



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

**Date: Tuesday, 27 February 2024**

**Time: 3.00pm**

**Location: Loddon Shire Council Chambers, Wedderburn**

# **AGENDA**

## **Council Meeting**

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	Nil	

**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 23 January 2024
2. Council Meeting of 23 January 2024
3. Council Forum of 13 February 2024.

**REPORT**

This report seeks Council confirmation of Minutes from the January 2024 Council Briefing and Council Meeting, and the February 2024 Council Forum 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 23 January 2024
2. Council Forum 13 February 2024.

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 as detailed within this report:

1. Council Briefing 23 January 2024
2. Council Forum 13 February 2024.

Meeting details	Briefing
Date	23 January 2024
Councillor Attendees	Cr Beattie Cr Jungwirth Cr Murphy Cr Straub
Staff/ Stakeholder representatives	<ol style="list-style-type: none"> <li>1. Lincoln Fitzgerald, Chief Executive Officer</li> <li>2. Wendy Gladman, Director Community Wellbeing</li> <li>3. Steven Phillips, Director Operations</li> <li>4. Daniel Hirth, Acting Director Corporate</li> <li>5. Lisa Clue, Governance Manager</li> <li>6. Louise Johnston, Statutory Planning Coordinator and Darcy Jackson, Statutory Planning Officer – Item 5 below</li> <li>7. Tracy Hunt, Governance Coordinator – Other Business (Australia Day Arrangements)</li> <li>8. David Southcombe, Manager Assets and Infrastructure – Other Business (C590 – Reconstruction of Pyramid Yarraberb Road)</li> </ol>
Item(s) discussed.	<ol style="list-style-type: none"> <li>1. Section 181 Sales Update - Sale of Properties for Unpaid Rates and Charges</li> <li>2. Ward Boundary Review - Update</li> <li>3. 2024 Council Election Update</li> <li>4. North Central Goldfields Regional Library Agreement 2024</li> <li>5. Use and Development of a Dwelling in the Farming Zone</li> <li>6. Contract 579 - Canary Island Culvert Replacement - Amendment</li> <li>7. Pyramid Hill Streetscape - Update On Contract C528</li> <li>8. Sale of Land</li> <li>9. Other Business: <ul style="list-style-type: none"> <li>• Australia Day Arrangements</li> <li>• C590 – Reconstruction of Pyramid Yarraberb Road</li> </ul> </li> </ol>
Conflict of Interest Disclosures – Councillor/ officer making disclosure	Nil
Councillor/officer left room	n/a

Meeting details	Forum
Date	13 February 2024
Councillor Attendees	Cr Holt Cr Beattie Cr Jungwirth Cr Murphy Cr Straub
Staff/ Stakeholder representatives	9. Lincoln Fitzgerald, Chief Executive Officer 10. Wendy Gladman, Director Community Wellbeing 11. Steven Phillips, Director Operations 12. Michelle Stedman, Director Corporate 13. Lisa Clue, Governance Manager 14. Reid Mather, Rail Freight Alliance – Item 1 below 15. David Stretch, Manager Tourism and Economic Development – Item 2 below 16. Deanne Caserta, Manager Financial Services – Items 3 - 5 below 17. Tracy Hunt, Governance Coordinator – Item 6 below 18. Paul Scullie, Manager Community Partnerships and Ben Bainbridge, Otium Planning Group – Item 7 below
Item(s) discussed.	1. Rail Freight Alliance 2. Tourism And Economic Development - Quarterly Operations Report 3. Review of the Borrowing Policy v2 4. Related Party Disclosures Policy v4 5. Draft Fees And Charges 2024/25 6. Australia Day 2024 Review 7. Recreation, Open Space And Aquatic (ROSA) Strategy - Background Report 8. CEO Key Performance Indicators Mid-Year Review 9. General Business <ul style="list-style-type: none"> <li>• Flood management</li> <li>• Local Government Reforms 2024</li> </ul>
Conflict of Interest Disclosures – Councillor/ officer making disclosure	Lincoln Fitzgerald, Chief Executive Officer – Item 8. Left the room following questions.
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 January 2024 Council Meeting

**RECOMMENDATION**

That Council receive and note resolutions acted upon since the December 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 Agenda report.

Two actions from the December 2023 Council meeting, reported as progressing but not yet complete at the last Council meeting, have now been completed.

There are no outstanding actions from the January 2024 Council meeting.



Resolutions acted upon since the December 2023 Council Meeting

Meeting	Officer/Director	Section	Subject
Council 12/12/2023	Cooper, Adam Phillips, Steven	Decision Reports	C579 - Canary Island culvert replacements
<b>RESOLUTION 2023/136</b>			
Moved: Cr Dan Straub			
Seconded: Cr Linda Jungwirth			
That Council			
<ol style="list-style-type: none"> <li>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.</li> <li>2. Authorise the Chief Executive Officer to undertake the necessary administrative actions to complete the contract documents</li> </ol>			
			<b>CARRIED</b>
<b>11 Jan 2024 10:14am Cooper, Adam</b>			
Going back to Council due to error in price calculation.			
<b>13 Feb 2024 8:45am Cooper, Adam - Completion</b>			
Completed by Cooper, Adam (action officer) - Went back to Council in January 2024 for adoption.			

Meeting	Officer/Director	Section	Subject
Council 12/12/2023	Southcombe, David Phillips, Steven	Confidential Items	Annual Infrastructure Program project allocations
<b>RESOLUTION 2023/133</b>			
Moved: Cr Neil Beattie			
Seconded: Cr Linda Jungwirth			
That Council:			
<ol style="list-style-type: none"> <li>1. Approve the updated allocations for the Caravan Park Improvement Project</li> <li>2. Approve the updated allocation for the Serpentine Public Toilets Project</li> <li>3. Approve the addition of project LRS1355 Blows Rd Resheet to the Annual Infrastructure Program.</li> </ol>			
<b>CARRIED</b>			
<b>10 Jan 2024 1:01pm Southcombe, David</b>			
10/01/2024 Action in progress.			
<b>16 Feb 2024 9:10am Southcombe, David - Completion</b>			
Completed by Southcombe, David (action officer) - project allocations updated with funding bodies and updated allocations provided to Finance Department.			

Resolutions acted upon since the January 2024 Council Meeting

Meeting	Officer/Director	Section	Subject
Council 23/01/2024	Coombes, Christine Fitzgerald, Lincoln	Decision Reports	Sale of Land - Brooke Street, Inglewood
<b>RESOLUTION 2024/13</b>			
Moved: Cr Dan Straub			
Seconded: Cr Neil Beattie			
That Council:			
<ol style="list-style-type: none"> <li>1. Provide public notice of Council's intention to sell Allotments 11, 12 and 13 Sec.4 township of Inglewood;</li> <li>2. Undertake community engagement in accordance with Council's Community Engagement Policy and the Local Government Act 2020;</li> <li>3. If no objections are raised during community engagement, authorise the Chief Executive Officer to sell Allotments 11, 12 and 13 Sec.4 township of Inglewood, within 10% of the independent valuation price as attached to this report; and</li> <li>4. Authorise the Chief Executive Officer to undertake the necessary administrative actions to complete the sale.</li> </ol>			
<b>CARRIED</b>			
<b>14 Feb 2024 10:41am Coombes, Christine - Completion</b>			
Public notice and community engagement of intention to sell property is currently being undertaken, and closes on 29 February 2024. Administration of submissions and/or sale proceedings will be undertaken by the CEO following this period.			

Meeting	Officer/Director	Section	Subject
Council 23/01/2024	Colls, Renae Fitzgerald, Lincoln	Decision Reports	North Central Goldfields Regional Library Agreement 2024
<b>RESOLUTION 2024/11</b>			
Moved: Cr Linda Jungwirth Seconded: Cr Dan Straub			
That Council authorise the Chief Executive Officer to affix the Loddon Shire Council seal and undertake all necessary administrative actions to enter into the North Central Goldfields Regional Library Agreement 2024.			
<b>CARRIED</b>			
<b>14 Feb 2024 1:46pm Colls, Renae - Completion</b>			
Completed by Colls, Renae (action officer) - Chief Executive Officer signed the North Central Goldfields Regional Library Agreement 2024 on the 9 February 2024.			

Meeting	Officer/Director	Section	Subject
Council 23/01/2024	Coombes, Christine Fitzgerald, Lincoln	Decision Reports	Intention to subdivide and sell a portion of land at 24-32 Wilson Street, Wedderburn
<b>RESOLUTION 2024/12</b>			
Moved: Cr Neil Beattie Seconded: Cr Linda Jungwirth			
That Council:			
<ol style="list-style-type: none"> <li>1. Provide public notice of Council's intention to sell part of the vacant land at 24 – 32 Wilson Street, Wedderburn to Ambulance Victoria,</li> <li>2. Undertake community engagement in accordance with Council's Community Engagement Policy and the Local Government Act 2020;</li> <li>3. If no objections are raised during community engagement, authorise the Chief Executive Officer to sell part of the vacant land at 24 – 32 Wilson Street, Wedderburn to Ambulance Victoria, within 10% of the independent valuation price as attached to this report; and</li> <li>4. Authorise the Chief Executive Officer to undertake the necessary administrative actions to complete the sale.</li> </ol>			
<b>CARRIED</b>			
<b>14 Feb 2024 10:48am Coombes, Christine - Completion</b>			
Public notice and community engagement of intention to sell property is currently being undertaken, and closes on 29 February 2024. Administration of submissions and/or sale proceedings will be undertaken by the CEO following this period.			

Meeting	Officer/Director	Section	Subject
Council 23/01/2024	Khanal, Kalyan Phillips, Steven	Decision Reports	C579- Canary Island Culvert Replacement - Amendment
<p><b>RESOLUTION 2024/17</b></p> <p>Moved: Cr Dan Straub Seconded: Cr Neil Beattie</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>rescind Council resolution 2023/136 made at its December 2023 meeting</li> <li>award Contract 579 – Canary Island Culvert Replacement with the alternative barrier rail option to Avard Civil and amend the project budget as detailed in Attachment 2</li> <li>authorise the Chief Executive Officer to undertake the necessary administrative actions to complete the contract documents.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>13 Feb 2024 8:56am Khanal, Kalyan - Completion</b> Completed by Khanal, Kalyan (action officer) - Procurement sending new contract to contractor.</p>			

Meeting	Officer/Director	Section	Subject
Council 23/01/2024	Southcombe, David Phillips, Steven	Decision Reports	C590 - Reconstruction of Pyramid Yarraberb Rd 2.6km
<p><b>RESOLUTION 2024/18</b></p> <p>Moved: Cr Linda Jungwirth Seconded: Cr Dan Straub</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Award Contract 590 – Reconstruction of Pyramid Yarraberb Rd 2.6km to Berne Fleming Civil Pty Ltd.</li> <li>Authorise the Chief Executive Officer to undertake the necessary administrative actions to complete the contract documents.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>16 Feb 2024 9:12am Southcombe, David - Completion</b> Completed by Southcombe, David (action officer) - Contract awarded to Berne Fleming.</p>			

Meeting	Officer/Director	Section	Subject
Council 23/01/2024	Coombes, Christine Fitzgerald, Lincoln	Decision Reports	Sale of Land - Bell Street, Borung
<b>RESOLUTION 2024/14</b>			
Moved: Cr Linda Jungwirth			
Seconded: Cr Dan Straub			
That Council:			
<ol style="list-style-type: none"> <li>1. Provide public notice of Council's intention to sell Lot 1 TP 220272 and Lot 1 516558 Borung Rec. Reserve T/ship Borung Parish Kinypaniel KP;</li> <li>2. Undertake community engagement in accordance with Council's Community Engagement Policy and the Local Government Act 2020;</li> <li>3. If no objections are raised during community engagement, authorise the Chief Executive Officer to sell, Lot 1 TP 220272 and Lot 1 516558 Borung Rec. Reserve T/ship Borung Parish Kinypaniel KP, within 10% of the independent valuation price as attached to this report; and</li> <li>4. Authorise the Chief Executive Officer to undertake the necessary administrative actions to complete the sale.</li> </ol>			
<b>CARRIED</b>			
<b>14 Feb 2024 10:41am Coombes, Christine - Completion</b>			
Public notice and community engagement of intention to sell property is currently being undertaken, and closes on 29 February 2024. Administration of submissions and/or sale proceedings will be undertaken by the CEO following this period.			

Meeting	Officer/Director	Section	Subject
Council 23/01/2024	Coombes, Christine Fitzgerald, Lincoln	Decision Reports	Sale of Land - Godfrey Street, Boort
<b>RESOLUTION 2024/16</b>			
Moved: Cr Neil Beattie			
Seconded: Cr Dan Straub			
That Council:			
<ol style="list-style-type: none"> <li>1. Provide public notice of Council's intention to sell Godfrey Street Boort, Allot.20 Sec.1 Township of Boort,</li> <li>2. Undertake community engagement in accordance with Council's Community Engagement Policy and the Local Government Act 2020;</li> <li>3. If no objections are raised during community engagement, authorise the Chief Executive Officer to sell Godfrey Street Boort, Allot.20 Sec.1 Township of Boort, within 10% of the independent valuation price as attached to this report; and</li> <li>4. Authorise the Chief Executive Officer to undertake the necessary administrative actions to complete the sale.</li> </ol>			
<b>CARRIED</b>			
<b>14 Feb 2024 10:42am Coombes, Christine - Completion</b>			
Public notice and community engagement of intention to sell property is currently being undertaken, and closes on 29 February 2024. Administration of submissions and/or sale proceedings will be undertaken by the CEO following this period.			

Meeting	Officer/Director	Section	Subject
Council 23/01/2024	Coombes, Christine Fitzgerald, Lincoln	Decision Reports	Sale of Land - Boort Charlton Road, Boort
<b>RESOLUTION 2024/15</b>			
Moved: Cr Neil Beattie			
Seconded: Cr Linda Jungwirth			
That Council:			
<ol style="list-style-type: none"> <li>1. Provide public notice of Council's intention to sell Lot 1 PS612125S PO Boort, Boort – Charlton Road, Boort;</li> <li>2. Undertake community engagement in accordance with Council's Community Engagement Policy and the Local Government Act 2020;</li> <li>3. If no objections are raised during community engagement, authorise the Chief Executive Officer to sell Lot 1 PS612125S PO Boort, Boort – Charlton Road, Boort, within 10% of the independent valuation price as attached to this report; and</li> <li>4. Authorise the Chief Executive Officer to undertake the necessary administrative actions to complete the sale.</li> </ol>			
<b>CARRIED</b>			
<b>14 Feb 2024 10:42am Coombes, Christine - Completion</b>			
Public notice and community engagement of intention to sell property is currently being undertaken, and closes on 29 February 2024. Administration of submissions and/or sale proceedings will be undertaken by the CEO following this period.			



Meeting	Officer/Director	Section	Subject
Council 23/01/2024	Clue, Lisa Stedman, Michelle	Decision Reports	Review of Risk Management documents
<b>RESOLUTION 2024/10</b>			
Moved: Cr Dan Straub			
Seconded: Cr Linda Jungwirth			
That Council:			
1. adopts the following reviewed documents:			
(a) Risk Management Policy v7			
(b) Risk Management Framework v4			
(c) Risk Appetite Statement v2			
2. notes the reviewed and updated actions in the Risk Management Implementation Plan v2.			
			<b>CARRIED</b>
<b>02 Feb 2024 3:53pm Clue, Lisa - Completion</b>			
Completed by Clue, Lisa (action officer) - Adopted Risk Management Policy, Framework and Appetite Statement have been registered into Council's records system and are now available from Council's website.			

Meeting	Officer/Director	Section	Subject
Council 23/01/2024	Jackson, Darcy Phillips, Steven	Decision Reports	Decision Report 5934: Use and development of the land for a dwelling in the Farming Zone
<p><b>RESOLUTION 2024/8</b></p> <p>Moved: Cr Neil Beattie Seconded: Cr Linda Jungwirth</p> <p>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 5934 for use and development of the land for a dwelling subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. <b>AMENDED PLANS REQUIRED</b> Before the use and/or development start(s), amended plans 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 drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:             <ol style="list-style-type: none"> <li>a) Detailed floor and elevation plans for the proposed dwelling.</li> </ol> </li> <li>2. <b>LAYOUT</b> The use and development as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.</li> <li>3. <b>MATERIALS</b> All external materials must be non-reflective and finished in natural colours or shades to the satisfaction of the Responsible Authority.</li> <li>4. <b>DRAINAGE</b> The development, including landscaped and paved areas, must be graded and drained to the satisfaction of the council as the responsible drainage authority so as to prevent the discharge of water from the subject land across any road or onto any adjoining land.</li> <li>5. <b>NATIVE VEGETATION</b> No native vegetation is to be removed without the prior written consent of the Responsible Authority.</li> <li>6. <b>WORKS IN A ROAD RESERVE</b> <ol style="list-style-type: none"> <li>a) Prior to commencement of any works on the road reserve the owner/applicant must submit a Works in a Road Reserve application and be issued a permit to occupy the road for minor works.</li> <li>b) The vehicle crossover must be constructed to the satisfaction and requirements of Council's Assets and Engineering Department.</li> </ol> </li> </ol>			

**7. ENVIRONMENTAL HEALTH OFFICER**

- a) The applicant will be required to install an all-waste on-site waste water system. The system must be an Environment Protection Authority approved system installed, operated and maintained in accordance with the Environment Protection Authority's current edition of the Code of Practice – Onsite wastewater management and the Australia New Zealand Standard AS/NZS 1547:2012 – On-site wastewater management.
- b) Prior to any development the applicant will be required to apply for a Permit to Install a Septic Tank in accordance with Part IXB of the Environment Protection Act 1970.

**8. EXPIRY**

This permit will expire if the permitted development is not started within two years of the date of this permit, or is not completed within four years of that date, or the permitted use is not started within two years of the completion of the development, or is discontinued for a period of two years.

The responsible authority may extend these periods if a request is made in writing before the permit expires, or:

- Within six months afterwards if the development has not been started, or the development is complete but the use has not started, or the use has been discontinued for a period of two years.
- Within twelve months afterwards if the development started lawfully before the permit expired.

**CARRIED**

**02 Feb 2024 3:35pm Jackson, Darcy - Completion**

Completed by Jackson, Darcy (action officer) - Notice of Decision Issued, nothing further required

Meeting	Officer/Director	Section	Subject
Council 23/01/2024	Hunt, Tracy Stedman, Michelle	Decision Reports	Privacy Policy (Version 3)
<b>RESOLUTION 2024/9</b>			
Moved: Cr Linda Jungwirth			
Seconded: Cr Neil Beattie			
That Council adopts Privacy Policy v3.			
<b>CARRIED</b>			
<b>13 Feb 2024 9:44am Hunt, Tracy - Completion</b>			
Completed by Hunt, Tracy (action officer) - Adopted Privacy Policy V3 has been updated in internal registers and published on Loddon Shire Council website where required.			

**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.

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

**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**

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

**Cr Straub**

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

**Cr Jungwirth**

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

**Cr Murphy**

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



**10 DECISION REPORTS****10.1 APPOINTMENT OF AUDIT AND RISK COMMITTEE CHAIR**

**File Number:** FOL/20/612  
**Author:** Lisa Clue, Manager Governance  
**Authoriser:** Michelle Stedman, Director Corporate  
**Attachments:** Nil

**RECOMMENDATION**

That Council, on the recommendation of the Audit and Risk Committee, appoint Rodney Poxon as Chairperson of the Loddon Shire Council Audit and Risk Committee for the period 29 February 2024 to 28 February 2025.

**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 appoints an Audit and Risk Committee (ARC) Chairperson annually, with the most recent appointment being made by Council at its meeting in February 2023.

**BACKGROUND**

Clause 5.4 (Chairperson) of the Audit and Risk Committee Charter v11 states:

- *The Chairperson of the Committee must be an independent member*
- *Council will appoint the Chairperson of the Committee on recommendation of the Committee*
- *If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson by resolution for that meeting from among the attending members.*

**ISSUES/DISCUSSION**

At its meeting held 5 February 2024, the ARC resolved 'That a recommendation be presented to Council to appoint Rodney Poxon as Chairperson of the Loddon Shire Audit and Risk Committee for the period 29 February 2024 to 28 February 2025'.

Rodney Poxon has been a member of Council's Audit and Risk Committee since 1 May 2015 and has qualifications relevant to business and finance. Rodney has owned and managed significant businesses throughout his career and been a member of a number of community organisations in and around the Boort area.

**COST/BENEFITS**

The benefit of an annual process to select an ARC Chairperson (including election if required) is providing all Committee Members with the opportunity to lead the Committee in its work for and on behalf of Council.

Clause 5.2.5 of the Audit and Risk Committee Charter states that remuneration is paid to each independent member as approved by Council from time to time. At its meeting on 28 March 2023, Council resolved to increase the quarterly remuneration paid to independent members of the Audit and Risk Committee to \$545, effective the quarter commencing 1 May 2023, and maintain payment of an extra quarter remuneration to the Chairperson during a one year term.

**RISK ANALYSIS**

An annual appointment of Chairperson provides all members with the opportunity to lead the Committee.

**CONSULTATION AND ENGAGEMENT**

Members of the Committee nominate the Chairperson of the ARC and recommend appointment to Council.

**10.2 FINANCE REPORT FOR THE QUARTER ENDING 31 DECEMBER 2023**

**File Number:** FOL/22/4399  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Michelle Stedman, Director Corporate  
**Attachments:** 1. Finance Report for the quarter ending 31 December 2023

**RECOMMENDATION**

That Council

1. receives and notes 'Finance Report for the quarter ending 31 December 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
4. approves the alteration of future reports to remove Appendix 7: Caravan Park Income and Expenditure.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

A report was presented and adopted in April 2021 that recommended that Council be provided with finance reports on a quarterly basis. The only exception is when changes to the Council Meeting timetable result in the Council Meeting occurring before the completion of the end of month finance procedures.

The last quarterly report presented was for the September 2023 quarter at the October 2023 Council Meeting. The 2022/23 full financials were presented to Council at the August 2023 Council Meeting.

**BACKGROUND**

The Finance Report for the quarter ended 31 December 2023 includes standard quarterly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the adopted 2023/24 Budget, and includes operating results, capital expenditure and funding sources. The report also includes a cash flow statement and the community planning program financials.

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

- splitting of parcels into new rateable assessments
- development of vacant or unproductive land (urban and rural)
- consolidation of separate rateable assessments into one assessment
- re-assessment of property valuations arising from objections to the initial valuation

- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title
- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)
- supplementary valuation corrections.

