



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

Date: Tuesday, 24 March 2020
Time: 3pm
Location: Council Chambers, Serpentine

AGENDA

Ordinary Council Meeting

24 March 2020

Order Of Business

1	OPENING PRAYER	3
2	ACKNOWLEDGEMENT OF COUNTRY	3
3	APOLOGIES	3
4	DECLARATIONS OF CONFLICT OF INTEREST	3
5	PREVIOUS MINUTES	4
5.1	CONFIRMATION OF MINUTES	4
6	REVIEW OF ACTION SHEET	5
6.1	REVIEW OF ACTIONS	5
7	MAYORAL REPORT	11
7.1	MAYORAL REPORT	11
8	COUNCILLORS' REPORT	12
8.1	COUNCILLORS' REPORTS	12
9	DECISION REPORTS	13
9.1	FEES AND CHARGES FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021	13
9.2	FEBRUARY 2020 AUDIT COMMITTEE MEETING OVERVIEW	39
9.3	PLANNING PERMIT APPLICATION 5414 USE AND DEVELOPMENT OF LAND FOR A RENEWABLE ENERGY FACILITY (SOLAR) AND UTILITY INSTALLATION (SUBSTATION) AND ASSOCIATED BUILDINGS AND WORKS, REMOVAL OF NATIVE VEGETATION AND BUSINESS IDENTIFICATION SIGNAGE AT CA 14, SECTION B LOT 1 PS 34083 PARISH YARRABERB 4067 PYRAMID YARRABERB RD SEBASTIAN	236
9.4	FINANCE REPORT FOR THE PERIOD ENDING 29 FEBRUARY 2020	279
9.5	2020 COUNCIL MEETING SCHEDULE AMENDMENT	295
9.6	REVIEW OF FINANCIAL RESERVES POLICY	297
9.7	2019 MAV STATE COUNCIL - CALL FOR MOTIONS	305
9.8	VICTORIAN LOCAL GOVERNMENT WOMEN'S CHARTER	306
9.9	SECTION 86 COMMITTEE OF MANAGEMENT - REVOKE INSTRUMENT OF DELEGATION - SERPENTINE BOWLS AND TENNIS PAVILION AND RESERVE	310
9.10	LODDON SHIRE COMMUNITY GRANTS SCHEME 2019-20	312
10	INFORMATION REPORTS	314
10.1	UPDATE ON LOCAL GOVERNMENT POWER PURCHASE AGREEMENT	314
11	COMPLIANCE REPORTS	316
11.1	SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS- WEDDERBURN COMMUNITY CENTRE	316
12	GENERAL BUSINESS	318
13	CONFIDENTIAL ITEMS	319
13.1	REVIEW OF CONFIDENTIAL ACTIONS	319
13.2	CONTRACT 435: SUPPLY OF BANKING AND BILL PAYMENT SERVICES	319

1 OPENING PRAYER

“Almighty God, we humbly ask you to bless this Council, direct and prosper its deliberations towards the true welfare of your people of the Shire of Loddon.”

2 ACKNOWLEDGEMENT OF COUNTRY

“The Loddon Shire Council acknowledges the Traditional Custodians of the land on which we are gathered and pays its respects to their Elders both past and present.”

3 APOLOGIES

4 DECLARATIONS OF CONFLICT OF INTEREST

5 PREVIOUS MINUTES**5.1 CONFIRMATION OF MINUTES**

File Number: 02/01/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council confirm:

1. The minutes of the Council Briefing of 25 February 2020
2. The minutes of the Ordinary Council Meeting of 25 February 2020
3. The minutes of the Council Forum of 10 March 2020

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

6 REVIEW OF ACTION SHEET

6.1 REVIEW OF ACTIONS

File Number: 02/01/002

Author: Christine Coombes, Executive and Commercial Services Officer

Authoriser: Lynne Habner, Manager Executive and Commercial Services

Attachments: 1. Action sheet

RECOMMENDATION

That Council receive and note the action sheet.

REPORT

Refer attachment.

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Monday, 16 March 2020 2:46:50 PM

Outstanding action from previous meetings

Meeting	Officer/Director	Section	Subject
Council 25/02/2020	Gladman, Wendy Gladman, Wendy	Decision Reports	CAPTAIN MELVILLE TRAIL PROJECT
RESOLUTION 2020/18			
Moved: Cr Geoff Curnow Seconded: Cr Neil Beattie			
That Council, in relation to the Captain Melville Trail project resolve to:			
<ol style="list-style-type: none"> 1. determine the project in its current form is concluded 2. advise relevant stakeholders, such as Parks Victoria, Department of Environment Water Land and Planning (DEWLP) and affected adjoining landowners 3. reallocate the current project budget to an alternative recreation project. 			
			CARRIED
12/03/2020 7:39 AM – Wendy Gladman			
The internal budget revisions have been completed. Notifications to agencies and landholders will progress shortly.			

Meeting	Officer/Director	Section	Subject
Council 28/01/2020	Phillips, Steven Pinyon, Phil	New Item	Skinnners Flat reservoir
Cr Holt requested that Council staff continue to liaise with Grampians Wimmera Mallee Water regarding changes to the originally proposed arrangements for the supply of permanent recreation water to Skinnners Flat, and provide a report to the next Council meeting about progress with finalising the heads of agreement between Council and GWM Water.			
14/02/2020 5:26:20 PM - Steven Phillips			
Council Staff have been in discussions with GWMWater staff about the terms contained within the Heads of Agreement for several months, with a major sticking point being the allocation of Recreational Water for Skinnners Flat Reservoir. GWMWater is seeking that Council acquire a water entitlement up to the maximum volume as listed at Item 5 of Schedule A of the Heads Of Agreement (currently stated as 200 MI) from Northern Victoria trading zone 1A (Goulburn regulated). Council Officers have been able to secure agreement from GWMWater for the allocation of up to 200 MI of Recreational Water once off as an initial allowance. Arrangements are being made to secure a meeting between senior members of Council and GWMWater to continue negotiations over this matter.			
13/03/2020 5:21:57 PM - Steven Phillips			
The Southwest Loddon Pipeline Steering Committee has a meeting scheduled for Friday 20 March. GWMWater are continuing discussion with Coliban Water to further investigate opportunities for the provision of an ongoing water supply for Skinnners Flat Reservoir.			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Monday, 16 March 2020 2:46:50 PM

Actions completed since last meeting

Meeting	Officer/Director	Section	Subject
Council 25/02/2020	Gladman, Wendy Gladman, Wendy	Decision Reports	Bridgewater change room project funding
RESOLUTION 2020/19			
Moved: Cr Colleen Condliffe Seconded: Cr Geoff Cumow			
That Council provide additional funding of \$166,633 to the Bridgewater Change room Project from the following funding sources:			
<ul style="list-style-type: none"> • reallocation of \$100,000 released from the undelivered Captain Melville trail project • \$66,633 allocation from the 2019/20 Major Projects Reserve allocation 			
CARRIED			
<i>12/03/2020 7:39 AM – Wendy Gladman</i>			
The internal budget revisions have been completed with club/reserve representatives and SRV advised of the outcome. Complete.			

Meeting	Officer/Director	Section	Subject
Council 25/02/2020	McKnight, Belinda Gladman, Wendy	Decision Reports	Northern Victorian Integrated Influenza Pandemic Plan
RESOLUTION 2020/10			
Moved: Cr Colleen Condliffe Seconded: Cr Geoff Cumow			
That Council endorse the Northern Victorian Integrated Influenza Pandemic Plan as a sub plan of the Municipal Emergency Management Plan, as recommended by the Northern Victorian Integrated Municipal Emergency Management Planning Committee.			
CARRIED			
<i>4/03/2020 8:51:18 AM - Belinda McKnight</i>			
Completed			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Monday, 16 March 2020 2:46:50 PM

Meeting	Officer/Director	Section	Subject
Council 25/02/2020	Perry, Sarah Gladman, Wendy	Decision Reports	Loddon Shire Community Grants Scheme 2019 - 2020
RESOLUTION 2020/11			
Moved: Cr Neil Beattie Seconded: Cr Geoff Cumow			
That Council allocate the following amount from the 2019/2020 Community Grants unspent funds:			
1. \$6,800 to the Pyramid Hill Swimming Pool Committee of Management in support of the purchase of an automatic pool cleaner.			
CARRIED			
<i>3/03/2020 3:48:31 PM - Sarah Perry</i> Have sent confirmation form for funding allocation. Once completed and received, money will be transefered to nominated account			
<i>4/03/2020 4:44:58 PM - Sarah Perry</i> Action completed by: Perry, Sarah Confirmation email already sent to applicant for completion via Smartygrants			

Meeting	Officer/Director	Section	Subject
Council 25/02/2020	Stephenson, Carolyn Phillips, Steven	Decision Reports	Settlement Strategy
RESOLUTION 2020/12			
Moved: Cr Colleen Condliffe Seconded: Cr Geoff Cumow			
That Council resolve to adopt the Settlement Strategy 2019-2034.			
CARRIED			
<i>16/03/2020 1:08:46 PM - Carolyn Stephenson</i> Final draft provided to Christine			
<i>16/03/2020 1:58:57 PM - Carolyn Stephenson</i> Action completed by: Stephenson, Carolyn final report provided to Christine			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Monday, 16 March 2020 2:46:50 PM

Meeting	Officer/Director	Section	Subject
Council 25/02/2020	Stephenson, Carolyn Phillips, Steven	Decision Reports	Request for Authorisation - Planning Scheme Amendment for update of flood controls at Dunolly
RESOLUTION 2020/13			
Moved: Cr Geoff Curnow			
Seconded: Cr Neil Beattie			
That Council:			
<ol style="list-style-type: none"> 1. Request authorisation from the Minister for Planning to prepare an amendment to the Loddon Planning Scheme to update the Land Subject to Inundation Overlay (LSIO) at Dunolly; 2. Should authorisation be provided, prepare the amendment and place the amendment on exhibition. 			
CARRIED			
<i>16/03/2020 1:09:10 PM - Carolyn Stephenson</i>			
NCCMA provided copy of Council minutes to enable them to seek authorisation from Minister			
<i>16/03/2020 1:59:11 PM - Carolyn Stephenson</i>			
Action completed by: Stephenson, Carolyn			
Advice provided to the NCCMA			

Meeting	Officer/Director	Section	Subject
Council 25/02/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Finance Report for the period ending 31 January 2020
RESOLUTION 2020/14			
Moved: Cr Geoff Curnow			
Seconded: Cr Colleen Condliffe			
That Council:			
<ol style="list-style-type: none"> 1. receives and notes the 'Finance report for the period ending 31 January 2020' 2. approves budget revisions included in the report for internal reporting purposes only 3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2019/20 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2019/20. 			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Monday, 16 March 2020 2:46:50 PM

CARRIED

3/03/2020 5:00:37 PM - Deanne Caserta
Action completed by: Caserta, Deanne
Completed

Meeting	Officer/Director	Section	Subject
Council 26/02/2020	Morrison, Sharon Morrison, Sharon	Decision Reports	Appointment of Audit Committee Chair for 2020
RESOLUTION 2020/15			
Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe			
That Council endorses the Audit Committee's recommendation to appoint Rod Baker as Audit Committee Chair to 28 February 2021 or the date of the Ordinary Meeting of Council in February 2021 where a resolution for appointment of Chair for a new term will be made, whichever is the earlier.			
CARRIED			
<i>12/03/2020 12:39:07 PM - Sharon Morrison</i> Action completed by: Morrison, Sharon The Chair will receive an additional payment for this role.			

Meeting	Officer/Director	Section	Subject
Council 25/02/2020	Gladman, Wendy Gladman, Wendy	Decision Reports	RELEASE OF DRAFT YOUTH STRATEGY FOR PUBLIC COMMENT
RESOLUTION 2020/16			
Moved: Cr Colleen Condliffe Seconded: Cr Neil Beattie			
That Council resolve to place the draft Loddon Youth Strategy 2019-2025 on public display for a period of 28 days and invite comment and feedback.			
CARRIED			
<i>10/03/2020 9:58:28 AM - Wendy Gladman</i> Action completed by: Gladman, Wendy The draft Loddon Youth Strategy has been placed on public display, with the opportunity for comments closing on Friday 3 April 2020.			

7 MAYORAL REPORT

7.1 MAYORAL REPORT

File Number: 02/01/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council receive and note the Mayoral Report

REPORT

The Mayor will present a report at the meeting.

8 COUNCILLORS' REPORT

8.1 COUNCILLORS' REPORTS

File Number: 02/01/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council receive and note the Councillors' reports

REPORT

Each Councillor will present a report at the meeting.

9 DECISION REPORTS**9.1 FEES AND CHARGES FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021**

File Number: 07/01/006
Author: Deanne Caserta, Manager Financial Services
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: 1. Draft Fees and Charges Schedule 2020/21

RECOMMENDATION

That Council:

1. approves the Fees and Charges for the year 1 July 2020 to 30 June 2021 for the purposes of public exhibition with the draft budget documentation
2. implements the Fees and Charges from 1 July for items not subject to a notice period
3. implements the Fees and Charges from the end of the notice period for those items subject to a notice period
4. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges for the year 1 July 2020 to 30 June 2021.

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 draft schedule was submitted for consideration at the Council Forum held on 10 March 2020.

BACKGROUND

Each year, as a part of the budget process, a Fees and Charges Schedule is prepared and submitted for approval by Council. This year it is proposed that the Fees and Charges for the year 1 July 2020 to 30 June 2021 be advertised together with the draft budget documentation, so that the community is able to see the whole suite of Council finances in context.

ISSUES/DISCUSSION

Generally the new schedule takes effect from the start of the financial year; however included in the schedule are residential accommodation charges which require a minimum notice period of 60 days. Notification will be forwarded to tenants as soon as practicable after approval by Council.

The approach to the 2020/21 schedule was to review fees and charges in line with the Long Term Financial Plan (LTFFP), which included an indexation of 2.0% to discretionary charges. This indexation rate last year was 2.5%.

Some cost areas within the Fees and Charges Schedule have had an increase of more than 2.0% due to rounding to nearest dollars (or five dollars). This is particularly in the building, health and local laws areas with costs increasing by 2.0 – 2.5% or \$5.00 with some minor fees in this area remaining the same.

COST/BENEFITS

The schedule will raise an equitable contribution of revenue towards the cost of service delivery.

RISK ANALYSIS

There is a minor risk of avoidance of payment by customers.

CONSULTATION AND ENGAGEMENT

The recommendations in the report have been considered in detail by the Management Executive Group and Council.

LODDON SHIRE COUNCIL

DRAFT FEES AND CHARGES FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021



DOCUMENT INFORMATION

DOCUMENT TYPE: Strategic document

DOCUMENT STATUS: Draft

POLICY OWNER POSITION: Manager Financial Services

INTERNAL COMMITTEE ENDORSEMENT: Not applicable

APPROVED BY: Council

DATE ADOPTED:

VERSION NUMBER: 1

REVIEW DATE: 30/06/2021

DATE RESCINDED:

RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:

RELATED LEGISLATION: Local Government Act 1989
Australian Taxation Office Goods and Services Tax Act (GST)

EVIDENCE OF APPROVAL:

Chief Executive Officer

FILE LOCATION: K:\FINANCE\Budget\2020-21\Fees and Charges\STR
DRAFT Fees and Charges 2020-21 v1.docx

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

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

CONTENTS

1	PURPOSE.....	1
2	BUDGET IMPLICATIONS.....	1
3	FEES AND CHARGES.....	1
	3.1 Building fees.....	1
	3.1.1 Building fees.....	1
	3.2 Caravan parks.....	3
	3.2.1 Bridgewater Public Caravan Park.....	3
	3.2.2 Pioneer Caravan Park – Wedderburn.....	5
	3.3 Rental properties.....	7
	3.3.1 Elderly persons units.....	7
	3.4 Public health.....	7
	3.4.1 Food Act registration fees.....	7
	3.4.2 Public Health and Wellbeing Act registration fees.....	8
	3.4.3 Residential Tenancies Act and Regulations (caravan parks).....	9
	3.4.4 Environment Protection Act application fees.....	9
	3.5 Aged and disability services.....	10
	3.5.1 Home and community care for younger people program.....	10
	3.5.2 Commonwealth home support program.....	10
	3.5.3 Transport for aged service clients.....	11
	3.5.4 Brokered services: linkages, post-acute care, aged care packages, carer support services, WorkCover.....	11
	3.5.5 Capped account limits (Low income level recipients only).....	11
	3.5.6 Department of Veteran Affairs.....	12
	3.6 Local laws.....	12
	3.6.1 Domestic Animals Act 1994.....	12
	3.6.2 Domestic Animals Act 1994 - reduced fee criteria.....	13
	3.6.3 Impounding of Livestock Act 1994.....	13
	3.6.4 Local Law No. 4 – Environment (2015) infringements.....	13
	3.6.5 Local Law No. 2 - Street and Roads (Amendment No 2 2010) infringements.....	13
	3.6.6 Environment Protection Act 1970 penalties.....	13
	3.6.7 Country Fire Authority Act 1958.....	13
	3.6.8 Local Law No. 5 – Livestock (2005).....	13
	3.6.9 Domestic Animals Act 1994.....	14
	3.6.10 Local Law No. 2 – Streets and Roads - Part 4.....	14
	3.6.11 Local laws permits.....	14
	3.6.12 Clearing fire hazard blocks.....	14
	3.7 Town planning.....	14
	3.7.1 Planning fees.....	14
	3.8 Swimming pools.....	15

3.8.1 Pool fees.....	15
3.9 Roads.....	17
3.9.1 Road reinstatement fees	17
3.9.2 Application for consent to work within municipal road reserve.....	17
3.10 Tourism	17
3.10.1 Loddon Discovery Tours	17
3.11 Waste management.....	17
3.11.1 Domestic waste, e-waste and recyclables	17
3.11.2 Tyres	18
3.12 Miscellaneous.....	18
3.12.1 Rates.....	18
3.12.2 Photocopying, faxing and printing	18
3.12.3 Private works.....	19
3.12.4 Insurance.....	19
3.12.5 Freedom of information requests	19
3.12.6 Water charges	19
3.12.7 Senior citizens room hire	19
3.12.8 Other room hire	20
3.12.9 Boat launching fees	20

1 PURPOSE

This document is provided to Loddon Shire Council staff and customers to provide clear advice on Council's fees and charges for the financial year 1 July 2020 to 30 June 2021.

2 BUDGET IMPLICATIONS

The fees and charges included in the document will be incorporated into Council's 2019/2020 Budget.

3 FEES AND CHARGES

The fees and charges contained in this document apply for the period 1 July 2020 to 30 June 2021. There may be some alterations to legislated fees and charges contained in the document. Where this occurs, the document will be updated with the new fees and charges, which will be effective at the date deemed in the legislation.

PLEASE NOTE: M or D determines the type of fee or charge as below:

M = Mandatory and is set by another organisation/government department

D = Discretionary and is set by Council

3.1 Building fees

3.1.1 Building fees

Building fees	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
New dwellings, dwelling additions, sheds, carports, veranda	Application	D	Yes	\$480.00 (Cost Of Building Works (COBW) / \$200.00)	\$490.00 (Cost Of Building Works (COBW) / \$200.00)
Fences, retaining walls and swimming pools (including safety barriers)	Application	D	Yes	\$430.00	\$440.00
Other classes - fee will be determined depending on type of building e.g. factory, retail shop, workshop etc.	Application	D	Yes	On request	On request
Demolitions	Application	D	Yes	\$505.00	\$515.00
Re-erection of a dwelling	Application	D	Yes	\$900.00 + (COBW / \$200.00)	\$910.00 + (COBW / \$200.00)
Retention of building works (Works less than \$5,000)	Application	D	Yes	\$500.00	\$510.00

Building fees	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Retention of building works (Works more than \$5,000)	Application	D	Yes	\$1,000.00	\$1,020.00
Additional inspections	Inspection	D	Yes	\$185.00	\$190.00
Extensions of time on permits	Application	D	Yes	\$265.00	\$270.00
Application to register swimming pool	Application	M	No	\$31.80	\$31.80
Swimming pool archive search fee	Application	M	No	\$47.20	\$47.20
Lodgement of swimming pool certificate of compliance	Lodgement	M	No	\$20.40	\$20.40
Lodgement of swimming pool certificate of non-compliance	Lodgement	M	No	\$385.00	\$385.00
Swimming pool safety barrier inspection fee	Initial inspection	D	Yes	\$485.00	\$495.00
Swimming pool safety barrier inspection fee	Additional inspection	D	Yes	\$185.00	\$190.00
Re-erection of a dwelling – bond / surety	Application	D	No	\$10,000.00	\$10,000.00
Lodgement fee	Lodgement	M	No	\$121.90	\$121.90
Property information	Per application	M	No	\$47.20	\$47.20
Report and consent fee	Application	M	No	\$290.40	\$290.40
Minor amendment fee	Application	D	Yes	\$97.00	\$99.00
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$84.00	\$86.00
Application under section 29A of the Building Act 1993	Application	M	No	\$85.20	\$85.20
Point of discharge for stormwater	Application	M	No	\$144.70	\$144.70
Inspection compliance report	Application	D	Yes	\$485.00	\$495.00
PoPE fee with a paid entry event (per event)	Application	D	Yes	\$602.00	\$614.00
Temporary structure within paid entry PoPE event	Application	D	Yes	\$117.00	\$119.00
PoPe fee with a free entry event (per event)	Application	D	Yes	\$300.00	\$306.00
Temporary structure within free entry PoPE event	Application	D	Yes	\$58.00	\$59.00
Application for Protection of Public Regulation 116(4)	Application	M	No	\$294.70	\$294.70
Application to build above or below Public Facilities Regulation 134(2)	Application	M	No	\$290.40	\$290.40

3.2 Caravan parks

3.2.1 Bridgewater Public Caravan Park

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Cabins					
Cabin (peak period)	Per night 2 people	D	Yes	\$135.00	\$155.00
Cabin additional persons	Per night per person	D	Yes	\$10.00	\$12.00
Cabin (off peak period)	Per night 2 people	D	Yes	\$115.00	\$140.00
Additional person	Per night per person	D	Yes	\$10.00	\$8.00
Sites					
Powered site (peak period)	Per night 2 people	D	Yes	\$40.00	\$40.00
Additional persons	Per night per person	D	Yes	\$5.00	\$12.00
Powered site (off peak period)	Per night 2 people	D	Yes	\$35.00	\$35.00
Additional persons	Per night per person	D	Yes	\$5.00	\$8.00
Unpowered site (peak period)	Per night 2 people	D	Yes	\$30.00	\$30.00
Additional persons	Per night per person	D	Yes	\$5.00	\$8.00
Unpowered site (off peak period)	Per night 2 people	D	Yes	\$25.00	\$25.00
Additional persons	Per night per person	D	Yes	\$5.00	\$8.00
Other					
Washing machine use	Per cycle	D	Yes	\$6.00	\$6.00
Tumble dryer	Per cycle	D	Yes	\$2.00	\$2.00

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

3.2.2 Pioneer Caravan Park – Wedderburn

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Deluxe cabin self-contained	Per night 2 people	D	Yes	\$125.00	\$125.00
Deluxe cabin self-contained	Per week 2 people	D	Yes	\$735.00	\$735.00
Additional persons	Per person per night	D	Yes	\$15.00	\$15.00
Deluxe cabin	Per night 2 people	D	Yes	\$95.00	\$95.00
Additional persons	Per person per night additional to above	D	Yes	\$15.00	\$15.00
Standard cabin	Per night 2 people	D	Yes	\$85.00	\$85.00
Additional persons	Per person per night additional to above	D	Yes	\$10.00	\$10.00
Powered sites					
Overnight fee	Per night 2 people	D	Yes	\$20.00	\$20.00
Additional persons	Per person per night	D	Yes	\$5.00	\$5.00
Unpowered sites					
Overnight fee	Per night 2 people	D	Yes	\$15.00	\$15.00
Additional persons	Per person per night	D	Yes	\$5.00	\$5.00
Permanent resident					
Weekly fee (GST @ 5.5%)	Per week	D	Yes	\$66.00	\$67.00
Annual fee (GST @ 5.5%)	Per year	D	Yes	\$3,270.00	\$3,335.00
Power charges - as per tariff supplied by electrical supplier	As metered	D	Yes		
Annual tenant					
Annual fee - holiday caravan site	Per year	D	Yes	\$1,140.00	\$1,162.00
Power charges - as per tariff supplied by electrical supplier	As metered	D	Yes		

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Other					
Washing machine	Per cycle	D	Yes	\$6.00	\$6.00
Tumble dryer	Per cycle	D	Yes	\$2.00	\$2.00
Storage	Per week	D	Yes	\$10.00	\$11.00
Shower	Per shower	D	Yes	\$7.00	\$8.00

- Additional person aged 2 and over, infants aged under 2 are free.
- Deposits: a deposit is at least the cost of the first night's tariff and must be received by the park within 7 days of booking to confirm a guest's reservation.
- Cancellations: when making a direct booking with a caravan park managed on behalf of Loddon Shire Council, it is acknowledged and agreed that all reservations and deposits are accepted by park managers and are subject to the following cancellation policy guidelines. Any reservations through agents or other third parties may be subject to separate policies, and it is recommended that park managers advise guests to check those conditions.
Park managers should advise guests of the cancellation policy for the park at the time of reservation.
- Low-season cancellations: during the low season, deposits will only be refunded if the park managers are notified of the cancellation prior to 9am on the day prior to the scheduled arrival. If notice of the cancellation is received after 9am on the day prior to the scheduled arrival, the park manager may retain the full deposit paid.
- Peak-season cancellations: deposits for reservations made wholly or partially in peak seasons will only be refunded if the guest notifies the park manager of the cancellation at least 30 days prior to the scheduled arrival. If less time is provided than the required period of notice of cancellation, the deposit will only be refunded if the site or cabin is able to be rebooked.
- Individual arrangements for variations to fees may be endorsed by the Chief Executive Officer Loddon Shire Council to assist with accommodation of Council staff for employment purposes.
- Early departures: Council will not refund amounts paid should the guest cut short the reservation or holiday.
- Failure to notify of cancellation: if the park manager has not been notified of the cancellation, or the guest does not arrive by 10am on the day after the scheduled arrival date, the reservation may be cancelled by the park managers without refund of any paid deposit.

3.3 Rental properties

3.3.1 Elderly persons units

Elderly persons units	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Dingee					
Unit 1	Per week	D	No	\$94.00	\$96.00
Unit 2	Per week	D	No	\$94.00	\$96.00
Unit 3	Per week	D	No	\$94.00	\$96.00
Unit 4	Per week	D	No	\$94.00	\$96.00
Unit 5	Per week	D	No	\$94.00	\$96.00
Pyramid Hill					
Unit 1	Per week	D	No	\$80.00	\$82.00
Unit 2	Per week	D	No	\$87.00	\$89.00
Unit 3	Per week	D	No	\$80.00	\$82.00
Unit 4	Per week	D	No	\$80.00	\$82.00
Serpentine					
Unit 1	Per week	D	No	\$94.00	\$96.00
Unit 2	Per week	D	No	\$94.00	\$96.00
Unit 3	Per week	D	No	\$94.00	\$96.00
Unit 4	Per week	D	No	\$94.00	\$96.00
Unit 5	Per week	D	No	\$94.00	\$96.00

3.4 Public health

3.4.1 Food Act registration fees

Food premises	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Registration of premises (class 1)	Each	D	No	\$375.00	\$383.00
Registration of premises (class 2)	Each	D	No	\$290.00	\$296.00
Community group with Liquor Licence (class 2)	Each	D	No	\$155.00	\$158.00
Community group without Liquor Licence (class 2)	Each	D	No	\$108.00	\$110.00
Registration of premises (class 3)	Each	D	No	\$180.00	\$184.00
Community group with Liquor Licence (class 3)	Each	D	No	\$97.00	\$99.00
Community group without Liquor Licence	Each	D	No	\$72.00	\$74.00
Notification of premises (class 4)	Each	M	No	N/A	N/A
Not permitted under the Food Act 1984	Each	M	No	N/A	N/A

Food premises	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Community groups operating a class 2 or class 3 premises less than 10 times per year	For the year	D	No	\$26.00	\$27.00
Temporary food premises – Community group (with a fixed premises)	Each	D	No	N/A	\$15.00
Temporary food premises – Business (short term registration only)	Each	D	No	N/A	\$150.00
Temporary food premises – Business (ongoing registration)	Each	D	No	N/A	\$150.00
Temporary food premises – Business (with a fixed premises registered with Loddon Shire)	Each	D	No	N/A	\$15.00
Mobile food premises – Community group	Each	D	No	N/A	Community group fee for class of premises
Mobile food premises – Business	Each	D	No	N/A	Fee for class of premises
Mobile food premises – Business (with a fixed premises used to prepare food sold in mobile food premises registered with Loddon Shire)	Each	D	No	N/A	50% of fee for class of premises
Inspection and report	Each	D	Yes	\$200.00	\$204.00
Transfer of registration (includes mandatory inspection charge)	Each	D	No	\$185.00	\$189.00
Late payment of annual registration fee (additional charge added to annual registration fee)	Each	D	No	50% of applicable fee	50% of applicable fee
Additional inspection fee (applied to each subsequent inspection beyond the 3 allowed in each registration year)	Each	D	Yes	\$200.00	\$204.00

3.4.2 Public Health and Wellbeing Act registration fees

Health premises	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Registration of premises (prescribed accommodation)	Each	D	No	\$208.00	\$212.00
Registration of premises - hairdressing only (lifetime registration)	Each	D	No	N/A	\$175.00
Registration of premises – Hair and beauty premises	Each	D	No	\$170.00	\$175.00

Health premises	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Registration of premises – Barber	Each	D	No	\$148.00	\$152.00
Registration of premises – Beauty premises	Each	D	No	\$148.00	\$152.00
Registration of premises – Skin penetration premises	Each	D	No	\$148.00	\$152.00
Registration of premises – Swimming pool	Each	D	No	N/A	\$200.00
Inspection and report	Each	D	Yes	\$200.00	\$205.00
Late payment of annual registration fee	Each	D	No	50% of applicable fee	50% of applicable fee
Transfer of registration	Each	D	No	50% of applicable fee	50% of applicable fee

3.4.3 Residential Tenancies Act and Regulations (caravan parks)

Caravan parks	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Three year registration - as per schedule in regulations	Per site	M	No	As set within Regulation	As set within Regulation
Transfer of premises - as per schedule in regulations	Each	M	No	As set within Regulation	As set within Regulation
Transfer inspection report	Each	D	Yes	\$200.00	\$205.00
Application to install a moveable dwelling / rigid annex	Each	D	Yes	\$69.00	\$150.00

3.4.4 Environment Protection Act application fees

Septic tanks	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Installation of new septic tank or significant alterations	Each	D	No	\$497.00	\$507.00
Minor amendments to recently issued permits and completion of expired permit without inspection	Each	D	No	\$77.00	\$80.00
Permit extension - 1 year	Each	D	No	\$174.00	\$180.00
Alteration to an existing septic tank system	Each	D	No	\$266.00	\$275.00
Completion of expired permit (final inspection required)	Each	D	No	N/A	\$275.00
Completion of expired permit (no inspection required)				N/A	\$80.00
Inspection fee	Each	D	Yes	\$200.00	\$205.00
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$84.00	\$86.00

3.5 Aged and disability services

3.5.1 Home and community care for younger people program

Aged care services	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Home care – low	Per hour	D	No	\$6.24	\$6.36
Home care – medium	Per hour	D	No	\$15.84	\$15.96
Home care – high	Per hour	D	No	\$35.04	\$35.76
Personal care – low	Per hour	D	No	\$4.64	\$4.72
Personal care – medium	Per hour	D	No	\$9.44	\$9.56
Personal care – high	Per hour	D	No	\$39.20	\$40.00
Respite care – low	Per hour	D	No	\$3.12	\$3.16
Respite care – medium	Per hour	D	No	\$4.76	\$4.80
Respite care – high	Per hour	D	No	\$36.08	\$36.80
Negotiated fee variation – home care	Per hour	D	No	\$2.48	\$2.52
Negotiated fee variation – personal care	Per hour	D	No	\$1.48	\$1.52
Meals on wheels – low and medium	Per meal	D	No	\$9.50	\$9.60
Meals on wheels – high	Per meal	D	No	\$11.70	\$11.96
Property maintenance – low	Per hour	D	No	\$12.52	\$12.76
Property maintenance – medium	Per hour	D	No	\$18.76	\$19.12
Property maintenance – high	Per hour	D	No	\$49.84	\$50.48
Property maintenance – mod construction	Per hour	D	No	\$23.96	\$24.44
Planned activity group – core	Per session	D	No	\$8.00	\$8.00
Planned activity group – high	Per session	D	No	\$8.00	\$8.00

3.5.2 Commonwealth home support program

Home support program	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Domestic assistance – low	Per hour	D	No	\$6.24	\$6.36
Domestic assistance – medium	Per hour	D	No	\$15.84	\$15.96
Domestic assistance – high	Per hour	D	No	\$35.04	\$35.76
Personal care – low	Per hour	D	No	\$4.64	\$4.72
Personal care – medium	Per hour	D	No	\$9.44	\$9.56
Personal care – high	Per hour	D	No	\$39.20	\$40.00
Flexible respite – low	Per hour	D	No	\$3.12	\$3.16
Flexible respite – medium	Per hour	D	No	\$4.76	\$4.80
Flexible respite – high	Per hour	D	No	\$36.08	\$36.80
Meals on wheels – low and medium	Per meal	D	No	\$9.50	\$9.60
Meals on wheels – high	Per meal	D	No	\$11.70	\$11.96

Home support program	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Meals – other	Per meal	D	No	\$9.50	\$9.60
Home maintenance – low	Per hour	D	No	\$12.52	\$12.76
Home maintenance – medium	Per hour	D	No	\$18.76	\$19.12
Home maintenance – high	Per hour	D	No	\$49.64	\$50.48
Home maintenance – mod construction	Per hour	D	No	\$23.96	\$24.44
Social support – group	Per session	D	No	\$8.00	\$8.00
Social support – individual	Per session	D	No	\$8.00	\$8.00

3.5.3 Transport for aged service clients

Transport for aged service clients	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Transport within town	Per trip	D	No	\$5.50	\$5.60
Transport under 20km to destination	Per trip	D	No	\$10.85	\$11.05
Transport 20-50km to destination	Per trip	D	No	\$21.80	\$22.25
Transport 50-100km to destination	Per trip	D	No	\$32.80	\$33.45
Transport 100-150km to destination	Per trip	D	No	\$43.70	\$44.55
Transport over 150km to destination	Per trip	D	No	\$54.60	\$55.70

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

Services	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Home care	Per hour	D	Yes	\$50.60	\$52.80
Personal care	Per hour	D	Yes	\$50.60	\$52.80
Respite care	Per hour	D	Yes	\$50.60	\$52.80
Weekend personal / respite care	Per hour	D	Yes	\$100.76	\$105.60
Property maintenance	Per hour	D	Yes	\$65.56	\$68.20
Meals on wheels	Per meal	D	Yes	\$12.98	\$13.20
Travel	Per km	D	Yes	\$1.21	\$1.21
Annual home safety check	Per check	D	Yes	\$55.00	\$57.20

3.5.5 Capped account limits (Low income level recipients only)

Capped account limits	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Client monthly account - single - 4 week account cycle	Per month	D	No	\$243.00	\$246.00
Client monthly account - single - 5 week account cycle	Per month	D	No	\$304.00	\$308.00

Capped account limits	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Client monthly account - single - 6 week account cycle	Per month	D	No	\$364.00	\$369.00
Client monthly account - double - 4 week account cycle	Per month	D	No	\$433.00	\$438.00
Client monthly account - double - 5 week account cycle	Per month	D	No	\$541.00	\$548.00
Client monthly account - double - 6 week account cycle	Per month	D	No	\$649.00	\$657.00

3.5.6 Department of Veteran Affairs

Department of Veterans Affairs	Unit rate per client	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Home care	Per hour	M	Yes	\$60.61	\$61.60
Personal care	Per hour	M	Yes	\$75.24	\$76.40
Personal care – weekend	Per hour	M	Yes	\$92.62	\$94.05
Respite care	Per hour	M	Yes	\$57.31	\$57.81
Respite care – weekend	Per hour	M	Yes	\$75.85	\$76.56
Emergency respite	Per hour	M	Yes	\$61.16	\$61.71
Emergency respite – weekend	Per hour	M	Yes	\$69.03	\$69.69
Property maintenance	Per hour	M	Yes	\$63.03	\$64.08
Co-payment – average of all fees	Per session	M	No	\$5.00	\$5.00

3.6 Local laws

3.6.1 Domestic Animals Act 1994

Animal registration period 1 April 2020 to 31 March 2021

Domestic animals	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Registration fee - unsterilized animal	Per animal	D	No	\$121.00	\$123.00
Registration fee - unsterilized animal - pensioners' concession	Per animal	D	No	50% of above fee	50% of above fee
Registration fee - reduced fee (refer criteria)	Per animal	D	No	\$29.00	\$30.00
Registration fee - reduced fee (refer criteria) - pensioners' concession	Per animal	D	No	50% of above fee	50% of above fee
Registration fee - dangerous / menacing or restricted breed dog (no reduced fee available under S 15(7) of the Act)	Per animal	D	No	\$121.00	\$123.00
Impounding of dog or cat	Per animal	D	No	\$73.80	\$75.30
Daily fee for feed/care	Per animal	D	No	Nil	\$7.50
Annual licence fee for Domestic	Per licence	D	No	\$150.00	\$165.00

Domestic animals	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Animal Business Registration					
Transfer from another council (registration must be for current period)	Per animal	D	No	Nil	Nil

3.6.2 Domestic Animals Act 1994 - reduced fee criteria

<i>Registration fee for an animal registered for the first time after 10 October will be one half the applicable annual fee</i>
<i>Where the animal has been registered for the full year dies within six months of the commencement of the registration year the owner shall be entitled to a refund of one half of the registration fee paid</i>
<i>Animal desexed</i>
<i>Animal over 10 years old</i>
<i>Farm working dog</i>
<i>Animal kept as part of a registered domestic animal business or applicable organisation</i>
<i>A dog that has undergone approved obedience training in accordance with Regulation 52 of the Domestic Animals Regulations</i>
<i>Dogs and cats registered with an 'applicable organisation' in accordance with the Domestic Animals Act 1994</i>

3.6.3 Impounding of Livestock Act 1994

Livestock	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Sheep or goat (per head, up to 10 head)	Impoundment	D	No	\$74.00	\$75.50
Sheep or goat (per head, more than 10)	Impoundment	D	No	\$1.40	\$1.45
Sheep or goat (per head)	Daily feeding	D	Yes	\$2.40	\$3.00
Sheep or goat (per head)	Daily feeding	D	Yes	\$2.40	\$3.00
Horse, cow or ram/billy(per head)	Impoundment	D	No	\$74.00	\$75.50
Horse, cow or ram/billy(per head)	Daily feeding	D	Yes	\$11.00	\$12.00
Other livestock (per head)	Impoundment	D	No	\$74.00	\$75.50
Other livestock (per head)	Daily feeding	D	Yes	\$11.00	\$12.00

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

3.6.4 Local Law No. 4 – Environment (2015) infringements

3.6.5 Local Law No. 2 - Street and Roads (Amendment No 2 2010) infringements

3.6.6 Environment Protection Act 1970 penalties

3.6.7 Country Fire Authority Act 1958

3.6.8 Local Law No. 5 – Livestock (2005)

3.6.9 Domestic Animals Act 19943.6.10 Local Law No. 2 – Streets and Roads - Part 4

Local laws permits	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Division one – Advertising signs	Per sign	D	No	\$52.00	\$53.00
Division two – Trading from road	Per day	D	No	\$52.00	\$53.00
Division three – Display of goods	Per site	D	No	\$52.00	\$53.00
Division four – Street furniture and outdoor eating	Per permit	D	No	\$27.00	\$30.00

3.6.11 Local laws permits

Local laws permits	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
All other local laws permits	Per permit	D	No	\$27.00	\$27.00

3.6.12 Clearing fire hazard blocks

Fire hazard blocks	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Clearing of fire hazards – blocks	Per block	D	Yes	At cost plus \$100.00 admin fee plus GST	At cost plus \$105.00 admin fee plus GST

3.7 **Town planning**3.7.1 Planning fees

Permits	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Use only	Application	M	No	\$1,318.10	\$1,318.10
VicSmart applications (confirm with Planning Officer if your application qualifies)					
Less than \$10,000	Application	M	No	\$199.95	\$199.95
More than \$10,001	Application	M	No	\$429.50	\$429.50
Application to subdivide or consolidate land (as permitted by VicSmart regulations)	Application	M	No	\$199.95	\$199.95
Single dwelling and ancillary to dwelling (based on value of development)					
Less than \$10,000	Application	M	No	\$199.95	\$199.95
\$10,001 to \$100,000	Application	M	No	\$629.40	\$629.40
\$100,001 to \$500,000	Application	M	No	\$1,288.45	\$1,288.45
\$500,001 to \$1,000,000	Application	M	No	\$1,392.15	\$1,392.15
\$1M > \$2M	Application	M	No	\$1,495.80	\$1,495.80
Other development (based on value of development)					
\$10,001 to \$100,000	Application	M	No	\$1,147.75	\$1,147.75
\$100,001 to \$1,000,000	Application	M	No	\$1,547.65	\$1,547.65

