



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

Date: Tuesday, 28 November 2023

Time: 3.00pm

Location: Loddon Shire Council Chambers, Wedderburn

AGENDA

Council Meeting

Order Of Business

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OPENING COMMENT

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: FOL/19/45615
Author: Tracy Hunt, Governance Coordinator
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council confirm the Minutes of the following meetings as previously circulated to Councillors:

1. Council Briefing of 24 October 2023
2. Council Meeting of 24 October 2023
3. Council Forum of 14 November 2023
4. Special Council Meeting 14 November 2023.

REPORT

This report seeks Council confirmation of Minutes from the October 2023 Council Briefing and Council Meeting, November 2023 Council Forum, and November 2023 Special Council Meeting as previously circulated to Councillors.

6 COUNCIL AUSPICED MEETINGS**6.1 RECORD OF COUNCIL AUSPICED MEETINGS**

File Number: 02/01/001
Author: Tracy Hunt, Governance Coordinator
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council confirm records of the following as detailed within this report:

1. Council Briefing 24 October 2023
2. Council Forum 14 November 2023

Rule 35 of Council's Governance Rules requires a record of meetings conducted under the auspices of Council to be presented to the next available scheduled Council meeting for confirmation that must include:

- a) a record of which Councillors and officers attended the meeting;
- b) a summary of the matters considered in the meeting; and
- c) a record of any conflicts of interest disclosed by Councillors and officers and any Councillors or officers that left the meeting whilst a matter that their conflict of interest related to was being discussed.

Section 3 of the Governance Rules defines meetings conducted under the auspices of Council to mean a meeting of the kind described in section 131(1) of the Local Government Act 2020 and includes a meeting which:

- a) is schedule or planned for the purpose of discussing the business of Council or briefing Councillors;
- b) is attended by a majority of Councillors;
- c) is attended by at least one member of Council staff; and
- d) is not a Council meeting or delegated committee meeting.

This report seeks confirmation of the following Council auspiced meetings, conducted since the last scheduled meeting of Council and detailed within this report:

1. Council Briefing 24 October 2023
2. Council Forum 14 November 2023

Meeting details	Briefing
Date	24 October 2023
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub (Mayor)
Staff/ Stakeholder representatives	<ol style="list-style-type: none"> 1. Lincoln Fitzgerald, Chief Executive Officer 2. Wendy Gladman, Director Community Wellbeing 3. Steven Phillips, Director Operations 4. Amanda Wilson, Director Corporate 5. Lisa Clue, Governance Manager 6. Louise Johnston, Statutory Planning Coordinator and Darcy Jackson, Statutory Planning Officer - Item 2 below 7. Chris Harrison, Loddon Vale Landcare Group, Luke Twigg, Karl Hooke and Will Hooke – Item 2 below
Item(s) discussed.	<ol style="list-style-type: none"> 1. Strategy Workshop 2. Planning Application 5917 – Retrospective Planning Application for Earthworks (laser grading and channel construction) 3. General Business: <ul style="list-style-type: none"> • Grant program eligibility criteria • Calder Highway Improvement Committee
Conflict of Interest Disclosures – Councillor/ officer making disclosure	n/a
Councillor/officer left room	n/a

Meeting details	Forum
Date	14 November 2023
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub (Mayor)
Staff/ Stakeholder representatives	<ol style="list-style-type: none"> 1. Lincoln Fitzgerald, Chief Executive Officer 2. Wendy Gladman, Director Community Wellbeing 3. Steven Phillips, Director Operations 4. Lisa Clue, Manager Governance 5. Daniel Hirth, Manager Information Technology 6. Tracy Hunt (Governance Coordinator) and Michelle Hargreaves (Administration Officer Governance) – Item 1 below 7. David Stretch (Manager Tourism and Economic Development) – Items 3, 4 and 10 below 8. Bruce Arthur (Major Projects Program Manager) – Items 4, 5 and 9 below 9. Paul Scullie (Manager Community Partnerships) – Items 5 and 6 below 10. Martin Mark (Community Development Officer) and Pam Plant and Wendy McCormick (Dingee Progress Association Inc) – Item 6 below 11. Mark Hands (Goldfields Library Corporation) – Item 7 below 12. Deanne Caserta (Manager Financial Services) – Item 8 below 13. Louise Johnston (Statutory Planning Coordinator), Carolyn Stephenson (Statutory/Strategic Planner), Peter Hamilton (Senior Accountant) and Julian Perez and Greg Buckley (Villawood Properties) – Item 10 below
Item(s) discussed.	<ol style="list-style-type: none"> 1. Department Presentation - Governance 2. Council Meetings 2024 3. Tourism and Economic Development – Quarterly Update 4. Project Plan – Inglewood Streetscape 5. Pyramid Hill community Centre Redevelopment – Stage 1 6. Dingee Community Plan - Presentation 7. Goldfields Library – Community Partnerships and Achievements in Loddon for 22/23 8. Indexation for the Financial Plan 9. Wedderburn Housing Development Stage 2, Yelka Street 10. Unlocking Loddon's Residential Growth Potential 11. General Business: <ul style="list-style-type: none"> • Australia Day Committee Update
Conflict of Interest Disclosures - Councillor/officer making disclosure	n/a
Councillor/officer left room	n/a

7 REVIEW OF ACTIONS**7.1 REVIEW OF ACTIONS**

File Number: 02/01/002
Author: Tracy Hunt, Governance Coordinator
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: 1. Resolutions Acted Upon Since the October 2023 Council Meeting

RECOMMENDATION

That Council receive and note resolutions acted upon since the October 2023 Council meeting as attached to this report.

CONFLICT OF INTEREST

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

REPORT

A document containing the status of actions from Council meeting resolutions is attached to this report.

There were no outstanding actions from Council meeting resolutions prior to October 2023.

All actions from October 2023 Council meeting resolutions have been completed.

Resolutions acted upon since the October 2023 Council Meeting

Meeting	Officer/Director	Section	Subject
Council 24/10/2023	Mark, Martin Gladman, Wendy	Decision Reports	Community Planning Committee Formal Recognition - Korong Vale
RESOLUTION 2023/105			
Moved: Cr Gavan Holt Seconded: Cr Linda Jungwirth			
That Council formally recognise the Korong Vale Community Planning Committee Inc. as the Community Planning Committee for the Korong Vale community.			
CARRIED			
15 Nov 2023 11:56am Hunt, Tracy - Completion			
Completed by Hunt, Tracy on behalf of Mark, Martin (action officer) on 15 November 2023 at 11:56:01 AM - PAUL SCULLIE: The Korong Vale Community Planning Committee was formally notified of Council's decision on 2 November 2023.			

Meeting	Officer/Director	Section	Subject
Council 24/10/2023	Phillips, Steven Fitzgerald, Lincoln	Decision Reports	Bridgewater Bowling Club Inc. - Fee Waiver Application
RESOLUTION 2023/106			
Moved: Cr Wendy Murphy Seconded: Cr Neil Beattie			
That Council resolve to waive the Planning Permit Application fee of \$1,185.00 for Bridgewater Bowling Club Inc.			
CARRIED			
15 Nov 2023 1:18pm Phillips, Steven - Completion			
Completed by Phillips, Steven (action officer) on 15 November 2023 at 1:18:57 PM - A payment to the Bridgewater Bowls Club will be made in the next payment run.			

Meeting	Officer/Director	Section	Subject
Council 24/10/2023	Clue, Lisa Wilson, Amanda	Decision Reports	Neighbourhood Safer Places (Places of Last Resort)
RESOLUTION 2023/107			
Moved: Cr Gavan Holt Seconded: Cr Linda Jungwirth			
That Council adopt the Loddon Shire Council Neighbourhood Safer Places Plan - September 2023, which includes and confirms designated Neighbourhood Safer Places within the municipality in the townships of Boort, Bridgewater, Inglewood, Pyramid Hill, Serpentine and Wedderburn			
.CARRIED			
05 Nov 2023 6:05pm Clue, Lisa - Completion			
Completed by Clue, Lisa (action officer) on 05 November 2023 at 6:05:11 PM - The adopted version of the Neighbourhood Safer Places Plan is now available from Council's website.			

Meeting	Officer/Director	Section	Subject
Council 24/10/2023	Caserta, Deanne Wilson, Amanda	Decision Reports	Request for funds to be allocated from the Land and Buildings Reserve
RESOLUTION 2023/108			
Moved: Cr Wendy Murphy Seconded: Cr Gavan Holt			
That Council approves a budget variation to transfer \$18,000 from the Land and Buildings Reserve to fund the purchase of land, council property number 54100410			
.CARRIED			
03 Nov 2023 7:49am Caserta, Deanne - Completion			
Completed by Caserta, Deanne (action officer) on 03 November 2023 at 7:49:17 AM - Budget revision completed			

Meeting	Officer/Director	Section	Subject
Council 24/10/2023	Caserta, Deanne Wilson, Amanda	Decision Reports	Finance Report for the quarter ending 30 September 2023
RESOLUTION 2023/109			
Moved: Cr Gavan Holt			
Seconded: Cr Wendy Murphy			
That Council			
1. receives and notes 'Finance Report for the quarter ending 30 September 2023'			
2. approves budget revisions included in the report for internal reporting purposes only			
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2023/24 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2023/24			
.CARRIED			
03 Nov 2023 7:50am Caserta, Deanne - Completion			
Completed by Caserta, Deanne (action officer) on 03 November 2023 at 7:50:01 AM - For information			

Meeting	Officer/Director	Section	Subject
Council 24/10/2023	Clue, Lisa Wilson, Amanda	Decision Reports	Annual Report for Year Ending 30 June 2023
RESOLUTION 2023/110			
Moved: Cr Linda Jungwirth			
Seconded: Cr Wendy Murphy			
That Council adopts the Loddon Shire Council Annual Report for the Year Ending 30 June 2023			
.CARRIED			
05 Nov 2023 6:04pm Clue, Lisa - Completion			
Completed by Clue, Lisa (action officer) on 05 November 2023 at 6:04:29 PM - Adopted version of the Annual Report has been finalised, distributed to relevant individuals and organisations, and made available from Council's website, and to inspect at Council's office.			

Meeting	Officer/Director	Section	Subject
Council 24/10/2023	Jackson, Darcy Phillips, Steven	Decision Reports	Decision Report 5917: Retrospective planning application for earthworks (laser grading and channel construction).
RESOLUTION 2023/111			
Moved: Cr Linda Jungwirth Seconded: Cr Neil Beattie			
That the Responsible Authority having considered all matters which the Planning and Environment Act, 1987, requires it to consider, decides to issue a Notice of Decision to grant a planning permit 5917 for retrospective earthworks (irrigation channels and laser grading) that change the rate of flow or discharge point of water across a property boundary in the Farming Zone and carry out works (earthworks) in the Land Subject to Inundation Overlay subject to the following conditions:			
1. Amended Plans Required			
Prior to any further earthworks commencing as part of this approval, plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be generally in accordance with Irrigation Design Plan by NJC Irrigation Solutions but modified to show:			
<ul style="list-style-type: none"> Whole farm management plan, which incorporates the existing irrigation on Crown Allotments 106A, 106B, 107A, and 107B to the south and the new irrigation on Crown Allotments 108 and 109. The plan will need to show all of the requested changes in condition 8 and how floodwater is conveyed through both sites. 			
2. Layout not altered			
The development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.			
3. Channel and Banks			
3.1. The irrigation channel banks must be constructed no higher than 300mm above the Design Water Level within the channel.			
3.2. All channels and banks must be curtailed 20 metres from the end of the last irrigation bay. This area must free from spoil and levelled at natural ground level.			
4. Siphons			
All existing and proposed siphons must be constructed at natural ground level and must be maintained in accordance with the best practice guidelines – <i>Floodplain Management Guidelines for Whole Farm Plans within the Shepparton Irrigation Region, 2003</i>			
5. Check Banks			
5.1. All check banks must be constructed no higher than 300mm above natural ground level			
5.2. Check banks must be curtailed at least 20 metres from the end of each irrigation bay to allow floodwater to be dispersed.			

6. Access Tracks

All access tracks must be constructed or modified to be at natural ground level.

7. Spoil

7.1. All surplus spoil must be removed from the floodplain and located in an area that is not flood affected.

7.2. Where drain spoil runs across the direction of the flood flow, suitable openings must be constructed of at least 20 metres for every 40 metres of the spoil length.

8. Whole Farm Management Plan

Prior to any further earthworks commencing, a Whole Farm Management Plan (WFMP) must be prepared, approved and implemented to the satisfaction of the Responsible Authority. The WFMP must include:

- Changes to PP4132 to include:
- A new 30 metre wide siphon must be constructed where the section of the irrigation adjoins the wetland to the south, east of the existing siphon where the designated waterway is shown on an aerial map of the site.
- The existing siphon must be modified to ensure it is at natural ground level and no check banks are to be constructed across the siphon.
- The existing channel crossing on the access track must be reduced to natural ground level and the siphon extended for a width of 30 metres.
- Spoil associated with the new drains where it intersects the floodplain, suitable cuts and siphons must be installed to ensure the floodwater can flow through the site generally in the northern direction.

Changes to new irrigation to include:

- Levelling of all farm channel banks to a height of 300mm above Design Water Level
- Levelling all check and drain banks at 300mm above natural ground level
- Levelling all access tracks to natural ground level
- Removing all surplus spoil from the floodplain
- Curtailing check and channel banks 20 metres from the edge of the drains to allow water to disperse across the floodplain.
- Openings in drain spoil that runs across the floodplain as per condition 7.2.

9. Setback from waterway

All works must be setback a minimum of 30 metres from the existing waterway that traverses the subject site.

10. Expiry

This permit will expire if one of the following circumstances apply:

- (a) the development is not started within four months of the date of this permit;
- (b) the development is not completed within six months of the date of this permit.

CARRIED

03 Nov 2023 8:39am Jackson, Darcy - Completion

Completed by Jackson, Darcy (action officer) on 03 November 2023 at 8:39:00 AM - action complete

Meeting	Officer/Director	Section	Subject
Council 24/10/2023	Jackson, Janine Wilson, Amanda	Decision Reports	2023 Office Closure
RESOLUTION 2023/112			
Moved: Cr Gavan Holt			
Seconded: Cr Neil Beattie			
That Council:			
<ol style="list-style-type: none"> approve the closure of the Wedderburn administrative centre from midday Friday 22 December 2023 with a proposed reopening at 8.15 am on Tuesday 2 January 2024. give notice of the amended office hours by publishing the details in the public notices section of the Bendigo Advertiser, in the Loddon Herald, on Council's website and on social media 			
.CARRIED			
06 Nov 2023 9:13am Jackson, Janine - Completion			
Completed by Jackson, Janine (action officer) on 06 November 2023 at 9:13:24 AM - Completed			

Meeting	Officer/Director	Section	Subject
Council 24/10/2023	Clue, Lisa Fitzgerald, Lincoln	Confidential Items	Scheduling of Special Meeting for the Election Of Mayor
RESOLUTION 2023/1			
Moved: Cr Linda Jungwirth			
Seconded: Cr Wendy Murphy			
That Council:			
<ol style="list-style-type: none"> call a Special Meeting on Tuesday, 14 November 2023 at 3pm for the purpose of electing the Mayor of the Loddon Shire for 2023/24 review its representation on Council and other Committees and advise of any changes. 			
CARRIED			
05 Nov 2023 at 6:02pm Clue, Lisa - Completion			
Completed by Clue, Lisa (action officer) on 05 November 2023 at 6:02:54 PM - Public notice has been given, and an Agenda compiled for the Special Meeting on 14 November in accordance with the resolution.			

8 MAYORAL REPORT

8.1 MAYORAL REPORT

File Number: 02/01/001
Author: Tracy Hunt, Governance Coordinator
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council receive and note the Mayoral Report.

REPORT

Mayor Holt will present a verbal report at the meeting.

Loddon Campaspe Councils	
Municipal Association of Victoria	
Murray River Group of Councils	
Rural Councils Victoria	
Audit and Risk Committee	
Section 65 Community Asset Committees:	
Donaldson Park	
Hard Hill Tourist Reserve	
Wedderburn Community Centre	
Wedderburn Engine Park and Market Square Reserve	
Wedderburn Mechanics and Literary Institute Hall	
Other Council activities	
Date	Activity

9 COUNCILLORS' REPORT

9.1 COUNCILLORS' REPORTS

File Number: 02/01/001
Author: Tracy Hunt, Governance Coordinator
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council receive and note the Councillors' reports.

REPORT

Each Councillor will present a verbal report at the meeting.

Cr Beattie

Rail Freight Alliance	
Section 65 Community Asset Committees:	
Boort Aerodrome	
Boort Memorial Hall	
Boort Park	
Korong Vale Mechanics Hall	
Korong Vale Sports Centre	
Little Lake Boort	
Yando Public Hall	
Other Council activities	
Date	Activity

Cr Straub

North Central Local Learning and Employment Network	
Section 65 Community Asset Committees:	
East Loddon Community Centre	
Pyramid Hill Memorial Hall	
Other Council activities	
Date	Activity

Cr Jungwirth

Australia Day Committee	
Central Victorian Greenhouse Alliance	
Municipal Emergency Management Planning Committee	
North Central Goldfields Regional Library	
Other Council activities	
Date	Activity

Cr Murphy

Calder Highway Improvement Committee	
Local Government Women’s Charter	
Healthy Minds Network	
Section 65 Community Asset Committees:	
Campbells Forest Hall	
Inglewood Community Sports Centre	
Inglewood Community Elderly Persons Units	
Inglewood Town Hall Hub	
Other Council activities	
Date	Activity

10 DECISION REPORTS**10.1 2024 COUNCIL MEETING SCHEDULE**

File Number: 02/04/001
Author: Tracy Hunt, Governance Coordinator
Authoriser: Daniel Hrth, Acting Director Corporate
Attachments: Nil

RECOMMENDATION

That Council:

1. approve the schedule of Council Meetings for 2024 contained within this report
2. provide public notice of the Council Meetings schedule in accordance with Council's Governance Rules.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Councillors discussed proposed dates at the November Council Forum held on Tuesday 14 November 2023.

BACKGROUND

The Loddon Shire Council has traditionally conducted Council Meetings on the fourth Tuesday of the month. It is proposed that this schedule be continued through 2024.

ISSUES/DISCUSSION*Council Meetings*

It is proposed that Council continue to conduct Scheduled Council Meetings on the fourth Tuesday of the month.

Meetings under the auspices of Council

It is proposed that Council continue to hold a Council Briefing prior to each Council Meeting, primarily to brief Councillors on Council Meeting agenda items for that day.

It is further proposed that Council Forums continue be held on the second Tuesday of the month to enable Councillors to consider any other current issues affecting the Loddon Shire; with the exception of January and December, when forum reports will be presented the morning of the Council Meeting in lieu of a Council Briefing, dependent on the issues at hand.

Meeting Schedule

The proposed 2024 schedule of Council Forums, Briefings and Council Meetings is as follows:

Council Forum	Council Briefing	Council Meeting
Tuesday 23 January	-	Tuesday 23 January
Tuesday 13 February	Tuesday 27 February	Tuesday 27 February
Tuesday 12 March	Tuesday 26 March	Tuesday 26 March

Council Forum	Council Briefing	Council Meeting
Tuesday 9 April	Tuesday 23 April	Tuesday 23 April
Tuesday 14 May	Tuesday 28 May	Tuesday 28 May
Tuesday 11 June	Tuesday 25 June	Tuesday 25 June
Tuesday 9 July	Tuesday 23 July	Tuesday 23 July
Tuesday 13 August	Tuesday 27 August	Tuesday 27 August
Tuesday 10 September	Tuesday 24 September	Tuesday 24 September
Tuesday 8 October	Tuesday 22 October	Tuesday 22 October
Tuesday 12 November	Tuesday 26 November	Tuesday 26 November
Tuesday 10 December		Tuesday 10 December

Meeting time and location

It is proposed that each Council Meeting be held in the Council Chambers, off Peters Street, Wedderburn commencing at 3pm.

In accordance with the requirements of *Local Government Act 2020* and Council's Governance Rules, Council Meetings will be open to the public and livestreamed, unless Council considers it necessary to close the meeting to the public to discuss confidential information, for security reasons or to enable the meeting to proceed in an orderly manner.

Publication of meeting dates

Once approved, the schedule of Council meetings will be posted on Council's website, published in the Loddon Bulletin and advertised in local print media.

COST/BENEFITS

Costs associated with the conduct of Council meetings are provided for in Council's adopted budget.

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

Nil

10.2 DECISION REPORT 5924: PLANNING APPLICATION FOR EARTHWORKS ASSOCIATED WITH IRRIGATION (LASER GRADING AND REUSE DRAIN CONSTRUCTION)

File Number: FOL/21/2832

Author: Darcy Jackson, Statutory Planning Officer

Authoriser: Louise Johnston, Statutory Planning Coordinator

- Attachments:**
1. **Decision Report 5924**
 2. **Proposed Irrigation Design Plan**
 3. **Objection**
 4. **Objection - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(f) of the *Local Government Act 2020*. It contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

(under separate cover)

RECOMMENDATION

That the Responsible Authority having considered all matters which the *Planning and Environment Act, 1987*, requires it to consider, decides to issue a Notice of Decision to grant a planning permit 5924 for earthworks associated with irrigation (laser grading and drain construction).

1. Layout not altered

The development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.

2. Check Banks

All check banks must be constructed no higher than 300mm above natural ground level

3. Spoil

All excavated material must be removed from the flood flow path and located in an area that is not flood affected.

4. Reuse Pump

The reuse pump must comply with EPA Publication – Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues (Noise Protocol).

5. Control of Mosquitos in Dam

5.1. The reuse dam must be treated with a nontoxic water treatment solution such as *Aquatain AMF* to control mosquito breeding during the typical mosquito season of November through to April.

5.2. A suitable record must be kept detailing the dates of treatment and be made available to the responsible authority upon request.

6. North Central CMA

6.1. Access tracks located within the floodplain must not be raised above the existing natural ground level

6.2. The proposed sump must be setback a minimum of 30 metres from the top of bank of the Loddon River and constructed entirely below existing natural ground level.

6.3. Check banks must be curtailed a minimum of 60 metres from the proposed drain to preserve the flood path through the site.

6.4. Unless otherwise agreed in writing with the responsible authority and the North Central CMA, levels of the proposed laser bays must not be increased above the existing natural surface level within 60 metres of the proposed drain.

7. Expiry

This permit will expire if one of the following circumstances apply:

- a) the development is not started within two (2) years of the date of this permit;
- b) the development is not completed within four (4) years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or;

- a) within six (6) months afterwards if the development has not started;
- b) within twelve (12) months afterwards if the development has lawfully started but not completed.

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

There have been no previous Council discussion on this matter.

BACKGROUND

The application was lodged on the 08 September 2023 for earthworks associated with irrigation which includes laser grading bays and construction of a reuse drain and sump.

The application was referred to North Central Catchment Management Authority, who have provided conditional consent, no other referrals were undertaken.