## ISSUES/DISCUSSION

Budgeted Surplus - Council's budgeted cash surplus has decreased from October 2023 by \$115K to \$6.88M. The main variations include the increased WorkCover premium for 2023/24 of \$113K.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 43% of total budget (35% as at September). Revenue brought to account for the quarter was \$3.98M (\$18.2M to September). Fees and charges, non-recurrent operating grants and recurrent capital grants actuals are all behind YTD budget. Other income types including reimbursements, recurrent operating grants and interest income are ahead of YTD budget.

Income Statement (expenditure) - Council's operating expenditure is at 33% of total budget (18% as at September). Payments for this quarter totalled \$9.58M (\$11.7M to September). Creditors, contractors and utilities are tracking behind expected budget expenditure and no areas at the moment are tracking ahead. The most significant variances are contractors and creditors.

Capital Works - The revised budget for capital works is \$26.7M and is 29% complete in financial terms (10% as at September) for the current financial year. Works for the quarter totalled \$5.1M (\$2.54M up to September).

The main variations within capital expenditure relate to:

- LRCI projects (\$1.96M) which have not yet been started, some contractors have been engaged and are expected to commence soon
- plant and fleet replacement program (\$750K) with many items on order but due to availability issues, delivery has been delayed
- Council funded infrastructure projects (\$834K) have started, however due to weather conditions and the importance of delivering the flood restoration projects, this has put some projects behind.

Service Areas – Appendix 3 provides Council with net results for each service area. As further work is undertaken on service planning and reviews throughout the year, the cost of each service will be refined.

Balance Sheet - Council has a cash total of \$33.6M with \$4.4M in general accounts (\$40.3M as at September). Total debtors at the end of December 2023 are \$12.73M (September 2023 were \$13.8M), this includes \$10.7M in rates. Sundry debtors total \$2.1M with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$87K.

Reports are also provided on the community planning programs to show the progress against budget.

A previous audit action had recommended that Council receives quarterly reports on the operational income and expenditure of all four council caravan parks. This was added into the quarterly finance report for ease of reporting. With three of the four parks now on a leasing arrangement, Council staff are seeking clarification if this is required for future reports.

## COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2023/24.

Provision of financial reports on at least a quarterly basis is a requirement of the *Local Government Act 2020*.

**RISK ANALYSIS**

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

During October 2022 Loddon Shire experienced significant flooding which has resulted in many operational staff being diverted to respond or support flood recovery. This reallocation of human resources limits delivery of programmed services and infrastructure. There is potential that this could continue over the coming years as infrastructure is rebuilt creating variance between budget and delivery.

**CONSULTATION AND ENGAGEMENT**

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

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

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

# LODDON SHIRE COUNCIL

## FINANCE REPORT FOR QUARTER ENDING 31 DECEMBER 2023



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## INTRODUCTION

During the second quarter of 2023/24 work has commenced on preparing for the next budget cycle. A timeline has been developed and includes several meetings with management and Council. This ensures that input is made along the development cycle and also provides an environment of continues learning throughout the process.

Work also continues on the RCCC system implementation project, which has required significant input from the whole finance team. This will continue through most of quarter three prior to going 'live'.

## 1 CASH SURPLUS POSITION

### 1.1 Budget revisions

Since 30 September 2023, the surplus has decreased from \$6,993,307 from \$6,878,336. Notes around major variances are included below:

<b>Opening Surplus (Position as at 30 September 2023)</b>	<b>\$ 6,993,307</b>
Workcover premium higher than budget	-\$ 113,069
Other minor adjustments	-\$ 1,902
<b>Closing Surplus (Position as at 31 December 2023)</b>	<b>\$ 6,878,336</b>

## 2 INCOME STATEMENT

Variance reporting has been included in this report where variations occur within the YTD Actual amount vs the YTD Budget amount (where is Council's financial position vs where Council was expected to be) for the statements of 10% or \$30,000.

### 2.1 Operating revenue

Total revenue brought to account for this quarter was \$3.98M. The total income raised is 43% of the total revised budget income for 2023/24.

#### 2.1.1 Fees and charges

Fees and charges are behind budget by \$222K or 45%, the main variations to budget are:

- gravel pits of \$19K due to a delay in invoices being raised
- caravan parks \$143K, with adjustments required to reflect new lease arrangements, as a result fees and charges are no longer received, lease income is
- waste management of \$16K with lower than expected demand as many ratepayers opting to use the waste vouchers distributed with the rates notices.

#### 2.1.2 Reimbursements

Reimbursements are ahead of budget by \$228K, the main variation to budget is insurance claims that have been received which relates to flood damage.

#### 2.1.3 Non-recurrent grants (operating)

Non-recurrent grants are behind budget by \$8.78M. The main variance in this income type is the funding for the flood recovery. Income is received as expenditure is spent and claims submitted. The program is currently behind where expected therefore the income is also behind budget.



2.1.4 Recurrent grants (operating)

Operating recurrent grants are ahead of budget by \$183K, the main variation to budget is kindergartens, with higher funds received than budgeted due to an increase in enrolments and additional grant allocations for early start and school readiness funding.

2.1.5 Recurrent grants (capital)

Capital recurrent grants are behind budget by \$1.33M. The main variation to budget is for Roads to Recovery funding. Works are underway, with just over \$0.6M spent but no claims have yet been submitted for the year.

2.1.6 Non-recurrent grants (capital)

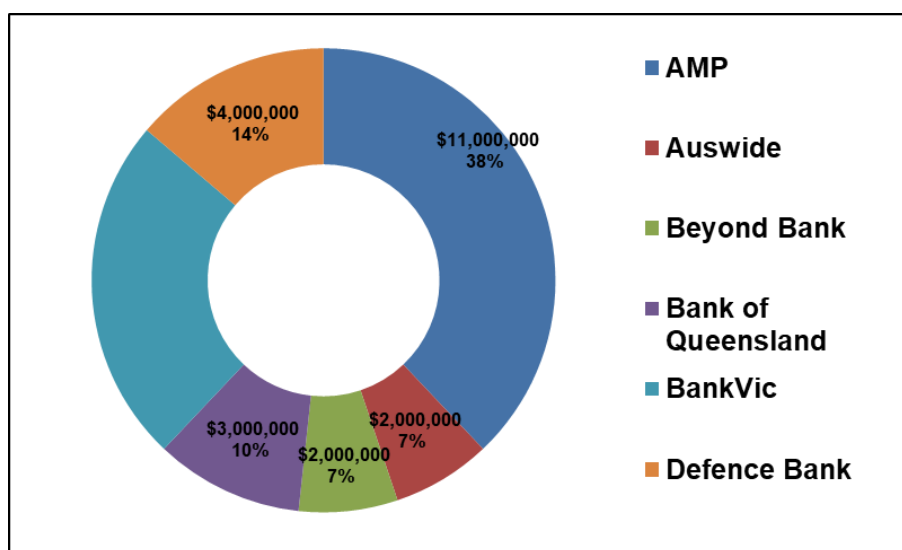
Non-recurrent grants are behind budget by \$1.86M or 27%. The main variations in this area relate to grant funded Local Roads and Community Infrastructure Program (LRCI) with works well underway but a claim not yet made.

2.1.7 Interest income

Council's Investment Policy requires investment of funds with authorised deposit taking institutions rated AAA+ to BBB- with a maximum of 40% of funds at any one institution and a maximum of \$2M in any one transaction.

The total investment interest received and accrued to date is \$1.03M. Rates interest amounts to \$17K. Year to date represents 85% of the total Revised Budget amount of \$1.24M. Council have increased the Revised Budget in this area but are still expected to exceed this revised amount for the financial year.

All investments are term deposits and are currently with banks that meet Council's Investment Policy as per the following graph:



Current investments:						
AMP	A2/BBB+				\$11,000,000	37.9%
Auswide	A1/A				\$ 2,000,000	6.9%
Beyond Bank	A2/BBB				\$ 2,000,000	6.9%
Bank of Queensland	A2/BBB				\$ 3,000,000	10.3%
BankVic	A2/BBB+				\$ 7,000,000	24.1%
Defence Bank	A2/BBB				\$ 4,000,000	13.8%
<b>Council Funds on Term Deposit</b>					<b>\$29,000,000</b>	<b>100%</b>

The below table shows all investments for the financial year to date:

LODDON SHIRE COUNCIL INVESTMENT SCHEDULE													
Bank	Establishment date	Status	Maturity date	Term (day)	Interest rate	Investment amount	Total interest receivable on TD	Interest accrual 2022/23	YTD accrued interest	Total interest accrual	YTD interest received	Total YTD interest earned	
AMP	14/07/2022	Closed	14/07/2023	365	4.35%	\$ 1,000,000	\$ 43,500	\$ 41,832	\$ 1,668	\$ -	\$ 43,500	\$ 1,668	
AMP	25/07/2022	Closed	25/07/2023	365	4.45%	\$ 3,000,000	\$ 133,500	\$ 125,453	\$ 8,047	\$ -	\$ 133,500	\$ 8,047	
Bank of Queensland	14/09/2022	Closed	14/08/2023	334	4.10%	\$ 2,000,000	\$ 75,036	\$ 64,926	\$ 10,110	\$ -	\$ 75,036	\$ 10,110	
Westpac	22/02/2023	Closed	22/08/2023	181	4.66%	\$ 2,000,000	\$ 46,217	\$ 32,684	\$ 13,533	\$ -	\$ 46,217	\$ 13,533	
AMP	6/09/2022	Closed	6/09/2023	365	4.35%	\$ 2,000,000	\$ 87,000	\$ 70,792	\$ 16,208	\$ -	\$ 87,000	\$ 16,208	
Bendigo & Adelaide Bank	12/04/2023	Closed	12/09/2023	153	4.35%	\$ 1,000,000	\$ 18,234	\$ 9,415	\$ 8,819	\$ -	\$ 18,234	\$ 8,819	
Westpac	22/02/2023	Closed	22/09/2023	212	4.70%	\$ 1,000,000	\$ 27,299	\$ 16,482	\$ 10,816	\$ -	\$ 27,299	\$ 10,816	
Bendigo & Adelaide Bank	3/10/2022	Closed	3/10/2023	365	4.30%	\$ 2,000,000	\$ 86,000	\$ 63,616	\$ 22,384	\$ -	\$ 86,000	\$ 22,384	
Bendigo & Adelaide Bank	13/10/2022	Closed	13/10/2023	365	4.15%	\$ 2,000,000	\$ 83,000	\$ 59,123	\$ 23,877	\$ -	\$ 83,000	\$ 23,877	
Bank of Queensland	15/02/2023	Closed	15/11/2023	273	4.60%	\$ 2,000,000	\$ 68,811	\$ 34,027	\$ 34,784	\$ -	\$ 68,811	\$ 34,784	
Bank of Queensland	1/06/2023	Closed	30/11/2023	182	4.90%	\$ 2,000,000	\$ 48,866	\$ 7,786	\$ 41,079	\$ -	\$ 48,866	\$ 41,079	
Bank of Queensland	15/02/2023	Closed	13/12/2023	301	4.65%	\$ 2,000,000	\$ 76,693	\$ 34,397	\$ 42,296	\$ -	\$ 76,693	\$ 42,296	
AMP	11/07/2023	Closed	19/12/2023	161	5.55%	\$ 2,000,000	\$ 48,962	\$ -	\$ 48,962	\$ -	\$ 48,962	\$ 48,962	
Defence Bank	1/06/2023	Closed	3/01/2024	216	4.95%	\$ 2,000,000	\$ 58,586	\$ 7,866	\$ 50,721	\$ -	\$ 58,586	\$ 50,721	
AMP	10/01/2023	Open	10/01/2024	365	4.60%	\$ 2,000,000	\$ 92,000	\$ 43,101	\$ 48,378	\$ 89,479	\$ -	\$ 48,378	
Defence Bank	13/02/2023	Open	13/02/2024	365	4.95%	\$ 2,000,000	\$ 99,000	\$ 37,159	\$ 49,907	\$ 87,066	\$ -	\$ 49,907	
AMP	11/07/2023	Open	20/02/2024	224	5.65%	\$ 2,000,000	\$ 69,348	\$ -	\$ 53,559	\$ 53,559	\$ -	\$ 53,559	
BankVic	1/03/2023	Open	1/03/2024	366	5.15%	\$ 1,000,000	\$ 51,641	\$ 17,073	\$ 25,962	\$ 43,034	\$ -	\$ 25,962	
AMP	18/04/2023	Open	13/03/2024	330	4.95%	\$ 2,000,000	\$ 89,507	\$ 19,800	\$ 49,907	\$ 69,707	\$ -	\$ 49,907	
BankVic	18/04/2023	Open	17/04/2024	365	4.80%	\$ 2,000,000	\$ 96,000	\$ 19,200	\$ 48,395	\$ 67,595	\$ -	\$ 48,395	
Bank of Queensland	24/10/2023	Open	22/04/2024	181	5.10%	\$ 1,000,000	\$ 25,290	\$ -	\$ 9,501	\$ 9,501	\$ -	\$ 9,501	
BankVic	4/07/2023	Open	2/05/2024	303	5.60%	\$ 2,000,000	\$ 92,975	\$ -	\$ 55,233	\$ 55,233	\$ -	\$ 55,233	
Bank of Queensland	24/10/2023	Open	21/05/2024	210	5.10%	\$ 1,000,000	\$ 29,342	\$ -	\$ 9,501	\$ 9,501	\$ -	\$ 9,501	
Beyond Bank	6/09/2023	Open	5/06/2024	273	5.15%	\$ 2,000,000	\$ 77,038	\$ -	\$ 32,734	\$ 32,734	\$ -	\$ 32,734	
Bank of Queensland	24/10/2023	Open	20/06/2024	240	5.10%	\$ 1,000,000	\$ 33,534	\$ -	\$ 9,501	\$ 9,501	\$ -	\$ 9,501	
Defence Bank	4/07/2023	Open	3/07/2024	365	5.75%	\$ 2,000,000	\$ 115,000	\$ -	\$ 56,712	\$ 56,712	\$ -	\$ 56,712	
Auswide	13/12/2023	Open	10/07/2024	210	5.35%	\$ 2,000,000	\$ 61,562	\$ -	\$ 5,277	\$ 5,277	\$ -	\$ 5,277	
AMP	25/07/2023	Open	24/07/2024	365	5.65%	\$ 3,000,000	\$ 169,500	\$ -	\$ 73,837	\$ 73,837	\$ -	\$ 73,837	
BankVic	4/07/2023	Open	3/09/2024	427	5.70%	\$ 2,000,000	\$ 133,364	\$ -	\$ 56,219	\$ 56,219	\$ -	\$ 56,219	
AMP	19/12/2023	Open	19/09/2024	275	5.25%	\$ 2,000,000	\$ 79,110	\$ -	\$ 3,452	\$ 3,452	\$ -	\$ 3,452	
Total Interest on Investments								\$ 704,733	\$ 919,378	\$ 722,408	\$ 901,703	\$ 919,378	
Interest on General Accounts												\$ 111,776	
Total Interest												\$ 1,031,155	
Interest transferred to/from externally funded projects												\$ -	
<b>Net interest on investments</b>												<b>\$ 1,031,155</b>	

Due to the short-term nature of the term deposits, those deposits which have not reached maturity are included as cash in the Balance Sheet. They are adjusted during the year-end financial report process if required.

The highlighted row shows the employee provisions (annual leave, long service leave and time in lieu) investment separately.

## 2.2 Operating expenditure

Total operating expenditure for the quarter was \$9.58M. The total expenditure for the quarter takes the total spend to 33% of the total revised budget expenditure for 2023/24.

### 2.2.1 Fuel

Fuel is currently 16% or \$106K behind budget due to the December invoice yet to be received for entering into the system. Although it is expected to be lower than this variance amount.

### 2.2.2 Creditors

Creditors are currently 34% or \$3.9M behind budget. The main variation to budget is flood recovery restoration works (\$2.2M). There are projects underway, but some have contracts that have been awarded but not yet commenced. To date all costs have been allocated to creditors.

### 2.2.3 Contractors

Contractor expenditure to date is \$1.26M which is \$6.1M behind YTD budget. The main variation within this expenditure relates to the delivery of flood restoration works (\$5.94M) via contractors. There is a budget of almost \$22M for the financial year however all works to date have been costed as creditors. Works on this restoration program have commenced with many contracts awarded and further projects out for quote.

#### 2.2.4 Utilities

Utilities are 45% or \$154K behind YTD budget. The main variation within the utilities is power and water usage for Council facilities and parks where there was lower usage than expected. As the weather warms up and the pools continue operating, these costs are expected to increase.

#### 2.3 **Operating surplus**

As a result of the variances as explained in the previous pages, the operating surplus to date is \$922K compared to a revised budget deficit amount of \$12.2M.

### 3 **CAPITAL EXPENDITURE**

Total capital works expenditure for the quarter was \$5.1M with the program now 29% complete in financial terms.

The total revised budget amount for 2023/24 is \$26.7M.

The main variations within capital expenditure relate to:

- LRCI projects (\$1.96M) which have not yet been started, some contractors have been engaged and are expected to commence soon
- plant and fleet replacement program (\$750K) with many items on order but due to availability issues, delivery has been delayed
- Council funded infrastructure projects (\$834K) have started, however due to weather conditions and the importance of delivering the flood restoration projects, this has put some projects behind.

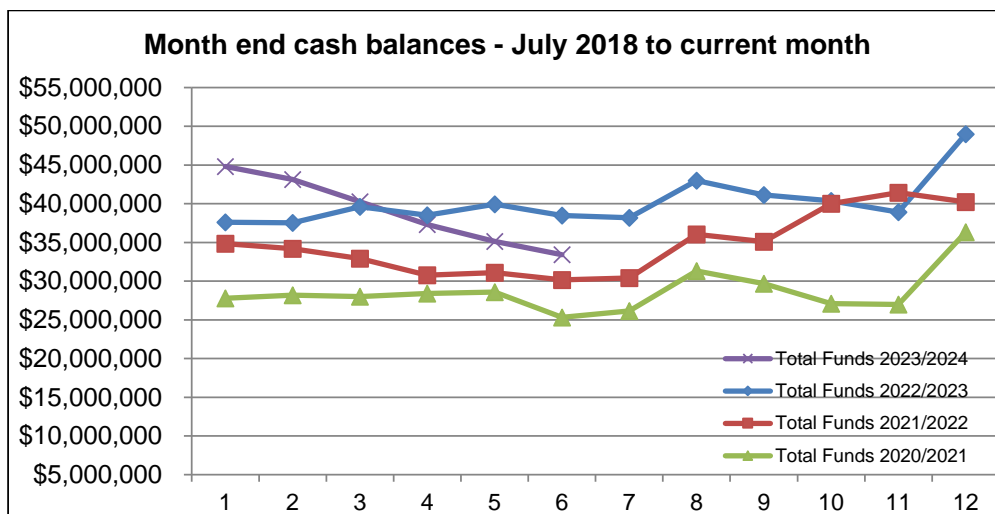
A full capital works report in detail is included in Appendix 6.

### 4 **BALANCE SHEET**

#### 4.1 **Cash**

At the end of the month, Council's overall cash total was \$33.6M, which includes a balance of \$4.40M in general accounts.

Month end balances for Council's cash, from July 2021 until the current month, are reflected in the following graph:



4.2 Receivables

4.2.1 Debtors

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

Debtor category	December 2022	September 2023	October 2023	November 2023	December 2023
Rates	8,956,994	11,184,810	10,752,227	10,070,428	9,401,646
Fire Services Property Levy	1,108,209	1,545,844	1,476,713	1,388,317	1,296,344
<b>Total rates and Fire Services Property Levy</b>	<b>10,065,203</b>	<b>12,730,653</b>	<b>12,228,940</b>	<b>11,458,745</b>	<b>10,697,989</b>
Sundry debtors	613,984	1,195,277	1,157,719	1,563,816	2,140,886
Community loans/advances	-	-	-	-	-
Long term loans/advances	-	-	-	-	-
Employee superannuation	1,181	436	5,679	3,837	1,073
Magistrates court fines	96,570	96,108	96,108	96,108	96,108
LESS provision for doubtful debts	(151,188)	(205,470)	(205,470)	(205,470)	(205,470)
<b>Total</b>	<b>10,625,750</b>	<b>13,817,005</b>	<b>13,282,975</b>	<b>12,917,036</b>	<b>12,730,586</b>

4.2.2 Rates debtors

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

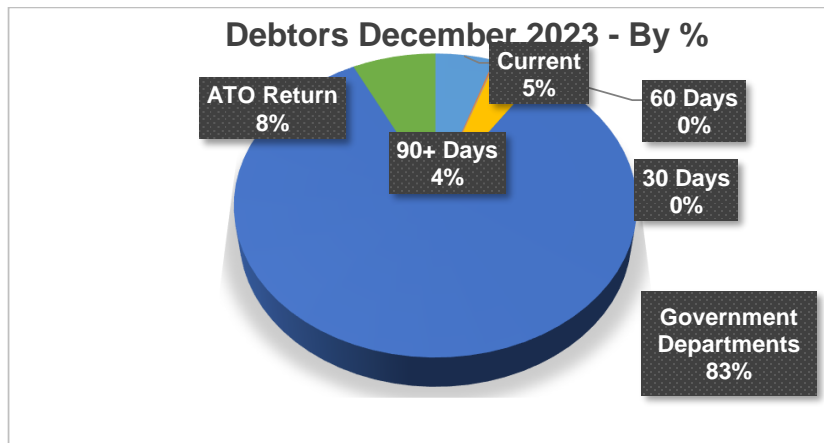
Rating year	December 2022 (5/1/2023)	September 2023 (3/10/2023)	October 2023 (1/11/2023)	November 2023 (1/12/2023)	December 2023 (5/1/2024)
2006/07 to 2016/17	20,877	18,598	18,833	18,813	18,661
2006/07 to 2016/17 FSPL	3,339	2,510	2,534	2,532	2,517
2017/18	13,797	12,942	13,087	13,015	12,462
2017/18 Fire Services Property Levy	3,309	3,056	3,095	3,090	2,905
2018/19	19,039	18,647	18,921	18,017	16,949
2018/19 Fire Services Property Levy	4,866	4,369	4,425	4,346	4,012
2019/20	37,330	34,220	34,674	34,460	30,249
2019/20 Fire Services Property Levy	7,278	6,552	6,645	6,625	6,047
2020/21	57,310	7,596	46,017	45,661	41,255
2020/21 Fire Services Property Levy	9,917	46,559	7,498	7,470	6,851
2021/22	102,433	67,347	64,690	62,250	57,291
2021/22 Fire Services Property Levy	18,050	11,381	11,206	10,936	10,238
2022/23	8,735,049	210,827	196,182	176,131	156,113
2022/23 Fire Services Property Levy	1,032,609	29,879	27,882	25,883	24,085
<b>Sub-total: arrears</b>	<b>297,545</b>	<b>233,776</b>	<b>231,626</b>	<b>227,215</b>	<b>209,436</b>
Current year (outstanding but not due)	8,706,208	10,788,509	10,372,455	9,714,748	9,081,349
Fire Services Property Levy	1,061,450	1,467,663	1,400,795	1,314,768	1,227,006
<b>Total outstanding</b>	<b>9,767,658</b>	<b>12,256,171</b>	<b>11,773,250</b>	<b>11,029,515</b>	<b>10,308,356</b>
<b>SUMMARY</b>					
Total rates	8,956,994	11,158,686	10,764,859	10,083,096	9,414,327
Total FSPL	1,108,209	1,571,967	1,464,081	1,375,650	1,283,662
<b>Total arrears</b>	<b>10,065,203</b>	<b>12,730,653</b>	<b>12,228,940</b>	<b>11,458,745</b>	<b>10,697,989</b>

4.2.3 Sundry debtors

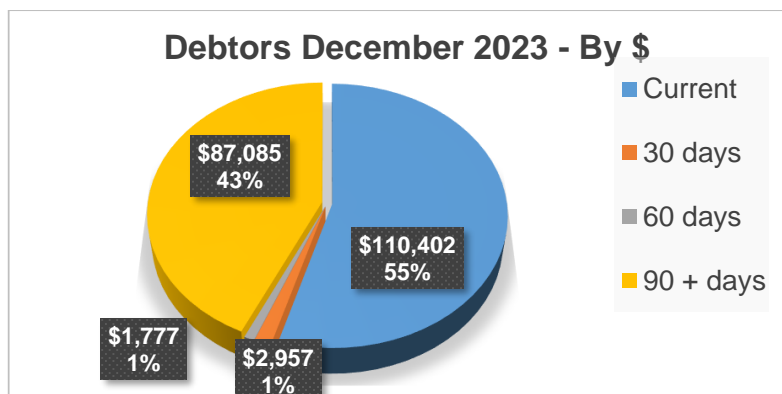
Outstanding sundry debtors at the end of the month consist of:

Current	\$110,402	55%
30 days	\$2,957	1%
60 days	\$1,777	1%
90 + days	\$87,085	43%
<b>Sub total routine debtors</b>	<b>\$202,221</b>	<b>100%</b>
Government departments	\$1,781,879	
ATO return	\$156,786	
<b>Total</b>	<b>\$2,140,886</b>	
90 + days consists of:		
Community Wellbeing debtors	\$876	
Local community groups	\$10,000	
Others	\$76,208	
<b>Total</b>	<b>\$87,085</b>	

The mainstream sundry debtors (\$202K) have been broken into the amount of time they have been outstanding. At the time of this report, \$87K or 43% of that total has been outstanding for more than 90 days. All debtors are contacted as a matter of routine.