Permits	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
\$1M to \$5M	Application	M	No	\$3,413.70	\$3,413.70
\$5M to \$15M	Application	M	No	\$8,700.85	\$8,700.85
\$15M to \$50M	Application	M	No	\$25,658.30	\$25,658.30
\$50M to \$100M	Application	M	No	\$57,670.15	\$57,670.15
Subdivision					
To subdivide an existing building	Application	M	No	\$1,318.10	\$1,318.10
To subdivide land into 2 lots	Application	M	No	\$1,318.10	\$1,318.10
To subdivide land into <u>more than 2</u> lots	Application	M	No	\$1,318.10 per 100 lots	\$1,318.10 per 100 lots
To remove a restriction (within the meaning of the Subdivision Act 1988) over land	Application	M	No	\$1,318.10	\$1,318.10
To create, vary or remove a restriction within the meaning of the Subdivision Act 1988, or to create or remove a right of way	Application	M	No	\$1,318.10	\$1,318.10
To create, vary or remove an easement other than a right of way, or to vary or remove a condition in the nature of an easement in a Crown grant.	Application	M	No	\$1,318.10	\$1,318.10
Secondary consent	Application	M	No	\$195.10	\$195.10
Extension of time to permit	Application	M	No	\$200.00	\$200.00
Certification of plan of subdivision	Application	M	No	\$174.75	\$174.75
Alteration of a plan under Section10(2) prior to Certification	Application	M	No	\$111.05	\$111.05
Amendment of a certified plan under section11(1) of the Act	Application	M	No	\$140.70	\$140.70
Planning enquiry	Application	D	Yes	\$41.00	\$42.00
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$84.00	\$86.00

3.8 Swimming pools

3.8.1 Pool fees

Pool fees	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
*Concession cards accepted: Heath Care, Student, Veterans Affairs, Victorian Carers, Pension and Seniors Cards					
Season tickets					
Family	Per season	D	Yes	\$130.00	\$130.00
Family concession*	Per season	D	Yes	\$130.00	\$100.00
Adult	Per season	D	Yes	\$75.00	\$75.00

Pool fees	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Adult concession*	Per season	D	Yes	\$75.00	\$60.00
Child	Per season	D	Yes	\$50.00	\$50.00
Season tickets (Mitiamo)					
Family	Per season	D	Yes	\$130.00	\$97.50
Family concession*	Per season	D	Yes	\$130.00	\$80.00
Adult	Per season	D	Yes	\$75.00	\$56.00
Adult concession*	Per season	D	Yes	\$75.00	\$45.00
Child	Per season	D	Yes	\$50.00	\$37.50
Entrance fees					
Family (for 1 or 2 adults and their dependent children under 18)	Per entry	D	Yes	\$10.00	\$10.00
Family concession*	Per entry	D	Yes	\$10.00	\$8.00
Adult	Per entry	D	Yes	\$5.00	\$5.00
Adult concession*	Per entry	D	Yes	\$5.00	\$2.50
Child	Per entry	D	Yes	\$2.50	\$2.50
School groups	Per entry	D	Yes	\$1.20	\$1.30
Adult - non-swimmer	Per entry	D	Yes	Nil	Nil
Companion Card holder	Per entry	D	Yes	Nil	Nil
Child - non-swimmer	Per entry	D	Yes	Nil	Nil
Entrance fees (Mitiamo)					
Family	Per entry	D	Yes	\$10.00	\$7.50
Adult	Per entry	D	Yes	\$5.00	\$3.50
Adult concession	Per entry	D	Yes	\$5.00	\$2.20
Child	Per entry	D	Yes	\$2.50	\$1.50
School groups	Per entry	D	Yes	\$1.20	\$1.30
School groups					
One lifeguard in attendance	Per hour	D	Yes	\$18.50	\$18.50
Two lifeguards in attendance	Per hour	D	Yes	\$55.50	\$55.50
Swimming lessons / exercise classes					
One lifeguard in attendance	Per hour	D	Yes	\$18.50	\$18.50
Two lifeguards in attendance	Per hour	D	Yes	\$55.50	\$55.50
Not for profit					
One lifeguard in attendance	Per hour	D	Yes	\$18.50	\$18.50
Two lifeguards in attendance	Per hour	D	Yes	\$55.50	\$55.50
For profit – exclusive use					
One lifeguard	Per hour	D	Yes	\$18.50	\$38.00
Two lifeguard	Per hour	D	Yes	\$55.50	\$76.00
For profit – during public operating hours					
Lane hire / per lane	Per hour	D	Yes		\$10 first hour \$5 every hour after

3.9 Roads

3.9.1 Road reinstatement fees

Roads	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Minimum charge	Event	D	Yes	\$115.00	\$117.00
Sealed pavement (surface only)	Per m ²	D	Yes	\$141.00	\$144.00
Unsealed pavement	Per m ²	D	Yes	\$94.00	\$96.00
Trench off pavement	Per m ²	D	Yes	\$47.00	\$48.00
Footpath (100-200mm concrete)	Per m ²	D	Yes	\$151.00	\$154.00
Footpath (other sealed asphalt)	Per m ²	D	Yes	\$151.00	\$154.00

3.9.2 Application for consent to work within municipal road reserve

Roads	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Fee structure determined pursuant to the Roads Management (Works and Infrastructure) 2015 Regulations. Current fee unit rate is available at www.vicroads.vic.gov.au	Application	M	Yes	See relevant legislative document	See relevant legislative document

3.10 Tourism

3.10.1 Loddon Discovery Tours

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

3.11 Waste management

3.11.1 Domestic waste, e-waste and recyclables

Waste, e-waste and recyclables	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Minimum Fee	Min. charge	D	Yes	\$9.00	\$10.00
General waste (up to 4m ³)	Per m ³	D	Yes	\$30.00	\$31.00
Recyclable materials (up to 1m ³)	Per m ³	D	Yes	Nil	Nil
Recyclable materials (1m ³ to 4m ³)	Per m ³	D	Yes	\$6.00	\$7.00
Domestic green waste (up to 4m ³)	Per m ³	D	Yes	\$12.00	\$13.00
Refrigerators, freezers, and air conditioners (e-waste)	Each	D	Yes	\$17.00	\$18.00
Televisions and computer monitors (e-waste)	Each	D	Yes	\$13.00	\$14.00

Waste, e-waste and recyclables	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Uncontaminated bricks and concrete (up to 4m ³)	Per m ³	D	Yes	\$32.00	\$33.00
Mattress (single)	Each	D	Yes	\$12.00	\$15.00
Mattress (double or larger)	Each	D	Yes	\$17.00	\$20.00
Metals (up to 4m ³)	Per m ³	D	Yes	Nil	Nil
Cars (complete or close)	Each	D	Yes	\$27.00	\$28.00

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

3.11.2 Tyres

Tyres	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Car tyre	Each	D	Yes	\$12.00	\$13.00
Car tyre on rim	Each	D	Yes	\$29.00	\$30.00
4 wheel drive / light truck tyre	Each	D	Yes	\$16.00	\$17.00
Truck tyre	Each	D	Yes	\$34.00	\$35.00
Super single tyre	Each	D	Yes	\$54.00	\$55.00
Truck tyre on rim	Each	D	Yes	\$54.00	\$55.00
Small tractor tyre	Each	D	Yes	\$125.00	\$128.00
Large tractor tyre	Each	D	Yes	\$205.00	\$212.00

3.12 Miscellaneous

3.12.1 Rates

Rates	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Land information certificates	Application	M	No	\$27.00	\$27.00
Rates search	Application	D	Yes	\$52.00	\$53.00

3.12.2 Photocopying, faxing and printing

Photocopying, faxing and printing	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Black and white - single sided	Per page	D	Yes	\$0.70	\$0.75
Black and white - double sided	Per page	D	Yes	\$1.10	\$1.15
Colour - single sided	Per page	D	Yes	\$1.10	\$1.15
Colour - double sided	Per page	D	Yes	\$1.50	\$1.55

3.12.3 Private works

Private works	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
For community groups	Per job	D	Yes	At cost	At cost
For private residents	Per job	D	Yes	At cost plus 30%	At cost plus 30%

3.12.4 Insurance

Insurance	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Casual hirer's public liability insurance	Per event	D	Yes	\$18.00	\$19.00
Stall holder's and performer's public liability	Per event	D	Yes	\$39.50	\$40.50

3.12.5 Freedom of information requests

Freedom of information	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Freedom of information requests	Per request	M	No	\$29.60	\$29.60
FOI search charge	Hourly	M	No	\$21.70	\$21.70
FOI supervision charge	Quarter hourly	M	No	\$5.45	\$5.45

3.12.6 Water charges

Water	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Water via Council operated standpipes (Inglewood, Tarnagulla, Mitiamo, Pyramid Hill and Wedderburn)	Per kilolitre	D	No	\$5.10	\$5.20
Water via Skinners Flat and Inglewood Reservoir pipelines	Per kilolitre	D	No	\$0.55	\$0.60
Council operated truck wash facility use	Per minute	D	No	\$0.90	\$0.95

3.12.7 Senior citizens room hire

Room hire	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Community group session	Per session	D	Yes	\$16.50	\$16.83
Private / commercial session	Per session	D	Yes	\$70.40	\$71.83
Government session	Per session	D	Yes	\$41.80	\$42.68
Daily government rate	Per day	D	Yes	\$82.50	\$84.15
Weekly government rate	Per week	D	Yes	\$110.00	\$112.20
Monthly government rate	Per month	D	Yes	\$409.20	\$417.45

3.12.8 Other room hire

Room hire	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Large meeting rooms in Wedderburn Office or Council Chambers in Serpentine					
Community group session	Per session	D	Yes	\$24.50	\$25.00
Private / government session	Per session	D	Yes	\$48.00	\$49.00
Daily government rate	Per day	D	Yes	\$96.00	\$98.00
Weekly government rate	Per week	D	Yes	\$157.00	\$160.00
Monthly government rate	Per month	D	Yes	\$420.00	\$428.00
Small meeting room in Wedderburn Office (sits up to 4 people)					
Community group session	Per session	D	Yes	\$12.50	\$12.80
Private / government session	Per session	D	Yes	\$24.00	\$24.50
Daily government rate	Per day	D	Yes	\$48.00	\$49.00
Weekly government rate	Per week	D	Yes	\$83.50	\$85.20
Monthly government rate	Per month	D	Yes	\$313.00	\$320.00

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

3.12.9 Boat launching fees

Boat launching fees	Unit rate	M or D	Is GST applicable?	2019/2020 Adopted fee	2020/2021 Proposed fee
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per season	D	Yes	Nil	Nil
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per month	D	Yes	Nil	Nil
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per day	D	Yes	Nil	Nil
Boat launching fees at Bridgewater Caravan Park	Per season	D	Yes	Nil	Nil
Boat launching fees at Bridgewater Caravan Park	Per day	D	Yes	Nil	Nil

For 2019/20 and 2020/21, no boat launching fees will be charged. The revenue is covered by the Boat Launching and Parking Fees Abolition Program provided by the State Government and is to be reviewed in subsequent years.

9.2 FEBRUARY 2020 AUDIT COMMITTEE MEETING OVERVIEW

File Number:	06/02/003
Author:	Sharon Morrison, Director Corporate Services
Authoriser:	Phil Pinyon, Chief Executive Officer
Attachments:	1. Minutes of December 2019 Audit Committee meeting
	2. Review of Risk Management
	3. External Audit Strategy
	4. Audit Committee Annual Report 2019
	5. Audit Committee Charter version 8
	6. Risk Management Report
	7. Loddon Performance Reporting Framework Report July 2019 to December 2019

RECOMMENDATION

That Council:

1. receives and notes this report on the February 2020 Audit Committee Meeting
2. receives and notes the confirmed signed minutes of the December 2019 Audit Committee meeting (**attached**)
3. endorses the performance improvement recommendations documented in the:
 - (a) "Review of Risk Management" (**attached**)
4. receives and notes the External Audit Strategy (**attached**)
5. receives and notes the Audit Committee Annual Report (**attached**)
6. approves the revised Audit Committee Charter (**attached**)
7. receives and notes the Risk Management Report (**attached**)
8. receives and notes the Loddon Performance Framework Report July 2019 to December 2019 (**attached**)

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 was provided with a summary of the December 2019 Audit Committee Meeting at the Ordinary Meeting held on 28 January 2020.

BACKGROUND

The Audit Committee was created under Section 139 of the Local Government Act 1989, which states that "Council must establish an audit committee".

The committee is made up of four independent community members, and Cr Gavan Holt, as Council's representative. At the Statutory Meeting on 7 November 2019, it was decided that Councillor Beattie be the alternate Council representative in the event that Cr Holt is unable to

attend the Audit Committee Meeting. Council's Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for:

- the enhancement of the credibility and objectivity of internal and external financial reporting
- effective management of financial and other risks and the protection of Council assets
- compliance with laws and regulations as well as use of best practice guidelines
- the effectiveness of the internal audit function
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council
- facilitating the organisation's ethical development
- maintaining a reliable system of internal controls.

In order to provide a structured approach and ensure that the Committee addresses each of its responsibilities, an annual calendar of actions and an internal audit review program are established each year, and these guide the activities of the Committee.

ISSUES/DISCUSSION

The agenda for the February 2020 meeting included the following:

Decision Reports

Mr Rod Baker was nominated and elected chair for the coming 12 months, as reported at the February Council meeting.

The minutes of the December 2019 Audit Committee meeting (**attached**) were endorsed.

A review of Risk Management (**attached**) was considered and referred to the Council meeting for endorsement.

The External Audit Strategy (**attached**) was presented by Council's external auditor

The Annual Report of the Audit Committee (**attached**) was considered and referred to the Council meeting for receiving and noting

The draft performance survey for 2019 was approved for release.

Compliance Reports

An updated version of the Charter was presented (**attached**) and referred to Council for adoption.

A Risk Management Report was presented and referred to Council for receiving and noting (**attached**).

The Loddon Performance Framework Report for July 2019 to December 2019 was presented and is referred to Council for receiving and noting (**attached**).

A number of compliance reports were considered and noted including:

- the Fraud Report for the September to December quarter – the Director Corporate Services provided an update
- a review of major lawsuits facing council since December 2019 – the Director Corporate Services provided an update
- items raised by Council that may impact the Audit Committee – none raised.

Information Reports

The Audit Committee also received the following information reports:

- Overview of Long Term Financial Plan 2020-2030
- Update on service planning

- Update on review of Local Government Act
- Monthly Finance Report
- Upcoming position for community member
- Presentation by a staff member – Manager Assets and Infrastructure

The date of next audit committee meeting is 14 May 2020.

The next review will be Cyber Risk.

COST/BENEFITS

There are costs associated with the Audit Committee and internal audit function. However, in most cases, actions resulting from audit reviews do not bear any new costs as they are undertaken by current staff.

The benefits that the internal audit function provides Council are:

- business improvement relating to the audit review areas
- standard policy and procedure documents which are developed through the action list
- improvement in knowledge management that will assist with succession planning over time
- a reduction in risk in areas relating to audit reviews.

RISK ANALYSIS

The internal audit program has been created and is annually updated on a risk basis, ensuring that Council's program addresses the areas of highest risk or greatest concern to Audit Committee members and Council officers.

CONSULTATION AND ENGAGEMENT

Nil



Date: Thursday, 5 December 2019
Time: 9.15am
Location: Council Chambers, Peppercorn Way,
Serpentine

MINUTES

Audit Committee Meeting

5 December 2019

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

**MINUTES OF LODDON SHIRE COUNCIL
AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, PEPPERCORN WAY, SERPENTINE
ON THURSDAY, 5 DECEMBER 2019 AT 9.15AM**

PRESENT: Mr Alan Darbyshire, Mr Rod Poxon, Mr Rod Baker, Mr Jarrah O'Shea, Neil Beattie (as alternate to Cr Holt)

IN ATTENDANCE: Sharon Morrison (Director Corporate Services), Kathy Teasdale, Mark Holloway, Michelle Hargreaves (Administration Officer Corporate Services)

1 WELCOME

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

Allan Bawden (Acting Chief Executive Officer), Cr Gavan Holt (on leave),

4 DECLARATIONS OF CONFLICT OF INTEREST

Nil

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****5 PREVIOUS MINUTES****5.1 MINUTES FOR AUGUST 2019****File Number: 06/02/003****Author: Michelle Hargreaves, Administration Officer****Authoriser: Sharon Morrison, Director Corporate Services****Attachments: 1. Minutes of the Audit Committee meeting on 22 August 2019****RECOMMENDATION**

1. That the Audit Committee accepts the minutes of the meeting held on 22 August 2019.
2. That the Audit Committee authorise the chair to sign the minutes of the meeting held on 22 August 2019.
3. That the Audit Committee forward the signed minutes of the meeting held on 22 August 2019 to the next ordinary meeting of the Council.

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 AUDIT COMMITTEE DISCUSSION

None

BACKGROUND

Clause 5.3 (h) of the Audit Committee Charter version 7 states that minutes will be taken by an appointed Secretary and signed by the Chair.

Clause 5.4 states that the Audit Committee shall after every meeting forward the minutes of that meeting to the next ordinary meeting of the Council.

ISSUES/DISCUSSION

The minutes of the previous meeting are reviewed and accepted with or without amendments each meeting.

The chair signs the confirmed meetings of the previous meeting each meeting.

COST/BENEFITS

The cost of taking minutes has been reduced by moving from a manager taking minutes to an administration officer taking the minutes. The benefit of taking minutes is an accurate record of decisions and deliberations, transparency and good governance.

RISK ANALYSIS

The key risk is inaccurate minute taking. This risk is addressed by having the minutes reviewed by all parties.

CONSULTATION AND ENGAGEMENT

The draft minutes are reviewed by the chair of the audit committee and Director Corporate Services before being presented to the audit committee for acceptance.

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

COMMITTEE RESOLUTION 2019/87

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

1. That the Audit Committee accepts the minutes of the meeting held on 22 August 2019.
2. That the Audit Committee authorise the chair to sign the minutes of the meeting held on 22 August 2019.
3. That the Audit Committee forward the signed minutes of the meeting held on 22 August 2019 to the next ordinary meeting of the Council.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

6 REVIEW OF ACTION SHEET

Nil

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****7 DECISION REPORTS****7.1 REPORT ON INTERNAL AUDIT-OUTSTANDING AUDIT ACTIONS****File Number:** 06/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Follow Up Review**RECOMMENDATION**

That the Audit Committee:

1. Note the recommendations in the Follow Up Review
2. Refer the Follow Up Review to the next ordinary meeting of Council.

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 AUDIT COMMITTEE DISCUSSION

Each quarter the Audit Committee discusses the latest finalised internal audit report.

BACKGROUND

Clause 5.5 of the Audit Committee Charter version 7 states that the duties and responsibilities of the Audit Committee in pursuing its Charter include to:

- (i) Review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
 - Internal controls over significant areas of risk, including non-financial management control systems
 - Internal controls over revenue, expenditure, assets and liability processes
 - The efficiency, effectiveness and economy of significant Council programs
 - Compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- (iv) Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.

ISSUES/DISCUSSION

The internal audit program is set out in the Loddon Shire Council Strategic Internal Audit Plan 2019-2023. This document is updated annually to reflect the priorities for the coming year.

The internal audit report for consideration by the Audit Committee this quarter is the report titled "Follow Up Review" (the Review).

The Review indicates that 70% of prior year recommendations are either complete (34%) or partially complete (36%).

There are eight items outstanding across three prior year reports:

- One from the review of privacy responsibilities

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019**

- Three from the follow up review in 2017
- Four from the review of records management.

Management responses have been prepare for all incomplete recommendations.

COST/BENEFITS

The cost of the audit is in accordance with the contract award to HLB Mann Judd following the 2019 tender.

RISK ANALYSIS

There is a risk that Council will not be able to resource the implementation of recommendations within the suggested timeframes. This risk is reduced by seeking input from relevant staff members about the proposed timeframes and negotiating changes to timeframes to the internal auditor prior to the finalisation of the report for the Audit Committee and Council. Other priorities can still impact upon Council's ability to meet the agreed timeframes.

CONSULTATION AND ENGAGEMENT

The report identifies the staff consulted during the audit. Additional staff may have been consulted regarding the draft report.

COMMITTEE RESOLUTION 2019/88

Moved: Mr Jarrah O'Shea

Seconded: Mr Rod Poxon

That the Audit Committee:

1. Note the recommendations in the Follow Up Review
2. Refer the Follow Up Review to the next ordinary meeting of Council.

CARRIED

MOTION**COMMITTEE RESOLUTION 2019/89**

Moved: Mr Rod Poxon

Seconded: Mr Jarrah O'Shea

That HLB Mann Judd bring forward the follow up review and prepare a scope reflecting the discussions with the audit committee for review by the Audit Committee out of session.

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****7.2 REPORT ON INTERNAL AUDIT-COUNCILLOR EXPENSES****File Number: 06/02/003****Author: Sharon Morrison, Director Corporate Services****Authoriser: Sharon Morrison, Director Corporate Services****Attachments: 1. Review of Councillor Expenses****RECOMMENDATION**

That the Audit Committee:

1. Note the recommendations in the Review of Councillor Expenses
2. Refer the Review of Councillor Expenses to the next ordinary meeting of Council.

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 AUDIT COMMITTEE DISCUSSION

Each quarter the Audit Committee discusses the latest finalised internal audit report.

BACKGROUND

Clause 5.5 of the Audit Committee Charter version 7 states that the duties and responsibilities of the Audit Committee in pursuing its Charter include to:

- (i) Review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
 - Internal controls over significant areas of risk, including non-financial management control systems
 - Internal controls over revenue, expenditure, assets and liability processes
 - The efficiency, effectiveness and economy of significant Council programs
 - Compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- (iv) Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.

ISSUES/DISCUSSION

The internal audit program is set out in the Loddon Shire Council Strategic Internal Audit Plan 2019-2023. This document is updated annually to reflect the priorities for the coming year.

The internal audit report for consideration by the Audit Committee this quarter is the report titled "Review of Councillor's Expenses".

There were four findings made. Three have been rated as a low risk rating and one has a medium risk rating. Five recommendations were made in relation to the four findings. Management actions have been provided for each recommendation.

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****COST/BENEFITS**

The cost of the audit is in accordance with the contract award to HLB Mann Judd following the 2019 tender.

RISK ANALYSIS

There is a risk that Council will not be able to resource the implementation of recommendations within the suggested timeframes. This risk is reduced by seeking input from relevant staff members about the proposed timeframes and negotiating changes to timeframes to the internal auditor prior to the finalisation of the report for the Audit Committee and Council. Other priorities can still impact upon Council's ability to meet the agreed timeframes.

CONSULTATION AND ENGAGEMENT

The report identifies the staff consulted during the audit. Additional staff may have been consulted regarding the draft report.

COMMITTEE RESOLUTION 2019/90

Moved: Mr Rod Poxon
Seconded: Mr Jarrah O'Shea

That the Audit Committee:

1. Note the recommendations in the Review of Councillor Expenses
2. Refer the Review of Councillor Expenses to the next ordinary meeting of Council.

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****7.3 DRAFT CALENDAR FOR 2020****File Number: 06/02/003****Author: Sharon Morrison, Director Corporate Services****Authoriser: Sharon Morrison, Director Corporate Services****Attachments: 1. Draft 2020 timetable for Audit Committee****RECOMMENDATION**

That the Audit Committee:

1. Confirm the 2020 draft timetable and
2. Refer the 2020 timetable to the next appropriate ordinary meeting of council

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 AUDIT COMMITTEE DISCUSSION

The last Calendar was considered at the November 2018 Audit Committee meeting.

BACKGROUND

At this time each year the committee prepares a draft calendar for the upcoming year.

ISSUES/DISCUSSION

A draft calendar with appropriate reference material is attached for consideration.

COST/BENEFITS

The costs associated with preparing and implementing the calendar are administrative. The benefits of preparing the calendar include knowledge management and probity.

RISK ANALYSIS

There are minimal risks associated with preparing the calendar.

CONSULTATION AND ENGAGEMENT

The calendar is prepared based upon the content of the Audit Committee Charter.

COMMITTEE RESOLUTION 2019/91

Moved: Mr Rod Poxon

Seconded: Mr Jarrah O'Shea

That the Audit Committee:

1. Confirm the 2020 draft timetable and
2. Refer the 2020 timetable to the next appropriate ordinary meeting of council

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****8 COMPLIANCE REPORTS****8.1 FRAUD REPORT****File Number: 06/02/003****Author: Sharon Morrison, Director Corporate Services****Authoriser: Sharon Morrison, Director Corporate Services****Attachments: Nil****RECOMMENDATION**

That the Audit Committee note the Fraud 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 AUDIT COMMITTEE DISCUSSION

The last Fraud Report was considered at the August 2018 Audit Committee meeting.

BACKGROUND

Clause 5.5 (xiv) of the Audit Committee Charter version 7 states that one of the duties and responsibilities of the Audit Committee in pursuing its Charter is receiving from management reports on all suspected and actual frauds, thefts and breaches of the law.

ISSUES/DISCUSSION

The Fraud Report is a verbal report provided by the CEO.

COST/BENEFITS

There is minimal cost involved in the preparation of this report. The benefit of providing this report to the Audit Committee is enabling the Audit Committee to monitor Council's risk exposure.

RISK ANALYSIS

Failing to provide this report may result in the Audit Committee having a reduced level of confidence in management and Council.

CONSULTATION AND ENGAGEMENT

Various staff are consulted by the CEO as part of the preparation for this report.

COMMITTEE RESOLUTION 2019/92

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Audit Committee note the Fraud Report.

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****8.2 REVIEW OF MAJOR LAWSUITS FACING COUNCIL REPORT****File Number:** 06/02/003**Author:** Michelle Hargreaves, Administration Officer**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Audit Committee note the Major Lawsuits 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 AUDIT COMMITTEE DISCUSSION

The last Major Lawsuits Report was considered at the May 2019 Audit Committee meeting.

BACKGROUND

Clause 5.5 (xvi) of the Audit Committee Charter version 7 states that one of the duties and responsibilities of the Audit Committee in pursuing its Charter is monitoring the progress of any major lawsuits facing the Council.

ISSUES/DISCUSSION

This Major Lawsuits Report is a verbal report provided by the CEO.

COST/BENEFITS

There is minimal cost involved in the preparation of this report. The benefit of providing this report to the Audit Committee is enabling the Audit Committee to monitor Council's risk exposure.

RISK ANALYSIS

Failing to provide this report may result in the Audit Committee having a reduced level of confidence in management and Council.

CONSULTATION AND ENGAGEMENT

Various staff are consulted by the CEO as part of the preparation for this report.

COMMITTEE RESOLUTION 2019/93**Moved:** Mr Alan Darbyshire**Seconded:** Mr Jarrah O'Shea

That the Audit Committee note the Major Lawsuits Report.

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****8.3 ITEMS RAISED BY COUNCIL THAT MAY IMPACT THE AUDIT COMMITTEE**

File Number: 06/02/003

Author: Sharon Morrison, Director Corporate Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That the Audit Committee notes the matters raised.

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 AUDIT COMMITTEE DISCUSSION

The August 2018 Audit Committee meeting agenda listed this matter.

BACKGROUND

Clause 5.5 (xvii) of the Audit Committee Charter version 7 states that one of the duties and responsibilities of the Audit Committee in pursuing its Charter is to address issues brought to the attention of the Committee, including responding to requests from Council for advice that is within the parameters of the Committee's terms of reference.

ISSUES/DISCUSSION

The Councillor representative and officers of Council are provided with the opportunity to raise items that may impact the Audit Committee.

COST/BENEFITS

There is minimal cost involved in the preparation of this report. The benefit of providing this report to the Audit Committee is enabling the Audit Committee to monitor Council's risk exposure.

RISK ANALYSIS

Failing to provide this report may result in the Audit Committee having a reduced level of confidence in management and Council.

CONSULTATION AND ENGAGEMENT

Councillors and officers may consult with others when preparing for this item.

COMMITTEE RESOLUTION 2019/94

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Director Corporate Services investigate the provision of a credit card to the Mayor.

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****8.4 CORPORATE PLAN DISCUSSION****File Number:** 06/02/003**Author:** Michelle Hargreaves, Administration Officer**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Audit Committee note the intention of Council regarding:

1. the review of the Council Plan under section 125(7) of the Local Government Act and
2. the setting of the rate under section 185D and E of the Local Government Act.

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 AUDIT COMMITTEE DISCUSSION

Nil

BACKGROUND

Section 125 (7) of the Local Government Act 1989 (the Act) states that "At least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan." Where adjustments are anticipated, Council needs to factor in additional time to review the Plan and collect information to support the revised Plan.

Under Section 185D of the Act, the Minister sets the amount by which rates can be increased. Section 185E of the Act states that a Council may apply to the Essential Services Commission for a special order to increase rates above the amount set by the Minister. Where an increase to rates above the amount set by the Minister is anticipated, Council needs to factor in additional time to make the application and collect information in support of the application.

In recent years the Minister has increased the rates by: 2.5% (applicable for the 2017/18 budget), 2.25% (applicable for the 2018/19 budget) and 2.5% (applicable for the 2019/20 budget).

ISSUES/DISCUSSION

The timetable for the development of the Council Plan and budget requires additional time and activities if it is anticipated that the Council Plan will be adjusted or that the budget will include an application for a rate variation.

Council Plan

At the Council Forum on 12 November 2019, it was discussed whether Council wished to make any adjustments in respect of the remaining period of the Council Plan.

Budget

It was also discussed whether Council wished to apply for an increase to rates.

A corporate planning timetable will be developed to reflect these intentions.

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****COST/BENEFITS**

There are no direct costs associated with the adoption of the recommendation. However, there may be indirect costs involved in not applying for an increase to rates.

RISK ANALYSIS

There is a risk that Council will not be able to raise sufficient rates (despite applying the increased set by the Minister) to meet the cost of: services; programs; new, improved and adequately maintained assets.

CONSULTATION AND ENGAGEMENT

Councillors were consulted at the commencement of the corporate planning cycle to determine whether any adjustment was required to the Council Plan and whether Council intended to increase rates above the amount set by the Minister.

COMMITTEE RESOLUTION 2019/95

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Audit Committee note the intention of Council regarding:

1. the review of the Council Plan under section 125(7) of the Local Government Act and
2. the setting of the rate under section 185D and E of the Local Government Act.

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****8.5 LODDON SHIRE COUNCIL FINAL MANAGEMENT LETTER YEAR ENDED 30 JUNE 2019****File Number: 06/02/003****Author: Deanne Caserta, Manager Financial Services****Authoriser: Sharon Morrison, Director Corporate Services****Attachments: 1. Management Letter For Year Ended 30 June 2019****RECOMMENDATION**

That the Audit Committee note the Final Management Letter for the year ended 30 June 2019.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

The draft management letter issues were discussed at the August 2019 Audit Committee meeting.

BACKGROUND

Each year the external auditors conduct an audit to express an opinion on the financial report and performance statement. A closing report is presented by the auditors at the August meeting. This closing report is followed by a final management letter. The auditors did not attend at the August meeting however the draft management letter points were discussed.

ISSUES/DISCUSSION

Attached to this report is a copy of the final management letter for the year ended 30 June 2019. The carried forward finding relates to Council's ability to deliver capital works. This finding was first raised in 2016.

Council has improved the delivery of capital works since this was first raised in 2016 but the auditors still believe that it is not yet at an acceptable level.

Additional findings for 2019 include:

- Masterfile changes report – investigate summary report for payroll masterfile changes – due date 31 October 2019 by Manager Organisational Development
- Review of general journals – develop a procedure for the review of the general ledger posting process – due date 31 October 2019 by Manager Financial Services
- Appropriate use of purchase orders – investigate the implementation of a temporary electronic purchase order system – due date 31 October 2019 by Manager Financial Services
- Key policies and documents overdue for review – six key documents to be reviewed and approved – due date 30 September 2019 by Director Corporate Services (completed)
- Missing key ICT policies – prepare and implement three further information policies and procedures – due date 31 December 2019 by Manager Information and Business Transformation
- Provision for doubtful debts – to review the process and templates to ensure compliance with the new standard – due date 31 December 2019 by Manager Financial Services

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

COST/BENEFITS

The cost of this audit is included in Council's operational budget.

RISK ANALYSIS

Three of the findings are rated medium, with the remaining four findings rated low.

CONSULTATION AND ENGAGEMENT

Various employees are consulted during the audit.

COMMITTEE RESOLUTION 2019/96

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Audit Committee note the Final Management Letter for the year ended 30 June 2019 and recommend to Council the removal of item reference 2016.1.

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****9 INFORMATION REPORTS****9.1 UPDATE ON SERVICE PLANNING****File Number:** 06/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Draft Service Planning Policy version 1**RECOMMENDATION**

That the Audit Committee notes the update on service planning.

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 AUDIT COMMITTEE DISCUSSION

An internal audit on Service Planning was reported to the February 2019 meeting of the Audit Committee which made two findings with a high risk rating and noted that Council was working with a consultant toward a formalised approach to service planning.

BACKGROUND

One of the management actions was to work with the external consultant to develop a service planning framework.

ISSUES/DISCUSSION

At the time of this report, the external consultant is finalising the comprehensive report on results for presentation to the Management Executive Group on 18 December 2019.

A presentation to Councillors is scheduled for 28 January 2020.

The external consultant has assisted with the development of the attached policy, which is presented to the Audit Committee for feedback prior to being presented to Council for discussion and adoption. The policy is consistent with recommendations made in internal audit on Service Planning.

COST/BENEFITS

Costs for service planning are contained within the operational budget for 2018/19 and 2019/20.

RISK ANALYSIS

There is a risk that the service planning approach does not respond to the risk identified in the internal audit on Service Planning. This risk is being addressed by consulting with key stakeholders and reviewing the draft policy against the internal audit on Service Planning.

CONSULTATION AND ENGAGEMENT

Key stakeholders are being consulted on the draft policy and experts have been engaged to prepare the policy.

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

COMMITTEE RESOLUTION 2019/97

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Audit Committee notes the update on service planning.

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****9.2 SUPERANNUATION AND TAXATION****File Number:** 06/02/003**Author:** Carol Canfield, Manager Organisational Development**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Audit Committee note the report on superannuation and taxation.

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 AUDIT COMMITTEE DISCUSSION

At the February Audit Committee meeting, Alan Darbyshire requested a report on outstanding superannuation and taxation liabilities.

BACKGROUND

Recent media reports have highlighted the risk that superannuation and/or tax payments may not be paid by the employer or may be in arrears.

ISSUES/DISCUSSION

A report will be presented to the Audit Committee at the meeting on 21 November in relation to the payment of superannuation and tax liabilities.

COST/BENEFITS

The costs associated with the preparation of this report are operational. The benefit of providing this report is the provision of assurance to the Audit Committee and Council that payments owed to other creditors on behalf of staff are up to date.

RISK ANALYSIS

There is a risk in any organisation that payments owed to other creditors on behalf of staff are not paid.

CONSULTATION AND ENGAGEMENT

Various staff have been consulted in the preparation of this report.

COMMITTEE RESOLUTION 2019/98**Moved:** Mr Alan Darbyshire**Seconded:** Mr Jarrah O'Shea

That the Audit Committee note the report on superannuation and taxation.

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****9.3 REPORTS BY INSURERS AND INTEGRITY AGENCIES****File Number:** 06/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. JLT PublicSector Risk Report**RECOMMENDATION**

That the Audit Committee note the reports by insurers and integrity agencies.

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 AUDIT COMMITTEE DISCUSSION

Nil

BACKGROUND

At the August Audit Committee meeting a range of insurer/integrity agency reports were discussed.

ISSUES/DISCUSSION

To provide assurance to the Audit Committee that reports are being received and considered, this summary report is presented for noting.

Council monitors reports issued by its insurance broker. Details of reports received and considered since the last Audit Committee meeting are listed below:

Report name	Date issued	Proposed action
Jardine Lloyd Thomson Public Sector Risk Report (copy attached)	19 August 2019	Ensure risks are included in the risk register and rated by management. Review recommendations in this report to determine any further application to Council.

Council monitors reports issued by its integrity agencies. Reports have not been attached as they are publicly available on related websites. Details of reports received and considered since the last Audit Committee meeting, or upcoming are listed below:

Victorian Auditor General

Report name	Date issued/ scheduled	Proposed action
VAGO Review - council libraries	13 November 2019	Await report
VAGO Review - supporting communities through development and infrastructure contributions	2019/20	Await report

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019**

Special report on corruption risks associated with procurement in local government	30 September 2019	Ensure risks are included in the risk register and rated by management. Review recommendations for application to Council.
--	-------------------	---

Local Government Inspectorate

Report name	Date issued	Proposed action
None	Since last Audit Committee meeting	No action required

None since last Audit Committee meeting.

Office of the Victorian Information Commissioner (Freedom of Information, Privacy, Data Protection)

Report name	Date issued	Proposed action
FOI Professional Standards	12 September 2019	FOI Officer to attend training

Victorian Ombudsman

Report name	Date issued/ scheduled	Proposed action
Victorian Ombudsman – revisiting councils and complaints	8 October 2019	Ensure risks are included in the risk register and rated by management. Review recommendations for application to Council.

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****Independent Broad Based Anti-Corruption Agency**

Report name	Date issued/ scheduled	Proposed action
Managing corruption risks associated with conflicts of interest in the Victorian public sector	October 2019	Ensure risks are included in the risk register and rated by management. Review recommendations for application to Council.
Special report on corruption risks associated with procurement in local government	30 September 2019	Ensure risks are included in the risk register and rated by management. Review recommendations for application to Council.
Public interest disclosure procedures and requirements for implementation	8 October 2019	Public interest disclosure officer to attend training.

COST/BENEFITS

The cost of providing this report is administrative. The benefit of providing this report is the provision of assurance to the Audit Committee that relevant reports have been received.

RISK ANALYSIS

There is a risk that reports by insurers and integrity agencies will be overlooked or not considered. This could result in continuous improvement opportunities and compliance requirements being missed.

CONSULTATION AND ENGAGEMENT

Key staff are consulted during the consideration of recommendations in insurers and integrity bodies reports.

COMMITTEE RESOLUTION 2019/99

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Audit Committee note the reports by insurers and integrity agencies.

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****9.4 MONTHLY FINANCE REPORT****File Number: 06/02/003****Author: Deanne Caserta, Manager Financial Services****Authoriser: Sharon Morrison, Director Corporate Services****Attachments: 1. Finance report for period ending 31 October 2019****RECOMMENDATION**

That the Audit Committee note the Finance Report for the period ending 31 October 2019.

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

Each meeting the Audit Committee reviews the financial report for the most recent month.

BACKGROUND

The Audit Committee is provided with a copy of the monthly financial report by email.

ISSUES/DISCUSSION

Depending upon the timing of the finalisation of the finance report and/or the Audit Committee agenda papers, the most recent finance report will not be available at the time of distribution of the Audit Committee papers so will be tabled at the Audit Committee meeting.

COST/BENEFITS

There is minimal cost involved in the preparation of this report. The benefit of receiving the monthly financial report is that accurate and regular financial reporting is being disclosed.

RISK ANALYSIS

The provision of regular and accurate finance reports to the Audit Committee minimises the risk of Council not delivering projects within the approved budget.

CONSULTATION AND ENGAGEMENT

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

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.

COMMITTEE RESOLUTION 2019/100**Moved: Mr Alan Darbyshire****Seconded: Mr Jarrah O'Shea**

That the Audit Committee note the Finance Report for the period ending 31 October 2019.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

MOTION

COMMITTEE RESOLUTION 2019/101

Moved: Mr Alan Darbyshire

Seconded: Mr Rod Baker

That a copy of the Loddon Shire Investment Policy be forwarded to Mr Alan Darbyshire for reference

.CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****9.5 PRESENTATION BY STAFF MEMBER****File Number:** 06/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Audit Committee note the presentation by staff member.

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 AUDIT COMMITTEE DISCUSSION

The Audit Committee received a presentation by the Manager Works in February 2019.

BACKGROUND

The Audit Committee has expressed a desire to hear from one staff member each meeting to help gain a better understanding Council's business.

A presentation report will be tabled at the meeting.

ISSUES/DISCUSSION

Director Corporate Services, Sharon Morrison, was appointed to the role in August 2016.

Among Sharon's areas of responsibility are:

- Oversight of three departments: Financial Services, Organisational Development, and Information and Business Transformation
- Managing internal audit function
- Managing culture change program
- Managing community satisfaction survey
- Responding to Protected Disclosures
- Responding to Freedom of Information requests
- Managing Privacy and Protected Data responsibilities
- Reporting against Council Plan and producing Annual Report
- Managing elections

Some key projects for 2018/19 included:

- Revise approach to service planning
- Develop volunteer strategy
- Develop community engagement framework
- Various service reviews
- Service Planning approach

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019**

- Rural Councils Transformation Program
- Financial Assistance Grants projects

COST/BENEFITS

The cost of a staff member attending the Audit Committee are outweighed by the benefit the Audit Committee receives in better understanding Council's business and the risks being addressed by different areas of the business.

RISK ANALYSIS

There is a risk that presentations by staff members may result in the Audit Committee becoming too involved in operational matters. This risk can be managed by the chair of the Audit Committee keeping the focus on matters set out in the Audit Committee's Charter.

CONSULTATION AND ENGAGEMENT

The staff member presenting to the Audit Committee may consult with other staff members when preparing for their presentation.

COMMITTEE RESOLUTION 2019/102

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Audit Committee note the presentation by staff member.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

9.6 UPDATE ON REVIEW OF LOCAL GOVERNMENT ACT

File Number: 06/02/003
Author: Sharon Morrison, Director Corporate Services
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That the Audit Committee note the status of the Local Government Bill.

