,696 km<sup>2</sup>, the Shire has a population of 7,473 (Australian Bureau of Statistics, Estimated Resident Population 2020).

### 2.2 Community and Council Plan Vision

#### Community Vision

Creating a community where everyone is welcome and has the opportunity to live, work and thrive.

#### Council Plan Vision

Loddon will be a resilient, sustainable and prosperous community of communities.

### 2.3 Related policies, strategies and plans

There are a number of plans and strategies that relate to volunteering:

- Volunteer Strategy 2018-2022
- Loddon Shire Council Plan 2021-2025 and Community Vision 2031
- Municipal Public Health and Wellbeing Plan 2021-2025
- Municipal Emergency Management Plan
- Disability Access and Inclusion Plan 2018-2021
- Economic Development and Tourism Strategy 2019-2024
- Environmental Sustainability Strategy – Action Plan 2013-2018

### 3 VOLUNTEERING CONTEXT

#### 3.1 Defining volunteering

There are many known definitions of volunteering. This Volunteer Strategy draws on the Volunteering Australia definition of volunteering:

*'Volunteering is time willingly given for the common good and without financial gain.'*  
(Volunteering Australia 2016)

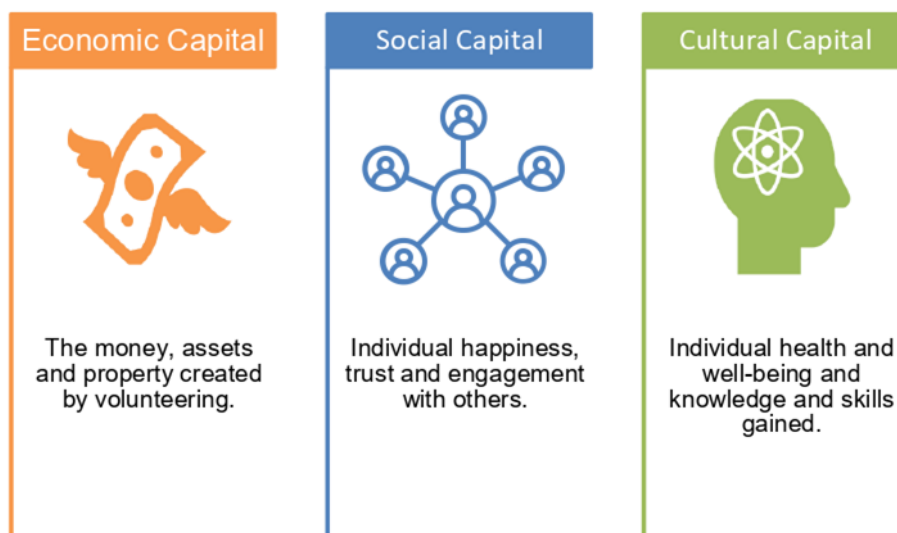
Generally, volunteering would fall under five main categories:

1. Formal volunteering: longer term, structured volunteering
2. Non-formal volunteering: non-funded and unstructured
3. Project based volunteering: projects with clear roles and timeframes
4. Online/virtual volunteering: online actions such as mentoring, peer support
5. Micro volunteering: small actions done online e.g. supporting a cause online, joining a campaign

#### 3.2 Volunteering capital

In 2019 the value of volunteering in Victoria was determined to be estimated to be worth \$58.1 billion. Volunteering results in benefits for communities that are economic, social or cultural.

The State of Volunteering in Victoria Report 2020 sets out three main categories for volunteering capital:



Community engagement with Loddon Shire volunteers in 2022 highlighted the importance of volunteering capital in Loddon's communities. Volunteering capital benefits noted were:

- the strong economic value of volunteers
- strengthened community spirit and connections; and
- personal growth, learning, teamwork and leadership opportunities.

### 3.3 The changing volunteer landscape

There is evidence that volunteering practices are changing. The Volunteering Practices in the Twenty-First Century Report (Millora, 2020) captures these key changes as:

- volunteering shaped by broader social issues and patterns: disasters, climate change and humanitarian volunteer efforts
- volunteering shaped by individual needs and personal benefits in addition to altruistic volunteering
- volunteering driven by a range of personal causes and outcomes
- greater interest in shorter term or one-off volunteering
- rapid spread of new technologies has facilitated greater access to online volunteering; and
- growing recognition of informal volunteering or person to person based volunteering outside of 'formal' groups/organisations.

