



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

Date: Tuesday, 12 December 2023
Time: 3.00pm
Location: Loddon Shire Council Chambers, Wedderburn

AGENDA

Council Meeting

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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 28 November 2023
2. Council Meeting of 28 November 2023.

REPORT

This report seeks Council confirmation of Minutes from the November 2023 Council Briefing and 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 28 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 as detailed within this report:

1. Council Briefing 28 November 2023.

Meeting details	Briefing
Date	28 November 2023
Councillor Attendees	Cr Holt (Mayor) Cr Jungwirth Cr Murphy Cr Beattie Cr Straub
Staff/ Stakeholder representatives	Lincoln Fitzgerald, Chief Executive Officer Wendy Gladman, Director Community Wellbeing Steven Phillips, Director Operations Daniel Hirth, Acting Director Corporate Lisa Clue, Governance Manager Carolyn Stephenson, Statutory/Strategic Planner, Louise Johnston, Statutory Planning Coordinator and Darcy Jackson, Statutory Planning Officer – Items 1 and 2 below David Stretch, Manager Tourism and Economic Development – Items 1, 2 and 4 below
Item(s) discussed.	<ol style="list-style-type: none"> 1. Unlocking Loddon's Residential Growth Potential 2. 5924: Planning Application for earthworks associated with irrigation (laser grading and reuse drain construction) 3. First Right of Refusal - 2 St Arnaud Road, Wedderburn 4. Section 181 Action - 25 Main Street Bridgewater 5. General Business: <ul style="list-style-type: none"> • Pyramid Hill Streetscape • Central Victorian Greenhouse Alliance (GVGA) correspondence
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 November 2023 Council Meeting****RECOMMENDATION**

That Council receive and note resolutions acted upon since the November 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 November 2023.

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

Resolutions acted upon since the November 2023 Council Meeting

Meeting	Officer/Director	Section	Subject
Council 28/11/2023	Hunt, Tracy Hirth, Daniel	Decision Reports	2024 Council Meeting Schedule
<p>RESOLUTION 2023/118</p> <p>Moved: Cr Linda Jungwirth Seconded: Cr Wendy Murphy</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. approve the schedule of Council Meetings for 2024 contained within this report 2. schedule all meetings to begin no earlier than 10am 3. provide public notice of the Council Meetings schedule in accordance with Council's Governance Rules. <p style="text-align: right;">CARRIED</p> <p>05 Dec 2023 9:54am Hunt, Tracy - Completion 2024 meeting schedule has published on Council website, and incorporated into internal processes.</p>			

Meeting	Officer/Director	Section	Subject
Council 28/11/2023	Jackson, Darcy Phillips, Steven	Decision Reports	Decision Report 5924: Planning Application for Earthworks associated with irrigation (laser grading and reuse drain construction)
<p>RESOLUTION 2023/119</p> <p>Moved: Cr Wendy Murphy Seconded: Cr Neil Beattie</p> <p>That the Responsible Authority having considered all matters which the <i>Planning and Environment Act, 1987</i>, 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).</p> <ol style="list-style-type: none"> 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.

CARRIED

05 Dec 2023 9:31am Jackson, Darcy - Completion
Complete

Meeting	Officer/Director	Section	Subject
Council 28/11/2023	Arthur, Bruce Phillips, Steven	Decision Reports	Inglewood Street Scape Design
RESOLUTION 2023/120			
Moved: Cr Wendy Murphy Seconded: Cr Linda Jungwirth			
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.			
CARRIED			
05 Dec 2023 9:39am Arthur, Bruce - Completion			
\$1 million from the Strategic Fund has been allocated to enable detailed design and costing of the Inglewood streetscape and as seed funding for State, Federal and philanthropic funding applications.			

Meeting	Officer/Director	Section	Subject
Council 28/11/2023	Arthur, Bruce Phillips, Steven	Confidential Items	Pyramid Hill Community Centre Redevelopment
RESOLUTION 2023/113			
Moved: Cr Dan Straub Seconded: Cr Neil Beattie			
That Council;			
(a) award Contract C573 – Construction of Pyramid Hill Community Centre Redevelopment, separable portion A (Stage 1);			
(b) authorise the Chief Executive Officer to undertake the necessary administrative actions to complete the Contract documents;			
(c) authorise the Chief Executive Officer to approve expenditure associated with the project within the total funding approved by Council;			
(d) approve the release of funds from the Terrick Ward strategic fund to form part of the project budget enabling commencement of separable portion A;			
and			
(e) Subject to separable portion B successfully securing sufficient funding, authorise the Chief Executive Officer to award Contract C573 – Construction of Pyramid Hill Community Centre Redevelopment, separable portion B (Stages 2 and 3) to Searle Bros.			
CARRIED			
05 Dec 2023 9:45am Arthur, Bruce - Completion			
Additional funding has been allocated for Pyramid community centre separable portion A. The contract has been awarded to Searle Bros for construction			