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 AUDIT COMMITTEE DISCUSSION

8 November 2018

BACKGROUND

Since 2015, the State Government has been undertaking a review of the Local Government Act 1989. Stage 1 involved issue identification and resulted in the release of a Discussion Paper in 2015. Stage 2 involved establishing 157 reform directions which were set out in a Directions Paper in 2016. Stage 3 involved targeted consultation to inform the Exposure Draft Bill. Stage 4 was the release of the Local Government Bill – Exposure Draft for comment. The final Stage was the introduction of the final Bill into Parliament. Following the election of the State Government, a number of additional changes were made to the Bill. The changed bill was introduced to Parliament on 13 November 2019.

ISSUES/DISCUSSION

At the time of writing this report, it was expected that the Bill would be in its second reading.

The Bill foreshadows an increased role for the Audit Committee. Further information will be made available at the Audit Committee meeting.

COST/BENEFITS

It is anticipated that the resulting Act will generate a significant workload for Councils which may necessitate increased costs to ensure the implementation of the requirements in the Act can be achieved on time.

RISK ANALYSIS

There is a significant risk that Loddon Shire Council does not have the resources to implement the requirements within the set timeframes.

CONSULTATION AND ENGAGEMENT

Staff, councillors and the audit committee have been consulted and informed during the review and passage of the Bill.

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

COMMITTEE RESOLUTION 2019/103

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Audit Committee note the status of the Local Government Bill.

CARRIED

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****10 GENERAL BUSINESS****10.1 MEETING HELD UNDER CLAUSE 5.3(E) OF THE CHARTER WITH INTERNAL AND EXTERNAL AUDITORS AND WITHOUT OFFICERS PRESENT**

File Number: 06/02/003
Author: Sharon Morrison, Director Corporate Services
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That the Audit Committee confirm the occurrence on 21 November 2019 at 9.15am of the meeting held under clause 5.3(e) of the Charter.

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 AUDIT COMMITTEE DISCUSSION

Each August the Audit Committee community members and councillor representative meet with the internal and external auditors without officers present.

BACKGROUND

Clause 5.3(e) of the Audit Committee Charter version 7 states that:

At the committee's discretion, significant time will be set aside with non-officer members of the committee for the purpose of open discussion with the internal and/or external auditors.

ISSUES/DISCUSSION

Time was set aside with non-officer members of the committee for the purpose of open discussion with the internal and/or external auditors at 9.15am on 22 August 2019.

Unfortunately, this meeting was not able to occur and was rescheduled to 21 November 2019.

COST/BENEFITS

There is minimal cost associated with this action. The benefit is an opportunity for the community member and councillor representative to have open discussion with the internal and external auditors.

RISK ANALYSIS

There is a risk that the internal and/or external auditor or some of the Audit Committee non-officer members will be unable to attend. Alternative arrangement can be made at the committee's discretion.

CONSULTATION AND ENGAGEMENT

The non-officer members of the Audit Committee are able to engage with the internal and external auditors.

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

COMMITTEE RESOLUTION 2019/104

Moved: Mr Alan Darbyshire
Seconded: Mr Jarrah O'Shea

That the Audit Committee confirm the occurrence on 21 November 2019 at 9.15am of the meeting held under clause 5.3(e) of the Charter.

CARRIED

MOTION

COMMITTEE RESOLUTION 2019/105

Moved: Mr Rod Poxon
Seconded: Mr Rod Baker

That Mr Jarrah O'Shea be congratulated on his new role as Executive General Manager of Strategy, Economics and Data and completion of his CPA study.

It was noted that if a conflict of interest arose it would be managed through appropriate declarations.

.CARRIED

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

11 ITEMS REFERRED TO COUNCIL

11.1 ITEMS REFERRED TO COUNCIL IN ACCORDANCE WITH RESOLUTIONS

File Number: 06/02/003

Author: Sharon Morrison, Director Corporate Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

This page is a placeholder.

This page is a placeholder.

AUDIT COMMITTEE MEETING MINUTES**5 DECEMBER 2019****12 NEXT REVIEW****12.1 NEXT PLANNED REVIEW****File Number:** 06/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That the Audit Committee note the scope of the internal audit on Cash Handling (including Waste Depots and section 86 committees).

CONFLICT OF INTEREST

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

PREVIOUS AUDIT COMMITTEE DISCUSSION

The Audit Committee approved the Strategic Internal Audit Plan 2019-2023 (the Plan) in August 2019. One of the audits in the Plan was Cash Handling (including Waste Depots and section 86 committees).

BACKGROUND

Appendix 1 of the Audit Committee Charter version 7 states that the agenda shall include details of the next audit.

ISSUES/DISCUSSION

Cash handling activities are an inherently risky activity as they are areas highly susceptible to fraud. It is therefore important that LSC has robust systems, processes and controls in place with respect to cash handling practices including policy and procedures.

The objectives of this review are to assess whether:

- Cash handling policies and procedures are documented, appropriate, reviewed and consistently complied with by LSC staff;
- Processes concerning the physical handling, accounting, and banking of cash are appropriate;
- Controls around the management and use of petty cash are strong and comprehensive;
- There is adequate security for staff undertaking cash handling activities;
- The risk of loss due to theft, mishandling or other factors is appropriately managed;
- The level of cash held at any one time is kept to a minimum and banked frequently; and
- Cash is used as a method of payment only where appropriate.

Cash handling processes will be reviewed at depots and section 86 committees, as agreed with management.

COST/BENEFITS

The cost of the audit is contained in the annual budget. The benefit of this audit will be the opportunity to understand how Council can improve its approach to Cash Handling.

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

RISK ANALYSIS

There is a risk that Council will not be able to resource the recommendations contained in the Audit Report.

CONSULTATION AND ENGAGEMENT

Relevant staff will be consulted during the audit.

COMMITTEE RESOLUTION 2019/106

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Audit Committee note the scope of the internal audit on Cash Handling (including Waste Depots and section 86 committees).

CARRIED

AUDIT COMMITTEE MEETING MINUTES

5 DECEMBER 2019

NEXT MEETING

The next Audit Committee meeting will be held on 20 February 2020 at Wedderburn commencing at 9.15am.

There being no further business the meeting was closed at 11.45am.

Confirmed this 20th day of February, 2020


.....
ROD BAKER
CHAIRPERSON

INTERNAL AUDIT REPORT

LODDON SHIRE COUNCIL

Review of Risk Management Framework ISO 31000:2018 (incl. Risk Awareness Survey)

February 2020



hlb.com.au

TOGETHER WE MAKE IT HAPPEN



Contents

Executive Summary 1

Detailed Findings 11

Appendix A – Risk Awareness Survey Results..... 23

Appendix B – Audit Approach and Procedures..... 27

Appendix C – Personnel Consulted..... 28

Appendix D – Finding Risk Rating Matrix 29

Appendix E – Basis and Use of Report 31

© HLB Mann Judd (VIC) Pty Ltd 2020

Liability limited by a scheme approved under Professional Standards Legislation

Disclaimer

Inherent limitation – the nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

Third party reliance

Other than our responsibility to Loddon Shire Council, neither HLB Mann Judd (VIC) Pty Ltd nor any member or employee of HLB Mann Judd (VIC) Pty Ltd undertakes responsibility arising in any way from reliance placed by a third party, on this report. Any reliance placed is that party's sole responsibility.

Our report is for the sole use of Loddon Shire Council and is not to be used by any other person for any other purpose and may not be distributed, duplicated, quoted, referred to, in whole or in part, without our prior written consent.

© HLB Mann Judd



Executive Summary

INTRODUCTION

As part of the internal audit services provided to Loddon Shire Council ("LSC" or the "Council"), HLB Mann Judd has undertaken a review of its risk management framework. The objective of the internal audit was to evaluate internal controls and processes relating to risk management, and to identify potential risks and opportunities to improve related practices.

The review was approved by the Audit Committee ("AC") of LSC and forms part of the 2019-20 Internal Audit Program.

BACKGROUND

There is no such thing as a risk-free environment. However, through effective risk management many risks can be avoided, reduced or eliminated. Good risk management is a logical and systematic process which can be used in making decisions and in managing performance. It is forward looking and should be based on a well-planned, logical, comprehensive and documented strategy which provides policy guidance, plans and procedures that can be used as part of an organisation's everyday activities to manage risk.

THE IMPORTANCE OF RISK MANAGEMENT

All organisations face internal and external factors and influences that makes it uncertain whether, when, and the extent to which they will achieve their objectives. The effect of this uncertainty has on the organisation's objectives is defined as 'risk'. The shifting of government policies, complexities in society and new service delivery mechanisms are rapidly changing and expanding the risks entities face. However, many risks can be avoided, reduced or managed through an effective risk management framework.

The success of risk management depends on the effectiveness of the risk management framework providing the foundation, and the arrangements that will embed it through the organisation at all levels.



In this context, Enterprise Risk Management (“ERM”) has emerged as an important business trend. ERM is a structured and disciplined approach aligning strategy, processes, people, technology, and knowledge with the purpose of evaluating and managing the uncertainties an organisation faces as it creates value. “Enterprise-wide” means the removal of traditional functional, divisional, departmental, or cultural barriers. A truly holistic, integrated, future-focused, and process-oriented approach helps an organisation to manage the key business/strategic risks and opportunities with the intent of increasing the likelihood of achieving objectives and maximising public value.

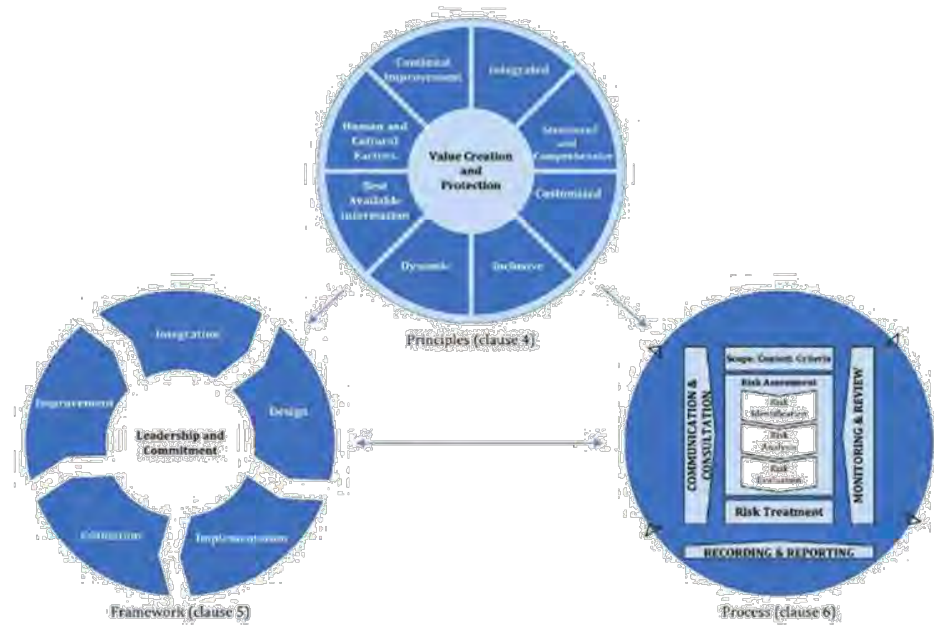
Enterprise risk management:

- Incorporates risks from all sources (strategic, financial and operational etc.);
- Makes use of the natural links and portfolio effects from treating those risks with a collective approach;
- Co-ordinates risk management strategies that span risk assessment, mitigation, financing, and monitoring;
- Focuses on the impact to the organisation’s overall strategic and financial objectives; and
- Recognises the upside opportunity and downside nature of risk.



ISO 31000:2018 RISK MANAGEMENT – PRINCIPLES AND GUIDELINES

ISO 31000:2018 is the International Risk Management Standard and provides generic guidelines for the design, implementation and maintenance of risk management processes. The diagram below illustrates the relationship between the principles for managing risk, the framework in which it occurs and the risk management process in ISO 31000:2018.





ATTRIBUTES OF EFFECTIVE RISK MANAGEMENT

Risk is a mandatory challenge of any business. Properly managed, it drives growth and opportunity. Accordingly, an effective risk management framework should contain a number of key attributes, namely:

- **A focus on significant risks:** If too many risks are identified, it becomes difficult to identify and manage the significant ones. Risk identification should focus on those risks that have been identified by management as being potentially damaging to the achievement of the organisation's objectives (i.e. what is keeping them awake at night);
- **Emphasis on risk management:** Risk management is essential in reducing the probability that organisational objectives are jeopardised by unforeseen events. It should promote proactivity in managing risk exposures;
- **On-going, continuous monitoring of risk and control:** An organisation's risk management and internal control strategies and policies must be continuously monitored and fine-tuned in response to changing exposures. A feedback process should be in place to learn from mistakes and to harness potential improvements and risk reductions;
- **Engaging all employees:** All employees have some responsibility for internal control and accountability for achieving organisational objectives. Employees must have the necessary knowledge, skills, information, and authority to establish, operate, and monitor the system of internal control within their sphere of responsibility. They must understand organisational objectives and the environment in which the organisation operates as well as the risks it faces; and
- **Streamlining risk management database:** Controls should be embedded in the organisational processes. Rather than developing a separate risk reporting system, early warning mechanisms should be built into existing management information systems.



POSITIVE ASPECTS OF CONTROL

The following positive business practices were noted in regard to the risk management framework at LSC:

- **Roles and responsibilities of risk management were clearly defined**
 - LSC has an AC in place which is governed by a Charter. The AC is responsible for the oversight of LSC's risk management framework and associated systems and processes. The AC meets on a quarterly basis and receives updates on risk register as well as discussion on high and very high risks;
 - The CEO is the responsible officer for overseeing the implementation and functioning of LSC's risk management system, including the management and reporting of the risks to the AC;
 - A Risk Management Committee ("RMC") has been established with a formally documented Terms of Reference. The RMC comprises of Management Executive Group ("MEG") and members of Loddon Leaders Group, and the Committee is principally responsible for the implementation and execution of the Council's Risk Management Framework. The RMC meets on a periodic basis with minutes from meetings retained accordingly; and
 - Risk management related responsibilities are adequately documented in staff position descriptions;
- **Risk management considers organisational and contextual factors and is integrated into daily operational processes**
 - Our review and discussions with management noted that organisational and contextual factors have been considered when identifying and assessing LSC's strategic and operational risks; and
 - Risk management is integrated into LSC's processes via internal and external audits and enforcement of key legislations and/or Act requirements (e.g. *Local Government Act 1989*).
- **Risk management is integrated into governance structures and strategic management processes**
 - Council has dedicated resources (i.e. Manager Organisational Development and OH&S, Risk Management and Fire Prevention Officer) to coordinate the delivery of risk management related activities and improvement through the development and implementation of risk management policy and framework, materials, practices and systems covering all key functions of the organisation;



- Our review and discussions with management noted that risk management is considered as part of strategic and business planning processes; and
- New and emerging risks are discussed during Leadership Team meetings, AC meetings and relevant Committee meetings (e.g. Risk Management Committee, Occupational Health and Safety Committee).
- **Risk management processes and practices were implemented effectively**
 - The Risk Management Policy and Framework are easily accessible to all staff via LSC's intranet;
 - Risk management related reports are formally prepared with respect to non-compliance matters, hazards, incidents, accidents, losses, claims and any issues that may lead to risk exposures and discussed at various meetings (e.g. monthly Executive Management meetings, quarterly Risk Management Committee meetings, quarterly Audit Committee meetings, and 6 monthly strategic risks to Council);
 - The Council maintains risk registers containing both strategic and operational risks which are captured/recorded onto the risk management system ("RelianSys"). The system allows for corrective actions to be allocated to respective staff members with set timeframes; and
 - There are regular reports and reminders in regard to actions that are overdue. Progress is usually reported to and discussed as part of the quarterly RMC meetings.



RISK AWARENESS SURVEY RESULTS

The review also included a survey to identify the level of risk management awareness within LSC. The survey was sent to 92 staff members (mainly those with access to Loddon emails) across LSC departments (i.e. CEO Office, Operations, Corporate Services and Community Wellbeing). At the conclusion of our fieldwork, 36 LSC staff members (39% of total staff that were sent the survey) responded to the survey. Generally, staff responded that:

- LSC has adequate policies, procedures and practices with respect to risk management; and
- They are aware of their responsibilities for minimising risks in the workplace;

However, the survey also highlighted the following concerns/considerations:

- Risk culture should be enhanced where a greater amount of risk management related training/awareness and structured workshops is desired to ensure greater communication and reinforcement of LSC's risk management related policies and procedures; and
- Emerging risks should be explicitly identified, discussed and reported through regular meetings and discussions across the whole organisation.

Please refer to **Appendix A: Risk Awareness Survey Results** for further details regarding the survey results.



SUMMARY OF KEY FINDINGS

The primary objective was to assess and evaluate the effectiveness and efficiency of internal controls embedded in risk management processes, to determine whether the following audit objectives were addressed:

Audit Objectives	Related Finding	Risk Rating			
		Extreme	High	Medium	Low
Risk management is embedded in the Council's corporate values and culture.	LSC's Risk Management Policy and Framework did not incorporate key aspects and/or in great detail as per the ISO 31000 Risk Management Principles and Guidelines.			Finding 1	
The Council establishes and reviews organisational context (i.e. legislative responsibilities, government policy, organisational goals) and adopts appropriate risk management strategies.	A Risk Management Implementation Strategy/Plan, which serves as a blueprint to LSC's risk management framework, has not been established.			Finding 5	
The staff are aware of the risk management processes implemented by the Council.	Absence of structured risk management induction process for new staff and periodic workshop/ training programs to reinforce staff understanding of the Council's risk management procedures. The above observations were also emphasised in the risk management awareness survey results.		Finding 2		
Risk management is appropriately integrated into governance structures and strategic management processes.	A formal risk appetite statement has not been established.			Finding 3	



Audit Objectives	Related Finding	Risk Rating			
		Extreme	High	Medium	Low
There is effective implementation of risk management processes and practices within the Council.	Shortfalls were identified in regard to the development and maintenance of Council's Risk Register: <ul style="list-style-type: none"> • Risk owners were not identified and recorded on the risk registers; • Absence of a formal risk review schedule to guide the implementation of risk management activities; • Council's risk register included risks which are no longer relevant and applicable to Council's current practices; and • Existing controls and corrective actions/treatment plans were not adequately documented. 			Finding 4	
There is appropriate ownership of risks across the Council.	Refer to Finding No. 4 above.				
Risks are properly monitored and reported to relevant stakeholders in an appropriate format.	Key Performance Indicators ("KPIs") have not been developed to measure the effectiveness of LSC's risk management framework.				Finding 4
All key risks are identified, appropriate processes are followed to identify risk appetite, and specific actions have been identified for each risk (where relevant) to mitigate the risk to an acceptable level of risk.	Refer to Finding No. 4 above.				



RISK MATRIX

The risk rating of each of the above findings is contained in the following matrix:

		CONSEQUENCE				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
LIKELIHOOD	5 Frequent / almost certain					
	4 Probable / likely				2	
	3 Occasional / possible			1	3	
	2 Unlikely			4	5	
	1 Rare					

OVERALL CONCLUSION

Based on the results of our review, we believe that whilst the Council has established an Enterprise Risk Management policy and accompanying procedures, there is a need to revisit key documents to ensure that they are enhanced and aligned more with the ISO 31000:2018 Risk Management Standard practices. Further, there is a need to reinforce risk management and raise awareness across the Council with respect to risk management.



DETAILED FINDINGS

Description of Finding	Observation	Impact and Recommended Action	Management Response
<p>1. LSC's Risk Management Policy and Framework did not incorporate key aspects and/or in great detail as per the <i>ISO 31000 Risk Management Principles and Guidelines</i>.</p>	<p>Risk Rating: Medium</p> <p>Standard/Criteria:</p> <p>A key component of a Risk Management Framework is the establishment of a Risk Management Policy that clearly states the organisation's objectives, for, and commitment to, risk management that typically addresses the following as per the <i>AS/NZS ISO 31000 Risk Management Principles and Guidelines</i>:</p> <ul style="list-style-type: none"> • The organisation's rationale for managing risk; • Links between the organisation's objectives and policies and the risk management policy; • Accountabilities and responsibilities for managing risk; • The way in which conflicting interests are dealt with; • Commitment to make the necessary resources available to assist those accountable and responsible for managing risk; • The way in which risk management performance will be measured and reported; • Commitment to review and improve the risk management policy and framework periodically and in response to an event or change in circumstances; and • The way in which the Risk Management Policy should be communicated and appropriately. 	<p>Impact:</p> <ul style="list-style-type: none"> • LSC's Risk Management Policy and accompanying procedures may not fully meet the requirements outlined within the <i>ISO 31000 Risk Management Principles and Guidelines</i>, which may impact the organisation's ability to effectively fulfil its objectives for, and commitment to, risk management. <p>Recommended Action:</p> <p>We recommend that LSC management should:</p> <ol style="list-style-type: none"> 1. Review and update the Risk Management Policy and Framework to include all required areas as specified under the <i>ISO 31000 Risk Management Principles and Guidelines</i>; and <p>Ensure that the additional information/aspects are communicated/trained to relevant staff and made available for easy staff access.</p>	<p>Management Action:</p> <p>Recommendation 1:</p> <p>Management Agrees.</p> <p>Responsibility:</p> <p>Manager Organisational Development</p> <p>Timeframe:</p> <p>21 May 2020</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
	<p>The Risk Management Policy should be supported by procedural documents and guidelines which provide guidance in day-to-day processes and activities for staff.</p> <p>Audit Finding:</p> <p>Our review noted that:</p> <ul style="list-style-type: none"> • LSC's Risk Management Policy and Framework did not incorporate key aspects and/or in great detail as per the <i>ISO 31000 Risk Management Principles and Guidelines</i>. In particular, the following areas were not included and/or in great detail: <ul style="list-style-type: none"> - Principles of Risk Management (i.e. explicitly addresses uncertainty, is systematic, structured and timely, is dynamic & responsive to changes and facilitates continual improvement of the Council); - The way in which conflicting objectives are dealt with; - Measurement and reporting of the organisation's Risk management performance indicators; and - Risk Management Processes (i.e. establishing the context, need to enhance risk identification and analysis processes, defining the risk appetite statement, the need to enhance monitoring and reviewing processes and the need to incorporate communication and consultation processes). 		



Description of Finding	Observation	Impact and Recommended Action	Management Response
<p>2. Absence of structured risk management induction process for new staff and periodic workshop/ training programs to reinforce staffs understanding of the Council's risk management procedures.</p> <p>The above observations were also emphasised in the risk management awareness survey results.</p>	<p>Risk Rating: High</p> <p>Standard/Criteria: A structured training program/ plan that is regularly reviewed and updated is crucial to help ensure staff are aware and have the necessary skills and knowledge to perform their roles and responsibilities in a proficient and competent manner.</p> <p>It is important that there is adequate training, awareness and guidance on risk management for Councillors, AC and key staff to ensure that:</p> <ul style="list-style-type: none"> The needs and benefits of effective risk management are understood and supported; and A proactive culture of identifying potential risks and assessing current risks can be cultivated within the organisation. <p>Audit Finding: Our review noted that:</p> <ul style="list-style-type: none"> There are no formal corporate risk management induction/ training programs established at the Council to increase awareness of risk management practices within the Council and promote a risk management culture. <p>We do acknowledge that management is currently exploring the option of procuring risk management e-learning modules which will be completed by new employees as part of their induction process, similar to Occupational Health & Safety (OH&S) e-learning modules currently utilised as part of the existing induction process;</p> <ul style="list-style-type: none"> In addition, we have also noted from our discussions with management that no periodic, structured risk management 	<p>Impact: Without a formal risk management induction program and periodic risk management workshops/trainings could lead to:</p> <ul style="list-style-type: none"> Staff being unaware of the risk management culture and practices of the Council; Inconsistent application of risk management procedures within LSC; and An absence of a proactive risk management culture within the Council, which may result in inadequate identification, assessment and management of strategic and operational risks relevant to the Council. <p>Recommended Action: We recommend that LSC management should:</p> <ol style="list-style-type: none"> Establish a formal risk management induction process in a timely manner to ensure all new staff are provided with adequate risk management training based on their respective roles and functions, which can include the completion risk management e-learning modules and structured face-to-face risk management training sessions; and Develop and adopt a program of periodic trainings / workshops / professional development for Councillors and other relevant key officers to ensure that they are provided with adequate updates and knowledge on both 	<p>Management Action: <u>Recommendation 2:</u> Management Agrees. As part of the annual plan for the Framework, induction for staff and councillors will be included.</p> <p>Responsibility: Manager Organisational Development</p> <p>Timeframe: 20 August 2020</p> <p><u>Recommendation 3:</u> Management Agrees. As part of the annual plan for the Framework, training for staff and councillors will be included.</p> <p>Responsibility: Manager Organisational Development</p> <p>Timeframe: 20 August 2020</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
	<p>workshops/ trainings are currently conducted for Councillors and Council staff.</p> <p>The above observations were also emphasised in the risk management awareness survey results as follows:</p> <ul style="list-style-type: none"> • 25% of respondents either disagreed or strongly disagreed that LSC has provided staff with adequate and regular training in risk management; • 27.78% of respondents either disagreed or strongly disagreed that new and emerging risks within their service unit were being adequately identified and incorporated into the service unit operational risk register; and • 20% of respondents either disagreed or strongly disagreed that risk management awareness culture is embedded and promoted within LSC. <p>For more details, refer to Appendix A: Summary of Results of Risk Awareness Survey, Question 4, 5 & 6.</p>	<p>LSC's risk management approach and risk management best practices.</p> <p>The training can be conducted internally, by an external consultant or a combination of both (e.g. External consultant presenting on importance of risk management, the risk management framework & best practices and the Risk Management Committee presenting on the key organisational risks, how risk is managed across the organisation and roles & responsibilities of different levels in the Council).</p>	
<p>3. A formal risk appetite statement has not been established.</p>	<p>Risk Rating: Medium</p> <p>Standard/Criteria:</p> <p>Risk appetite refers to the amount of risk, on a broad-level, an organisation is willing to accept in pursuit of value. It reflects the organisation's risk management philosophy, and in turn influences the organisation's culture and operating style as well as guiding resource allocation and assists in aligning the organisation and its processes to effectively respond to and monitor identified risks.</p>	<p>Impact:</p> <ul style="list-style-type: none"> • The absence of a formally documented risk appetite statement may impact on Council's ability to adequately determine risk tolerance levels and appropriate mitigating controls for risks identified across LCS; and • The level of risk LSC is prepared to take and/or the potential adverse impact from an event that the Council is willing to accept may not be clearly articulated in order for LSC to meet its strategic objectives. 	<p>Management Action:</p> <p>Recommendation 4: Management Agrees.</p> <p>Responsibility: Manager Organisational Development</p> <p>Timeframe: 21 May 2020</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
	<p>Audit Finding: Our review noted that:</p> <ul style="list-style-type: none"> A formal risk appetite statement has not been established at LSC to assist in facilitating effective and efficient risk management practices across the organisation. 	<p>Recommended Action: We recommend that LSC management should:</p> <p>4. Determine whether there is a need to develop a comprehensive risk appetite statement that clearly sets the risk appetite for LSC and is aligned with the risk management framework and strategic plan. The risk appetite statement may include (but not limited to):</p> <ul style="list-style-type: none"> Purpose of the statement; Criteria (focus area); Risk appetite statement against each focus area (qualitative and/or quantitative); and Risk tolerance statement/level. <p>(For example: <u>Criteria:</u> Business Continuity <u>Appetite Statement:</u> We seek to minimise the downside risk from unforeseen operational failures within our business to ensure our people, assets, finances and reputation are protected and that any impact on our service delivery is minimal; <u>Metric (qualitative/quantitative):</u> Zero unplanned closures of head office or any of our sites; Business Operations are closed for no more than 24 hours; Critical IT systems are offline for no more than 4 hours etc.);</p>	<p>Recommendation 5: Management Agrees. Responsibility: Manager Organisational Development Timeframe: 21 May 2020</p> <p>Recommendation 6: Management Agrees. Responsibility: Manager Organisational Development Timeframe: 21 May 2020</p> <p>Recommendation 7: Management Agrees. Responsibility: Manager Organisational Development Timeframe: 21 May 2020</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
		5. Ensure that the risk appetite statement is incorporated into the risk management Policy and/or Framework and associated procedures at LSC; 6. Communicate and make available the risk appetite statement to Councillors, Executives, and other relevant members; and 7. Review the risk appetite statement on a periodic basis.	
4. Shortfalls were identified in regard to the development and maintenance of Council's Risk Register.	<p>Risk Rating: Medium</p> <p>Standard/Criteria: Risk management standards ISO 31000: 2018 stipulates that "The risk management process and its outcomes should be documented and reported through appropriate mechanisms. Recording and reporting aims to:</p> <ul style="list-style-type: none"> • Communicate risk management activities and outcomes across the organization; • Provide information for decision-making; • Improve risk management activities; and • Assist interaction with stakeholders, including those with responsibility and accountability for risk management activities". 	<p>Impact:</p> <ul style="list-style-type: none"> • Without comprehensive identification and documentation of risk owners, risk review schedule, existing controls and risk treatment plans, risk management practices may not be effective leading to LSC not effectively meeting its core objectives; and • Irrelevant risks being recorded/captured in the risk register may result in inaccurate reporting and ineffective monitoring and management. <p>Recommended Action: We recommend that LSC management should:</p> <p>8. Review and update the risk register to adequately capture the following additional information:</p> <ul style="list-style-type: none"> • Risk owners; • Risk review schedule; 	<p>Management Action: <u>Recommendation 8:</u> Management Agrees. Council's current software does not have this capability. Council will investigate software which can accommodate these recommendations.</p> <p>Responsibility: Manager Organisational Development</p> <p>Timeframe: 21 May 2020</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
	<p>Audit Finding:</p> <p>Our review of Council's risk register identified the following shortfalls:</p> <ul style="list-style-type: none"> ● Risk owners were not identified and captured on the risk register; <p>Discussions with management noted that Council did not identify risk owners but allocated corrective actions/treatments to respective Council staff. This practice was not in line with good risk management practices in identifying individuals who have the accountability and authority to manage risk (risk owners);</p> <ul style="list-style-type: none"> ● Absence of a formal risk review schedule to guide the implementation of risk management activities. The Council's current practice surrounding periodic risk review was mainly based on the due dates of respective corrective actions/treatments associated with those risks; ● Council's risk register included risks which are no longer relevant and applicable to Council's current practices; <p>We were advised that the existing RelianSys risk management system was limited in the functionality to de-activate or remove risks from the register. As a result, any risks that were deemed "irrelevant" would be amended as "low risk rating" to avoid unnecessary monitoring and reporting. However, discussion with management highlighted that, amongst the total of 75 "low" risks as of July 2019, management could not identify which risks were "inactive" or "not relevant".</p> <p>We understand from the management that the Council is currently investigating the possibility to implement a new risk management system which is more user-friendly which allows</p>	<p>9. Ensure that existing controls and corrective actions are to be clearly and well-articulated and documented on the register; and</p> <p>10. Whilst the consideration and implementation of a new risk management system is still in progress, Council management should review the existing "low" risks to identify and document those risks that are "inactive"/not applicable and exclude them from the current reporting and monitoring processes to avoid inaccurate reporting.</p>	<p>Recommendation 9:</p> <p>Management Agrees.</p> <p>Council's current software does not have this capability. Council will investigate software which can accommodate these recommendations.</p> <p>Responsibility:</p> <p>Manager Organisational Development</p> <p>Timeframe:</p> <p>21 May 2020</p> <p>Recommendation 10:</p> <p>Management Agrees.</p> <p>Council's current software does not have this capability. Council will investigate software which can accommodate these recommendations.</p> <p>Responsibility:</p> <p>Manager Organisational Development</p> <p>Timeframe:</p> <p>21 May 2020</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
	<p>for the "de-activation" or "removal" of risks that are no longer applicable to Council's business; and</p> <ul style="list-style-type: none"> • Existing controls and corrective actions/treatment plans were not adequately identified and/or documented. For example: <ul style="list-style-type: none"> - Certain strategic risks where corrective actions (Risk #56, 57, 80, 131) were completed but were not updated and moved across as "existing controls", and additional corrective actions were not considered (where relevant); and - Instances where corrective actions were not documented for certain strategic risks (Risk #58, 75, 76, 79, 130) to ensure they were adequately managed within acceptable level. 		
<p>5. A Risk Management Implementation Strategy/Plan, which serves as a blueprint to LSC's risk management framework, has not been established.</p>	<p>Risk Rating: Medium</p> <p>Standard/Criteria: A Risk Management Implementation Strategy/Plan provides a structured approach to ensure that LSC considers the key risks that require attention and how they can be managed. It outlines LSC's risk management framework and processes to mitigate potential negative outcomes, provides direction for the Council's risk management activities and act as a guide to explain how risk management should be done at LSC.</p> <p>Audit Finding:</p> <ul style="list-style-type: none"> • Our review noted that a Risk Management Implementation Strategy/Plan has not been developed at LSC. 	<p>Impact: An absence of documented Risk Management Implementation Plan may result in:</p> <ul style="list-style-type: none"> • Staff being unaware of risk management initiatives that are to be undertaken to address key strategic risks; • An increased likelihood that LSC will fail to adequately respond to changes in the risk management environment that may in turn have implications on its operations; and • Resources required to adequately execute risk management procedures may not be identified, made available and be utilised effectively. 	<p>Management Action: Recommendation 11: Management Agrees.</p> <p>Responsibility: Manager Organisational Development</p> <p>Timeframe: 21 May 2020</p> <p>Recommendation 12: Management Agrees.</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
		<p>Recommended Action:</p> <p>We recommend that LSC management should:</p> <p>11. Develop a Risk Management Implementation Plan, which should be aligned to the Council Plan, Enterprise Risk Management Guidelines and the ISO 31000:2018 standards.</p> <p>Key information that may be included within the Risk Management Implementation Plan includes (but not limited to):</p> <ul style="list-style-type: none"> • Overview of LSC's current risk management framework; • An assessment of the Council's risk environment; • Initiatives to further strengthen the risk management framework; along with a series of action plans, assigned responsibilities and target dates; and • Key performance indicators/targets for strategic risks; and • Summary of action plans that will be implemented. <p>12. Ensure that the appropriate consultation, approvals and endorsements are obtained from the relevant stakeholders before finalisation and implementation of the Risk Management Implementation Plan; and</p>	<p>Responsibility: Manager Organisational Development</p> <p>Timeframe: 21 May 2020</p> <p>Recommendation 13: Management Agrees.</p> <p>Responsibility: Manager Organisational Development</p> <p>Timeframe: 21 May 2020</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
		13. Ensure the Risk Management Implementation Plan is regularly reviewed, communicated and made available to all staff.	
6. KPIs have not been developed to measure the effectiveness of LSC's risk management framework.	<p>Risk rating: Low</p> <p>Standard/Criteria: Monitoring and reviewing the risk management framework is a key component of the <i>AS/NZS ISO 31000 Risk Management Principles and Guidelines</i>, which outlines that organisations should perform these tasks as follows:</p> <ul style="list-style-type: none"> Establish risk management performance indicators, which are to be measured against and reviewed periodically for appropriateness; Periodically measure progress against, and deviation from, the risk management plan; Periodically review the framework for appropriateness; and Review the effectiveness of the framework. <p>Audit Finding: Our review noted that:</p> <ul style="list-style-type: none"> Risk management related KPIs have not been developed to adequately measure the effectiveness of the framework and assist in ensuring that objectives and targets are met. 	<p>Impact:</p> <ul style="list-style-type: none"> In the absence of established KPIs, LSC may not be able to effectively measure the performance of its risk management framework in achieving key outcomes. <p>Recommended Action: We recommend that LSC management should:</p> <p>14. Develop risk management related KPIs to measure the effectiveness of performance and assist in ensuring that risk management objectives and targets are met. Examples of KPIs may include (but are not limited to):</p> <ul style="list-style-type: none"> Completion of annual review of risk management policy and risk register; Number and/or percentage of treatment strategies/action plans implemented within the established timeframes; Number and/or percentage of risk management training/awareness activities undertaken in a specific timeframe; Number of internal audits completed by the internal audit function as compared to the annual internal audit plan, on key risks areas identified; and 	<p>Management Action: Recommendation 14: Management Agrees.</p> <p>Responsibility: Manager Organisational Development</p> <p>Timeframe: 21 May 2020</p> <p>Recommendation 15: Management Agrees.</p> <p>Responsibility: Manager Organisational Development</p> <p>Timeframe: 21 May 2020</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
		<ul style="list-style-type: none"> • Number of risk incidents identified and reported to the Council, with lessons identified and adequate actions taken to address the risk incidents satisfactorily. <p>15. Ensure that performance against the KPIs is assessed by the Risk Management Committee and reported to the Audit Committee at least on an annual basis as part of the evaluation of the effectiveness of LSC's risk management framework.</p>	



APPENDICES

- Appendix A – Risk Awareness Survey Results
- Appendix B – Audit Approach and Procedures
- Appendix C – Personnel Consulted
- Appendix D – Finding Risk Rating Matrix
- Appendix E – Basis and Use of Report



Appendix A – Risk Awareness Survey Results

Overall, there were 36 responses to the risk management awareness survey, conducted in late October/early November 2019. The following table lists the number of respondents:

Department Name	No. of Responses	Percentage (%)
CEO Office	0	0%
Operations	16	44.44%
Corporate Services	14	38.89%
Community Wellbeing	6	16.67%
Total	36	100

The breakdown of staff levels for the 36 responses received are as follows:

Staff Level	No. of Responses	Percentage (%)
Executive	2	5.56%
Manager	4	11.11%
Co-ordinator	8	22.22%
Team Leader	0	0
Staff/ Officer	22	61.11%
Total	36	100



The following section provides the survey results for each of the questions:

Q1: Council has relevant risk management related policies and procedures which tell me how to deal effectively with corporate risks at an organisation-wide level.

Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Weighted Average
0%	2.78%	69.44%	27.78%	59	1.75

Q2: Council has relevant risk management related policies and procedures which tell me how to deal effectively with risks, in particular within my department.

Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Weighted Average
0%	8.33%	69.44%	22.22%	36	1.86

Q3: I am aware of my responsibilities for minimising risks in my workplace.

Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Weighted Average
0%	8.33%	36.11%	55.56%	36	1.53

Q4: I believe Council has provided me with adequate and regular training in risk management.

Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Weighted Average
0%	25%	52.78%	22.22%	36	2.03

What additional training program/s would you seek to attend, if any:

- Self-assessments within specific work areas;

© HLB Mann Judd

Page 24



- *Some of this is done through outside training independent of Council.*
- *All new staff who will be visiting a property need training on gaining access, drafting legal documents and the like to ensure effective legal action when taken;*
- *Risk management strategies and processes;*
- *OH&S Training;*
- *Risk assessment training on our risk assessment tool;*
- *Privacy information;*
- *Corporate risk management rather than OHS focus;*

Q5: I believe new and emerging risks within my service unit are being adequately identified and incorporated in the service unit operational risk register.

Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Weighted Average
0%	27.78%	58.33%	13.89%	36	2.14

Q6: I believe that risk management awareness culture is embedded and promoted within Council.

Strongly Disagree	Disagree	Agree	Strongly Agree	Total	Weighted Average
0%	20%	54.29%	25.71%	35	1.94

Q7: What do you believe can be done to improve risk management within your particular department?

- *Staff conduct their own internal desk top audit type process within their work groups. Identify possible examples and then assess current practices*
- *Inclusion of a formal starting point / agenda item on fortnightly meetings;*
- *Risk identification, analysis, evaluation, treat and monitor the risks*
- *In my opinion, risk management workshop should be provided to everyone and our department must have risk management plan and identify and incorporate every risk in risk register.*
- *More reporting about near misses to help the organisation with identifying risks;*
- *Additional training;*
- *Regular updates on risk identification;*
- *A strong link to and support from other areas of the organisation.*
- *Making sure everyone is aware of the risk around them and in their working environment;*
- *Privacy awareness;*



- *Keeping up to date with changes in technology and the way we deliver works.*
- *Easier access to risk management resources for operators in particular event management;*
- *Better analysis of risks for new initiatives;*

Q8: What do you believe can be done to improve risk management within Council?