The top three motivations for volunteering (all ages) revealed by the Volunteering in Loddon Survey were:

1. to contribute to my community (76%)
2. to maintain key services/supports/groups (60%)
3. to support a cause I care about (59%).

The Volunteering in Loddon Survey also highlighted the growing interest in flexible volunteer opportunities, particularly in younger volunteers:

- the under 25 age group was almost twice as likely to want to volunteer non formally (58%) compared to the other age groups; and
- the under 25 age group were least likely to want to volunteer in a formal capacity (37%).

### 3.4 Re-engaging volunteers and COVID-19

The pandemic has presented challenges resulting in a decline in volunteering across Australia. Research conducted by Volunteering Australia found that voluntary work fell from 36% in late 2019 to 24.2% in April 2021 (Volunteering Australia 2021).

Research completed by Volunteering Australia in 2021 has also shown that despite COVID-19 restrictions lifting, volunteering is not 'snapping back'. The following challenges were captured:

- Volunteering had not fully recovered with 72% of respondents indicating that their programs were partially or not operational.
- Four out of ten organisations had low confidence that they could increase their volunteer number to pre-COVID levels.
- Demand for services had increased and more volunteers were needed.

This COVID-19 specific research has highlighted the need for:

- ongoing support and new resources to safely re-open volunteer programs
- re-engagement and recruitment of new volunteers
- support for the health and wellbeing of volunteers
- the volunteering sector to partner and work together; and
- government planning and leadership.

## 4 POLICY CONTEXT

### 4.1 National Standards for Volunteer Involvement

The National Standards for Volunteer Involvement were developed by Volunteering Australia in 2015 and provide a framework for volunteerism that is focused on:



The eight National Volunteer Standards are:

1. Leadership and management
2. Commitment to volunteer involvement
3. Volunteer roles
4. Recruitment and selection
5. Support and development
6. Workplace safety and wellbeing
7. Volunteer recognition
8. Quality management and continuous improvement

These eight best practice standards have informed the development of the key strategies within this Volunteer Strategy.

### 4.2 Volunteering principles

The principles of volunteering were developed by Volunteering Australia following national consultation undertaken with a wide range of stakeholders. These principles underpin the Volunteer Strategy:

- volunteering benefits the community and the volunteer
- volunteer work is unpaid
- volunteering is always a matter of choice
- volunteering is not compulsorily undertaken to receive pensions or government allowances
- volunteering is a legitimate way in which citizens can participate in the activities of their community
- volunteering is a vehicle for individuals or groups to address human, environmental and social needs
- volunteering is an activity performed in the not-for-profit sector only

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- volunteering is not a substitute for paid work
- volunteers do not replace paid workers nor constitute a threat to the job security of paid workers
- volunteering respects the rights, dignity and culture of others
- volunteering promotes human rights and equality.

## 5 VOLUNTEERING IN THE LODDON SHIRE

In 2016, 31.7% of Loddon Shire residents reported performing voluntary work, a higher rate when compared with 24.3% for regional Victoria. Informal person to person volunteering is not captured in this data, so numbers are likely to be even greater.

The Volunteering in Loddon 2022 survey captured the voices of 170 volunteers. It found that:



61% of volunteers who filled in a survey were volunteering for two or more organisations/groups



76% were volunteering to contribute to their community



lack of time (58%), family (46%) and work commitments (43%) were the top three things that prevented people from volunteering



Informal (58%) and project-based volunteering (46%) were the highest preferred ways to volunteer



the under 25 age group was almost twice as likely (58%) to want to volunteer informally compared to other age groups



60% of people who completed a survey were volunteering for a sporting club.

### 5.1 Community based volunteering

There are a wide range of community based volunteer roles within the Loddon Shire, including:

- |                                  |                             |
|----------------------------------|-----------------------------|
| - Sporting and recreation groups | - History and heritage      |
| - Emergency services             | - Environmental             |
| - Health services                | - Fundraising               |
| - Community services             | - Schools and kindergartens |
| - Community events               | - Community projects        |
| - Facility and asset management  | - Community planning        |
| - Tourism and development        | - Agriculture and farming   |
| - Cemeteries                     | - Arts and culture          |
| - Returned and Services League   | - Churches                  |
| - Community groups               | - Youth groups              |
| - Service clubs                  | - Library                   |

**5.2 Council managed volunteer activities**

Council supports volunteers across the following programs/ groups that it manages:

- Visitor Information Centre
- Community Asset Committees
- Meals on Wheels
- Committees of Management for Crown Land facilities

**6 COMMUNITY CONSULTATION**

**6.1 How we consulted**

A community engagement plan was developed to guide consultation activities which occurred over a four month period during January 2022-April 2022.