Total outstanding sundry debtors as at 31 December 2023 are \$2.14M. The majority of total debtors is with various government departments with \$1.78M which have a higher percentage of collection.



4.3 Other assets

4.3.1 Property valuations

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

There were 87 supplementary valuations during the second quarter of 2023/24.

Change type	Number	Site Value	Capital Improved Value	NAV
Cancelled License	1	-\$ 176,000	-\$ 178,000	-\$ 8,900
Change AVPCC	1	\$ -	\$ -	\$ -
Consolidation	9	\$ 70,000	\$ 40,000	\$ 534,000
Demolition	5	-\$ 1,889,000	-\$ 4,046,000	-\$ 463,300
Error in area	2	-\$ 60,000	-\$ 61,000	-\$ 3,050
Improvement	41	\$ 130,000	\$ 8,091,000	\$ 398,430
New property	13	\$ 1,830,000	\$ 3,591,000	\$ 179,550
Split	15	\$ 97,000	-\$ 218,000	-\$ 10,900
<b>Grand Total</b>	<b>87</b>	<b>\$ 2,000</b>	<b>\$ 7,219,000</b>	<b>\$ 625,830</b>

The total rateable CIV at the end of December 2023 is now just under \$4.89B.

Valuation type	Opening Balances 1 August 2023	Supplementary Changes	Closing Balance
Site Value	\$ 3,692,250,400	\$ 2,000	\$ 3,692,252,400
Capital Improved Value	\$ 4,879,673,300	\$ 7,219,000	\$ 4,886,892,300
NAV	\$ 245,544,685	\$ 625,830	\$ 246,170,515

4.3.2 Water rights

Council-owned water rights are valued at \$2.81M at 30 June 2023.

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

There has been no purchases or sales of water rights for the year to date.

4.3.3 Vision Super Defined Benefits Plan update

On 20 December 2023, Council received official notification of the 30 September 2023 estimated Vested Benefit Index (VBI) for the sub-plan being 102.3%. This is a decrease from the previous estimate but it remains above the required 100%.

Currently, under the superannuation prudential standards, VBI's must generally be kept above a fund's nominated shortfall, currently 97%. When an actuarial review/investigation is in progress the fund's VBI must be at least 100% as it was at 30 June 2023.

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

As at	30 June 2020 (actual)	30 June 2021 (actual)	30 June 2022 (actual)	30 July 2023 (actual)	30 Sept 2023 (est)
LASF DB	104.6%	109.7%	102.2%	104.6%	102.3%

### 5 COMMUNITY PLANNING FINANCIALS

#### 5.1 Boort community plans

Boort ward carried forward \$235K into 2023/24. With the additional \$50K allocation there is currently \$285K available for the community planning group to allocate toward projects. Current community planning projects planned for 2023/24 are outlined below:

Boort Community Plans					ACTUALS			BUDGET		
YEAR	LEDGER	LEDGER	JOB CODE	PROJECT	2023/24 FINANCIAL YEAR			2023/24 FINANCIAL YEAR		
					INCOME	EXPENDITURE	NET COST	INCOME	EXPENDITURE	NET COST
				<b>Income</b>						
				Unspent allocation from previous years	\$234,684	\$0	\$234,684	\$234,684	\$0	\$234,684
				This years allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
				Equity adjustment	\$0	\$0	\$0	\$0	\$0	\$0
				Strategic Fund	\$0	\$0	\$0	\$0	\$0	\$0
				<b>Total amount available</b>	<b>\$284,684</b>	<b>\$0</b>	<b>\$284,684</b>	<b>\$284,684</b>	<b>\$0</b>	<b>\$284,684</b>
<b>CURRENT</b>	<b>16975</b>			<b>Boort Community Plans Unallocated</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$284,684</b>	<b>\$284,684</b>
				<b>Total expenditure for the year</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$284,684</b>	<b>\$284,684</b>
				<b>Total amount not spent at the end of the year, and available for next year</b>			<b>\$284,684</b>			<b>\$0</b>

#### 5.2 Inglewood community plans

Inglewood ward carried forward \$222K into 2023/24. With the additional \$50K allocation there is currently \$262K available for the community planning group to allocate toward projects. Current community planning projects planned for 2023/24 are outlined below:

Inglewood Community Plans					ACTUALS			BUDGET		
YEAR	LEDGER	LEDGER	JOB CODE	PROJECT	2023/24 FINANCIAL YEAR			2023/24 FINANCIAL YEAR		
					INCOME	EXPENDITURE	NET COST	INCOME	EXPENDITURE	NET COST
				<b>Income</b>						
				Unspent allocation from previous years	\$221,649	\$0	\$221,649	\$221,649	\$0	\$221,649
				This years allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
				Strategic Fund	\$0	\$0	\$0	\$0	\$0	\$0
				Equity adjustment	\$0	\$0	\$0	\$0	\$0	\$0
				<b>Total amount available</b>	<b>\$271,649</b>	<b>\$0</b>	<b>\$271,649</b>	<b>\$271,649</b>	<b>\$0</b>	<b>\$271,649</b>
2011/12	24804	2242954315XX	CP2110012242954315	<b>LESS expenditure for the year</b>						
2019/20	26856	2242954315XX	CP2200012242954315	Bridgewater Streetscape	\$0	\$0	\$0	\$0	\$0	\$0
2020/21		2242954315XX	CP2210022242954315	Inglewood Eucy Museum Annex Alloc 2	\$0	\$0	\$0	\$0	\$79,429	\$79,429
2021/22		2242214305XX	CP2220022242214305	Inglewood Eucy Tractor Annex	\$0	\$0	\$0	\$0	\$33,185	\$33,185
2021/22		2242214305XX	CP2220022242214305	Campbells Forest Hydrology Report	\$0	\$0	\$0	\$0	\$10,000	\$10,000
2021/22		2242954315XX	CP2220032242954315	Inglewood Town Hall Roof Replace	\$0	\$10,000	\$10,000	\$0	\$10,000	\$10,000
<b>CURRENT</b>	<b>2242214305XX</b>			<b>Inglewood Community Plans Unallocated</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$139,035</b>	<b>\$139,035</b>
				<b>Total expenditure for the year</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$271,649</b>	<b>\$271,649</b>
				<b>Total amount not spent at the end of the year, and available for next year</b>			<b>\$261,649</b>			<b>\$0</b>

#### 5.3 Tarnagulla community plans

Tarnagulla ward carried forward \$244K into 2023/24. With the additional \$50K allocation there is currently \$294K available for the community planning group to allocate toward projects. Current community planning projects planned for 2023/24 are outlined below:

Tarnagulla Community Plans					ACTUALS			BUDGET		
YEAR	LEDGER	LEDGER	JOB CODE	PROJECT	2023/24 FINANCIAL YEAR			2023/24 FINANCIAL YEAR		
					INCOME	EXPENDITURE	NET COST	INCOME	EXPENDITURE	NET COST
				<b>Income</b>						
				Unspent allocation from previous years	\$243,980	\$0	\$243,980	\$243,980	\$0	\$243,980
				This years allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
				Strategic Fund	\$0	\$0	\$0	\$0	\$0	\$0
				Equity adjustment	\$0	\$0	\$0	\$0	\$0	\$0
				<b>Total amount available</b>	<b>\$293,980</b>	<b>\$0</b>	<b>\$293,980</b>	<b>\$293,980</b>	<b>\$0</b>	<b>\$293,980</b>
2019/20	18704	2243218605XX	CP3190012243218605	<b>LESS expenditure for the year</b>						
2019/20	18706	2243218605XX	CP3190022243218605	TaCPSF Laanecoorie Hall Paint	\$0	\$0	\$0	\$0	\$1,818	\$1,818
2019/20	26859	2243958620XX	CP3200082243958620	TaCPSF Tarnagulla Community Centre Asphalt	\$0	\$50,000	\$50,000	\$0	\$50,000	\$50,000
2020/21		2243958620XX	CP3200092243958620	Newbridge Progress Park BBQ and Shelter	\$0	\$10,509	\$10,509	\$0	\$10,509	\$10,509
2020/21		2243958620XX	CP3200102243958620	TaCPSF Soldiers Memorial Park Toilets	\$0	\$0	\$0	\$0	\$30,000	\$30,000
2020/21		2243218605XX	CP3200112243218605	TaCPSF Laanecoorie Hall Paint Alloc 2	\$0	\$0	\$0	\$0	\$16,591	\$16,591
2020/21		2243958620XX	CP3210032243958620	Progress Park Fitness Station	\$0	\$0	\$0	\$0	\$15,000	\$15,000
2021/22		2243958620XX	CP3220012243958620	Grahams Lane Intersection	\$0	\$13,000	\$13,000	\$0	\$13,000	\$13,000
2021/22		2243958620XX	CP3220022243958620	Disabled Carpark Newbridge Hall	\$0	\$0	\$0	\$0	\$8,500	\$8,500
2021/22		2243958620XX	CP3220032243958620	Pavement Wimmera Hwy Newbridge	\$0	\$30,000	\$30,000	\$0	\$30,000	\$30,000
2021/22		2243958620XX	CP3220042243958620	Newbridge Hall Restoration	\$0	\$0	\$0	\$0	\$0	\$0
<b>CURRENT</b>	<b>2243218605XX</b>			<b>Tarnagulla Community Plans Unallocated</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$118,562</b>	<b>\$118,562</b>
				<b>Total expenditure for the year</b>	<b>\$0</b>	<b>\$103,509</b>	<b>\$103,509</b>	<b>\$0</b>	<b>\$293,980</b>	<b>\$293,980</b>
				<b>Total amount not spent at the end of the year, and available for next year</b>			<b>\$190,471</b>			<b>\$0</b>



5.4 Terrick community plans

Terrick ward carried forward \$183K into 2023/24. With the additional \$50K allocation there is currently \$233K available for the community planning group to allocate toward projects. Current community planning projects planned for 2023/24 are outlined below:

Terrick Community Plans					ACTUALS			BUDGET		
YEAR	LEDGER	LEDGER	JOB CODE	PROJECT	2023/24 FINANCIAL YEAR			2023/24 FINANCIAL YEAR		
					INCOME	EXPENDITURE	NET COST	INCOME	EXPENDITURE	NET COST
				<b>Income</b>						
				Unspent allocation from previous years	\$182,569	\$0	\$182,569	\$182,569	\$0	\$182,569
				This years allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
				Equity adjustment	\$0	\$0	\$0	\$0	\$0	\$0
				Strategic Fund	\$0	\$0	\$0	\$0	\$0	\$0
				<b>Total amount available</b>	<b>\$232,569</b>	<b>\$0</b>	<b>\$232,569</b>	<b>\$232,569</b>	<b>\$0</b>	<b>\$232,569</b>
				<b>LESS expenditure for the year</b>						
2010/11	16279	2244218665XX	CP4100012244218665	Pyramid Hill Rural Water Community Areas	\$0	\$0	\$0	\$0	\$0	\$0
2018/19	27907	2244958680XX	CP4160012244958680	P/H Lions Park Redevelopment	\$0	\$21,075	\$21,075	\$0	\$32,075	\$32,075
2019/20	18712	2244218665XX	CP4200012244218665	Milamo Sporting Rooms Flood Upgrade	\$0	\$0	\$0	\$0	\$10,000	\$10,000
2019/20	18713	2244218665XX	CP4200022244218665	Dingee Memorial Hall Toilet	\$0	\$20,000	\$20,000	\$0	\$20,000	\$20,000
2020/21		2244218665XX	CP4210012244218665	Calvil Rec BBQ & Shelter	\$0	\$0	\$0	\$0	\$0	\$0
2020/21		2244218665XX	CP4210022244218665	Dingee Hall Disabled Toilet	\$0	\$14,388	\$14,388	\$0	\$14,388	\$14,388
<b>CURRENT</b>				<b>Terrick Community Plans unallocated</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$156,106</b>	<b>\$156,106</b>
				<b>Total expenditure for the year</b>	<b>\$0</b>	<b>\$55,463</b>	<b>\$55,463</b>	<b>\$0</b>	<b>\$232,569</b>	<b>\$232,569</b>
				<b>Total amount not spent at the end of the year, and available for next year</b>			<b>\$177,106</b>			<b>\$0</b>

5.5 Wedderburn community plans

Wedderburn ward carried forward \$240K into 2023/24. With the additional \$50K allocation there is currently \$290K available for the community planning group to allocate toward projects. Current community planning projects planned for 2023/24 are outlined below:

Wedderburn Community Plans					ACTUALS			BUDGET		
YEAR	LEDGER	LEDGER	JOB CODE	PROJECT	2023/24 FINANCIAL YEAR			2023/24 FINANCIAL YEAR		
					INCOME	EXPENDITURE	NET COST	INCOME	EXPENDITURE	NET COST
				<b>Income</b>						
				Unspent allocation from previous years	\$240,233	\$0	\$240,233	\$240,233	\$0	\$240,233
				This years allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
				Equity adjustment	\$0	\$0	\$0	\$0	\$0	\$0
				Strategic fund	\$0	\$0	\$0	\$0	\$0	\$0
				<b>Total amount available</b>	<b>\$290,233</b>	<b>\$0</b>	<b>\$290,233</b>	<b>\$290,233</b>	<b>\$0</b>	<b>\$290,233</b>
				<b>Expenditure</b>						
<b>CURRENT</b>				<b>Wedderburn Community Plans Unallocated</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$290,233</b>	<b>\$290,233</b>
				<b>Total expenditure for the year</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$290,233</b>	<b>\$290,233</b>
				<b>Total amount not spent at the end of the year, and available for next year</b>			<b>\$290,233</b>			<b>\$0</b>

## APPENDIX 1: INCOME STATEMENT

Element	2023/24 Original Budget	2023/24 Revised Budget	2023/24 YTD Revised Budget	2023/24 YTD Actuals	2023/24 YTD Variance (YTD Budget vs YTD Actual)
<b>Income</b>					
69 - Statutory Fees	294,310	294,310	164,633	168,283	102%
70 - Fees & Charges	1,005,450	1,005,950	492,660	270,569	55%
71 - Contribution	0	40,000	40,000	40,000	100%
73 - Interest	435,000	1,235,000	617,500	1,046,869	170%
77 - Reimbursements	317,451	317,451	158,725	387,116	244%
80 - Rates	12,713,535	12,713,535	12,562,360	12,640,545	101%
81 - Non Recurrent Grants (Operating)	20,023,000	20,277,324	10,184,751	1,400,554	14%
82 - Recurrent Grants (Operating)	3,564,960	1,487,763	811,344	994,395	123%
83 - Recurrent Grants (Capital)	2,387,726	2,660,208	1,330,106	0	0%
84 - Non Recurrent Grants (Capital)	2,387,726	11,589,997	6,861,652	4,996,242	73%
90 - VicRoads	261,774	261,774	261,774	257,309	98%
<b>Total Income</b>	<b>43,390,932</b>	<b>51,883,312</b>	<b>33,485,504</b>	<b>22,201,882</b>	<b>66%</b>
<b>Expenses</b>					
01 - Labour	12,987,138	13,142,676	6,671,484	6,294,911	94%
04 - Creditors	9,168,228	23,453,967	11,532,191	7,632,664	66%
05 - Stores	46,666	46,666	23,334	12,150	52%
06 - Fuel	1,360,925	1,360,925	680,461	574,089	84%
07 - Contractors	22,491,688	14,646,620	7,391,690	1,260,590	17%
08 - Depreciation	10,308,760	10,308,760	5,154,380	5,154,380	100%
09 - Utilities	652,810	651,405	344,817	191,155	55%
25 - Grants Expenditure	392,040	392,040	176,585	159,775	90%
45 - Bad Debts Expense	0	0	0	507	0%
63 - Reversal of Impairment Losses	0	0	0	0	0%
<b>Total Expenses</b>	<b>57,408,256</b>	<b>64,003,060</b>	<b>31,974,942</b>	<b>21,280,221</b>	<b>67%</b>
<b>Net Result Surplus / (Deficit)</b>	<b>(14,017,324)</b>	<b>(12,119,748)</b>	<b>1,510,562</b>	<b>921,661</b>	<b>61%</b>

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

## APPENDIX 2: CAPITAL WORKS STATEMENT

Element	2023/24 Original Budget	2023/24 Revised Budget	2023/24 YTD Revised Budget	2023/24 YTD Actuals	2023/24 YTD Variance (YTD Budget vs YTD Actual)
<b>Funding Decisions</b>					
88 - Reserves Transfer From	10,443,502	27,363,996	23,044,455	23,057,731	0%
89 - Reserves Transfer To	(2,293,631)	(2,367,345)	(1,300,000)	(1,314,263)	0%
74 - Asset Sales (Capital)	471,333	532,730	236,313	536,803	227%
<b>Total Funding Decisions</b>	<b>8,621,204</b>	<b>25,529,381</b>	<b>21,980,768</b>	<b>22,280,271</b>	<b>101%</b>
<b>Capital Expenditure</b>					
12 - Economic Development	0	0	0	0	0%
21 - Caravan Parks	0	221,912	110,958	24,082	22%
41 - Community Planning - Boort	0	0	0	0	0%
42 - Community Planning - Inglewood	0	112,614	0	0	0%
43 - Community Planning - Tarnagulla	0	53,500	19,248	0	0%
44 - Community Planning - Terricks	0	11,000	11,000	0	0%
45 - Community Planning - Wedderburn	0	0	0	0	0%
47 - Grants & Community Planning	500,000	4,009,728	340,571	1,121,042	329%
49 - Swimming Pools	250,000	280,000	0	0	0%
65 - Information Technology	190,700	190,700	0	0	0%
70 - LRCI Projects	2,387,726	7,457,879	3,800,720	1,837,898	48%
71 - Council Engineering and Technical Services	0	0	0	0	0%
72 - Project & Contract Management	2,515,762	7,142,651	2,525,231	1,691,157	67%
73 - Roads to Recovery	2,387,726	2,626,163	554,912	667,663	120%
75 - Local Laws and Animal Management	0	102,121	0	0	0%
82 - Building & Property Maintenance	5,000	494,329	360,814	65,065	18%
84 - Plant and Fleet	2,490,440	3,990,299	1,474,647	2,224,124	151%
90 - Parks & Townships	0	0	0	82	0%
96 - Waste Management	0	0	0	0	0%
98 - Waterways Management	0	0	0	0	0%
<b>Total Capital Expenditure</b>	<b>10,727,354</b>	<b>26,692,896</b>	<b>9,198,101</b>	<b>7,631,113</b>	<b>83%</b>
<b>Non Cash Adjustments</b>					
08 - Depreciation	10,308,760	10,308,760	5,154,380	5,154,380	100%
45 - Bad Debts Expense	0	0	0	507	0%
63 - Reversal of Impairment Losses	0	0	0	0	0%
<b>Total Non Cash Adjustments</b>	<b>10,308,760</b>	<b>10,308,760</b>	<b>5,154,380</b>	<b>5,154,887</b>	<b>100%</b>
Accumulated surplus brought forward	0	9,852,839	9,852,839	9,852,839	100%
<b>Net Cash Surplus / (Deficit)</b>	<b>(5,814,714)</b>	<b>6,878,336</b>	<b>29,300,449</b>	<b>30,578,547</b>	<b>104%</b>