- *Include this as part of the induction process;*
- *Risk identification, analysis, evaluation, treat and monitor the risks;*
- *Looking more at what risk prevention opportunities exist and allow specific funding to assist in the delivery.*
- *Clearly define what our objectives are.*
- *How do we go about achieving them with the least amount of risk?*
- *Regular analysis of the business processes should identify the current risks.*
- *Any new projects should be evaluated soon after to identify risks.*
- *Focus on the risks that matter most.*
- *Change processes if necessary to either eliminate or mitigate the risk.*
- *Create a culture where people are free to have open, honest and differing opinions. If this is positively encouraged staff may be more likely to speak out when they see risks not previously identified. (e.g. staff with dominant managers may not feel comfortable reporting or speaking up for fear of reprisal). Employees should not be torn down when they see things differently or make mistakes that identify a risk. Having and enforcing a consistent approach to managing risk.*
- *Take more risk.*
- *Continual education of ALL staff and their responsibilities to each other and the organisation.*
- *Give staff greater knowledge and awareness of risk management, particularly around identifying, assessing risk, and controlling them. Training should include information on the tools such as the risk matrix and hierarchy of controls.*
- *Emphasis on what each staff members responsibility is around risk identification and management*
- *A better understanding of Councils expectations and what is possible within resources is required. There is an inconsistent approach to risk assessment and identification. We need to improve our identification reporting process as well as our assessment of risks.*
- *Again being aware of your working environment.*
- *Too many people buck passing and not taking responsibility which increases the risk;*
- *Overall awareness*
- *More consultation with middle management.*
- *Better use of risk framework in decision making; development of risk appetite.*



Appendix B – Audit Approach and Procedures

The approach for this engagement is presented below:

- Conducted interviews and perform walkthroughs with key personnel involved in risk management processes to gain an understanding of key related activities and to identify key internal controls;
- Conducted a Risk Awareness Survey through the use of risk management health check questionnaire on selected business units within the Council;
- Reviewed relevant risk management related policies, procedures, monitoring and reporting documents;
- Evaluated the results of the review to determine potential improvements and recommendations over risk management, as well as positive aspects of control;
- Conducted the closing meeting with the project sponsor following completion of the fieldwork to discuss:
 - Findings and potential improvements;
 - Recommendations to improve business process and internal controls; and
 - Management's proposed actions to address the findings identified;
- Issued draft and final report to management which contains audit findings, recommendations and implementation plans as a basis for continual improvement with respect to risk management processes and controls; and
- Presented the final report to management and the Audit Committee.



Appendix C – Personnel Consulted

We would like to take this opportunity to thank the staff at Loddon Shire Council for their co-operation and assistance during the course of our engagement.

NAME	TITLE	TOPIC DISCUSSED
Rod Baker	Audit Committee Chairman	<ul style="list-style-type: none"> • Key strategic risks within the organisation; • Risk management discussions with executive team; • Risk management communication and awareness; and • Potential improvements to risk management policy and procedures.
Gavin Holt	Councillor/Audit Committee member	
Cheryl McKinnon	Mayor	
Sharon Morrison	Director Corporate Services	<ul style="list-style-type: none"> • Risk Management framework, policy and procedures; • Strategic and Operational Risk Registers; • Risk management training; • Risk management communication and awareness; and • Exit meeting.
Carol Canfield	Manager Organisational Development	
Sandra Griffin	OHS, Risk Management and Fire Prevention Officer	
Steve Philips	Acting Chief Executive Officer/Director Operations	<ul style="list-style-type: none"> • Risk management framework; • Risk management training; • Risk management communication and awareness; • Key relevant risks and treatment plans; and • Potential improvements to risk management policy and procedures.
Wendy Gladman	Director Community Wellbeing	
Michelle Hargreaves	Administration Officer Corporate Services	Provided documentations in regard to: <ul style="list-style-type: none"> • AC Charter, RMC Terms of Reference, Executive Team position descriptions; • AC meeting agenda and minutes; • RMC meeting agenda and minutes; • Risk Management Policy; and • Coordinated to organise meetings with key personnel, AC members and Councillors.



Appendix D – Finding Risk Rating Matrix

Findings arising during the course of the internal audit have been rated against the Issue Ratings Matrices below.

RISK RATING MATRIX

		CONSEQUENCE				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
LIKELIHOOD	5 Frequent / almost certain	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	4 Probable / likely	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
	3 Occasional / possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
	2 Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
	1 Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)



EXPLANATORY NOTES TO RISK RATING

RISK RATING	DEFINITION	GUIDANCE	ACTION REQUIRED
Extreme	Issue represents a serious control weakness, which could cause or is causing severe disruption of the process or severe adverse effect on the ability of the process to achieve its objectives.	Material errors and departures from the organisation's policies and procedures. Financial management / accountability / probity concerns. Significant breach of governing legislation and regulations which may result in fines or other penalties.	Requires significant senior management intervention and may require significant mobilisation of resources, including external assistance. Close and on-going monitoring by senior management to resolution is highly recommended. Requires extreme priority to immediate action and a program for prompt resolution. Recommended timeframe for action: Immediate – 3 months.
High	Issue represents a control weakness, which could cause or is causing major disruption of the process or major adverse effect on the ability of the process to achieve its objectives.	Errors and departures from the organisation's policies and procedures. Non-compliance with governing legislation and regulations which may result in fines or other penalties. Collective impact of many medium or low issues.	Requires substantial senior management intervention, On-going resource diversionary potential and may require possible external assistance. Requires high priority to action. Recommended timeframe for action: 3 – 6 months.
Medium	Issue represents a control weakness, which could cause or is causing moderate adverse effect on the ability of the process to achieve its objectives.	Events, operational, business, and financial risks that could expose the organisation to losses that could be marginally material to the organisation. Departures from best practice management procedures and processes.	Requires considerable management intervention and may require possible external assistance. Requires prompt action. Recommended timeframe for action: 6 – 12 months.
Low	Issue represents a minor control weakness, which is minimal but reportable impact on the ability of the process to achieve its objectives.	Events, operational, and business risks that could expose the organisation to losses which are not material due to the low probability of occurrence of the event on the operating capacity, reputation and regulatory compliance. Departures from management procedures and processes; however, appropriate monitoring and governance generally mitigates these risks.	Requires management attention and possible use of external resources. Requires action commensurate with the process objectives. Recommended timeframe for action: Depending on the availability of scarce resources.



Appendix E – Basis and Use of Report

We are engaged by Loddon Shire Council (the client) to provide internal audit services and the scope of our activities is determined by management and reviewed by the Audit Committee. This report has been prepared in accordance with the objectives and procedures agreed in the audit scope document and subject to the following limitations:

- Our procedures were designed to provide limited assurance which recognises that absolute assurance is rarely attainable, due to such factors as the use of judgement in gathering and evaluating evidence and forming conclusions, and the use of selective testing, and because much of the evidence available for review is persuasive rather than conclusive in nature.
- Because of the inherent limitations of any internal control structure, it is possible that errors or irregularities may occur and not be detected. Our procedures were not designed to detect all weaknesses in control procedures as they were not performed continuously throughout a specified period and any tests performed were on a sample basis.
- Any projection of the evaluation of the control procedures to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.
- The matters raised in this report are only those which come to our attention during the course of performing our procedures and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might be made. We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud. Accordingly, management should not rely on our report to identify all weaknesses that may exist in the systems and procedures under examination, or potential instances of non-compliance that may exist.
- Recommendations for improvement should be assessed by management for their full commercial impact, before they are implemented.
- This report is not to be used by any other party for any purpose nor should any other party seek to rely on the opinions, advice or any information contained within this report. In this regard, we recommend that parties seek their own independent advice. HLB Mann Judd disclaims all liability to any party other than the client for which it was prepared in respect of or in consequence of anything done, or omitted to be done, by any party in reliance, whether whole or partial, upon any information contained in this report. Any party, other than the client for which it was prepared, who chooses to rely in any way on the contents of this report, does it so at their own risk.
- The information in this report and in any related oral presentation made by HLB Mann Judd is confidential between HLB Mann Judd and the client for which it was prepared and should not be disclosed, used or duplicated in whole or in part for any purpose except with the prior written consent of HLB Mann Judd. An electronic copy or print of this document is an uncontrolled copy.



DISCLAIMER:

The HLB Mann Judd Australasian Association is an independent network of accounting firms, business and financial advisers with offices throughout Australia and New Zealand. Each member firm is separately owned and managed and has no liability for the acts and omissions of any other member firm. Not all services listed in this publication are provided by all member firms.

Mann Judd firms are part of HLB International, world wide network of independent accounting firms and business advisers.

©2019 HLB Mann Judd Australian Association

hlb.com.au

TOGETHER WE MAKE IT HAPPEN

OFFICIAL



Loddon Shire Council

Audit Strategy Memorandum

For the financial year ending 30 June 2020

DRAFT

OFFICIAL

OFFICIAL

Background

I enclose for your information the audit strategy memorandum (ASM) for the year ending 30 June 2020.

The ASM provides an overview of our planned approach to the annual audit of the financial report of the Loddon Shire Council (Council). This document covers matters we believe to be significant in the context of our work. This ASM will be discussed at the audit committee meeting on 20 February 2020.

Acknowledgement

I also take this opportunity to thank your executive team and staff for the time they made available to us during planning phase of our audit.

Yours sincerely

Kathie Teasdale
Partner
RSD Audit
VAGO Audit Service Provider

Bendigo
14 February 2020

DRAFT

OFFICIAL

OFFICIAL

Contents

Contents	3	Other information	16
Introduction	4	Appendix A. Planned audit approach	17
New for 2019–20	5	Appendix B. Status of prior period reported items	19
Key changes impacting your audit	6		
Planned audit approach	7		
Key risks and areas of audit focus	8		
Materiality	11		
Other audit considerations	12		
Other responsibilities	13		
Audit timetable	14		
Audit fee and key contacts	15		

3

OFFICIAL

OFFICIAL

Introduction

Purpose of the audit strategy memorandum

- This document outlines our planned approach to the audit of Council’s financial report, performance statement and roads to recovery statement for the financial year ending 30 June 2020.
- It is a key document for us to communicate with those charged with governance and management
- This document should be read in conjunction with our engagement letter previously issued.

Scope of the audit

The *Audit Act 1994* requires the Auditor-General to:

- form an opinion on whether your financial report presents fairly in accordance with the *Local Government Act 1989*
- provide a copy of my auditor’s report to the Minister responsible for your financial report and where we provide a modified audit opinion, we must provide a copy to the Assistant Treasurer.

The *Local Government Act 1989* requires the Auditor-General to form an opinion on whether your performance statement presents fairly in accordance with Part 6 of the *Local Government Act 1989*.

The *National Land Transport Act 2014* requires the Auditor-General to form an opinion on whether, both the total expenditure and council’s own source expenditure for the construction and maintenance of roads reported in the roads to recovery statement is based on and is in agreement with proper accounts and records.

Independence

The Auditor-General is:

- an independent officer of the Victorian Parliament
- appointed under legislation to examine, on behalf of Parliament and taxpayers, the management of resources within the public sector
- not subject to the control or direction by either Parliament or the government.



4

OFFICIAL

OFFICIAL

New for 2019–20



AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities

These standards set out new requirements for revenue recognition.

AASB 15 establishes a five-step model to account for revenue arising from a contract that contains a performance obligation for an entity to transfer goods or services. Revenue is only recognised when the performance obligation has been satisfied. Entities will allocate a transaction price and recognise revenue according to when the related performance obligation is satisfied. The standard contains specific guidance on application for the not-for-profit sector.

AASB 1058 establishes the accounting requirements for recognising income for government grants and other types of contributions, such as income from the receipt of volunteer services.

Initial assessment undertaken by management have noted this standard is not expected to significantly impact on Council.

Refer to risk 2 in our **Key risks and areas of audit focus** section.



AASB 16 Leases (replaces AASB 117 Leases)

AASB 16 fundamentally changes lease accounting.

Lessees will be required to account for most leases on their balance sheet, recording a 'right-of-use' asset and a corresponding lease liability. Previously, only finance leases were recognised on balance sheet. Lessees are also required to recognise the interest expense on the lease liability and depreciation expense on the 'right-of-use' asset.

These requirements are not applicable to leases shorter than 12 months in term and/or leases where the underlying asset value is considered low value (broadly the public sector is applying a \$10,000 threshold).

Lessor accounting will be largely unchanged.

Initial assessment undertaken by management have noted this standard is not expected to significantly impact on Council.

Refer to risk 2 in our **Key risks and areas of audit focus** section.

5

OFFICIAL

OFFICIAL

Key changes impacting your audit

Sector specific changes:

Key changes to the legislation and regulations

The proposed *Local Government Bill 2019* builds on the reforms presented in the previous proposed *Local Government Bill 2018*, which lapsed in parliament before the November 2018 election. The proposed Bill aims to deliver on the Victorian Government's commitment to create a new Local Government Act and introduce a modern framework to support Victoria's councils and their communities.

The proposed *Local Government Bill 2019* may impact on the audit, when it passes through Parliament.


DRAFT

6

OFFICIAL

OFFICIAL


Planned audit approach



Understand your entity and its environment, to:


- set materiality
- identify material transactions, balances, disclosures and significant events
- identify and assess risks of material misstatement and the controls in place to mitigate these risks
- develop our audit strategy, including scope, timing and direction of the audit—refer to **Appendix A** for the details of our planned approach.

Risk identification and assessment



- Choosing and executing appropriate procedures to obtain audit evidence, including the use of data analytics, where appropriate.

Risk response



- Provide observations and recommendations for improvements of internal controls we identify during our audit through our interim and final management letters.
- Inform you of any significant findings that are not controls related (other financial reporting matters) through our closing report.
- Issue an audit opinion.

Reporting

7

OFFICIAL

OFFICIAL

Key risks and areas of audit focus

Financial statements

We identified that the following financial statement balances, disclosures and areas pose a higher risk of material misstatement to your financial report. We will focus particular audit attention to these areas. In addition, we will perform procedures to obtain sufficient appropriate audit evidence on other material classes of transactions, balances and disclosures in your financial report in order to obtain assurance that they are fairly presented.

Risk	Key risk of material misstatement	New this financial year	Why we think it is of higher risk	Our proposed audit response	Significant judgements
1	Valuation of infrastructure, property, plant and equipment	No	<p>Property, infrastructure, plant and equipment represents a significant part of Council's total assets (\$353m in the 2018–19 financial year), with the majority of these assets carried at fair value.</p> <p>Determining the fair value of these assets is a highly complex process that relies on numerous assumptions underpinning the valuation methodology, the engagement of valuation experts and the use of management's judgement.</p> <p>Land and Buildings are scheduled for full revaluation, while remaining assets will be subject to indexation in 2019–20.</p> <p>The financial report may include a material misstatement if the valuation is not performed in line with a suitable methodology, by unqualified experts or is based on inappropriate assumptions and judgements.</p> <p>Valuations may be inaccurate due to the judgement and complexities associated with applying AASB 13 <i>Fair Value Measurement</i>. Disclosures may be incorrect or insufficient</p>	<p>We will:</p> <ul style="list-style-type: none"> review the nature and extent of management's oversight and review of the fair value measurement by valuation experts review the valuer's report to evaluate the appropriateness of the methodology adopted, assumptions and estimates used and the overall reasonableness of the valuation assess the valuer's competence, skills and experience to conduct an appropriate valuation review any indexation calculations prepared by management review management's impairment assessments review the journals posted by management to support the figures within the financial statements. 	Yes

8

OFFICIAL

OFFICIAL

Risk	Key risk of material misstatement	New this financial year	Why we think it is of higher risk	Our proposed audit response	Significant judgements
2	New accounting standards applicable in 2019–20	Yes	<p>A number of new accounting standards will impact Council’s financial report for the first time, in 2019–20.</p> <p>These standards include:</p> <ul style="list-style-type: none"> • AASB 15 <i>Revenue from Contracts with Customers</i> • AASB 1058 <i>Income for Not-for-profit Entities</i> • AASB 16 <i>Leases</i>. <p>Council may not be adequately prepared to make changes to their systems, processes and resources to address the accounting and disclosure requirements of the new accounting standards.</p>	<p>We will:</p> <ul style="list-style-type: none"> • gain an understanding of Council’s process to assess and record the impact of the new accounting standards • review ‘shell’ accounts and the financial report against the Local Government Model Financial Report, the requirements of the Australian Accounting Standards and the <i>Local Government (Planning and Reporting) Regulations 2014</i> • review management’s estimates, judgements and assumptions • review the journals posted by management to support the figures within the financial statements. 	Yes
3	Landfill rehabilitation provisions	No	<p>The provision for landfill restoration assessment is complex and involve estimates of future costs, remaining useful life, present value calculations, and the assessment of current vs non-current liabilities. Furthermore, there are ever changing EPA guidelines on rehabilitation. These factors increase the risk of a material misstatement.</p>	<p>We will review managements landfill rehabilitation provision calculations, ensuring consideration of appropriate capping and aftercare management costs in accordance with best practice and relevant guidelines. We will also review CAPEX plans for consistency.</p>	Yes

OFFICIAL

OFFICIAL

Performance statements

We have identified that the following risk to Council's performance statement. We will focus particular audit attention to these areas.

Risk	Key risk of material misstatement	New this financial year	Why we think it is of higher risk	Our proposed audit response
1	The performance statement may not be prepared in accordance with applicable legislative requirements.	No	<p>There is a potential risk that:</p> <ul style="list-style-type: none"> • systems in place at Council may not accurately capture the data required to support service performance outcomes • incomplete and/or inaccurate data due to inadequate systems may result in material misstatement of the performance statement • a lack of quality assurance over the preparation of performance statement may also result in significant errors or omissions. 	<p>We will:</p> <ul style="list-style-type: none"> • review the systems in place to capture the financial and non-financial data • determine the reliability and completeness of the available records for compiling that indicator • check the calculations of reported figures • assess the reasonableness of explanations included in the report of significant variations • confirm that the performance statement complies with legislative requirements.

DRAFT

OFFICIAL

OFFICIAL

Materiality

We use our professional judgement to decide what is material by considering qualitative and quantitative factors.

We use materiality to make judgements about the:

- balances and disclosures that require detailed audit attention
- amount of audit work we perform
- effect of misstatements.

We start with an **overall materiality** for the financial report. Our view is that uncorrected errors above this amount, either individually or in aggregate, would mislead the users of the financial report.

For your entity, we have determined that there are particular statements, account balances or disclosures for which misstatements of lesser amounts than overall materiality could reasonably be expected to mislead the users of the financial report. Consequently, a **specific materiality** threshold has been set for these.

For our audit we use amounts less than overall and specific materiality, to reduce the probability that the aggregate of uncorrected and undetected misstatements exceeds overall and specific materiality. We call this **'performance materiality'**. We will need you to correct any errors above performance materiality before we issue our opinion.

We will not need you to correct any errors that are **clearly trivial** -an amount below which we judge that misstatements are of no quantitative consequence. If we identify such misstatements, we will not communicate these to you.

We will reassess materiality before providing our audit opinion.

Our planning materiality levels are shown in the table.

Description	Benchmark	Amount (\$)
Overall materiality	4% of Infrastructure, Property, Plant & Equipment	\$14 million
Performance materiality	85% of overall materiality	\$11.9 million
Clearly trivial threshold	2% of overall materiality	\$280k
Specific materiality , set for all account balances other than PIPE assets	4% of total expenditure	\$1.45 million
Specific performance materiality	85% of specific materiality	\$1.23 million
Specific clearly trivial threshold	2% of specific materiality	\$29k

For performance statements, we set materiality for each individual indicator reported after considering qualitative and quantitative factors influencing that particular indicator. The nature of performance statements means that an overall materiality level for the statement cannot be communicated.

OFFICIAL

OFFICIAL

Other audit considerations

The following factors are also key to our audit approach and will be used at various stages of the audit process.

<p>Using the work of internal audit</p>	<p>To deliver the most efficient audit, we consider any relevant internal audit ('IA') work performed.</p> <p>Given the nature of the internal audit program and our initial assessment of the work performed, while we review the findings of the Internal Auditor and consider the impact on our own audit scope, we do not intend to place reliance on the work of internal audit. Informing this view, we considered the following matters:</p> <ul style="list-style-type: none"> • emphasis on operational risks rather than financial risks • coverage and sample sizes • timeliness of audit work. <p>We have noted the following internal audits planned that may affect our audit risk assessment for the 2020 financial year:</p> <ul style="list-style-type: none"> • Risk Management • Cash Handling • Management of Cyber Risk • Swimming Pool Management
<p>Use of specialists / experts</p>	<p>You have relied on the work of experts to assist with the fair value estimate of property, plant and equipment. We will assess the work of the expert (including their competence and capabilities) to determine whether or not we can place reliance on their report.</p>

OFFICIAL

OFFICIAL

Other responsibilities

Refer to our engagement letter for a complete list of responsibilities.

Internal control

Management is responsible for maintaining suitable accounting records and designing and operating internal controls that prevent and detect fraud and error.

The control environment is an integral part of the governance framework. It represents management's commitment to establishing and executing well-controlled business operations. Our ability to rely on systems of control is directly related to how effective we assess they are.

Our preliminary assessment of your control environment is that it supports our reliance on your internal systems of controls.

We will promptly write to those charged with governance on significant internal control deficiencies that come to our attention during the audit.

Refer to **Appendix B** for the table listing of an update on the management letter points raised in the prior years.

Fraud

During our audit we ask those charged with governance, management, and others to identify any known instances of fraud. We also make enquiries to understand where you consider fraud risks are and if you have any knowledge of actual or suspected fraud. This includes considering the risk of management override of controls. Our audit is not designed to detect fraud. However, should instances of fraud come to our attention, we will report them to you.

Suspected corrupt conduct

The *Audit Act 1994* requires us to notify the Independent Broad-based Anti-corruption Commission (IBAC) where we become aware of any matter in the course of our audit that we reasonably suspect involves corrupt conduct occurring or having occurred. If we need to notify IBAC, this will override the existing confidentiality provisions in the *Audit Act 1994*.

Waste, probity and financial prudence

If we become aware of any wastage of public resources or any lack of probity and financial prudence in the management or application of public resources, we will report it to management and/or Parliament via our reports.

13

OFFICIAL

OFFICIAL

Audit timetable

Milestone	Date	Responsibility
Draft audit strategy discussed at Audit Committee meeting	20 February 2020	LSC and RSD
Final Audit strategy issued	Mid-March 2020	RSD
Interim audit visit	4 May 2020	LSC and RSD
Interim management letter issued	26 March 2020	RSD
Interim management letter discussed at the Audit Committee	14 May 2020	RSD
Hard close / early verification work	May /June 2020	LSC and RSD
Shell financial report and performance statement provided to audit	May 2020*	LSC
Shell financial report and performance statement reviewed and feedback provided	May 2020*	RSD
Draft financial report and performance statement submitted to audit after being subjected to internal quality assurance	3 August 2020	LSC
Final audit visit	28 August 2020	LSC and RSD
Closing meeting with auditors	1 September 2020	LSC and RSD
Closing report discussed at Audit Committee meeting	Mid-September 2020	LSC and RSD
Financial report and performance statement adopted and signed by Council	Mid-September 2020	LSC
Independent Auditor's Report signed	Mid-September 2020	VAGO
Annual report printers proof provided to audit for review	October 2020	LSC
Final management letter issued	31 October 2020	RSD

**Dates to be confirmed with management*

OFFICIAL

OFFICIAL

Audit fee and key contacts

Fees

- The estimated audit fee will be advised in a separate letter.
- Fees are based on our planned audit approach and will be billed progressively based on work complete.
- Fees are subject to change if the scope, volume and complexity of the audit changes.
- Fees may change if agreed milestones are not met or there is limited availability of key staff to assist the audit process.

Key contacts

Signing officer
Sanchu Chummar
Acting Sector Director, Local Government
Sanchu.Chummar@audit.vic.gov.au
(03) 8601 1636 | 0472 838 905

Engagement leader
Kathie Teasdale
Engagement Partner
kathiet@rsdaudit.com.au
(03) 4435 3550

Team Leader
Mahesh Silva
Engagement Manager
maheshs@rsdaudit.com.au
(03) 4435 3550

OFFICIAL

OFFICIAL

Other information



Results of Financial Audits

VAGO will table reports summarising the results of the 2019–20 financial audits, including: *Auditor-General's Report on the Annual Financial Report of the State of Victoria: 2019–20* (covering all sectors other than Local Government); *Results of 2019–20 Audits: Local Government* and *Results of 2019–20 Audits: Technical and Further Education Institutes and Universities*.



Performance Audits

A list of performance audits in progress are on [our website](#)

Details of planned performance audits are in our [Annual Plan](#)



Key VAGO links and resources

[Financial Audit Process](#)

[Annual Plan](#)

[Reports and Publications](#)

[Audits in Progress](#)

[Corporate Information](#)

[Information privacy](#)

[Complaints about VAGO](#)

16

OFFICIAL

OFFICIAL

Appendix A. Planned audit approach

Material component	FY19 Result (\$'000)	Inherent risk assessment (H/M/L)	Controls reliance (Yes/No)	Planned reliance on substantive procedures (H/M/L)
Income				
Rates and Charges	10,751	M	Yes	L
User fees	1,676	M	No	M
Government Grants – operating & capital	31,118	L	No	L
Reimbursements & Subsidies	972	M	No	M
Expenditure				
Employee Benefits	11,293	M	Yes	L
Materials and Services	23,158	L	Yes	L
Depreciation and Amortisation	9,473	L	No	L

OFFICIAL




OFFICIAL

Material component	FY19 Result (\$'000)	Inherent risk assessment (H/M/L)	Controls reliance (Yes/No)	Planned reliance on substantive procedures (H/M/L)
Assets				
Cash & Cash Equivalents	2,183	M	Yes	L
Receivables	2,499	M	Yes	L
Other Financial Assets	23,710	L	No	L
Infrastructure, Property, Plant & Equipment	353,733	H	No	H
Intangible Assets	2,702	M	No	M
Liabilities				
Payables	1,174	L	Yes	L
Provisions	4,209	M	Yes	L
Equity	361,675	L	No	L
Notes to the accounts				
Related Parties and Key Management Remuneration		L	No	L
Commitments and Contingencies		L	No	L
Financial Instrument Risk		L	No	L

OFFICIAL

OFFICIAL

Appendix B. Status of prior period reported items

Prior period reference	Finding	Risk rating	Management's agreed completion date	Status as at February 2020	Description
2019.1	Employee Masterfile Changes Report	Medium	31 October 2019		Management is in the process of investigating with software provider to see if there is a report available to track Masterfile changes. RSD will review progress during our interim visit.
2019.2	Review of General Journals	Low	31 October 2019		Per discussions with management it was noted process changes have been implemented for monthly reviews to be undertaken. RSD will review the controls during the interim visit.
2019.3	Appropriate Use of Purchase Orders	Medium	31 October 2019		Management noted an investigation into electronic purchase orders is underway with a consultant appointed to deliver the customised module which is to be going live by the 1 July 2020. Additional items that have been included in the process include terms and conditions of purchase and strengthening the overall procurement and compliant supplier process. RSD will review this process when implemented to ensure issue has been addressed appropriately.

OFFICIAL

OFFICIAL

Prior period reference	Finding	Risk rating	Management's agreed completion date	Status as at February 2020	Description
2019.4	Key Policies & Documents Overdue for Review	Low	30 September 2019		<p>Per discussion with management it was noted following actions have been taken:</p> <ol style="list-style-type: none"> 1. Anti-Fraud & Corruption Policy – adopted 25 June 2019 2. Protected Disclosure Procedure – adopted 12 June 2019 3. Business Continuity Plan – yet to be updated 4. Disaster Recovery Plan – adopted 30 September 2019 5. Risk Management Policy & Framework – adopted 26 February 2019 <p>RSD will review these policies during the interim audit visit.</p>
2019.5	Missing Key ICT Policies	Low	31 December 2019		<p>Per discussion with management, it was noted management is in the process of actioning proposed recommendations.</p> <p>RSD will review this upon appropriate actions have been taken to address the matter.</p>
2019.6	Provision for doubtful debts	Low	31 December 2019		<p>Management noted required process changes have been made as per the recommendations.</p> <p>RSD will review this during the year end audit visit.</p>

OFFICIAL

OFFICIAL

Prior period reference	Finding	Risk rating	Management's agreed completion date	Status as at February 2020	Description
2016.1	Ability to Deliver Capital Works	Medium	2019		Per discussion with management, it was noted delivery of capital work projects are underway with project management staff working through the backlog. RSD will review this during the interim visit.
Key					
	Completed or due date not yet reached, and action being undertaken				
	Past due date but action being undertaken /or action needs to be confirmed by VAGO/ ASP/ Audit				
	Open (as per representations from management) and overdue				

DRAFT

OFFICIAL



Audit Committee – 20/02/2020

2019 Annual Report

Introduction

This report is provided to Council in accordance with Clause 5.4(e) of the Audit Committee Charter.

Committee

Committee membership

During the year the Committee consisted of:

Name	Full term	Notes
Mr Ken Belfrage	1 May 2015 to 30 April 2019	Chair 28 May 2012 to 29 February 2019 (consecutive terms); term ended 30 April 2019
Mr Rod Baker	1 May 2016 to 30 April 2020	
Mr Alan Darbyshire	1 May 2017 to 30 April 2021	
Mr Rod Poxon	1 May 2018 to 30 April 2022	
Mr Jarrah O'Shea	1 May 2019 to 30 April 2023	

On 14 February 2019 Mr Ken Belfrage was nominated as Chair of the Committee; Council endorsed that nomination and appointed Mr Belfrage at the Ordinary Meeting of Council held on 26 February 2019. Mr Ken Belfrage's term expired 30 April 2019 and Mr Jarrah O'Shea was appointed to the Audit Committee.

On 23 May 2019 Mr Rod Baker was nominated as Chair of the Committee; Council endorsed that nomination and appointed Mr Baker as Chair of the Committee at the Ordinary Meeting of Council on 28 May 2019.

Committee attendances

There were four meetings held throughout the year. The following table indicates the number of attendances by each Committee member.

	February 2019	May 2019	August 2019	November 2019 (rescheduled to 5 December)	Total
Mr Rod Poxon	Yes	Yes	Yes	Yes	4 out of 4
Mr Ken Belfrage	Yes				1 out of 1
Mr Rod Baker	Yes	Yes	Yes	Yes	4 out of 4
Mr Alan Darbyshire	Yes	Yes	Yes	Yes	4 out of 4
Councillor	Yes - Gavan Holt	Yes – Gavan Holt	Yes – Gavan Holt	Yes - Neil Beattie	4 out of 4
Mr Jarrah O'Shea		Yes	Yes	Yes	3 out of 3
Total Members Attending	5	5	5	5	

Audit Program

In August 2019 the Audit Committee considered the draft Strategic Internal Audit Plan 2019-2023.

The Committee agreed that audit reviews for the 2019/20 period should be:

- Councillor Expenses
- Risk Management Framework
- Cash Handling
- Management of Cyber Risk
- Swimming Pool Management
- Follow-up on status of management actions to address internal audit recommendations from agreed reports.

Internal audit reports

During 2019, the Committee received audit reports for reviews in relation to:

- Service Planning
- HR management and payroll
- Data interrogation
- Follow-up report for discussion with the Audit Committee and internal auditor

External audit management letter

The external audit strategy for the year ended 30 June 2019 was presented to the Committee at the May meeting.

The financial statements were presented to the Committee at the August 2019 meeting.

The end of financial year management letter was presented to the Committee at the December 2019 meeting.

Outstanding Actions

The following table represents the progress status as at 31 December 2019 for recommendations contained in the audit reports:

Audit No.	Audit Title	No. of Recommendations Outstanding	Recommendations Complete	Recommendations Not Complete
GOV 1810	Waste Management Planning (reviewed by Audit Committee November 2018)	11	6	5
GOV 1903	Service Planning (reviewed by Audit Committee February 2019)	3	0	3
GOV 1908	Data Interrogation (reviewed by Audit Committee May 2019)	23	23	0
GOV 1905	HR Management and Payroll (reviewed by Audit Committee August 2019)	11	7	4
GOV 1909	Councillor Expenses (reviewed by Audit Committee December 2019)	5	0	5
GOV 1906	Follow-up of Agreed Actions from Prior Year Internal Audit Reports (reviewed by Audit Committee December 2019) including:	3	1	2
	• Purchase and Issue of Stores (reviewed by Audit Committee August 2016)			
	• Accounts Payable (reviewed by Audit Committee October 2016)	1	0	1
	• Privacy Responsibilities (reviewed by Audit Committee February 2017)	7	4	3

Page 2 of 3

Audit No.	Audit Title	No. of Recommendations Outstanding	Recommendations Complete	Recommendations Not Complete
	• Salary Oncost Rate, Project Costing and Budgeting (reviewed by Audit Committee March 2017)	1	1	0
	• Follow up areas from May 2017 follow up areas	10	2	8
	• OHS (reviewed by Audit Committee October 2017)	7	3	4
	• Records Management (reviewed by Audit Committee December 2017)	6	1	5
	• Whole of Life Costing (reviewed by Audit Committee May 2018)	1	0	1
	Total as at 31 December 2019	89	48 (54%)	41 (46%)
	Total as at 31 December 2018	80	30 (31%)	68 (69%)
	Total as at 31 December 2017	251	133	118

Governance Activities

Meeting under Clause 5.3(e) of the Charter

Under Clause 5.3(e) of the Charter, the Committee may choose to hold a meeting without officers present. That meeting was held in December, when the Committee met with Council's external auditor, Kathie Teasdale of RSD Audit and the internal auditor, Mark Holloway of HLB Mann Judd.

Audit Committee Survey

The Committee undertook a performance survey during the year and the results were presented for discussion and recommendation at the May 2019 Committee meeting.

The outcomes were very positive with 93% of responses in the "satisfactory" category, and only 7% in the "unsatisfactory" or "unsure" category.

The unsatisfactory/unsure responses were addressed with changes to the Audit Committee Charter regarding councillor representation and internal auditor appointment.

Audit Committee Charter

The Committee Charter was assessed at the February 2019 meeting and the May 2019 meeting and the Committee suggested:

- Inclusion of provision relating to attendance remotely
- Inclusion of provisions relating to the involvement to the Audit Committee in the appointment of the internal auditors including tenure of the Internal Auditor

Presentations by Council Officers

The Committee indicated that they would like regular presentations by Council officers in order to learn more about Council's business and to hear from the people managing the various function of Council. During 2019 the Committee was addressed by:

Meeting	Council officer	Topic
February 2019	Manager Works	Overview of Department
May 2019	Deferred	
August 2019	Deferred	
December 2019	Director Corporate Services	Overview of Department

LODDON SHIRE COUNCIL

AUDIT AND RISK COMMITTEE CHARTER



DOCUMENT INFORMATION

Comment [SM1] CHANGE FONT

DOCUMENT TYPE: Strategic document
DOCUMENT STATUS: Draft
POLICY OWNER POSITION: Director Corporate Services
INTERNAL COMMITTEE: ~~Audit Committee~~ Audit and Risk Committee
ENDORSEMENT:
APPROVED BY: Council
DATE ADOPTED: ~~25/6/2019~~ TBA
VERSION NUMBER: 8
REVIEW DATE:
DATE RESCINDED:
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:
RELATED LEGISLATION: Local Government Act 1989
EVIDENCE OF APPROVAL:

Signed by Chief Executive Officer

FILE LOCATION:

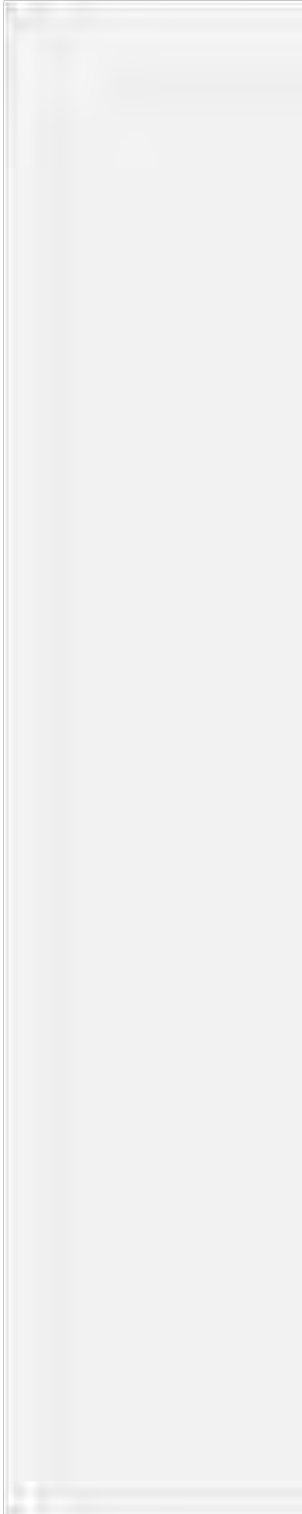
Strategic documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire Internet to ensure that the version you are using is up to date.
This document is available in alternative formats (e.g. larger font) if requested.

ACKNOWLEDGEMENT OF COUNTRY

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

CONTENTS

1	PURPOSE	1
2	BUDGET IMPLICATIONS	1
3	RISK ANALYSIS	1
4	OBJECTIVES OF THE COMMITTEE	1
5	TERMS OF REFERENCE	1
	5.1 General.....	1
	5.2 Membership.....	32
	5.3 Meetings.....	43
	5.4 Reporting.....	43
	5.5 Duties and responsibilities	54
	5.6 Induction of new members.....	65
	5.7 Rights to obtain information.....	75
	5.8 Performance monitoring.....	76
	5.9 Dispute resolution.....	76
	5.10 Insurance.....	86
6	TERMS OF APPOINTMENT	86
	6.1 Chair.....	86
	6.2 Committee members	87
	6.3 Council/for representative	87
7	APPROVAL	87
8	REVIEW	87
	Appendix 1: Agenda Format.....	1
	Appendix 2: Terms Of Appointment.....	2
	6.1 Chair.....	2
	6.2 Committee members.....	2
	6.3 Council representative	2
	APPROVAL	2



1 PURPOSE

The purpose of this charter is to outline ~~the scope, roles and responsibilities~~ functions and responsibilities of Council's Audit and Risk Committee.

2 BUDGET IMPLICATIONS

This document has no direct budget implications.

3 RISK ANALYSIS

The Audit and Risk Committee has a responsibility to oversee Council's risk management function, and the audit program is a risk based program. It is a requirement of Section 139 of the Local Government Act 1989 that Council establish an ~~audit committee~~ Audit and Risk Committee.

4 OBJECTIVES OF THE COMMITTEE

The Audit and Risk Committee is an independent advisory Committee to Council. The primary ~~functions and responsibilities~~ objective of the Audit and Risk Committee is to ~~assist Council in the effective conduct of its responsibilities for:~~

- ~~the enhancement of the credibility and objectivity of internal and external financial reporting~~
- ~~effective management of financial and other risks and the protection of Council assets~~
- ~~compliance with laws and regulations as well as use of best practice guidelines~~
- ~~the effectiveness of the internal audit function~~
- ~~the provision of an effective means of communication between the external auditor, internal audit, management and the Council~~
- ~~facilitating the organisation's ethical development~~
- ~~maintaining a reliable system of internal controls.~~

(a) monitor the compliance of Council policies and procedures with—

- (i) the overarching governance principles; and
- (ii) this Act and the regulations and any Ministerial directions;

(b) monitor Council financial and performance reporting;

(c) monitor and provide advice on risk management and fraud prevention systems and controls;

(d) oversee internal and external audit functions

5 TERMS OF REFERENCE

5.1 General

- (a) The ~~Audit committee~~ Audit and Risk Committee is a formally appointed advisory committee of the Council and is responsible to that body. The ~~Audit Committee~~ Audit and Risk Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The ~~Audit Committee~~ Audit and Risk Committee does not have any management functions and is therefore independent of management.

Formatted: Normal, Space Before: 0 pt, Line spacing: single, No bullets or numbering

Formatted: Tab stops: 2 cm, Left + Not at 5.93 cm

Formatted: Normal, Space Before: 0 pt, Line spacing: single, No bullets or numbering, Tab stops: 0 cm, Left

- (b) The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to facilitate decision making by Council in relation to the discharge of its responsibilities.
- (c) Meetings of the ~~Audit Committee~~ Audit and Risk Committee shall not be open to the public due to the sensitive nature of information discussed.
- (d) Council shall provide secretarial and administrative support to the Committee.

5.2 Membership

- (a) The ~~Audit Committee~~Audit and Risk Committee will comprise of five members – one substantive Councillor appointment (and one alternate Councillor in the event that the substantive Councillor's absence or inability to attend) and four external independent persons. Council's Chief Executive Officer and Director Corporate Services will attend the meeting in an advisory capacity.
- (b) External independent persons will have ~~expertise in senior business, governance or financial management and risk; and experience in public sector management and will not include any person who is a member of Council staff of the Council. Reporting knowledge and experience, demonstrated commitment to local communities or be conversant with the financial and other reporting requirements.~~
- The Mayor and Chief Executive Officer taking account of the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills will undertake the evaluation of potential members, and a recommendation for appointment taken to Council. Council's External Financial Auditor and the Chair of the Audit and Risk Committee will be approached to advise the committee where appropriate.
- (c) Members will be provided the opportunity to attend technical and professional development courses as appropriate.
- (d) Appointments of external independent persons shall be made by Council by way of public advertisement and be for a term of four years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives. A sitting member is able to reapply and be appointed for subsequent terms.
- (e) If the Council proposes to remove a member of the Committee, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a Council meeting which is open to the public. If that member so requests.
- (f) Remuneration will be paid to each independent member of the Committee. The fee will be reviewed and set by the Council on an annual basis in line with setting the annual budget.
- (g) At the first ~~Audit Committee~~Audit and Risk Committee meeting each calendar year an election of Chair from the external members of the committee will be held.
- At the first Council Meeting following the election, the Chair will be appointed by Council on advice of the committee.
- The term of the new Chair will commence at the conclusion of the current Chair's term, and will be ~~for a period of 12 months until the date of the February Council Meeting.~~
- In the absence of the appointed Chair from a meeting, the meeting will appoint an acting Chair from the external members present.
- (h) A quorum shall be a majority of the Committee membership.
- (i) The internal auditor (whether a member of staff or contractor), Chief Executive Officer and Director Corporate Services should attend all meetings wherever possible, except when the Committee chooses to meet in camera. Other members of Council or Council staff may be invited to attend at the discretion of the Committee to advise and provide information when required.
- (j) Guests may be invited from time to time as appropriate. An invited guest will not have decision voting powers.