Meeting	Officer/Director	Section	Subject
Council 28/11/2023	Colls, Renae Fitzgerald, Lincoln	Confidential Items	First Right of Refusal - 2 St Arnaud Road, Wedderburn
RESOLUTION 2023/114			
Moved: Cr Linda Jungwirth			
Seconded: Cr Wendy Murphy			
That Council:			
<ol style="list-style-type: none"> 1. purchase the former Wedderburn Police Station at 2 St Arnaud Road, Wedderburn; 2. fund the purchase from the Land and Buildings Reserve; 3. authorise the Chief Executive Officer to negotiate a final purchase price within the valuation range; and 4. following settlement of the 2 St Arnaud Road property, authorise the Chief Executive Officer to dispose of the Council owned property at 26 High Street, Wedderburn, with proceeds to be returned to the Land and Buildings Reserve. 			
CARRIED			
05 Dec 2023 9:52am Colls, Renae - Completion			
Process has begun for the purchase of the property.			

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 C579 - CANARY ISLAND CULVERT REPLACEMENTS****File Number:** 14.01.001**Author:** Adam Cooper, Project Management Coordinator**Authoriser:** David Southcombe, Manager Assets and Infrastructure**Attachments:** 1. **C579 - Evaluation Report - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(g(ii)) of the *Local Government Act 2020*. It contains private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

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2. Attachment 2 - Budget Adjustment - Confidential

This attachment is designated as confidential in accordance with Section 3(1)(g(ii)) of the *Local Government Act 2020*. It contains private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Contains information on contingency amount.

RECOMMENDATION

That Council

1. Award Contract 579 – Canary Island Culvert Replacement with the alternative barrier rail option to Avard Civil and reduce the project budget as detailed in Attachment 2.
2. Authorise the Chief Executive Officer to undertake the necessary administrative actions to complete the contract documents

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The Canary island culvert replacements forms part of the Annual Infrastructure Program 2023-2024. The Annual Infrastructure Program was approved at the June 2023 ordinary meeting.

BACKGROUND

In late October and November 2023, Loddon Shire advertised a tender for the replacement of three culverts on Canary Island Road. The 2023-24 Annual Infrastructure Program has an adequate budget for the culvert replacements.

ISSUES/DISCUSSION

The scope of the project is for the following works:

Project No	Location	Description
BCC430	Canary Island Leaghur Rd, CANARY ISLAND	New twin culvert, 6m x 1.8m
BCC432	Canary Island Leaghur Rd, CANARY ISLAND	New triple cell culvert, 9m x 1.8m
BCC433	Canary Island Leaghur Rd, CANARY ISLAND	New culvert, 3m x 1.5m

Council also requested an alternative barrier rail (Crocguard) to be quoted. Crocguard has the benefit of not being attached to the structure, minimising damage if the barrier is hit by vehicles, and allowing debris in time of floods to flow through easier.

The evaluation criteria and weightings for the tender assessment are:

- mandatory risk management including OH&S requirements and relevant insurances, pass or fail
- financial benefit to Council, weighting 40%
- capability, demonstrated experience, systems and processes, weighting 25%
- capacity, access to labour, commitment to end date, weighting 25%
- financial benefit to community, weighting 10%

Council received five conforming responses, these responses were evaluated by an assessment panel (three Council officers in conjunction with Councils contract supervisor) and their report can be found in confidential Attachment 1.

Based on the tenders submitted, Avard Civil demonstrated best value, the capacity and capability to undertake and deliver this project.

COST/BENEFITS

Council requested that the tenderers supply a provisional sum for an alternative barrier rail (Crocguard) over the structure, but not attached to the structure. Crocguard provides the additional benefit of not damaging the structure if vehicles hit the barrier rail by ripping out pins or cracking the concrete slab or crown unit. The preferred tenderer submission with the inclusion of the Crocguard is the best priced option.

All submitted tenders are lower than the budget allocated within the 2023-24 annual infrastructure program for the three culverts. The Local Roads Community Infrastructure Program (LRCIP) – Phase 4, funds this project. It is proposed to reduce the funding for this project as detailed in Attachment 2.