## APPENDIX 3: NET RESULT BY SERVICE AREA

Service Area	2023/24 Full Year Budget	2023/24 Total Revised Budget	2023/24 YTD Revised Budget December	2023/24 YTD Actuals December
00 - Flood Management	0	3,043,950	1,512,348	2,506,124
11 - Administration and Management	3,882,623	4,016,714	2,015,968	1,321,564
12 - Economic Development	111,133	138,209	95,376	44,831
13 - Council Administration	462,330	463,545	200,250	126,593
14 - Library Services	229,918	229,918	114,958	163,406
15 - Media	117,731	117,731	57,105	46,682
21 - Caravan Parks	(76,310)	(189,763)	(125,580)	(18,979)
22 - Loddon Discovery Tours	0	0	0	0
23 - Tourism	423,563	458,563	232,424	198,619
31 - Aged Care Services	462,005	462,005	233,473	613,641
32 - Elderly Persons Units	9,969	9,969	(2,102)	(11,842)
33 - Rural Access	40,000	85,031	45,031	5,675
34 - Seniors	74,870	74,870	42,433	24,406
35 - Community Wellbeing Projects	0	32,515	16,260	(77,345)
40 - Community Support	990,381	1,191,881	483,632	384,174
41 - Community Planning - Boort	50,000	284,684	0	0
42 - Community Planning - Inglewood	50,000	271,649	10,000	10,000
43 - Community Planning - Tarnagulla	50,000	293,980	141,166	103,509
44 - Community Planning - Terricks	50,000	232,569	66,463	55,463
45 - Community Planning - Wedderburn	50,000	290,233	0	0
46 - Emergency Management	10,626	39,549	5,311	17,111
47 - Grants & Community Planning	760,000	1,752,854	(1,808,797)	(1,875,441)
48 - Municipal Health & Wellbeing	9,200	51,753	9,926	3,194
49 - Swimming Pools	945,528	995,528	357,765	166,553
50 - Maternal and Child Health	106,616	339,508	157,835	(47,824)
51 - Early Years	189,835	542,543	146,916	94,462
52 - Boort Pre School	0	0	0	716
53 - Dingee Pre School	0	0	0	(914)
54 - Inglewood Pre School	0	0	0	1,172
55 - Pyramid Hill Pre School	0	0	0	845
56 - Wedderburn Pre School	0	0	0	2,806

## APPENDIX 3: NET RESULT BY SERVICE AREA (Continued)

Service Area	2023/24 Full Year Budget	2023/24 Total Revised Budget	2023/24 YTD Revised Budget December	2023/24 YTD Actuals December
57 - Immunisation	40,008	40,007	20,100	2,937
58 - Kinders Global Admin	32,678	114,678	26,669	(253,570)
59 - Youth	6,000	20,557	17,557	0
60 - Corporate Governance	296,174	324,573	165,854	216,962
61 - Financial Services	1,009,527	(25,219,106)	(26,860,609)	(27,290,320)
62 - Rates & Property	(10,496,430)	(10,496,430)	(10,438,539)	(10,466,712)
63 - Customer Service	241,933	241,933	121,993	113,474
64 - Information Management	235,347	235,347	118,950	130,723
65 - Information Technology	1,871,191	1,871,191	955,429	819,600
66 - Human Resources & Development	1,264,183	1,533,337	943,737	694,905
67 - Risk Management	834,200	915,095	791,020	665,183
70 - LRCI Projects	0	1,474,324	1,590,720	2,027,400
71 - Council Engineering & Technical Services	148,559	148,559	31,388	40,910
72 - Project & Contract Management	2,762,506	4,502,651	627,308	(33,277)
73 - Roads to Recovery	0	239,923	(638,208)	667,663
74 - Building Regulation	101,521	96,769	50,471	(13,321)
75 - Local Law s and Animal Management	432,425	577,753	195,518	93,954
76 - Public Health	107,610	174,641	64,700	(108,572)
77 - Strategic & Statutory Planning	259,143	319,143	188,922	140,438
80 - Air Strips	8,808	8,808	4,297	3,019
82 - Building & Property Maintenance	966,824	1,456,153	790,765	436,570
84 - Plant and Fleet	(44,184)	1,455,674	199,378	(275,828)
86 - Gravel Pits	(170,009)	4,366	74,823	83,737
88 - Management & Administration	544,961	544,961	275,143	255,424
90 - Parks & Tow nships	989,299	989,299	492,539	467,860
92 - Roads	5,748,476	6,676,602	3,354,913	3,638,681
94 - DoT Routine Maintenance Contract	(44,765)	(44,765)	(44,765)	(5,164)
96 - Waste Management	(74,597)	(68,676)	(1,065,945)	(1,343,523)
98 - Waterw ays Management	52,069	63,069	41,647	7,989

**APPENDIX 4: BALANCE SHEET**

	December 2023 As per trial balance	June 2024 As per adopted budget	June 2023 As per financial statements	December 2022 As per trial balance
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	\$33,607,891	\$12,560,553	\$15,992,321	\$38,649,524
Other financial assets	\$0	\$0	\$33,188,401	\$0
Trade and other receivables	\$12,730,586	\$412,696	\$2,025,564	\$10,625,750
Financial assets	\$722,828	\$0	\$717,000	\$428,993
Inventories	\$0	\$21,768	\$0	\$0
Non-current assets classified as held for sale	\$311,958	\$222,784	\$311,958	\$311,958
<b>TOTAL CURRENT ASSETS</b>	<b>\$47,373,264</b>	<b>\$13,217,801</b>	<b>\$52,235,244</b>	<b>\$50,016,225</b>
<b>NON-CURRENT ASSETS</b>				
Trade and other receivables	\$0	\$0	\$0	\$0
Financial assets	\$292,782	\$284,783	\$292,782	\$295,154
Intangible assets	\$2,807,790	\$2,674,570	\$2,807,790	\$2,713,090
Property, infrastructure, plant and equipment	\$377,315,393	\$387,872,483	\$382,469,773	\$338,696,547
<b>TOTAL NON-CURRENT ASSETS</b>	<b>\$380,415,965</b>	<b>\$390,831,836</b>	<b>\$385,570,345</b>	<b>\$341,704,791</b>
<b>TOTAL ASSETS</b>	<b>\$427,789,229</b>	<b>\$404,049,637</b>	<b>\$437,805,589</b>	<b>\$391,721,016</b>
<b>LIABILITIES</b>				
<b>CURRENT LIABILITIES</b>				
Trade and other payables	\$483,416	\$427,527	\$2,375,392	\$434,100
Trust funds and deposits	\$1,709,323	\$329,567	\$367,767	\$1,530,876
Unearned income	\$0	\$0	\$3,176,276	\$0
Provisions	\$3,247,534	\$2,730,218	\$2,836,372	\$2,895,626
Interest bearing loans and borrowings	\$0	\$0	\$0	\$0
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$5,440,272</b>	<b>\$3,487,312</b>	<b>\$8,755,807</b>	<b>\$4,860,601</b>
<b>NON-CURRENT LIABILITIES</b>				
Provisions	\$1,246,284	\$2,156,202	\$1,773,183	\$1,246,284
Interest bearing loans & borrowings	\$0	\$0	\$0	\$0
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>\$1,246,284</b>	<b>\$2,156,202</b>	<b>\$1,773,183</b>	<b>\$1,246,284</b>
<b>TOTAL LIABILITIES</b>	<b>\$6,686,556</b>	<b>\$5,643,514</b>	<b>\$10,528,990</b>	<b>\$6,106,885</b>
<b>NET ASSETS</b>	<b>\$421,102,674</b>	<b>\$398,406,123</b>	<b>\$427,276,599</b>	<b>\$385,614,132</b>
<b>EQUITY</b>				
Accumulated Surplus	\$107,280,702	\$94,893,756	\$91,709,883	\$112,714,541
Asset Revaluation Reserve	\$301,850,014	\$294,682,747	\$301,850,014	\$262,232,789
Other Reserves	\$11,971,957	\$8,829,620	\$33,716,702	\$10,666,801
<b>TOTAL EQUITY</b>	<b>\$421,102,674</b>	<b>\$398,406,123</b>	<b>\$427,276,599</b>	<b>\$385,614,132</b>

## APPENDIX 5: CASH FLOW STATEMENT

Cash flows from operating activities	Adopted Budget 2023/24	YTD Actual December 2023
Rates and charges	12,881,431	2,306,839
Statutory fees and fines	329,432	56,180
User fees	1,739,527	(285,550)
Grants - operating	4,257,558	2,597,338
Grants - capital	2,435,481	1,819,966
Contributions - monetary	-	40,000
Contributions - non monetary	-	-
Reimbursements and subsidies	794,016	387,116
Interest received	235,000	329,728
Net GST refund (payable)	(274,022)	1,268,707
Trust funds and deposits taken	(17,345)	1,341,556
Payments to employees	(12,438,030)	(6,886,714)
Payments to suppliers	(14,645,521)	(9,605,970)
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	-
Share of net profits of associates and joint ventures	-	-
Other income	-	-
Reversal of impairment of assets	-	-
Depreciation and amortisation	-	-
Finance costs	-	-
Bad debts expense	-	94,007
Other expenses	-	-
Councillors' emoluments	-	-
Internal audit remuneration	-	-
External audit remuneration	-	-
Impairment of interest free loans	-	-
<b>Net cash provided (used in) investing activities</b>	<b>(4,702,473)</b>	<b>(6,536,797)</b>
<b>Cash flows from investing activities</b>		
Payments for property, infrastructure, plant and equipment	(7,007,845)	(9,036,036)
Proceeds from sale of property, infrastructure, plant and equipment	-	-
Term deposits	-	33,188,401
Payment for intangible assets	-	-
Loans and advances to community organisations	-	-
Repayment of loans and advances from community organisations	-	-
<b>Net cash provided by (used in) investing activities</b>	<b>(7,007,845)</b>	<b>24,152,365</b>
<b>Cash flows from financing activities</b>		
Repayment of interest bearing loans and borrowings	-	-
Borrowing costs	-	-
<b>Net cash provided by (used in) financing activities</b>	<b>-</b>	<b>-</b>
Net increase/(decrease) in cash and cash equivalents	(11,710,318)	17,615,568
Cash and cash equivalents at the beginning of the financial year	24,270,871	15,992,321
<b>Cash and cash equivalents at the end of the financial year</b>	<b>12,560,553</b>	<b>33,607,891</b>
<b>Check of closing balance</b>	<b>12,560,553</b>	<b>33,607,891</b>

APPENDIX 6: FULL CAPITAL WORKS

Account Number	2023/24 Full Year Budget	2023/24 Total Revised Budget	2023/24 YTD Revised Budget December	2023/24 YTD Actuals December	Percentage Complete
<b>11 - Commercial Services</b>	<b>0</b>	<b>221,912</b>	<b>110,958</b>	<b>24,082</b>	
21 - Caravan Parks	0	221,912	110,958	24,082	
1910 - Caravan Park Improvement Prog	0	221,912	110,958	24,082	11%
<b>22 - Community Support</b>	<b>750,000</b>	<b>4,466,842</b>	<b>370,819</b>	<b>1,121,042</b>	
42 - Community Planning - Inglewood	0	112,614	0	0	
4315 - Inglewood Community Plans - Ca	0	112,614	0	0	0%
43 - Community Planning - Tarnagulla	0	53,500	19,248	0	
8620 - Tarnagulla Community Plans - C	0	53,500	19,248	0	0%
44 - Community Planning - Terricks	0	11,000	11,000	0	
8680 - Terrick Community Plans - Capi	0	11,000	11,000	0	0%
47 - Grants & Community Planning	500,000	4,009,728	340,571	1,121,042	
2340 - Community Plans Strategic Fund	500,000	500,000	0	0	0%
3000 - Donaldson Park Grants	0	168,634	168,634	1,040,485	617%
4520 - Inglewood Sports Centre Grants	0	42,118	42,118	8,300	20%
4748 - Lake Boort Park Prec S2	0	221,280	0	10,960	5%
5720 - Mitiamo Lighting Project	0	129,819	129,819	55,437	43%
7252 - Pyramid Hill Com Centre Grants	0	2,947,877	0	5,860	0%
49 - Swimming Pools	250,000	280,000	0	0	
6500 - Pool Capital Works	250,000	280,000	0	0	0%
<b>33 - Information Management</b>	<b>190,700</b>	<b>190,700</b>	<b>0</b>	<b>0</b>	
65 - Information Technology	190,700	190,700	0	0	
4245 - Information Security Baseline	90,700	90,700	0	0	0%
6180 - PC Replacement	100,000	100,000	0	0	0%
<b>41 - Assets &amp; Infrastructure</b>	<b>7,291,214</b>	<b>17,226,693</b>	<b>6,880,863</b>	<b>4,196,718</b>	
70 - LRCI Projects	2,387,726	7,457,879	3,800,720	1,837,898	
1590 - Bridges and Culverts Capital W	0	1,314,000	1,314,000	0	0%
1725 - Building Asset Project-Capital	0	450,000	0	0	0%
1910 - Caravan Park Improvement Prog	0	545,820	272,910	330,645	61%
3000 - Donaldson Park Grants	0	1,993,916	996,954	1,126,981	57%
3655 - Footpaths Capital Works	0	950,469	145,830	106,511	11%
5720 - Mitiamo Lighting Project	0	177,680	177,680	175,240	99%
7250 - Pyramid Hill Streetscape	0	324,481	162,240	0	0%
7600 - Road Construction Capital Work	2,387,726	1,342,220	671,106	43,113	3%
7630 - Road Resheets Capital Works	0	359,293	60,000	55,410	15%



APPENDIX 6: FULL CAPITAL WORKS (Continued)

Account Number	2023/24 Full Year Budget	2023/24 Total Revised Budget	2023/24 YTD Revised Budget December	2023/24 YTD Actuals December	Percentage Complete
<b>72 - Project &amp; Contract Management</b>	<b>2,515,762</b>	<b>7,142,651</b>	<b>2,525,231</b>	<b>1,691,157</b>	
1590 - Bridges and Culverts Capital W	0	200,000	100,002	150,878	75%
1725 - Building Asset Project-Capital	200,000	393,388	0	3,015	1%
3025 - Drainage Capital Works	0	250,000	124,998	3,182	1%
3585 - Flood Mitigation PH	0	479,651	239,826	0	0%
3586 - Flood Mitigation Brt	0	339,949	169,974	0	0%
3655 - Footpaths Capital Works	232,061	208,385	104,196	40,194	19%
4503 - Inglewood Streetscape	0	1,000,000	0	0	0%
6270 - Plan & Strategy Implementation	0	146,700	53,000	64,488	44%
7250 - Pyramid Hill Streetscape	1,327,380	1,327,380	663,690	497,799	38%
7585 - Road Amenity Capital Works	0	50,000	0	0	0%
7600 - Road Construction Capital Work	0	2,188,215	882,252	595,974	27%
7630 - Road Resheets Capital Works	458,325	13,000	13,000	138,595	1066%
7660 - Road Safety Capital Works	0	45,600	0	0	0%
7675 - Road Shoulder Sheet Capital Wo	297,996	500,383	174,293	197,033	39%
<b>73 - Roads to Recovery</b>	<b>2,387,726</b>	<b>2,626,163</b>	<b>554,912</b>	<b>667,663</b>	
1590 - Bridges and Culverts Capital W	152,328	224,783	204,099	247,141	110%
3655 - Footpaths Capital Works	0	0	0	206,097	0%
7600 - Road Construction Capital Work	0	0	0	2,297	0%
7620 - Road Reseals	1,115,852	1,622,706	0	0	0%
7630 - Road Resheets Capital Works	969,546	778,674	350,813	212,128	27%
7660 - Road Safety Capital Works	150,000	0	0	0	0%
<b>42 - Development &amp; Compliance</b>	<b>0</b>	<b>102,121</b>	<b>0</b>	<b>0</b>	
<b>75 - Local Laws and Animal Management</b>	<b>0</b>	<b>102,121</b>	<b>0</b>	<b>0</b>	
6735 - Pound Livestock	0	102,121	0	0	0%
<b>44 - Works</b>	<b>2,495,440</b>	<b>4,484,628</b>	<b>1,835,461</b>	<b>2,289,272</b>	
82 - Building & Property Maintenance	5,000	494,329	360,814	65,065	
1725 - Building Asset Project-Capital	0	489,329	360,814	65,065	13%
2520 - Council Property Fencing	5,000	5,000	0	0	0%
<b>84 - Plant and Fleet</b>	<b>2,490,440</b>	<b>3,990,299</b>	<b>1,474,647</b>	<b>2,224,124</b>	
3550 - Fleet Replacement	489,600	489,600	0	237,419	48%
5685 - Minor Plant & Equipment	20,000	20,000	10,000	0	0%
6435 - Plant Replacement	1,980,840	3,480,699	1,464,647	1,986,706	57%
<b>90 - Parks &amp; Townships</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>82</b>	
6270 - Plan & Strategy Implementation	0	0	0	82	0%
<b>Grand Total</b>	<b>10,727,354</b>	<b>26,692,896</b>	<b>9,198,101</b>	<b>7,631,113</b>	<b>29%</b>

**APPENDIX 7: CARAVAN PARK INCOME AND EXPENDITURE**

This report was previously reported to Council as a separate agenda item. Due to the nature of the report this will now be reported to Council for the quarterly reporting cycle within this report.

Income and expenditure from the 2021/22 financial year to the current 2023/24 financial year for each park is listed in the table below. Comments are also provided where there has been unusual items.

Park	Year	Income	Expenditure	Net	Comments
<b>Boort</b>	2021/22	\$ 62,733.00	\$ 8,402.00	\$ 54,331.00	
	2022/23	\$ 51,327.00	\$ 9,372.00	\$ 41,955.00	
	2023/24 YTD	\$ 34,218.00	\$ 29,940.00	\$ 4,278.00	
<b>Bridgewater</b>	2021/22	\$ 398,136.00	\$ 316,552.00	\$ 81,584.00	
	2022/23	\$ 194,283.00	\$ 261,845.00	-\$ 67,562.00	More expenditure due to floods
	2023/24 YTD	\$ 22,500.00	\$ 39,306.00	-\$ 16,806.00	Lease commenced in July 2023
<b>Pyramid Hill</b>	2021/22	\$ -	\$ 3,700.00	-\$ 3,700.00	Credit for expenditure in 2020/21 expended to the upgrade budget
	2022/23	\$ 461.00	\$ 12,666.00	-\$ 12,205.00	
	2023/24 YTD	\$ -	\$ 836.00	-\$ 836.00	
<b>Wedderburn</b>	2021/22	\$ 138,931.00	\$ 100,197.00	\$ 38,734.00	
	2022/23	\$ 128,383.00	\$ 69,634.00	\$ 58,749.00	
	2023/24 YTD	\$ 7,500.00	\$ 9,972.00	-\$ 2,472.00	Lease commenced in July 2023

**10.3 REVIEW OF THE BORROWING POLICY V2**

**File Number:** FOI/19/432511  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Michelle Stedman, Director Corporate  
**Attachments:** 1. Borrowing Policy v2

**RECOMMENDATION**

That Council adopts the Borrowing Policy v2.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

The Policy was a new policy for Council back in 2021. This Policy expired in 2023, therefore is due for review.

**BACKGROUND**

With the introduction of the *Local Government Act 2020*, a review of current policies was undertaken and a recommendation made to draft a Borrowing Policy to assist and guide decisions on any future borrowings.

The Policy outlines situations in which Council may use borrowings as a funding source. The Policy allows Council the flexibility to respond to funding requirements whilst minimising risk, taking into account Council's financial management principles and the requirements of both the *Local Government Act 1989* and *Local Government Act 2020*.

Best practice documents and policies developed by similar Councils were used to initially draft and then review this Policy to ensure a sound basis for when and how Council may borrow.

**ISSUES/DISCUSSION**

Since the first version was adopted, no borrowings have been undertaken but a review has been completed to further enhance the document and ensure it remains relevant.

There have been only minor administrative changes to the document. The main change is a section that has been added to ensure any relevant proposed borrowing processes are assessed against the Loddon Shire Council Risk Management Framework, Policy and Risk Appetite Statement.

It is also proposed to have the review timeframe updated to four years.

**COST/BENEFITS**

There are no direct costs associated with the adoption of this policy.

**RISK ANALYSIS**

The policy will assist in providing guidance to staff to ensure sound financial management and borrowing. It also provides borrowing ratios and limits to determine the acceptable amount of risk Council will enter into when making borrowing decisions.

**CONSULTATION AND ENGAGEMENT**

The document has been subject to the approval process of the Loddon Leaders and Management Executive Group prior to presentation to the Audit and Risk Committee.

The Audit and Risk Committee at the February meeting approved a recommendation 'That the Audit and Risk Committee endorses the Borrowing Policy v2 and recommends that Council adopt the policy.'

It was considered at the February Council Forum before presenting to a formal Council Meeting for consideration.



# BORROWING POLICY

DOCUMENT TYPE: Council policy

DOCUMENT STATUS: Draft

POLICY OWNER POSITION: Manager Financial Services

INTERNAL COMMITTEE: Audit and Risk Committee

ENDORSEMENT: Council

APPROVED BY: Council

DATE ADOPTED: [Click here to enter date of approval](#)

VERSION NUMBER: 2

REVIEW DATE: [Click here to enter a date.](#)

DATE RESCINDED: [Click here to enter a date.](#)

RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES: Council Plan  
Financial Management Policy  
Investment Policy  
Risk Management Policy

RELATED LEGISLATION: Local Government Act 2020

EVIDENCE OF APPROVAL:

---

Signed by Chief Executive Officer

FILE LOCATION: K:\FINANCE\Policies\Ready for approval\POL Borrowing Policy v2 - To A&R.docx

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

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



# BORROWING POLICY

## 1 PURPOSE

This Policy outlines the situations in which Council may use borrowings as a funding source. The Policy allows Council the flexibility to respond to funding requirements whilst minimising risk, taking into account Council's financial management principles and the requirements of both the Local Government Act 1989 and Local Government Act 2020.

The Policy outlines where borrowings may be suitable as a funding mechanism, how Council will source new borrowings, and how borrowings and repayments will be managed.

## 2 SCOPE

This Policy creates a framework that allows Council to use borrowings to achieve financial goals outlined in its strategic plans. Under this framework, borrowings may be used as an alternate funding source for opportunities or obligations that could not otherwise be funded from normal revenue streams.

This Policy applies to all new borrowings undertaken by Council, as well as existing borrowings. It does not apply to any short-term overdraft facilities linked to Council's transactional bank accounts. It applies to all Councillors, Committee members, employees and contractors who have the necessary delegations of Council.

## 3 POLICY

Council is committed to prudent financial management and will apply a risk based approach to consideration of borrowings.