One objection was received to the application. The objection raised issues regarding the location of the reuse sump in proximity to their residence, noise generated from the pump and breeding of mosquitos in the reuse sump.

Officer recommendation is to issue a notice of decision to grant a permit.

ISSUES/DISCUSSION

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

A municipal council is obligated to enforce and administer the relevant Planning Scheme and must use the scheme to determine applications. The Loddon Planning Scheme is the relevant Planning Scheme for Council. An application is referred to Council for determination, which:

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

Pursuant to Section 52 of the *Planning and Environment Act 1987*, notices were sent to owners and occupiers of adjoining land. Council has received one objection as the result of the public notification and as such, the matter is being brought to Council for determination. A decision report detailing this application has been prepared and can be found in attachment 1, proposed plans in attachment 2, and the objection in attachment 3 with personal information removed and attachment 4 is the same objection with the personal information intact.

The objection has been included twice, once without any personal information and a second time in confidential items including the personal information. This is to insure Council complies with its obligations for handling personal information under the *Privacy and Data Protections Act 2014*. A complete copy of the objection can be made available to the public via an appointment.

COST/BENEFITS

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

The benefits associated with this report is the ability of Council to fulfil its requirement under law and provide the community with a statutory service that delivers well-managed and appropriate development.

RISK ANALYSIS

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

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

CONSULTATION AND ENGAGEMENT

Refer to the decision report for further detail on the application.

LODDON SHIRE COUNCIL

DECISION REPORT 5924: Earthworks associated with irrigation (laser grading and drain construction)



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SUMMARY

Application Number:	5924
Applicant:	Neil Carmichael
Subject Land:	Lot 2 Bridgewater Maldon Bridgewater VIC 3516
Owner:	Dave Edwards
Zone:	Farming Zone
Overlay(s):	Land Subject to Inundation Overlay
Existing use:	Dryland cropping and part irrigation
Proposal:	Earthworks associated with irrigation (laser grading and drain construction)

The following dot points provide a summary of the application:

- The application was lodged on the 8th September 2023 proposing to complete earthworks for irrigation (laser grading and drain construction) in the Farming Zone and Land Subject to Inundation Overlay.
- The application was advertised to surrounding landowners with one objection received.
- In response to the objection, the applicant has stated that the dam couldn't be constructed where the existing smaller dam is due to the vegetation that surrounds it, this is after consultation with the Irrigation Development Coordinators which facilitate new irrigation developments within the Goulburn Murray Water Irrigation District.
- The application was also referred externally to North Central Catchment Management Authority (section 55).
- North Central Catchment Management Authority provided conditional consent to a permit being granted and were involved in the design of the irrigation.
- Officer recommendation is to issue a notice of decision to grant a planning permit.

1 RECOMMENDATION

That the Responsible Authority having considered all matters which the Planning and Environment Act, 1987, requires it to consider, decides to issue a Notice of Decision to grant a planning permit 5924 for earthworks associated with irrigation (laser grading and drain construction).

1. Layout not altered

The development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.

2. Check Banks

All check banks must be constructed no higher than 300mm above natural ground level

3. Spoil

All excavated material must be removed from the flood flow path and located in an area that is not flood affected.

4. Reuse Pump

The reuse pump must comply with EPA Publication – Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues (Noise Protocol).

5. Control of Mosquitos in Dam

5.1. The reuse dam must be treated with a nontoxic water treatment solution such as *Aquatain AMF* to control mosquito breeding during the typical mosquito season of November through to April.

5.2. A suitable record must be kept detailing the dates of treatment and be made available to the responsible authority upon request.

6. North Central CMA Conditions

6.1. Access tracks located within the floodplain must not be raised above the existing natural ground level

6.2. The proposed sump must be setback a minimum of 30 metres from the top of bank of the Loddon River and constructed entirely below existing natural ground level.

6.3. Check banks must be curtailed a minimum of 60 metres from the proposed drain to preserve the flood path through the site.

6.4. Unless otherwise agreed in writing with the responsible authority and the North Central CMA, levels of the proposed laser bays must not be increased above the existing natural surface level within 60 metres of the proposed drain.

7. Expiry

This permit will expire if one of the following circumstances apply:

- a) the development is not started within two (2) years of the date of this permit;
- b) the development is not completed within four (4) years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or;

- a) within six (6) months afterwards if the development has not started;
- b) within twelve (12) months afterwards if the development has lawfully started but not completed.

2. DISCUSSION

2.1 The Site & Locality

The subject site comprises one parcel of land that totals 29 hectares. The property is currently used for a mix of dryland cropping and irrigation. Situated one kilometre south of the Bridgewater Township, it adjoins the Loddon River to the west and Bridgewater Maldon Road to the east. Part of the west section of the allotment contains existing irrigation bays and drains. A large shed which was approved under previous permit exists close to the southern boundary of the site.

The site is accessed via an existing gateway off Bridgewater Maldon Road, and an internal access road runs along the southern boundary. This access way is constructed at natural ground level.

The property sits within the Loddon River floodplain, with part of the western area of the site inundated during flood events. As the area is a floodplain it is generally flat however does slope gently east to west. An existing dwelling sits on the adjoining site to the south and is approximately 18 metres from the property boundary, this is the sole objector to the proposal.



Figure 1 - Aerial image of subject site, blue area indicates the extent of works

The surrounding area is mainly cleared agricultural land, to the east is the Bridgewater Egg Farm, which is currently not operating. The Loddon River runs along the western boundary and is a significant waterway within the region. There are existing dwellings, Bridgewater Caravan Park and the Bridgewater Township located on the floodplain beyond the site to the north.

2.2 Site History

Planning permit 5669 was issued on the 4 August 2021 for buildings and works (shed) with a total floor area of more than 130 metres squared in the Land Subject to Inundation Overlay. The shed has been constructed as shown in Figure 1 and is used for the storage of agricultural equipment and machinery associated with the established agricultural use on site.

The property also contains existing irrigation bays on the western section. This has been in place for some time with no recent permits available.

2.3 Proposal

The proposal is for earthworks which include laser grading and the excavation of a reuse drain and sump shown by the plan in Figure 2.

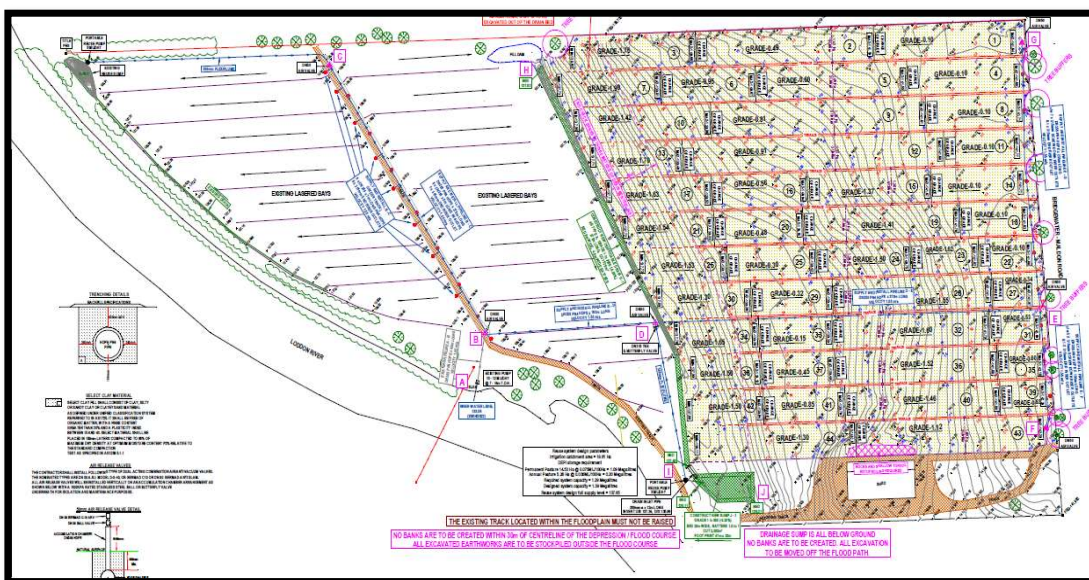


Figure 2 – Irrigation Design Plan drawn by NJC Irrigation Solutions

Irrigation Layout

The site will be split into three irrigated paddocks which includes the existing irrigation to the west and the proposed irrigation to the east, totalling 27.27 hectares. The proposed irrigation totals 14.53 hectares consisting of 15 laser graded bays. The bays will be graded from east to west with a reuse drain to be constructed along the western end of the bays. The irrigation has a balanced cut to fill ratio.

The irrigation will utilise pipe and riser irrigation allowing for greater flexibility, as particular bays can be irrigated rather than several bays as with channel irrigation. A pipeline will be connected to the existing pipe and riser system on the irrigation bays to the west. Water is extracted via an existing pump system from the Loddon River. The new pipe will run through the middle of the proposed irrigation and link with a new pipe and riser system running along the western boundary with Bridgewater Maldon Road.

The check banks will be terminated 60 metres from the edge of the reuse drain to allow for flood flows through the site. No other banks will be constructed on the site with all excavated material to be removed from the floodplain.

Drains and Reuse Sump

A new drain will be constructed along the end of the irrigation bays to catch overflow water during irrigating and rain events. The drains have a width of 2 metres and run for a total of 375 metres back to the reuse dam in the southern section of the property. A 300mm, 12m long drain inlet will be constructed from the drain into the reuse sump. An electric pump will be used to pump water from the reuse sump back into the pipe and riser system. The proposed reuse sump will have a bed width of 20 metres and a reuse capacity of 1.39ML.

2.4 Loddon Planning Scheme

2.4.1 Zone

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

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*
- *To provide for the use and development of land for the specific purposes identified in a schedule to this zone.*

Under Clause 35.07-4 a planning permit is required for earthworks as specified in the schedule to the zone. The schedule to the Farming Zone states that a permit is required for earthworks which change the rate of flow or discharge point of water across a property boundary, therefore triggering a permit.

2.4.2 Overlay

The site is covered by a Land Subject to Inundation Overlay. Clause 44.04 of the scheme states that the purpose of the Land Subject to Inundation Overlay is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify flood prone land in a riverine or coastal area affected by the 1 in 100 (1 per cent Annual Exceedance Probability) year flood or any other area determined by the floodplain management authority.*
- *To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, responds to the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.*
- *To minimise the potential flood risk to life, health and safety associated with development.*
- *To reflect a declaration under Division 4 of Part 10 of the Water Act, 1989.*
- *To protect water quality and waterways as natural resources by managing urban stormwater, protecting water supply catchment areas, and managing saline discharges to minimise the risks to the environmental quality of water and groundwater.*

- *To ensure that development maintains or improves river, marine, coastal and wetland health, waterway protection and floodplain health.*

Under clause 44.04 a planning permit is required to carry out works including earthworks on land affected by an LSIO.

2.4.3 Relevant Particular Provisions

There are no relevant particular provisions for this application.

2.4.4 Permit trigger

Under Clause 35.07-4 and the Schedule to the Farming Zone, a permit is required for earthworks that change the rate of flow or discharge point of water across a property boundary. Under clause 44.04 a permit is required to carry out works including earthworks in the LSIO.

2.4.5 Restrictive Covenant

There is no registered restrictions on title.

2.4.6 Planning Policy Framework

The following section considers the relevant sections of the Planning Policy Framework for this application.

Clause 12.03-1S- River riparian corridors, waterways, lakes, wetlands and billabongs

The objective of this clause is:

- *To protect and enhance waterway systems including river and riparian corridors, waterways, lakes, wetlands and billabongs.*

Clause 13.03-1S- Floodplain management

The objective of this clause is:

To assist the protection of:

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

A key strategy to consider under this state policy is:

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

19.03-3R- Integrated water management – Loddon Mallee South

The strategy for this regional policy looks to support ongoing investment in water infrastructure and management of water resources to enhance the security and efficiency of water supply to irrigators, farms, and urban areas.

2.4.7 Local Planning Policy Framework

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

02.03-3- Environmental risks and amenity

There are extensive floodplains along the Loddon River, as well as north-west from the Loddon River through the lakes and wetland system around Boort and beyond. The area around Lake Marmal is also subject to seasonal flooding.

A key strategic direction to consider in councils Municipal Planning Strategy is:

- *Prevent development within the floodplain that would compromise its flood carrying capacity, threaten water quality and be compromised by flood activity.*

Clause 02-.03-4 – Agriculture

Much of the north of the Shire is provided with irrigation water from the Goulburn River, supplemented from the Loddon River, via the Waranga Channel. In the interests of the long-term viability of agriculture, Council supports improved efficiency in the use of irrigation water and the transfer of water from low value uses such as grazing to high value horticulture.

A key strategic direction to consider in Councils Municipal Planning Strategy is:

- *Support the effective restructure and redevelopment of farm holdings to maximise opportunities for diversification and intensification of agricultural land use.*

13.03-1L- Flooding

This local policy includes one strategy that is directly related to the proposal:

- *Discourage levee banks that constrict or redirect flood flows or remove land from the floodplain*

2.5 Referrals

Table 6: External referrals

North Central Catchment Management Authority (Sec 55)	Provided conditional consent
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2.6 Public Notification

The application is not exempt from the notice requirement. Pursuant to Section 52 of the Planning and Environment Act 1987, the following forms of advertising were undertaken:

- Notices were sent to owners and occupiers of adjoining land (including opposite and surrounding).

One objection was received in response to the application. The matters raised in the objection are summarised below and with Officers response in italics:

- Proposed reuse dam is close to our house and will be pumping 9 mega litres of water per day. This gives use concerns if the pump was to breakdown causing dam water to flood.

The purpose of the reuse dam is to increase the efficiency of the irrigation by catching excess water from the paddock to reduce water logging and enable that water to be reused. This reduces water usage and ensures nutrients and chemicals are contained within the irrigated area. The irrigation being drained to the sump has a catchment area of 19.81 hectares, the required reuse system capacity is 1.29 mega litres the proposed sump has a storage capacity of 1.39 mega litres, therefore acceptable. Although the reuse pump can pump up to 8ML a day it is unlikely this will occur due to the smaller capacity of the sump. If the dam was to overflow the water would flow to the north or towards the Loddon River within the natural topography of the land.

- The dam will measure 47 metres x 25 metres with no check banks, will there be water left within this dam after irrigation and if so what will be done to manage the breeding of mosquitos and the stench that standing water makes as both of these issues will impact our lives greatly as we will be unable to enjoy the outdoor lifestyle that we currently live and enjoy.

The dam is predominately for reuse, not storage, the dam has been constructed with no banks to ensure floodwater is not obstructed or redirected. During rain events the drainage system will catch runoff from the property which will result in water being stored in the dam for periods of time. The land is zoned for Farming purposes, and the proposed irrigation will support and enhance the agricultural production of the site. Agricultural uses are supported within these areas however will need to be managed to ensure minimal amenity impacts. Mosquitos can be prevented in stagnant dams through water treatment solution's such as Aquatain AMF which is non-toxic so will have no impact on agriculture or the environment.

- The portable pump will be either petrol or diesel powered and therefore will cause significant noise pollution to our property. What hours and days will the pump be operating?

The proposed pump will be electric. The noise from the pump will need to comply with the Environment Protection Authority (EPA) Regulations and guidelines.

- As there is an existing dam on the property why has it not be utilised as the reuse dam

The existing dam is currently not large enough to be a reuse dam. As a result it would need to be expanded. Currently there is native vegetation surrounding the dam, which would need to be removed or could be impacted as a result of the excavation works. The Irrigation Development Coordinators who facilitate all new irrigation developments within the Goulburn Murray Water Irrigation Districts, instructed the applicant to relocate the dam to the south instead of extending the existing dam and impact native vegetation.

3 ASSESSMENT

3.1 Planner assessment

Will the earthworks negatively impact on the floodplain taking into consideration planning policies for the management of the floodplain and its natural function in the Planning Scheme?

Do the proposed earthworks meet the purpose and applicable decision guidelines of the FZ and LSIO in the Loddon Planning Scheme?

Policies for the management of the floodplain in the Loddon Planning Scheme are grouped at Clause 13.03 and clause 12.03. Taken together, the policies have the objectives of:

- Protecting life, property and community infrastructure from flood hazard
- Protect natural carry capacity of rivers, streams and floodway's
- Protecting the flood storage function of the floodplains and waterways

The earthworks have been designed in consultation with North Central CMA with modifications made to the plan to meet their specifications. An irrigation design plan has been developed by NJC Irrigation Consultants, who provided a letter from North Central CMA showing the required changes to the design plan, these changes have been included on the plan.

Any development within the floodplain needs to be managed to ensure flooding impact is not intensified. Earthworks can result in significant redirection and obstruction of floodwater if not constructed appropriately. The proposed irrigation bays run across the flood flow path and therefore have the potential to obstruct flood flows. To manage this the plan has proposed curtailing the check banks of the irrigation bays 60 metres from the edge of the reuse drain. This will allow flood flows to continue to move in a northerly to north-west direction generally following the natural conveyance of the Loddon River.

State Policy 12.03-1S contains policy guidelines including locating earthworks, including dams, a minimum of 30 metres from waterway systems. All works are setback 30 metres from the Loddon River that runs along the eastern boundary, the site and is considered to align with this policy guideline.

The State and Local Policy at clause 13.03 place a strong emphasis on protecting life, property and community infrastructure from flooding, and ensuring the natural flood carrying storage function of the floodplain is maintained. The land is affected by flooding and is inundated during flood events of the Loddon River and its tributaries. Strategies under this policy include:

- *Avoid intensifying the impact of flooding through inappropriately located use and development.*
- *Plan for the cumulative impacts of use and development on flood behaviour.*

Areas such as the subject site well suited to irrigation due to flat landscape however creating obstructions in this area can also impact the flooding. The termination of check banks 60 metres from the drain, removal of excavated material from the flood flow path, and no channel banks means that the flood flow is unlikely to be obstructed or redirected by the proposed irrigation.

Clause 35.07- Farming Zone

The purposes of the Farming Zone includes the following:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*

The purpose of the Farming Zone is to implement the Planning Policy and provide for the use of land for agriculture. Earthworks within the Farming Zone are triggered when they change the rate of flow or discharge point of water across a property boundary. A key point from the purpose of the Farming Zone is:

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

Clause 35.07-6- Decision Guidelines Response

The decision guidelines for use and development in the Farming Zone at 35.07-6 provide the direction for assessing whether this proposal is acceptable and consistent with the purpose of the zone.

The decision guidelines focus on the impact of use and development in the Farming Zone on agriculture. The intensification of farming through irrigation is a common practice throughout the areas of the Shire with several properties within the area already modified for this purpose. However consideration needs to be given to how the earthworks will impact on the agriculture on the surrounding land with the potential for the earthworks to change the rate of flow or discharge point of water across the property boundary.

This has been managed through the development of an effective irrigation water reuse system. The proposed 2 metre wide drain will catch excess water runoff during irrigation and rain events from the new irrigation bays and part of the existing system. The drain will carry water to the reuse sump, and will contain water from the irrigation within the property boundaries.

Noise generated from the pump will be managed in accordance with the EPA Guidelines for Noise, for Industry, Commerce and Trade.

Clause 44.04 – Land Subject to Inundation Overlay (LSIO)

The purpose of the Land Subject to Inundation Overlay includes the following:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify flood prone land in a riverine or coastal area affected by the 1 in 100 (1 per cent Annual Exceedance Probability) year flood or any other area determined by the floodplain management authority.*
- *To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, responds to the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.*
- *To minimise the potential flood risk to life, health and safety associated with development.*
- *To reflect a declaration under Division 4 of Part 10 of the Water Act, 1989.*
- *To protect water quality and waterways as natural resources by managing urban stormwater, protecting water supply catchment areas, and managing saline discharges to minimise the risks to the environmental quality of water and groundwater.*
- *To ensure that development maintains or improves river, marine, coastal and wetland health, waterway protection and floodplain health.*

The purpose of the LSIO is to ensure the floodplain is protected from inappropriate development that will negatively impact on its natural function in storing and carrying floodwater. A planning permit is triggered to carry out works within the area covered by an LSIO.

Clause 44.04-8- Decision guidelines response

The decision guidelines set out at clause 44.04-8, must be considered and include the following:

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *Any local floodplain development plan.*
- *Any comments from the relevant floodplain management authority.*
- *The existing use and development of the land.*
- *Whether the proposed use or development could be located on flood-free land or land with a lesser flood hazard outside this overlay.*
- *Alternative design or flood proofing responses.*
- *The susceptibility of the development to flooding and flood damage.*
- *The potential flood risk to life, health and safety associated with the development. Flood risk factors to consider include:*
 - *The frequency, duration, extent, depth and velocity of flooding of the site and accessway.*
 - *The flood warning time available.*
 - *Tidal patterns.*
 - *Coastal inundation and erosion.*
 - *The danger to the occupants of the development, other floodplain residents and emergency personnel if the site or accessway is flooded.*
- *The effect of the development on redirecting or obstructing floodwater, stormwater or drainage water and the effect of the development on reducing flood storage and increasing flood levels and flow velocities.*
- *The effect of the development on river, marine and coastal health values including wetlands, natural habitat, stream stability, erosion, environmental flows, water quality, estuaries and sites of scientific significance.*
- *Any other matters specified in a schedule to this overlay.*

The earthworks and irrigation were designed in consultation with the North Central CMA and a pre application advice letter provide as part of the applicants submission. The letter included changes that would need to be made to the design plan, these changes have been completed. A follow up referral to North Central CMA was conducted with a response received, indicating no objections subject to four conditions being imposed on any issued permit.

The existing use and developments consists of a mix of dryland cropping and irrigation, this irrigation will allow the whole site to be irrigated. Only the western section of the proposed irrigation is affected by an LSIO. This area will be designed to reduce the risk of flood flows being redirected or obstructed. The design includes:

- Curtailing check banks 60 metres from the edge of the reuse drain;
- Balanced cut and fill along the 60 metre buffer between drain and check banks;
- Removing excavated material from the drain and reuse sump outside of the flood flow path;
- Constructing the reuse sump below natural ground level with no banks;
- Constructing all access tracks at natural ground level.