All tenderers are based outside of the Shire. Two tenderers indicated that they had staff or sub-contractors that reside with the Municipality. All tenders also indicated that some materials would be sourced from Loddon Shire Council. Other local benefits as indicated in the tender submissions will largely be through accommodation, fuel and meals for the works crew.

RISK ANALYSIS

Avard Civil has successfully completed a number of projects for Loddon Shire Council previously.

There is the potential for project variations that increase the total cost of works. However, the estimated cost of the works and any variations will be accommodated within the project budget.

Risk emanating from this project and company is expected to be minimal.

CONSULTATION AND ENGAGEMENT

The development of this contract and tender has been prepared with consultation with the Assets and Infrastructure Department and Finance Department.

10.2 2023 LOCAL SPORTS INFRASTRUCTURE FUND APPLICATION - BOORT LAWN TENNIS CLUB

File Number: FOL/20/2656
Author: Paul Scullie, Manager Community Partnerships
Authoriser: Wendy Gladman, Director Community Wellbeing
Attachments: 1. **Project financial details - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(g(ii)) of the *Local Government Act 2020*. It contains private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The financial information contained in this attachment, should the project proceed, will be subject to a competitive procurement process in the future.

RECOMMENDATION

That Council resolve

1. to support an application to the 2023 Sport and Recreation Victoria Local Sports Infrastructure Fund to install LED lighting on two tennis courts at the Boort Lawn Tennis Club
2. to approve access to Council funds as a co-contribution towards the project as per clause 4.2.4 of the Community Support policy
3. that this support is subject to written confirmation of financial contribution to the project from the Boort Lawn Tennis Club.

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 were provided with information relating to this report at the 12 December 2023 Council briefing.

BACKGROUND

Sport and Recreation Victoria have announced the Local Sports Infrastructure Fund (LSIF) is open for applications; closing on 13 December 2023. The Community Sports Lighting funding stream has a maximum of \$250,000 per application available on a 3:1 basis.

In order for applications to be considered, Councils need to confirm that projects funded are to be completed within 24 months of executing a Grant Agreement. Therefore, the project will need to be completed by May/June 2026.

The aspirations of the Boort Lawn Tennis Club to install LED lighting to two of the courts, forms part of the larger Little Lake Boort Recreation Precinct project, identified as a priority project in the Council Plan 2021-2025. This project has therefore been identified as a project suitable for this funding stream. Initial conversations with the club indicate a willingness to support the project with a financial contribution.

ISSUES/DISCUSSION

The scope of the project is "to install six lighting poles with LED lighting to illuminate two courts for competition, as per the Australian standards".

This project forms part of the broader Little Lake Boort Recreation Precinct project that is identified in the Council Plan 2021-2025, and fits within the strategic objective of:

1.1 We will implement financially and environmentally sustainable infrastructure that supports our social and economic needs.

1.1.1 Complete funded major infrastructure projects in the planning phase – Little Lake Boort Recreation Precinct.

1.1.3 Maintain sports and recreation and open public spaces to enable and promote access and participation.

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

COST/BENEFITS

Due to commercial in confidence constraints, the financial details have been included in the confidential attachment to this report. That is, Council will be seeking quotes or tenders for this work and release of the financial details would prejudice Council's position in commercial negotiations.

This project would provide a positive outcome for the Boort Lawn Tennis Club and community, providing an opportunity to activate the facility during the evening and to play competition during the cooler parts of the day, potentially attracting increased participation.

RISK ANALYSIS

Council Officers have assessed the project against Council's Risk Appetite Statement, and have undertaken a risk assessment to identify whether the risks can be mitigated to a level that the Council is comfortable to proceed with an application.

Financial risk: Moderate appetite:

Council has a moderate appetite for financial risk, and has developed long term plans to support financial sustainability. Planning of the Little Lake Boort Recreation Precinct project has enabled this project to move to the delivery stage and source the relevant funding, as per the Council Plan 2021-2025.

There is a financial risk to Council given the design has not been finalised and cost estimates are based on estimates and preliminary design rather than construction designs which include footing designs, power supply considerations, etc. While a contingency has been allowed, there is a risk of additional costs which would need to be met by Council. That risk is likely to be financially immaterial to Council's overall budget and given consistency between internal estimates and estimates provided by the designer, there is sufficient comfort with the allowed budget.

Economic and social sustainability: High appetite:

"Council has a high appetite for pursuing activities that promote economic and social sustainability of our communities". Sporting facilities are a social hub for our communities, with many of our community members living remotely or alone.