The Local Government Act 2020 states that money cannot be borrowed unless the proposed borrowings were included in the budget or a revised budget, and Council will adhere to this requirement.

The Local Government Act 1989 provides Council with the power to borrow and sets out the legal requirements to be followed when Council is seeking to borrow funds, and Council will also pursue the highest standards of financial probity.

### 3.1 Principles of management

1. New borrowings will only be used to:
  - fund new assets, or
  - meet lump sum funding calls by the Trustee of the Local Authorities Superannuation Fund (LASF) associated with the Defined Benefits scheme, or
  - provide bridging finance for Development Contribution Plans (DCPs) where interest costs can be recouped by Council through the DCP scheme.
2. Council will only consider any proposed new borrowings through the budget process or a formal revised budget process.
3. Details of any proposed new borrowings will be provided to the community through the community engagement process associated with the budget or revised budget.



## BORROWING POLICY

### 3.2 Long term sustainability of Council

The level of borrowing will be within acceptable prudential limits to ensure long-term sustainability. Council will ensure that the amount of borrowing does not exceed these limits, so that debt servicing costs can be met on an ongoing basis without undue impact on future council operations.

### 3.3 Inter-generational equity funding

Council will consider equity between generations of ratepayers (inter-generational equity) whereby the mechanisms to fund specific capital expenditure take into account the ratepayers who benefit by the expenditure and therefore, on a user pay basis, who should pay for the costs associated with such expenditure.

### 3.4 Borrowing ratios and limits

#### 3.4.1 Victorian Auditor General's Office

The Victorian Auditor General's Office (VAGO) reviews and reports on the financial sustainability of the Local Government sector. Two indicators best assess the financial sustainability risks associated with borrowing. Council will report on the following indicators:

Indicator	Formula	Description	Risk
Internal financing (%)	Net operating cash flow / net capital expenditure	This measures the ability of an entity to finance capital works from generated cash flow.	Less than 75% - High
		The higher the percentage, the greater the ability of the entity to finance capital works from their own funds.	75-100% - Medium
		Net operating cash flow and net capital expenditure are obtained from the cash flow statement.	More than 100% - Low
Indebtedness (%)	Non-current liabilities / own-sourced revenue	Comparison of non-current liabilities (mainly comprising borrowings) to own-sourced revenue.	More than 60% - High
		The higher the percentage, the less the entity is able to cover non-current liabilities from revenues the entity generates itself.	40-60% - Medium
		Own source revenue is used rather than total revenue because it does not include grants or contributions	40% or less - Low

Council will operate within the low risk target ratio of more than 100% for internal financing in order to provide flexibility to respond to funding requirements for new or unplanned capital expenditure.

Council will operate within the low risk target of 40% or less for indebtedness.



## BORROWING POLICY

### 3.4.2 Local Government Performance Reporting Framework (LGPRF)

The LGPRF includes two additional ratios:

1. **Debt Commitment Ratio** measured as interest and principal repayments on interest bearing loans/rate revenue (recommended target 0% to10%); and
2. **Borrowing Rates Ratio** measured as interest bearing loans and borrowings/rate revenue (recommended target 0% to10%).

Council will operate within the target ratio as set by the LGPRF and will report on debt commitment and borrowing rate ratios as part of the budget process, performance reporting framework and in the annual report.

In general, debt levels will be minimised to allow Council the opportunity to borrow in future years for capital works arising in those periods without being impeded by large borrowings from an earlier Council decision.

### 3.4.3 Loddon Risk Management Framework, Policy and Risk Appetite Statement

Council will review not only the borrowing ratios and limits outlined in this Policy, but review any proposed borrowings against the Risk Assessment Criteria outlined in Council's Risk Management key documents.

## 3.5 **Accountability and responsibility**

Accountability and responsibility for this policy is outlined below.

1. Council
  - Responsibility to ensure this Policy is consistent with the Council Plan and other related policies
  - Responsibility for the decision to approve this Policy by Council resolution
  - Responsibility for the decision to approve any loan request by Council resolution
2. Chief Executive Officer and Director Corporate
  - Overall responsibility for compliance with this Policy
  - Overall responsibility for enforcing accountability
  - Overall responsibility for providing resources
  - Overall responsibility for performance monitoring
3. Manager Financial Services
  - Responsibility for developing frameworks and procedures in compliance with this Policy
  - Responsibility to ensure compliance with frameworks and procedures
  - Responsibility to provide appropriate resources for the execution of the frameworks and procedures

## 4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
LGPRF	Local Government Performance Reporting Framework
VAGO	Victorian Auditor-General's Office





## BORROWING POLICY

### 5 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006. Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

### 6 REVIEW

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

**10.4 REVIEW OF THE RELATED PARTY DISCLOSURES POLICY V4**

**File Number:** FOL/19/432511  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Michelle Stedman, Director Corporate  
**Attachments:** 1. Related Party Disclosures Policy v4

**RECOMMENDATION**

That Council adopts the Related Party Disclosures Policy v4.

**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 fourth version of the Related Party Disclosures Policy (the Policy). The third version was approved by Council on 22 February 2022. There are minor proposed changes to this document.

**BACKGROUND**

The purpose of this Policy is to provide guidance in the application of and compliance with the 'Australian Accounting Standard AASB 124 Related Party Disclosures' and the 'Australian Implementation Guidance for Not-for-profit Public Sector Entities'.

It applies to staff and Councillors who have related party transactions which occur between Council, Key Management Personnel (KMP) and related parties.

**ISSUES/DISCUSSION**

Council will prepare and report related party disclosures in accordance with the Australian Accounting Standard requirements. To do this, Council has implemented a process to identify and capture related party transactions with related parties which includes:

- identifying related party relationships;
- recording of related party transactions;
- ensuring privacy is maintained; and
- providing definitions of commonly used terms for clarification purposes.

This Policy provides guidance around these duties and processes.

The Policy has had minor updates to reflect the wording change to the updated Councillor Expenses and Support Policy.

**COST/BENEFITS**

There are no direct costs associated with adoption of the Policy.

**RISK ANALYSIS**

Victorian Auditor General Office (VAGO) and Council's external auditors advise that Council require a Related Party Disclosure Policy in order to remain compliant with AASB 124 Related Party Disclosures.

**CONSULTATION AND ENGAGEMENT**

The document has been subject to the approval process of the Loddon Leaders and Management Executive Group.

It was considered at the February Council Forum before being presented to a formal Council Meeting for consideration.

The Policy will have a review timeline of two years.



## RELATED PARTY DISCLOSURES POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	<a href="#">Click here to enter date of approval</a>
VERSION NUMBER:	4
REVIEW DATE:	<a href="#">Click here to enter a date.</a>
DATE RESCINDED:	<a href="#">Click here to enter a date.</a>
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Councillor Expenses and Support Policy Councillor Code of Conduct Staff and Contractors Code of Conduct Procurement Policy
RELATED LEGISLATION:	Local Government Act 2020 Local Government Act 1989 AASB 124 Related Party Disclosures Freedom of Information Act 1982 Australian Implementation Guidance for Not-for-profit Public Sector Entities Local Government – Accounting for Related Party Disclosures

EVIDENCE OF APPROVAL:

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Signed by Chief Executive Officer

FILE LOCATION: K:\FINANCE\Policies\Ready for approval\POL Related party disclosures policy v4.docx

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

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



# RELATED PARTY DISCLOSURES POLICY

## 1 PURPOSE

The purpose of this policy is to provide guidance in the application of and compliance with the Australian Accounting Standard AASB 124 Related Party Disclosures (AASB 124) and the Australian Implementation Guidance for Not-for-profit Public Sector Entities.

## 2 SCOPE

This policy applies to staff and Councillors who have related party transactions which occur between Council, Key Management Personnel (KMP) and related parties.

## 3 POLICY

Council will prepare and report related party disclosures in accordance with the Australian Accounting Standard requirements. To do this, Council has implemented a system to identify and capture related party transactions with related parties.

### 3.1 Related party relationships

Council will identify any entities and KMP that fall within the definition of a related party.

### 3.2 Related party transactions

KMP must provide to the Manager Financial Services a completed Related Party Disclosure Form (RPD Form), notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.

The notification requirement above does not apply to:

- related party transactions that are ordinary citizen transactions not assessed as being material; and
- for Councillors, expenses incurred and facilities provided to a councillor during the financial year, under Council's Councillor Expenses and Support Policy.

### 3.3 Register of related party transactions

Council will maintain and keep up to date a register of related party transactions that captures and records information required for disclosure purposes for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

### 3.4 Information privacy

Information provided by KMP and other related parties shall be held for the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance, financial audit or legal reasons only.



## RELATED PARTY DISCLOSURES POLICY

### 4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Definitions included in the table below may not be contained within this policy.

They have been included to provide clarification on the topic as they may exist within the associated return forms or reference paperwork.

Term	Definition
AASB 124	<i>AASB 124 Related Party Disclosures.</i>
Arm's length terms	Terms between parties that are reasonable in the circumstances of the transactions that would result from: <ul style="list-style-type: none"> <li>neither party bearing the other any special duty or obligation; and</li> <li>the parties being unrelated and uninfluenced by the other; and</li> <li>each party having acting in its own interest.</li> </ul>
Associate	In relation to an entity (the first entity), and entity over which the first entity has a significant influence.
Close family members or close family members of the family	In relation to a key management person, family members who may be expected to influence, or be influenced by, that key management person in their dealings with Council and include: <ul style="list-style-type: none"> <li>that person's children and spouse or domestic partner;</li> <li>children of that person's spouse or domestic partner; and</li> <li>dependants of that person or that person's spouse or domestic partner.</li> </ul> <p>For the purpose of the <i>AASB 124</i>, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) <i>if</i> they could be expected to influence, or be influenced by, the key management person in their dealings with Council.</p>
Control	Control of an entity is present when there is: <ul style="list-style-type: none"> <li>power over the entity; and</li> <li>exposure or rights to variable returns from involvement with the entity; and</li> <li>the ability to use power over the entity to affect the amount of returns received.</li> </ul> <p>(as determined in accordance within <i>AASB 10 Consolidated Financial Statements.</i>)</p>
Joint control	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Joint venture	An arrangement of which two or more parties have joint control and have right to the net assets of the arrangement.
Joint venturer	A party to a joint venture that has joint control of that venture



## RELATED PARTY DISCLOSURES POLICY

Term	Definition
Key management personnel or Key management person	Person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Specifically, key management personnel of Council are: <ul style="list-style-type: none"> <li>• the mayor;</li> <li>• councillors;</li> <li>• the chief executive officer;</li> <li>• the directors.</li> </ul>
Ordinary citizen transactions	Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length and in the ordinary course of carrying out Council's functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature are: <ul style="list-style-type: none"> <li>• paying rates and utility charges</li> <li>• using Council's public facilities after paying the corresponding fees.</li> </ul>
Related party	A person or entity that is related to Council pursuant to the definition contained in <i>AASB 124</i> , paragraph 9. Examples of related parties of Council are: <ul style="list-style-type: none"> <li>• Council subsidiaries;</li> <li>• key management personnel;</li> <li>• close family members of key management personnel;</li> <li>• entities that are controlled or jointly controlled by key management personnel or their close family members.</li> </ul>
Related party transaction	A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged. Examples of related party transactions are: <ul style="list-style-type: none"> <li>• purchases or sales of goods;</li> <li>• purchases or sales of property and other assets;</li> <li>• rendering or receiving of services;</li> <li>• rendering or receiving of goods;</li> <li>• leases;</li> <li>• transfers under licence agreements;</li> <li>• transfers under finance arrangements</li> <li>• provision of guarantees (given or received);</li> <li>• commitments to do something if a particular event occurs or does not occur in the future;</li> <li>• settlement of liabilities on behalf of Council or by Council on behalf of that related party.</li> </ul>
Significant influence	The power to participate in the financial and operating policy decision of another entity but is not control or joint control of those policies, as determined in accordance with <i>AASB 128 Investments in Associated and Joint Ventures</i> .



## RELATED PARTY DISCLOSURES POLICY

### 5 HUMAN RIGHTS STATEMENT

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

### 6 REVIEW

The Manager Financial Services will review this policy for any necessary amendments no later than 2 years after adoption of this current version.

### 7 ATTACHMENTS

Attachment 1 – Disclosure form template

Attachment 2 – Flow Chart – How to identify a related person





# RELATED PARTY DISCLOSURES POLICY

## APPENDIX 1 – DISCLOSURE FORM TEMPLATE

	<h3>Related Party Disclosure Financial Year 20XX/XX</h3>
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Councillor / Responsible Officer										
Surname:				Title	Mr	Mrs	Miss	Ms	Cr	
First name:										
Street:										
Town:				State:			Postcode:			
Phone numbers:	Work:			Home:			Mobile:			
Please complete the questions below										
1. Do you as a Councillor / Responsible Officer										
(a) have control or joint control of an entity or										
(b) have significant influence over the entity or										
(c) hold a key management position in the entity										
					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
(e.g. Chairperson of a sporting or community body)										
Details:										
2. Are you as a Councillor / Responsible Officer aware of any 'responsible person related parties' transactions with Council? (e.g. Spouse, son or daughter or their spouse is a business supplier to Council)										
					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Details:										

Signature
-----------

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p>Loddon Shire Council                  41 High Street, Wedderburn, Victoria                  PO Box 21, Wedderburn, Vic 3518                  Telephone: (03) 5494 1200                  Facsimile: (03) 5494 3003                  Email: <a href="mailto:loddon@loddon.vic.gov.au">loddon@loddon.vic.gov.au</a>                  Web: <a href="http://www.loddon.vic.gov.au">www.loddon.vic.gov.au</a></p>	<p><b>Privacy statement</b>                  Personal information collected by Council is held securely and used in accordance with the <i>Privacy and Data Protection Act 2014</i>. Council may disclose this information to other organisations if required or permitted by legislation. Should you wish to access or modify this information, please contact Council on (03) 5494 1200 or email <a href="mailto:loddon@loddon.vic.gov.au">loddon@loddon.vic.gov.au</a></p>
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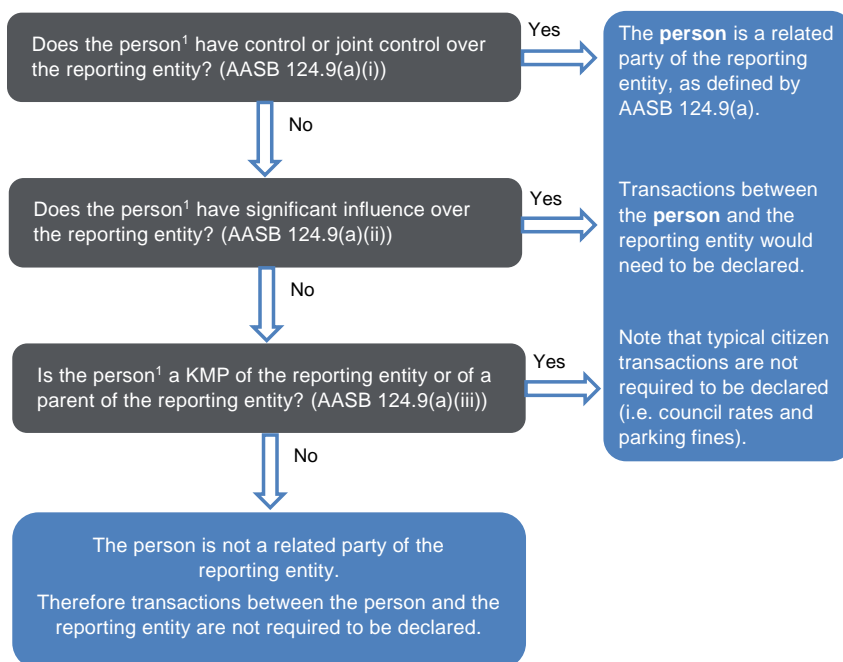


# RELATED PARTY DISCLOSURES POLICY

## APPENDIX 2 – FLOW CHART – HOW TO IDENTIFY A RELATED PARTY PERSON

This flow chart will assist staff with identifying whether a person would be considered a related party of the reporting entity.

For the purposes of this flow chart, 'person' means the KMP or their close family member.



**11 INFORMATION REPORTS****11.1 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 second 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 2 (01/10/2023 – 31/12/2023)						
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	58	58	0	0	100.0%	631
Loddon Goldfields	60	59	1	0	98.3%	619
<b>Total</b>	<b>118</b>	<b>117</b>	<b>1</b>	<b>0</b>	<b>99.2%</b>	<b>1250</b>

During the second quarter of 2023 - 2024 financial year, 99.2% of the programmed inspections were completed according to the schedule. This is 0.8% 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. It is important to note that flood damage is excluded from this report. In the context of the Road Management Plan these sites are considered as made safe through the utilisation of traffic management devices. Progress of the repair of flood damage on Council's road network is reported in a

separate Council report titled Update on the progress of the Annual Infrastructure Program 2023-2024 and Flood Restoration Program.

Table 2: Defect rectification summary report

Quarter 2 (01/10/2023 – 31/12/2023)								
Work Group	Number of Defects				Compliant with RMP			
	Ad hoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	0	34	349	383	367	10	6	95.8%
Loddon Plains	0	17	393	410	410	0	0	100.0%
Shire Wide	0	14	273	287	284	1	2	99.0%
Townscape Services	0	3	55	58	58	0	0	100.0%
<b>Total</b>	<b>0</b>	<b>68</b>	<b>1070</b>	<b>1138</b>	<b>1119</b>	<b>11</b>	<b>8</b>	<b>98.3%</b>

During the second quarter of 2023 - 2024 financial year, 98.3% of all date imposed defects were completed before their due date. This is 1.7% below the target of 100% set in the RMP. There are 8 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 programmed 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.

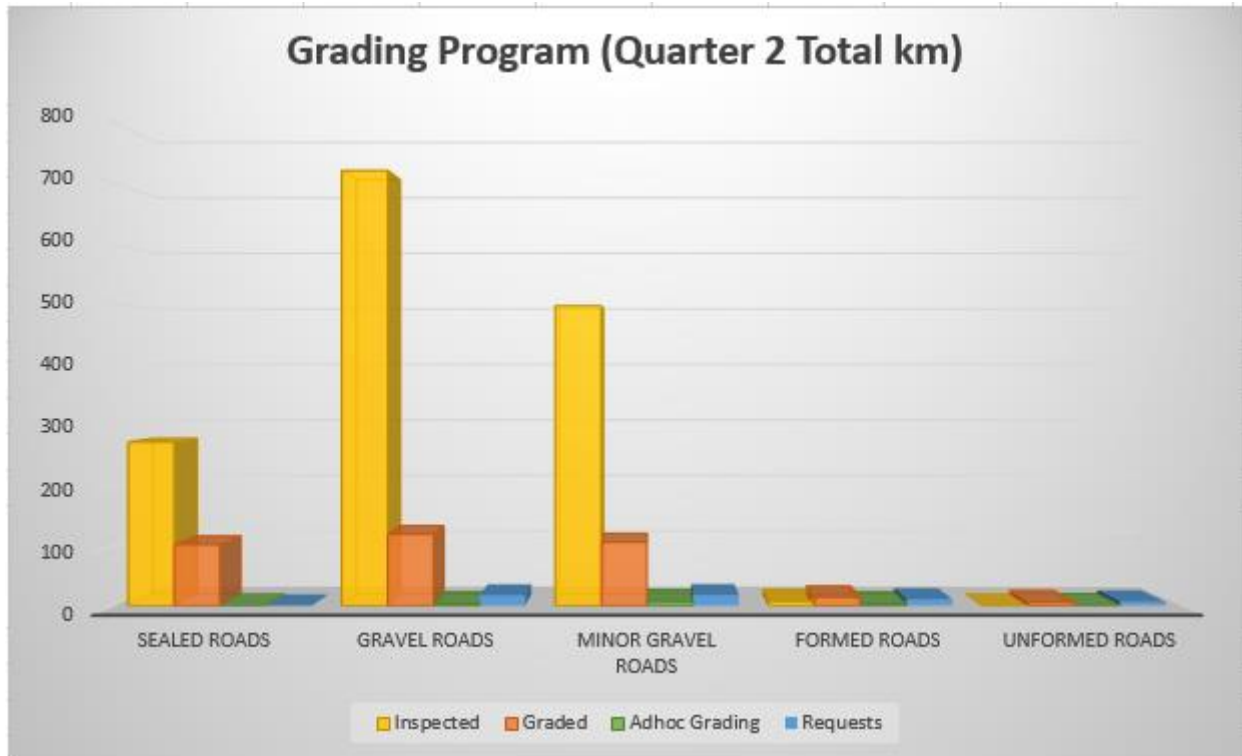
Table 3: Maintenance grading program

Quarter 2 (01/10/2023 – 31/12/2023)											
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	103	2	17	5	127	108	19	0	85.0%	284.4	719
Loddon Plains	90	0	14	5	109	109	0	0	100.0%	183.6	792
Shire Wide	1	1	0	0	2	2	0	0	100.0%	0.0	0
<b>Total</b>	<b>194</b>	<b>3</b>	<b>31</b>	<b>10</b>	<b>238</b>	<b>219</b>	<b>19</b>	<b>0</b>	<b>92.0%</b>	<b>468.1</b>	<b>1511</b>

The data in Table 3 indicates that 238 grading work actions were completed for the second 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 second quarter of 2023 - 2024 financial year of the Local Road Maintenance Program is \$4,041,709. The expenditure for the second quarter was \$1,779,353

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.

**11.2 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 second report for the 2023-2024 financial year, summarising the animal control, local laws, planning compliance and enforcement actions taken within the Community Services Department for the period 1 October to 31 December 2023. 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
- investigating planning scheme breaches and enforce planning permit conditions
- intervention in public nuisance issues.

**ISSUES/DISCUSSION**Administrative

Table 1 provides a summary of administrative functions undertaken.

Table 1: Administrative

Quarter 2 (1 October 2023 – 31 December 2023)			
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Local law permits issued
No. actions	1	6	4

(\*) 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 during the quarter. Council has now appointed one of two Community Compliance Officers to specifically address untidy and/or unsightly properties. The officer commenced employment on 13 December and therefore limited progress has been achieved within this reporting period.

*Table 2: Summary of unsightly properties activities*

Quarter 2 (1 October 2023 – 31 December 2023)																
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borong	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural/Other	Total
No. identified from previous report period	2	0	5	2	6	2	19	3	4	4	4	1	1	0	1	54
No. resolved during quarter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New action commenced	0	0	0	0	0	0	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	1	0	0	0	0	0	0	1
Contractor engaged for clean-up work	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

(\* ) Rural/other property is in the Arnold area in response to a complaint received.