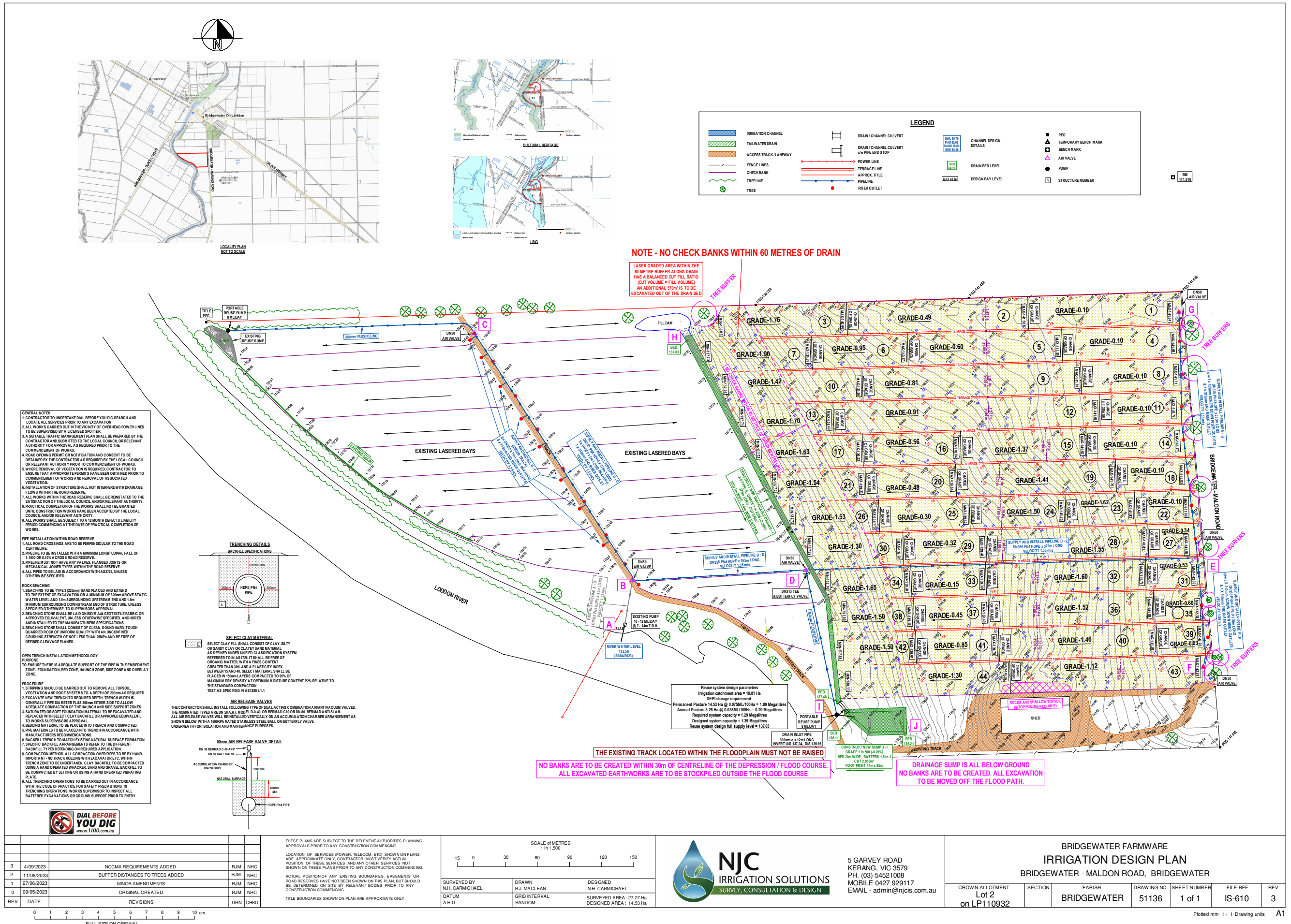
This design is considered appropriate, coupled with the use of pipe and risers for the supply of water reduces the risk the floodwater will be redirected or obstructed. The floodwater's natural flow conveyance and the function of the floodplain will be retained, reducing the risk to residents located on the floodplain to the north.

4 CONCLUSION

The proposal is consistent with the purpose of the Farming Zone, Land Subject to Inundation Overlay and relevant State and Local Planning Policy Framework. The Loddon Planning Scheme allows for the consideration of earthworks in the Farming Zone and Land Subject to Inundation Overlay, provided they do not result in increased flood risk to surrounding properties through the redirection or obstruction of the natural floodwater flow.

For the reasons discussed above the planning officer recommends that planning application 5924 be approved, subject to the conditions listed in section 1 of this report.

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GENERAL NOTES

- CONTRACTOR TO UNDERTAKE DIAL BEFORE YOU DIG SEARCH AND LOCATE ALL SERVICES PRIOR TO ANY EXCAVATION
- ALL WORKS CARRIED OUT IN THE VICINITY OF OVERHEAD POWER LINES TO BE SUPERVISED BY A LICENSED SPOTTER
- A SUITABLE TRAFFIC MANAGEMENT PLAN SHALL BE PREPARED BY THE CONTRACTOR AND SUBMITTED TO THE LOCAL COUNCIL OR RELEVANT AUTHORITY FOR APPROVAL AS REQUIRED PRIOR TO THE COMMENCEMENT OF WORKS
- ROAD OPENING PERMIT OR NOTIFICATION AND CONSENT TO BE OBTAINED BY THE CONTRACTOR AS REQUIRED BY THE LOCAL COUNCIL OR RELEVANT AUTHORITY PRIOR TO COMMENCING WORKS
- WHERE REMOVAL OF VEGETATION IS REQUIRED, CONTRACTOR TO ENSURE THAT APPROPRIATE PERMITS HAVE BEEN OBTAINED PRIOR TO COMMENCEMENT OF WORKS AND REMOVAL OF ASSOCIATED VEGETATION
- INSTALLATION OF STRUCTURE SHALL NOT INTERFERE WITH DRAINAGE FLOWS WITHIN THE ROAD RESERVE
- ALL WORKS WITHIN THE ROAD RESERVE SHALL BE REINSTATED TO THE SATISFACTION OF THE LOCAL COUNCIL AND/OR RELEVANT AUTHORITY
- PRACTICAL COMPLETION OF THE WORKS SHALL NOT BE GRANTED UNTIL CONSTRUCTION WORKS HAVE BEEN ACCEPTED BY THE LOCAL COUNCIL AND/OR RELEVANT AUTHORITY
- ALL WORKS SHALL BE SUBJECT TO A 12 MONTH DEFECTS LIABILITY PERIOD COMMENCING AT THE DATE OF PRACTICAL COMPLETION OF WORKS

PIPE INSTALLATION WITHIN ROAD RESERVE

- ALL ROAD CROSSINGS ARE TO BE PERPENDICULAR TO THE ROAD CENTRELINE
- PIPELINE TO BE INSTALLED WITH A MINIMUM LONGITUDINAL FALL OF 1:100 OR 2:1% ACROSS ROAD RESERVE
- PIPELINE MUST NOT HAVE ANY VALVES, FLANGED JOINTS OR MECHANICAL JOINTS WITHIN THE ROAD RESERVE
- ALL PIPES TO BE LAID IN ACCORDANCE WITH AS1252 UNLESS OTHERWISE SPECIFIED

ROCK REINCHING

- BEACHING TO BE TYPE 3 (225mm) HAND PLACED AND EXTEND TO THE EXTENT OF EXCAVATION OR A MINIMUM OF 200mm ABOVE STABLE WATER LEVEL AND 5m SURROUNDING UPSTREAM END AND 1.5m MINIMUM SURROUNDING DOWNSTREAM END OF STRUCTURE UNLESS SPECIFIED OTHERWISE TO SUPERVISORS APPROVAL
- BEACHING STONE SHALL BE LAID ON BIRM 44 GEOTEXTILE FABRIC OR APPROVED EQUIVALENT UNLESS OTHERWISE SPECIFIED AND INSTALLED TO THE MANUFACTURERS SPECIFICATIONS
- BEACHING STONE SHALL CONSIST OF CLEAN SOUND HAND TROUGH QUARRIED ROCK OF UNIFORM QUALITY WITH AN UNCONFINED CRUSHING STRENGTH OF NOT LESS THAN 25MPa AND BE FREE OF OBTUSE CLEAVAGE PLANES

OPEN TRENCH INSTALLATION METHODOLOGY

PURPOSE
TO ENSURE THERE IS ADEQUATE SUPPORT OF THE PIPE IN THE EMBEDMENT ZONE - FOUNDATION, BED ZONE, HAUNCH ZONE, SIDE ZONE AND OVERLAY ZONE

PROCEDURE

- TRIPPING SHOULD BE CARRIED OUT TO REMOVE ALL TOPSOIL
- FOUNDATION AND ROOT STRIPS TO A DEPTH OF 200mm AS REQUIRED
- EXCAVATE NEW TRENCH TO REQUIRED DEPTH. TRENCH WIDTH IS GENERALLY PIPE DIA METER PLUS 300mm EITHER SIDE TO ALLOW A LIQUID COMPACTION OF THE HAUNCH AND BED SUPPORT ZONES
- SATURATED OR SOFT FOUNDATION MATERIAL TO BE EXCAVATED AND REPLACED WITH SELECT CLAY BACKFILL OR APPROVED EQUIVALENT TO WORKS SUPERVISORS APPROVAL
- BEACHING MATERIAL TO BE PLACED INTO TRENCH IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS
- BACKFILL TRENCH TO MATCH EXISTING NATURAL SURFACE FORMATION
- SPECIFIC BACKFILL ARRANGEMENTS REFER TO THE DIFFERENT BACKFILL TYPES DESCRIBED IN REQUIRED APPLICATIONS
- COMPACTION METHOD. ALL COMPACTION OPERATIONS TO BE BY HAND. IMPORTANT: NO TRACKS OR WHEELS TO BE WITHIN TRENCH ZONE TO BE UNDERTAKEN. CLAY BACKFILL TO BE COMPACTED USING A HAND OPERATED WHEELER SAND AND OVERLAY BACKFILL TO BE COMPACTED BY JETTING OR USING A HAND OPERATED VIBRATING PLATE
- ALL TRENCHING OPERATIONS TO BE CARRIED OUT IN ACCORDANCE WITH THE CODE OF PRACTICE FOR SAFETY PRECAUTIONS IN TRENCHING OPERATIONS WORKS SUPERVISOR TO INSPECT ALL BATTERED EXCAVATIONS OR GROUND SUPPORT PRIOR TO ENTRY

SELECT CLAY MATERIAL

SELECT CLAY FILL SHALL CONSIST OF CLAY, SILTY OR SANDY CLAY OR CLAYEY SAND MATERIAL AS DEFINED UNDER UNIFORM CLASSIFICATION SYSTEM REFERRED TO AS ASTM 79. IT SHALL BE FREE OF ORGANIC MATTER, WITH A FINES CONTENT GREATER THAN 30% AND A PLASTICITY INDEX BETWEEN 15 AND 40. SELECT MATERIAL SHALL BE PLACED IN 150mm LAYERS COMPACTED TO 95% OF MAXIMUM DRY DENSITY AT OPTIMUM MOISTURE CONTENT P2% RELATIVE TO THE STANDARD COMPACTION TEST AS SPECIFIED IN AS1289.5.1

AIR RELEASE VALVES

THE CONTRACTOR SHALL INSTALL FOLLOWING TYPES OF QUAL ACTING COMBINATION AIR/ANTI-VACUUM VALVES. THE NOMINATED TYPES ARE ON 30 A R1 MODEL D-40 OR BERMAID C10 OR ON R1 BERMAID ANTI SLAM. ALL AIR RELEASE VALVES SHALL BE INSTALLED VERTICALLY ON AN ACCUMULATION CHAMBER ARRANGEMENT AS SHOWN BELOW WITH A 1800KPa RATED STAINLESS STEEL BALL OR BUTTERFLY VALVE UNDERNEATH FOR ISOLATION AND MAINTENANCE PURPOSES.

300mm AIR RELEASE VALVE DETAIL

ON 30 BERMAID C-10 ANY ON 30 BALL VALVE

ACCUMULATION CHAMBER DN200 HOPE

NATURAL SURFACE HOPE PH4 PIPE

REV	DATE	REVISIONS	DRN	CHKD
3	4/09/2023	NCCMA REQUIREMENTS ADDED	FLM	NHC
2	11/08/2023	BUFFER DISTANCES TO TREES ADDED	FLM	NHC
1	27/06/2023	MINOR AMENDMENTS	FLM	NHC
0	09/05/2023	ORIGINAL CREATED	FLM	NHC

THESE PLANS ARE SUBJECT TO THE RELEVANT AUTHORITIES PLANNING APPROVALS PRIOR TO ANY CONSTRUCTION COMMENCING.

LOCATION OF SERVICES (POWER, TELECOM, ETC.) SHOWN ON PLANS ARE APPROXIMATE ONLY. CONTRACTOR MUST VERIFY ACTUAL POSITION OF THESE SERVICES AND ANY OTHER SERVICES NOT SHOWN ON THESE PLANS PRIOR TO ANY CONSTRUCTION COMMENCING.

ACTUAL POSITION OF ANY EXISTING BOUNDARIES, EASEMENTS OR ROAD RESERVES HAVE NOT BEEN SHOWN ON THIS PLAN. BUT SHOULD BE DETERMINED ON SITE BY RELEVANT BODIES PRIOR TO ANY CONSTRUCTION COMMENCING.

TITLE BOUNDARIES SHOWN ON PLAN ARE APPROXIMATE ONLY.

SCALE OF METRES	
1 in 1,500	
15	0 30 60 90 120 150

SURVEYED BY N.H. CARMICHAEL	DRAWN R.J. MACLEAN	DESIGNED N.H. CARMICHAEL
DATUM A.H.D.	GRID INTERVAL RANDOM	SURVEYED AREA : 27.27 Ha DESIGNED AREA : 14.53 Ha

NJC
IRRIGATION SOLUTIONS
SURVEY, CONSULTATION & DESIGN

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BRIDGEWATER FARMWARE		IRRIGATION DESIGN PLAN		BRIDGEWATER - MALDON ROAD, BRIDGEWATER	
CROWN ALLOTMENT Lot 2 on LP110932	SECTION	PARISH BRIDGEWATER	DRAWING NO. 51136	SHEET NUMBER 1 of 1	FILE REF IS-610
			REV	3	

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8th October 2023

Planning Application No: 5924

Dear Darcy

We are writing in response to the planning application 5924. After carefully reading the application and due to the limited detailed information that is available we are unable to support the application at this time.

There are a number of issues that we would like to see addressed before we can make an informed decision to any changes on the proposed site. Whilst we have no objections to the applicant irrigating his property we do have major concerns over the Re-Use Dam.

Placement of the Re-Use Dam

- The proposed Re-Use dam is only meters from our home and according to the plans is going to be pumping 9 Mega litres of water per day. This is an enormous amount of water which gives us grave concerns for the safety of our property should there be a breakdown of the portable pump causing the dam water to flood.
- According to the plans this dam will measure 47 metres x 25 metres and will not have any check banks. We would like to know if there will be water left in this dam after irrigation is completed and if so what measures are going to be taken to alleviate the breeding of mosquitos and the stench that standing water makes as both of these issues will impact our lives greatly, as we will be unable to enjoy the outdoor lifestyle that we currently live and enjoy.

The Portable Pump

- As this is a portable pump it will be either Diesel or Petrol powered and therefore will cause significant noise pollution to our property. As those who live on the river are aware noises carry further and noise coming from a neighbouring property will be only be exacerbated by this and cause us further distress.
- What hours is this pump going to operate; will it only be daylight hours, will it be weekdays only or are weekends included in the operating schedule?

Fill Dam

- As there is currently an existing dam on the property we would like to know why this has not been utilised as the Re-Use Dam.

- The natural fall of water on the property follows the flow of the river and this is the natural flood plain, so why is the applicant creating Lasered Bays that work against this natural fall?
- It is our suggestion that the Fill Dam become the Re-Use Dam and that the Lasered Bays be cut to direct the water to this Dam.
- We are aware that there will still be noise from the pump if this suggestion is adopted but it would be much quieter that right next to our home and the possible smell omitted by standing water and the breeding of mosquitos is also not right next to our home. This will also prevent any water being flooded into our property should there be a mechanical breakdown of the portable pump.

At this stage due to the information available we are greatly concerned about this proposal as it is currently presented and therefore we would like to lodge our formal objection, and ask that the Loddon Shire Council consider our recommendations for change to permit 5924.

Yours sincerely

10.3 INGLEWOOD STREET SCAPE DESIGN**File Number:****Author:** Bruce Arthur, Major Projects Program Manager**Authoriser:** David Stretch, Manager Tourism and Economic Development**Attachments:** 1. Inglewood street scape PMP draft 001**RECOMMENDATION**

That Council allocate \$1 million from the Strategic Fund to enable detailed design and costing of the Inglewood streetscape and as seed funding for State, Federal and philanthropic funding applications.

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 Inglewood Streetscape project is included in Council's 2022 Priorities document. Council were briefed on this project and the project plan at the 14 November 2023 Council Forum.

BACKGROUND

The Inglewood Streetscape Project aims to enhance the visual appeal, functionality, safety, and cultural significance of the streetscape in Inglewood. The project will consider various elements, including beautification, kerb and channel improvements, footpaths, underground power installation, greening initiatives, traffic calming, pedestrian safety enhancements, overall amenity improvement, place-making, integration of public art and heritage walking trails.

The concept design was developed and updated in partnership with the Inglewood Development and Tourism Committee in 2022 and is a priority for the community.

The project is also listed in the 2022 Priorities document under the Growing and Vibrant Community focus area which was developed from the Community Vision 2023 and Council Plan 2021-2025.

ISSUES/DISCUSSION

This report should be read in conjunction with the attached draft Project Management Plan (PMP) which provides detail about the project. The PMP will be further refined and updated as the project progresses and key milestones are achieved.

A concept masterplan was developed by the Inglewood Development and Tourism Committee utilising funding support from Council. Following further consultation in 2022 and 2023, it is proposed to advance the project from the Project Concept and Planning phase to the Project Design and Approvals phase, aiming to provide documentation for future decisions regarding budget and project progression. The Detailed design will also inform funding opportunities.

To progress this project, funding is needed to undertake the Design and Approval phase and it is recommended that Council allocate funds from the Inglewood Strategic Fund for these activities and as seed funding to leverage other grant funding for the Construction phase.

The Design and Approvals stage would allow Council to design the infrastructure, consider delivery phasing to suit a range of construction budgets, develop detailed cost estimates and obtain the necessary permit approvals. At the conclusion of the Design & Approvals stage Council would have a 'shovel ready' project which is investment ready with staging options.

Elements of this proposal are of significant financial value and are beyond the financial capacity of Council. The project will only be possible if Council is able to secure significant external funding from State and/or Federal governments. It is therefore of critical importance that expectations are managed throughout the design and approvals stage.

COST/BENEFITS

Undertaking detailed design as the first stage in the project will provide the documentation necessary to accurately inform discussions with stakeholders. A number of key stakeholders with decision making responsibility include the Department of Transport & Planning who are the responsible road authority for the Calder Highway / Brooke Street and will determine what traffic calming, parking and crossing treatments are possible or permitted. Powercor is the responsible electricity infrastructure provider for the overhead power lines. Powercor will be a critical decision maker in regard to the infrastructure requirements and feasibility of undergrounding power. These two stakeholders (amongst others) will need a clear scope of works to determine the cost and therefore feasibility of these project elements.

The attached PMP includes a high level costing taken from the concept work of the community.

RISK ANALYSIS

Completing the Design and Approvals project phase, will mitigate a number of risks.

Undertaking detailed design will inform accurate cost estimates for the proposed works. This will allow Council to develop a funding strategy based on accurate information and assist in developing high quality, detailed external funding applications.

Completing this phase will also ensure all of the required permits, approvals, and regulatory requirements are met prior to proceeding to project delivery.

By undertaking design, Council will be able to accurately determine the financial and design feasibility of the proposal. This will assist in managing expectations of the community should elements or stages of the project not progress.

There has been a comprehensive risk analysis undertaken and recorded in the draft project management plan which further details and identifies risk mitigation for this project.

CONSULTATION AND ENGAGEMENT

This project was identified by the Inglewood Community who prepared an ambitious master plan of what their streetscape could be. Further consultation with the Inglewood Development and Tourism Committee and relevant community stakeholders has continued throughout the development of the concept plans. There will be further opportunity for community input as part of the project design and development stage.



PROJECT PLAN

Inglewood Street scape

DOCUMENT INFORMATION

DOCUMENT TYPE:	<p>Project plan</p> <p><i>A Business Case or Preliminary Project Proposal must be approved for this project prior to commencing this documentation (if exceptional circumstances exist, seek exemption from your director).</i></p> <p><i>This is the working document for Council and the project team throughout the delivery of the project, and must be updated continually as changes occur.</i></p> <p><i>Once approved, the project will be considered for Council's budget.</i></p>
DOCUMENT STATUS:	Draft
CLIENT MANAGER:	David Stretch
COUNCIL PLAN REFERENCE:	Strategic objective: Grow and invigorate Loddon's population
LEDGER NUMBER:	
PROJECT COMMENCEMENT DATE:	4/09/2023
ESTIMATED COMPLETION DATE:	
TOTAL COST ESTIMATE:	\$6.7 Mil
FUNDING SOURCES:	TBC
APPROVED BY:	Management Executive Group
DATE APPROVED:	
EVIDENCE OF APPROVAL:	<hr/> <p>Signed by Chief Executive Officer</p>
FILE LOCATION:	Document4



PROJECT PLAN

Inglewood Street scape

VERSION CONTROL

VERSION	AUTHOR	REASON FOR CHANGE	APPROVED BY:	DATE APPROVED
001	BA	Draft		




PROJECT PLAN

Inglewood Street scape

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1 PROJECT DESCRIPTION

The Inglewood Streetscape Project aims to enhance the visual appeal, functionality, safety, and cultural significance of the streetscape in Inglewood. The project will consider various elements, including beautification, kerb and channel improvements, footpaths, underground power installation, greening initiatives, traffic calming, pedestrian safety enhancements, overall amenity improvement, place-making, integration of public art and heritage walking trails.

Recognition and representation of First Nations heritage is a priority objective for the project. Guidance and advice from Dja Dja Wurrung Clans Aboriginal Corporation will inform this work



2 BACKGROUND

Inglewood is a historic town located in the Loddon Shire of Victoria, Australia. Its history is closely intertwined with the region's rich gold mining heritage and later, the production of eucalyptus oil. These industries have left a lasting impact on the town's identity, development, and cultural heritage.

Inglewood's history is deeply rooted in the Victorian Gold Rush of the 1850s, which led to the rapid growth and development of many towns across the region. Gold was discovered in the Inglewood area in the mid-1850s, prompting a surge of prospectors and settlers to flock to the region in search of their fortunes. This led to the establishment of the town and the construction of essential infrastructure such as roads, businesses, and residences.

The gold mining boom brought significant economic prosperity to Inglewood. The town became a hub for miners and provided essential services to support the industry, including supply stores, hotels, and entertainment venues. While the intensity of gold mining diminished over time, Inglewood's history as a gold mining town remains an integral part of its identity, celebrated through local festivals, museums, and heritage sites.



PROJECT PLAN

Inglewood Street scape

Following the decline of the gold mining industry, Inglewood's focus shifted to eucalyptus oil production, contributing to the town's continued economic development. Eucalyptus oil, extracted from the leaves of various eucalyptus tree species, became a valuable commodity due to its medicinal and aromatic properties.

In the late 19th and early 20th centuries, Inglewood became a major centre for eucalyptus oil production. The town was surrounded by eucalyptus forests, providing an abundant source of raw material for the industry. Eucalyptus leaves were distilled to extract the oil, which was then used for various purposes, including medicinal applications, fragrances, and cleaning products.