Consultation activities sought to engage residents to better understand the strengths, challenges and opportunities for the future of volunteering in the Loddon Shire.

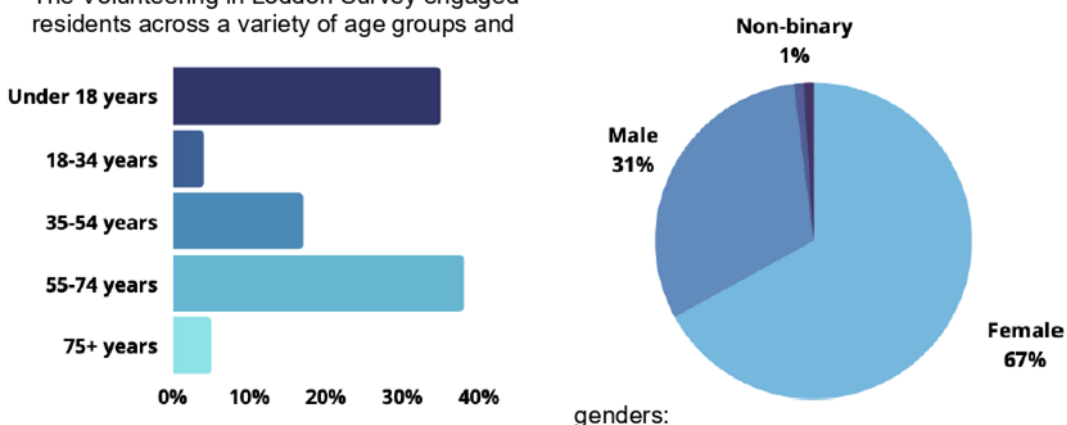
Residents were invited to fill in an online or paper based survey and to participate in focussed discussion groups across the Shire. Council also invited representatives from community groups and organisations to share their thoughts and ideas. Focus groups in secondary schools enabled young people to share their experiences and ideas.

Overall, the community consultation period engaged a total of 301 participants:

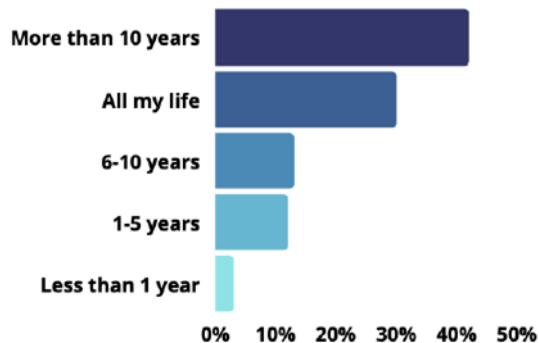
- 170 residents filled in an online or paper based survey
- 36 students took part in focus groups at schools
- 46 volunteers representing a community group took part in a focus group in: Boort, Pyramid Hill, Serpentine, Tarnagulla, Inglewood, Bridgewater, Wedderburn and online
- 9 Council staff, who live locally and volunteer, attended a focus group
- 18 business representatives shared feedback at a business dinner
- 22 Visitor Information Centre volunteers shared feedback at a meeting

**6.2 Who we heard from**

The Volunteering in Loddon Survey engaged residents across a variety of age groups and



The majority of survey respondents lived in the Shire longer term.



The vast majority of volunteers who participated in focus groups were representing their experiences of volunteering with two or more community groups or organisations.

### 6.3 What we heard

The consultation revealed a number of **strengths** of volunteering in the Loddon Shire:

- The commitment and investment of volunteers
- Strengthened community spirit and connection
- Projects are achieved
- The strong economic value of volunteers
- Services and facilities are maintained and grown
- Provides personal growth, learning, teamwork and leadership opportunities
- Sense of satisfaction
- Young people are interested in volunteering

Consultation revealed a number of **current and future barriers/challenges** for the sustainability of volunteering in the Loddon Shire:

- Volunteer burnout
- Time pressures
- Engaging younger volunteers
- Providing current/up to date information about volunteer opportunities
- Engaging new residents
- Red-tape
- Embedding a culture of volunteering
- Leadership, support and communication
- Personalities/egos/exclusive groups
- Adapting to the changing nature of volunteering



## 7 STRATEGIC DIRECTIONS

The Volunteer Strategy has four key strategic directions which have been drawn from community consultation, evidence, best practice and the national standards for volunteering.