Animal management

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

*Table 3: Summary of animal management activities*

Quarter 2 (1 October 2023 – 31 December 2023)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
<b>No. of actions</b>	8	1	1	13	12	25

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

*Table 4: Impoundment activities*

Quarter 2 (1 October 2023 – 31 December 2023)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	0	0	0	0
Dogs	5	4	1	0
Cats	18	0	18	0
Feral Animals	-	-	-	9
<b>Total</b>	<b>23</b>	<b>4</b>	<b>19</b>	<b>9</b>

Planning Compliance and Enforcement

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

*Table 5: Planning compliance and enforcement activities*

Quarter 2 (1 October 2023 – 31 December 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	7	0	0	0	2	5
Native vegetation removal without a permit	2	1	0	0	0	3
Breach of planning permit	0	0	0	0	0	0
Dog breeding / animal keeping	2	0	0	0	1	1
Land used as a store without planning permit	3	0	0	0	1	2
Occupation of a site without a planning permit	2	0	0	0	0	2
<b>Total</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>13</b>



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 second quarter of 2023-2024 financial year for the local laws and compliance activities contained within this report is \$59,092, 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 PUBLIC HEALTH QUARTERLY ACTIVITY REPORT**

**File Number:** FOL/19/115173  
**Author:** David Price, Manager Community Services  
**Authoriser:** Wendy Gladman, Director Community Wellbeing  
**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 second report for the 2023-24 financial year, summarising public health activities within the Community Services Department from 1 October 2023 to 31 December 2023.

**BACKGROUND**

Loddon Shire Council is responsible for the administration and enforcement of a number of Acts that relate to the role of local government in public health.

These include:

- Food Act 1984
- Public Health and Wellbeing Act 2008
- Residential Tenancies Act 1997
- Environment Protection Act 2017
- 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 staff include inspecting registered premises, taking food and water samples, issuing septic tank permits and investigating complaints.

**ISSUES/DISCUSSION**Staff leave and interim arrangements

Staff resourcing was significantly reduced during the quarter as Council's Senior Public Health Officer took a period of long service leave. Council engaged a Public Health Officer on a 1 day per week basis to provide continuity of service for urgent and priority tasks during the quarter. Statistics and activity levels reflect this.

Mosquito Surveillance Program

Loddon Shire Council has again been included in the state-wide mosquito surveillance and treatment program that is operated by the Department of Health. The program runs from the start of November to the end of April each season. This is Council's second year in the full program.

The focus of the funded program is in the northern parts of the shire and Council's public health staff set traps in 4 locations on a weekly basis.

These locations are in:

- Boort
- Pyramid Hill
- Serpentine
- Wedderburn

The program monitors both mosquito numbers and the presence of arboviruses. Arboviruses that are monitored include:

- RRV – Ross river virus
- MVE – Murray valley encephalitis
- WNV – West Nile/Kunjin virus
- BFV – Barmah forest virus
- JEV - Japanese encephalitis virus

No arbovirus detections have been recorded at this time.

Mosquito numbers have remained at low levels throughout the statistical reporting period of this quarterly report (November and December). Mosquito numbers naturally increase in abundance throughout the summer months as they develop quicker in warmer weather.

Although not part of this statistical reporting period, it is appropriate to report that trapped mosquito numbers have significantly increased to high and very high levels following the Christmas and January storm and flood events. However no arbovirus detections have been recorded at the time of preparing this report.

### Registered Premises

Council undertakes routine inspections of premises that are registered under the Food Act, Public Health and Wellbeing Act or Residential Tenancies Act. Inspections are also undertaken of public swimming pools and of premises 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 October 2023 to 31 December 2023		
Governing Legislation	Inspection Outcome	Number of inspections
Food Premises	Compliant*	3
	Major Non Compliance	0
Health Premises	Compliant*	2
	Major Non Compliance	0
Swimming Pools	Satisfactory	0
	Unsatisfactory	0
Residential Tenancies	Compliant*	0
<b>Total number of inspections for reporting period</b>		<b>5</b>

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

Council staff liaise with non-compliant premises to address any the issues that are identified.

### Tobacco Act

Council is funded to undertake a number of tobacco inspections throughout the year. Most are carried out in conjunction with Food Act inspections; however, several are non-smoking public outdoor venues such as kindergartens, schools, playgrounds and sporting reserves. Table 2 summarises the Tobacco Act activities undertaken during the reporting period.

*Table 2: Tobacco Act inspections*

1 October 2023 to 31 December 2023	
Inspection Type	Number
Tobacco Retailer (including vending machine)	0
Tobacco – Indoor Dining and drinking area	0
Tobacco – Outdoor Dining and drinking area	0
Outdoors & Other locations	0
<b>Total number of inspections</b>	<b>0</b>

Septic Systems

Table 4 summarises septic system permit applications processed during the reporting period.

*Table 4: Septic system permits*

1 October 2023 to 31 December 2023	
Permit Type	Number
Installation or alteration	5
Certificate to use	3
<b>Total number of Permits</b>	<b>8</b>

Table 5 summarises the activities associated with management of septic tank applications and installed systems.

*Table 5: Septic system activity*

1 October 2023 to 31 December 2023	
Activity / Inspection Type	Number
Application Inspection	5
Installation Inspection	6
Final Inspection	4
<b>Total number of inspections</b>	<b>15</b>

Public Health Complaints

Council investigates nuisance complaints under the Public Health and Wellbeing Act. Complaints of nuisance can often be complex and time consuming. Table 6 summarises the complaints during the reporting period.

*Table 6: Public health complaints*

1 October 2023 to 31 December 2023				
Nature of complaint	Number carried over from previous reporting period	Number received	Number resolved	Number currently pursuing resolution
<b>Food Premises</b>	0	0	0	0
<b>Wastewater</b>	0	0	0	0
<b>Other</b>	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**COST/BENEFITS**

The actual expenditure for the second quarter of the 2023-2024 financial year of the public health unit activities contained within this report is \$35,825.

Administration of the Acts that the Public Health Officer 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.

**11.4 QUARTERLY ACTIVITY 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 October to December 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**

This is the second 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/DISCUSSION**Planning 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 second 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

Quarter 2 of the 2023/2024 financial year				
Month	Average gross days to determine	Median processing days to determine	Completed within 60 days	Rural average completed within 60 days
October	42	32	100%	62%
November	101	91	92%	56%
December	23	22	100%	66%
<b>Total Quarterly average</b>	<b>55</b>	<b>32</b>	<b>97%</b>	<b>61%</b>

During the second quarter of the 2023-2024 financial year 97% of all Planning Permit applications were assessed and issued within the timeframes as set in the *Planning & Environment Act 1987*. This is 36% above the rural average. In addition, the median processing days for Council to make a determination on applications is 32 days, well below the rural median of 77 days, a great result for Council and its planning team.

The high average days for November included a planning application undertaken by the Department of Energy, Environment and Climate Action for a subdivision associated with an approved Solar energy facility in Loddon. This application was assessed and completed by the Department but recorded within Council's timeframes for the month of November.

### **COST/BENEFITS**

The expenditure for the second quarter of 2023-2024 financial year of the statutory planning activities contained within this report is \$89,638

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

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Applications being processed in the quarter

October to December 2023

Number of Applications
15

Number	Lodged	Site Address	Site Address Suburb	Status	Development Description	Applicant Name	Applicant Organisation
5407	10/12/2018	16 Park Street	Bridgewater on Loddon	Further Information	two lot subdivision and earthworks	Dave Edwards	
5808		6 Main Street	Bridgewater on Loddon	New Application	Extension and alterations to shop front	Patrick O'Toole	Bridgewater Bakehouse
5842		52 Brooke Street	Inglewood	New Application	Liquor Licence	Smyth David	
5878	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	
5893	10/05/2023	Road Reserve, Newbridge Road	NEWBRIDGE	Advertising Complete	Native vegetation removal (for road safety upgrades)	Bridgewater Public Caravan Park	
5909		17 Days Road	Mysia	New Application	Use and development of a dwelling	Jack Russell	
5914	25/07/2023	Lot 14 Giffard Street	Newbridge	Referred	Development of a dwelling in the Land Subject to Inundation Overlay	Melinda Simmons	
5923	9/10/2023	Jordan Road	WEHLA	Referral	Development of a shaft and native vegetation removal associated within prospecting licence PL006367	Victoria Mining Exploration Pty Ltd	
5937	9/11/2023	378 Dunolly-Inglewood Road	Inglewood	Further Information	Subdivision of the land into 2 lots	Shaw Land Surveys	
5940	29/11/2023	111 Bridgewater-Raywood Road	Bridgewater	Referred	Buildings and works associated with Southern stockfeeds expansion	Southern Stockfeeds Pty Ltd	
5941	11/12/2023	Lot 71A Old Boort Road	Serpentine	Advertising Complete	Earthworks (channel construction) associated with the development of lateral irrigation system	Karl Hooke	Willera Merinos

					in the Land Subject to Inundation Overlay, and removal of native vegetation		
5942	7/12/2023	Uniting Church Eddington, 41 McCoy Street	Eddington	Advertising Complete	Use of the site for a place of assembly for weddings/ events, liquor licence and a reduction in car parking	Mario Lancellotti	
5943	8/12/2023	Lot 10 Playfair Street	Eddington	Advertising Complete	Development of a dwelling in the Environmental Significance Overlay (Schedule 2)	Daniel Adams	
5945	3/01/2024	Laanecoorie Reservoir, Lot 1 Brownbill Reserve Road	Laanecoorie	Further Information	Laanecoorie Boat Ramp Relocation & Associated Works	Goulburn Murray Water	
5949		Boort-Wedderburn Road	Korong Vale	New Application	Remediation of rail culvert in railway corridor.	V/Line	

Planning Application completed in the Quarter

1 October 2023 - 31st December 2023

Decisions  
24

App Number	Lodged	Site Address	Locality	Status	Development Description	Applicant Name	Applicant Organisation
5639	29/08/2023	89-109 Main Street	Bridgewater on Loddon	Application Complete	To create an additional lot for the existing promotion sign (6 lots to 7 lots)	Joshua Cummins	Cummins Survey Group P/L
5834	24/10/2022	10-16 Camp Street	Bridgewater	Application Complete	Subdivision of the land into four lots	Peter Mitchell	c/o Total Property Developments
5901	6/07/2023	1477 Yorkshire Road	Newbridge	Application Complete	Use and development of the land for a composting and bagging facility (industry)	Sage Hanh	Van Shalk's Bio Gro
5910	14/08/2023	Lot 1 Calder Highway	Wedderburn	Withdrawn	use of the land for industry (processing ore from other sites) and associated buildings and works	Vanning Resources Pty Ltd	
5913	26/07/2023	Lot 31 Clay Gully Lane	McIntyre	Application Complete	use and development of a dwelling	Sonia Galloway	
5915	2/08/2023	Burke Street	Newbridge	Application Complete	Development of a dwelling in an Land Subject to Inundation Overlay	Gary McKnight	Gazmack Pty Ltd
5917	4/08/2023	Lot 108 & 109 Nixons Road	Bears Lagoon	Application Complete	Earthworks (irrigation channels and laser grading) in the Farming Zone and Land Subject to Inundation Overlay	Karl Hooke	Willera Merinos
5922	29/08/2023	355 Northlands Road	Derby	Application Complete	Use and development of the land for a replacement dwelling	Laura Naughton	
5924	8/09/2023	Lot 2 Bridgewater-Maldon Road	Bridgewater	Application Complete	Earthworks (irrigation) in the Land Subject to Inundation Overlay and Farming Zone	NJC Irrigation Solutions	
5925	13/09/2023	Boort Wedderburn Road	BOORT	Application Complete	New access into a TRZ2 (Boort -Wedderburn Rd)	Powercor Australia	
5926	13/09/2023	Lot Road Reserve Bendigo Pyramid Road	CALIVIL	Application Complete	new access into a TRZ2	Powercor Australia	
5927	5/10/2023	465 Osborne Road	Barraport	Withdrawn	Two lot subdivision	Andrew Merrett	Price Merrett Consulting Pty Ltd
5928	5/10/2023	Lot 4 Wimmera Highway	Moliagul	Application Complete	Gold mining in accordance with a Work Plan and removal of native vegetation	Shayne Dixon	

5929	19/10/2023	83 Brooke Street	Inglewood	Application Complete	Use of the land for a food and drink premise (coffee shop), construct and display business identification signage, and waiver of the car parking requirements	Robyn Thornbury	
5930	19/10/2023	3 Hospital Street	Inglewood	Application Complete	Removal of native vegetation	Inglewood & Districts Health Service	
5931	6/10/2023	98 Brooke Street	Inglewood	Application Complete	Development of a replacement fence in the Heritage Overlay	Ray Edgley	
5932	27/10/2023	6 Verdon Street	Inglewood	Application Complete	Partial demolition and construction of an extension at the rear of the existing dwelling	Penno Drafting and Design	
5933	22/11/2023	Lot 7&8 Burke Street	Newbridge	Application Complete	Agricultural Shed - 160sqm	Andrew Ferguson	
5935	2/11/2023	GMW Water Channel, Lot 1 Yarrowalla South Road	YARRAWALLA	Application Complete	Subdivision of land into two allotments and consolidation with the adjoining crown allotments	Northern Land Solutions	
5936	10/11/2023	Lot 19D Mitiamo-Kow Swamp Road	Mitiamo	Application Complete	Development of a shed with a total floor area of more than 130 metres squared	Dean Peace	
5938	15/11/2023	46-48 High Street	Wedderburn	Application Complete	Use of the land for a hair salon, externally paint a building in the heritage overlay, display business identification signage and waiver of carparking requirements	Madame Glam Hair & Beauty PTY LTD	
5939	16/11/2023	Donaldson Park & Cooper Park, 35-57 Chapel Street	Wedderburn	Application Complete	Native vegetation removal to allow the extension of underground drainage and backfill ridge along Hospital Street with existing material on site	LODDON SHIRE COUNCIL	
5944	13/12/2023	Riverbend, 4729 Bridgewater-Maldon Road	Bridgewater	Application Complete	Development of a deck attached to an existing dwelling within 100 metres of a waterway	Graeme & Dianne Fishlock	
5946	21/12/2023	8263 Loddon Valley Highway	Durham Ox	Application Complete	Development of a shed within 100 metres of Transport Zone 2 (Loddon Valley Highway)	Permission to Build	

<b>11.5</b>	<b>UPDATE ON THE PROGRESS OF THE ANNUAL INFRASTRUCTURE PROGRAM 2023-2024 AND FLOOD RESTORATION PROGRAM</b>
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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. October 2022 Flood Program 2022 - 2025

**RECOMMENDATION**

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

The last quarterly report on progress of the Annual Infrastructure Program 2023-2024 and Flood Restoration Program was provided at the November 2023 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 December 2023.

**ISSUES/DISCUSSION**Annual Infrastructure Program

There are currently 101 individual projects, including carryovers from previous financial years that form part of the Annual Infrastructure Program 2023-2024. 27 projects have been completed and 60 projects are in progress. Table 1 provides a progress summary for the second 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 2023 - 2024	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	6	0	67%
Local Roads Gravel Shoulder Resheet	3	0	3	1	1	33%

Program Category	Total number of projects listed in Annual Infrastructure Program 2023 - 2024	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 - Asset Preservation	0	2	2	0	2	0%
Local Road Construction – Amenity	1	0	1	0	0	0%
Local Road Construction - Safety	0	1	1	0	1	0%
Township Street Improvement	3	7	10	6	4	60%
Local Bridges and Culverts	4	4	8	3	5	38%
Reseals	36	0	36	0	36	0%
Parks and Gardens	4	3	7	4	1	57%
Buildings	9	8	17	5	9	29%
Major Projects	0	7	7	2	5	29%
<b>TOTAL</b>	<b>66</b>	<b>35</b>	<b>101</b>	<b>27</b>	<b>60</b>	<b>27%</b>

As at the end of quarter two, 87 projects are either completed or commenced, that accounts for 86% of the total Program. Attachment 1 contains a detailed list of projects that forms the Annual Infrastructure Program.

Flood Restoration Program – October 2022 event

All packages of work to rectify the damages require submission to the Disaster Recovery Funding Arrangements (DRFA) for assessment by 31 March 2024. The Flood Restoration program works must be completed by June 2025.

Inspections following the October 2022 flood event initially identified approximately 1,200 items of damage. This data is continually being assessed as it is processed into DRFA claimable packages of work. Any double ups, errors, ineligible work and non-Council assets are being removed. This process will be ongoing until all items are submitted into DRFA claims. The remaining list totals 898 items of damage which Council officers are in the process of rectifying, scoping, identifying required treatments, and delivering projects to address the damages.

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	497	70	53	11	14%

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	202	7	2	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	4	0	0	0	0%
<b>Total</b>	<b>943</b>	<b>90</b>	<b>55</b>	<b>11</b>	<b>10%</b>

Attachment 2 summarises the reimbursement claims for works so far (October 2022 to 31 December) in both, event response and restoration of essential public assets. To date Council has expended \$4,604,749 with \$2,075,515 reimbursed through the DRFA program, with \$5,963 of the claim amount rejected. 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%	Complete.
Bridgewater Caravan Park	Council	95%	Works complete, final inspection identified defects which are being rectified.
Durham Ox Hall	DEECA	100%	Complete.
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.

Table 4 Council Flood Support Fund projects

Item	Activity
Emergency repairs to Skinners Flat Reservoir	Completed – 100%
Repairs to Loddon River, 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
Bridgewater boat ramp repairs	Completed – 100%
Bridgewater Swimming Hole pontoon	Completed – 100%
Skidders Flat Reservoir Flood damage remediation detailed engineering design	Not yet started

#### Flood Restoration Program – December 2023 event

Inspections following the December 2023 flood event initially identified approximately 199 items of damage. This data is still being reviewed for accuracy and will be updated as Council officers review each damage as part of scoping process before submitting to the DRFA for funding.

Table 5 provides a summary of progress for the December 2023 Flood Restoration Program.

*Table 5: December 2023 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	119	2	0	0	2%
Sealed pavements	42	2	0	0	5%
Clearing and earthworks	0	0	0	0	0%
Concrete	2	0	0	0	0%
Road furniture and delineation	0	0	0	0	0%
Drainage structures	31	1	0	0	3%
Others	5	1	0	0	20%
<b>Total</b>	<b>199</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>3%</b>

#### **COST/BENEFITS**

The Annual Infrastructure Program expenditure in the Second quarter of the 2023–2024 financial year was \$3,378,437 for a total expenditure year to date of \$5,622,208. Attachment 1 lists all projects in the program which have an allocated budget of \$16,272,823 for the 2023-2024 financial year.

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

#### **RISK ANALYSIS**

There is still some uncertainty around the methodology adopted by the DRFA for the funding of gravel road resheets. Currently the DRFA is assessing each damage scope of works on a case by case basis to make an evaluation of the claimable amount of funding. Council will be required to fund the gap between the cost of undertaking a 100mm gravel resheet versus the amount funded by the DRFA. Given the significant financial risk of this funding gap, this risk is being managed and reported regularly to Council's independent Audit & Risk Committee.



Long term rectification of the Skinners Flat Reservoir wall and spillway 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 approval to utilise funding from the LGV Council Flood Support Fund for detailed design and costing. 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 Department, Community Support Department, Manager Governance, Finance Department and other external government agencies.