The eucalyptus oil industry not only contributed to the local economy but also shaped the landscape and cultural fabric of Inglewood. The industry provided employment opportunities and fostered a sense of community as residents worked together to support this vital sector.

Today, Inglewood's history as a gold mining town and a centre for eucalyptus oil production is celebrated and preserved through various heritage sites, museums, and local events. The town's architecture reflects its historical significance, with well-preserved buildings that harken back to its bustling past.

Inglewood's heritage serves as a reminder of the resilience, innovation, and community spirit of its early settlers. These historical industries have left an indelible mark on the town's identity, influencing its development and contributing to its unique character.

More recently, Inglewood's main street retail has seen a concentration of vintage and collectible stores develop, as well as a quality café, bakery and organic butcher.

The town's supermarket services the population of Inglewood, the neighbouring town of Bridgewater and much of the southern and south-eastern areas of the Loddon Shire

3 SCOPE

3.1 Project Scope

The scope of this project encompasses several key elements. It involves conducting a comprehensive site analysis to gain a deep understanding of the local needs and aspirations. This analysis is complemented by engaging with stakeholders, including the community, to gather their input and ensure that their perspectives are taken into account throughout the project.

Additionally, the project aims to create comprehensive documentation that addresses all project objectives, ensuring clarity and alignment with the desired outcomes.

It involves collaborating with local artists and cultural experts to authentically integrate public art and First Nations elements into the streetscape design, adding a unique cultural dimension to the project.

Sustainability and practicality are essential, and the project seeks to implement design solutions that not only enhance the functionality of the streetscape but also contribute to its long-term viability.

To manage the project efficiently and minimize disruptions to the community, a staged project implementation approach will be employed. This allows for a systematic and manageable construction process, ensuring a smoother project execution while maintaining community convenience.



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3.2 Objectives

Beautification: Transform the streetscape into an inviting, visually pleasing environment that reflects the unique character and history of Inglewood.

Infrastructure Upgrades: Upgrade kerb and channel systems, enhancing drainage and accessibility while maintaining historical architectural elements. Develop pedestrian-friendly footpaths that promote safe movement and accessibility for all residents and visitors

Underground Power: Implement underground power installation to improve the aesthetic appeal and safety of the streetscape.

Greening Initiatives: Integrate landscaping and urban greening strategies, incorporating plantings to improve air quality, biodiversity, and aesthetics.

Traffic Calming: Implement traffic calming measures to reduce vehicular speed and enhance pedestrian safety, encouraging alternative modes of transportation.

Pedestrian Safety: Enhance pedestrian crossings and signage to prioritize pedestrian safety and encourage walking within the town.

Overall Amenity: Create functional gathering spaces, seating areas, and resting points, contributing to the overall comfort and enjoyment of the streetscape. Land holder improvement plan

Place-Making: Develop spaces that foster a sense of identity and community, where residents and visitors can connect and engage in cultural and social activities. Enhance existing heritage walking trail

Public Art: Integrate artistic installations that tell the story of Inglewood's history, culture, and aspirations, creating points of interest and visual engagement.

First Nations Recognition: Incorporate design elements that acknowledge and celebrate the First Nations people and their connection to the land, integrating cultural significance into the streetscape

3.3 Key deliverables

Generally: The upgraded streetscape will be visually pleasing, inviting, and reflective of Inglewood's unique character and history.

Infrastructure Upgrades: Upgraded kerb and channel systems that enhance drainage and accessibility while preserving historical architectural elements. Developed pedestrian-friendly footpaths that promote safe movement and accessibility for all residents and visitors.

Underground Power: Implementation of underground power installation to improve the aesthetic appeal and safety of the streetscape.

Greening Initiatives: Integrated landscaping and urban greening strategies with plantings to improve air quality, biodiversity, and the overall aesthetics of the streetscape.

Traffic Calming: Implemented traffic calming measures to reduce vehicular speed and enhance pedestrian safety, encouraging alternative modes of transportation.

Pedestrian Safety: Enhanced pedestrian crossings and signage to prioritize pedestrian safety and encourage walking within the town.

Overall Amenity: Creation of functional gathering spaces, seating areas, and resting points contributing to the overall comfort and enjoyment of the streetscape.



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Land Holder Improvement Plan: Implemented improvements that benefit local landholders and enhance the streetscape.

Place-Making: Developed spaces that foster a sense of identity and community, where residents and visitors can connect and engage in cultural and social activities.

Enhance Existing Heritage Walking Trail: Improved and enhanced the existing heritage walking trail to further highlight the town's historical and cultural significance.

Public Art: Integrated artistic installations that tell the story of Inglewood's history, culture, and aspirations, creating points of interest and visual engagement.

First Nations Recognition: Incorporation of design elements that acknowledge and celebrate the First Nations people and their connection to the land, integrating cultural significance into the streetscape.

4 ASSUMPTIONS AND CONSTRAINTS

Identify any critical linkages to other activities impacting on this project such as: outcomes from other projects, work undertaken by other organisations.

4.1 Assumptions


Project assumptions are beliefs based on previous experience and the information available. Project assumptions are an expected aspect of the life cycle of the project, and they add an element of risk to the project because they may not be accurate.

- **Budget:** Assume delays in funding will result in cost escalation, regulatory costs.
- **Weather:** Assumption of typical weather conditions for construction scheduling, with contingencies for inclement weather delays.
- **Traffic Flow:** Anticipate temporary disruptions to traffic flow during construction but assume that overall traffic patterns will not be severely impacted during the project.
- **Community Support:** Assume that proactive community engagement efforts will ensure support for the project and mitigate opposition.
- **Contractor Availability:** Assumption that consultants and contractors will be available for the project as required.
- **Design Approval:** Assume that the project's design will be approved by relevant authorities without significant delays.
- **Internal approvals:** Assume that internal approval process will be timely and not hold up project progression.
- **Permits:** Anticipate that the permitting process will proceed smoothly and within expected timelines.
- **Utility Relocations:** Assume that utility relocations, are necessary, and will cause extensive delays or budget overruns.

4.2 Constraints

A project constraint is a limiting factor of a project. Constraints can affect the quality and overall success of a project. The three most common types of constraints are scope, cost and time.

- **Budgetary Constraints:** The project is currently unfunded, the project is constrained by the allocated budget.
- **Construction Timeline:** The project timelines are subject to budget allocations.
- **Existing Infrastructure:** The project must work around existing infrastructure, such as underground utilities and historical structures, which can limit design flexibility.
- **Environmental Impact:** The project must adhere to environmental constraints, which may include, preserving trees, or mitigating soil erosion.
- **Legal and Regulatory:** Compliance with local, state, and federal laws, regulations, LUAA, and permits i.
- **Community Disruption:** Minimizing disruptions to local businesses and residents



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5 PROJECT CLASSIFICATION

5.1 Project Complexity				
Element	Explanation	1-3	3-5	Score
		Minor	Major	
Technical	Technological complexity, degree of development involved, implementation difficulty,	Minimal development. Well known and understood approach, predominantly 'off-the-shelf' solution straight forward planning simple implementation single site	Complex development or significant development in unfamiliar environments Complex requirements and/or multiple stakeholders Complex planning requirements - multiple sites	5
Stakeholder	Impact of solution (Internal & external), workload impacts, involvement required, sensitivity, public visibility/awareness	Stakeholders largely identified and empowered Large majority of stakeholders anticipated to be positive Low impact	Majority of stakeholders not yet identified and/or may be difficult to engage multiple stakeholders conflicting interests High impact	4
Operational	Level of impact that this project has on operational activities/ services	No, or minimal, impact and urgency to operational activities.	Critical, high-impact to operational activities.	4
Financial	Total estimated Project Cost/Budget, and/or intended benefits	< \$100k	>\$100K	5
Dependencies / Timeframe	Degree of inter-dependency with other projects, extent and value of projects that depend on this project	Largely a stand-alone activity < 12 months	Critical, high-impact or high priority linkages or interfaces to other projects or initiatives These may be complex and significant potential impact	5
Organisation	Impact to organisation Reputational damage	Low Minor	High Major	5
			MAJOR	28

Minor – 1-15
Major – 15-30

6 PROJECT TEAM (draft)

6.1 Project control group (PCG)

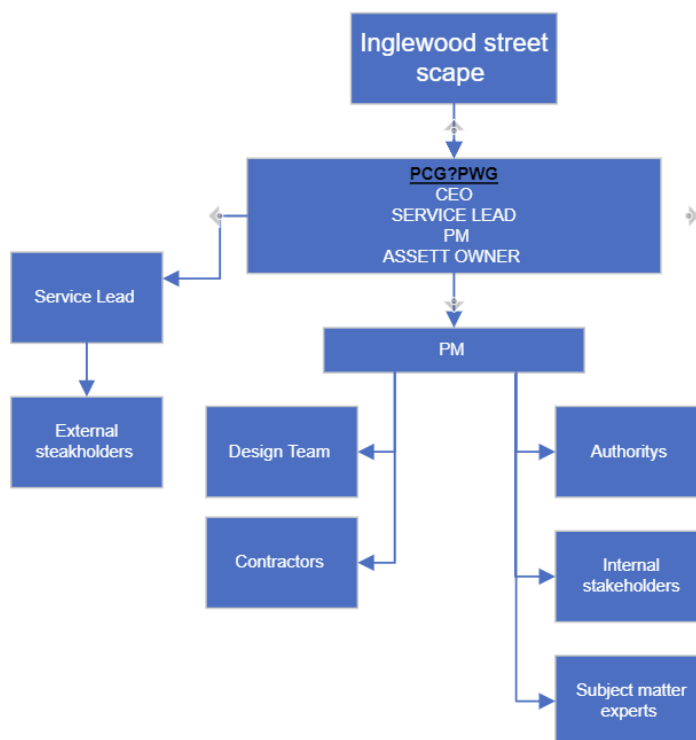
PCG should oversee the guiding principles for the project, providing high-level policy and strategic advice and direction, while also supervising the planning, funding, and delivery of the project. Additionally, they should



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monitor the project's completion in accordance with the agreed timeframe, budget, and quality parameters. PCG members should have a vested interest and take ownership of the project outcomes.



	role	Responsibility
Lincoln Fitzgerald CEO	Project Sponsor	<ul style="list-style-type: none"> Lead all aspects of the Needs and Initiation phases of the project Approve the Project Proposal and business case and ensure the investment and outcomes are achieved as agreed Engage with the Project Manager in project planning and identifying constraints (time, scope, cost, risk etc), and that these are agreed prior to handing project over to commence Design Phase. Ensure project is and remains sufficiently Budget throughout its lifecycle Co-approve the Project Management Plan Ensure the project management deliverables (supporting plans, design documentation, etc) remain aligned PMP Actively communicate with all stakeholders, and when agreed, lead or support engagement with external stakeholders as required Monitor project progress, through PCG and monthly PSR reporting Advocate for the project publicly and internally Approve scope changes that may impact project benefits and operational outcomes Endorse gateway reviews
Steve Philips Director Operations	Project Director	<ul style="list-style-type: none"> Ensure project is and remains sufficiently resourced (for HR/ Project Management) throughout its lifecycle



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		<ul style="list-style-type: none"> Ensure that project management deliverables PMP, cost tracker, schedule, risk register, procurement strategy, stakeholder engagement and communication plans etc are maintained Co-approve the PMP Support the Sponsor in ensuring all Extreme rated risks and for High rated risks are identified so that they can be reported to MEG as required. Ensure changes proposed to agreed project parameters are managed Ensure value for money is achieved in delivering the project Monitor project progress and take action to accelerate Negotiate with the Project Sponsor if issues arise that cannot be resolved at the PWG Ensuring lessons learnt are identified and documented Endorse gateway reviews
<p>David Stretch Economic Development</p>	<p>Service Lead</p>	<ul style="list-style-type: none"> Represent the Project Sponsor when delegated Lead all aspects of the Initiation phases of the project Define the project requirements , Scope deliverables outcomes Lead and manage community (external) stakeholder engagement and management Lead and manage engagement with Funding Bodies and Government Agencies Lead submission and administration of grant applications and agreements Participate in design reviews at key milestones Provide input into the design to ensure required service provisions are achieved Participate in key elements of the project delivery Ensure that the asset meets the design requirements prior to Practical Completion being awarded, so far as the service provision is able to commence at PC. support Gateway Reviews, project workshops and contribute to lessons learnt
<p>David Southcombe Manager Assets and infrastructure</p>	<p>Asset Manager</p>	<ul style="list-style-type: none"> Supporting project initiation, design development (ensuring alignment with technical levels of service), and informing construction requirements and constraints Supporting the SL and PM in identification and management of risks across the project lifecycle, in particular focusing on the operations Co-inspection of the asset prior to awarding of Practical Completion, to ensure defects are identified, documented and rectified in a timely manner, and that the asset is fit for purpose and operation (i.e. signage is erected, buildings have essential service measures in place etc) Condition assessments, safety inspections and maintenance of the asset following Final Completion, Participating in Gateway Reviews, project workshops and contribute to lessons learnt



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Bruce Arthur	PM	<ul style="list-style-type: none"> Provide input in the project planning and options considered during the Initiation phase Manage the project during the Feasibility, Execution and Evaluation Phase Produce, monitor and keep updated the Project Management Plan Development and management of the risk register Establish, track and manage the project budget (including commitments and expenditure) in accordance with the Delegations, and monthly financial reporting Coordinate and attend all project meetings Ensure all aspects of the project are managed in accordance with the approved PMP Deliver the project scope in accordance with the PMP Ensure fluid communication with the Service Lead in relation to matters impacting project scope, function and requirements Keep the SL up to date, informed and involved in design development Participate in Stakeholder engagement with the community and Funding bodies Lead and manage Authority engagement associated with permits and approvals design development and construction management Lead or support Gateway Reviews, project workshops and lessons learnt
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6.2 Project working group (PWG)

PWG is responsible for advancing work and resolving issues as they arise. Members of the PWG will be selected based on their expertise or role, Subject Matter Experts (Legal, Procurement, planning, Communications), and the Asset Manager.

PWG members are expected to actively review documentation, offer advice, and assist the PM in shaping the scope and/or direction of the project.

	role	Responsibility
Bruce Arthur	PM	
David Stretch	Service Lead	
David Southcombe	Asset Manager	

6.3 Subject Matter experts

Subject matter experts required to provide on-going input into the project relating to specific skills/ support to deliver the scope of work, including (but not limited too) statutory, communications, sustainability, Enviro Health, Heritage, Parks, IT, community engagement and inclusive communities.

	role	Responsibility
Paul Scullie	Manager community support	
Planning		
Works		
Building surveyors		



	role	Responsibility
Paul Scullie	Manager community support	
Asset manager		

6.4 External authority’s

An assessment of Authority’s support, opposition and/or requirements should be based on preliminary consultation. Where appropriate, authorities should be consulted to provide information about matters such as feasible options or impacts on business or community.

	role	Responsibility
Vic Roads		
Power Core		
Telstra		
Bus provider / public transport		
Dja Dja Wurrung		

6.5 Community advisory group (CAG)

Identify which stakeholders would be included in the group. Draw on expertise of others when developing the project plan. Engage stakeholders to understand the project from the beginning and minimise the risk of later scope changes as the project proceeds.


An assessment of community support or opposition should be based on preliminary consultation with stakeholders. Where appropriate, stakeholders should be consulted to provide information about matters such as feasible options or impacts on business or community.

Question	Response
How could this stakeholder impact the project?	
How this stakeholder could be impacted by the project	
How will we engage this stakeholder, and what outcomes are sought	

Community Advisory Group (CAG) will facilitate input into the planning and Design stages. CAG representatives should be confirmed by the PCG at the start of the project. Less formal engagement with the community could also be considered.

Typically, the role of a CAG member is to

- Represent the best interests of the community in the area that they represent.
- Act as a conduit for any information gathering.
- Work collaboratively to look for opportunities to harness community enthusiasm and energy, promotional and fundraising opportunities.



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- Advise where it is believed that further community consultation is required.

Name	role	Responsibility
IDTC		
Town hall hub		
Community house		

6.6 Identified conflicts of interest

Council reference:	Staff and Contractors Code of Conduct
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[Potential conflicts must be identified for any team member.]

	role	Details of conflict	Approved

6.7 Project meetings

Project Meetings should occur regularly with minutes taken to document attendees, times, dates, Discussions and decisions/outcomes. Minute templates are available; email form is also acceptable Providing the relevant information is captured. Typical meetings will include:

	Frequency	
PCG meetings	Quarterly	
PWG meetings	Fortnightly	
CAG meetings	as required	
Design meetings	as required	
Meetings with Authorities	as required	
Other Stakeholder/Project meetings	as required	
Construction Site Meetings	fortnightly	


6.8 Project status reporting

Council template:

Project Status Report

Project Status Reporting allows access to an accurate view of project status and health, so that Stakeholders can have confidence in the project's progress, but also the ability to identify the need to take corrective action if Baselines or Budget are at risk of not being met, hence impacting on project Success.

Reporting milestone	Date scheduled	Summary of findings (refer attached status reports for further details)
PCG meeting		
Phase change		



PROJECT PLAN

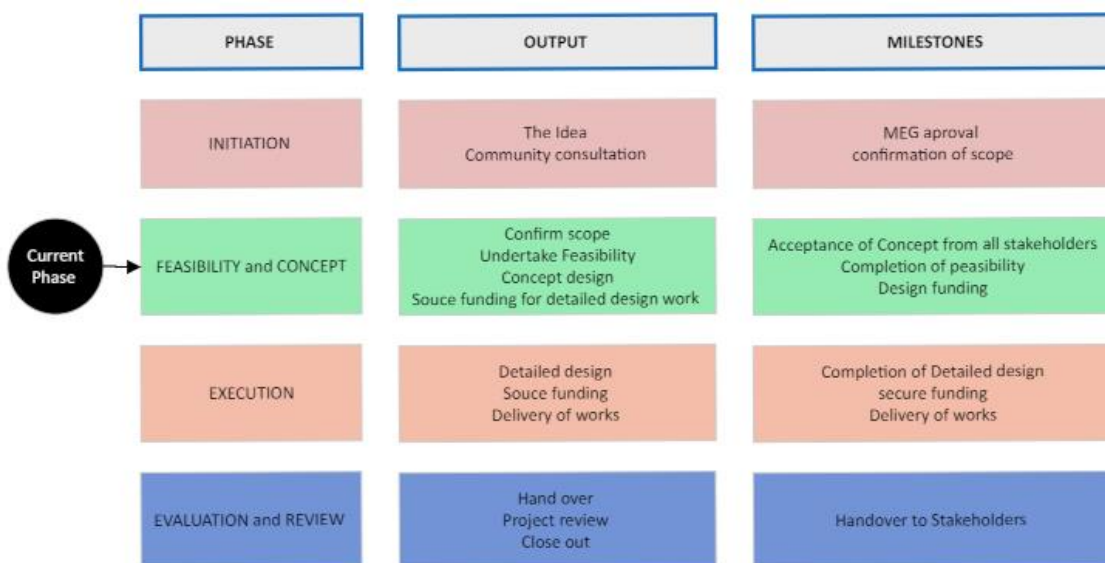
Inglewood Street scape

7 PROJECT PHASE

The project lifecycle is a series of consecutive phases used to deliver a project. These Phases are a step by step sequence to design, development and deliver the project.

7.1 Milestones

The project should have defined milestones and decision points, and for complex projects, mid-project reviews should be built in at significant points to allow consideration of scope, resources, or whether to proceed with the next work phase.



PHASE	Gate way review /milestone	Start date	End date
Initiation			
Feasibility and scope			
Execution			
Evaluation and review			

8 PROGRAM

8.1 Methodology Overview

The project may need to be broken down into smaller more manageable areas which will allow for the project to be staged depending on funding. The following areas are in no particular order and will be prioritised after further consultation and investigation.

Brook St Retail precinct



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- a. Streetscape beautification works to North East and South West sides of Brooke St, between Tarnagulla Rd and Houston St.
- b. Underground power and Street lighting
- c. Drainage improvements
- d. Footpaths
- e. Street furniture
- f. Garden beds, trees and planting
- g. Retail landowner incentives to improve shopfronts and façades
- h. Explore opportunities for improved pedestrian safety and traffic management via:
 - a. Brooke St Camber
 - b. Verdon St one way
 - c. Vehicle speed restrictions and digital signage

Town Entrance

- a. Development and beautification of town entrance corner,
- b. large-scale public art
- c. Town entrance signage
- d. Heritage walking trail and tourism signage
- e. Streetscape beautification works Heales st between Brooke St and Grant st

Town Hall Precinct

- a. Verdon St (South West) streetscape beautification works between Brooke St and Town Hall
- b. Storm Lane paved (between Verdon St and Market Pl)
- c. Heritage walking trail and tourism signage

Verdon St and Grant St Precinct


- a. Verdon St (North East) streetscape beautification works between Brooke St and Cenotaph precinct
- b. Grant St garden beds, trees and plantings

8.2 Detailed Program

Separate document file location: TBA

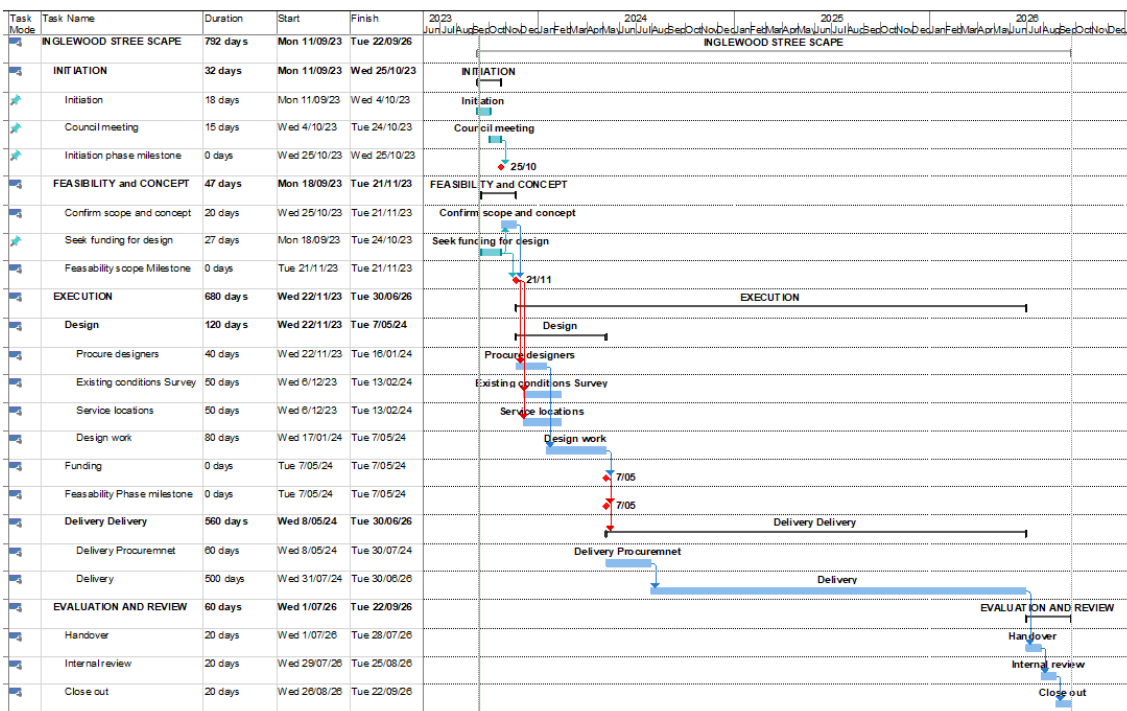
This will be the primary tool for the client manager and project manager to monitor and manage progress.