### 7.1 Strategic direction 1: promote and recruit

Strategic commitment		What we will do	Desired outcomes
1.1	<b>Actively promote volunteering in the Loddon Shire</b>	<ul style="list-style-type: none"> <li>- Promote the personal and community benefits of volunteering.</li> <li>- Make volunteering opportunities more visible to both new and existing community members.</li> <li>- Actively promote and share volunteer opportunities with young people.</li> </ul>	<ul style="list-style-type: none"> <li>- Higher participation in volunteering.</li> <li>- Increase in young volunteers.</li> <li>- Greater community awareness of volunteering benefits and opportunities.</li> <li>- Increase in flexible and diverse volunteer roles.</li> </ul>
1.2	<b>Use innovative and leading practices to recruit new volunteers</b>	<ul style="list-style-type: none"> <li>- Offer flexibility and a variety of roles for volunteers to engage in e.g. formal, informal, project based and one off opportunities to volunteer.</li> <li>- Maintain and enhance the volunteer software / Better Impact platform and explore options for including external volunteer involving organisations and groups.</li> <li>- Work together with communities to minimise the barriers and costs of volunteering.</li> </ul>	

### 7.2 Strategic direction 2: support and develop

Strategic commitment		What we will do	Desired outcomes
2.1	<b>Build the capacity of volunteers and volunteer supporting organisations</b>	<ul style="list-style-type: none"> <li>- Improve access to training and resources that support volunteers in their roles.</li> <li>- Explore opportunities for youth-led projects that build youth leadership capabilities.</li> <li>- Explore opportunities for the development of 'youth specific volunteer roles' on committees and groups.</li> <li>- Draw on the knowledge and resources of the Bendigo Volunteer Resource Centre.</li> </ul>	<ul style="list-style-type: none"> <li>- Increased access to training opportunities and resources.</li> <li>- Improved skills and knowledge of volunteers.</li> <li>- Strengthened youth leadership skills.</li> <li>- Decreased red tape.</li> <li>- COVID-19 safe volunteering.</li> </ul>
2.2	<b>Safe and easy to navigate volunteering</b>	<ul style="list-style-type: none"> <li>- Examine ways to make volunteering processes easier to navigate for volunteers.</li> <li>- Provide support and guidance to manage COVID and safely re-open volunteer programs.</li> <li>- Advocate for government support and leadership to support the impacts of COVID-19 on volunteering.</li> </ul>	

## 7.3 Strategic direction 3: recognise, celebrate and value

Strategic commitment		What we will do	Desired outcomes
3.1	<b>Promote the value and benefits of volunteering</b>	<ul style="list-style-type: none"> <li>- Report annually on key projects supported by volunteers and highlight the value they have contributed.</li> <li>- Highlight the economic and social benefits of volunteering.</li> </ul>	<ul style="list-style-type: none"> <li>- Greater community awareness of volunteering benefits.</li> <li>- Increase in media coverage.</li> </ul>
3.2	<b>Recognise and celebrate the contributions of volunteers and volunteer organisations and groups</b>	<ul style="list-style-type: none"> <li>- Conduct annual volunteer celebration activities during Volunteer Week.</li> <li>- Profile the stories of local volunteers in the media.</li> </ul>	<ul style="list-style-type: none"> <li>- Volunteers and volunteer organisations are known and feel appreciated and valued.</li> </ul>