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	100%	Complete
	LRG023305	Old Leitchville Road	Resheet - 1.5km	100%	Complete
	LRG123248	Loddon River Rd	Resheet - 1.8km	100%	Complete
	LRG123274	Quambatook Wychitella Rd	Resheet - 3.8km	100%	Complete
	LRG223286	Marong Serpentine Rd	Resheet - 3.9km	0%	Quarter 3
	LRG223333	Graham's Ln	Resheet - 0.2km	100%	Complete
	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	100%	Complete
Local Road Shoulder Sheet	LRS223374	Wedderburn Serpentine Rd, POWLETT PLAINS	Shoulder Resheet - 1.57km	100%	Complete
	LRS423375	Yallock Mail Rd, DINGEE	Shoulder Resheet - 3.12km	0%	In Progress
	LRS423377	Prairie West Rd, CALAVIL	Shoulder Resheet - 8.34km	50%	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	45%	In Progress
Local Road Construction - Amenity	AMN323053	Tarnagulla Community Centre	Car Park sealing works	0%	Quarter 3/4
Local Road Construction Safety	SAF022043	Safety signage restricted structures	Installation of signage on restricted structures	10%	Quarter 3/4
Township St Improvement	TSI001	Wimmera Highway, NEWBRIDGE	New footpath	100%	Complete
	ATSI495	Southey Street, INGLEWOOD	New Footpath - North St to School gate	100%	Complete
	ATSI499	Armstrong Street, BOORT	New Footpath - Malone St to Coutts St	100%	Complete
	ATSI500	Armstrong Street, BOORT	New Footpath - Coutts St to McMillians Rd	100%	Complete
	ATSI501	McMillians Road, BOORT	New Footpath - McMillians Rd to Holloway St	100%	Complete
	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	100%	Complete
	BCC410	Long Bush Road, MCINTYRE	Culvert Replacement and Floodway Installation	50%	In Progress
	BCC430	Canary Island Leaghur Rd, CANARY ISLAND	Box Culvert Replacement	10%	Quarter 2/3
	BCC432	Canary Island Leaghur Rd, LEAGHUR	Box Culvert Replacement	10%	Quarter 2/3
	BCC433	Canary Island Leaghur Rd, CANARY ISLAND	Box Culvert Replacement	10%	Quarter 2/3
	BCC437	Appin South Road, APPIN SOUTH	Replace culvert and upgrade	100%	Complete
	BCC443	Wedderburn Junction East Road, WEDDERBURN JUNCTION	Installation of Floodway	100%	Complete
	BCC477	Small Culverts Allocation	Allocation to replace small culverts	75%	In Progress
Reseals	36 Projects	Multiple	Reseal Program. 33 Roads, 80 segments	15%	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	100%	In Progress
	PGC041	Lions Park East, PYRAMID HILL	Replace barbecue shelter and benches	100%	Complete
	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	100%	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	90%	In Progress
Major Projects	BLD069	Serpentine Public Toilets, SERPENTINE	New septic field (rest stop toilets)	5%	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	10%	Quarter 3/4
	BLD105	Boort Memorial Hall Lighting, BOORT	Lighting Replacement	100%	Complete
	BLD106	BRIC Building Restumping, BOORT	Restumping	100%	In Progress
	BLD108	Wedderburn & Bridgewater Toilet Vents	Install vents in toilets	100%	Complete
	BLD108	Newbridge Public Toilet Lighting Upgrade	Upgrade lights at Newbridge public toilet	100%	Complete
	BLD110	Serpentine Public Toilets, SERPENTINE	Timber replacement	100%	Quarter 2
	BLD112	Boort Memorial Hall Footpath, BOORT	Footpath	10%	Quarter 2/3
	BLD115	Boort Historical Society, BOORT	Replace Roof	20%	Quarter 2/3
	BLD116	Inglewood Hall, INGLEWOOD	Replace Roof	20%	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	50%	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, BRIDGEWATER 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 Streetscape works	50%	In Progress
		Caravan Park Improvement Project	Continue works at caravan Parks	50%	In Progress
		Calivil Lightning Project	Installation of lighting at football ovals	100%	Complete
		Mitiamo Lighting Project	Installation of lighting at football ovals	100%	Complete
		Boort Flood Mitigation Project	Installation of flood mitigation levee	30%	Project delayed
		Pyramid Hill Flood Mitigation Project	Installation of flood mitigation levee	30%	Organising easements
		Donaldson Park Project	Donaldson Park Facility	70%	In Progress

Attachment 2: October 2022 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	Restroation of Essential Public Assets Claim	Amount Reimbursed	Amount Rejected	
LODCC-1037-Claim-0008	\$42,949					\$37,213	\$5,736	Completed
LODCC-1037-Claim-0009		\$254,392				\$254,392	\$228	Completed
LODCC-1037-Claim-0010			\$113,021			\$113,021		Completed
LODCC-1037-Claim-0011			\$81,815			\$81,815		Completed
LODCC-1037-Claim-0012			\$80,084			\$80,084		Completed
LODCC-1037-Claim-0013			\$24,392			\$24,392		Completed
LODCC-1037-Claim-0014				\$1,456,168		\$1,456,168		Completed
LODCC-1037-Claim-0015		\$24,412				\$24,412		Completed
LODCC-1037-Claim-0016			\$82,430					Lodged. With Assessor
LODCC-1037-Claim-0017		\$4,018				\$4,018		Completed
LODCC-1037-Claim-0018				\$1,198,877				Lodged. With Assessor
LODCC-1037-Claim-0019				\$100,166				Betterment Inc = \$12,204 Lodged & With Assessor.
LODCC-1037-Claim-0020				\$1,090,586				Lodged. With Assessor
LODCC-1037-Claim-0021				\$51,439				Betterment Inc = \$6,855. Lodged & With Assessor.
	<b>\$42,949</b>	<b>\$282,822</b>	<b>\$381,742</b>	<b>\$3,897,236</b>	<b>\$0</b>	<b>\$2,075,515</b>	<b>\$5,963</b>	

**11.6 QUARTERLY BUILDING SERVICES ACTIVITY REPORT**

**File Number:** 13/06/001, 13/08/001, 13/08/003  
**Author:** Glenn Harvey, Manager Development and Compliance  
**Authoriser:** Steven Phillips, Director Operations  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Quarterly Building Services Activity Report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council is provided with information quarterly summarising building services activities relating to permits, certificates and statutory enforcement activity undertaken within the Development & Compliance Department. This report covers both the first and second quarters of this financial year as no report was presented in the first quarter.

**BACKGROUND**

Council provides a range of building services through the Municipal Building Surveyor including the following:

- issuing relevant permits and certificates
- issuing report and consent determinations on matters not complying with the Building regulations
- building advisory and information services including legal point of discharge requests
- consultancy and building control functions
- administrative functions prescribed by the Building Act and Regulations including keeping records relating to the activity of private building surveyors issuing permits within Loddon Shire
- regulatory enforcement of relevant Acts.

The number of building permits, occupancy permits and final inspections is a basic indicator of building development and investment within the Loddon Shire Council area.

**ISSUES/DISCUSSION**

Throughout the first and second quarters of the 2023-2024 financial year, items of significance relating to the activity of Council's building services include:

- swimming pool registration requirements and registration of the Complying Barrier Certificates.
- issuing of demolition consents and variations to sitting under Part 5 of the Building Regulations.
- follow up on enforcement activities including following up Court and Building Appeals items
- ongoing implementation and improvement of software system changes.

Building permits

Table 1 provides the number and total value of building permits issued for the last two quarters of 2022-2023 and the first two quarters of 2023-2024. There is variation in the value of permits throughout any given financial year and this is attributable to the scale and cost of individual projects.

*Table 1: Summary of new building permits issued*

	<b>Quarter 3 2022-23 (01/01/2023 – 31/03/2023)</b>	<b>Quarter 4 2022-23 (01/04/2023 – 30/06/2023)</b>	<b>Quarter 1 2023-24 (01/07/2023 – 30/09/2023)</b>	<b>Quarter 2 2023-24 (01/10/2023 – 31/12/2023)</b>
<b>No. of new Permits</b>	34	40	25	42
<b>Value of Works</b>	\$8,027,758	\$15,006,840	\$2,319,670	\$14,523,408

Table 2 provides a summary of the number of final inspections and certificates of occupancy issued for building permits for each quarter.

*Table 2: Summary of final inspections and occupancy permits*

	<b>Quarter 3 2022-23 (01/01/2023 – 31/03/2023)</b>	<b>Quarter 4 2022-23 (01/04/2023 – 30/06/2023)</b>	<b>Quarter 1 2023-24 (01/07/2023 – 30/09/2023)</b>	<b>Quarter 2 2023-24 (01/10/2023 – 31/12/2023)</b>
<b>Certificates of final inspection</b>	32	17	41	33
<b>Occupancy Permits</b>	11	8	23	11

Council Building Services staff continue to work proactively with Council issued permit holders, sending follow up letters to notify building owners approximately two months before their building permits are due to lapse. This allows owners to arrange a final inspection/occupancy permit or apply for an extension of time for their building permit.

Statutory enforcement

Table 3 provides a high level summary of statutory enforcement activities undertaken by the Municipal Building Surveyor.

*Table 3: Summary of statutory enforcement activities*

<b>Type</b>	<b>Actions incomplete from previous report period</b>	<b>New action started</b>	<b>Total actions</b>	<b>Building notice issued</b>	<b>Building order issued</b>	<b>Appeal to Building Appeals Board</b>	<b>Legal action / solicitors letter started this quarter</b>	<b>Legal action ongoing</b>	<b>No. resolved during this quarter</b>
<b>Building damaged by fire</b>	1	1	2	0	0	0	0	0	0

Type	Actions incomplete from previous report period	New action started	Total actions	Building notice issued	Building order issued	Appeal to Building Appeals Board	Legal action / solicitors letter started this quarter	Legal action ongoing	No. resolved during this quarter
Works required to make building safe (including pools)	20	0	20	2	2	1	0	1	1
Carrying out building works without a permit	12	0	12	6	2	0	0	0	0
Works not in accordance with building permit	2	0	2	0	0	0	0	0	0
Illegal occupation of non-habitable building	0	0	0	0	0	0	0	0	0
Building with non-complying essential safety measures	1	0	1	0	0	0	0	0	0

Whilst new issues requiring enforcement are identified regularly, it is also noted there are some longstanding enforcement activities that are ongoing. The time spent on individual items can be significant particularly when it requires escalation to Court. Council officers work to try to resolve matters without legal intervention.

The Manager Development and Compliance is currently also performing the role of Municipal Building Surveyor whilst recruitment for the vacancy is continuing. This is impacting on progressing compliance matters as well as processing permit applications. Community members that are making Building Permit applications are being advised that there will be delays in processing their applications due to our current situation. They are also being informed of the alternative of engaging a Private Building Surveyor.

### **COST/BENEFITS**

The expenditure for the first and second quarters of the 2023-2024 financial year for building services activities was \$7,313. The reason for the low cost is that the majority of functions associated with the delivery of the Municipal Building Surveyor service have been delivered by the Manager Development and Compliance.

The cost to Council of enforcement activity can be quite significant, particularly in terms of Council officers' time. This in turn impacts on other activities such as the timeframe for building permits.

Direct monetary costs significantly escalate if matters progress to a Magistrate's hearing or the Municipal Building Surveyor needs to arrange for the work associated with any order to be completed by Council. As such, the Municipal Building Surveyor, together with other Development & Compliance Department staff endeavour to work through enforcement matters in a manner that engages with property owners/occupiers to have required works completed.

### **RISK ANALYSIS**

There are risks associated with all building and development works. As such, it is vital that Building legislation, standards and controls are administered effectively. Failure of Council to adequately enforce the provisions of applicable legislation poses the following possible risks:

- unsafe development and building works which may affect the safety of property owners, occupiers and the general public within Loddon Shire
- Council's reputation as a regulatory authority
- Council being held liable for failure to act in a matter which results in damage to other property, or injury or death to a person
- failure to meet statutory obligations set within relevant legislation.

As part of the risk management process when undertaking enforcement work, the Municipal Building Surveyor makes reference to the building enforcement intervention filter criteria, developed by the Victorian Municipal Building Surveyors Group and which forms part of the procedures covered in Loddon Shire Council's Building Control Policy.

A significant risk within Loddon Shire is unregulated developments, in particular small allotments which are sold to purchasers that have expectations of using it for a cheap home or "weekender". Often the landholder is unable or unwilling to meet the regulatory requirements to safely utilise the site as they desire. This has led to a number of undesirable and potentially unsafe outcomes of unregulated developments. This remains a matter of concern for Council's Municipal Building Surveyor and Local Laws & Planning Compliance Officer.

### **CONSULTATION AND ENGAGEMENT**

The Municipal Building Surveyor regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts, which can range from essential safety measures assessments/inspections to the provision of advice relating to the need for building permits and other functions administered by the Municipal Building Surveyor under the Building Act and Building Regulations. Any business operator, developer, resident or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process to give them the opportunity to avoid the escalation of enforcement action.



**11.7 TOURISM AND ECONOMIC DEVELOPMENT  
QUARTERLY ACTIVITY REPORT - OCT, NOV, DEC 2023**

**File Number:**

**Author:** David Stretch, Manager Tourism and Economic Development

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

**Attachments:** 1. Tourism and Economic Development Quarterly Activity Report Oct-Dec 2023

**RECOMMENDATION**

That Council receives and notes the Tourism and Economic Development, Quarterly Activity Report – Oct, Nov, Dec 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**

This report (attached) was tabled and discussed at the Council Forum 13 February 2024.

**BACKGROUND**

Quarterly Activity Reports are produced by the Manager of Tourism and Economic Development and consider current Council Plan objectives as well as preliminary focus areas, including:

- Financially and environmentally sustainable infrastructure (incl. residential development)
- Employment growth
- Population growth and diversity
- Industry development and investment attraction
- Local business development, retention, and expansion
- The unique visitor economy
- Townships and place-making
- Loddon's live-ability: amenity, affordability, community, environment.

**ISSUES/DISCUSSION**

The Tourism and Economic Development Quarterly Activity Reports focus on operational activity under 4 key themes:

1. Support land and residential development
2. Grown business and employment
3. Grow Tourism and the Visitor Economy
4. Support Townships

**COST/BENEFITS**

Programs and activity are funded by Council operational budget, unless stated otherwise.

**RISK ANALYSIS**

Council's tourism and economic development team identifies potential threats to the region's attractiveness and economic stability. Key risks include natural disasters, economic downturns, and health crises that impact tourism, investment attraction and local businesses viability.

**CONSULTATION AND ENGAGEMENT**

Internal and external stakeholders, influencers, enablers and participants in tourism and economic development are regularly engaged across the unit's work and activity.

Tourism and Economic Development Quarterly Activity Reports have been presented at Council Forum Meetings since January 2023.





Tourism and Economic Development  
 October - December 2023 Operations Report

	<p>Support Loddon Planning Team to develop and Council to adopt Industrial land strategy and position Loddon to positively influence supply and demand for industrial development</p> <p>Workforce and Employment</p> <p>Digital connectivity</p>	<p>enabling infrastructure; Pathways to skills and employment; Innovation, entrepreneurship, and investment; and lastly Governance and leadership</p> <ul style="list-style-type: none"> <li>• Loddon Shire planners have developed a draft Industrial Land Strategy – Discussion Paper as a means to assist discussion with Council and support consultation with the community as part of developing a strategy for industrial land.</li> <li>• Following discussion with Council at June Forum, it was agreed community consultation should occur before providing a draft strategy to Council in late 2023.</li> <li>• Consultation with key business and employers has continued and it is now established that strategy and action to positively influence supply and demand for industrial development will be included in the scope for the 2025-2029 Economic Development Strategy, project commencing February 2024.</li> <li>• Project collaboration with Workforce Australia to deliver two events in 2024 to support and connect business and job seekers. A ‘coffee with the boss’ tour will take place in February 2024 and a Loddon Workforce Expo in Pyramid Hill in October 2024</li> <li>• Draft Connectivity Plan to identify key threats and opportunities in digital connectivity as an economic and community enabler has been completed</li> <li>• Have been working with NBN to promote upgrades to fixed wireless services in Loddon Shire, as well as notifying business and community of associated outages.</li> </ul>
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Tourism and Economic Development  
 October - December 2023 Operations Report

	<p>Agriculture</p>	<ul style="list-style-type: none"> <li>• Now agreed that Telstra, NBN and Loddon Shire Economic Development will merge all connectivity plan work into single document by mid-2024.</li> <li>• Attended ‘Exploring Exports’ workshop hosted by Agriculture Victoria. Discussed pathways to export for SMEs in food and fibre sectors.</li> </ul>
	<p>Renewables</p>	<ul style="list-style-type: none"> <li>• Attended webinar presented by Community Power Agency ‘Exploring Regional Benefit Sharing’. CPA has produced a Regional Benefit Sharing Discussion Paper which synthesises community benefit sharing experiences and models, and provides key recommendations for government and industry stakeholders.</li> <li>• Working with Community Power Agency to develop a draft Community Benefit Sharing Framework/Policy/Statement of Expectations, funded through Central Victoria Greenhouse Alliance’s Local Government Guiding Better Practice Renewable Energy Development Program.</li> </ul>
	<p>Flood Recovery</p>	<ul style="list-style-type: none"> <li>• Secured Victorian Government funding and facilitated delivery of the Whole Loddon Love music series, with events in Pyramid Hill, Boort, Bridgewater and Newbridge – to support and raise funds for flood-impacted communities</li> </ul>
	<p>Business Engagement</p>	<ul style="list-style-type: none"> <li>• Ongoing contact and relationship development with key businesses in the Shire in manufacturing, retail, tourism and hospitality, including but not limited to:                         <ul style="list-style-type: none"> <li>○ Hazeledenes</li> <li>○ Boort Grain Co-op</li> <li>○ Kia-ora Piggery</li> <li>○ Multiple small businesses and retailers across the Shire</li> </ul> </li> </ul>





Tourism and Economic Development  
 October - December 2023 Operations Report

<p><b>Grow Tourism and the Visitor Economy</b></p>	<p>Regional Tourism Contribution</p>	<ul style="list-style-type: none"> <li>• Bendigo Regional Tourism – board and operations group contribution and involvement</li> <li>• Visitor Economy Partnership Working Group contribution and involvement (hosted September meeting in Loddon Shire).</li> <li>• State Gov Visitor Servicing Fund application – successful. 12-month project to test digital technology at locations across 6 LGAs incl. Loddon</li> <li>• Working with “The Tourism Collective” to develop and contribute to a Regional Destination Management Plan and a Local Area Action Plan. The projects are funded by Bendigo Regional Tourism and will provide the perfect jump-off point for the pending development of the Loddon Shire Tourism Strategy (2025-2029).</li> </ul>
	<p>Event Support and Acquisition</p> <p>Flavours of Loddon</p>	<ul style="list-style-type: none"> <li>• Successfully launched Flavours of Loddon as part of Inglewood Alive Festival, before supporting the event’s touring to Wedderburn and contributing to the ‘biggest ever’ Christmas on High event, then ‘popping up’ at East Loddon College for a movie night in December 2023. Boort Event January 27 hugely successful, with an additional event planned for March 2024.</li> <li>• The Loddon Shire is well-known for its strength and output, as a major food producer.</li> <li>• Flavours of Loddon is a chance for food retailers to showcase a range of dishes and tastes. It’s also about sharing good food in great communities.</li> </ul>
	<p>Loddon Valley Arts Trail</p>	<ul style="list-style-type: none"> <li>• The Loddon Valley Arts Trail was successfully designed, planned and delivered in collaboration with the Inglewood Community Neighbourhood House. More than 40 artists exhibited works at halls, studios and businesses across the Shire. It was estimated 300 visitors attended the event in October 2023.</li> </ul>



Tourism and Economic Development  
 October - December 2023 Operations Report

	<p>Whole Loddon Love</p>	<ul style="list-style-type: none"> <li>○ Friday 6 October - Victoria Hotel, Pyramid Hill Attendance 120, funds raised \$850</li> <li>○ Saturday 7 October - Railway Hotel, Boort Attendance 120, funds raised \$1600</li> <li>○ Sunday 8 October - The Newbridge Hotel Attendance 200, funds raised \$1755</li> <li>○ Saturday 14 October - The Bridgewater Hotel Attendance 100, funds raised \$1360</li> </ul>
	<p>Inglewood Alive</p>	<ul style="list-style-type: none"> <li>● The Tourism and Economic Development team supported the return of the Inglewood Alive event in November 2023.</li> <li>● An estimated 3500 people attended the event, which saw more than 60 businesses “pop-up” and trade in Brooke St, in addition to existing main st. businesses.</li> <li>● Our team’s support included: promotional support (mobile billboards and radio campaign) as well as funding an event coordinator to plan and deliver a safe, compliant event - ensuring a positive stakeholder and visitor experience.</li> </ul>
	<p>National Orienteering Championships</p>	<ul style="list-style-type: none"> <li>● Have confirmed the National Orienteering Championships – Easter 2025. More than 1200 visitors expected to attend the event over three days. Day 1 Tarnagulla, Day 2 Inglewood, Day 3 Wychitella.</li> </ul>
	<p>Tourism Marketing Review</p>	<ul style="list-style-type: none"> <li>● In November 2023, Stanford Marketing finalised a project to focus on the brand experience for Loddon Shire and our key towns.</li> <li>● This work will allow us to promote our Shire and our destinations in a coordinated and consistent fashion and contributes to the production of a new Official Visitor Guide.</li> </ul>





Tourism and Economic Development  
 October - December 2023 Operations Report

	<p>Tourism Industry Support</p>	<ul style="list-style-type: none"> <li>• This work will also inform current Unlocking Loddon Growth Potential actions</li> <li>• Delivered a Business Networking Event in Boort (November) at newly re-opened Spanner Man Gardens.</li> <li>• Hosted a volunteer familiarisation tour in October, followed by an end-of-year networking event at the Wedderburn Hotel in December 2023, for volunteers and business operators.</li> <li>• Welcome Shops Project underway (Visitor Servicing Review recommendation)</li> <li>• Tourism Signage Audit planning commences November 2023, audit rolls out April, May, June 2024</li> <li>• Seasonal promotional campaigns continue, Official Visitor Guide project underway – we will see a new Visitor Guide published and distributed in February 2024.</li> <li>• Tourism team is currently researching best timing to launch an annual guide.</li> <li>• Met with V-Line in October 2023 to discuss opportunities and application process for Vline to support tourism and events in Loddon Shire, via advertising online and in stations between Bendigo and Swan Hill.</li> </ul>
<p><b>Support Townships</b></p>	<p>Inglewood Streetscape Project</p>	<ul style="list-style-type: none"> <li>• Have worked with Project Manager to develop Project Management Plan</li> <li>• Have received permission from Council to access Community Strategic Fund to develop detailed design and feasibility.</li> </ul>



Tourism and Economic Development  
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<b>Other</b>	Tourism and Economic Development Strategy 2025-2029  Bridgewater and Wedderburn Caravan Park Performance	<ul style="list-style-type: none"> <li>• We have received 15 responses to a request for quotation, for the Economic Development Strategy Project and we appointed consultant Compelling Economics on February 15, 2024.</li> <li>• A Business Advisory Group will also support the strategy development, Chaired by Mayor Holt.</li> <li>• We anticipate the project will be completed by June 2024, then a separate project to develop a Tourism Strategy will commence, with an aim to have that project completed by September 2024.</li> <li>• The Lessee reports the parks have performed well beyond expectations in terms of booking numbers and occupancy, during this period.</li> </ul>
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	Oct	Nov	Dec
2022	269	325	230
2023	390	350	267

October, November 2022 flood impacted. December 2023 flood impacted.



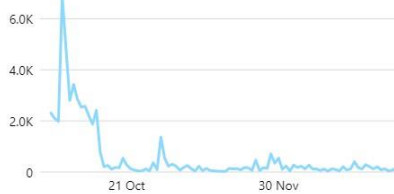
Tourism and Economic Development  
October - December 2023 Operations Report

Visit Loddon Valley Social Media insights (October 1 to December 31, 2023 – compared to previous quarter)

Reach

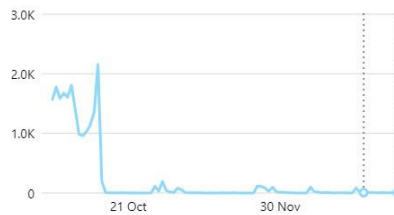
Facebook reach

31,100 ↑ 337.9%



Instagram reach

13,694 ↑ 355.6%



Visits

Facebook visits

1,013 ↑ 130.2%



Instagram profile visits

256 ↑ 70.7%



Highest performing post:

Visit Loddon Valley  
Published by Faith Loddon • 28 September 2023

Join us for an extraordinary music journey through the Loddon Valley. 🎵🎸

Whole Loddon Love is a series of contemporary music gigs in key communities throughout the Loddon region. Featuring the incredible talent of Queenie, Dan Kelly, Jess Parker Band, Valley Road and The Maes. money raised will support flood recovery in the region. 🎸🎵

📍 Friday 6 October - Victoria Hotel, Pyramid Hill

❤️ S... See more

See Insights and Ads Boost again

👍 337 8 comments 44 shares

**11.8 LODDON SHIRE COUNCIL WARD BOUNDARY REVIEW****File Number:****Author:** Lincoln Fitzgerald, Chief Executive Officer**Authoriser:** Lincoln Fitzgerald, Chief Executive Officer**Attachments:** 1. Fact sheet - Loddon Shire Council**RECOMMENDATION**

That Council note the Ward Boundary Review process and promote opportunities for community input.