- Preliminary Program as at 13/09/2023
- Hold point Execution Delivery subject to finance



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8.3 Close out

Project Completion	
Has a project completion inspection been undertaken with the stakeholders?	
Are the stakeholders satisfied that the project has been completed, as per the Detailed Project Description?	
Have final Permits, Certificates of Compliance/Registration been obtained and forwarded on to the relevant departments?	
Has a final risk assessment been undertaken for the project site?	
Have any funding agreements for the project been finalised with the relevant department?	
Have the stakeholders been invoiced for their contribution to the project?	
Is an official opening required, and if so, has it been organised?	
Post Implementation Requirements	
Have the project outcomes been achieved?	
Are there any opportunities to improve the process?	



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Are there any updates to the insurance register required?		
Are there any updates to the asset register required?		
Are there any updates to the GIS system required?		
Has a report been provided to Council on outcomes of the project?		

9 BUDGET

9.1 Total project budget

Separate document file location:

BUDGET Item	ESTIMATE	ACTUALS	FORECAST
EXECUTION - DESIGN PHASE			
DESIGN			
Concept, Design development	\$15,000		
Detailed design	\$75,000		
Electrical design	\$55,000		
FEASIBILITY			
Site survey	\$15,000		
Service locations	\$10,000		
QS	\$10,000		
Planning	\$15,000		
Soil testing	\$15,000		
Contingency	\$30,000		
TOTAL	\$240,000		



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Extract from Concept design

MASTERPLAN
COSTING OVERVIEW

INGLEWOOD total: \$5,960,000.00

Exclusions

- Works beyond site boundary
- Town approach roadside plantings
- Road surface upgrades
- Private property works
- Further detailed design works / fees
- Cost escalations
- Decontamination
- Authority charges
- Full pavement upgrade
- Routine and asset maintenance associated with proposed works

Refer breakdowns below:

1. pedestrian and cycle networks

based upon rates:
 spray and seal (path / shoulder) \$60/lin m. = \$60,000 / km
 gravel path \$40/lin m. = \$40,000 / km
 concrete path \$180/lin m. = \$180,000 / km
 lighting \$4,000 / pole unit = \$100,000 / km
 kerb ramp pedestrian crossing inc. tactics, linemarking \$5,000 (not signalised)
 lighting \$4,000 / pole unit = main street \$120,000
 interp. signage (individual) \$250 circuit \$2,000 (allow. \$20,000)
 +preliminaries, o/heads contingency, misc items

Within project boundary total: \$ 250,000

Outside project boundary total: \$ 400,000

2. tree planting and town entries

based upon rates:
 per tree (semi-mature) \$750 x 132
 ground level planting \$80 / m2
 kerb outstand (both sides) \$10,000
 +irrigation, drainage, earthworks allowance \$40,000
 +preliminaries, o/heads contingency, misc items

total: \$ 200,000

3. Brooke Street footpath upgrades

based upon rates:
 exposed aggregate concrete \$600/m2 x 4500m2
 +preliminaries, o/heads contingency, misc items

total: \$2,700,000

4. furniture (heritage seat initiative) and planters (vines)

based upon rates:
 re-turbished / reclaimed seat \$2,000
 heritage style seat \$2500
 climber / vine planting inc. above ground planters, framing/support lin.m \$250 - main street total \$250,000
 +preliminaries, o/heads contingency, misc items

total: \$ 450,000

5. develop key public space

based upon rates:
 \$300 / m2 (based upon 2 sites -Town Hall Precinct and Co-op corner)
 Inc. planting, furniture, pavement, lighting
 + drainage, earthworks allowance \$50,000
 +preliminaries, o/heads contingency, misc items

total: \$ 800,000

6. drainage upgrades inc. pipe and swale treatments

total: \$ 60,000

7. further provision or optional items

underground power on Brooke Street from Co-op corner to Houston Street
 +preliminaries, o/heads contingency, misc items

Provisional Estimate: \$1,500,000 (subject to further investigation)

9.2 Budgeting/cost plan

Budgeting	Stages	Level	\$
Cost plan required	Concept	Cost plan B	
Cost plan required	Detailed design	Cost plan C	

9.3 Total project funding sources

Project Funding	Yes-no	Comment
Is there a funding strategy		
Is the funding strategy viable?		



PROJECT PLAN

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Has Council been provided with a report outlining the project concept and funding strategy?		
---	--	--

Funding source	Confirmed?	\$
Council		
Revenue grant		
Capital grant		
Community planning		
Local contribution		
Total (must be equal to total project budget)		

10 PLANNING and APPROVALS

Approval		
Does the project comply with the Loddon Planning Scheme?		
Planning approval		
Building Permit		
Demolition Permit		
Heritage Victoria Permit		
Coliban Water / Trade waste		
VIC Roads		
EPA		
LUAA		
Environmental		
Is a septic tank permit required?		
Is registered under the Food Act, require		
Does the kitchen meet the fit-out requirements for a commercial kitchen?		
Are any works being done to an existing facility registered under the Food Act, and if so, has approval for these works been sought from the Manager Environmental Health?	No	



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11 PROCUREMENT

Council reference: *Levels of Authority and Procurement Policy*

Item	Procurement process required		Approval level for contract or purchase order	Evaluation process and assessment criteria for selection
	Quote (if so, how many required)	Tender (refer Contract Management Framework)		
Design Consultants		Tender		3 person panel
Electrical design		Quote		
Survey works		Quote		
Service locations		Quote		
Construction		Tender		

I certify that the above procurement plan meets Council’s *Levels of Authority and Procurement Policy*:

Name: _____ Signature: _____

12 RISK MANAGEMENT

Council reference: *Risk Management Policy*

Separate document file location:

Risk Identification: Identified risks have been categorized into different areas for clarity and understanding.	Risk Rating	Mitigation Strategy	Revised Risk Rating	Due
FINANCE				
Insufficient Budget: Project budget is not enough to cover estimated cost	H	Review cost plan and budget regular advise PCG of and deficiency's	M	
Tender pricing coming in higher than budget could delay project and/or require re-scoping.	H	Refer to external cost plan for indication of expected cost. Market research.	M	
Budget Overruns: Unforeseen costs, inflation, or changes in material prices could lead to exceeding the allocated budget.	M	early planning by contractor constant review at site meetings	M	
External Funding: Sourcing external Delays in program could cause variation to funding agreement and future funding opportunity's.	M	Constant review a site meetings	M	
PROGRAM				
Scope changes		refer to scope section below		
Internal decision making – delays		Constant meetings understanding project limitations and		



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		communication with PWG issues early as identified		
Design issues have potential to effect program	M	Constant reviews	M	
Labour: labour shortages within the construction industry might cause delays.	M	Early planning by contractor regular check ins at site meeting	M	
Material supply: Material shortage or unavailability could result in delays and increased costs to the project.	M	Early planning by contractor regular check ins at site meeting	M	
Weather Conditions: Adverse weather events, such as storms, floods, or extreme temperatures, could lead to work interruptions.	H	Good site management and planning constant review	M	
Unrealistic Deadlines: Setting overly ambitious project timelines might compromise quality and lead to rushed work.	M	Allow for contingency review project plan regularly	M	
SCOPE				
Scope Changes: Frequent changes to project scope could impact project timelines, budgets, and resource allocation.	M	Review documents pre tender confirming from service lead that scope is covered.	M	
Regulatory Compliance: Changes in local regulations or permit requirements could lead to delays or additional costs.	M	Skilled Architects and peer review	M	
Environmental Impact: Failure to manage environmental concerns may lead to legal actions, fines, and reputational damage.	M	Contractor to Regula site inspections	M	
Contaminated soil : Unidentified contaminated soil could increase cost and delays to project	M	engage GEO engineer for soil testing	L	
GENERAL				
Project Management Risks:				
Community engagement agreement/acceptance of concept	H	Regular consultation	M	
Inadequate Project Planning: Incomplete or inaccurate project planning could lead to scope creep, delays, and cost overruns.	H	Regular PWG meetings, Though review of documents. Peer review	M	
Poor Communication: Inefficient communication among project stakeholders could result in misunderstandings, delays in decision-making, and conflicts.	M	Regular PWG meetings	M	
Resource Constraints: Inadequate availability of skilled labour, materials, or equipment might lead to delays and quality issues.	M	Early planning by contractor and management from PM	M	
Technical Risks:				



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Design Flaws: Incomplete or flawed design Documents might result in rework, delays, and increased costs.	M	Review documentation pre tender. Pier review	M	
Construction Quality: Poor workmanship could compromise the project's durability and lead to costly rework.	M	Regular inspections , site meetings	L	
External Risks:				
Reputational: Delays or cost over runs could lead to organisational reputation damage.	M	Though engagement of consultants constant reviews site management and planning constant review	M	

Document and assess foreseeable project risks and identify actions to be taken to prevent or minimise them. Some categories to consider:

<p>Technical Risks</p> <ul style="list-style-type: none"> Technical feasibility Scope adequacy Work quality (reviews) Professional/ public liability Occupational Health & Safety/ other legal obligations External provide competence 	<p>Communications Risks</p> <ul style="list-style-type: none"> Funding bodies Advisory committees Other stakeholders Clarification of expectations/deliverables Relationships Reporting arrangements
<p>Project Management Risks</p> <ul style="list-style-type: none"> Performance of project team Planning for initiation, execution, implementation, closure Timelines Task prioritisation/ deadlines Ownership/ accountability/ clarity 	<p>Resources Risks</p> <ul style="list-style-type: none"> Staff Funding Equipment Reliance on external bodies/individuals

Any mitigating action plans should be incorporated into the work breakdown structure and budget.

Continually update risk register in project plan and ensure that any strategic risks (e.g. local political issues, threats to project funding) are submitted for inclusion in Council's risk register for monitoring at a higher level.]

13 COMMUNICATION STRATEGY

13.1 Purpose of communications

Council reference:

- Communications and Community Engagement Policy***
- Social Media Policy***
- Social Media Post Submission and Approval Procedure***

[List what you want your communications activities to accomplish. Use phrases such as create awareness of, secure endorsement for, support consistent implementation of project across communities.

Identify likely communication costs in terms of communication materials, advertising, sponsorship, media launches, events, salary costs (time), hosting workshops etc.

Note that consultation means involving, seeking and responding to input from stakeholders of the project; it is different to simply communicating with stakeholders, e.g.it may involve providing revised proposals to show where feedback has changed the project, assisting in decision making, or forming focus groups to resolve particular issues within the project.



PROJECT PLAN

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11.4	Has Council been provided with a report outlining the detailed design, detailed budget, and funding strategy?				
------	---	--	--	--	--

[Include these activities in the work breakdown structure and budget.]

Audience	Key messages for this audience	Frequency of communication	Communication method Formal letters, newsletters, website, social media, printed documents, e-mails

13.2 Communications briefing

Separate document file location: [Click here to enter text.](#)

[Develop and maintain a standard briefing to ensure consistent and high quality communication messages are presented by all relevant staff and councillors. This will be the basis for external communication.]

13.3 Media strategy

Consult with the media officer and update as needed throughout the project.



14 FEASIBILITY

CHECKPOINT (do not proceed with project unless YES to all)	
If applicable, have you referred to the Capital Works Checklist (in K:\Project management framework development\Templates) to ensure any statutory obligations have been addressed?	
Has initial consultation with ALL relevant external authorities and agencies been undertaken?	
Have all relevant stakeholders endorsed the project as described in points 1-5 of Project Plan?	
Are internal stakeholders satisfied that all regulatory requirements been met?	

Description	Yes no	Comments	Date	This is a list of the best resources to help you find the information you require to answer all questions.
Ownership / Control				
Has ownership been established	Yes			
If Council does not own the land, consent from the owner is required.	n/a			
If Other, who owns the property?				
Strategic Context				
How does the project fit into the Council Plan? List up to 5 areas:	Yes			
In what way does this Action contribute to Council's objective:				
Initial Consultation				
Have stakeholders been identified	Yes			



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Have all stakeholders approved the Detailed Project Description	Yes	Concept was developed by stakeholders		
Has in-principle agreement been provided from ALL internal regulatory departments?				
Planning				
Building				Municipal Building Surveyor
Health				
Who are the relevant external authorities & agencies?				
Vic roads				
Power Core				
Telstra				
Has initial consultation with ALL relevant external authorities and agencies been undertaken?		Not at this stage , require design documents for engagement	30/10	
Vic roads				
Power Core				
Telstra				
Masterplan				
Is there a Masterplan?	Yes	Concept has been developed by community	30/10	
Does the project fit into the Masterplan?	Yes			
Is a Flora and Fauna Study required?				
Is a geotechnical investigation (soil test) required?	Yes			
Is a Cultural Heritage Management Plan required?				http://www.aav.nrms.net.au/aavQuestion1.aspx
Is a soil contamination assessment required?				
Is a Land Capability Assessment required?				Manager Environmental Health
Is an environmental impact study required?				
Is a site constraints review required?				



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Is a biodiversity assessment (flora and fauna study) required?				
Contract Management				
Is a contract specification required?				
<i>If Yes, refer to Council's Contract Management System for tendering and contract process.</i>				
<i>If No, refer to Council's Procurement Workflows for quoting and purchasing process.</i>				
Initial desktop audit - Pozi	Yes / No	Comments	Date	
Power	Yes			
Water	Yes			
Sewer	Yes			
Stormwater	Yes			
Flood zone	Yes			
Heritage Overlay or listed				
Title Boundaries	Yes			
Contours / Fall	Yes			
Planning overlays	Yes			
LUAA				
Detailed assessment				
Occupancy Certificate	N/A			
Dilapidation photos of existing conditions				
Locate external power entry to site and building				
Locate internal power switchboards and in any walls to be disturbed in proposed works				
Locate water meter				
Locate sewer				
Locate Stormwater/condition of downpipes, gutters and any water tanks				



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Identify how to maintain accessibility during works for users/community, where site fencing may be located.				
Are there any trees or vegetation that needs to be removed for the works				
Is there any irrigation system present	n/a			
Asbestos reports / soil contamination				
Arborist If vegetation or trees removed?				
Reserve or Park? Impact or rectification after works.				
Decanting requirements / costs?				
Environmental Sustainability checklist?				
Is the ESD Matrix required to be address?				



PROJECT PLAN

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15 LESSENS LEARNT

Project Phase	Observation	Improvement/ Lesson	Related Areas



16 COMMENTS REGISTER

Date	Topic	Who	Response	Who	Date closed	Status

11 INFORMATION REPORTS**11.1 PUBLIC HEALTH QUARTERLY ACTIVITY REPORT**

File Number: 12/02/001
Author: Teresa Arnup, Senior Public Health Officer
Authoriser: David Price, Manager Community Services
Attachments: Nil

RECOMMENDATION

That Council receive and note the Public Health Quarterly Activity Report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2023-2024 financial year, summarising public health activities within the Community Services Department. It provides Council with a high level summary for the purpose of monitoring performance within this area.

BACKGROUND

Loddon Shire Council is responsible for the administration and enforcement of a number of Acts including the:

- Food Act 1984
- Public Health and Wellbeing Act 2008
- Residential Tenancies Act 1997
- Environment Protection Act 1970
- Tobacco Act 1987.

Council's Senior Public Health Officer has regular contact with business operators, community groups, homeowners and developers whilst administering the above Acts. Activities undertaken by the staff include inspection of registered premises, the taking of food and water samples, the issuing of septic tank permits and complaint investigations.

ISSUES/DISCUSSIONRegistered Premises

Council undertakes annual inspections of premises that are registered under the Food Act, Public Health and Wellbeing Act and Residential Tenancies Act. Inspections are also undertaken of public swimming pools and of properties that are required to meet the requirements of the Tobacco Act. Table 1 provides a summary of the inspections undertaken during the reporting period.

Table 1: Registered premises inspections

1 July 2023 to 30 September 2023		
Governing Legislation	Inspection Outcome	Number of inspections
Food Premises	Compliant*	27
	Major Non Compliance	2
Health Premises	Compliant*	3
	Major Non Compliance	0
Total number of inspections for reporting period		32

*Compliant includes sites that were fully compliant and some sites that required minor actions to become compliant

Council officers are working with the non-compliant premises to address identified issues.

Septic Systems

Table 2 summarises septic system permit applications processed during the reporting period.

Table 2: Septic system permits

1 July 2023 to 30 September 2023	
Permit Type	Number
Installation or alteration	9
Certificate to use	10
Total number of permits for reporting period	19

The average processing time for permits to install or alter is twelve days.

Table 3 summarises the activities associated with management of septic tank applications and installed systems.

Table 3: Septic system activity

1 July 2023 to 30 September 2023	
Activity / Inspection Type	Number
Initial application inspection	7
During installation inspection	3
Final inspection at completion	10
Additional inspection upon request	0
Inspection following a complaint received	0
Total number of inspections for reporting period	20

Sampling Program

The number of food samples required to be taken by Council is set annually in the government gazette. The program focuses on the microbiological quality of the food items that are being sampled to ensure that safe food handling practices are being implemented within food premises. The general focus is on sampling locally made and sold food products. This approach to the program also assists local businesses in verifying the content on the food label of their products. Food labelling is quite complex and small home businesses benefit by having their labels checked by the Food Analyst.

This year's sampling program focused on the presence of allergens in coffee. There are many different types of coffee and milk varieties – for example lactose free, soy milk and almond milk.

Traditional cow's milk, soy milk and almond milk are all allergens and need to be carefully managed by the food premises. Staff need to properly manage the potential risks of contamination every time a coffee is prepared and sold.

Thirteen almond lattes from food businesses within Loddon Shire were purchased. 38% of these coffees were found to contain traces of cow's milk. All premises that sold these coffees were then visited by Council's health staff with discussions focussing on possible areas of cross contamination during the coffee preparation process.

Follow up sampling will be taken during the 2024 sampling program.

Table 4 summarises the sampling program activities undertaken during the reporting period.

Table 4: Sampling program summary

1 July 2023 to 30 September 2023				
Sample Type	Number	Testing	Outcome	
Food	23	Microbiological	Satisfactory*	8
			Unsatisfactory	2
		Allergen	Not Detected	8
			Detected	5
Total number of Samples	23			

*satisfactory microbiological results include samples that were deemed marginal

Each unsatisfactory sample result is followed up with the applicable business that produced and/or sold the product (including swimming pools as applicable, where the sampling program included water quality) to ensure remedial actions are taken.

Public Health Complaints

Council is responsible for investigating nuisance complaints under the Public Health and Wellbeing Act. Complaints of nuisance can be complex and time consuming. Table 5 summarises the complaints during the reporting period.

Table 5: Public health complaints

1 July 2023 to 30 September 2023				
Nature of complaint	Number carried over from previous reporting period	Number received	Number resolved	Number currently pursuing resolution
Food Premises	0	0	0	0
Wastewater	3	0	0	3
Other	0	0	0	0
Total	3	0	0	3

COST/BENEFITS

The expenditure for the first quarter of the 2023-2024 financial year for the public health unit activities contained within this report is \$59,641, and is within the expected budget expenditure for this period.

Administration of the Acts that Council has responsibility for includes significant fieldwork, with staff regularly in the field engaging with business operators, developers, residents and ratepayers. This investment increases significantly when compliance issues are identified within registered premises and when complaints are received.

The benefits that stem from this investment include:

- improved public health and safety within registered premises
- improved local amenity
- full implementation by Council of our responsibilities under the various Acts and regulations.

RISK ANALYSIS

Failure of Council to adequately administer and enforce the provisions of the applicable legislation would pose the following possible risks:

- the spread of infectious diseases through the community including food poisoning
- a barrier to the new developments and economic growth within Council
- Council's reputation as a regulatory authority
- contamination of the local environment
- failure to meet obligations set within the relevant legislation.

CONSULTATION AND ENGAGEMENT

The Public Health Officer regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts which can range from annual assessments/inspections to the provision of advice for the processing of septic tank permits. Any business operator, developer, residents or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process.

11.2 LOCAL LAWS AND PLANNING COMPLIANCE QUARTERLY ACTIVITY REPORT

File Number: FOL/19/115192
Author: David Price, Manager Community Services
Authoriser: Wendy Gladman, Director Community Wellbeing
Attachments: Nil

RECOMMENDATION

That Council receive and note the Local Laws and Planning Compliance Quarterly Activity Report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2023-2024 financial year, summarising the animal control, local laws, planning compliance and enforcement actions taken within the Community Services Department. It provides Council with a high level summary for the purpose of monitoring performance within this area.

BACKGROUND

Council is responsible for a range of advisory, compliance and enforcement services to the community and maintains powers under various legislation and Council's local law to enable effective animal management, planning enforcement and local law compliance for community and township amenity.

A number of organisational policies and procedures have been developed, outlining the methodology and circumstances under which Council officers will undertake compliance action. Key areas of focus in respect to compliance action include:

- management of local law provisions, particularly with respect to unsightly properties
- effective animal management
- control of roadside activities, occupation and utilisation
- investigate planning scheme breaches and enforce planning permit conditions
- intervention in public nuisance issues.

ISSUES/DISCUSSIONAdministrative

Table 1 provides a summary of administrative functions undertaken.

Table 1: Administrative

Quarter 1 (1 July 2023 – 30 September 2023)			
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Local law permits issued
No. actions	4	3	17

(*) Council provides a 24 hour emergency call out service in respect to animal management or local law compliance and enforcement.

Unightly properties

A summary of activity statistics and locations that are the subject of compliance with local laws relating to unsightly properties is provided in Table 2. Identified unsightly properties are assessed and prioritised for compliance action.

Staffing vacancies within the unsightly properties area has limited the ability for significant progress to be made. Additional resourcing is allocated in the 2023/24 budget. The recruitment process has commenced, with positions being advertised and applications closed on 30 October 2023.

Table 2: Summary of unsightly properties activities

Quarter 1 (1 July 2023 – 30 September 2023)																
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borung	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural/Other	Total
No. identified from previous report period	2	0	5	2	6	2	19	3	4	4	4	1	1	0	3*	56
No. resolved during quarter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
New action commenced	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No. currently pursuing	2	0	5	2	6	2	19	3	4	4	4	1	1	0	1	54
Progress Activities																
Site meeting / discussion held	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	2
Letter to comply issued	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Occupier has commenced clean-up work	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	2
Notice to comply issued	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contractor engaged for clean-up work	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

(*) The rural/other location are properties in the Arnold area that were actioned in response to complaints received.

Animal management

Table 3 provides a high level summary of animal management activities.