- (k) Representatives of the external auditor should be invited to attend at the discretion of the Committee but **must** attend meetings considering the draft annual financial report and results of the external audit.
- (l) When an extraordinary vacancy occurs, the replacement member will complete the term of the committee member which he/she has replaced. In the situation where the remaining term is less than 12 months, the Committee can apply to Council for leave to extend the term. If the term is for a period less than 12 months there is no requirement to advertise the vacancy.

5.3 Meetings

- (a) The Committee shall meet at least quarterly.
- (b) All ~~Audit Committee~~ **Audit and Risk Committee** members are expected to attend each meeting. Arrangements can be made to attend by teleconference or video conference in exceptional or extenuating circumstances.
- (c) A schedule of meetings will be developed and agreed to by the members. As an indicative guide, meetings would be arranged to coincide with relevant Council reporting deadlines, and in August to coincide with the finalisation of the financial statements and the draft annual report.
- (d) Additional meetings shall be convened at the discretion of the Chair or at the written request of any member of the Committee, internal or external auditor.
- (e) Management including the Chief Executive Officer may be asked to leave meetings at any time. In addition, the agenda for each meeting shall include general business for Councillors and external independent persons to raise other matters.
- (f) At the committee's discretion, significant time will be set aside with non-officer members of the committee for the purpose of open discussion with the internal and/or external auditors.
- (g) At any other time the Committee, without management present, may decide to meet separately with the internal and external auditor to discuss issues of mutual interest.
- (h) An agenda will be issued one week before each meeting and will include relevant supporting documentation. The format of the agenda will be as set out in Appendix 1.
- (i) Minutes will be taken by an appointed Secretary and signed by the Chair.

5.4—Reporting

~~The Audit Committee shall after every meeting forward the minutes of that meeting to the next ordinary meeting of the Council, including a report explaining any specific recommendations, formal resolutions, and key outcomes.~~

~~The committee will also provide Council with:~~

- ~~(a) Information about the audit process and the results of internal and external audits~~
- ~~(b) An annual review of the Committee's charter and its achievement of the charter~~
- ~~(c) Other matters the Committee believes need to be reported to the Council~~
- ~~(d) Any recommendations requiring Council action and/or approval~~
- ~~(e) The Committee shall report annually to the Council summarising the activities of the Committee during the previous financial year.~~

5.55.4 Duties and responsibilities

The following are the duties and responsibilities of the Audit Committee Audit and Risk Committee in pursuing its Charter must:

- a) Adopt an annual work program (s54(3))
- b) Undertake an annual assessment of its performance against the Audit and Risk Committee Charter; and
- c) Provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council meeting (s54(4)).
- d) Prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and
- e) Provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting (s54(5)).

Activities may include the following:

Internal audit

- (i) Discuss with Council the appropriate method for the provision of the internal audit function.
- (ii) The Chair will be consulted during the evaluation of any tender to appoint an Internal Auditor. The Audit Committee Audit and Risk Committee, following the tender evaluation, will receive a confidential briefing on the recommendation arising from the tender evaluation and provide advice regarding the recommendation to the Council, and if applicable, to the Council officer holding the financial delegation to award the Contract.
- (iii) To review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
 - Internal controls over significant areas or risk, including non-financial management control systems
 - Internal controls over revenue, expenditure, assets and liability processes
 - the efficiency, effectiveness and economy of significant Council programs
 - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- (iv) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
- (v) Review the level of resources allocated to internal audit and the scope of its authority.
- (vi) Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.

Internal controls

- (vii) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- (viii) Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference. Review management's response to, and actions taken as a result of the issue raised.

Risk management

- (ix) Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
- (x) Monitor ethical standards and related party transactions by determining whether the systems of control are adequate.

Page 5 of 8

Formatted: List Paragraph, Numbered
 Level: 1 + Numbering Style: a, b, c,
 ... + Start at: 1 + Alignment: Left +
 Aligned at: 0.63 cm + Indent at: 1.27
 cm

- (xi) Receive from management reports on all suspected and actual frauds, thefts and breaches of the law.
- (xii) Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate. Where appointed oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation in accordance with Council's fraud policy.
- (xiii) Monitor the progress of any major lawsuits facing the Council.
- (xiv) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that is within the parameters of the Committee's terms of reference.

Financial Report

- (xv) Review Council's draft annual financial report, focusing on:
 - accounting policies and practices
 - changes to accounting policies and practices
 - the process used in making significant accounting estimates
 - explanations for significant adjustments to the financial report (if any) arising from the audit process
 - compliance with accounting standards and other reporting requirements
 - significant variances from prior years.
- (xvi) Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.
- (xvii) Review issues relating to financial reporting by Council business units and comparative performance indicators.

External audit

- (xviii) Discuss with the external auditor the scope of the audit and the planning of the audit.
- (xix) Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.

The ~~Audit Committee~~ ~~Audit and Risk Committee~~, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.

Formatted: Highlight

5.65.5 Induction of new members

An adequate induction package will be provided for new members, including a copy of the Charter.

Insofar as they have not received and/or retained the following information as Councillors ~~or as an existing Member~~, the new member will be provided with information, and where required a briefing, in the following areas:

- business operations
- the local government sector
- financial performance
- risk management program
- corporate governance
- internal control system and current internal audit program
- register of outstanding audit recommendations
- legal and regulatory requirements
- accounting policies and procedures
- details of any unusual transactions, events or issues

Page 6 of 8

- material previously provided to members relating to matters still before the Committee. New members will meet with key management and internal and external auditors as soon as practical.

5.75.6 Rights to obtain information

- Should the Committee wish to obtain information from any employee and any relevant external party it will do so by requesting such information from the Chief Executive Officer or Director Corporate Services through the Chair.
- The Committee will have right of access to the Chief Executive Officer at any time, through the Chair in the first instance; and
- The Committee may recommend to the Council the instigation of special investigations.

5.8 ~~Performance monitoring~~

~~The Committee will assess its performance as a Committee annually, which will include completion of a survey. The Chair will arrange assessment of the Committee with all members present to consider the following types of matters:~~

- ~~• Has the Committee taken action on each of its responsibilities in the past year?~~
- ~~• Has the action taken been effective?~~
- ~~• Has the Committee achieved all elements of its charter? _____~~
- ~~• Are there functions to which more time or effort should have been devoted?~~
- ~~• Does the Committee receive from management:~~
 - ~~(a) Adequate information about Council's performance of its statutory functions?~~
 - ~~(b) All the information it needs to allow it to discharge its function effectively and efficiently?~~
- ~~• Can Committee agendas be improved:~~
 - ~~(a) By including additional matters on a regular basis?~~
 - ~~(b) By considering matters less frequently?~~
 - ~~(c) By changing the order in which items are considered?~~
 - ~~(d) In any other way?~~
- ~~• Can the conduct of meetings be improved?~~
- ~~• Can papers for meetings be improved:~~
 - ~~(a) By providing additional information in any area?~~
 - ~~(b) Being shorter or more detailed?~~
 - ~~(c) In any other way?~~
- ~~• Should there be more oral briefings from Council officers?~~
- ~~• Can oral briefings received from Council officers be improved?~~
- ~~• Can meeting arrangements be improved:~~
 - ~~(a) By holding longer or shorter meetings?~~
 - ~~(b) By holding meetings at different times?~~
 - ~~(c) By inviting visitors?~~
 - ~~(d) In any other way?~~
- ~~• Are there other ways in which the Committee could increase its effectiveness?~~

5.95.7 Dispute resolution

~~In situations where a dispute arises between any member of the Audit Committee, Audit and Risk Committee and officers of Council, the Chair of the Audit Committee, Audit and Risk Committee~~

Comment [SM2]: Covered earlier

Formatted: Highlight

will have the opportunity to raise the grievance with the Mayor. The Mayor will have the discretion to resolve the dispute by convening a meeting with the disputing parties.

S.105.8 Insurance

Members of the committee are covered by Council's insurance policies.

6 TERMS OF APPOINTMENT

6.1 Chair

The current Chair and term is listed in the attached Appendix 2.

6.2 Committee members

The current committee members' and their terms of appointment are listed in the attached Appendix 2.

6.3 Councillor representative

The current Councillor representatives are listed in the attached Appendix 2.

7 APPROVAL

The ~~Audit Committee~~Audit and Risk Committee Charter approval details are in the attached Appendix 2.

8 REVIEW

The Director Corporate Services under direction of the ~~Audit Committee~~Audit and Risk Committee will review the ~~Audit Committee~~Audit and Risk Committee Charter for any necessary amendments no later than 1 year after adoption of this current version.

Appendix 1: Agenda Format

1. Welcome/Present
2. Apologies
3. Declaration of conflicts of interest
4. Minutes of Previous Meeting
5. Review of Action Sheet
6. Decision Reports*
7. Compliance Reports*
8. Information Reports*
9. General Business
10. Items referred to Council
11. Next review
12. Next meeting date
13. Close of meeting

The items marked with * are standard agenda sections for Council meetings. Reports for the Audit Committee Audit and Risk Committee will be allocated under these headings.

- Decision items require the audit-committee Audit and Risk Committee to review and recommend any changes prior to items being reported to Council.
- Compliance items are reports mandated by legislation or other instrument.
- Information items are often retrospective reports updating the audit-committee Audit and Risk Committee members on actions taken.

Report topics will be drawn from:

- Audit-Committee Audit and Risk Committee Charter
- Audit-Committee Audit and Risk Committee Annual Calendar Work Program
- Actions arising from previous meetings
- Topics of interest

Appendix 2: Terms Of Appointment

6.1 Chair

The current Chair is ~~Red Baker~~.

The term of current Chair is ~~25~~ February 20~~20~~~~19~~ to ~~25-23~~ February 202~~10~~ or the date of the Ordinary Meeting of Council in February 202~~10~~ where resolution for appointment of Chair for the new term will be made, whichever is the earlier.

6.2 Committee members

The current committee members' terms of appointment are as follows:

Rod Baker	1 May 2016 to 30 April 2020
Alan Darbyshire	1 May 2017 to 30 April 2021
Rod Poxon	1 May 2018 to 30 April 2022
Jarraah O'Shea	1 May 2019 to 30 April 2023
	1 May 2020 to 30 April 2024

6.3 Council representative

The current Councillor representatives are:

- Substantive: Councillor Gavan Holt for the period November 201~~98~~ to ~~November election day 20~~~~20~~~~19~~.
- Alternate: Councillor Neil Beattie for the period November 201~~98~~ to ~~November election day 20~~~~20~~~~19~~.

APPROVAL

The ~~Audit Committee~~~~Audit and Risk Committee~~ Charter was approved by the Audit Committee on ~~23-20~~ ~~May~~ ~~February~~ ~~20~~~~19~~ ~~20~~~~20~~ and endorsed by Council on ~~25~~ ~~June~~ ~~20~~~~19~~~~td~~.



Audit Committee – 20/02/2020

Risk Management Report

Introduction

This Risk Management Report provides the Audit Committee with a summary of the OH&S Meeting and the Risk Management Meeting as well as the Risk Register Report and other risk items of interest.

OH&S

The OH&S Committee Meeting was held on 11 December 2019.

Items on the agenda included:

- Incidents are reviewed at each meeting with :
 - 13 Incidents in the 2 months to 27 November 2019
 - 4 personal injuries to staff – 1 incident resulted in a minor WorkCover claim.
- General Business –there was a lot of general discussion at the meeting in particular:
 - Code Red Days and Total Fire Ban days
 - safe working conditions of equipment
 - Personal Protective Equipment
 - responsibility for pool cars
 - prestart checks for equipment
 - where to find policies and procedures
 - OH&S refresher training for the committee has been scheduled for 3 February 2020.

Outstanding Actions

Summary of status of outstanding actions

Meeting Reference	Item	Officer / Status and details
2 – 10/19	Manual handling training	Carol Canfield
	Communication: Schedule manual handling training. December update: no update	NOT STARTED

A draft OH&S Plan has been developed and is currently moving through the approval process.

The OH&S, Risk Management and Fire Prevention Officer resigned in January. Council is currently recruiting to the position.

Risk Management Committee Meeting

The Risk Management Committee Meeting was held on 27 November 2019.

The Committee discusses the Risk Register, reported incidents, the status of insurance claims, policies and procedures relevant to the committee, OH&S and identifies any emerging risks.

Items on the agenda included:

- reported incidents – *Committee received a report on the incidents received*
- insurance claims update – *no claims since July 2019*
- specific risks in the chairperson area – *Bridgewater Caravan Park fire pump not working, a new one has been ordered*
- General Business – *Committee advised that a new software program has been purchased that will assist in the Risk and OH&S areas, the product has the following modules:*
 - *management of WorkCover Claims*
 - *management of Incidents*
 - *risk assessments*
 - *chemical register*
 - *noise register*
 - *asset register*
 - *audits and inspection modules*
 - *risk register*

Summary of status of outstanding actions from the Risk Management Committee

Meeting Reference	Item	Officer / Status and details
1-02/19	Environmental Liability Insurance	Manager Organisational Development
	<p>Communication: Ask the insurers what the Environmental Liability Insurance covers</p> <p>April 2019 update:</p> <ul style="list-style-type: none"> • Insured to focus on LSC Tips, has been discussed at MEG, policy cost \$5K per location with \$10K excess, cost per annum \$25K, request a meeting with broker to discuss details of what is covered in policy, add a risk of not taking out the insurance onto the risk register. <p>July 2019 update:</p> <ul style="list-style-type: none"> • Broker who was organising this meeting has left JLT, contact new broker to request a meeting. <p>November 2019 update:</p> <ul style="list-style-type: none"> • Broker has left, will contact new broker to explain what insurance is about and what the outcomes will be 	WORK IN PROGRESS
3-02/19	Risk Engineering Review	Manager Organisational Development
	<p>Communication: Enquire what the Risk Engineering Review entails.</p> <p>April 2019 update:</p> <ul style="list-style-type: none"> • Chris spoke about fleet risks, VERO have an 11 page questionnaire to complete and then the company reviews LSC Policies and procedures to formulate a report. Good to review the process around fleets; other organisations have an assigned person to fleets to complete checks, only minor incidents reported to date. • Enter risk on register to see where it sits and assess • Forward questionnaire to all managers to complete <p>July 2019 update:</p> <ul style="list-style-type: none"> • Report has been received, to be discussed later in meeting 	WORK IN PROGRESS

Page 2 of 8

	November 2019 update: <ul style="list-style-type: none"> Sandra Griffin investigating and attending a JLT forum soon 	
1-7/19	VAGO report Fraud and Corruption	Director Corporate Services
	Communication: Actions from report to be added to Audit Reports November 2019 <ul style="list-style-type: none"> No report 	WORK IN PROGRESS
47/19	Waanyarra Cemetery	Director Corporate Services
	Communication: Discuss with operations about funding to maintain and review the safety of the cemetery as trustee November 2019 <ul style="list-style-type: none"> Sharon to investigate different options has had a discussion with operations Committee of management folder to be created, a drafted budget bid has been created for upkeep, look into delegations for the cemetery, Operations department recommended the fence could be removed, council could do tree trimming 	WORK IN PROGRESS

The Committee was provided with a recent Chemical Management Audit of Swimming pools. This has resulted in a new risk in the Risk Register which is a HIGH risk. The corrective actions have been input into the Risk Register.

Risk Register Report

170 risks have been identified and input into Council's Organisational Risk Register. Of those risks five (5) were assessed as HIGH.

The 170 risks identified to date have resulted in 316 tasks, 279 of these have been actioned and closed. Of the remaining 37, 15 are overdue but are all a work in progress.

The table below shows the change in status of the Risk Register since August 2018:

Risk Level	August 2018	February 2019	August 2019	February 2020
Very High	0	0	0	0
High	5	3	5	5
Medium	78	78	88	89
Low	50	52	75	76
Total Risks Identified	133	133	168	170

The five HIGH risks are:

Risk No	No of Tasks	Register	Risk	Risk Level
57	1	Strategic Risk Register	Council's Ageing Workforce	High
130	1	Strategic Risk Register	Changes in Legislation	High
133	1	Strategic Risk Register	Changes in community expectations	High
142	Tasks in CAMMS	Corporate Services Risk Register	No Service Delivery Review Framework	High
170	3	Recreation & Community Development.	Failure to adequately manage chemical storage at Council swimming pools	High

RISK 57 - Council's Ageing Workforce

IMPACT: Could lead to a reduction in long term knowledge and experience due to retirement and resignations.

Three tasks have been identified to address this risk, one remains outstanding, it is:

Task 2	Officer	Status	Due Date
Development of a Workforce Strategy	Manager Organisational Development	Work in Progress	01/12//2016

Comments: Council is part of a working group of 6 regional councils working with LGPro on a project to develop a workforce planning model for LG in Victoria that is scalable for large and small, rural and metro councils. Staff have been attending workshops with the consultant engaged to deliver the project and the draft document is coming together from the learnings of project, in September each Council will present on the progress of each of their plans at a workshop conducted in Wangaratta. The toolkit developed by the workgroup is now in its final stages and will be finalised shortly. Council's Workforce Strategy is currently being developed utilising the learnings from the project.

August 2019: The Draft Plan has been developed and is currently being reviewed.

February 2020: Draft Plan revised with new data and is currently being reviewed.

RISK 130 – Changes in legislation

IMPACT: Could lead to Council being non-compliant

One task has been identified to address this risk.

Task1	Officer	Status	Due Date
Collaborate with neighbouring Councils to develop responses to changing legislation	Director Corporate Services	Work in Progress	30/06/2019

Comments: The due date for this risk has been identified as June 2019 mainly due to the new Local Government Act, but as legislation can change regularly it will be an ongoing risk.

RISK 142 – No Service Delivery framework

IMPACT: May result in inconsistencies in process/tasked undertaken by staff members in service reviews and the Council may fail to ensure that it meets the community's priorities, needs and expectations about Community dissatisfaction with Council's ability to respond to their needs.

There are no tasks in the Risk Register they are in the CAMMS program.

RISK 170 – Failure to adequately manage chemical storage at Council swimming pools.

IMPACT: Risk to occupational health and safety of contractors staff and patrons and risk of contamination and potential hazardous gas release due to mixing of chemicals.

Three tasks have been identified to address this risk.

Task1	Officer	Status	Due Date
Upgrade storage of chemicals at all swimming pools – install appropriate bunding to raise storage off floor and provide spills containment – ensure 5m separation distances between Hydrochloric acid, Sodium Hypochlorite, and Calcium Hypochlorite – remove empty chemical containers – remove unused chemicals from site – create Chemical Register for each site and remove 'manifest' – ensure current Safety Data sheets are held on site.	Manager Community Support	Work in Progress	15/11/2019
<p>Comments: The chemical audit has been assessed and action items identified. Further implementation will occur in conjunction with recommendations and actions resulting from the LSV pool safety assessments to be conducted on Thursday 5th March 2020.</p> <p>The amount of chemical at each of the pools has been reduced so they are below the placard limits as per the recommendation.</p> <p>Contractor to identify all chemicals, PPE and MSDS etc in each of the pool plant rooms.</p>			
Task2	Officer	Status	Due Date
Update chemical signage and placards at all Council swimming pools – remove Hazchem signage from buildings – install Hazchem signage to road entrances to pools – remove bulk storage placards (other than Sodium Hypo) – display corrosive placard at Inglewood or reduce Sodium Hypochlorite to less than 250kg – label all pipework for Sodium Hypochlorite – place GHS pictograms on any containers of decanted materials in line with original packaging.	Manager Community Support	Work in Progress	22/10/2019
<p>Comments: Chemical storage unit has been purchased for Wedderburn, cabinet and is ready to install. Still need to finalise chemical storage arrangements at other four sites</p> <p>Distances between chemical is observed where space is provided within the pool plant rooms.</p> <p>Contractor has contract responsibility for the labelling, chemical manifest and arranging for containers to be taken off site. A new audit checklist is being developed for use by Council's Recreation Facilities Officer and will assist Council to oversee contractor's observance of chemical handling and storage.</p> <p>End of pool season, a chemical audit will be undertaken and unused chemicals that will not be used going forward will be removed from site and disposed of appropriately. The chemicals on hand at each pool will be assessed for safety of storage in the off season. These chemicals may be moved to a central location such as Wedderburn for suitable storage in the off season. Council will ensure that we are minimising the amount of chemical on hand off season.</p> <p>Contractor must have a chemical register and ensure the safety data sheets are held on site. The audit checklist will include a check that the register is being updated and a visual inspection of the safety data</p>			

Page 5 of 8

sheet.			
Task3	Officer	Status	Due Date
Work with contractor to develop new SOPs and update Operations Manual to address procedural failures in chemical handling – ensure clear access to emergency shower and eyewash – ensure accurate and appropriate measuring devices are provided on site – review PPE and ensure adequate and suitable PPE is available at all sites – undertake and record risk assessments for hazardous substances and dangerous goods	Manager Community Support	Work in Progress	15/11/2019
<p>Comments: Contractors are responsible for chemical handling. Council are responsible to ensure the storage is suitable. SOP's have not been completed.</p> <p>Each pool has shower facilities. All have clear access. Will be added to Audit Checklist and this will identify if there are obstacles or maintenance issues.</p> <p>Contractors are responsible for providing appropriate PPE and ensuring it is stored appropriately. The checklist will provide Council's oversight of these items and their storage.</p>			

Incident Reports update

This report provides an update on all incidents reported since the 14 February, 2019 Audit Committee Meeting.

When an Incident Report is received it is input into the Advent Manager system and allocated to a Manager for review, if the incident requires an investigation the OH&S and Risk Management and Fire Prevention Officer in consultation with the Manager Organisational Development determines if it is required.

An investigation can also be requested by a Health and Safety Representative or the Occupational Health and Safety (OH&S) Committee.

The investigation will be conducted by a combination of the following, but is not limited to:

- OHS, Risk Management and Municipal Fire Prevention Officer
- Manager
- Team Leader
- Health and Safety Representative

Incident Types

Incident Type	August 2019 to February 2020	February 2019 to August 2019
Personal Injury – Employee	14	13
Hazard	2	7
Vehicle Damage – Other	4	6
Personal Injury – Public	1	5
Incident	4	5
Property Damage – Public		4
Vehicle Accident	1	4
Preschool Incidents – Injury (Children)	2	3
Near Miss	2	3
Burglary	2	2
Fire	1	2
Property Damage – Employees	4	2
Theft	1	2
Preschool Incidents – Other	1	1
Other	2	1
Employee Issue	1	
Vehicle Damage – Hit Kangaroo	1	
Total	46	60

Cause of Injury

Three injuries resulted in a WorkCover claims, two minor claim (under 10 days and under the medical and like threshold of \$721.) and one standard claim.

Cause of Injury - Employees	August 2019 to February 2020	February 2019 to August 2019
Strain	3	4
Struck or injured by Object	4	4
Bite	1	1
Fall	1	1
Slip	1	1
Trip	1	1
Manual Handling		1
Allergic reaction	1	
Other (near a person with cold symptoms)	2	
Total	14	18

Location of Incident

The location of "In the field" is used for the outdoor staff who advise incident locations as various locations across the municipality, this is usually the greatest number of incidents.

Location of Incident	August 2019 to February 2020	February 2019 to August 2019
In the field	17	20
HACC – Clients Home	2	5
Dingee Preschool	2	4
Inglewood Senior Citizens		3
Wedderburn Caravan Park		3
Boort Tip	1	2
Bridgewater Maldon Road	1	
High Street Wedderburn	1	2
Wedderburn Preschool	1	2
Boort District School		1
Caleana Road, Junourfoun		1
Chapel Street, Wedderburn		1
Golden Square	1	
Inglewood Preschool	3	1
Inglewood Swimming Pool	1	1
Inglewood Tip	1	
Pyramid Hill College		1
Pyramid Hill Depot	1	1
Pyramid Hill Preschool	1	1
Pyramid Hill tip		1
School Crossing, Wedderburn		1
Serpentine Office	1	
Senior Citizens Centre, Pyramid Hill	1	1
Serpentine Bowling Club		1
Unknown Location	2	1
Visitor Information Center	1	
Wedderburn Bowls/Tennis Club		1
Wedderburn Depot		1
Wedderburn Livestock Pound		1
Wedderburn Office	7	1
Wedderburn Swimming Pool		1
Wedderburn Tip	1	1
Total	46	60



KPI Report

Loddon Shire Council



Print Date: 11-Feb-2020

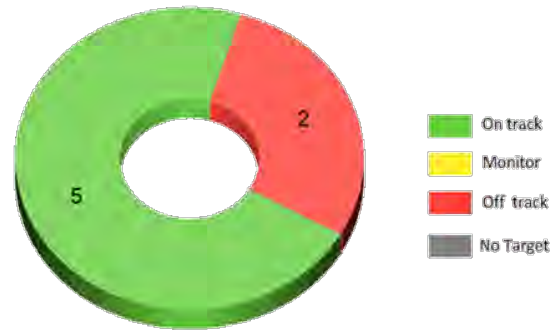
www.cammsgroup.com



REPORT FILTERS

Hierarchy: LPF
Hierarchy Level: Type
Hierarchy Node: Finance
Responsible Officer: All
Reporting Officer: All
Period: All
Aggregation: All
Calculation Method: All
Agency: All
Related Plan: All
Show Additional KPI Info: No
Show KPI Data Grid: Yes
Show KPI Line Graph: Yes
Show Archived KPIs: No
Show Confidential KPIs: Yes
Show Rollup KPI Hierarchy Structure: No
KPI Filter: Loddon Performance Framework

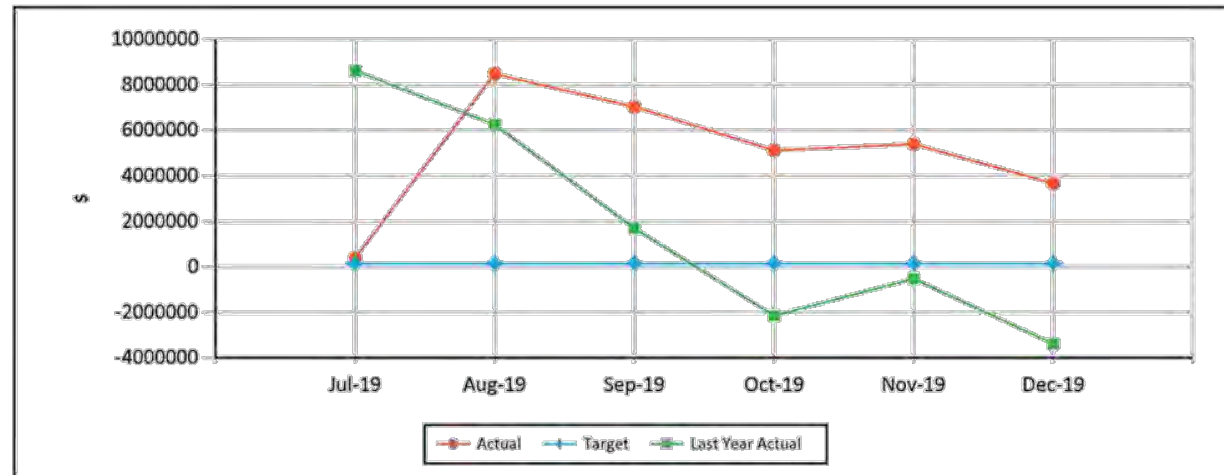
KPI Summary
Loddon Performance Framework



Loddon Performance Framework



KPI : LPF-F Actual cash surplus / (deficit)

Responsible Officer: Deanne Caserta



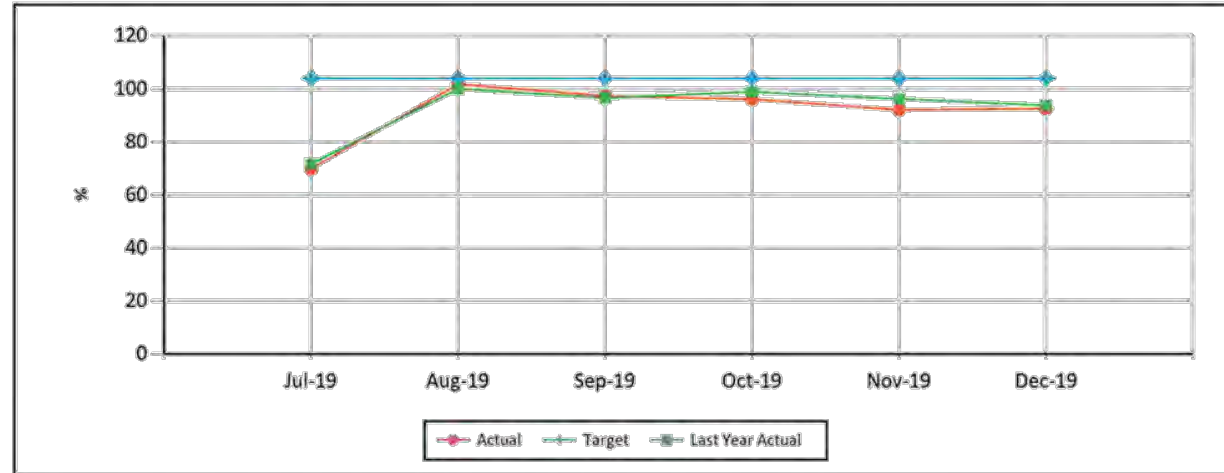
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	\$	148,932.00	390,675.00	Surplus has increased as a result of a higher carried forward surplus than expected.
Aug-19	GREEN	\$	148,932.00	8,491,422.00	With rates raised during August there is currently a large cash surplus available.
Sep-19	GREEN	\$	148,932.00	7,041,135.00	With rates raised during August there is currently a large cash surplus available
Oct-19	GREEN	\$	148,932.00	5,126,309.00	With rates raised during August there is currently a large cash surplus available, slowly getting smaller.






Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Nov-19	 GREEN	\$	148,932.00	5,403,775.00	With rates raised during August there is currently a large cash surplus available, slowly getting smaller.
Dec-19	 GREEN	\$	148,932.00	3,670,680.00	With rates raised during August there is currently a large cash surplus available, slowly getting smaller.


KPI : LPF-F Labour budget comparison

Responsible Officer: Deanne Caserta



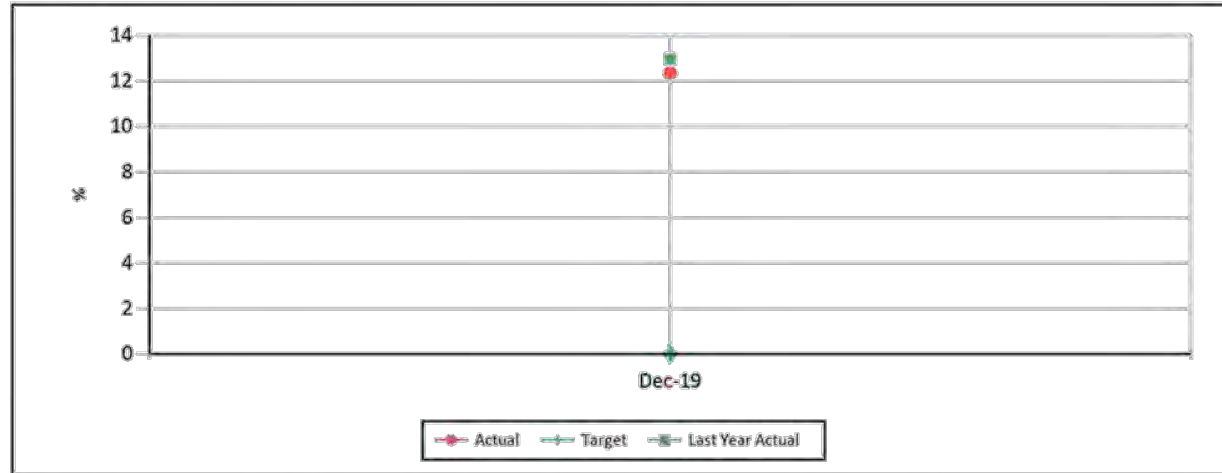
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	 GREEN	%	104.00	69.91	Labour is well within the YTD expected range, further work to be undertaken on the timing of all expenditure though.
Aug-19	 GREEN	%	104.00	101.79	Slightly higher than budgeted, some further timing works required.
Sep-19	 GREEN	%	104.00	97.35	Slightly lower with some vacancies that exist.
Oct-19	 GREEN	%	104.00	96.09	Slightly lower with some vacancies that exist.
Nov-19	 GREEN	%	104.00	92.10	Slightly lower with some vacancies that exist.


Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19		%	104.00	92.56	Slightly lower with some vacancies that exist.

KPI : LPF-F Percentage (YTD Capital Grants Income) over (Total Revised Budget for Capital Grants Income)

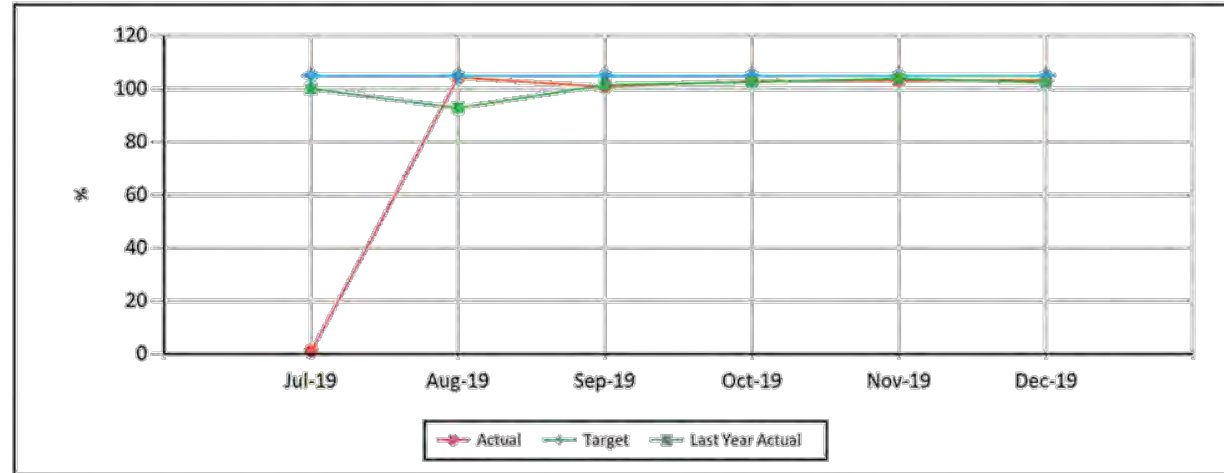
Responsible Officer: Deanne Caserta
Reporting Officer: Deanne Caserta



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19		%	0.00	12.36	Low amount YTD, total income includes Donaldson Park and RTR projects; Target is +/- 10%


KPI : LPF-F Rates debtors (this month compared to this month last year)

Responsible Officer: Deanne Caserta
Reporting Officer: Deanne Caserta



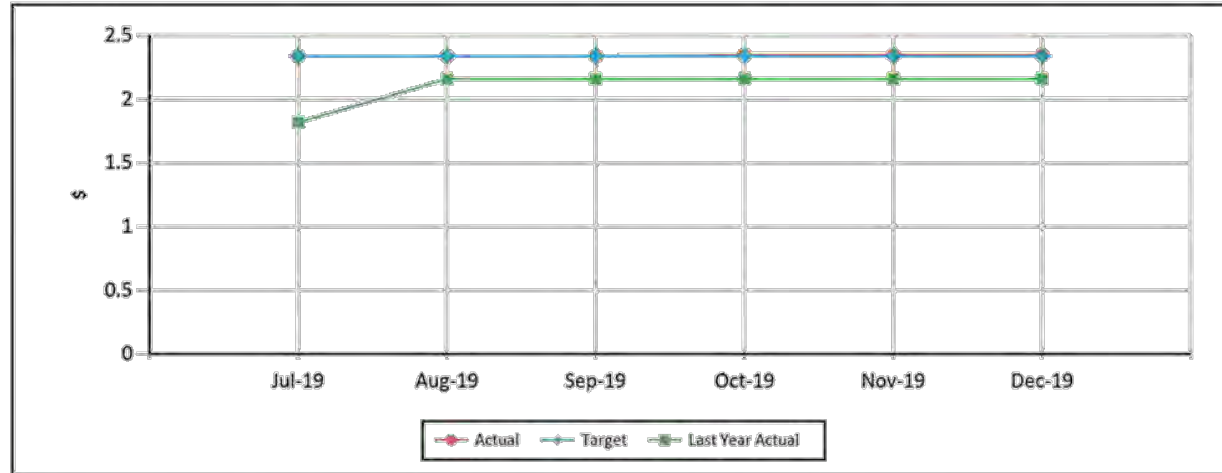
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	%	105.00	1.09	Rates were raised early in 2018/19, expected to return to a normal ratio for next month after 2019/20 rates are raised.
Aug-19	GREEN	%	105.00	104.30	Slightly higher than last year with multiple S181 processes still underway and incurring further legal fees.
Sep-19	GREEN	%	105.00	100.78	Slightly higher but tracking with expected trend.
Oct-19	GREEN	%	105.00	102.99	2.5% increase in rate charges, expected increase in rates outstanding. S181 processes still underway.
Nov-19	GREEN	%	105.00	103.06	2.5% increase in rate charges, expected increase in rates outstanding. S181 processes still underway.






Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19		%	105.00	103.35	Reduction in month of \$490K


KPI : LPF-F Valuations Capital Improved Value

Responsible Officer: Deanne Caserta
Reporting Officer: Deanne Caserta



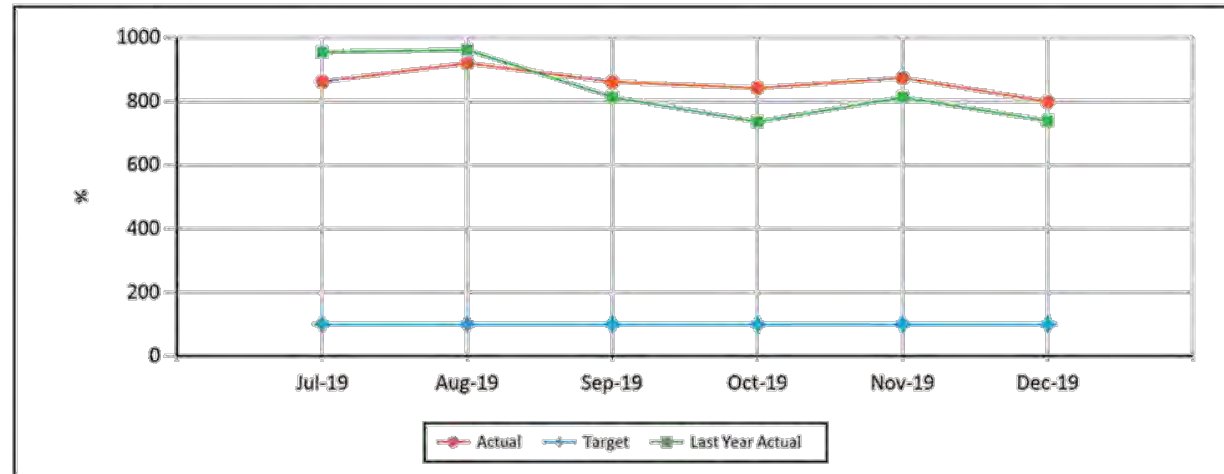
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	 GREEN	\$	2.34	2.34	Amount expressed in billions
Aug-19	 GREEN	\$	2.34	2.34	Amount expressed in billions
Sep-19	 GREEN	\$	2.34	2.34	Amount expressed in billions
Oct-19	 GREEN	\$	2.34	2.35	Amount expressed in billions
Nov-19	 GREEN	\$	2.34	2.35	Amount expressed in billions






Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	\$	2.34	2.35	Amount expressed in billions


KPI : LPF-F Working capital ratio

Responsible Officer: Deanne Caserta



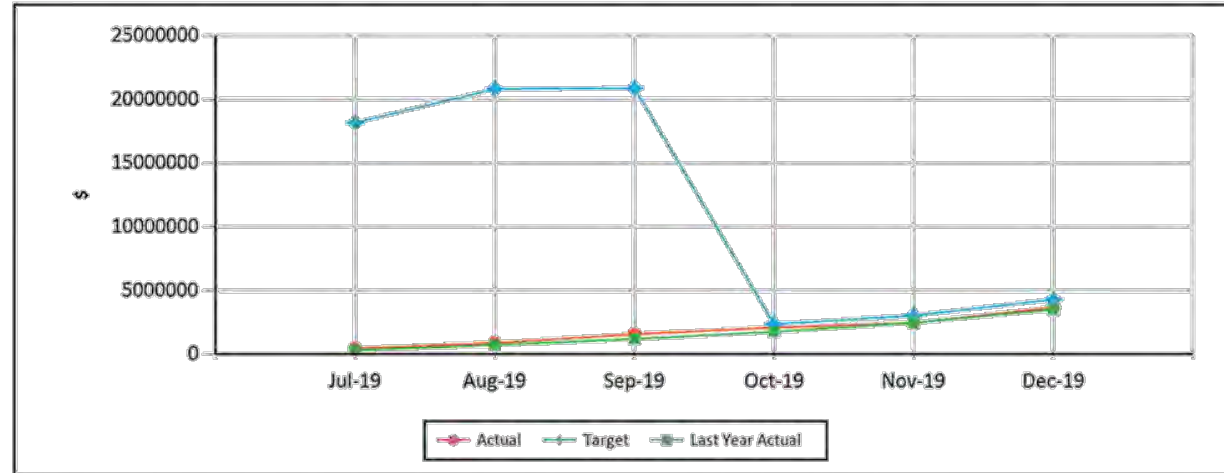
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	 GREEN	%	100.00	862.23	High result due to a large amount of cash on hand.
Aug-19	 GREEN	%	100.00	920.29	High amounts of cash on hand.
Sep-19	 GREEN	%	100.00	861.64	High amount of cash on hand.
Oct-19	 GREEN	%	100.00	842.37	High amount of cash on hand.
Nov-19	 GREEN	%	100.00	874.16	High amount of cash on hand.