## 7.4 Strategic direction 4: quality and culture

Strategic commitment		What we will do	Desired outcomes
4.1	<b>Partner and collaborate with volunteer supporting organisations and groups</b>	<ul style="list-style-type: none"> <li>- Work together with key stakeholders to strengthen the culture of volunteerism across the Shire.</li> <li>- Share resources and knowledge.</li> <li>- Identify opportunities for joint efforts on shared goals.</li> <li>- Advocate for resources to meet community needs.</li> </ul>	<ul style="list-style-type: none"> <li>- Strengthened partnerships to support volunteering.</li> <li>- Increased resources and resource use is maximised.</li> </ul>
4.2	<b>Include volunteers in decisions that affect them</b>	<ul style="list-style-type: none"> <li>- Engage volunteers and volunteering organisations so their input can shape resources, policies and planning and inform decision making.</li> <li>- Close the loop by providing information to volunteers on the results of their involvement.</li> </ul>	<ul style="list-style-type: none"> <li>- Volunteer groups and organisations are engaged and informed.</li> </ul>
4.3	<b>Implement best practice standards and advocate for community needs</b>	<ul style="list-style-type: none"> <li>- Be guided by the national Standards for Volunteer Involvement.</li> <li>- Monitor and be responsive to volunteer trends and emerging needs.</li> <li>- Advocate to meet community needs.</li> </ul>	<ul style="list-style-type: none"> <li>- Volunteer groups and organisations are using the National Standards for Volunteer Involvement to inform their work.</li> <li>- Increased monitoring and awareness of volunteering data and trends.</li> <li>- Increased resources to support volunteering.</li> </ul>

## 8 RISK ANALYSIS

Volunteers undertake unpaid tasks that are integral for the community. Council engages volunteers to support the delivery of a number of its programs, initiatives and community assets. The main risks associated with engaging and managing volunteers are:

- occupational health and safety
- access to sensitive information
- working with vulnerable clients
- working with children
- decrease in volunteer numbers; and
- ageing volunteers.

Council will endeavour to manage these risks through:

- completing background screening for all volunteers including police checks, working with children checks and reference checks
- providing induction and refresher training to volunteers on roles and responsibilities, policies and procedures, occupational health and safety and confidentiality
- activating volunteer software / Better Impact and community partnerships to actively recruit volunteers
- regular promotion of volunteer roles
- celebrating, recognising and raising the profile of volunteering
- offering regular support and supervision to volunteers; and
- ensuring appropriate insurance coverage.

In addition to the risks related to the delivery of programs, there is also a risk that volunteer numbers decrease across the Loddon Shire.

## 9 BUDGET IMPLICATIONS

The Volunteer Strategy has been developed with regard to the existing available resources of Council.

## 10 COSTING AND FUNDING

The strategic direction identified in this strategy will be achieved utilising existing expertise within the organisation and partnering with other stakeholders (internal and external) to share resources and identify opportunities for shared goals.

Ongoing efforts will be required to obtain government funding and leadership to put in place a dedicated support to respond to the ongoing emerging needs of volunteering in Loddon in the future.

## 11 ATTACHMENTS

Volunteering in the Loddon Shire Community Engagement Results Infographic

Loddon Shire Volunteer Strategy Strategic Directions Infographic.

# Volunteering in the Loddon Shire

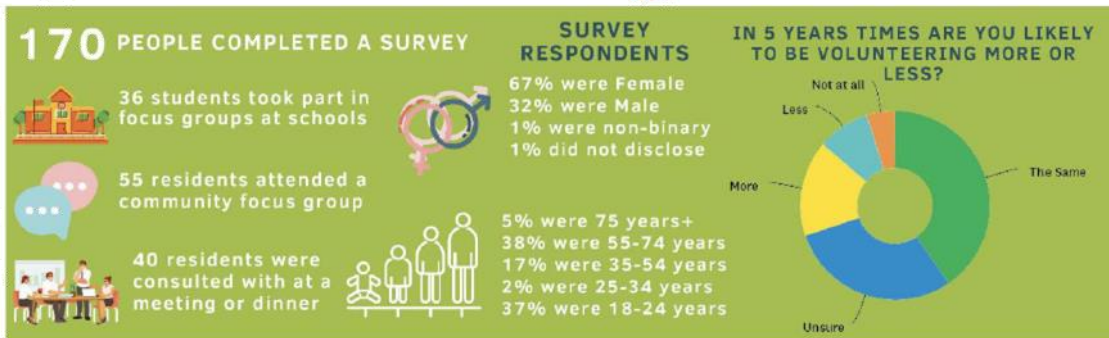
## Community Engagement Results Summary



Volunteers are the backbone behind communities across the Loddon Shire. We wanted to learn what is most important for a sustainable and vibrant culture of volunteering in the Loddon Shire. Overall, the community engagement heard from 301 people. A summary of what we have heard is included below.

### Who we have heard from so far...

### Volunteering in the future...



### Quick Snapshot

A few standout results from the survey have been shared below...