**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**

Staff briefed Councillors regarding the Ward Boundary Review process at the January Council Briefing.

**BACKGROUND**

Victorian council ward boundary reviews are conducted under section 17 of the Local Government Act 2020.

Reviews are triggered when the number of voters per councillor in one or more wards of a council will vary from the average number of voters per councillor for all of the wards by more than 10%, by the time of the next general election (more commonly known as the 10% rule).

The Minister for Local Government has instructed the VEC to conduct ward boundary reviews of ten councils forecast to have unbalanced ward enrolments at the time of the 2024 elections, including Loddon Shire Council.

**ISSUES/DISCUSSION**

During a ward boundary review, the VEC reviews the internal ward boundaries with the aim of bringing voter-to-councillor ratios for all wards back into balance for the next general election. A recommendation on adjustments to the ward boundaries is then provided to the Minister for Local Government, who then decides whether to accept the recommendation.

Ward boundary reviews do not change the number of councillors or wards in a council, the number of councillors per ward, or the external council boundary.

Attached to this report is a Fact Sheet produced by the VEC which provides key information about the Loddon Shire Council ward boundary review, including timelines.

At the time of writing this report the Preliminary Report was not yet published, however this report will be available from Wednesday 21 February 2024 from the VEC website.

**COST/BENEFITS**

Loddon Shire Council is responsible to pay the reasonable costs for the VEC to conduct the Ward Boundary Review. The VEC has provided a cost estimate for the Review of \$36,529.56 which includes mandatory advertising, VEC technical/admin support and technical research to support the process. Additional costs may be incurred for additional local advertising.

The benefit of undertaking this review is that it will correct any imbalance in voter numbers between Wards to better represent the principle of One vote, One value.

**RISK ANALYSIS**

Ward boundary reviews support fair and equitable representation across all Loddon Shire Council wards. Local communities are encouraged to assist with the review to ensure that local context is taken into account where there are communities of interest (for example: common industry or geographic relationship).

**CONSULTATION AND ENGAGEMENT**

The VEC process relevant Loddon Shire ward boundary review dates are:

Online Public Information Session - 1	Monday, 19 February 2024 – 12pm
Online Public Information Session - 2	Tuesday, 20 February 2024 – 12pm
Release of Preliminary Report	Wednesday, 21 February 2024
Response submission period opens	Wednesday, 21 February 2024
Response submission period closes	Wednesday, 13 March 2024 – 5pm
Online Public Hearing	Tuesday, 19 March 2024 – 2pm
Final report provided to the Minister (close of review)	Wednesday, 17 April, 2024

The VEC website includes a submission tool which assists people to map their preferred Ward boundary and consider the impact of their changes on voter numbers.

Anyone wishing to present at the online public hearing must indicate their desire to do this as part of their submission.

# Local council ward boundary review



## About Loddon Shire Council

The Traditional Custodians of the land in the Loddon Shire Council are the Dja Dja Wurrung People and the Yorta Yorta People.

Loddon Shire Council is in north central Victoria, about 175 km from central Melbourne. Covering almost 6,700 km<sup>2</sup> it is one of Victoria's largest councils by area. With a population of 7,759 it is also one of the least populated. Population has been slowly declining since 2001.

A rural council, it has no dominant population centre and nearly 100 localities. Small settlements such as Boort, Bridgewater on Loddon, Inglewood, Pyramid Hill and Wedderburn play a vitally important social, service provision, residential and community focused role in their respective districts.

Notable landscape features include the Loddon River and Terrick Terrick National Park. Dryland agricultural production is practiced across much of the council and more intensive irrigated agriculture is practiced in some northern areas.

The council is serviced by the Wimmera, Calder, and Loddon Valley highways, and 2 railway lines.

Compared to regional Victoria, the council has many people aged 50 and over, people born in Australian, and many living in freestanding houses in rural settings. The top occupations are associated with the agricultural sector and of those working fulltime a high proportion work 45 hours or more a week.

### Current structure

Loddon Shire Council is divided into 5 wards with one councillor per ward. There are 5 councillors in total.

### About the review

If a council is subdivided into wards, the number of voters in each ward should be within +/-10% of the average across all wards to comply with the *Local Government Act 2020 (Vic)*.

Changes to the population, location of housing areas, and voting entitlements all impact the number of voters in wards.

In accordance with section 17 of the Act, the Minister for Local Government has asked the Victorian Electoral Commission (VEC) to review the ward boundaries for Loddon Shire Council.

Adjusting ward boundaries aims to ensure voters are represented equally at the next council general election.

During its review, the VEC will look at Loddon Shire Council's:

- enrolled voter numbers
- projected voter numbers
- ward boundary locations.

As a local you know your council area better than anyone. You can have your say on the suggested ward boundary adjustments:

1. in a response submission to the preliminary report
2. at an online public hearing, if you ask to speak in your response submission.

### Last review

The VEC conducted an electoral representation review of Loddon Shire Council in 2011.

Visit the VEC website at [vec.vic.gov.au](http://vec.vic.gov.au) to access a copy of the 2011 review final report.

## Review process

### Monday 19 and Tuesday 20 February

#### Information sessions

Session 1: 12 noon, Monday 19 February

Session 2: 12 noon, Tuesday 20 February

These sessions will give you more information about the review process. You will be able to register for a session on the VEC website.

### Wednesday 21 February

#### Preliminary report

The VEC will release a preliminary report with one or more options for the ward boundaries on Wednesday 21 February.

**You can make a response submission from this date.**

### Wednesday 13 March

#### Response submissions

The VEC must receive your submission by 5 pm on Wednesday 13 March.

The VEC will not accept late submissions.

### Tuesday 19 March

#### Public hearing

The VEC will hold an online public hearing if anyone asks to speak about their response submission at 2 pm Tuesday 19 March.

The public hearing will not be held if no one asks to speak.

### Wednesday 17 April

#### Final report

The VEC will submit a final report to the Minister for Local Government including its advice for the adjustments to ward boundaries on Wednesday 17 April.

The minister will consider the VEC's advice regarding the adjustments. Any change is expected to apply at the next local council general election.


## Submission guide

You can download a submission guide from the VEC website at [vec.vic.gov.au](http://vec.vic.gov.au)

### How to make a submission

 On the VEC website at [vec.vic.gov.au](http://vec.vic.gov.au)

@ By email to:  
[Loddon.WardReview@vec.vic.gov.au](mailto:Loddon.WardReview@vec.vic.gov.au)

 By post to:  
Ward boundary review panel  
Victorian Electoral Commission  
Level 11, 530 Collins St  
Melbourne VIC 3000

Submissions must include your:

- full name
- contact phone number or email address
- residential or postal address.

Your submission will be published on the VEC website, including your name and suburb or town but not your full address or contact details. See the submission guide or VEC website at [vec.vic.gov.au/privacy](http://vec.vic.gov.au/privacy) for privacy information.

### One vote, one value

The 'one vote, one value' democratic principle is enshrined in the *Local Government Act 2020*. This means every person's vote counts equally.

When a local council is subdivided into wards, the number of voters each councillor represents in each ward must be plus-or-minus 10% of the average number of voters per councillor for all wards.

The map below includes the current number of voters in each ward and the ward's current deviation from the average. The VEC will also consider projected population and voter changes to ensure the structure remains fair.

If you make a submission online, you can use a mapping tool to build your preferred ward boundaries. The tool uses current voter numbers to tell you the deviations of the wards you make. This will help your proposal meet the requirements of the Act.

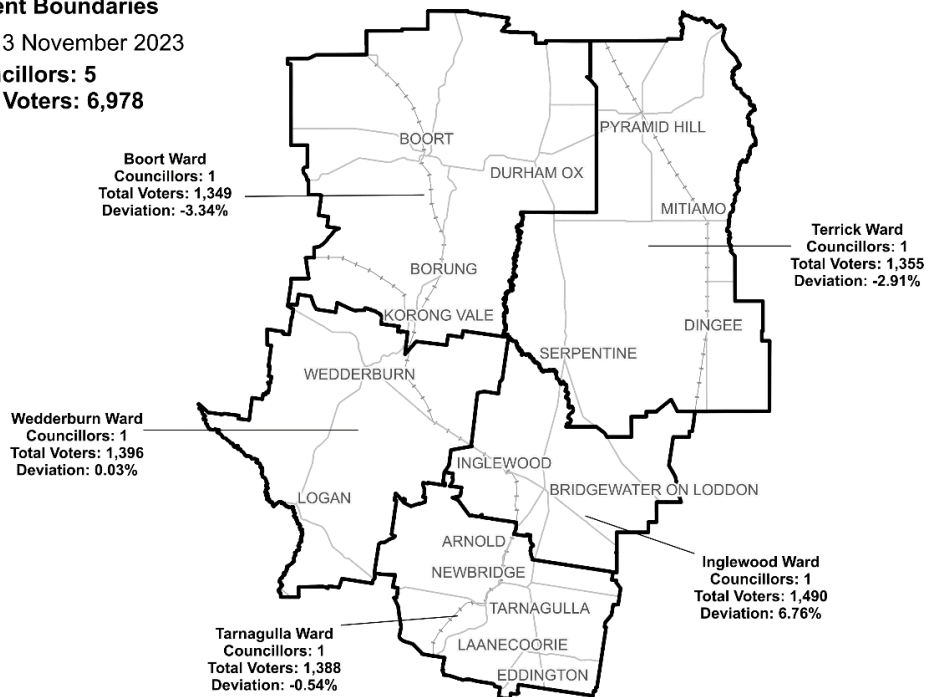
## Current electoral structure

### Voter Numbers by Current Boundaries

As at 3 November 2023

**Councillors: 5**

**Total Voters: 6,978**



Ward	Councillors	Voters	Deviation
Boort	1	1,349	-3.34%
Inglewood*	1	1,490	+6.76%
Tarnagulla*	1	1,388	-0.54%
Terrick	1	1,355	-2.91%
Wedderburn	1	1,396	+0.03%

\* The deviations of these wards are forecast to be outside of +/-10% by October 2024.

### Statistics

Area (km<sup>2</sup>) 6,696

#### Voters

**Voters per square km**

1

**Average voters per councillor**

1,396

#### Population

**Current population**

7,759

**Forecast population growth**

0.0% p.a.

More Census statistics available at [abs.gov.au](https://abs.gov.au)

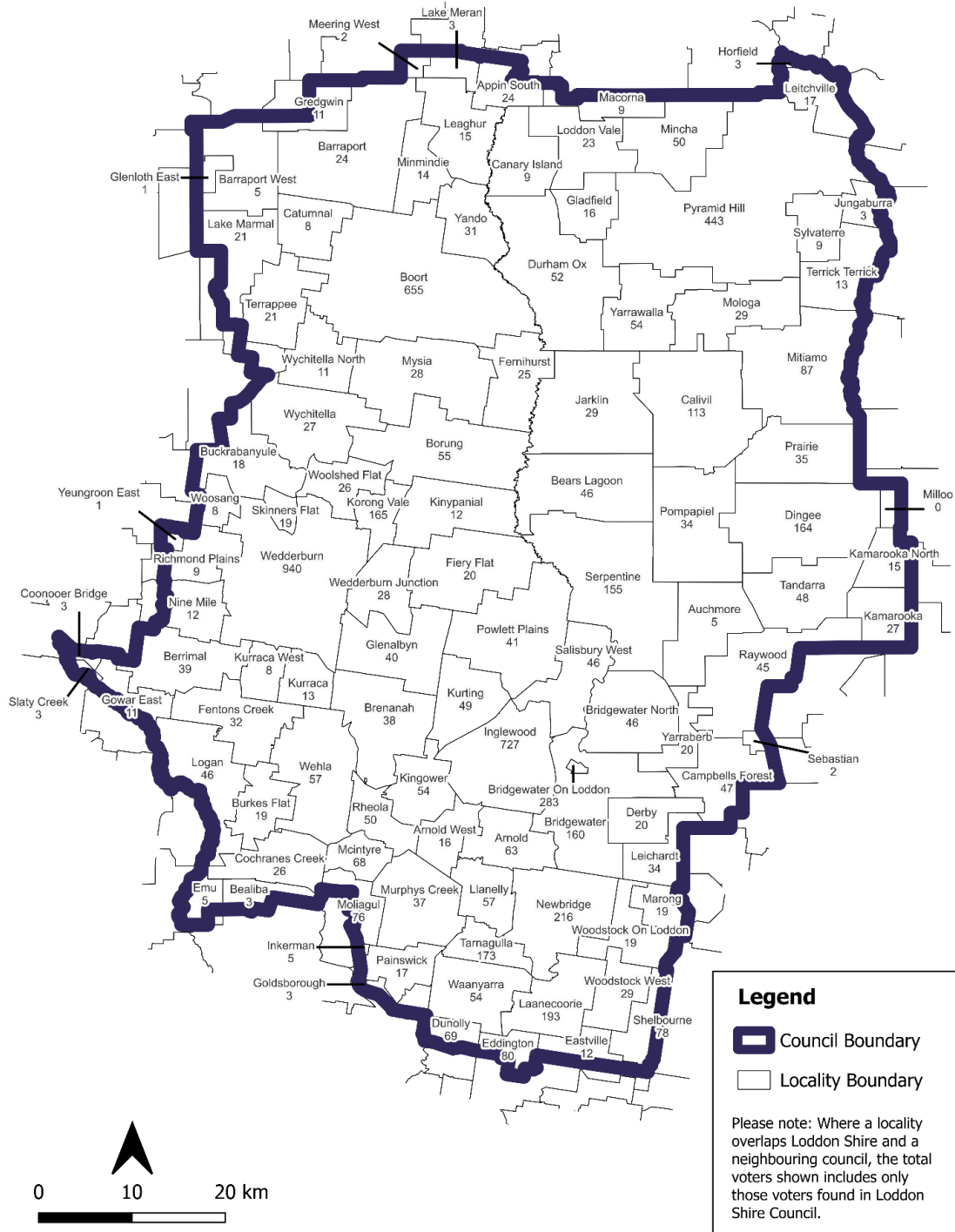


# Voter numbers by locality (map)

**Loddon Shire Council**

**TOTAL VOTERS: 6,978**

Voter numbers as at 3 November 2023



## Voter numbers by locality (table)

### Loddon Shire Council voter numbers at 3 November 2023

Locality	Voters
Appin South	24
Arnold	63
Arnold West	16
Auchmore	5
Barraport	24
Barraport West	5
Bealiba	3
Bears Lagoon	46
Berrimal	39
Boort	655
Borong	55
Brenanah	38
Bridgewater	160
Bridgewater North	46
Bridgewater On Loddon	283
Buckrabanyule	18
Burkes Flat	19
Calivil	113
Campbells Forest	47
Canary Island	9
Catumnal	8
Cochranes Creek	26

Locality	Voters
Coonooer Bridge	3
Derby	20
Dingee	164
Dunolly	69
Durham Ox	52
Eastville	12
Eddington	80
Emu	5
Fentons Creek	32
Fernihurst	25
Fiery Flat	20
Gladfield	16
Glenalbyn	40
Glenloth East	1
Goldsborough	3
Gowar East	11
Gredgwin	11
Horfield	3
Inglewood	727
Inkerman	5
Jarklin	29
Jungaburra	3

Locality	Voters
Kamarooka	27
Kamarooka North	15
Kingower	54
Kinypanial	12
Korong Vale	165
Kurraca	13
Kurraca West	8
Kurting	49
Laanecoorie	193
Lake Marmal	21
Lake Meran	3
Leaghur	15
Leichardt	34
Leitchville	17
Llanelly	57
Loddon Vale	23
Logan	46
Macorna	9
Marong	19
Mcintyre	68
Meering West	2
Milloo	0

Locality	Voters
Mincha	50
Minmindie	14
Mitiamo	87
Moliagul	76
Mologa	29
Murphys Creek	37
Mysia	28
Newbridge	216
Nine Mile	12
Painswick	17
Pompapiel	34
Powlett Plains	41
Prairie	35
Pyramid Hill	443
Raywood	45
Rheola	50
Richmond Plains	9
Salisbury West	46
Sebastian	2
Serpentine	155
Shelbourne	78
Skidders Flat	19

Locality	Voters
Slaty Creek	3
Sylvaterre	9
Tandarra	48
Tarnagulla	173
Terrapee	21
Terrick Terrick	13
Waanyarra	54
Wedderburn	940
Wedderburn Junction	28
Wehla	57
Woodstock On Loddon	19
Woodstock West	29
Woolshed Flat	26
Woosang	8
Wychitella	27
Wychitella North	11
Yando	31
Yarrarerb	20
Yarrowalla	54
Yeungroon East	1

**12 COMPLIANCE REPORTS****12.1 AUDIT AND RISK COMMITTEE UPDATE****File Number:****Author:** Lisa Clue, Manager Governance**Authoriser:** Michelle Stedman, Director Corporate**Attachments:** Nil**RECOMMENDATION**

That Council receives and notes the summary of the Audit and Risk Committee Meeting - 5 February 2024.

**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 most recently received an update on a Loddon Shire Council Audit and Risk Committee (ARC) meeting at its November 2023 meeting.

**BACKGROUND**

Council's ARC has been established in accordance with section 53 of the *Local Government Act 2020*, 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 is a requirement of the ARC Charter which states:

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

**ISSUES/DISCUSSION**

Below is a summary of the ARC meeting held on Monday, 5 February 2024 in the Loddon Shire Council Chambers.

**Member attendees:**

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

**Officer attendees:**

Lincoln Fitzgerald – Chief Executive Officer  
Michelle Stedman – Director Corporate  
Daniel Hirth – Manager Information Technology  
Lisa Clue – Manager Governance  
Michelle Hargreaves – Administration Officer Governance  
Tracy Hunt – Governance Coordinator

Deanne Caserta – Manager Financial Services

Other attendees:

Brad Ead – AFS & Associates  
Cr Linda Jungwirth

Apologies:

Nil

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

Report	Discussion points
Review actions generated during ARC meetings	The ARC acknowledged and noted all resolutions arising from the 13 November 2023 Audit and Risk Committee meeting decision and compliance reports have been acted upon; and three actions requested by the Audit and Risk Committee during the course of meetings are deemed complete. Two actions have not yet started or are not yet due.
Review scopes of proposed internal audit reviews	The ARC considered and subsequently endorsed the following internal audit planning documents as presented: <ol style="list-style-type: none"> <li>1. Review of Depot Operations.</li> <li>2. Review of Occupational Health, Safety and Wellbeing</li> <li>3. Review of Human Resources – Workforce and Succession Planning, Recruitment and Retention</li> </ol>
Review and endorse Council's overall risk profile	The ARC received a report on Council's overall risk profile including progress on the development of a Risk Management Procedure; an update on the operational risk profile and the review of Council's strategic risks. The ARC noted the report and endorsed the reviewed strategic risks for presentation to Council.
Appointment of Chairperson 2024/25	The Committee resolved to recommend Council appoint Rodney Poxon as ARC Chairperson for the period 29 February 2024 to 28 February 2025 and thanked Rod Baker for his contribution to the Committee as Chair for the preceding two terms.
Fraud prevention system and control review	The ARC received a report on fraud prevention systems and controls and fraud control plan and awareness programme; and considered and subsequently endorsed the Anti-fraud and Corruption Policy v5 ahead of its future presentation to Council for formal adoption.
Review progress by management on open audit recommendations	The ARC received a report on the status of actions from past internal audits, endorsing five audit actions deemed complete.

Borrowing Policy v2	The ARC considered and subsequently resolved to endorse reviewed Borrowing Policy v2 and recommend that Council adopt the policy.
Review external audit strategy memorandum	The ARC reviewed and noted the External Audit Strategy Memorandum.
Ensure that management response to audit findings are appropriate and timely	The ARC received a report on management responses to audit findings, noting three actions outstanding.
Quarterly review of finance reports and performance reports	The ARC received and noted the Finance Report for the quarter ending 31 December 2023 that included information relating to budget revisions, 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	The ARC received, and subsequently noted a report on Councillor expenses, including allowances and reimbursements; and comparative quarterly data.
Review processes for communicating Council's Employee Code of Conduct	The ARC received an update on processes for communicating Council's Staff Code of Conduct, and the actions taken to monitor compliance.
Review status of delivery of Strategic Internal Audit Program	The ARC received an update on the delivery status of the Strategic Internal Audit Program 2023-2026.
Industry update – regulatory and integrity agency findings relevant to Local Government	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.
Review of Council's insurance programme	The ARC received and noted a report on Council's insurance programme including the policy renewal process and high level claim data.
Review the Business Continuity Framework and testing regime	The ARC received and noted a report on the Business Continuity Framework and testing regime including a progress update on a current review of Council's Business Continuity Management Policy and Framework and the Business Continuity Plan.
Review of internal control environment	The ARC received and noted a report on the Internal Control Environment including: <ol style="list-style-type: none"> <li>1. the adequacy and effectiveness of key policies, systems and controls,</li> <li>2. any significant changes to key systems and their impact on Council's risk profile,</li> <li>3. the program in place to test compliance with systems and controls.</li> </ol>

Briefing on significant compliance matters	The ARC noted that with the exception of those reported elsewhere in the Agenda, no significant compliance matters requiring Committee briefing have been identified since the August 2023 meeting.
Review of gifts, benefits and hospitality register	The ARC noted the Gifts, Benefits and Hospitality Register as presented.
Report on new and emerging risks and fraud related incidents	The ARC received and noted the CEO's report on new and emerging risks and fraud related incidents.

Before closing the meeting, the ARC acknowledged the contribution of Rod Baker as a Committee member for three 4-year terms, including five terms as Chairperson.

### **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 modest costs associated with the Audit & Risk Committee and undertaking regular internal and external auditing of Council activities. These costs are 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 matters as set out in the Charter.

### **CONSULTATION AND ENGAGEMENT**

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

**13 URGENT BUSINESS**

In accordance with Council's Governance Rules, Clause 53 provides that at a scheduled or special meeting of Council, business that is not included in the agenda notice must only be considered if no more than one Councillor is absent and the Council resolves that the matter is urgent.

Despite this requirement, a matter that is not included in the agenda notice must not be considered at a Council meeting if it will:

- (a) directly and significantly affect the exercise of a person's rights;
- (b) alter the Council Plan or the budget; or
- (c) commit the Council to expenditure exceeding \$20,000.

**14 CONFIDENTIAL ITEMS**

Nil

**NEXT MEETING**

The next Meeting of Council will be held on 26 March 2024 at Wedderburn commencing at 3.00pm.

There being no further business the meeting was closed at .

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