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19		%	100.00	799.29	High cash on hand increases ratio


KPI : LPF-F YTD Capital expenditure vs revised budget

Responsible Officer: Deanne Caserta



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19		\$	18,171,674.00	440,512.00	2% complete.
Aug-19		\$	20,823,415.00	882,510.00	4% complete, 16.67% year complete.
Sep-19		\$	20,892,657.00	1,565,211.00	7% complete, 25% year complete. Monthly phasing to be completed.
Oct-19		\$	2,355,370.00	2,092,769.00	Monthly phasing completed; target is now year to date; 10% complete, 33% year complete. Slightly behind where expected.
Nov-19		\$	3,029,821.00	2,446,283.00	12% complete, 42% year complete. Slightly behind where expected.

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 RED	\$	4,290,900.00	3,670,680.00	17% complete, 50% year complete. Slightly behind where expected.



KPI Report

Loddon Shire Council



Print Date: 11-Feb-2020

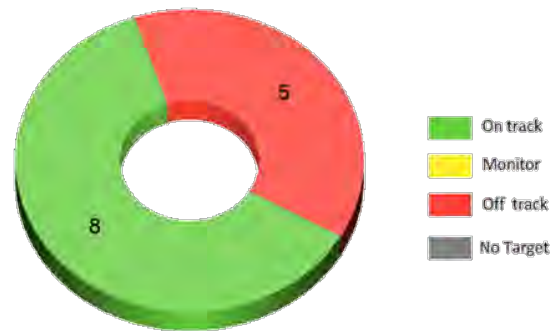
www.cammsgroup.com



REPORT FILTERS

Hierarchy: LPF
Hierarchy Level: Type
Hierarchy Node: Internal Business Processes
Responsible Officer: All
Reporting Officer: All
Period: All
Aggregation: All
Calculation Method: All
Agency: All
Related Plan: All
Show Additional KPI Info: No
Show KPI Data Grid: Yes
Show KPI Line Graph: Yes
Show Archived KPIs: No
Show Confidential KPIs: Yes
Show Rollup KPI Hierarchy Structure: No
KPI Filter: Loddon Performance Framework

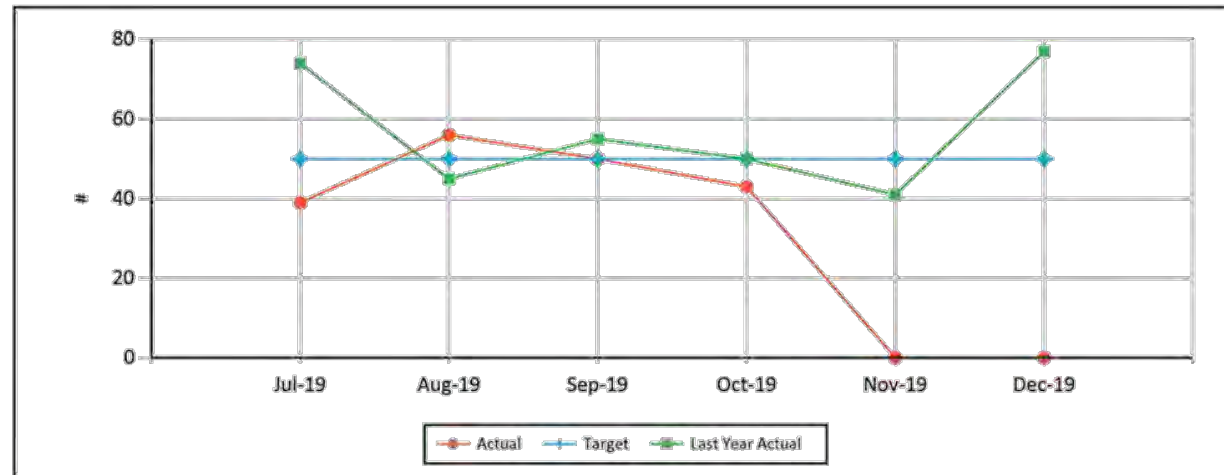
KPI Summary
Loddon Performance Framework



Loddon Performance Framework



KPI : LPF-I Infovision actions overdue

Responsible Officer: Peter Williams



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	#	50.00	39.00	Infovision Overdues are at a reasonable level this month and better than target.
Aug-19	AMBER	#	50.00	56.00	Infovision Overdues are worse than target and follow up emails have been sent to the appropriate leaders for remediation.
Sep-19	GREEN	#	50.00	50.00	On target
Oct-19	GREEN	#	50.00	43.00	On target

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Nov-19	 GREEN	#	50.00	0.00	Infovision overdue's now replaced by LCM Overdues. We are working on that reporting currently.
Dec-19	 GREEN	#	50.00	0.00	Infovision overdue's now replaced by LCM Overdues. We are working on that reporting currently.


KPI : LPI-I Losses of personal privacy data

Responsible Officer: Sharon Morrison



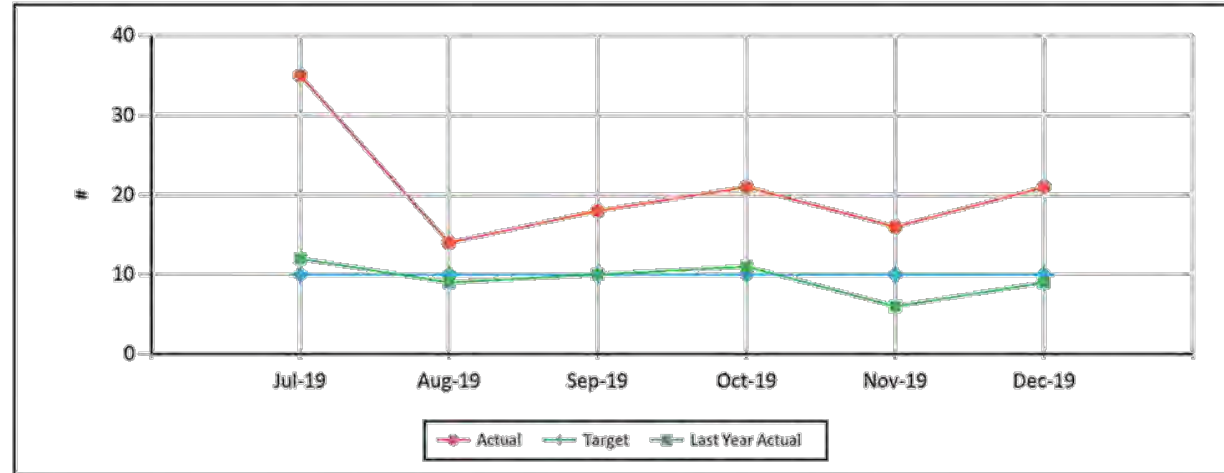
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	#	0.00	0.00	None known for July.
Aug-19	GREEN	#	0.00	0.00	None known for August.
Sep-19	GREEN	#	0.00	0.00	None known for September.
Oct-19	GREEN	#	0.00	0.00	None confirmed for October.
Nov-19	GREEN	#	0.00	0.00	None known for November.

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	#	0.00	0.00	None known for December.




KPI : LPF-I Merit request overdue

Responsible Officer: Michelle Hargreaves
Reporting Officer: Michelle Hargreaves



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19		#	10.00	35.00	1 All weather road access request/enquiry 2 Building department enquiry-other 7 Building permits-new application 1 CEO request 1 External building surveyor-lodgement of external building surveyor permits 1 Fire hazard notice enquiry 1 Footpath-trip hazard 1 Land information certificates 1 Message for officer 15 Garbage service requests (complaints, new service required, repair, bin not emptied) 3 Road or street sign-requests for new sign 1 Tip/transfer station-complaint

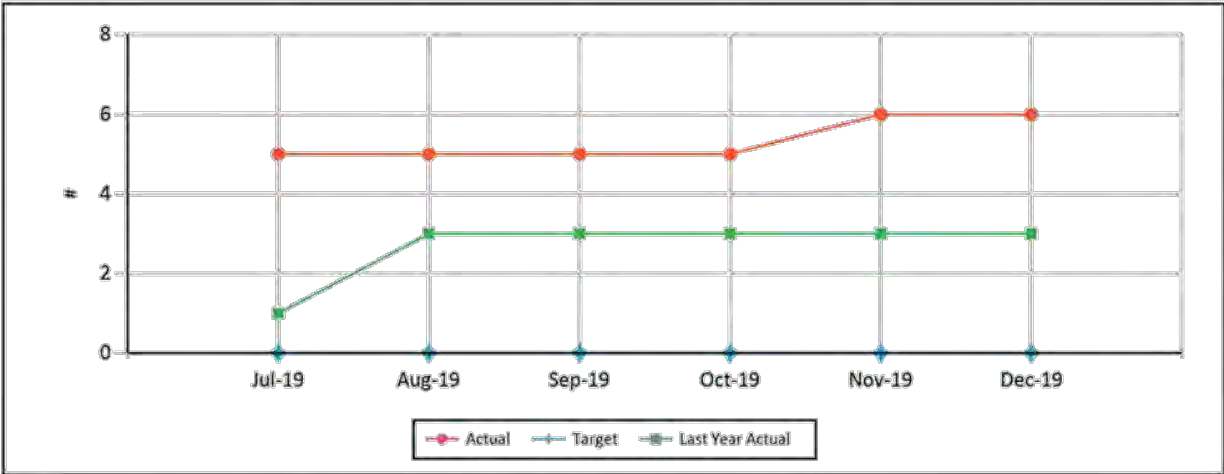
Loddon Shire Council KPI Report

Aug-19		#	10.00	14.00	<ul style="list-style-type: none"> 1 All weather road access- request/enquiry 1 Building department enquiry Other 3 Building permit-new application 1 Compliant 2 Litter and rubbish dumped 1 Task request message for officer 1 Planning and enquiry for properties 2 Garbage service requests 1 Infrastructure -road /street sign replacement 1 Maintenance request -street scape
Sep-19		#	10.00	18.00	<ul style="list-style-type: none"> 6 Building department (3 new applications, 1 enquiry, 2 external building surveyor lodgements) 1 CEO office appointment requested 3 Garbage service requests bins not emptied 2 Infrastructure all weather road access enquiry 1 Public health complaint 4 Task requests- respond to customers 1 Tourism general enquiry
Oct-19		#	10.00	21.00	<ul style="list-style-type: none"> 1 Accounts payable -(1 payment of account-respond to customer) 6 Building department - (4 new applications, 1 other, 1 lodgement of external)

					<ul style="list-style-type: none"> 1 Community support-(1 enquiry) 3 Garbage service- (1 new service, 1 additional bin, 1 bin not emptied) 2 Infrastructure (2 requests all weather roads) 2 Planning department (1 new permit, 1 property enquiry) 1 Recycling kerbside (1 request) 2 Task requests (2 message for officer) 2 Unightly property-(2 complaints about unsightly properties) 1 Wastes kerbside service (1 missed bin)
Nov-19		#	10.00	16.00	<ul style="list-style-type: none"> 1 Accounts payable-payment of account 4 Building department-(3 waiting for fees, 1 respond to customer) 3 garbage service (1 repair or replace, 2 bin not emptied) 1 Infrastructure -request/enquiry 1 Public health- general enquiry 2 rates-(1 land information, 1 general enquiry) 1 Recycling kerbside-request 2 Task request- message for officer 1 Waste kerbside services-request investigation
Dec-19		#	10.00	21.00	<ul style="list-style-type: none"> 1 Accounts payable- Payment of account 6 Building department (4 new application waiting on fees or info, 2 Lodgement of external scan and register) 2 Garbage service (does property have a service, Bin not emptied) 1 Infrastructure all weather road request 1 maintenance request slashing 1 planning department planning enquiry 5 Rates -Land information certificates 1 Shire owned buildings -maintenance request 2 Task requests message 1 Unightly property complaint


KPI : LPF-I Number high-very high risks outstanding

Responsible Officer: Carol Canfield



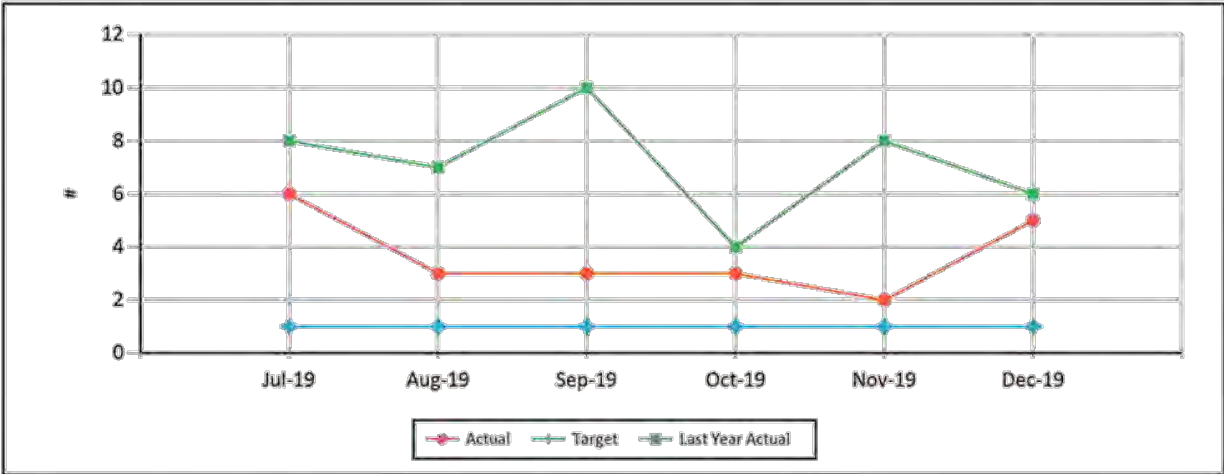
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19		#	0.00	5.00	
Aug-19		#	0.00	5.00	
Sep-19		#	0.00	5.00	
Oct-19		#	0.00	5.00	
Nov-19		#	0.00	6.00	New High risk in respect to chemicals at swimming pools, this was added following an audit of the pools

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 RED	#	0.00	6.00	





KPI : LPF-I Number of high risk audit actions outstanding

Responsible Officer: Sharon Morrison
Reporting Officer: Michelle Hargreaves




PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19		#	1.00	6.00	INT 34 Review of Records Management November 2017 FN04-01 34.4.1 As part of the Records Management Strategy, develop a records management compliance program. FN04-02 34.4.2 As part of the Records Management Strategy, develop KPIs and reports to facilitate monitoring. FN04-03 34.4.3 Ensure Records Management Strategy Compliance Program has monitoring and reporting framework. INT 41 Follow-up of Agreed Actions from Prior Year Internal Audit Reports 2016/17 including project management, local laws, contract management, succession planning, and building management services FN13-01 41.13.1.1. Assess the need to establish a workforce strategy; FN14-01 41.14.1.1. Undertake a review of all 3 separate registers of public buildings

Loddon Shire Council KPI Report

					FN15-01 41.15.1.1. Ensure that routine building condition inspections are completed as per the requirements of the Building Asset Management Plan
Aug-19		#	1.00	3.00	FN13 41.13 Review of Succession Planning and Workforce Development (October 2015)-FN13-01 41.13.1.1. Assess the need to establish a workforce strategy; FN14 41.14 Review of Building Management Services (March 2016): centralised and accurate register- FN14-01 41.14.1.1. Undertake a review of all 3 separate registers of public buildings 2. Consolidate these 3 registers into one FN15 41.15 Review of Building Management Services (March 2016) routine building inspections- FN15-01 41.15.1.1. Ensure that routine building condition inspections are completed as per the requirements of the Building Asset Management Plan
Sep-19		#	1.00	3.00	FN13 41.13 Review of Succession Planning and Workforce Development (October 2015): Assess the need to establish a workforce strategy; FN14 41.14 Review of Building Management Services (March 2016): centralised and accurate register- Undertake a review of all 3 separate registers of public buildings FN15 41.15 Review of Building Management Services (March 2016) routine building inspections- Ensure that routine building condition inspections are completed
Oct-19		#	1.00	3.00	3 GOV1804-00 INT 41 Follow-up of Agreed Actions from Prior Year Internal Audit Reports 2016/17 including project management, local laws, contract management, succession planning, and building management services- (1-FN13 41.13 Review of Succession Planning and Workforce Development (October 2015): 2 FN14 41.14 Review of Building Management Services (March 2016): centralised and accurate register 3 FN15 41.15 Review of Building Management Services (March 2016) routine building inspections)
Nov-19		#	1.00	2.00	1 Corporate Services-41.13.1.1 Review of Succession Planning and Workforce Development (October 2015): 1 Operations -41.14.1.1 Review of Building Management Services (March 2016): centralised and accurate register

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 RED	#	1.00	5.00	3 - 43 Service Planning Review (43.1.1 Obtain approvals for framework from relevant stakeholders. 43.1.2 Obtain approvals for framework from relevant stakeholders.43.2.1 Develop a plan for the implementation of Service Planning as part of the annual planning and budgeting cycle.) 2 - 44 Review of Human Resources Management and Payroll (incl. Data Interrogation) (44.2.1 Develop a procedure to ensure that key volunteer documents and checks 44.2.2 Develop and implement a formal exit procedure for volunteers)


KPI : LPF-I Number of privacy breaches

Responsible Officer: Sharon Morrison



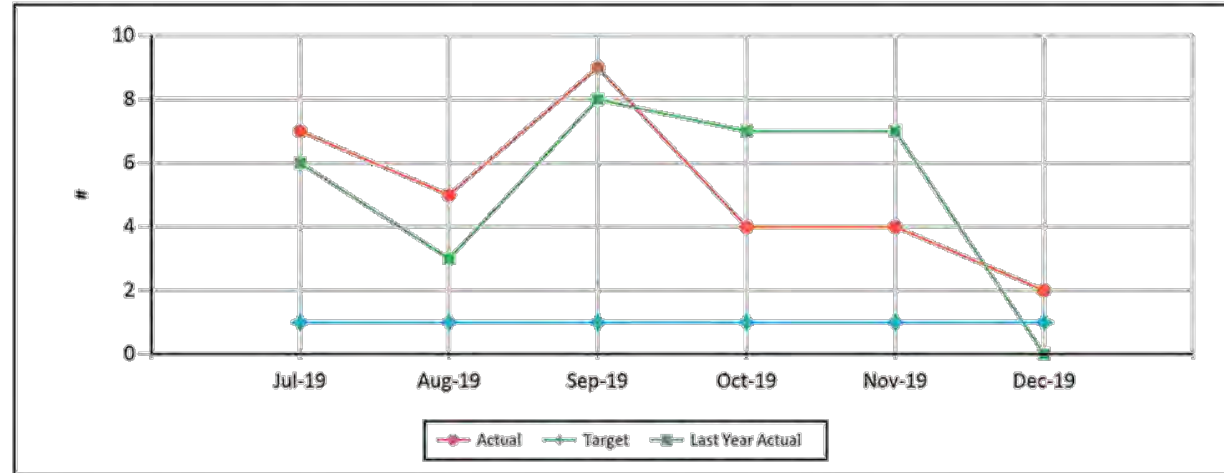
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	#	0.00	0.00	None known for July.
Aug-19	GREEN	#	0.00	0.00	None known for August.
Sep-19	GREEN	#	0.00	0.00	None known for September.
Oct-19	GREEN	#	0.00	0.00	None confirmed for October.
Nov-19	GREEN	#	0.00	0.00	None known for November


Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	#	0.00	0.00	None known for December



KPI : LPF-I Number of RelianSys legislative compliance obligations outstanding at the end of month

Responsible Officer: Sharon Morrison
Reporting Officer: Michelle Hargreaves




PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	 RED	#	1.00	7.00	6 - Infrastructure and Essential Services - Victoria ROAD MANAGEMENT PLANS The making of a road management plan is voluntary 6 - Infrastructure and Essential Services - Victoria PART3—ASSESSMENT OF AND ACCOUNTING FOR WATER Division 3 – Water supply protection areas Section 32H Plan must be available for inspection 8 - Planning and Development -Victoria 33. Council to keep register 2 - Animal and Pest Control - Victoria PART3A: REGISTER OF DANGEROUS, MENACING AND RESTRICTED BREED DOGS Councils to provide details of dangerous, menacing or restricted breed dogs to Secretary 2 - Animal and Pest Control - Victoria PART3A: REGISTER OF DANGEROUS, MENACING AND RESTRICTED BREED DOGS

					<p>Councils to provide details of dogs destroyed in certain circumstances to Secretary 2 - Animal and Pest Control - Victoria PART5A: DOMESTIC ANIMAL MANAGEMENT PLANS Councils to prepare domestic animal management plans 2 - Animal and Pest Control - Victoria PART4: REGULATION OF DOMESTIC ANIMAL BUSINESSES AND RELATED MATTERS DIVISION 3 - REFUSAL TO REGISTER OR SUSPENSION OR REVOCATION OF REGISTRATION Revocation or suspension of registration of animal shelter or pound by Minister</p>
Aug-19		#	1.00	5.00	<p>6 - Infrastructure and Essential Services - Victoria ROAD MANAGEMENT PLANS The making of a road management plan is voluntary 6 - Infrastructure and Essential Services - Victoria PART3—ASSESSMENT OF AND ACCOUNTING FOR WATER Division 3 – Water supply protection areas Section 32H Plan must be available for inspection 8 - Planning and Development -Victoria 33. Council to keep register 5 - Human Resources - Commonwealth CHAPTER 3 - RIGHTS AND RESPONSIBILITIES OF EMPLOYERS, EMPLOYEES, ORGANISATIONS, ETC. 4 - Health and Human Services - Victoria PART 7 - BIRTH NOTIFICATION Section 43 Early notification of births</p>
Sep-19		#	1.00	9.00	<p>1 - Governance, Finance and Trade Practices - VicLG PART 6 - PLANNING AND ACCOUNTABILITY REPORTS Section 131 - Annual report - contents 1 - Governance, Finance and Trade Practices - VicLG PART 6 - PLANNING AND ACCOUNTABILITY REPORTS Section 133 - Annual report submission to Minister and public availability 5 - Human Resources - Commonwealth CHAPTER 3 - RIGHTS AND RESPONSIBILITIES OF EMPLOYERS, EMPLOYEES, ORGANISATIONS, ETC. Part 3-6 - Other rights and responsibilities 6 - Infrastructure and Essential Services - Victoria ROAD MANAGEMENT PLANS The making of a road management plan is voluntary 6 - Infrastructure and Essential Services - Victoria</p>

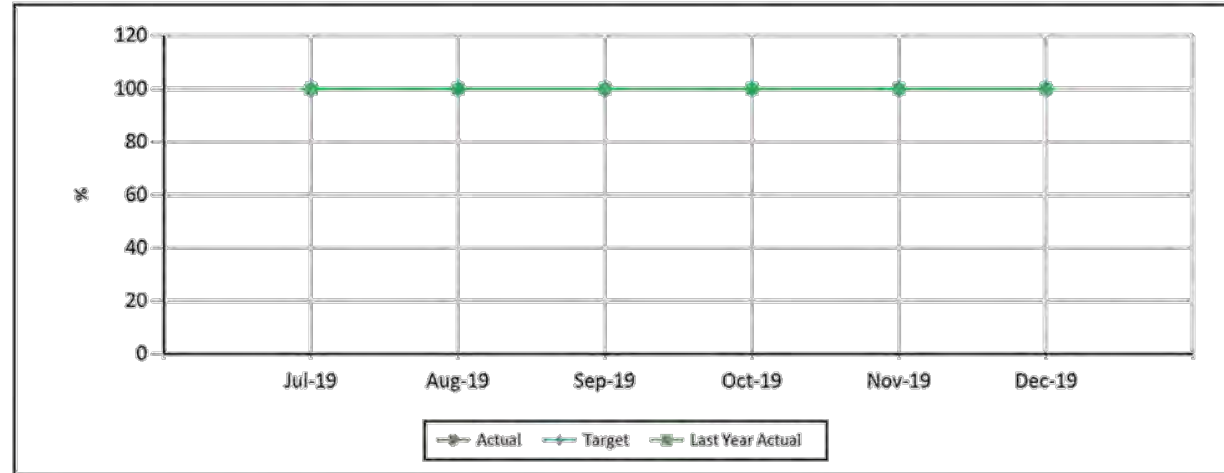
					<p>PART 3—ASSESSMENT OF AND ACCOUNTING FOR WATER Division 3 – Water supply protection areas 7.10 OHS (Vic) - Scheduled Carcinogenic Substances PART 4.2 - SCHEDULED CARCINOGENIC SUBSTANCES Regulation 175 - Records 7.11 OHS (Vic) - Asbestos PART 4.4 - ASBESTOS Division 5 - Asbestos in workplaces Subdivision 2 -Duties of persons who manage or control workplaces Regulation 227 - Asbestos register 7.11 OHS (Vic) - Asbestos PART 4.4 - ASBESTOS Division 5 - Asbestos in workplaces Subdivision 3 - Duties of employer Regulation 233 - Identification of asbestos 8 - Planning and Development -Victoria 33. Council to keep register</p>
Oct-19		#	1.00	4.00	<p>6 - Infrastructure and Essential Services - Victoria ROAD MANAGEMENT PLANS The making of a road management plan is voluntary 6 - Infrastructure and Essential Services - Victoria PART 3—ASSESSMENT OF AND ACCOUNTING FOR WATER Division 3 – Water supply protection areas 8 - Planning and Development -Victoria 33. Council to keep register 1 - Governance, Finance and Trade Practices - VicLG PART 4 – COUNCIL ADMINISTRATION</p>
Nov-19		#	1.00	4.00	<p>6 - Infrastructure and Essential Services - Victoria-ROAD MANAGEMENT PLANS The making of a road management plan is voluntary 6 - Infrastructure and Essential Services - Victoria-PART 3—ASSESSMENT OF AND ACCOUNTING FOR WATER Division 3 – Water supply protection areas Section 32H Plan must be available for inspection 8 - Planning and Development -Victoria-33. Council to keep register</p>

Loddon Shire Council KPI Report

					7.15 OHS (Vic) - Consultation, Negotiation and Health & Safety Representatives- PART7 - REPRESENTATION OF EMPLOYEES Division 6 - Obligations of employers to health and safety representatives Obligation to keep list of health and safety representatives
Dec-19		#	1.00	2.00	1-6 - Infrastructure and Essential Services - Victoria -ROAD MANAGEMENT PLANS The making of a road management plan is voluntary 1-8 - Planning and Development -Victoria 33. Council to keep register


KPI : LPF-I Percentage IT backups completed successfully

Responsible Officer: Peter Williams
 Reporting Officer: Michael Ralph



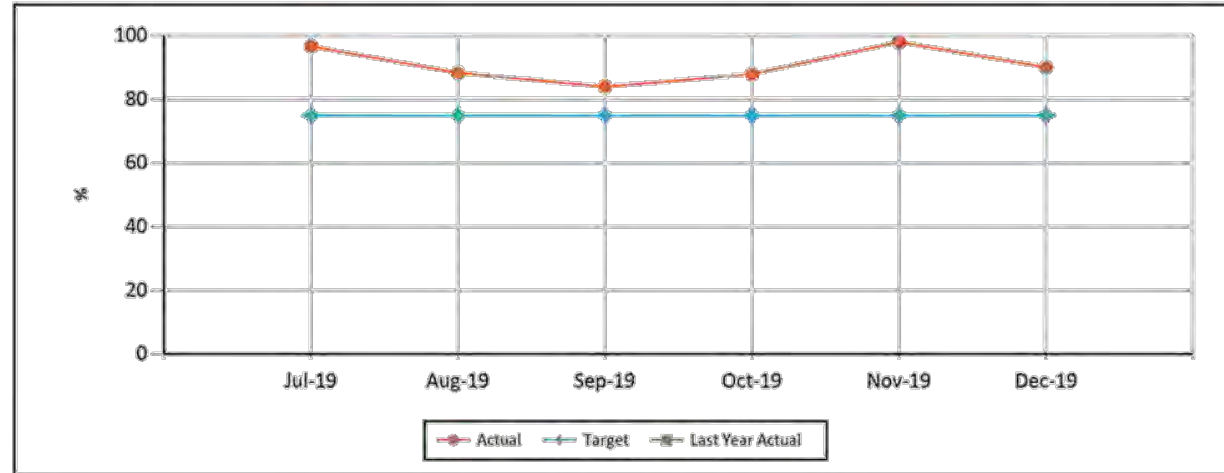
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	%	100.00	100.00	All backups completed successfully for the month.
Aug-19	GREEN	%	100.00	100.00	All backups completed successfully for the month.
Sep-19	GREEN	%	100.00	100.00	All backups completed successfully for the month.
Oct-19	GREEN	%	100.00	100.00	All backups completed successfully for the month.
Nov-19	GREEN	%	100.00	100.00	All backups completed successfully for the month.

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	%	100.00	100.00	All backups completed successfully for the month.


KPI : LPF-I Percentage IT requests resolved within 5 days

Responsible Officer: Peter Williams



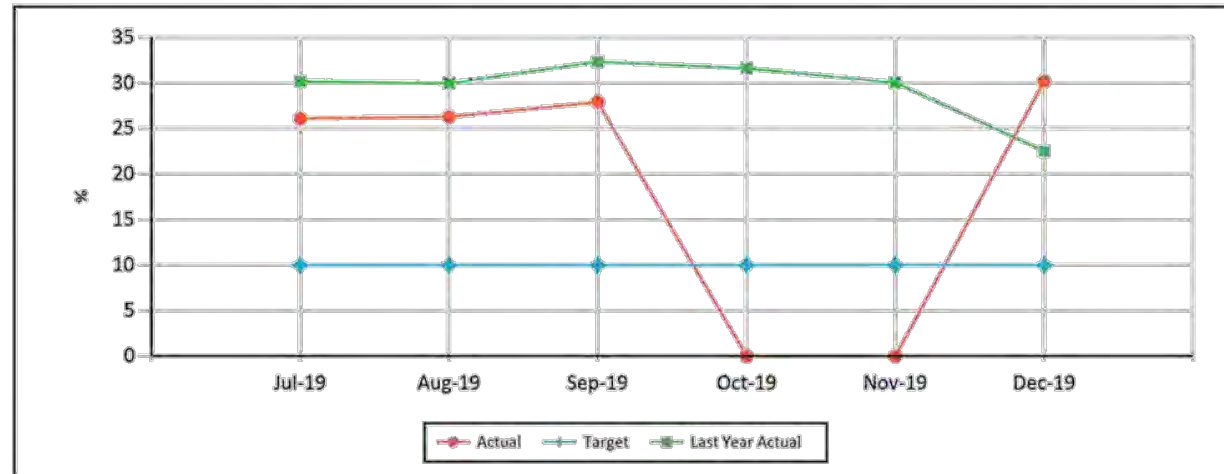
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	%	75.00	96.67	Less than 4% of the requests closed within the month took longer than 5 days to resolve - an excellent result and well above target.
Aug-19	GREEN	%	75.00	88.35	Less than 13% of the requests closed within the month took longer than 5 days to resolve - an excellent result and well above target, but not as good as July.
Sep-19	GREEN	%	75.00	84.00	Less than 15% of the requests closed within the month took longer than 5 days to resolve - an excellent result and well above target, but not as good as August.
Oct-19	GREEN	%	75.00	87.94	Less than 13% of the requests closed within the month took longer than 5 days to resolve - an excellent result and well above target - back similar to August.
Nov-19	GREEN	%	75.00	98.04	Less than 2% of the requests closed within the month took longer than 5 days to resolve - an excellent result and well above target - best result so far.

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	%	75.00	90.10	Less than 10% of the requests closed within the month took longer than 5 days to resolve - an excellent result and well above target.


KPI : LPF-I Percentage of strategies and policies overdue

Responsible Officer: Christine Coombes
Reporting Officer: Christine Coombes



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	RED	%	10.00	26.14	
Aug-19	RED	%	10.00	26.32	
Sep-19	RED	%	10.00	27.92	
Oct-19	GREEN	%	10.00	0.00	No data provided due to staff absence.
Nov-19	GREEN	%	10.00	0.00	No data provided due to staff absence.






Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 RED	%	10.00	30.22	


KPI : LPF-I Privacy training attended by staff

Responsible Officer: Jen Dougall
Reporting Officer: Jen Dougall



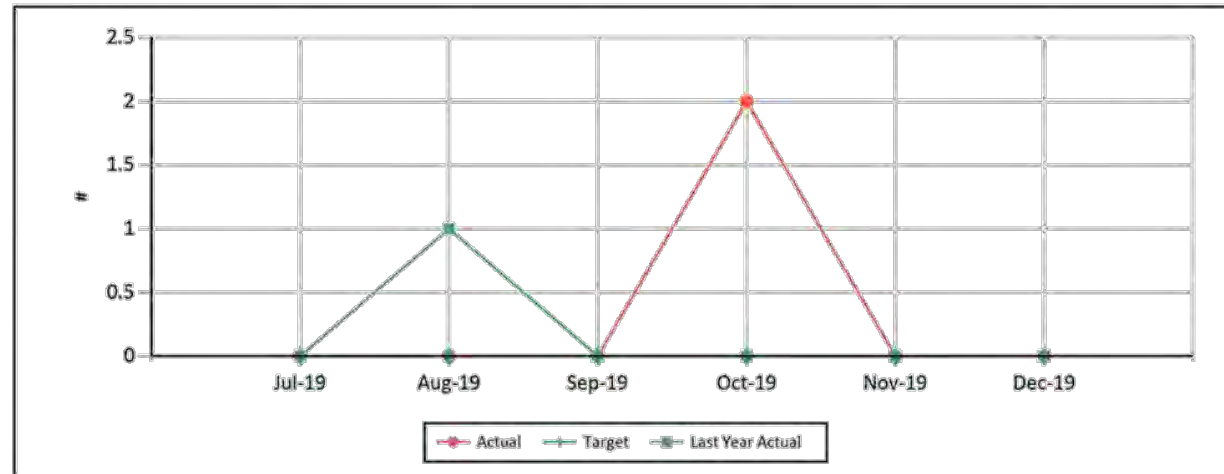
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	 GREEN	%	0.00	0.00	No data entered.
Aug-19	 GREEN	%	0.00	0.00	No data entered.
Sep-19	 GREEN	%	0.00	0.00	No data entered.
Oct-19	 GREEN	%	0.00	0.00	No data entered.
Nov-19	 GREEN	%	0.00	0.00	No data entered.

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	%	0.00	0.00	No data entered.


KPI : LPF-I Reported concerns regarding privacy

Responsible Officer: Sharon Morrison



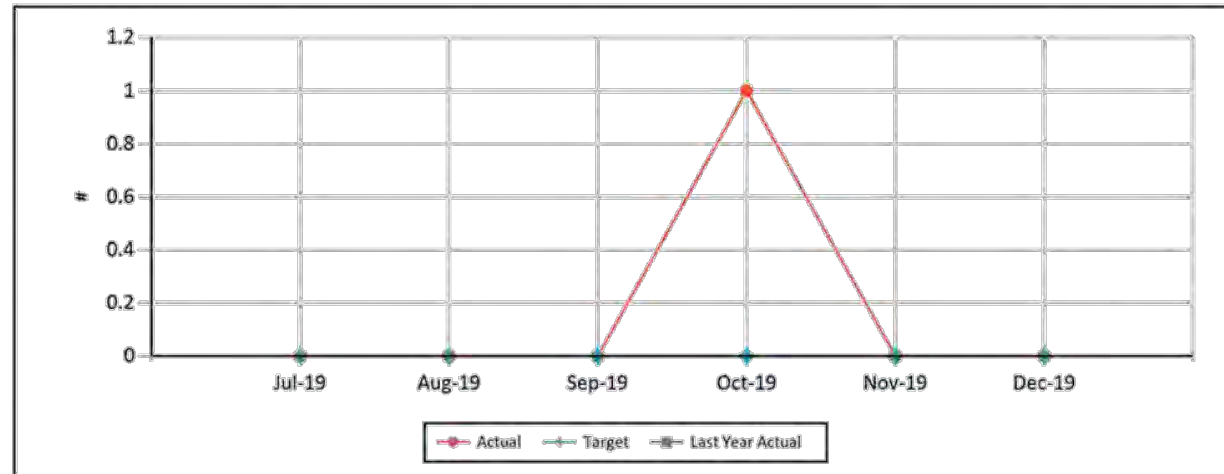
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	#	0.00	0.00	None reported in July.
Aug-19	GREEN	#	0.00	0.00	None reported in August.
Sep-19	GREEN	#	0.00	0.00	None reported in September.
Oct-19	RED	#	0.00	2.00	Two reported in October. One phishing and one medical information.
Nov-19	GREEN	#	0.00	0.00	None received in November.






Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	#	0.00	0.00	None received in December.


KPI : LPF-I System availability during business hours (Number of unscheduled outages during business hours)

Responsible Officer: Peter Williams



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	 GREEN	#	0.00	0.00	No unscheduled outages for the month.
Aug-19	 GREEN	#	0.00	0.00	No unscheduled outages for the month.
Sep-19	 GREEN	#	0.00	0.00	No unscheduled outages for the month.
Oct-19	 RED	#	0.00	1.00	One unscheduled outage for the month due to the Telstra exchange being out of power. We have raised this with our Telstra account manager for review.
Nov-19	 GREEN	#	0.00	0.00	No unscheduled outages for the month.

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	#	0.00	0.00	No unscheduled outages for the month.