Table 3: Summary of animal management activities

Quarter 1 (1 July 2023 – 30 September 2023)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
No. of actions	10	5	1	20	16	38

Table 4 summarises animal management activities that resulted in impoundments, encompassing both domestic animals and livestock.

Table 4: Impoundment activities

Quarter 1 (1 July 2023 – 30 September 2023)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	0	0	0	0
Dogs	14	12	1	1 [^]
Cats	11	0	11	0
Feral Animals	-	-	-	37
Total	25	12	12	38

([^]) one dog surrendered was assessed as aggressive and not suitable to be rehoused

Planning Compliance and Enforcement

Table 5 provides a summary of planning compliance and enforcement activities undertaken.

Table 5: Planning compliance and enforcement activities

Quarter 1 (1 July 2023 – 30 September 2023)						
Type	No. identified from previous report period	New action	PIN's	Warning Letter	No. resolved during quarter	No. currently pursuing
Land use in contravention of planning scheme without a permit	8	2	0	0	3	7
Native vegetation removal without a permit	4	1	0	0	3	2
Breach of planning permit	0	0	0	0	0	0
Dog breeding / animal keeping	2	0	0	0	0	2
Land used as a store without planning permit	4	0	0	0	1	3
Occupation of a site without a planning permit	2	0	0	0	0	2
Total	20	3	0	0	7	16

Throughout all of the above compliance activities tabled, the Community Services Department aims to work proactively with property and animal owners to achieve a positive outcome within the legislative framework set by the State Government and Council's Local Law.

COST/BENEFITS

The expenditure for the first quarter of 2023-2024 financial year for the local laws and compliance activities contained within this report is \$63,184, and is within the expected budget expenditure for this period. As the identified properties are escalated through the compliance process, costs associated with legal proceedings may also be incurred by Council.

The resulting cost to Council can be significant in terms of officer(s) time; particularly undertaking various site inspections across Loddon Shire. Direct monetary costs can be significant should a matter progress to the Victorian Civil and Administrative Tribunal (VCAT) or the Magistrates Court. Therefore, it is of benefit to Council and the community that the Community Services Department work through these matters in a timely and respectful manner to reach an appropriate outcome wherever possible.

Benefits derived from investing in local law and planning compliance activities include:

- improving and maintaining township amenity
- ensuring that appropriate development occurs
- maintaining and improving public safety
- encouraging good domestic animal and livestock management
- reduced risks.

RISK ANALYSIS

Failure of Council to adequately manage the provisions associated with the Loddon Planning Scheme, *Planning and Environment Act 1987* or other applicable legislation including the *Domestic Animals Act 1994*, *Impounding of Livestock Act 1994* or Council's Community Local Law is considered to pose the following risks:

- barrier to development and associated economic growth within Loddon Shire
- inappropriate development
- Council's reputation as a regulatory authority
- public safety that endangers life and property
- adverse amenity of our townships
- increased hazards.

CONSULTATION AND ENGAGEMENT

Land and animal owners subject to compliance and enforcement actions under the abovementioned legislation and local laws are consulted with at each stage of the process.

11.3 QUARTERLY REPORT - STATUTORY PLANNING**File Number:****Author:** Louise Johnston, Statutory Planning Coordinator**Authoriser:** Glenn Harvey, Manager Development and Compliance**Attachments:**

1. Applications processed in the Quarter
2. Applications completed in the Quarter

RECOMMENDATION

That Council receive and note the Quarterly Statutory Planning Permit Activity Report for July to September 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

This is the first report for the 2023- 2024 financial year summarising planning application activities undertaken within the Development and Compliance Department.

BACKGROUND

This report covers the planning permit activity for the previous quarter and provides Council with a high level summary for the purpose of monitoring performance within this area.

Council maintains powers under the *Planning & Environment Act 1987*, which are delegated to Planning Officers. Applications made under these powers may include but are not limited to the following:

- consideration of a planning application for a new use/development
- consideration of an amendment to an existing planning permit
- secondary consent applications (minor changes)
- extensions of time to existing planning permits.

ISSUES/DISCUSSIONPlanning permit activities

A detailed summary of the status of planning permits can be found in Attachments 1 and 2.

Timeframes

The *Planning & Environment Act 1987* requires a 60 day timeframe for the processing of planning applications by councils. The Act details how the 60 days is to be measured following the acceptance of a planning permit application.

Table 1 provides a summary of the average timeframe in which the Development and Compliance Department assessed and issued Planning Permits during the first quarter of the 2023-2024 financial year and compares these against the small to medium regional council's average.

Table 1: Average timeframes for decisions

Month	Quarter 1 of the 2023/2024 financial year			
	Average gross days to determine	Median processing days to determine	Completed within 60 days	Rural average completed within 60 days
July	104	43	80%	66%
August	39	29	86%	62%
September	38	34	100%	66%
Total Quarterly average	60	34	89%	65%

During the first quarter of the 2023-2024 financial year 89% of all Planning Permit applications were assessed and issued within the timeframes as set in the *Planning & Environment Act 1987*. This is 24% above the rural average. In addition, the median processing days for Council to make a determination on applications is 30 days, well below the rural average of 74 days, a great result for Council and its planning team.

COST/BENEFITS

The expenditure for the first quarter of 2023-2024 financial year of the statutory planning activities contained within this report is \$49,380

Benefits derived from investing in the planning process managed by the Development and Compliance Department include:

- well managed and appropriate development
- well informed community members who understand the value of planning within local government
- applications processed in a timely manner
- correct implementation of regulations and standards

RISK ANALYSIS

Failure of Council to adequately implement the planning scheme poses the following risks:

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

Insufficient investment in resources in the Development and Compliance Department may result in extended timeframes for the processing of applications.

CONSULTATION AND ENGAGEMENT

The Planning Staff consult with a number of stakeholders on a regular basis including:

- applicants
- surrounding land owners
- regulatory authorities
- other Loddon Shire Council departments
- other municipalities

Applications being processed in the quarter

to September, 2023

Number of Applications

21

Number	Lodged	Site Address	Site Address Suburb	Status	Development Description	Applicant Name	Applicant Organisation
07	10/12/2018	16 Park Street	Bridgewater on Loddon	Further Information	two lot subdivision and earthworks	Dave Edwards	
39	29/08/2023	89-109 Main Street	Bridgewater on Loddon	Referred	To create an additional lot for the existing promotion sign (6 lots to 7 lots)	Joshua Cummins	Cummins Surve Group P/L
08		6 Main Street	Bridgewater on Loddon	New Application	Extension and alterations to shop front	Patrick O'Toole	Bridgewater Bakehouse
34	24/10/2022	10-16 Camp Street	Bridgewater	Further Information	Subdivision of the land into four lots	Peter Mitchell	c/o Total Proper Developments
42		52 Brooke Street	Inglewood	New Application	Liquor Licence	Smyth David	
78	27/03/2023	Calder Highway	Wedderburn	Further Information	Use and development of a dwelling and shed (within 100 metres of a waterway) and new road opening within Transport Road Zone 2	Jessica Penny	
93	10/05/2023	Road Reserve, Newbridge Road	NEWBRIDGE	Advertising Complete	Native vegetation removal (for road safety upgrades)	LODDON SHIRE COUNCIL	
01	6/07/2023	1477 Yorkshire Road	Newbridge	Advertising Complete	Use and development of the land for a composting and bagging facility (industry)	Sage Hanh	Van Shalk's Bio Gro
09		17 Days Road	Mysia	New Application	Use and development of a dwelling	Jack Russell	
10	14/08/2023	Lot 1 Calder Highway	Wedderburn	Further Information	use of the land for industry (processing ore from other sites) and associated buildings and works	Vanning Resources Pty Ltd	
13	26/07/2023	Lot 31 Clay Gully Lane	McIntyre	Advertising	use and development of a dwelling	Sonia Galloway	
14	25/07/2023	Lot 14 Giffard Street	Newbridge	Further Information	Development of a dwelling in the Land Subject to Inundation Overlay	Melinda Simmons	
15	2/08/2023	Burke Street	Newbridge	Referred	Development of a dwelling in an Land Subject to Inundation Overlay	Gary McKnight	Gazmack Pty Ltd
23	9/10/2023	Jordan Road	WEHLA	Further Information	development of a shaft and native vegetation removal associated within prospecting licence PL006367	Victoria Mining Exploration Pty Ltd	
24	8/09/2023	Lot 2 Bridgewater-Maldon Road	Bridgewater	Meeting	Earthworks (irrigation) in the Land Subject to Inundation Overlay and Farming Zone	NJC Irrigation Solutions	
27	5/10/2023	465 Osborne Road	Barraport	Further Information	Two lot subdivision	Andrew Merrett	Price Merrett Consulting Pty L
28	5/10/2023	Lot 4 Wimmera Highway	Moliagul	Referral	Gold mining in accordance with a Work Plan and removal of native vegetation	Shayne Dixon	
29	19/10/2023	83 Brooke Street	Inglewood	Advertising	Use of the land for a food and drink premise (coffee shop), waiver of the car parking requirements	Thornbury Robyn	
30	19/10/2023	3 Hospital Street	Inglewood	Advertising	Removal of native vegetation	Inglewood & Districts Health Service	
31	6/10/2023	98 Brooke Street	Inglewood	Further Information	Development of a replacement fence in the Heritage Overlay	Ray Edgley	
32		6 Verdon Street	Inglewood	New Application	Partial demolition and construction of an extension.	Penno Drafting and Design	

Planning Application completed in the Quarter

1 July, 2023 – 30th September, 2023

Decisions

21

App Number	Lodged	Site Address	Locality	Status	Development Description	Applicant Name	Applicant Organisation
5767	10/03/2022	358 Hills Road	Barraport West	Lapsed	Removal of native vegetation (19 Trees) to allow the development of a lateral irrigator	Angus Parry	Airedale
5880	14/08/2023	Four Posts Hotel, 6696 Loddon Valley Highway	Jarklin	Application Complete	(retrospective) Development of a storage shed, fence and new toilet block associated with the existing hotel	David Williams	BWA National Building Consultants
5888	9/05/2023	Bridgewater On Loddon Bowling Club, 8-10 Main Street	Bridgewater on Loddon	Application Complete	Buildings and works (light poles and floodlights) associated with leisure and recreation in the Township Zone, and buildings and works under a Heritage Overlay and Land Subject to Inundation Overlay	Bridgewater Bowling Club Inc	
5892	31/05/2023	4194 Bridgewater-Maldon Road	Bridgewater	Application Complete	Use and development of the land for a dwelling in the Farming Zone and creation of new access to a Transport Zone 2 (Bridgewater Maldon Road)	Perry Town Planning	
5895	14/05/2023	Lot 17 Boort-Wedderburn Road	Wedderburn	Application Complete	Development of a dwelling under the Bushfire Management Overlay	Philip Trajkov	
5898	20/06/2023	Lot 1 Mologa North School Road	Pyramid Hill	Application Complete	Subdivide into two lots and consolidation of one part with adjoining crown allotments, and creation of an easement for water supply	Wes Pye	Northern Land Solutions
5900	21/06/2023	222 Bridgewater-Serpentine Road	Bridgewater North	Application Complete	Use and development of the land for a replacement dwelling in the Farming Zone	Saurabh Papadkar	Swanbuild
5902	30/06/2023	5 Park Street	Bridgewater on Loddon	Application Complete	Realign the common boundary between two lots	Josh Cummins Land Surveyor	
5903	29/06/2023	80 Southey Street	Inglewood	Application Complete	Subdivision of the land into five (5) lots	Universal Planning	
5904	29/06/2023	6 Gladman Street	Serpentine	Application Complete	Buildings and works (shed) less than 100 metres from Transport Zone 2	Paul Martin	
5905	6/07/2023	Lot 1 Pickles Road	Durham Ox	Application Complete	Two lot subdivision and creation of a GMW reserve	Goulburn Murray Rural Water	
5906	10/07/2023	2531 Bridgewater-Dunolly Road	Arnold	Application Complete	Re-subdivision of two lots and creation of an easement for rural water supply in the Farming Zone	Total Property Developments	
5907	4/09/2023	20 Malone Street	Boort	Application Complete	Extension to an existing storage shed in the Township Zone	Brett Overall	BOW TIE INVESTMENTS
5908	18/07/2023	Lot 3 Boort-Mitiamo Road	Calivil	Application Complete	Re-subdivision of two lots into two new lots	Price Merrett Consulting Pty Ltd	
5911	20/07/2023	Lot 75 Richmond Plains-Wedderburn Road	Wedderburn	Application Complete	Use and development of the land for a dwelling in the Rural Living Zone and carry out works (access) associated with accommodation in the Bushfire Management Overlay	Rod Hinton	Bendigo Planning Services
5912	21/07/2023	Lot 1 Market Street	Newbridge	Notice Of Decision	Use and development of a dwelling & Shed	Mark Peters	
5916	14/08/2023	Lake View Street	Boort	Application Complete	Shade Structure over the generator	Coliban Water	
5918	16/08/2023	Boort Caravan Park, 186-196 Godfrey Street	Boort	Application Complete	Development of temporary food vans for use during busy periods at Boort Caravan Park	Wendy James	James Investment Group Pty Ltd, Trading as Boort Lakes Holiday Park
5919	30/08/2023	110 Bobs Lane	Dunolly	Application Complete	Buildings and works (shed) under an Environmental Significance Overlay	Grant Andrews	
5920	22/08/2023	106 Thompson Street	Inglewood	Application Complete	Development of a shed less than 100 metres from a Transport Zone 2	Colin McEwan	
5921	23/08/2023	1 Days Road	Mysia	Application Complete	Buildings and works associated with section 2 use (store) and less than 20 metres from a road in the Farming Zone	David Skinner	

11.4 ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT

File Number: 14/01/022
Author: Daniel Lloyd, Manager Works
Authoriser: Steven Phillips, Director Operations
Attachments: Nil

RECOMMENDATION

That Council receive and note the road management plan defect rectification compliance report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2023 - 2024 financial year, summarising road network defect rectification compliance against requirements specified within the Loddon Shire Road Management Plan (RMP).

BACKGROUND

This report is produced quarterly and provides statistical data with respect to the Organisation's performance in managing the road network. Performance is measured through a comparison of actual defect rectification timeframes against requirements specified in the RMP.

ISSUES/DISCUSSION

Table 1 below provides a summary of the compliance against the schedule of road and street inspection regimes as set in the RMP.

Table 1: Inspection summary report

Quarter 1 (01/07/2023 – 30/09/2023)						
Work Group	Number of scheduled inspections	Number completed by due date	Number completed after due date	Number not completed	Compliance	Number of Defects Raised
Loddon Plains	127	127	0	0	100.0%	510
Loddon Goldfields	141	140	1	0	99.3%	360
Total	268	267	1	0	99.6%	870

During the first quarter of 2023 - 2024 financial year, 99.6% of the programmed inspections were completed according to the schedule. This is 0.4% below the target of 100% set in the RMP.

Table 2 below provides a summary of compliance of actual response times for rectification works of defects as detailed in the defect intervention levels and response timetables of the RMP. The defects have been identified through programmed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as ad hoc work actions.

Table 2: Defect rectification summary report

Quarter 1 (01/07/2023 – 30/09/2023)								
Work Group	Number of Defects				Compliant with RMP			
	Ad hoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	0	17	355	372	340	29	3	91.4%
Loddon Plains	1	17	449	467	466	1	0	99.8%
Shire Wide	0	10	390	400	398	2	0	99.5%
Townscape Services	41	0	25	66	66	0	0	100.0%
Total	42	44	1219	1305	1270	32	3	97.3%

During the first quarter of 2023 - 2024 financial year, 97.3% of all date imposed defects were completed before their due date. This is 2.7% below the target of 100% set in the RMP. There are 3 outstanding work actions to be completed. A plan is in place to complete the outstanding work actions in the next four weeks.

Table 3 provides a summary of performance against the unsealed road maintenance grading program, defects as identified through programed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as ad hoc work actions. The maintenance grading program identifies each road segment by its road hierarchy and grading frequency as detailed in the RMP.

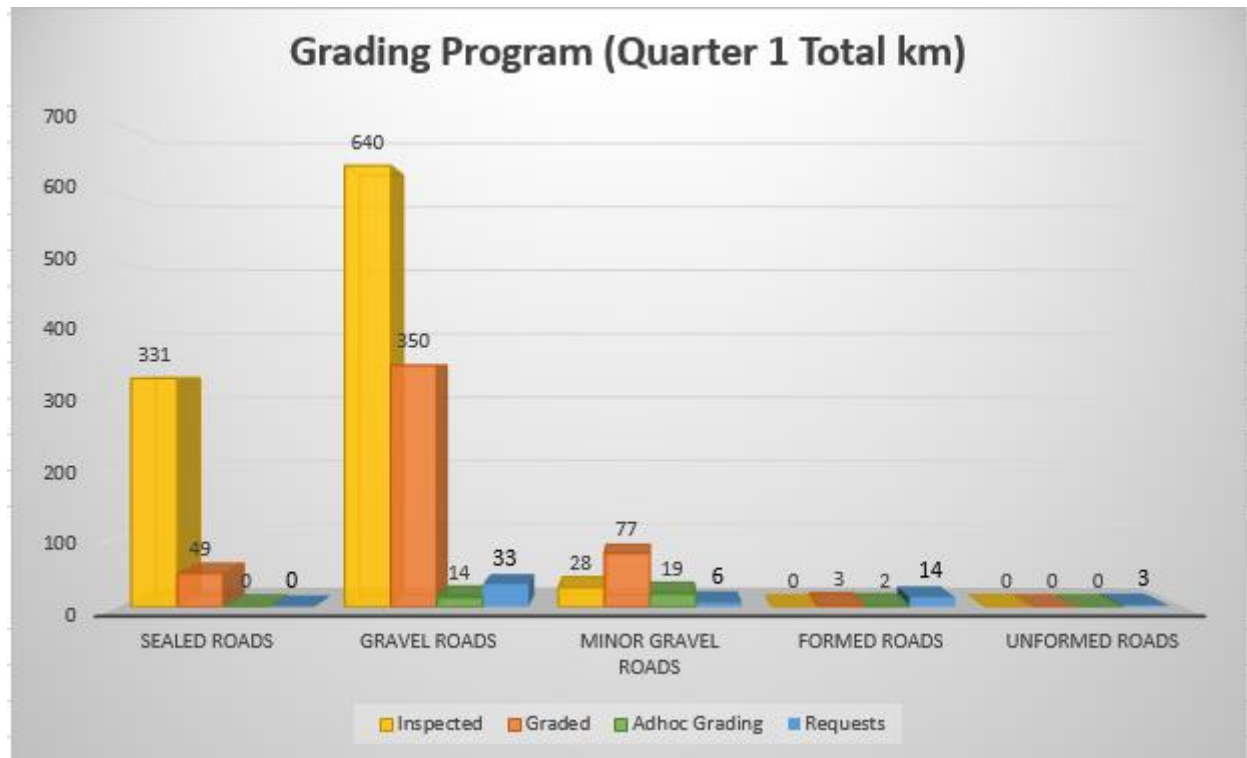
Table 3: Maintenance grading program

Quarter 1 (01/07/2023 – 30/09/2023)											
Work Group	Number of Grading Work Actions					Compliant within scheduled timeframes				KM Graded	KM Inspected
	Roads Graded	Defects	Requests	Ad hoc	Total	Yes	No	Not completed	%		
Loddon Goldfields	116	6	13	0	135	129	6	0	95.6%	246	299
Loddon Plains	91	3	16	0	110	109	1	0	99.1%	327	713
Shire Wide	0	0	2	0	2	2	0	0	100.0%	0.1	0
Total	207	9	31	0	247	240	7	0	97.2%	573	1012

The data in Table 3 indicates that 247 grading work actions were completed for the first quarter of 2023 - 2024 financial year. There is no set level of compliance for the maintenance grading program in the RMP.

A graph has been provided in Chart 1 indicating a breakdown of the grading work actions, by road hierarchy and kilometres. The sealed roads section relates to shoulder grading work actions on the Sealed Road network. The gravel road section includes all grading work actions on Gravel Collector and Gravel Access roads. The Gravel Minor and the Formed Road sections relate directly to Council's road hierarchy and show all grading work action on roads within that hierarchy.

Chart 1: Maintenance Grading Program



COST/BENEFITS

The year to date actual expenditure to the end of first quarter of 2023 - 2024 financial year of the Local Road Maintenance Program is \$2,262,357.

The benefits to the community in complying with the RMP are that it ensures a safe road network.

RISK ANALYSIS

Repairing 100% of all date imposed defects before their due date limits Council's liability for any claims for damage made against Council.

CONSULTATION AND ENGAGEMENT

No internal or external consultation is required in the formation of this report.

11.5	UPDATE ON THE PROGRESS OF THE ANNUAL INFRASTRUCTURE PROGRAM 2023-2024 AND FLOOD RESTORATION PROGRAM
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File Number: FOL/19/432644

Author: David Southcombe, Manager Assets and Infrastructure

Authoriser: Steven Phillips, Director Operations

Attachments:

1. Annual Infrastructure Program 2023 - 2024
2. Flood Program 2022 - 2025

RECOMMENDATION

That Council note the update on progress of the Annual Infrastructure Program 2023-2024 and Flood Restoration Program as of September 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

The Annual Infrastructure Program was presented at the June 2023 Council Meeting.

BACKGROUND

This report is produced quarterly and is provided to Council for the purpose of reporting progress of the Annual Infrastructure Program and the Flood Restoration Program. The information in this report covers progress up until the end of September 2023.

ISSUES/DISCUSSIONAnnual Infrastructure Program

There are currently 101 individual projects, including carryovers from previous financial years that form part of the Annual Infrastructure Program 2023-2024. Six projects have been completed and 21 projects are in progress. Table 1 provides a progress summary for the first quarter of the 2023–2024 financial year of the Annual Infrastructure Program.

Table 1: Annual Infrastructure Program progress

Program Category	Total number of projects listed in Annual Infrastructure Program 2017 - 2018	Total number of projects carried over from previous year(s)	Total number of projects	Total number of projects completed to date	Total number of projects in progress	% Complete
Local Roads Gravel Resheet	6	3	9	0	2	0%
Local Roads Gravel Shoulder Resheet	3	0	3	0	2	0%
Local Road Construction - Asset Preservation	0	2	2	0	1	0%

Program Category	Total number of projects listed in Annual Infrastructure Program 2017 - 2018	Total number of projects carried over from previous year(s)	Total number of projects	Total number of projects completed to date	Total number of projects in progress	% Complete
Local Road Construction – Amenity	1	0	1	0	0	0%
Local Road Construction - Safety	0	1	1	0	1	0%
Township Street Improvement	3	6	9	2	3	22%
Local Bridges and Culverts	4	4	8	0	5	0%
Reseals	36	0	36	0	0	0%
Parks and Gardens	4	3	7	1	3	14%
Buildings	9	9	18	3	8	16%
Major Projects	0	7	7	0	7	0%
TOTAL	66	35	101	6	21	6%

Progress has been slow during the first quarter as Council crews have been waiting for the delivery of four new cartage trucks that are critical to support our resheeting and reconstruction programs. These new truck were delivered in November and works have now begun in earnest. Other items are delayed while work goes into developing detailed designs, contract specifications and procurement process. There is 20% of the program that is underway with works on the ground progressing.