- 61% were volunteering for 2 or more groups
- Non formal (58%) and project based volunteering (46%) were most popular
- 76% were volunteering to contribute to their community
- The under 25 age group was almost twice as likely to want to volunteer non formally (58%) compared to the other age groups
- Lack of time (58%), family (46%) and work commitments (43%) were the top 3 things that prevented people from volunteering
- 60% of people who completed a survey were volunteering for a sporting club

*"I feel I have done plenty of volunteering and should hand it over to the next generation to step up and take control with new ideas and enthusiasm."*

#### Top 3 ideas for attracting more young people into volunteer roles

- Advertise volunteer opportunities
- Involve young people in youth focussed events and projects
- Offer more project based and short term volunteering opportunities

#### Top 3 ideas to support a vibrant and sustainable culture of volunteering

- Encourage and support volunteer groups
- Advertise and promote opportunities more
- Decrease the red tape

## Loddon Shire Council Volunteer Strategy 2022-2026 Summary of Strategic Directions



Loddon Shire Council recognises that volunteers are the backbone behind communities.

The Loddon Shire Council Volunteer Strategy 2022-2026 captures Council's vision and approach to supporting and growing community volunteering across the Shire. This one page document has been developed as a quick grab summary. The full version of the Volunteer Strategy can be found on Council's website: [www.loddon.vic.gov.au](http://www.loddon.vic.gov.au)



### What is Volunteering?



Volunteering is time willingly given for the common good and without financial gain (Volunteering Australia 2016).

Volunteers provide vital support for the delivery of services, activities, projects, programs and key community assets. Additionally, volunteering builds the capacity of community members and promotes community connectedness, social inclusion and active citizenship.

### Strategic Directions

The Loddon Shire Volunteer Strategy 2022-2026 has four key strategic directions which have been drawn from community consultation, evidence, best practice and the national standards for volunteering.



#### 1. PROMOTE AND RECRUIT

- Actively promote volunteering in the Loddon Shire.
- Use innovative and leading practices to recruit new volunteers.



#### 2. SUPPORT AND DEVELOP

- Build the capacity of volunteers and volunteer supporting organisations.
- Safe and easy to navigate volunteering.



#### 3. RECOGNISE, CELEBRATE AND VALUE

- Promote the value and benefits of volunteering.
- Recognise and celebrate the contributions of volunteers and volunteer organisations and groups.



#### 4. QUALITY AND CULTURE

- Partner and collaborate with volunteer supporting organisations and groups.
- Include volunteers in decisions that affect them.
- Implement best practice standards and advocate for community needs.

"Volunteering makes sure that there are things there for me and for other people in the community."

**10.11 2022 LOCAL SPORTS INFRASTRUCTURE FUND APPLICATION**

**File Number:** FOL/21/1313

**Author:** Wendy Gladman, Director Community Wellbeing

**Authoriser:** Lincoln Fitzgerald, Chief Executive Officer

**Attachments:** 1. **Project financial details - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(g(ii)) of the *Local Government Act 2020*. It contains private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The financial information contained in this attachment, should the project proceed, will be subject to a competitive procurement process in future. **(under separate cover)**

2. **Project indicative pricing - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(g(ii)) of the *Local Government Act 2020*. It contains private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The financial information contained in this attachment, should the project proceed, will be subject to a competitive procurement process in future. **(under separate cover)**

**RECOMMENDATION**

That Council resolve

1. To support an application to the 2022 Local Sports Infrastructure Fund, endorsing the project to install a synthetic turf at Calivil Bowling Club and confirming the resources required to commence construction within six (6) months of signing the funding agreement, if successful.
2. That this support is subject to
  - a) confirmation from the Calivil Bowling Club that they will be re-affiliating for the 2022/23 pennant season relevant to their area, and
  - b) written confirmation of the financial contribution to the project from the Calivil Bowling Club .
3. To support Option 2: Recommended Funding Strategy as detailed in attachment 1.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

A discussion paper was provided to the June Council Forum regarding this item.

**BACKGROUND**

The 2022 Local Sports Infrastructure Fund has announced its funding streams for applications are open and will close on 12 July 2022. The Community Facilities funding stream has a maximum of \$300K per application available on a 3:1 basis. Examples of projects that are funded under this stream include change rooms, courts, sports fields, active recreation, LED lighting, outdoor seasonal pools, BMX, skate parks, scoreboards, and fixed equipment.

In order for applications to be considered, applicant Councils need to confirm that projects funded can be commenced within six months of the funding announcements (due October 2022); therefore, projects will need to commence by April 2023.