KPI Report

Loddon Shire Council



Print Date: 12-Feb-2020

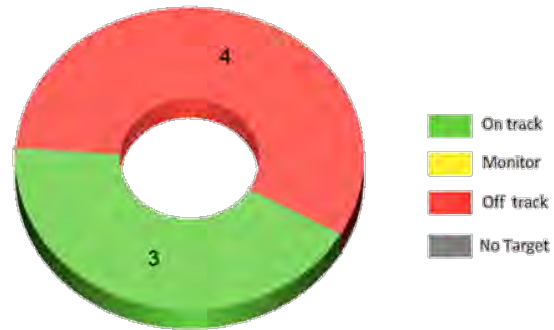
www.cammsgroup.com



REPORT FILTERS

Hierarchy: LPF
Hierarchy Level: Type
Hierarchy Node: Culture
Responsible Officer: All
Reporting Officer: All
Period: All
Aggregation: All
Calculation Method: All
Agency: All
Related Plan: All
Show Additional KPI Info: No
Show KPI Data Grid: Yes
Show KPI Line Graph: Yes
Show Archived KPIs: No
Show Confidential KPIs: Yes
Show Rollup KPI Hierarchy Structure: No
KPI Filter: Loddon Performance Framework

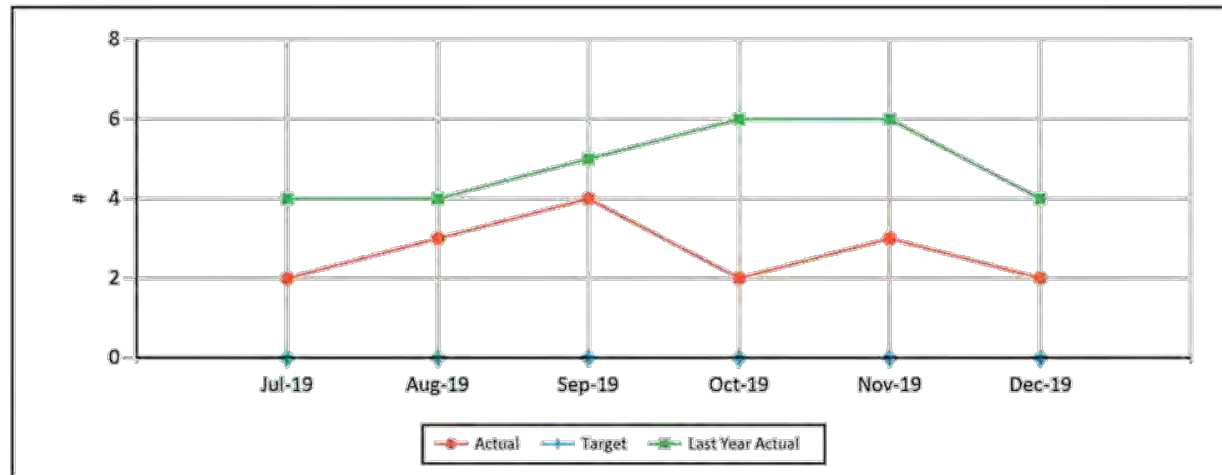
KPI Summary
Loddon Performance Framework



Loddon Performance Framework



KPI : LPF-C Number of WorkCover claims claiming weekly payments

Responsible Officer: Carol Canfield



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	RED	#	0.00	2.00	2 claims
Aug-19	RED	#	0.00	3.00	3 claims
Sep-19	RED	#	0.00	4.00	4 claims
Oct-19	RED	#	0.00	2.00	2 claims






Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Nov-19	 RED	#	0.00	3.00	3 claims
Dec-19	 RED	#	0.00	2.00	2 claims


KPI : LPF-C Number of Workcover claims for the period

Responsible Officer: Carol Canfield



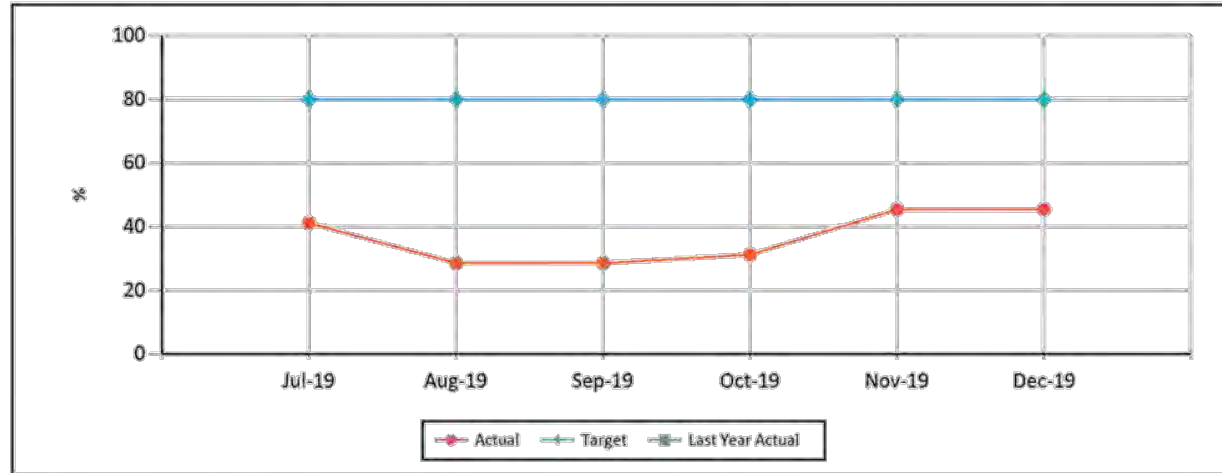
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	 RED	#	0.00	1.00	1 claim
Aug-19	 GREEN	#	0.00	0.00	No new Claims
Sep-19	 RED	#	0.00	1.00	1 claim
Oct-19	 RED	#	0.00	2.00	2 claims under excess
Nov-19	 GREEN	#	0.00	0.00	No new claims

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 RED	#	0.00	1.00	1 claim


KPI : LPF-c Percentage leave plans in place

Responsible Officer: Janine Jackson
Reporting Officer: Janine Jackson



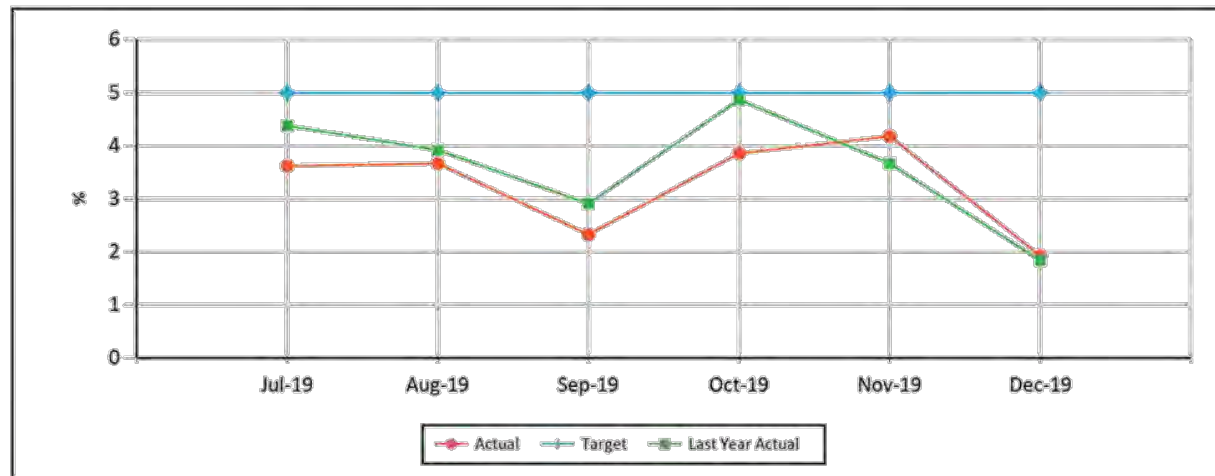
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	RED	%	80.00	41.18	
Aug-19	RED	%	80.00	28.57	
Sep-19	RED	%	80.00	28.57	
Oct-19	RED	%	80.00	31.25	
Nov-19	RED	%	80.00	45.45	

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 RED	%	80.00	45.45	

KPI : LPF-C Percentage of sick leave hours taken over the period compared to total hours worked

Responsible Officer: Carol Canfield



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	%	5.00	3.62	
Aug-19	GREEN	%	5.00	3.67	
Sep-19	GREEN	%	5.00	2.33	
Oct-19	GREEN	%	5.00	3.86	
Nov-19	GREEN	%	5.00	4.18	


Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19		%	5.00	1.93	

KPI : LPF-C Percentage staff with current development plans in place

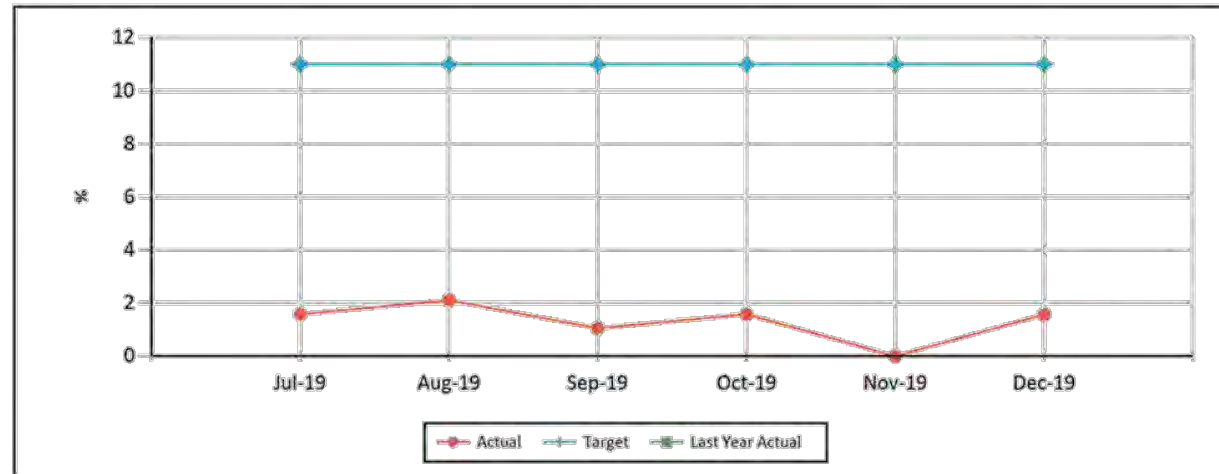
Responsible Officer: Carol Canfield



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19		%	0.00	41.06	Final plans are due in February 2020.


KPI : LPF-C Turnover

Responsible Officer: Carol Canfield



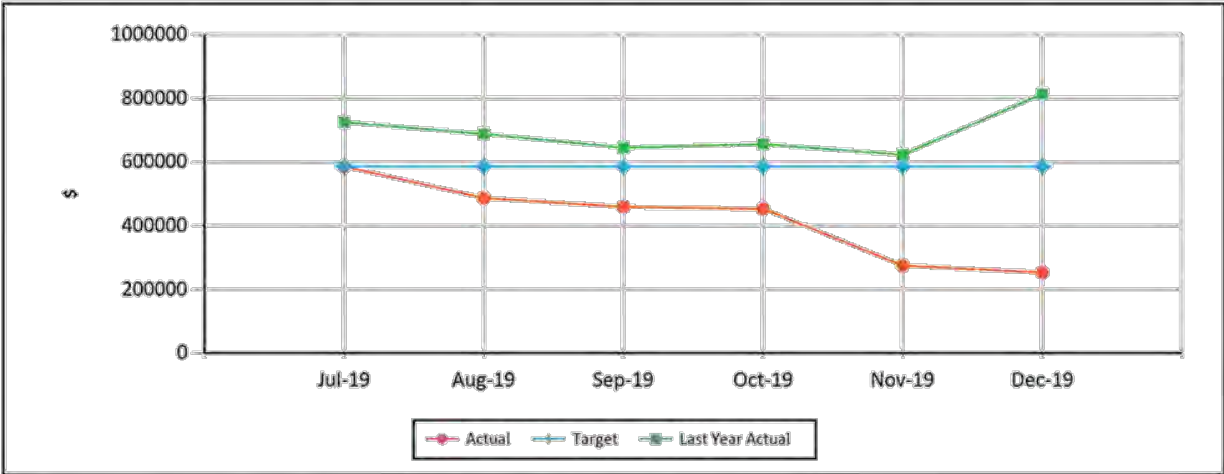
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	RED	%	11.00	1.58	6 to 17% is sector range
Aug-19	RED	%	11.00	2.11	
Sep-19	RED	%	11.00	1.05	
Oct-19	RED	%	11.00	1.58	
Nov-19	RED	%	11.00	0.00	






Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 RED	%	11.00	1.57	


KPI : LPF-C Workcover Statistical Claims Estimate

Responsible Officer: Carol Canfield
Reporting Officer: Carol Canfield



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	 GREEN	\$	586,384.00	586,384.00	Increase due to several claims that have now become premium sensitive
Aug-19	 GREEN	\$	586,384.00	487,331.00	Reduction due to estimates that have been reduced
Sep-19	 GREEN	\$	586,384.00	459,431.00	\$27,900 reduction
Oct-19	 GREEN	\$	586,384.00	453,439.00	
Nov-19	 GREEN	\$	586,384.00	275,037.00	

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	\$	586,384.00	253,165.00	



KPI Report

Loddon Shire Council



Print Date: 11-Feb-2020

www.cammsgroup.com



REPORT FILTERS

Hierarchy: LPF

Hierarchy Level: Type

Hierarchy Node: Customer Service

Responsible Officer: All

Reporting Officer: All

Period: All

Aggregation: All

Calculation Method: All

Agency: All

Related Plan: All

Show Additional KPI Info: No

Show KPI Data Grid: Yes

Show KPI Line Graph: Yes

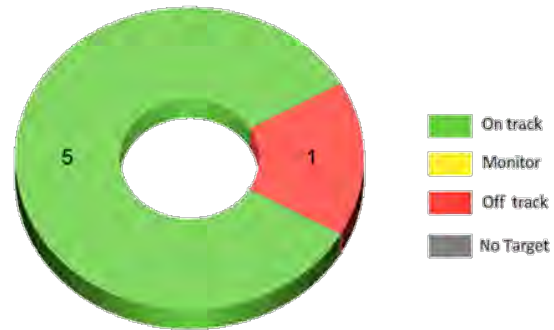
Show Archived KPIs: No

Show Confidential KPIs: Yes

Show Rollup KPI Hierarchy Structure: No

KPI Filter: Loddon Performance Framework

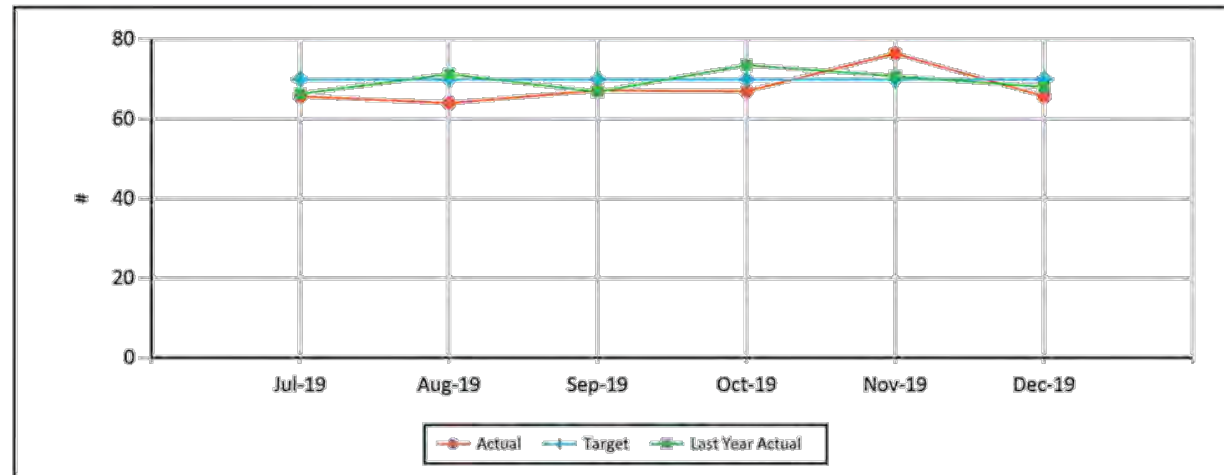
KPI Summary
Loddon Performance Framework



Loddon Performance Framework



KPI : LPF-CS Average 54941200 calls incoming per day

Responsible Officer: Peter Williams
Reporting Officer: Peter Williams



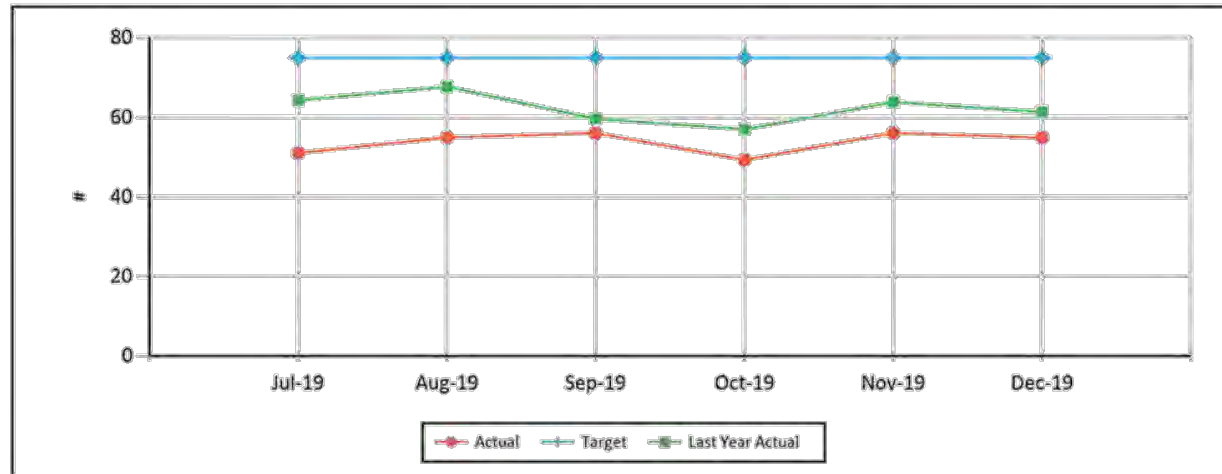
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	#	70.00	65.74	This was the same number of calls per day for the same month last year - 66.
Aug-19	GREEN	#	70.00	64.05	This was slightly less than calls per day for the same month last year - 71.
Sep-19	GREEN	#	70.00	67.20	This was slightly less than calls per day for the same month last year - 67.
Oct-19	GREEN	#	70.00	67.00	This was slightly less than calls per day for the same month last year - 74.






Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Nov-19	 GREEN	#	70.00	76.48	This was slightly higher than calls per day for the same month last year - 71.
Dec-19	 GREEN	#	70.00	65.71	This was slightly less than calls per day for the same month last year - 68.


KPI : LPF-CS Average duration (seconds) of 54941200 calls

Responsible Officer: Peter Williams



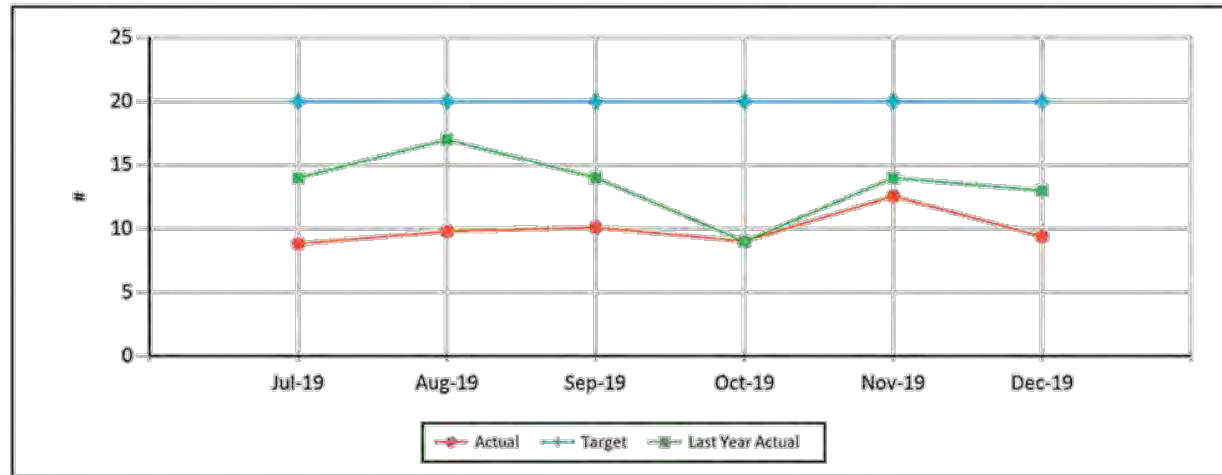
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	 GREEN	#	75.00	51.06	This is a good reduction from the same time last year - 13 seconds less than 64 seconds.
Aug-19	 GREEN	#	75.00	54.96	This is a good reduction from the same time last year - 13 seconds less than 68 seconds.
Sep-19	 GREEN	#	75.00	56.07	This is a good reduction from the same time last year - almost 4 seconds less than 60 seconds.
Oct-19	 GREEN	#	75.00	49.32	This is a good reduction from the same time last year - almost 8 seconds less than 57 seconds.
Nov-19	 GREEN	#	75.00	56.08	This is a good reduction from the same time last year - almost 8 seconds less than 64 seconds.

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	#	75.00	54.90	This is a good reduction from the same time last year - almost 6 seconds less than 61 seconds.


KPI : LPF-CS Average time (seconds) waiting for answered calls

Responsible Officer: Peter Williams



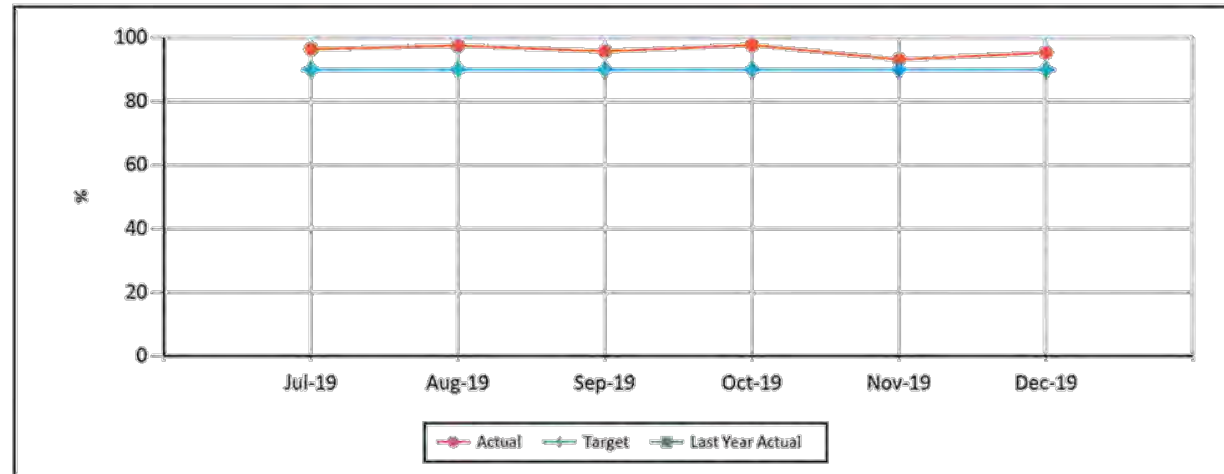
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	#	20.00	8.83	This is 5 seconds lower than for the same time last year - an excellent result.
Aug-19	GREEN	#	20.00	9.80	This is 7 seconds lower than for the same time last year - an excellent result.
Sep-19	GREEN	#	20.00	10.10	This is 4 seconds lower than for the same time last year - an excellent result.
Oct-19	GREEN	#	20.00	9.03	This is the same as the same time last year.
Nov-19	GREEN	#	20.00	12.56	This is 2 seconds lower than for the same time last year - an excellent result.

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	#	20.00	9.39	This is 5 seconds lower than for the same time last year - an excellent result.


KPI : LPF-CS Call answer rate

Responsible Officer: Peter Williams



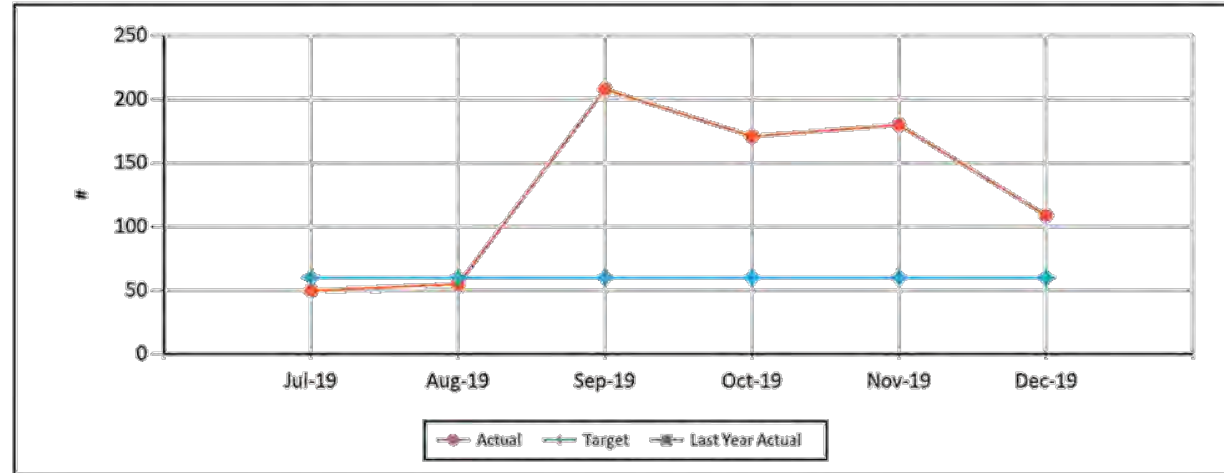
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	GREEN	%	90.00	96.43	We are 1.5% ahead of call answer rates than for the same time last year (which was 95.2%)
Aug-19	GREEN	%	90.00	97.52	We are 3.5% ahead of call answer rates than for the same time last year (which was 94.1%)
Sep-19	GREEN	%	90.00	95.76	We are 0.9% ahead of call answer rates than for the same time last year (which was 94.8%)
Oct-19	GREEN	%	90.00	97.73	We are ahead of call answer rates than for the same time last year (which was 95.10%)
Nov-19	GREEN	%	90.00	93.15	We are ahead of call answer rates than for the same time last year (which was 90.28%)

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	%	90.00	95.34	We are well ahead of call answer rates than for the same time last year (which was 91.26%)


KPI : LPF-CS Number of walk ins registered

Responsible Officer: Peter Williams



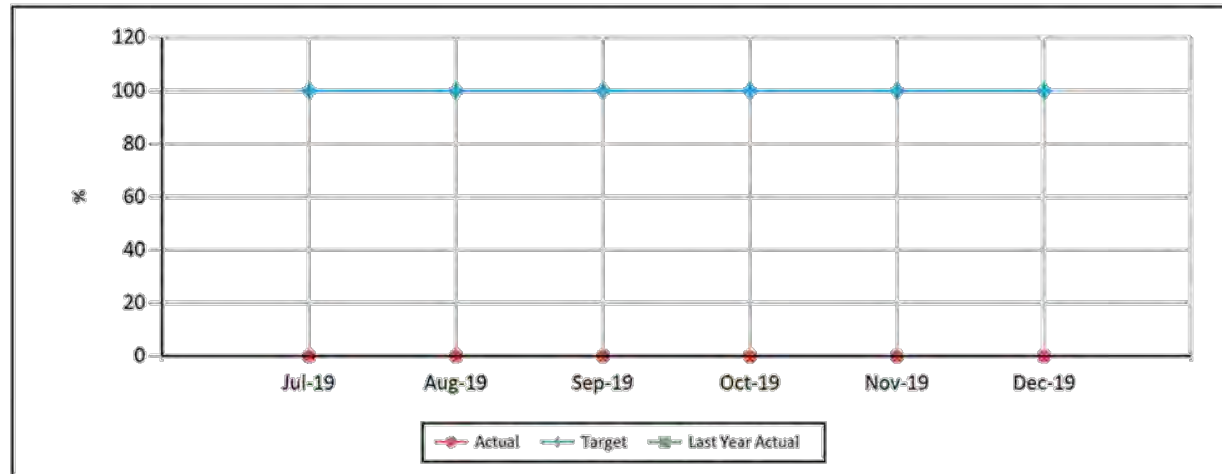
PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	AMBER	#	60.00	50.00	We had 50 front counter walk in's registered in MERIT for the month. We are not sure all have been captured as this is the first time it's been reported.
Aug-19	AMBER	#	60.00	55.00	We had 55 front counter walk in's registered in MERIT for the month. We are not sure all have been captured and continue to work on accuracy of this recording.
Sep-19	GREEN	#	60.00	208.00	We had 208 front counter walk in's registered in MERIT for the month. With some discussion with staff MERIT walkins are now being more accurately recorded and reported.
Oct-19	GREEN	#	60.00	171.00	We had 171 front counter walk in's registered in MERIT for the month. With some discussion with staff MERIT walkins are now being more accurately recorded and reported.
Nov-19	GREEN	#	60.00	180.00	We had 180 front counter walk in's registered in MERIT for the month.

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 GREEN	#	60.00	109.00	We had 109 front counter walk in's registered in MERIT for the month, given the reduced number of business days (Christmas break).


KPI : LPF-CS Percentage of complaints resolved within 28 days

Responsible Officer: Peter Williams



PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Jul-19	RED	%	100.00	0.00	Reviewing software and processes to enable reporting.
Aug-19	RED	%	100.00	0.00	Reviewing software and processes to enable reporting.
Sep-19	RED	%	100.00	0.00	Reviewing software and processes to enable reporting.
Oct-19	RED	%	100.00	0.00	Reviewing software and processes to enable reporting.
Nov-19	RED	%	100.00	0.00	Reviewing software and processes to enable reporting.

Loddon Shire Council KPI Report

PERIOD	PERFORMANCE	UNIT	TARGET	ACTUAL	COMMENT
Dec-19	 RED	%	100.00	0.00	Reviewing software and processes to enable reporting.

9.3 PLANNING PERMIT APPLICATION 5414 USE AND DEVELOPMENT OF LAND FOR A RENEWABLE ENERGY FACILITY (SOLAR) AND UTILITY INSTALLATION (SUBSTATION) AND ASSOCIATED BUILDINGS AND WORKS, REMOVAL OF NATIVE VEGETATION AND BUSINESS IDENTIFICATION SIGNAGE AT CA 14, SECTION B LOT 1 PS 34083 PARISH YARRABERB 4067 PYRAMID YARRABERB RD SEBASTIAN

File Number: 38305200

Author: Carolyn Stephenson, Statutory / Strategic Planner

Authoriser: Steven Phillips, Director Operations

Attachments:

1. Decision Report 5414
2. Objection CFDCAPG
3. AECOM response to objection - Ltr planning permit application

RECOMMENDATION

That Council resolve to grant a planning permit for planning permit 5414 Use and development of land for a Renewable Energy Facility (solar) and Utility Installation (substation) and associated buildings and works, removal of native vegetation and business identification signage at CA 14, Section B Lot 1 PS 34083 Parish Yarraberb 4067 Pyramid Yarraberb Rd Sebastian and direct that a Notice of Decision be issued.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

There have been no previous Council discussions on this matter.

BACKGROUND

Applicant: David Huang 4067 Pyramid Development Pty Ltd C/- South Energy

Subject land: 4067 Pyramid-Yarraberb Rd, Sebastian

The application proposes the use and development of land for a Renewable Energy Facility (solar) and Utility Installation (substation) and associated buildings and works, removal of native vegetation and business identification signage.

The proposed solar facility will have a total capacity of 200MW and cover an area of approximately 290 ha of the 360ha site. The development will consist of solar arrays, a control compound, substation, a number of internal access tracks, laydown areas, batteries and general grid connection infrastructure.

The proposed native vegetation removal consists of 6 trees and some patches of planted vegetation.

ISSUES/DISCUSSION

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

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

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

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

- receive one or more public objection

and/or

- are to be recommended for refusal by the Planning officer.

A detailed decision report is included in attachment 1 outlining the Planning officer's assessment and considerations in determining the recommendation to Council. The application received one objection from the Campbell's Forest & District Community Action Planning Group. This has been included in attachment 2. The applicant has provided a response to the objection and this is included in attachment 3.

All future applications for renewable energy facilities will not be processed by Council, they are now required to be determined by the Minister for Planning.

COST/BENEFITS

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

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

RISK ANALYSIS

The risks of Council not fulfilling its statutory obligation under the Planning and Environment Act 1987 include:

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

CONSULTATION AND ENGAGEMENT

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

LODDON SHIRE COUNCIL

DECISION REPORT: 5414 *Use and development of land for a Renewable Energy Facility (solar) and Utility Installation (substation) and associated buildings and works, removal of native vegetation and business identification signage at CA 14, Section B Lot 1 PS 34083 Parish Yarraberb 4067 Pyramid Yarraberb Rd Sebastian*



SUMMARY

Application Number:	5414
Applicant:	David Huang 4067 Pyramid Development Pty Ltd C/- South Energy
Subject Land:	4067 Pyramid-Yarraberb Rd, Sebastian
Owner:	Koch Property One
Zone:	Farming Zone
Overlay(s):	Vegetation Protection Overlay 1 Bushfire Management Overlay
Existing use:	Agriculture
Proposal:	The use and development of a Renewable Energy Facility (solar) and Utility Installation (substation) and associated buildings and works, removal of native vegetation and business identification signage.

CONTENTS

1 RECOMMENDATION..... 4

2 DISCUSSION 13

2.1 Site & location..... 13

2.2 Site history..... 14

2.3 Proposal 14

2.4 Loddon Planning Scheme..... 18

 2.4.1 Zone 18

 2.4.2 Overlay 19

 2.4.3 Particular provision..... 19

 2.4.4 Permit trigger 19

 2.4.5 Restrictive covenant..... 19

 2.4.6 Planning Policy Framework..... 20

 2.4.7 Local Planning Policy Framework 21

 2.4.8 Solar Energy Facilities: Design and Development Guideline 21

2.5 Referrals..... 21

2.6 Public notification..... 22

2.7 Cultural Heritage..... 23

3 ASSESSMENT..... 23

3.1 Planner assessment 23

 3.1.1 Zone 23

 3.1.2 Overlay 23

 3.1.3 State Planning Policy Framework and Local Planning Policy Framework..... 23

 3.1.4 Clause 53.13 Renewable Energy Facility 23

 3.1.5 Objection..... 26

4 CONCLUSION 27

1 RECOMMENDATION

That the Responsible Authority having considered all matters required under the Planning and Environment Act resolves to issue a planning permit for the use and development of 4067 Pyramid-Yarraberb Rd, Sebastian for a Renewable Energy Facility (solar) and Utility Installation (substation) and associated buildings and works, removal of native vegetation and business identification signage subject to the following conditions:

Endorsed plans

1. Before the use and/or development start(s), detailed development plans must be submitted to and approved by the Responsible Authority. Once approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions, be generally in accordance with the plans provided in the application and three copies must be provided.

The detailed plans to be provided (where applicable) are:

- a. a project layout plan (site plan) detailing the following:
 - ii. the location of all solar panels, substation, PCU and other facilities and infrastructure is to be constructed showing a setbacks to boundaries, roads, easement and the waterways.
 - iii. construction compound(s).
 - iv. location of the transmission line.
 - v. location and type of security/perimeter fencing (recognizing the need to be consistent with the requirements of the NCCMA and appropriate for wildlife movement).
 - vi. vehicle access points to the property.
 - vii. internal access tracks.
 - viii. proposed finished surface levels of the site.
 - ix. location of native vegetation to be removed and retained.
- b. elevation and floorplans of all buildings including, substation(s), battery storage area(s) and terminal station(s).
- c. elevation plans of the solar panels to be constructed.
- d. vehicle access points to the property designed to accommodate the vehicles (size and type) to be accessing the site during construction and operation.
- e. details of earthworks to be undertaken on the site, including filling of dams, and evidence that the discharge point across the property boundary will be retained.

No alteration to plans

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

Local Roads

3. Before the use starts, a Traffic Management Plan which is to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The TMP must:
 - a. be prepared by a suitably qualified and experienced civil or traffic engineer;
 - b. identify the final route to site that minimises use of local roads and avoids load limited bridges;
 - c. specify measures to be taken to manage traffic impacts associated with the construction of the facility, including detailed plans of any required works and the timing of the proposed works;

- d. include a program to inspect, maintain and (where required) repair public roads used by construction traffic;

Any mitigating works identified on the road network in the Traffic Management Plan must be undertaken to the satisfaction and at no cost to the relevant road management authority.

4. Before construction commences a condition report of the existing council managed/owned infrastructure along the preferred construction vehicle route(s) identified for use during construction, including but not limited to sealed surface, pavement, drainage, culverts and bridges and condition of such infrastructure must be recorded to Council's satisfaction. The pre-construction condition report must be facilitated and paid for by the applicant.
5. It will be the applicant's responsibility to inspect the roads (and the associated infrastructure) nominated for use during construction at a frequency no lesser than stipulated in Council's Road Management Plan 2017.
6. It will be the applicant's responsibility to maintain and repair throughout construction the sections of the road nominated for use during construction to a standard no lesser than that identified in the pre-construction condition report.
7. At the end of the construction period, a post-construction condition report of the council managed/owned infrastructure (including any new infrastructure constructed by Council during the construction period) along the preferred construction vehicle route(s) identified in the condition report required by this permit or subsequent inspections, must be undertaken. The condition of such infrastructure must be recorded to Council's satisfaction. Any variation in the condition of the infrastructure must be identified within the post-construction condition report. The post-construction condition report must document how any variation in the condition of the infrastructure will be addressed. The post construction condition report must be facilitated and paid for by the applicant.
8. Any repair work identified within the post-construction condition report required to re-instate local roads (to at least their pre-existing condition as documented) must be addressed and repaired by the applicant at their cost to Council's satisfaction.
9. Any repair, maintenance and/or rehabilitation work on Council infrastructure identified within the post-construction condition report must be undertaken to current engineering standards and to the satisfaction of Council's Technical Services Department.
10. Access to the site must be designed to meet VicRoads standards for Truck Access to Rural Properties – Type B. A 3m gravel shoulder on the approach to the property access for a length of 40m to the centre of the driveway is required to be provided by the developer, to the satisfaction of the Responsible Authority.

Landscaping

11. A landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The landscape buffer must consist of indigenous trees and shrubs and ensure an effective visual screen to the satisfaction of the Responsible Authority.
12. Before the use/occupation of the development starts or by such later date as approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.

13. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority. Any dead, diseased or damaged plants are to be replaced within twelve months.

Construction management

14. During construction phase(s) appropriate dust suppression measures must be implemented to ensure that a nuisance is not caused to adjoining landowners or the general public, or a safety risk posed on the road network to the satisfaction of the Responsible Authority.
15. Construction may only occur during the following times:
 - a. Monday through to Sunday from 7 am to 7 pm.

Environmental Management Plan

16. Before development starts, an Environmental Management Plan must be submitted to, approved and endorsed by the responsible authority. Once endorsed, the Plan will form part of the permit.

The Environmental Management Plan must:

- a. Describe measures to minimise the amenity and environmental impacts of the construction, operation and decommissioning of the facility.
 - b. Include organisational responsibilities, and procedures for staff training and communication.
 - c. Detail measures to protect areas of native vegetation.
 - d. Identify procedures to manage dust and noise emissions, erosion, mud and storm water runoff.
 - e. Identify procedures to remove temporary works, plant equipment, buildings and staging, areas, and reinstate the affected parts of the site when construction is complete.
 - f. Provide for the effective control of pest plants and animals on the site.
 - g. Ensure any earthworks on the property (including filling of dams) do not change the runoff/drainage discharge point across the property boundary.
17. The endorsed Environmental Management Plan must be implemented to the satisfaction of the responsible authority. The endorsed Environmental Management Plan must not be altered or modified without the written consent of the responsible authority.

Lighting

18. External lighting is not permitted on the site other than:
 - a. Low-level, low -intensity security lighting.
 - b. Lighting necessary in the case of an emergency or for operational call-outs at reasonable times.
 - c. Lighting must be baffled to minimise any impact on surrounding land or risk to wildlife.

General Amenity

19. The use of land including, but not limited to the following, must not negatively affect the amenity of the surrounding area to the satisfaction of the Responsible Authority:
 - a. the transportation of materials, goods or commodities to or from the subject land
 - b. the appearance of any buildings, works or materials
 - c. the emission of noise, artificial light, vibration, smell, fumes, smoke vapor, steam, soot, ash, dust, waste water, waste products, grit, or oil
 - d. the presence of vermin, or otherwise

20. Any complaints or matters raised by members of the public in relation to the site must be recorded within a complaint and investigation record. A copy of this record must be made available on request to the Responsible Authority.

Decommissioning

The following requirements must be met when the Renewable Energy Facility ceases operation permanently.

21. The site must be decommissioned and rehabilitated for agricultural purposes to the satisfaction of the responsible authority. The responsible authority must be notified within two months after the facility permanently ceases operation.
- All infrastructure, plant, equipment and access tracks that are no longer required for the on-going use of the land, or decommissioning of the facility, must be removed.
 - Footings must be capped with topsoil and rehabilitated as pasture.
22. Twelve month prior to the planned decommission of the site the proponent must supply to council a plan/document which outlines details relating to the decommission of the site and should include, but not limited to the following details:
- a timeframe for the decommission of the site.
 - nominate a responsible party and contact for the decommission of the site.
 - details of any rehabilitation required as part of the decommission.

Permit Expiry

23. This permit will expire if one of the following circumstances applies:

- The development is not started within 6 years of the date of this permit.
- The use is not commenced within 6 years of the date of this permit.
- The development is not completed within ten years of the date of this permit.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires, or within three months afterwards.

Department of Environment, Land Water and Planning

Notification of permit conditions

24. Before works start, the permit holder must advise all persons undertaking the vegetation removal works on site of all permit conditions pertaining to native vegetation protection.

Protection of native vegetation to be retained

25. Before works start, a native vegetation protection fence must be erected around all native vegetation to be retained within 15 metres of the works area. This fence must be erected at:

- A radius of 12 times the diameter of the tree trunk at a height of 1.4 metres to a maximum of 15 metres but no less than 2 metres from the base of the trunk of the tree; and
- Around the patch(es) of native vegetation at a minimum distance of 2 metres from retained native vegetation.

The fence must be constructed of star pickets and paraweb or similar, to the satisfaction of the responsible authority and the Department of Environment, Land, Water and Planning. The protection fence must remain in place until all works are completed to the satisfaction of the department.

26. Except with the written consent of the department, within the area of native vegetation to be retained and any tree protection zone associated with the permitted use and/or development, the following is prohibited:
- vehicular or pedestrian access;

- trenching or soil excavation;
- storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products;
- construction of entry and exit pits for underground services; or
- any other actions or activities that may result in adverse impacts to retained native vegetation.

Native vegetation offsets

The total area of native vegetation permitted to be removed is 0.365 hectares, comprised of:

- one large patch tree;
- five large scattered trees; and
- one small scattered tree

27. To offset the removal of 0.365 hectares of native vegetation the permit holder must secure native vegetation offset(s) that meets all the following:
 A general offset of 0.098 general habitat units located within the North Central Catchment Management Authority boundary or Loddon Shire Council municipal district; have a Strategic Biodiversity Value score of at least 0.383.
 provide protection for at least six (6) large trees
 must be in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (DELWP, 2017).

Offset evidence

28. Before any native vegetation is removed, evidence that the required offset for the project has been secured must be provided to the satisfaction of the responsible authority. This evidence must be:

- a. an established first party offset site. This must include:
- a security agreement signed by both parties, and
 - a management plan detailing the 10-year management actions and ongoing management of the site;

to the satisfaction of the Department of Environment, Land, Water and Planning and approved by the Responsible Authority.

Every year, for ten years, after the responsible authority has approved the offset management plan, the applicant must provide notification of the management actions undertaken towards implementing the offset management plan, to the department. An offset site condition statement, including photographs must be included in this notification;

and/or

- b. credit extract(s) allocated to meet the requirements of the permit from the Native Vegetation Credit Register.

A copy of the offset evidence must be endorsed by the responsible authority and form part of this permit.

29. Within 30 days of endorsement of the offset evidence by the responsible authority, the permit holder must provide a copy of the endorsed offset evidence to the Department of Environment, Land, Water and Planning at loddonmallee.planning@delwp.vic.gov.au.

Country Fire Authority

Risk and Emergency Management

30. The undertaking of a comprehensive risk management process, as per CFA's Guidelines for Renewable Energy Installations 2018.

31. The development of an Emergency Information Book, provided in an Emergency Information Container at site entrances, as per CFA's Guidelines for Renewable Energy Installations 2018.
32. If applicable to the installation, adherence to (DR) AS/NZS 5139-2017: *Electrical installations – Safety of battery systems for use with power conversion equipment* for any battery installations, and CFA's Guidelines for Renewable Energy Installations 2018.