Continuous improvement and innovation: Very high appetite:

"Council has a very high appetite for continuous improvement, innovative practices, and exploring what new technologies, services and products can offer our organisation in driving efficiency and improved customer experience." The installation of LED lighting is designed to provide the Boort Lawn Tennis Club and the community with an improved opportunity to activate the facility at a time that may be better suited to community members in the evening, thus increase participation. The installation of LED lighting will minimise power consumption and therefore operating cost to the club and environmental impact.

There are a number of risks associated with the delivery of this project:

With the project scope in concept at this point, there is a risk of scope creep or unexpected additional costs arising during project delivery. To mitigate this risk, Council have engaged a contractor to deliver detailed lighting plans and cost estimates. This contractor successfully delivered lighting plans for Serpentine, Mitiamo and Calivil Recreation Reserves during the recent floodlighting upgrades.

The Boort Lawn Tennis Club is on Crown Land requiring in-principle support from the Department of Energy, Environment and Climate Action (DEECA) to allow this project to proceed. Council is required to seek DEECA consent as a priority component of scope finalisation and prior to any project commencement. If DEECA do not support the project, then the project may not proceed as scoped.

CONSULTATION AND ENGAGEMENT

Council Officers have liaised with the Boort Lawn Tennis Club throughout the duration of the planning of the Little Lake Boort Recreation Precinct project. Feedback has been sought from the Club during the respective consultation opportunities.

10.3 REVIEW OF THE FINANCIAL RESERVES POLICY

File Number: FOL/19/432511
Author: Deanne Caserta, Manager Financial Services
Authoriser: Daniel Hirth, Acting Director Corporate
Attachments: 1. Financial Reserves Policy v11

RECOMMENDATION

That Council adopts the Financial Reserves Policy v11.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The current version of Financial Reserves Policy (the Policy), version 10, was approved in January 2023 with a one year review.

BACKGROUND

The purpose of the Policy is to detail how Council provides funds in the reserve and uses funds from the reserve.

Council currently has 19 active financial reserves, three of these are capped.

ISSUES/DISCUSSION

Operation of Council's financial reserves includes allocation of funds into reserves during the annual budget process and at any other time by Council resolution. Cash amounts are transferred into the financial reserves bank account to ensure they are fully cash backed.

During development of the latest Budget and Financial Plan, discussions were held regarding the current financial reserves levels and whether they were providing best value for money. An action was included in the original Financial Plan to: 'Review Financial Reserves Policy to ensure cash is not constrained unnecessarily'.

To continue with this process, the purpose and relevance of each reserve was discussed at the Council Forum in October 2023, and further discussions held with Loddon Leaders and the Management Executive Group (MEG).

There was only minor changes to the proposed Policy, these include:

- increasing the cap applied to the Gravel and Sand Pit Restoration Reserve from \$400K to \$500K
- changing the Unsightly Premises Enforcement Provision Reserve from one that has movements approved by Council, to movements approved by MEG.

These minor alterations will continue to ensure that no cash is constrained unnecessarily, which will free it up for allocation to priority projects.

COST/BENEFITS

Closing some of the reserves, formalising yearly allocations for others, and setting caps with other reserves will reduce the restricted amount held in these reserves at any given point in time. It will also return cash back to Council for allocation to higher priority projects.

RISK ANALYSIS

The policy defines the specified purpose of each reserve and the conditions around the movements in and out of each reserve. The review and actions out of this report will provide more robust guidelines around the use of financial reserves.

CONSULTATION AND ENGAGEMENT

After consultation with Council, this policy was drafted into a version 11 and it followed through the required review stages including Loddon Leaders and MEG, prior to presentation again to Council for discussion and meeting for adoption.



FINANCIAL RESERVES POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Audit and Risk Committee
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	11
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Annual Budget Financial Statements Financial Plan
RELATED LEGISLATION:	Local Government Act 1989 Local Government Act 2020
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION:

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

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



FINANCIAL RESERVES POLICY

1 PURPOSE

This policy outlines the creation and purpose of Council reserves.

2 SCOPE

Council can use reserve funds in line with the purposes outlined in this policy.

If it is determined financially prudent to do so, a decision to amend the policy can be undertaken by Council resolution.

3 POLICY

Council will set aside funds in the reserve with amounts to be decided during the annual budget process and at any other time by Council resolution, with the amounts to be transferred accordingly.

For reserves listed at 3.2.2, these may be approved by the Management Executive Group (MEG) as long as the movement fits within the specified purpose of the reserve. The Chief Executive Officer (CEO) may decide that approval is still required from Council via a formal report.