Attachment 1 contains a detailed list of projects that forms the Annual Infrastructure Program.

Flood Restoration Program

Inspections following the October 2022 flood event initially identified approximately 1,200 items of damage. This data has now been audited and any double ups, errors and non-Council assets have been removed. The remaining list totals 992 items of damage which Council officers are in the process of rectifying, scoping, identifying required treatments, and delivering projects to address the damages. All packages of work to rectify the damages require submission to the Disaster Recovery Funding Arrangements (DRFA) for assessment by March 2024. The Flood Restoration program works must be completed by June 2025.

Officers are working with the Department of Transport and Planning DRFA assessors on approvals for further packages of works. This process is detailed and requires significant amounts of information.

Table 2 provides a summary of progress for the Flood Restoration Program.

Table 2: Flood Restoration Program summary

Treatment category	Total number of damages recorded	Total number of damages rectified	Number of damage rectifications currently seeking approval	Number of damage rectifications in progress	% Complete
Unsealed pavements	531	64	22	6	12%

Treatment category	Total number of damages recorded	Total number of damages rectified	Number of damage rectifications currently seeking approval	Number of damage rectifications in progress	% Complete
Sealed pavements	215	7	33	0	3%
Clearing and earthworks	9	0	0	0	0%
Road furniture and delineation	1	0	0	0	0%
Drainage structures	230	13	0	0	6%
Others	6	0	0	0	0%
Total	992	84	55	0	8.5%

To assist Council with cash flow it has received advance payments from the State Governments through its Natural Disaster Financial Assistance program totalling \$3,503,102. Attachment 2 summarises the reimbursement claims for works so far (October 2022 to now) in both, event response and restoration of essential public assets. To date Council has expended \$4,624,189 with \$113,021 reimbursed through the DRFA program. As works progress further claims for reimbursement will be added.

There are several non-essential public assets that were damaged during the October Flood event, these have been summarised in Table 3. The approximate value of the works listed in Table 3 is \$2.8 Million.

Table 3 Insurance items

Item	Asset Owner	Activity	Comments
Newbridge Recreation Reserve	DEECA	100%	
Bridgewater Caravan Park	Council	95%	Works complete, waiting on final inspection.
Durham Ox Hall	DEECA	100%	
Fentons Creek Hall	DEECA	20%	Cash settlement has been paid, CoM delivering the works.
Miscellaneous assets	Council	80%	Mix of minor assets on the Loddon River.

Council has also received State Government funding to assist with flood restoration through the Council Flood Support Fund. Several projects have been funded by this program, Table 4 summarises their progress.

Item	Activity	Comments
Emergency repairs to Skinners Flat Reservoir	Completed – 100%	
Repairs to river side walking tracks	Not yet started	
Lake Lyndger outflow doors	Completed – 100%	
Hydrographical survey of the Loddon River at Bridgewater	Completed – 100%	

Item	Activity	Comments
Bridgewater boat ramp repairs	Completed – 100%	
Bridgewater Swimming Hole pontoon	Under construction	Plan for installation in December
Skidders Flat Reservoir Flood damage remediation detailed engineering design	Not yet started	
Remediation works to Nardoo Creek in Wedderburn Township, Reef Street and Tantalla Street	Not yet started	

COST/BENEFITS

The Annual Infrastructure Program expenditure in the first quarter of the 2023–2024 financial year was \$2,243,771. Attachment 1 lists all projects in the program which have an allocated budget of \$16,440,307 for the 2023-2024 financial year.

The Roads to Recovery and Local Roads and Community Infrastructure Program (LRCIP) Phases 1, 2, and 3 require constructed for projects funded under these programs to be completed by June 30, 2024. Underspend from these projects is currently being reallocated to new projects. Council will be updated of new and/or allocation changes in this and future quarterly reports.

Council officers are currently seeking approval from the LRCIP to reallocate \$1,235,792 of funding from Phases 1, 2, and 3 to undertake a new project to reconstruct 2.5km of Pyramid Yarraberb Rd. Progress on this reallocation will be provided as part of the next quarterly report.

A Local Rural Gravel Road project LRG323275 Unnamed road Laanecoorie between Guiney St and Cairns Rd requires additional funds to complete. Culvert works are required as part of the project which were not included in the original scope. The existing allocation for this project is \$13,665, it is proposed to increase the allocation to \$45,000 to allow the completion of this project. The increase in allocation will be funded from underspend in the Commonwealth Roads to Recovery Program.

Expenditure in the first quarter of the 2023-2024 financial year for the Flood Restoration Program was \$1,615,044. A package of Immediate Restoration Works (IRW) was completed in the first quarter of 2023-2024, while the last IRW another package was in progress. Details of the entire program from commencement in 2022 can be found in Attachment 2.

RISK ANALYSIS

The DRFA has not informed Council of the funding methodology to be adopted in regards to resheet gravel depths. Council will be required to fund the gap between the cost of undertaking a 100mm gravel resheet versus the amount funded by the DRFA.

Long term rectification of the reservoir wall and spillway at Skidders Flat is not funded and is not eligible for funding under the DRFA. This work is also likely to be beyond the financial capacity of Council without significant financial assistance from State and/or Federal governments. Council has funded design of this work and a detailed costing will be prepared in accordance with that design for further discussion with Council. In the interim, a range of risk management and monitoring processes are in place to minimise risk.

CONSULTATION AND ENGAGEMENT

The report has been completed in consultation with officers from the Works, Community Support, Manager Governance and Finance departments and other external government agencies.

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Attachment 1 - Annual Infrastructure Program 2023-2024

Category	Project No.	Project Name	Project Details	% Activity	Comments
Local Road Resheet	LRG023292	Pyramid Cohuna Rd	Resheet - 7.5km	30%	In Progress
	LRG023305	Old Leitchville Road	Resheet - 1.5km	0%	Quarter 2
	LRG123248	Loddon River Rd	Resheet - 1.8km	10%	In Progress
	LRG123274	Quambatook Wychitella Rd	Resheet - 3.8km	0%	Quarter 3
	LRG223286	Marong Serpentine Rd	Resheet - 3.9km	0%	Quarter 3
	LRG223333	Graham's Ln	Resheet - 0.2km	0%	Quarter 2
	LRG323275	Unnamed road Laanecoorie between Guiney St and Cains Rd Upgrade	Resheet - 0.3km - between Guiney St and Cains Rd	0%	Quarter 4
	LRG423260	Sylvaterre Timms Lake Rd	Resheet - 2.9km	0%	Quarter 2
	LRG423261	Rockies Rd	Resheet - 1.7km	0%	Quarter 3
Local Road Shoulder Sheet	LRS223374	Wedderburn Serpentine Rd, POWLETT PLAINS	Shoulder Resheet - 1.57km	0%	Quarter 2
	LRS423375	Yalook Mail Rd, DINGEE	Shoulder Resheet - 3.12km	5%	In Progress
	LRS423377	Prairie West Rd, CALAVIL	Shoulder Resheet - 8.34km	10%	In Progress
Local Road Construction Asset Preservation	LRC0516	Newbridge Rd, WOODSTOCK	Reconstruction of road and seal - 1.16km	5%	Quarter 3
	LRC0518	Echuca Serpentine Rd, POMPAPIEL	Reconstruct and widen - 5.29km	25%	In Progress
Local Road Construction - Amenity	AMN323053	Tarnagulla Community Centre	Car Park sealing works	0%	Quarter 2/3
Local Road Construction - Safety	SAF022043	Safety signage restricted structures	Installation of signage on restricted structures	0%	Quarter 3
Township St Improvement	ATSI495	Southey Street, INGLEWOOD	New Footpath - North St to School gate	100%	Complete
	ATSI499	Armstrong Street, BOORT	New Footpath - Malone St to Coutts St	15%	In Progress
	ATSI500	Armstrong Street, BOORT	New Footpath - Coutts St to McMillians Rd	15%	In Progress
	ATSI501	McMillians Road, BOORT	New Footpath - McMillians Rd to Holloway St	50%	In Progress
	TSI0513	Commercial Rd, TARNAGULLA	Footpath construction between Wayman Road and Poverty Street	0%	Quarter 3/4
	TSI0516	Commercial Rd, TARNAGULLA	Footpath construction between King and Poverty Street.	0%	Quarter 3/4
	TSI0517	Commercial Rd, TARNAGULLA	Footpath construction between Old Tarnagulla Road and Poverty Street	0%	Quarter 3/4
	TSI0535	Commercial Rd, TARNAGULLA	Footpath construction between Poverty Street and Old Laanecoorie Road	0%	Quarter 3/4
	TSI0554	Inglewood netball courts. INGLEWOOD	100m x 1.5m footpath construction	100%	Complete

Attachment 1 - Annual Infrastructure Program 2023-2024

Category	Project No.	Project Name	Project Details	% Activity	Comments
Local Bridges and Culverts	BCC390	Brenanah Wehla Road, WEHLA	Installation of floodway and cut off wall	10%	Awarded
	BCC410	Long Bush Road, MCINTYRE	Culvert Replacement and Floodway Installation	50%	In Progress
	BCC430	Canary Island Leaghur Rd, CANARY ISLAND	Box Culvert Replacement	0%	Quarter 2/3
	BCC432	Canary Island Leaghur Rd, LEAGHUR	Box Culvert Replacement	0%	Quarter 2/3
	BCC433	Canary Island Leaghur Rd, CANARY ISLAND	Box Culvert Replacement	0%	Quarter 2/3
	BCC437	Appin South Road, APPIN SOUTH	Replace culvert and upgrade	30%	Culverts delivered to site. Works commence Quarter 2
	BCC443	Wedderburn Junction East Road, WEDDERBURN JUNCTION	Installation of Floodway	10%	Awarded
	BCC477	Small Culverts Allocation	Allocation to replace small culverts	10%	In Progress
Reseals	36 Projects	Multiple	Reseal Program. 33 Roads, 80 segments	0%	Quarter 3
Parks and Gardens	PGC028	Malone St, BOORT	Footpath installation at Boort Park	100%	Complete
	PGC032	Progress Park, NEWBRIDGE	Progress Park BBQ and Shelter	50%	In Progress
	PGC041	Lions Park East, PYRAMID HILL	Replace barbecue shelter and benches	30%	In Progress
	PGC053	Boort Caravan Park, BOORT	Installation of a rotary self cleaning filter	0%	Quarter 3
	PGC054	Godfrey Streetscape, BOORT	Installation of plants or turf for a 40cm strip outside of tennis courts	0%	Quarter 3
	PGC055	Bridgewater Swimming Hole, BRIDGEWATER	Extend irrigation from Hotel to swimming hole	0%	Quarter 3
	PGC057	Myrnong Beach, BOORT	Replace car park, irrigation, bollards, tables and chairs, bin surrounds	50%	In Progress

Attachment 1 - Annual Infrastructure Program 2023-2024

Category	Project No.	Project Name	Project Details	% Activity	Comments
Buildings	BLD047	Inglewood Botanic Gardens, INGLEWOOD	Replace septic field	0%	Quarter 2/3
	BLD069	Serpentine Public Toilets, SERPENTINE	New septic field (rest stop toilets)	0%	Quarter 2/3
	BLD097	Wedderburn (Korong) Historical Society, WEDDERBURN	Additional allocation - New toilet	0%	On hold
	BLD101	Dingee EPU, DINGEE	Replace and Upgrade Waste water system	0%	Quarter 2/3
	BLD105	Boort Memorial Hall Lighting, BOORT	Lighting Replacement	100%	Complete
	BLD106	BRIC Building Restumping, BOORT	Restumping	75%	In Progress
	BLD108	Wedderburn & Bridgewater Toilet Vents	Install vents in toilets	100%	Complete
	BLD108	Newbridge Public Toilet Lighing Upgrade	Upgrade lights at Newbridge public toilet	100%	Complete
	BLD110	Serpentine Public Toilets, SERPENTINE	Timber replacement	0%	Quarter 2
	BLD112	Boort Memorial Hall Footpath, BOORT	Footpath	10%	Quarter 2/3
	BLD115	Boort Historical Society, BOORT	Replace Roof	10%	Quarter 2/3
	BLD116	Inglewood Hall, INGLEWOOD	Replace Roof	10%	Quarter 2/3
	BLD117	Asbestos Removal	Boort Memorial Hall, Pyramid Hill CERT Hall, Serpentine Bowls Club, Boort Angling Club, Newbridge Hall, Pyramid Hill Golf Club, Wedderburn Pre-school	10%	In Progress
	BLD118	Bridgewater Hall, BRIDGEWATER	Upgrade lighting	0%	Quarter 4
	BLD119	Public Toilets, WEDDERBURN and BOORT	Upgrade cisterns	50%	In Progress
	BLD120	Public Toilets, BRIDEWATER and NEWBRIDGE	Replace Urinals	0%	Quarter 4
BLD121	Pyramid Hill Preschool, PYRAMID HILL	Replace windows	10%	Quarter 3	
BLD124	Dingee Memorial Hall, DINGEE	Install disabled toilet	15%	Quarter 4	
Major Projects		Pyramid Hill Streetscape	Pyramid Hill Steetscape works	40%	In Progress
		Caravan Park Improvement Project	Continue works at caravan Parks	50%	In Progress
		Calivil Lightning Project	Installation of lighting at football ovals	85%	In Progress
		Mitiamo Lighting Project	Installation of lighting at football ovals	85%	In Progress
		Boort Flood Mitigation Project	Installation of flood mitigation levee	20%	Project delayed
		Pyramid Hill Flood Mitigation Project	Installation of flood mitigation levee	20%	Organising easements
		Donaldson Park Project	Donaldson Park Facility	60%	In Progress

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Attachment 2: Flood Program 2022 – 2025

Flood Program 2022 - 2025								
Claim Number	Immediate Response Operations			Flood Restoration Program				Comments
	Relief & Recovery Claim	Counter Disaster Operations Claim	Emergency Works Claim	Immediate Restoration Works Claim	Restoration of Essential Public Assets Claim	Amount Reimbursed	Amount Rejected	
LODCC-1037-Claim-0008	\$ 42,949							Submitted waiting final approval
LODCC-1037-Claim-0009		\$ 258,410						Submitted waiting final approval
LODCC-1037-Claim-0010			\$ 113,021			\$ 113,021	\$ -	Completed
LODCC-1037-Claim-0011			\$ 81,815					Submitted waiting final approval
LODCC-1037-Claim-0012			\$ 80,084					Submitted waiting final approval
LODCC-1037-Claim-0013			\$ 24,392					Submitted waiting final approval
LODCC-1037-Claim-0014				\$ 1,456,168				Lodged waiting assessment
LODCC-1037-Claim-0015		\$ 24,412				\$ 24,412	\$ -	Completed
LODCC-1037-Claim-0016			\$ 82,430					Lodged waiting assessment
LODCC-1037-Claim-0017				\$ 1,307,581				Claim in draft
LODCC-1037-Claim-0018				\$ 1,152,927				Claim in draft
Total	\$ 42,949	\$ 282,822	\$ 381,742	\$3,916,677	\$ -	\$ 137,433	\$ -	

12 COMPLIANCE REPORTS**12.1 COMMUNITY ASSET COMMITTEE MEMBERSHIP - 2022/23**

File Number: FOL/20/7622
Author: Lisa Clue, Manager Governance
Authoriser: Daniel Hirth, Acting Director Corporate
Attachments: Nil

RECOMMENDATION

That Council appoints members as listed in this report to the following Loddon Shire Council Community Asset Committees:

- Boort Aerodrome
- Boort Memorial Hall
- Boort Park
- Campbells Forrest Hall
- Donaldson Park
- East Loddon Community Centre
- Hard Hill Tourist Reserve
- Inglewood Community Elderly Persons Units
- Inglewood Community Sports Centre
- Inglewood Town Hall Hub
- Korong Vale Mechanics Hall
- Korong Vale Sports Centre
- Little Lake Boort
- Pyramid Hill Memorial Hall
- Wedderburn Community Centre
- Wedderburn Engine Park and Market Square Reserve
- Wedderburn Mechanics and Literary Institute Hall
- Yando Public Hall

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council last appointed members to the Community Asset Committees in November 2022 and February 2023.

BACKGROUND

The Local Government Act 2020 (the Act) provides for the establishment of, and appointment of members to Community Asset Committees for the purpose of management community assets in the municipal district. The Act further provides for the CEO to delegate certain powers, duties and functions of the Council to members of its Community Asset Committees.

Each Community Asset Committee Instrument of Delegation requires the Committee to nominate members to be formally appointed by Council for a one year term.

ISSUES/DISCUSSION

Community Asset Committees listed in this report have conducted Annual Meetings. Via provision of Minutes and online reporting, Committee membership nominations for appointment by Council for 2023/24 were advised as follows:

Name	Position
Boort Aerodrome	
Peter Eicher	Chair/Secretary
Vacant	Deputy Chair
Jamie Whitmore	Treasurer
Ken Loader	Airport reporting officer
Ray Stomann	Booking officer
Adam Wright	Committee Member
Dick Lanyon	Committee Member
Geoff Boucher	Committee Member
Boort Memorial Hall	
Ian Potter	Chair
Neil Gardner	Deputy Chair
Narelle Vernon	Secretary
Marj Potter	Treasurer
Cindy Brown	Booking officer
Alan Stringer	Committee Member
Annie Meadows	Committee Member
Bradley Haw	Committee Member
Gail Zanker	Committee Member
Isobel Loader	Committee Member
John Vernon	Committee Member
Judy Parker	Committee Member
Ken C Loader	Committee Member
Kevin Sutton	Committee Member
Paul Haw	Committee Member
Boort Park	
Neil Beattie	Chair
Kelly Henderson	Deputy Chair
Karen Coutts	Secretary/Treasurer
Sharon Pickering	Booking officer
Alister Knight	Committee Member
Gordon Parker	Committee Member
Jacque Verley	Committee Member
Kane Arnold	Committee Member
Marjory Potter	Committee Member
Ray Stomann	Committee Member

Name	Position
Campbell's Forest Hall	
Shaun Cattanach	Chair
Don Wilson	Deputy Chair
Fred Shea	Secretary
Gaye Larson	Treasurer
Glenda Wilson	Booking Officer
Garry Davis	Committee Member
Janine Cornish	Committee Member
Rae Broadbent	Committee Member
Robyn Shea	Committee Member
Toni Shea	Committee Member
Donaldson Park	
Gavan Holt	Chair
Bruce Hargreaves	Deputy Chair
Jon Chandler	Secretary/ Treasurer
Laurie Whitham	Committee Member
Lance Stanfield	Committee Member
Danny Forrest	Committee Member
Tom Nisbet	Committee Member
Peter McHugh	Committee Member
Maddison Postle	Committee Member
Alex Holt	Committee Member
Andrew Caserta	Committee Member
Jake Hayes	Committee Member
Julie Benaim	Committee Member
Sharyn Lockhart	Committee Member
Trudie Van de Wetering	Committee Member
East Loddon Community Centre	
Phil Hercus	Chair
Nadine Ray	Deputy Chair
Heather Atkinson	Secretary / Treasurer
Ann Meadows	Booking officer
Elizabeth Verley	Committee Member
Helen O'Donoghue	Committee Member
Marg Gledhill	Committee Member
Peta Lorenz	Committee Member

Name	Position
Hard Hill Tourist Reserve	
Karen Fazzani	Chair / Treasurer
Robyn Vella	Deputy Chair
Wendy Luttgens	Booking officer
Amber King	Secretary
Craig Fuller	Committee Member
Greg Canfield	Committee Member
Jude Raftis	Committee Member
Murray Smyth	Committee Member
Rob Guelfo	Committee Member
Ross Currie	Committee Member
Trevor Bailey	Committee Member
Trevor Pleydell	Committee Member
Warren Smith	Committee Member
Inglewood Community Elderly Persons Units	
Robert Condliffe	Chair
Cassandra Van de Ven	Secretary
Trevor Puckey	Treasurer
Colleen Condliffe	Committee Member
Dallas Coghill	Committee Member
Frank Stoel	Committee Member
Deb Coon	Committee Member
Inglewood Community Sports Centre	
Tim Birthisel	Chair
Andrew Nevins	Secretary / Treasurer
Leigh Lamprell	Deputy Chair
Colleen Condliffe	Booking Officer
Alan Last	Committee Member
Cindy Gould	Committee Member
Dallas Coghill	Committee Member
Gordon McNaughton	Committee Member
Suzie Birthisel	Committee Member
Tony Noonan	Committee Member
Chris Cohalan	Committee Member
Helen Canfield	Committee Member

Name	Position
Inglewood Town Hall Hub	
Enzo Scafati	Chair
Brian Rodwell	Deputy Chair
Kirsten Ward	Secretary
Lisa Calandro	Treasurer
Louise Bewley	Booking officer
Colleen Condliffe	Committee Member
Diana Zhangda	Committee Member
Kim Doherty	Committee Member
Pauline Wellman	Committee Member
Korong Vale Mechanics Hall	
Glenda Brooker	Chair
Darren Quigley	Secretary
Lyn Chapman	Treasurer
Lisa Hoherfels	Booking Officer
David McTaggart	Committee Member
Heather Charry	Committee Member
John Charry	Committee Member
Rhonda McTaggart	Committee Member
Rita Tosch	Committee Member
Robert Chapman	Committee Member
Korong Vale Sports Centre	
Joan Earl	Chair / booking officer
Robert Day	Deputy chair
Faye Day	Secretary/ Treasurer
Andrew Day	Committee Member
John Murnane	Committee Member
Judy Matthews	Committee Member
Peter Gibson	Committee Member
Little Lake Boort	
Neil Beattie	Chair/ Booking officer
Doug Aldrich	Deputy Chair
Stacey Streader	Secretary
Raymond Stomann	Treasurer
Paul Haw	Booking Officer
Barry Barnes	Committee Member
Guy Contarino	Committee Member
John Nelson	Committee Member
Kevin Sutton	Committee Member
Luke Stomann	Committee Member

Name	Position
Little Lake Boort – (continued)	
Murray Chalmers	Committee Member
Rod Stringer	Committee Member
Tim James	Committee Member
Wendy James	Committee Member
Pyramid Hill Memorial Hall	
Andrew Scott	Chair
Bill Quinn	Deputy Chair
Jean Mann	Secretary
Carolyn Ryan	Treasurer
Raeleen Fletcher	Booking officer
Adam Caspani	Committee Member
Allan Mann	Committee Member
Betty Mann	Committee Member
Cheryl McKinnon	Committee Member
Jan Vincent	Committee Member
Kate Wood	Committee Member
Sherrie Gumley	Committee Member
Wedderburn Community Centre	
Dallas Coghill	Chair
Kara Mamouny-Brown	Secretary
Coralie Lockhart	Treasurer
Marg Van Veen	Booking officer
Richard Stephenson	Committee Member
Wedderburn Engine Park and Market Square Reserve	
Bruce Hargreaves	Chair
Neville White	Deputy Chair
Gary Roberts	Secretary
Trevor Bailey	Treasurer
Barry Finch	Committee Member
Ian Gould	Committee Member
Jeff Rogers	Committee Member
Jordan Hargreaves	Committee Member
Ken Hunt	Committee Member
Roy Man	Committee Member

Name	Position
Wedderburn Mechanics and Literary Institute Hall	
Robert Steel	Chair
Jon Chandler	Deputy Chair
Dede Williams	Secretary
Julie Ritchie	Booking Officer
Coralie Lockhart	Treasurer
Barry Finch	Committee Member
Jeff Loone	Committee Member
Joan Bartlett	Committee Member
Peter Zubov	Committee Member
Yando Public Hall	
Anna Beamish	Chair
Ashley Gawne	Deputy Chair
Rosalyn Gawne	Secretary /Treasurer
Bradley Haw	Booking officer
Amanda Whykes	Committee Member
Craig Slatter	Committee Member
Damien Lanyon	Committee Member
Emma Gawne	Committee Member
Paul Haw	Committee Member

COST/BENEFITS

Community Asset Committees provide an opportunity for community members to play a key role in assisting Council with the management and maintenance of a number of important facilities within the Loddon Shire, for the benefit of their local community. Without this group of valued volunteers, Loddon Shire would not be able to resource the number and quality of facilities within the municipality.