Calivil Bowling Club's aspiration to install synthetic turf has been identified as a project suitable for this funding stream. Initial conversations with the club indicate a willingness to support the project both on the ground and with a financial contribution.

## ISSUES/DISCUSSION

The scope of the project is "to replace the current turf at the Calivil Bowling Club with synthetic turf".

Although this project is not specifically identified in the Council Plan 2021-2025, it fits within the strategic objective of:

*1.1 We will implement financially and environmentally sustainable infrastructure that supports our social and economic needs.*

*2.2 We will support a connected and inclusive community that provides opportunities for current and new community members at all ages, abilities, and stages of their life.*

This project fits well with the funding guidelines that provide priority for:

- Seniors (people aged 60 years and over)
- Socio-economically disadvantaged communities.

## COST/BENEFITS

Due to commercial in confidence constraints, the financial details have been included in the confidential attachments to this report.

This project would provide a positive outcome for the Calivil Bowling Club, providing an improved playing surface and reducing volunteer time and labour needed to maintain a grass green.

## RISK ANALYSIS

Officers have assessed the project against Council's Risk Appetite Statement, and have undertaken a risk assessment to identify whether the risks can be mitigated to a level that the Council is comfortable to proceed with an application.

### Risk Appetite Statement

The project has been assessed against Council's RAS, as follows:

*Financial risk: Moderate appetite:*

Council has a moderate appetite for financial risk, and has developed long term plans to support financial sustainability. "Council acknowledges that opportunities will arise outside of long-term plans and will explore the merits of those opportunities when they occur."

*Economic and social sustainability: High appetite:*

"Council has a high appetite for pursuing activities that promote economic and social sustainability of our communities". Sporting facilities are a social hub for our communities, with many of our community members living remotely or alone.

*Environmental sustainability: High appetite:*

Council has a high appetite for pursuing activities that protect the environment and address climate change risk." Drought proofing playing surfaces is one way of protecting playing surfaces from the impacts of severe weather, while supporting our volunteers.

### Risk assessment

There are a number of risks associated with the delivery of this project:

With the project scope in concept at this point, there is a risk of scope creep or unexpected additional costs arising during project delivery. Risk mitigation will include scope finalisation, and ensuring that the procurement process provides clear expectations on the deliverables.

The project delivery model will involve a partnership between Council and the Calivil Bowling Club, which may result in resulting in the project not being managed effectively. This risk will be mitigated through active use of Smarty Grants and regular project meetings to establish roles and responsibilities and to monitor and report on milestones.

With indicative costings available, and the project only in its infancy in regards planning, there is a risk that the available funds do not meet the required level. To mitigate this risk, Council will require the Calivil Bowling Club to commit to taking responsibility for any cost overruns.

The Calivil Recreation Reserve is Crown Land managed by a Department of Environment, Land, Water and Planning (DELWP) Committee of Management, requiring landowner consent to allow this project to proceed. Council will seek DELWP consent as a priority component of scope finalisation and prior to any project commencement.

### **CONSULTATION AND ENGAGEMENT**

Council staff have liaised with the Calivil Bowling Club regarding this project.



**11 INFORMATION REPORTS**

Nil

**12 COMPLIANCE REPORTS**

Nil

**13 URGENT BUSINESS**

In accordance with Council's Governance Rules, Clause 53 provides that at a scheduled or special meeting of Council, business that is not included in the agenda notice must only be considered if no more than one Councillor is absent and the Council resolves that the matter is urgent.

Despite this requirement, a matter that is not included in the agenda notice must not be considered at a Council meeting if it will:

- (a) directly and significantly affect the exercise of a person's rights;
- (b) alter the Council Plan or the budget; or
- (c) commit the Council to expenditure exceeding \$20,000.

**14 CONFIDENTIAL ITEMS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 66(1) and 66(2)(a) of the Local Government Act 2020:

**14.1 REVIEW OF CONFIDENTIAL ACTIONS**

This matter is considered to be confidential under Section 3(1)(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 confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).

Pursuant to section 66(5)(b) of the Local Government Act 2020, if released the information to be received, discussed or considered in relation to this agenda item, may disclose confidential meeting information, being the records of meetings closed to the public under section 66(2)(a)

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 26 July 2022 at Wedderburn commencing at at 3pm.

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

Confirmed this.....day of..... 2022

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