Council may also decide to borrow from one or several financial reserves for specific identified projects. This process will be formally approved by Council resolution which will include the total amount borrowed, from which specific reserves the borrowing will occur and a repayment schedule.

3.1 Purpose of reserves

The purpose of reserve accounting is to put aside funds in the current year for capital and other purchases to be made in future years.

This practice eliminates fluctuations in Council's annual budget for capital and large purchases, and provides more consistency in the level of rates required each year.

3.2 Movement of reserves

During the budget process Council outlines the expected transfers to reserves and transfers from reserves. These transactions will be in line with this policy.

At the end of each financial year the relevant amounts will be transferred to or from the reserves bank account (where a specific reserve account exists) and general bank account of Council. The reserves bank account will reflect the level of reserves Council currently holds for the individual reserve accounts.

The following are reserves currently used (or have been recently closed) by Council and specifies their purpose and conditions around annual movements.



FINANCIAL RESERVES POLICY

3.2.1 Movements approved only by Council

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<p>Capital Expenditure Reserve: The Capital Expenditure Reserve is used to set aside funds that have been budgeted for capital works projects in one financial year but will not be fully expended by the end of that year.</p>	the unexpended budget amounts for capital works and other projects that will be undertaken in the following financial year	the amount placed into the reserve at the end of the previous financial year
<p>Caravan Park Development Reserve: The Caravan Park Development Reserve is used to set aside surpluses made from the operations of Council's caravan parks to assist with financing major works carried out at those caravan parks.</p>	the annual surplus made on the operations of Council's caravan parks	funds required to finance major works undertaken at Council's caravan parks
<p>Community Planning Reserve: The Community Planning Reserve is used to set aside unspent funds for community planning projects.</p>	annually cumulative unspent funds for each ward's community planning projects	the amount placed into the reserve at the end of the previous financial year
<p>Gravel & Sand Pit (G.S.P.) Restoration Reserve: The G.S.P. Restoration Reserve is used to fund land purchase, development and restoration of gravel and sand pits used by Council for the extraction of road building materials.</p>	the annual surplus on operations of gravel and sand pits, to a maximum reserve level of \$500K	the cost of purchasing new sites, development and restoration of gravel and sand pits
<p>Heritage Loan Scheme Reserve: The Heritage Loan Scheme Reserve is used to provide loans to owners of properties located in significant heritage precincts, heritage registered buildings or structures of local heritage significance, to enable repair and maintenance of those buildings with the aims of quality appearance and public safety.</p>	after establishment of the initial reserve in 2014/2015, there will be no movements in this reserve movements are reflected in debtor account for heritage loans	
<p>Land and Buildings Reserve: The Land and Buildings Reserve is used to fund the purchase and development of land and buildings which includes residential, commercial and industrial.</p>	proceeds from the sale of Council owned land and buildings	the cost of purchase and development of Council owned land and buildings
<p>Little Lake Boort Water Reserve: The Little Lake Boort Water Reserve is used to secure proceeds of sale of temporary water rights relating to Little Lake Boort.</p>	proceeds from the sale of temporary water rights	amounts required to purchase water rights or for other major work expenditures relating to Little Lake Boort
<p>Major Projects Reserve: The Major Projects Reserve is used to assist with the funding of major projects identified by Council.</p>	unspent allocations within the annual budget determined during the budget process as sufficient to fund major projects	funds required to finance major works identified by Council



FINANCIAL RESERVES POLICY

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
Community Loans Scheme Reserve: The Community Loans Scheme Reserve is an allocation of funds used to provide interest free loans to community groups.	after establishment of the initial reserve, there are no movements in this reserve movements are reflected in the debtor account for interest free loans	
Unfunded Superannuation Liability Reserve: The Unfunded Superannuation Liability Reserve is used to assist with the funding any call that may be made on Council as a result of shortfall in the Local Authorities Superannuation Fund Defined Benefits Plan.	annually an amount determined during the budget processes sufficient to fund potential future calls by the superannuation authority in relation to an unfunded superannuation liability	any funds required to finance a call made upon Council by the superannuation authority
Unspent Grants Reserve: The Unspent Grants Reserve is used to set aside grants received in one financial year that will not be expended until a later financial year.	grants received during the financial year that have not been expended	the amount placed into the reserve at the end of the previous financial year
Waste Management Reserve: (Was previously Landfill Rehabilitation Reserve) The Waste Management Reserve is used to assist with the cost of strategic projects, compliance and long term planning for Council's landfills and transfer stations.	annually \$10 per kerbside collection levy	the cost of strategic projects, compliance and long term planning within Council landfills and transfer stations