RISK ANALYSIS

Risks associated with Community Asset Committee member management of Council facilities are mitigated as much as possible through the Instruments of Delegation including clause 7.3 which provides for the removal or refusal of a member or members.

Without these Community Asset Committees it would not be possible for Loddon Shire to resource the number or quality of facilities currently offered. There is a risk that if Council is not able to recruit and retain volunteers, the level of service provided to the community may decline.

CONSULTATION AND ENGAGEMENT

Reporting by Community Asset Committees to Council, including nominated members occurs through an online portal, with support provided by Council Officers as required.

12.2 AUDIT AND RISK COMMITTEE UPDATE

File Number:

Author: Lisa Clue, Manager Governance

Authoriser: Daniel Hirth, Acting Director Corporate

Attachments: 1. **Audit and Risk Committee - Biannual Report - November 2023**

RECOMMENDATION

That Council receives and notes the:

1. Audit and Risk Committee - Biannual Report - November 2023, and
2. Summary of Audit and Risk Committee Meeting - 13 November 2023.

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**BIANNUAL REPORT**

A biannual report from the Audit and Risk Committee (ARC) is a requirement of the Act. Council received the previous report at its May 2023 meeting.

SUMMARY OF MEETING

Council most recently received an update on a Loddon Shire Council ARC meeting at its August 2023 meeting.

BACKGROUND

Pursuant to Section 53 of the Act, Loddon Shire Council has established the ARC to support it in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit, and Council's performance with regard to compliance with its policies and legislative and regulatory requirements. This report includes the following ARC legislative and regulatory requirements:

BIANNUAL REPORT

Under Section 54(5) of the Act:

- (5) *An Audit and Risk Committee must—*
 - (a) *prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations;*
and
 - (b) *provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.*

SUMMARY OF MEETING

Section 9 of the ARC Charter states:

'A summary of each ARC meeting will be reported at the next meeting of the Council.'

ISSUES/DISCUSSION**BIANNUAL REPORT**

The biannual report encompasses the activities of the ARC for the April 2023 to October 2023 period and is attached to this Agenda report.

The Biannual report includes details on ARC membership, meetings, governance, remuneration, internal audit plan, assessment against the Committee Charter, and focus for the next reporting period.

SUMMARY OF MEETING

Below is a summary of the ARC meeting held on Monday, 13 November 2023 in the Loddon Shire Council Chambers.

Member attendees:

Rod Baker – Independent Member – Chair
 Rachelle Tippett – Independent Member
 Marg Allan – Independent Member
 Cr Gavan Holt – Councillor Representative

Officer attendees:

Lincoln Fitzgerald – Chief Executive Officer
 Amanda Wilson – Director Corporate
 Lisa Clue – Manager Governance
 Tracy Hunt – Governance Coordinator
 Michelle Hargreaves – Administration Officer Governance
 Deanne Caserta – Manager Financial Services

Other attendees:

Brad Ead – AFS & Associates

Apologies:

Rod Poxon – Independent Member and Mahesh Silva (RSD Audit)

The following matters were considered by the ARC at the meeting:

Report	Discussion points
Review status of actions generated during ARC meetings	14. The ARC discussed the status of actions arising from both decision and compliance reports as well as those requested by members during the course of the August 2023 meeting, including those that have been acted upon and those that are progressing. The ARC acknowledged the action related to gifts is deemed complete and noted the Strategic Risk Review will now be presented to the ARC when it next meets in February.
Internal audit risk assessment and proposed Strategic Internal Audit Program	The ARC considered and subsequently endorsed the Internal Audit Risk Assessment and Strategic Internal Audit Program 2023-26, developed following fieldwork undertaken by AFS & Associates during August and September.

Report	Discussion points
Review of internal control environment against Council's governing principles	<p>The ARC received and noted a report on:</p> <ul style="list-style-type: none"> • Council plans and strategies that align with and support the overarching governance principles contained within section 9 of the Local Government Act 2020; and • Council policies in place to support legislative compliance, achieving the objectives of the Council Plan and other strategic documents, and to manage risk.
Audit and Risk Committee Biannual Report	The ARC considered and subsequently endorsed the ARC Biannual Report – November 2023, reporting on the activities and compliance requirements of the Committee for the reporting period April 2023 to October 2023.
Internal Audit Report – Emergency Management	The ARC considered and subsequently endorsed the Internal Audit Report – Emergency Management and accepted the five recommended actions contained within the report, with one requested risk rating change.
2022/23 End of Financial Year Variance Analysis	The ARC received and noted the 2022/23 End of Financial Year Variance Analysis detailing results and closing off the 2022/23 financial year.
Annual Review of Performance of External Auditor	The ARC received and noted a report on the performance of the external auditors, RSD Audit relevant to the conduct of the 2022/23 financial audit.
Ensure that management responses to audit findings are appropriate and timely	The ARC received and noted a report on three actions outstanding in relation to external audit findings.
Quarterly review of finance reports and performance reports	The ARC received and noted the Finance Report for the quarter ending 30 September 2023 that included information relating to budget variations, cash, investments, interest, debtors and creditors and a comparison of year-to-date actual results to year-to-date budget.
Review reimbursement of Councillors expenses	15. The ARC received, and subsequently noted a report on Councillor expenses, including allowances and reimbursements; and comparative quarterly data.
Review of key policies	16. The ARC received an update on the review status of key strategic documents and policies that provide a sound internal control environment, noting the review of ten documents are well progressed.

Report	Discussion points
Review systems and processes to monitor compliance with legislation and regulations	The ARC received a report detailing systems and processes that exist across Council to identify legislative and regulatory obligations and monitor compliance noting that those systems and processes have been assessed as appropriate to monitor compliance, inform staff of the compliance obligations and to manage instances of non-compliance.
Review of risk management documents	The ARC considered and subsequently endorsed the reviewed Risk Management Policy v7, Risk Appetite Statement v2, Risk Management Framework v4 and Risk Implementation Plan v2 ahead of their presentation to a future Council for formal adoption.
Risk Management Implementation Plan Progress Report	The ARC received an update on the status of 22 actions included in the Risk Management Implementation Plan, including 7 actions deemed complete, 5 actions that have commenced and 10 actions that have not yet commenced.
Review progress by management on open audit recommendations	17. The ARC received a report on the status of actions from past internal audits noting actions completed since the last report, and actions that are progressing towards completion.
Industry Update: Regulatory and integrity agency findings relevant to Local Government	18. The ARC received and noted an update from AFS & Associates on examinations and investigations undertaken by regulatory and integrity agencies, and their findings, relevant to the local government sector.
Report on new and emerging risks and fraud related incidents	19. The ARC received and noted a report from Council's CEO on emerging risks and fraud related incidents including those relating to information technology, unethical behaviour, financial risk and reputation risk. The report included an update on the financial impact of the October 2022 flood event and Council's Road Maintenance contract with the Department of Transport and Planning.
Update on matters referred by Councillor representative	20. The ARC received and noted a verbal update from the Committee's Councillor representative, Cr Holt, including discussion on Councillors attendance at meetings from time to time as observers.
General Business	21. The ARC acknowledged and thanked Director Corporate, Amanda Wilson for her contribution to the Committee and Council during her time at Loddon.

COST/BENEFITS

This report provides Council with oversight of the work of the ARC, providing a level of surety that services are undertaken efficiently and effectively.

There are no costs associated with development of this report, however there are costs associated with undertaking regular internal and external auditing of Council activities, provided for in Council's approved budget.

RISK ANALYSIS

The ARC has risk management oversight for the Council and monitors, reviews, endorses and advises Council on the matters as set out in the Charter.

CONSULTATION AND ENGAGEMENT**BIANNUAL REPORT**

Relevant officers were consulted in the preparation of the ARC Biannual Report - November 2023. The report was endorsed by the Audit and Risk Committee at the 13 November 2023 meeting.

SUMMARY OF MEETING

Officers involved in the conduct of the ARC meeting were consulted in the preparation of this report.

LODDON SHIRE COUNCIL

AUDIT AND RISK COMMITTEE BIANNUAL REPORT: NOVEMBER 2023



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1 PURPOSE

The Audit and Risk Committee has been established in accordance with Section 53 of the Local Government Act 2020 (the Act). The committee provides support to Council in discharging its oversight responsibilities related to:

- financial and performance reporting
- risk management
- fraud prevention systems and control
- maintenance of a sound internal control environment
- assurance activities including internal and external audit and
- Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in the Committee's Charter.

Clause 9 Charter states:

REPORTING TO COUNCIL

A summary of each ARC meeting will be reported at the next meeting of the Council. A biannual audit and risk report including the activities of the Committee and its findings and recommendations, will be tabled at the next meeting of Council in accordance with section 54(5) of the Act.

This requirement is in addition to the legislative requirement under Section 54(5) of the *Local Government Act 2020* which states:

An Audit and Risk Committee must—

- a) prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and*
- b) provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.*

2 BUDGET IMPLICATIONS

This report does not impact the operational budget.

3 RISK ANALYSIS

Through the Council, the Audit and Risk Committee has oversight responsibilities in relation to risk management.

4 SCOPE

This report encompasses the activities of the Audit and Risk Committee for the March 2023 to October 2023 period. There were two meetings held during the period on 1 May 2023 and 7 August 2023.

5 COMMITTEE MEMBERSHIP

The Committee consists of five members appointed by Council, four of whom are independent members. The Committee membership for this reporting period included independent members:

Member	Initial appointment date	Current term's appointment date	End of current term
Rod Poxon	1 May 2015	1 May 2022	30 April 2026
Rod Baker	1 May 2012	1 May 2020	30 April 2024
Rachelle Tippett	1 May 2021	1 May 2021	30 April 2025
Marg Allan	26 July 2023	26 July 2023	30 June 2027

Cr Gavan Holt is the Councillor Representative for the Committee, with Cr Neil Beattie as his proxy.

6 REMUNERATION

Remuneration is reviewed annually in accordance with the Consumer Price Index for *All Groups – Melbourne for December Quarter to December Quarter*. The current remuneration for independent Committee Members is:

1. Remuneration payable to Independent Committee Members of the Audit and Risk Committee of \$545.00 per meeting
2. An extra quarterly payment to the Chair during a one-year term
3. Payment of a travel reimbursement for Independent Committee Members paid at the rate that Councillors are reimbursed for travel.

7 COMMITTEE MEETINGS

Committee meetings are scheduled quarterly as the first Monday in February, May, August, and November, with the allowance for special meetings or circulating resolutions where required.

7.1 Committee meeting attendance

The following outlines the Committee Members' attendances for meetings in the reporting period:

Name	May 2023 Meeting	August 2023 Meeting	Total	Percentage of Attendance
Rod Baker	✓	✓	2	100%
Rod Poxon	✓	✓	2	100%
Rachelle Tippett	✓	✓	2	100%
Marg Allan	N/A	✓	1	100%
Cr Gavan Holt	✓	✓	2	100%

In addition to Committee Members, attendance includes the following officers:

- Chief Executive Officer
- Director Corporate

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- Manager Governance
- Governance Coordinator
- Governance Administration Officer.

Additional relevant officers are invited to meetings to discuss their items and any internal audit reports related to their work.

8 COMMITTEE GOVERNANCE

8.1 Committee Charter

The Committee Charter is a requirement under the Local Government Act and outlines the responsibilities of the Audit and Risk Committee. The charter is supported by an annual work plan that ensures all responsibilities of the Audit and Risk Committee are addressed

The Committee underwent a comprehensive review and was endorsed by the Audit and Risk Charter at the 1 May 2023 meeting and was then adopted by Council at the 23 May 2023 Council Meeting.

8.2 Annual Work plan

The Annual Work plan requirements have been documented in Council’s compliance software “Reliansys” to provide good corporate knowledge on the reports that are required to be presented to the Committee, when they are due, and the responsible officer. The software also assists in the development of agendas. In the most recent review the Annual Work Plan has been aligned with the financial year.

9 ASSESSMENT AGAINST COMMITTEE CHARTER

In accordance with the Committee’s Charter, the Committee is responsible for:

- Financial and performance reporting
- Internal Control Environment
- Risk Management
- Fraud Prevention Systems and Controls
- Internal Audit
- External Audit
- Compliance Management.

Each of the key responsibilities has been assessed against agenda items and action during the reporting period, with comments provided.

9.1 Financial and Performance Reporting

Details	Status
At least annually review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof	Complete: This report was included in the 1 May 2023 agenda.

Details	Status
At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators;	Complete: This report was included in the 1 May 2023 agenda.
Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position;	Complete: This report was included in the 7 August 2023 agenda.
Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved;	Complete: This report was included in the 7 August 2023 agenda.
Recommend the adoption of the annual financial report and annual performance statement to Council; and	Complete: This report was included in the 7 August 2023 agenda.
Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.	Complete: Reports were presented at the 1 May and 7 August 2023 meetings.
In accordance with section 40(2) of the Local Government Act 2020 (Reimbursement of expenses of Councillors and members of a delegated committee)_Council must provide details of all reimbursements under this section to the Audit and Risk Committee.	Complete: Reports were presented at the 1 May and 7 August 2023 meetings.

9.2 Internal Control Environment

Details	Status
Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a three to four year period;	Complete: Policies and other strategic documents relevant to the Committee have been presented in accordance with the annual workplan.
Determine whether systems and controls are reviewed regularly and updated where required;	Complete: The internal control environment is reviewed through internal audit reviews. These are provided to the quarterly Committee meetings.
Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile;	Complete: This report was presented to the 1 May 2023 meeting.
Ensure that a programme is in place to test compliance with systems and controls;	Complete: This report was presented to the 13 February 2023 meeting.
Assess whether the control environment is consistent with Council's Governing Principles.	Complete: This report was presented to the 1 May 2023 meeting.

9.3 Risk Management

Details	Status
Review annually the effectiveness of Council's risk management framework;	Complete: This report is included within the 13 November 2023 agenda.

Details	Status
Review Council's risk appetite statement and the degree of alignment with Council's risk profile;	Complete: This report is included within the 13 November 2023 agenda.
Review Council's risk profile and the changes occurring in the profile from meeting to meeting;	Complete: This report is included within the 13 November 2023 agenda.
Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans;	Complete: This report is included within the 13 November 2023 agenda.
Review the insurance programme annually prior to renewal; and	Complete: This report was presented to the 1 May 2023 meeting.
Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.	Complete: This report was presented to the 1 May 2023 meeting.

9.4 Fraud Prevention Systems and Controls

Details	Status
Review Council's Fraud Prevention policies and controls, including the Fraud and Corruption Control Plan and fraud awareness programme at least very two years;	Complete: This report was presented to the 1 May 2023 meeting.
Receive a verbal report from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event; and	Complete: Reports were presented at the 1 May and 7 August 2023 meetings.
Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.	Complete: This forms part of the above mentioned report.

9.5 Internal Audit

Details	Status
Review the Internal Audit Charter regularly to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations;	Complete: This report was included within the 1 May 2023 agenda.
Review and approve the three year strategic internal audit plan, the annual internal audit plan and any significant changes to them;	Complete: Following the appointment of the Internal Auditors, the Strategic Internal Audit Plan for 2023-2026 is included in the November 2023 agenda.
Review progress on delivery of annual internal audit plan;	Complete: Reports were presented at the 7 November 2022 and 13 February 2023 meetings.
Review and approve proposed scopes for each review in the annual internal audit plan;	Complete: The scope for Strategic Internal Audit Plan Development (2023-2026) was presented at the 1 May 2023 meeting.
Review reports on internal audit reviews, including recommendations for improvement arising from those reviews;	Complete: Review of Procurement and Contract

Details	Status
	Management was provided at the 1 May 2023 meeting.
Meet with the leader of the internal audit function at least annually in the absence of management;	Complete: Standing agenda item for each quarterly meeting.
Monitor action by management on internal audit findings and recommendations;	Complete: Reports were presented at the 1 May and 7 August 2023 meetings.
Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work;	Complete: This was presented at the 1 May 2023 meeting.
Ensure that the Committee is aware of and appropriately represented with regard to any proposed changes to the appointment of the internal audit service provider, including being appropriately briefed on the need for any proposed change;	Complete: Reports included in the 1 May 2023 and 7 August 2023 agendas for appointment of Internal Auditors for 3 year term and development of Strategic Internal Audit Program.
Recommend to Council, if necessary, the termination of the internal audit contractor.	Not applicable. Tender process completed for appointment of Internal Auditor for 3 year term.

9.6 External Audit

Details	Status
Annually review and approve the external audit scope and plan proposed by the external auditor;	Complete: This report was presented at the 13 February 2023 meeting.
Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information;	Complete: A report was presented at the 7 August 2023 meeting.
Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner;	Complete: A report is included in the 13 November 2023 meeting agenda.
Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views;	Complete: A report was last presented at the 7 November 2022 meeting and is included in the agenda of the 13 November 2023 meeting.
Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them; and	Complete: VAGO and Commission Inquiry report recommendations have been reviewed at both the 1 May and 7 August 2023 meetings.
Meet with the external auditor at least annually in the absence of management.	Complete: Standing agenda item at each quarterly Committee meeting.

9.7 Compliance Management

Details	Status
Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of management’s follow up of any instances of non-compliance;	Complete: A report was presented to the Committee on 1 May 2023.
Review the processes for communicating Council’s Employee Code of Conduct to employees and contractors and for monitoring compliance with the Code;	Complete: A report was presented to the Committee at the 13 February 2023 meeting.
Obtain briefings on any significant compliance matters	Complete: A report was presented to the Committee at the 7 August 2023 meeting.
Receive reports from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council’s responses.	Complete: Standing agenda item.
Review reports on key policies	Complete: A report was presented to the Committee on 1 May 2023 and is next scheduled for 13 November 2023 meeting.

10 INTERNAL AUDIT PROGRAM

10.1 Reports provided to the Committee

During the reporting period the Committee was provided with the following internal audit documents.

Audit Name	Audit Scope	Audit Report
Procurement and Contract Management	February 2023	May 2023
Strategic Internal Audit Plan Development 2023-2026	August 2023	

The Strategic Internal Audit Plan Development report is scheduled to be presented at the November 2023 Audit and Risk Committee meeting.

10.2 Open Actions List

At the commencement of the biannual reporting period there were 31 open audit actions, 12 were closed during this period.

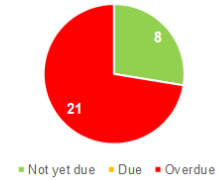
During the period 12 actions from the *Internal Audit Report - Review of Procurement and Contract Management* were added for monitoring and reporting.

Consultation occurred with relevant officers to assist in the progressing of actions and the relevance of older actions remaining on the list.

At the end of the reporting period there is one action rated high risk, this is not due for completion until 31 December 2023.

At the conclusion of the reporting period there were 29 open audit actions; 8 not yet due, and 21 overdue. They are summarised by risk rating in the table below.

Year	Quarter	Code	Audit	Not yet due	Due	Overdue	Total
2023-24	Q1	DG	Data Governance	4	-	5	9
2023-24	Q1	DS	Victorian Protective Data Security Standards	-	-	2	2
2023-24	Q1	FC	Fraud and Corruption Control Framework	-	-	5	5
2023-24	Q1	FM	Fleet Management	-	-	1	1
2023-24	Q1	GF	Governance Framework	-	-	3	3
2023-24	Q1	PC	Procurement and Contract Management	4	-	3	7
2023-24	Q1	RR	Recreation Reserves	-	-	2	2
			Total	8	-	21	29



The three year Strategic Internal Audit Plan will be implemented following endorsement of the Audit and Risk Committee at the November 2023 meeting.

11 FOCUS FOR THE NEXT REPORTING PERIOD

11.1 Risk registers

Strategic and operational risk registers are currently being reviewed and will be a focus for the upcoming reporting period. The reviews will occur for operational and strategic risks; assessment of the inherent risk level for each risk; consideration of the controls in place to reduce or mitigate the risks and their effectiveness; and understanding the residual risk level for each risk.

11.2 Open and outstanding audit actions

A strong focus will continue on progressing and completing open audit actions, for both internal and external audit, particularly those that are now overdue. Active follow up has occurred with responsible officers with overdue actions, and where possible a revised due date has been proposed for ARC consideration.

13 URGENT BUSINESS

In accordance with Council's Governance Rules, Clause 56 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 because:

- (a) it relates to, or arises out of a matter which has arisen since compilation of the agenda; and
- (b) a timeline requires it to be determined prior to the next Council meeting.

A Councillor may propose a matter be admitted as urgent business provided they have advised the Chief Executive Officer in writing no later than three hours prior to the commencement of the scheduled or special meeting.

Items of urgent business must be circulated to all Councillors prior to the meeting.

At an urgent meeting of Council, business that is not included in the agenda notice must only be considered if all Councillors are present and unanimously resolve that the matter is urgent.

Despite these requirements, 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 the meeting be closed to the public in accordance with Section 66(1) and 66(2)(a) of the Local Government Act 2020 while Council considers the following Agenda items:

14.1 Pyramid Hill Community Centre Redevelopment

This matter is considered to be confidential under Section 3(1)(a) and (g(ii)) 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 Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and 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.

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 prejudice the commercial position of Council and/or disadvantage a private business, as various negotiations remain pending.

14.2 First Right of Refusal - 2 St Arnaud Road, Wedderburn

This matter is considered to be confidential under Section 89(2)((d)), ((e)) and ((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 contractual matters, proposed developments and Any other matter which the Council or special committee considers would prejudice the Council or any person

NEXT MEETING

The next Meeting of Council will be held on 12 December 2023 at Wedderburn commencing at at 3.00pm.

There being no further business the meeting was closed at .

Confirmed this.....day of..... 2023