3.2.2 Movements approved by the MEG where it fits within the purpose of the reserve or by Council where determined by the CEO

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
Fleet Replacement Reserve: The Fleet Replacement Reserve is used to fund replacement of Council's office vehicles.	\$150K annually to fund the fleet replacement program	the net cost of fleet purchases for the year
Information Technology Reserve: The Information Technology Reserve is used to assist with the purchase of information technology assets.	\$150K annually to fund information technology assets, to a maximum reserve level of \$800K	the net cost of information technology assets for the year
Plant Replacement Reserve: The Plant Replacement Reserve is used to fund plant purchases.	\$950K annually to fund the plant replacement program	the net cost of plant purchases for the year
Professional Development Reserve: The Professional Development Reserve is used to fund professional development undertaken by executive officers of Council.	an annual allocation provided to each executive officer in accordance with their contract of employment	the cost of professional development undertaken during the year by executive officers



FINANCIAL RESERVES POLICY

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<p>Swimming Pool Major Projects Reserve: The Swimming Pool Major Projects Reserve is used to fund unplanned major repairs and capital works at the various swimming pool sites across the Shire.</p>	<p>annually an amount determined during the budget process, to a maximum reserve level of \$200K</p>	<p>the net cost of unplanned major repairs and capital works</p>
<p>Unightly Premises Enforcement Provision Reserve: The Unightly Premises Enforcement Provision Reserve is used to provide funds to assist with the enforcement and rectification works on determined unightly premises with costs recouped via legal or other action.</p>	<p>after establishment of the initial reserve in 2016/2017, there will be no movements in this reserve</p> <p>movements are reflected in debtor account for unightly premises enforcement</p>	
<p>Urban Drainage Reserve: The Urban Drainage Reserve is used to fund urban drainage works in towns within the Shire.</p>	<p>annually an amount determined during the budget processes sufficient to fund the urban drainage program</p>	<p>the annual cost of urban drainage works</p>

3.2.3 Closed reserves

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<p>Boundary and Township Signage Reserve: The Boundary and Township Signage Reserve is used to fund replacement of Council's boundary and township signage Reserve closed in 2021/22.</p>	<p>annually an amount determined during the budget process as sufficient to fund the boundary and township signage replacement program, to a maximum reserve level of \$100K</p>	<p>the net cost of boundary and township signage purchases and installation for the year</p>
<p>Economic Development Reserve: The Economic Development Reserve is used to assist with economic development initiatives that Council wishes to financially support. Reserve closed in 2021/22.</p>	<p>annually an amount determined during the budget process as sufficient to fund economic development initiatives, and proceeds from the sale of industrial land</p>	<p>the cost of economic development initiatives during the financial year</p>
<p>Units Reserve: The Units Reserve is used to fund the purchase or improvement of Council owned elderly persons' units. Reserve closed in 2021/22.</p>	<p>annually the net surplus generated from rental income to a maximum reserve level of \$60K</p>	<p>the cost of capital works undertaken at elderly persons' units</p>



FINANCIAL RESERVES POLICY

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<p>Unspent Contributions Reserve: The Unspent Contributions Reserve is used to set aside contributions received for a specific purpose in one financial year that will not be expended until a later financial year. Reserve closed in 2021/22.</p>	<p>contributions received during the financial year that have not been expended</p>	<p>the amount placed into the reserve at the end of the previous financial year</p>

4 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007). Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

5 REVIEW

The Manager Financial Services will review this policy for any necessary amendments no later than 1 year after adoption of this current version.

11 INFORMATION REPORTS

Nil

12 COMPLIANCE REPORTS**12.1 COMMUNITY ASSET COMMITTEES - CEO ANNUAL REPORT TO COUNCIL**

File Number: FOL/20/7622
Author: Michelle Hargreaves, Administration Officer
Authoriser: Lisa Clue, Manager Governance
Attachments: 1. Community Asset Committee - Summary of report data

RECOMMENDATION

That Council receive and note the CEO report on the 2022/23 Activities and Performance of Community Asset Committees.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The activities and performance of Council's Community Asset Committees was most recently discussed by Councillors at the November 2022 Council meeting.

BACKGROUND

The *Local Government Act 2020* (the Act) provides for councils to establish Community Asset Committees for the purpose of managing community assets within the municipality, and requires the CEO to submit an annual report to Council in relation to the activities and performance of Community Asset Committees.

This report relates to the activities and performance of Council's 18 Community Asset Committees, established in August 2020.

ISSUES/DISCUSSION

Loddon Shire has a strong record of volunteerism which is reflected by the community assets and services offered. These volunteer committees make it possible for Council to support this level of service.

The following Community Asset Committees were established by Council resolution in August 2020:

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

In accordance with section 47 of the Act, the CEO has delegated a range of powers, duties and functions to members of the Community Asset Committees to facilitate management of each community asset.

To support compliance with the Act, Community Asset Committees were requested to report on their 2022/23 activities and performance. Reporting includes:

- Provision of financial statements which are then audited or reviewed by Council officers
- Minutes from Annual meetings.
- Committee members
- Fees and charges
- Casual and seasonal bookings
- Maintenance/improvements completed.

A summary of report data received is attached to this report.

Reports received indicate Community Asset Committees are achieving the objectives documented in their respective Instruments of Delegation, being:

- a) to co-ordinate, manage, and develop for community benefit, the community asset identified within the Instrument in accordance with the principles of sound financial management,
- b) to raise funds, receive rental fees, admission charges, donations and any contributions and expend same for objective (a) above,
- c) to advise and liaise with Council and Council staff in relation to the achievement of the foregoing objectives and in the planning of works and programs for community assets.

Council acknowledges and appreciates the commitment of the volunteers in supporting the management of these important community assets, particularly during the October 2022 flood event.

Officers will maintain contact with, and provide support to each Community Asset Committee including the provision of assistance with compiling financial statements; sourcing funding opportunities and applying for funding; and compliance with instruments of delegation.

COST/BENEFITS

Community Asset Committee volunteers manage Council assets which provide a service to their community. This volunteer effort reduces the resource requirements of Council. Without these volunteer groups it is unlikely that this level of service could be maintained. Assistance to and support of the committees is provided by Council.

RISK ANALYSIS

Risk mitigation is achieved through the Instruments of Delegation from the CEO; the annual reporting process; and maintaining contact with the Committees. Financial risk is monitored through the provision of financial statements from the Committees.

The attached summary outlines the seasonal and casual use of these facilities. This data indicates that some facilities receive limited use which can result in challenges recruiting and retaining volunteers and meeting outgoing costs to retain the current service level.

CONSULTATION AND ENGAGEMENT

Community Asset Committees have provided activity and performance data and information for the purpose of preparing this report.

Community Asset Committee	Date report received	Financial report received?	Seasonal users 2022/23	Casual hirers 2022/23	Fees and charges	Maintenance activity 2022/23
HALLS						
Boort Aerodrome	18-Aug-23	Yes	o CFA Helitak stationed on Boort Aerodrome during Fire Danger Period	1	Hangar hire: \$300 per aircraft Camping at aerodrome and use of lounge: \$15/night per person Lounge hire event: \$50/event + cleaning Stay overnight at lounge: \$15 / night per person.	o various small maintenance issues completed at the aerodrome o New TV in the lounge for the Helitak team o New brush cutter for maintenance around the aerodrome
Boort Memorial Hall	6-Sep-23	Yes	o Boort bias bowls o Boort dance group	129	Room Hire: Price Per Day Setting up of Hall \$50 Entire Building \$250 Auditorium \$90 Bar \$40 Function Room \$50 Kitchen \$50 Stage and Old Supper Room \$15 East & West Cloak Rooms \$15 each Group Bookings – 20% off for 5 bookings or more for a calendar year - cleaning fee applies	o Repair stage area floor and damage to paint in function room o Purchase light bars for stage lighting o Purchase a BRANACH platform ladder o Shire works - auditorium floor, level area. o Shire works - install lighting to the stage are o Plumber - repair urn in kitchen and leaking toilet o Electrician, repair light in auditorium. o Treated building for spiders
Campbells Forest Hall	21-Sep-23	Yes	Nil reported	14	Hall Hire Rates CF&DCAPG meetings \$10.00 Meetings (Kitchen) \$20.00 Short Day (1 - 3hrs) \$30.00 Long Day (3 - 6hrs) \$40.00 Night-time (flat rate) \$60.00 Bond \$300.00	o Regular mowing and spraying within the grounds o Solar System installation o Asbestos removal - switch board o Watering and maintaining trees o Rabbit proofing the hall
Inglewood Town Hall Hub	22-Sep-23	Yes	o Axis o CGVT o Inglewood Neighbourhood Community House o Community group tenants o IDCEL o IDTC o Inglewood Lions Club community kitchen	10	All booking fees to 10% from January 1 2024.	o Air-conditioning maintenance
Korong Vale Mechanics Hall	5-Oct-23	Yes	Nil reported	Nil reported	Hire of Hall \$100.00 per night plus \$50.00 deposit (refunded if the hall is left clean)	Nil
Pyramid Hill Memorial Hall	30-Jul-23	Yes	Nil reported	12	Entire Hall with facilities including night before setup - \$260.00 Event package of 3 days - \$365.00 Supper/meeting room including kitchen and toilet facilities - \$80 Commercial use of kitchen - \$80.00	o Completion of power upgrade o New fridge and oven in kitchen
Wedderburn Mechanics and Literary Institute Hall	4-Oct-23	Yes	o Wedderburn Indoor Bowls o Wedderburn Lions Club o Loddon Darts	Nil reported	Main Hall \$220 Supper Room \$50 Rehearsals \$20	o Replacement of faulty power point near stage o monitoring of roof leak damage to floor in main hall
Yando Public Hall	19-Sep-23	Yes	Nil reported	3	\$25 per booking	Iron put back on the walls to the toilet block.
COMMUNITY CENTRES						
East Loddon Community Centre	12-Oct-23	Yes	Foodshare	3	Nil reported	Not reported
Wedderburn Community Centre	5-Oct-23	Yes	Tenants o Wedderburn Community House o Inglewood and District Health Services o Loddon Shire Tourism and Maternal Health Users o Goldfields o Access employment o Ambulance Victoria	131	Business; Full day hire \$80 Half day \$50 Hourly \$25 Weekly; \$350 Monthly; \$1,300 Community groups/partners in Centre; \$15	o Roof repairs o Regular checks of auto doors o Checks of emergency exits and fire equipment o Replace hot water service in kitchen o Removed mould from ceiling in reception and IDHS offices o Maintenance of aircon/heating units
RECREATIONAL RESERVES						
Boort Park	28-Sep-23	Yes	o Boort Football Club o Boort Netball Club o Boort Hockey Club o Boort Agricultural and Pastoral Society o Boort and District Harness Racing Club o Boort Cricket Club o Boort and District P-12 College	12	Sports Bar \$100 Kitchen \$100	Repairs to air conditioners and toilets
Donaldson Park	14-Sep-23	Yes	o Wedderburn and District Harness Racing Club o Wedderburn Redbacks o Wedderburn Lawn Tennis Club o Wedderburn Bowls Club o Wedderburn College	2	Nil reported	Routine mowing and watering of the oval and hockey ground
Hard Hill Tourist Reserve	26-Sep-23	Yes	o Wedderburn Tourism	226	RV free camping donations	o General clean-up of site o updated toilets o completed revamp of eucalyptus stew pot
Inglewood Community Sports Centre	28-Sep-23	Yes	o Inglewood Football Netball Club o Inglewood Lawn Tennis Club o Inglewood and Districts Health Services	4	Hall Hire \$200 Bond \$100	Completion of power upgrade New fridge and oven in kitchen
Korong Vale Sports Centre	29-Aug-23	Yes	o Korong Vale Tennis Club	Nil reported	Nil reported	o Ground surrounds mowed and slashed o Recruiting drive and advertising for tennis players o Control of vermin around the club
MISCELLANEOUS						
Inglewood Community Elderly Persons Units	12-Oct-23	Yes	Tenants	Nil reported	Nil reported	o Unit 1 Replacement of Architraves o Unit 2 Water marks on ceiling repaired o New gate fitted to divide veranda between unit 1 & 2
Little Lake Boort	11-Oct-23	Yes	Nil reported	Nil reported	Nil reported	o automated watering system in place and new lawn and trees planted
Wedderburn Engine Park and Market Square	24-Aug-23	Yes	o Wedderburn Historical Engines and Machinery Society o Wedderburn Band Cricket Club o Wedderburn Mens Shed	Nil reported	Nil reported	o Mens Shed new air conditioner o WHEMS - general working bees to keep the grounds tidy o WBCC - new cricket nets, water changed over

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 Council close the meeting to the public in accordance with Section 66(1) and 66(2)(a) of the Local Government Act 2020 while it considers the confidential reports listed below:

14.1 Wedderburn Housing Estate - Stage 2

This matter is considered to be confidential under Section 3(1)(a) 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.

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.

14.2 S181 - 25 Main Street, Bridgewater

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

14.3 Annual Infrastructure Program project allocations

This matter is considered to be confidential under Section 3(1)(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 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

NEXT MEETING

The next Meeting of Council will be held on 23 January 2024 at Wedderburn commencing at 3.00pm.

There being no further business the meeting was closed at .

Confirmed this.....day of..... 2024