Access

33. A four (4) metre perimeter road should be constructed within the ten (10) metre perimeter Fire Break.
34. Roads are to be of all-weather construction and capable of accommodating a vehicle of fifteen (15) tonnes.
35. Constructed roads should be a minimum of four (4) metres in trafficable width with a four (4) metre vertical clearance for the width of the formed road surface.
36. The average grade should be no more than 1 in 7 (14.4% or 8.1°) with a maximum of no more than 1 in 5 (20% or 11.3°) for no more than fifty (50) metres.
37. Dips in the road should have no more than a 1 in 8 (12.5% or 7.1°) entry and exit angle.
38. Incorporate passing bays at least every 600 metres which must be at least 20 metres long and have a minimum trafficable width of 6 metres. Where roads are less than 600 metres long, at least one passing bay is to be incorporated.
39. Road networks must enable responding emergency services to access all areas of the facility.
40. Two but preferably more access points to the site, to ensure safe and efficient access to and egress from areas that may be impacted or involved in fire. The number of access points is to be informed through a risk management process.

Water Supply

41. On-site water supply is an important part of the fire suppression system which will assist in the safe, effective and timely fire suppression activities of responding brigades. Static water storage tank installations are to comply with AS 2419.1 and the following conditions.
42. The static water storage tank shall be of not less than 45,000 litres effective capacity.
43. The static water storage tank(s) must be an above-ground water tank constructed of concrete or steel. The location and number of tanks should be determined as part of the site's risk management process and in consultation with a CFA delegated officer.
44. The static storage tanks shall be capable of being completely refilled automatically or manually within 24 hours.
45. The hard-suction point shall be provided, with a 150mm full bore isolation valve equipped with a Storz connection, sized to comply with the required suction hydraulic performance. Adapters that may be required to match the connection are 125mm, 100mm, 90mm, 75mm, 65mm Storz tree adapters with a matching blank end cap to be provided.
46. The hard-suction point shall be positioned within 4 metres to a hardstand area and provide clear access for fire personnel.

47. An all-weather road access and hardstand shall be provided to the hard-suction point. The hardstand shall be maintained to a minimum of 15 tonne GVM, 8 metres long and 6 metres wide or to the satisfaction of the relevant fire authority.
48. The road access and hardstand shall be kept clear at all times.
49. The hard-suction point shall be protected from mechanical damage (i.e., bollards) where necessary.
50. Where the access road has one entrance, a 10 metre radius-turning circle shall be provided at the tank.
51. An external water level indicator is to be provided to the tank and be visible from the hardstand area.
52. Signage shall be fixed to each tank.

Fuel/Vegetation Management

53. Grass is to be maintained at below 100mm in height during the declared Fire Danger Period.
54. A fire break area of ten (10) metres width is to be maintained around the perimeter of the facilities, electricity compounds and substations. This area is to be of non-combustible mulch or mineral earth.
 - a. The fire break area must commence from the boundary of the facility or from the vegetation screening (landscape buffer) inside the property boundary.
 - b. The fire break must be constructed using either mineral earth or non-combustible mulch such as crushed rock.
 - c. The fire break must be vegetation-free at all times.
 - d. No obstructions are to be within fire break area (e.g., no stored materials of any kind).
55. All plant and heavy equipment is to carry at least a 9-litre water stored-pressure fire extinguisher with a minimum rating of 3A, or firefighting equipment as a minimum when on-site during the Fire Danger Period.
56. There is to be no long grass or deep leaf litter in areas where plant and heavy equipment will be working.

Solar installation

57. Solar facilities are to have a 6 metre separation between solar panel banks/rows. Where this cannot be achieved, advice is to be sought from CFA's State Infrastructure and Dangerous Goods Unit (sidgu@cfa.vic.gov.au).
58. Solar farm operators must provide specifications for safe operating conditions for temperature and the safety issues related to electricity generation, including isolation and shut-down procedures, if solar panels are involved in fire. This information must be provided within the content of the Emergency Information Book at the main entrance of the facility.
59. Solar arrays are to have grass or other vegetation maintained to 100mm under the array installation or mineral earth or non-combustible mulch such as stone.
60. Where practicable, solar energy installations can be sited on grazed paddocks. In this case, vegetation is to be managed as per the requirements of this guideline, or as informed through a risk management process.

Battery installation

61. Containers/infrastructure for battery installations are to be located so as to be directly accessible to emergency responders (e.g., provided with a suitable access road).
62. Adequate ventilation of the battery container/storage area is to be provided where required under (DR) AS/NZS 5139-2017; the manufacturer's requirements and/or SDS for battery storage.
63. Containers/infrastructure for battery installations are to be provided with appropriate spill containment/bunding that includes provision for fire water runoff.
64. Battery installations that contain dangerous goods may have to comply with the requirements of the *Dangerous Goods Act 1985*; the *Dangerous Goods (Storage and Handling) Regulations 2012*; and relevant Australian Standards.
65. Battery storage manufacturers must provide specifications for safe operating conditions for temperature and the effects on battery storage if involved in fire. This information must be provided within the content of the Emergency Information Book at the main entrance of the facility.
66. Battery installations are to be kept free of extraneous materials and combustible materials of all kinds. Regular inspections and housekeeping is to be conducted to ensure materials do not accumulate.
67. Battery installations are to be serviced/maintained as per the manufacturer's requirements.
68. Containers/infrastructure for battery installations must be clear of vegetation for ten (10) metres on all sides, including grass. CFA requires non-combustible mulch such as stone or mineral earth within this ten (10) metre area.

VicRoads/Regional Roads Victoria

69. Prior to the commencement of development, the following must be completed to the satisfaction of and at no cost to the Roads Corporation:
 - a. A functional layout plan (FLP) must be prepared by a VicRoads pre-qualified consultant and submitted to and approved by VicRoads. The FLP must show, but is not limited to:
 - i. The existing road alignment, utilities, vegetation, signage and vehicle access at and within the vicinity of the intersection of Loddon Valley Highway and Pyramid – Yarraberb Road.
 - ii. The construction of a CHR(s) - in accordance with AustRoads guide to road design (2017) Part 4 Figure A 29 - on the Loddon Valley Highway at its intersection with Pyramid-Yarraberb Road, including any required linemarking, native vegetation removal and pavement widening.
 - iii. A swept path analysis showing a 19m semi-trailer (with 0.5 metre clearances on both sides of the vehicle) undertaking the following turning movements at no less than 10km/h without crossing the centre dividing line of both roads:
 1. Turning right onto Pyramid-Yarraberb Road. And;
 2. Turning left onto Loddon Valley Highway.
 - b. The works shown in the approved functional layout plan detailed above are constructed to the satisfaction of and at no cost to VicRoads.

North Central CMA

70. All buildings and works (excluding any tracks, fencing and cabling) must be setback a minimum of 30 metres from the top of bank of Myers Creek and any other designated waterways.
71. Prior to the commencement of works, detailed design plans of the proposed development must be submitted to the responsible authority and the North Central CMA for approval. The design plans must detail the location of the proposed works in proximity to the waterways and proposed finished surface levels of the site. Existing land levels through the flood prone portion of the site must be maintained. Any buildings and works must not alter the passage of flood waters through the site to the extent that neighbouring properties are adversely affected.
72. The underside of the solar panels (in the horizontal position) must be a minimum of 300mm above the 1% AEP flood level.
73. Any infrastructure such as electrical control cabinets, power conversion units, substation, O&M facility, battery storage facility, control building, substation transformers, office and amenities must be raised to a minimum of 300mm above the 1% AEP flood level. If sited on fill pads, the fill pads must be limited to the amount necessary to raise the structure and must not extend more than 2 metres from the walls of the asset/structure.
74. Fencing within the floodplain must be of an open style construction up to the 1% AEP flood level to allow the passage of floodwaters through the site. The proposed chain mesh fencing is not considered open style fencing. Prior to the commencement of works, amended plans of the proposed fencing style must be submitted to the responsible authority and the North Central CMA for approval. Fencing to prevent stock access to the Myers Creek riparian zone must be constructed and/or maintained.
75. Unless otherwise agreed in writing with responsible authority and the North Central CMA, to offset the removal of the revegetation that was publicly funded on the site, a 20 metre wide vegetated corridor must be created that connects the Myers Creek riparian zone and the Eastern Waterway #2 (as identified in AECOM report dated 9 August 2019). The corridor must be planted with locally indigenous species, fenced to prevent stock access and maintained for a period of 10 years.
76. Prior to the commencement of works a stormwater management plan must be submitted to the responsible authority and North Central CMA for approval. The stormwater management plan should detail sufficient measures to ensure that the existing hydrology of the site is retained, e.g. there is no increase in the volume or concentration of stormwater runoff leaving the site, nor is there a reduction on the quality of the stormwater runoff leaving the site.

Goulburn Murray Water

77. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
78. No buildings or solar panels are to be constructed within 30 metres of Myers Creek measured from the inside top edge of the bank.
79. If applicable, all wastewater generated from the site office or other facilities on the site must be treated and disposed of using an EPA approved system, installed, operated and maintained in compliance with the relevant EPA Code of Practice and Certificate of Approval.

80. If applicable, the associated wastewater disposal area must be located in accordance with Table 5 of the EPA Code of Practice – Onsite Wastewater Management, Publication 891.4, July 2016, from any waterways, drainage lines, dams or bores.
81. If applicable, the wastewater disposal area must be kept free of buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away.

Ausnet

82. No part of the proposed development is permitted on AusNet Transmission Group's easement unless otherwise agreed in writing by AusNet Transmission Group.
83. Access to and along the easement must be maintained at all times for AusNet Transmission Group's vehicles, staff and contractors.
84. Natural ground surface levels on the easement must not be altered by the stockpiling of excavated material or by landscaping without prior written approval from AusNet Transmission Group.
85. The use of vehicles and equipment exceeding 3m in height are not permitted to operate on the easement without prior written approval from AusNet Transmission Group.
86. Approval must be obtained from AusNet Transmission Group as to the permission and/or suitability of any roads/maintenance tracks that are proposed within the AusNet Transmission Group easement. Details of any proposed services within the easement must be submitted to AusNet Transmission Group and approved in writing prior to the commencement of work on site.

2 DISCUSSION

2.1 Site & location

The subject site is located on the Pyramid Yarraberb Rd, some 3.5km north of the Loddon Valley Highway and 17km east of Bridgewater. The site is approximately 360ha in size.

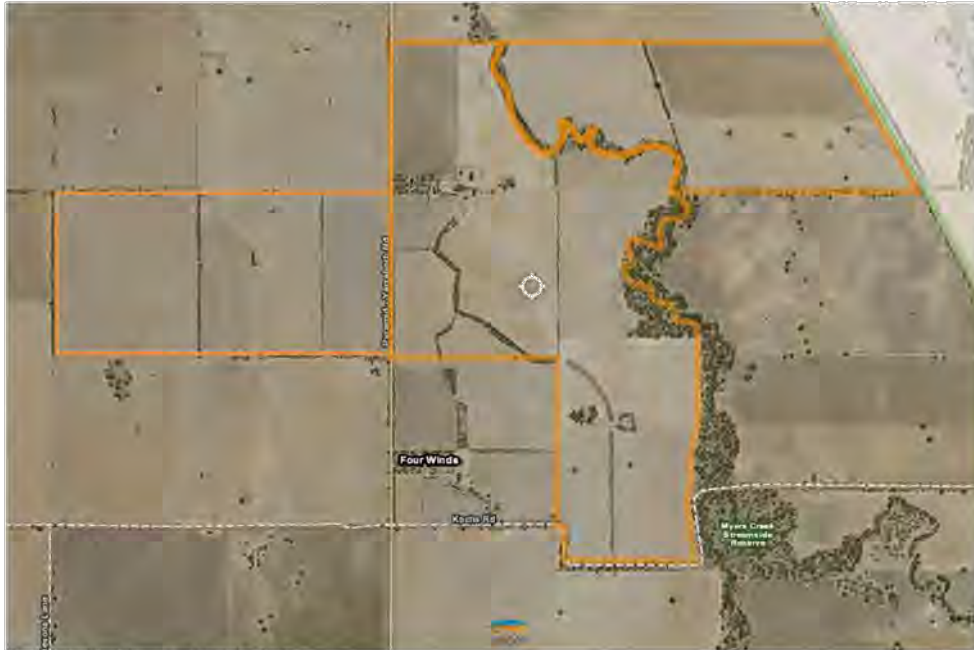
The subject property is located on both the east and west sides of the Pyramid Yarraberb Road. The Myers Creek adjoins the east side of the property and bisects the northern part of the property. The land is largely cleared farming land that has been used for cropping and grazing. There is some scattered remnant vegetation on the site, a large patch of remnant vegetation along the creek and some areas of revegetation.

An Agricultural Impact Assessment (Ag Challenge Consulting, 2018) submitted with the application advises that the soil types on the property are Red Sodosol (the dominant profile and is present over much of the property) and Grey Sodosol (appearing infrequently along lower lying areas subject to inundation). Red Sodosol has a moderate water holding capacity and moderate cropping ability whereas Grey Sodosol is described as having a low water holding capacity with poor root depth due to the hardening of deeper horizons and compaction within the profile. Red Sodosol is considered suitable for cropping and introduced pasture species and Grey Sodosol soils is acceptable for the growth of clover and wheat, but not considered to be a good cropping soil. The farm has access to water via a 2.5ML stock and domestic licence from Coliban Water. This assessment concludes that none of the land on this property could be considered to be prime agricultural land or high quality agricultural land. The terms prime agricultural land and high quality agricultural land are generally used to describe the land that is highly versatile and among the most agriculturally productive within a region. This property would not be described as such as it is limited to use for the grazing of sheep with limited cropping.

The subject site contains a single dwelling and shedding associated with agricultural practices. The 220kV Kerang to Bendigo bisects the western part of the property.

Adjoining and surrounding properties are used for broadacre agricultural purposes. The nearest dwelling not within the same ownership is located approximately 460m metres from the south boundary of the subject site.

The subject site and surrounding land is zoned Farming. The Bushfire Management Overlay and the Vegetation Protection Overlay is applied to a small section of the property, associated with vegetation along the Myers Creek. The Myers Creek and surrounds is covered by the Cultural Sensitivity Overlay.



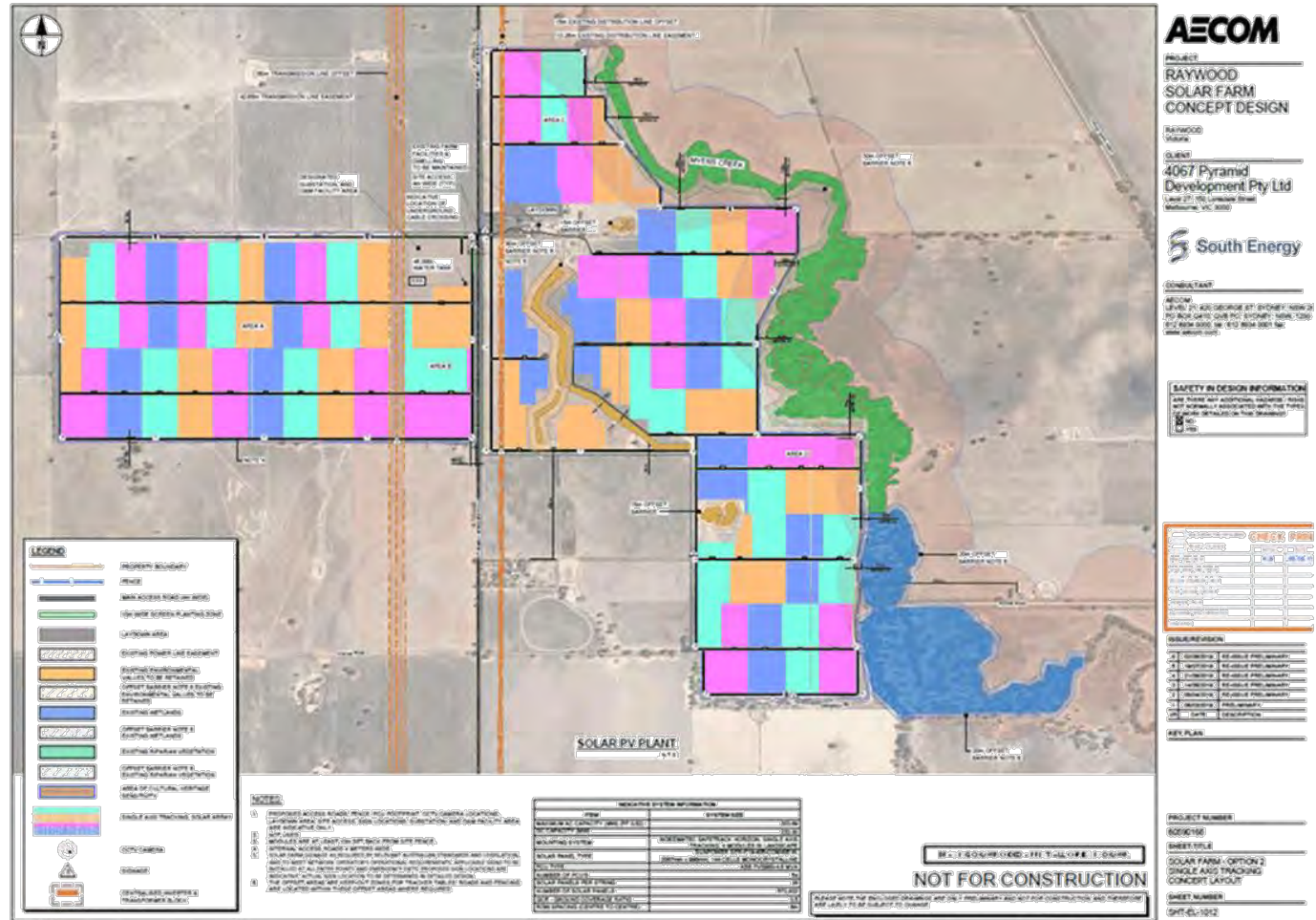
Subject site Source: Pozi Loddon

2.2 Site history

There is no relevant site history for the subject site.

2.3 Proposal

The application is proposing the use and development of the land for a renewable energy facility (200 MW solar energy facility), utility installation (substation) and associated buildings and works, removal of native vegetation and business identification sign. The following is a concept design for the site:



The solar farm is anticipated to operate for up to 30 years. This estimated project life is due to the degradation of solar panels over time, with solar panels currently having an estimated lifespan of around 30 years before needing to be replaced. Up to six full-time equivalent staff likely to be employed for the operation and maintenance of the solar farm.

Operational activities are expected to include remote monitoring of equipment on a daily basis, full servicing of inverters and substation equipment. Cleaning of the modules will be required on an as needs basis and will be dependent on weather conditions (this may be required once every two years, or several times per year). Full servicing of Power Conditioning Units (PCUs) and switchyard equipment will be undertaken on a quarterly basis. There will be no storage of hazardous or dangerous goods or materials on-site during the operation of the Project.

Sheep may be used to manage vegetation growth amongst the solar panels during the operation of the solar farm.

Key elements of the project include:

1. Approximately 609,336 solar PV panels on a single-axis tracking system mounted on aluminium or steel piles. Single Axis Tracking Systems comprise two panel modules (panels 2m x 1m) in portrait orientation. The panel modules are sited to rotate around the horizontal axis, following the sun's trajectory, with the tracking angle ranging from +60 to -60 degrees to the horizontal each day. The width of the rows for this aforementioned arrangement would be approximately 7.5 metres with the panels on the tracking system having a maximum height of 4m. The modules will be set back at least 10 metres from all property boundaries, with larger setbacks of 21 metres from the southern property boundary.



Example of Single Axis Tracking System

2. Approximately 48 PCUs – Inverter buildings with hard standings. The PCUs convert the Direct Current (DC) to Alternating Current (AC), while the transformers increase the voltage from Low Voltage to a Medium or High Voltage, as required by the electricity grid connection. Both single inverter and double inverter PCUs will be used. Each single inverter unit will be up to 2.5 metres wide by 6.1 metres in depth and 2.6 metres high (equivalent to a 20 foot shipping container), while double inverter units will be up to 2.5 metres wide by 2.9 metres high, with a depth of 12.2 metres (equivalent to a 40 foot

shipping container). PCUs can be treated (e.g. painted) to ensure they recede into the landscape.



Example of single PCU

3. A designated substation and operations and maintenance (O&M) facility area that includes a substation that would be connected to the existing 220kV Kerang to Bendigo line within the subject site, a Battery Storage Facility/Energy Storage System (ESS) of up to 20MW/20MWh capacity, a control building, substation transformers, office and amenities. The substation is located adjacent to the existing Bendigo to Kerang 220kV line within the site.



Example of substation



Example of battery storage

4. Overhead line to connect the substation and the existing Bendigo to Kerang 220kV line. Power generated from the eastern parcel of land will be transferred to the substation via an underground cable and power from the western parcel will be transferred directly to the substation.
5. Internal all-weather access tracks.
6. Security fencing.
7. Landscaping. A ten metre wide landscape buffer will be provided along the Pyramid-Yarraberb Road frontage and along the south-eastern property boundary. Screening to the designated substation and O&M facility area will also be provided. Within the landscape buffer area, a range of trees, shrubs, grasses and ground cover will be planted. The landscaping proposed will vary in height and Indigenous species to the area have been selected as appropriate.
8. Business identification signage of 1.5m x 1m is to be installed at the frontage (Pyramid-Yarraberb Road) of the site (one at the entry to the western parcel of land and one at the entrance to the eastern parcel of land) which will identify the Raywood Solar Farm.
9. Retention of the existing dwelling at 4067 Pyramid-Yarraberb Road to be used by staff associated with the facility.
10. Removal of 6 large trees (5 large scattered trees and one large tree in a patch) comprising 0.365 hectares. An additional 6 'patches' of Catchment Management Authority funded revegetation (4.556 hectares) is also to be removed however as consent from the CMA has been provided for the removal of the planted vegetation planning approval is not required for most of this vegetation removal. All native vegetation to be removed will be offset (planted and remnant vegetation). A number of areas of planted and remnant vegetation will be protected and retained on site.

2.4 Loddon Planning Scheme

2.4.1 Zone

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

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

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

2.4.2 Overlay

The Vegetation Protection Overlay (VPO) is applied to a section of the eastern side of the property. It would appear to be intended to be associated with an area of remnant vegetation on the Myers Creek. An area of planted vegetation to be removed is located within this VPO.

The purpose of the VPO is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To protect areas of significant vegetation. To ensure that development minimises loss of vegetation.
- To preserve existing trees and other vegetation.
- To recognise vegetation protection areas as locations of special significance, natural beauty, interest and importance.
- To maintain and enhance habitat and habitat corridors for indigenous fauna.
- To encourage the regeneration of native vegetation.

The Bushfire Management Overlay is applied to the eastern part of the property associated with vegetation along the Myers Creek. The BMO does not trigger any approvals specific to this land use and development, however the CFA have been consulted.

2.4.3 Particular provision

Particular provision Clause 53.13 Renewable energy facility (other than wind energy facility) applies to this application. This provision states that the purpose of this clause is:

- To facilitate the establishment and expansion of renewable energy facilities, in appropriate locations, with minimal impact on the amenity of the area.

Clause 53.12-3 provides a number of decision guidelines which should be considered:

- The Municipal Planning Strategy and the Planning Policy Framework.
- The effect of the proposal on the surrounding area in terms of noise, glint, light spill, vibration, smell and electromagnetic interference.
- The impact of the proposal on significant views, including visual corridors and sightlines.
- The impact of the proposal on strategically important agricultural land, particularly within declared irrigation districts.
- The impact of the proposal on the natural environment and natural systems.
- The impact of the proposal on the road network.
- Solar Energy Facilities Design and Development Guideline (Department of Environment, Land, Water and Planning, August 2019)

2.4.4 Permit trigger

The requirement for a planning permit is triggered under the following clauses within the Loddon Planning Scheme:

- Clause 35.07-1 for the use of the land as a renewable energy facility within the Farming Zone
- Clause 35.07-4 for buildings and works associated with a section 2 use (renewable energy facility & utility installation) within the Farming Zone
- Clause 42.02 for the removal of native vegetation in the VPO
- Clause 52.17 for the removal of native vegetation

2.4.5 Restrictive covenant

There are no restrictive covenants listed on the titles included within the subject site.

2.4.6 Planning Policy Framework

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

12.01-1S Protection of Biodiversity

Objective

To assist the protection and conservation of Victoria's biodiversity

12.01-2S Native vegetation management

Objective

To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation.

14.01-1S Protection of agricultural land

Objective

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

17.01-1S Diversified economy

Objective

To strengthen and diversify the economy

17.01-1R Diversified economy - Loddon Mallee South

The strategies of Clause 17.01-1R diversified economy- Loddon Mallee South are listed below:

- Support the ongoing role and contribution of the region's small towns, settlements and non-urban areas through investment and diversification of their economies.
- Support and develop emerging and potential growth sectors such as tourism, renewable energy, resource recovery and other green industries.
- Facilitate new manufacturing and food processing industries that build on supply chains and take advantage of well-located and affordable land.
- Facilitate access to natural resources where appropriate, including sand and stone, minerals, timber and renewable energy potential.

19.01-1S Energy supply

Objective

To facilitate appropriate development of energy supply infrastructure

19.01-2S Renewable energy

Objective

To promote the provision of renewable energy in a manner that ensures appropriate siting and design considerations are met.

19.01-2R Renewable energy - Loddon Mallee South

Strategy

Support and facilitate development in renewable energy, waste to energy, carbon sequestration and other new energy opportunities

2.4.7 Local Planning Policy Framework

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

22.05 Development in rural areas

The objectives of Clause 22.05 Development in Rural Areas are listed below.

- To protect the natural and physical resources upon which agricultural industries rely
- To support the ongoing viability of existing farms
- To maintain farmland in productive agricultural use
- To promote the development of new and diverse agricultural industries, fulfilling the potential of existing infrastructure
- To prevent land use conflicts between sensitive uses and agricultural uses
- To ensure that new use and development in the Shire is not prejudicial to agricultural industries or the productive capacity of the land
- To encourage the most productive and sustainable uses of water and soil in the Shire
- To ensure that development in rural areas does not compromise landscapes of significant value
- To encourage safety from structure fires and bushfires

Clause 22.05 Development in Rural Areas specifically references renewable energy facilities as follows:

- Renewable energy facilities will be supported in Loddon Shire but should not be located on high quality agricultural land, in particular, not on land that is and is likely to remain irrigated (or may be irrigated in the future) due to soil type or access to irrigation infrastructure

2.4.8 Solar Energy Facilities: Design and Development Guideline

Clause 53.13-3 of the scheme requires that the Solar Energy Facilities: Design and Development Guideline (the Guideline) must be considered.

The Guideline has been created by the Department of Environment, Land, Water and Planning to help both applicants and Council make sound planning decisions when considering solar farm applications. The planning officer’s response to the Guideline is included within the assessment section of this report.

2.5 Referrals

Table 1: External referrals to Department of Environment, Land, Water & Planning (DELWP)

Response:	No objection subject to conditions in relation to protection of vegetation to be retained and offset of vegetation to be removed.
-----------	---

Table 3: External Referral to County Fire Authority (CFA)

Response:	No objection object and suggested conditions to address emergency management, access to provide for firefighting, water supply for firefighting, vegetation and fuel management including a 10m fire break, a 6m separation between solar panel banks and appropriate siting and management of the battery storage.
-----------	---

Table 4: External Referral to Goulburn Murray Water (GMW)

Response:	No objection subject to conditions in relation to setback from Myers Creek and wastewater management.
-----------	---

Table 5: External Referral to North Central Catchment Management Authority (NCCMA)

Response:	No objection subject conditions in relation to waterway setbacks, revegetation, maintenance of floodways, minimum heights to minimise flood risk and damage.
-----------	--

Table 6: External Referral to Regional Roads Victoria/VicRoads

Response:	No objection subject conditions in relation to upgrade of the intersection of the Pyramid Yarraberb Road and the Loddon Valley Hwy.
-----------	---

Table 7: External Referral to Ausnet

Response:	No objection subject to conditions in relation to use and development in their easement.
-----------	--

Table 5: Internal Referral to Assets and Infrastructure Department

Response:	Councils Assets and Infrastructure Department have recommended upgrading the access points to the Pyramid Yarraberb Rd to meet VicRoads standards for Truck Access to Rural Properties – Type B as well as providing a 3m gravel shoulder on the approach to the access for a length of 40m to the centre of the driveway. Some tree removal on the road reserve may be required. Planning approval would be required for this, should the final road upgrade/entrance design require native vegetation removal. Dust on site during construction must be managed to ensure that visibility on the road is not affected.
-----------	---

2.6 Public notification

The application was advertised to surrounding neighbours via letter in the mail on the 25 October 2019. Notice of the application was also placed in the Loddon Times. The applicant undertook community consultation prior to and during the permit application process. One objection was received from Campbells Forest and District Community Action Planning Group. The grounds of objection can be summarised as:

- impact on agriculture, loss of agricultural land and loss of property value
- impact on water flow (flooding and drainage)
- lack of community engagement
- lack of economic benefit to the community
- insufficient water supply on the property
- need for a wastewater treatment system to manage panel washing water
- object to removal of native vegetation and impact on biodiversity and habitat
- risk to Spotted Tail Quoll
- need for sufficient weed and pest management on site.
- need to ensure the use and development does not cause soil erosion (panel washing, development along the creek)

- ensure that security fencing does not prevent wildlife movement through the site or impact floodwater flow path
- need to ensure that there is no amenity impact from glare, aesthetics, traffic and noise
- manage the visual impact with a 10m landscape buffer around the site, ensure all buildings and infrastructure are inside the landscape buffer and lights are baffled
- ensure noise does not affect agriculture or biodiversity
- need to upgrade the property access from Pyramid Yarraberb Rd and intersection with the Loddon Valley Hwy
- ensure inclusion of CFA conditions, provide access to Myers Creek for firefighting and ensure that the local brigade are provided with appropriate additional training if required at the expense of the applicant

A copy of the complete objection is attached.

2.7 Cultural Heritage

The site is subject to the Cultural Heritage Sensitivity Overlay. A Cultural Heritage Management Plan has been prepared and approved.

3 ASSESSMENT

3.1 Planner assessment

3.1.1 Zone

Although the property is zoned Farming and this development is not agriculture related the purpose of the Farming zone provides for implementing state and local planning policy. State and local planning policy support the development of renewable energy facilities. Given the large area of land and isolated location required for such a development, the Farming zone is the most suitable zone. Although the subject land will have its agricultural capacity reduced, it is not significant or high quality land, as demonstrated by an agricultural assessment provided with the application. The proposal will not affect the use of surrounding land for agriculture.

3.1.2 Overlay

The Vegetation Protection Overlay (VPO) affects part of the site. A small area of planted vegetation within the VPO will be removed. A larger remnant patch in the VPO will be retained.

3.1.3 State Planning Policy Framework and Local Planning Policy Framework

As set out above (Section 2.4), State and Local planning policy supports the development of renewable energy facilities in appropriate locations.

3.1.4 Clause 53.13 Renewable Energy Facility

Clause 53.13 of the Loddon Planning Scheme sets out the decision guidelines for a Renewable Energy Facility. These are addressed below in relation to the subject proposal.

The Municipal Planning Strategy and the Planning Policy Framework.

There is support at the State, regional and local level in planning policy for renewable energy facilities subject to appropriate siting. The appropriateness of the subject site is addressed below.

The effect of the proposal on the surrounding area in terms of noise, glint, light spill, vibration, smell and electromagnetic interference.

The applicant has provided information to demonstrate that the proposal will not have an unreasonable impact on the area in terms of noise, glint, light spill, vibration, smell and electromagnetic interference.

Although during the construction phase there will be an increased noise level, beyond that the proposal is not expected to emit any significant noise. Construction is expected to take 15 months, and will be undertaken during standard work hours. EPA regulations will limit hours of operation for construction. Noise from the site once the facility will be operating will consist of light vehicles monitoring the facility. Operation of the solar panels and associated infrastructure is expected to emit minimal noise levels that are unlikely to be audible beyond the site.

The facility is not expected to emit unreasonable levels of glint and glare. The assessment provided by the applicant indicates that there is no glare predicted due to the operation of the proposed single axis tracking array.

Significant lighting on site is not proposed. Security lighting will be provided around the batteries and operations and maintenance facility. Lighting would be expected to comply with the *Australian Standard AS 4282—1997 Control of the obtrusive effects of outdoor lighting*.

There should be no smell associated with the facility.

Australian Radiation Protection and Nuclear Safety Agency advises that the risk of electromagnetic interference is very low from solar facilities.

The impact of the proposal on significant views, including visual corridors and sightlines.

The subject site is located within a relatively isolated rural location, however it is on a significant local road. From a distance the panels are expected to blend into the landscape as they are less than 4m high, however in close proximity the development will be prominent and not consistent with the surrounding landscape. There is one dwelling less than 500m south and west of the proposal. There are other dwellings more than 1km from the subject site. Existing vegetation along the east and section of the north side of the site, along the Myers Creek, will screen the proposal from the east and some view lines from the north. There is some existing vegetation on the western and southern boundary of the property that will assist to screen the proposal. It is proposed to provide a 10m landscape buffer along the Pyramid Yarraberb Rd, on the northern boundary of the site adjoining the operations and maintenance facility and on the southern and eastern boundaries adjacent to the neighbouring dwelling.

The impact of the proposal on strategically important agricultural land, particularly within declared irrigation districts.

The Agricultural Impact Assessment submitted with the planning application prepared by Ag-Challenge confirms that the site is not considered prime agricultural land or high-quality agricultural land. The site has an agricultural value for cropping and grazing, however the site is not considered to be of strategic significance. The site is not irrigated. The Assessment notes that there is no clearly identifiable impact from the installation of solar panels on any of the surrounding farming businesses. The removal of the land from regular grazing and cropping should not result in detrimental effects on other grazing businesses, market competition, the ability of the adjacent farms to operate efficiently or the productivity of any of the adjacent properties.

The impact of the proposal on the natural environment and natural systems.

The site is largely cleared farming land that adjoins the Myers Creek. The proposed development will require the removal of six trees, and some areas of planted vegetation. Evidence has been provided that this vegetation will be offset. Vegetation along the creek will

be retained and this buffer will be provided to the creek. The proposal was modified to retain a significant proportion of the vegetation on the site, as well as retain a drainage line. The applicant has provided a Surface Water Assessment and a Hydrologic and Hydraulic Modelling Report to demonstrate that the proposal will not impact on flood risk or water quality. The North Central CMA have confirmed that they are satisfied that the proposal will not have any significant impact on flooding or waterways. It is considered that the proposal will not result in any significant impact to the natural environment or natural systems.

The impact of the proposal on the road network.

The proposed construction on the site is likely to have a significant impact on the road network. The subject site adjoins a Council managed road, that intersects with a VicRoads road. This will form the main traffic route. Council's Assets staff and VicRoads/RRV have been consulted in relation to the proposal. Council staff have requested conditions to provide for the upgrade of the entrance of the site and upgrade to the road at the entrance to maintain road safety and function. VicRoads/RRV have requested conditions to upgrade the intersection with the Loddon Valley Hwy to accommodate construction traffic.

A Traffic Management Plan (TMP) will be required as a Condition of any permit. The TMP will outline the road maintenance schedule and other matters as required by Council. A bond may be required relating to road works.

Once the site is developed, the ongoing use of the land is not expected to have any significant impact on the road network.

- Solar Energy Facilities Design and Development Guideline (Department of Environment, Land, Water and Planning, August 2019).

The Victorian State Governments Solar Energy Design Facilities: Design and Development Guideline (August 2019) (The Guidelines), provide guidance to applicants and council when considering appropriate locations for solar farm facilities. The Guidelines state that a solar energy facility should not lead to:

- the loss or interruption of supply to the immediate or broader electricity transmission network
- the loss of vegetation, habitat or species of environmental importance
- the loss of cultural heritage or landscape values of significance
- the loss of productive, state-significant agricultural land
- increased exposure of the area to fire, flood or other natural or environmental hazard.

The Guidelines also state that, ideally a solar energy facility should be located:

- on land with topographical conditions that avoids the need for unnecessary or excessive earthworks or changes to the natural landscape
- to avoid the loss of native vegetation and biodiversity and if losses cannot be avoided, they are minimised and can be offset
- close to the electricity grid network, to minimise the need for additional infrastructure and associated impacts
- a sufficient distance from existing urban areas or designated urban growth areas
- where there can be adequate space between facilities within an area to avoid cumulative impacts of built form concentration
- away from the floodplain of a major water course or wetland
- where it has ready access to main roads.

The application put forth to Council is considered being consistent with the above mentioned matters, as the subject site is:

- generally flat with minimal earthworks required for construction
- is within close proximity to the 220KV transmission line
- within 4km of the Loddon Valley Highway and fronts a sealed collector road. Some road upgrade or traffic management may be required however the proposal relies on minimal use of the local road network
- is not located with close proximity to major residential development or significant environmental landscape
- largely cleared and the application proposes minimal loss of native vegetation and has avoided removal where possible. Vegetation removed will be offset.

3.1.5 Objection

The table below addresses the concerns raised in the objection.

Impact on agriculture and loss of agricultural land	This property will be largely lost to agriculture, however it is not considered to be significant or high value land. The proposal will not affect the use of adjoining land for agriculture.
Loss of property value	This is not a planning consideration and no evidence has been provided.
Impact on water flow (flooding and drainage).	The application has been modified to manage this risk and the NCCMA have not objected to the proposal.
Lack of community engagement.	This is not a land use planning consideration. Consultation was conducted by the applicant, including meeting with this objector. Only one objection has been received.
Lack of economic benefit to the community.	Although the use will provide minimal long term employment (6), the construction is likely to provide economic benefit to the broader region.
Insufficient water supply on the property.	The use does not require a significant amount of water. The site has a water supply for stock and domestic use. The applicant has advised that solar panels can be cleaned without water.
Need for a wastewater treatment system to manage panel washing water.	There is no industrial waste water generated by the project. Should staff amenities be installed, an appropriate wastewater system will be required.
Removal of native vegetation and impact on biodiversity and habitat.	Some native vegetation is to be removed. The majority of remnant vegetation is to be retained. Landscape buffer areas 10m wide will be planted as additional vegetation will be planted on site to replace the NCCMA planted vegetation that is to be removed.
Risk to Spotted Tail Quoll.	Vegetation along the creek will be retained. Wildlife safe fencing is to be used.
Weed and pest management on site.	Weed and pest management will be enforced on site through planning permit conditions and an endorsed weed and pest management plan.
Soil erosion	No development is permitted within 30m of the creek. Appropriate construction management will be required to ensure soil is stabilised.
Security fencing	Security fencing that is wildlife friendly and does not obstruct flood water will be required.
Amenity impacts	As discussed above, there will be no significant amenity impacts.

Landscape buffer	A landscape buffer is proposed for a number of the site boundaries.
Lights	Lights will be required to be baffled.
Noise	Beyond construction, the use is not considered to emit any significant noise.
Road upgrade	Council and VicRoads/RRV have required road upgrades.
CFA	CFA conditions will be included in the permit. CFA have not advised Council of the need for any specialist firefighting training requirements.

4 CONCLUSION

The application seeks approval for a 200 MW solar farm that will cover approximately 290ha of land. The merits of this site for a solar farm include solar access, grid access, flat topography, minimal native vegetation or flood risk and it is in a relatively isolated location. The nearest dwelling to the site (beyond the subject property) will be screened from the site by a landscape buffer. Although the site has some agricultural value, it is not high quality land, irrigated or of strategic significance. The proposal will not affect the use of surrounding land for agriculture. The proposal is consistent with State, regional and local policy that supports the development of renewable energy facilities and the proposal is considered to be consistent with the State guidelines for the location and development of such facilities. The proposal is not considered inconsistent with the purpose of the Farming Zone as although this proposal is not agricultural related it does not affect the use of the surrounding land, and the balance of the subject property can be retained in agricultural use. The Farming Zone is realistically the main land use zoning where these facilities are able to be located due to the extent of land required. The native vegetation to be removed is minimal and will be offset in accordance with the State government requirements.



Incorporation No. A0051471P
4 Metropolitan Dr, Eaglehawk, Vic 3556

LODDON SHIRE COUNCIL	
File No.	
Reference	
Records	<input type="checkbox"/>
REC'D	13 NOV 2019
Relates to	
Council	<input type="checkbox"/>
Disposal	<input type="checkbox"/> Forward

7th November 2019

Glenn Harvey & Alexandra Jefferies
Planning Department
Loddon Shire Council
PO Box 21 41 High Street
Wedderburn VIC 3518

To Glenn & Alexandra,

Planning Permit Application No. 5414 - 4067 Pyramid Yarraberb Road; Sebastian, Pyramid-Yarraberb Road, Campbell's Forest, Vic, 3556

Thank you for this opportunity to respond to the above application, see our following submission to this application.

1.0 Agricultural Land & Property Devaluations

- We object to the removal of productive agricultural land from the Campbell's Forest and we need to protect our productive agricultural land from loss due to developments such as this one. We are also concerned regarding the impacts on the continuation of primary production on adjacent land, in particular land values and the viability for such production. To the potential impacts of land use and development on the spread of plant and animal pests infestation into agricultural areas.

2.0 Flooding & Drainage

- We object to the filling in of a dam on this property. This will alter the natural water flow over the property, changing the natural flow of surface water runoff.
- We propose the property retain natural drainage corridors, gullies and depressions to maintain the natural drainage function. This will ensure natural surface water runoff into adjoining properties.
- We propose the design and construction of this facility avoids the impact of flooding by changing the natural water flow over the property.

3.0 Location & Community

- This property is located within Campbell's Forest and Sebastian within Loddon Shire Council, not Raywood, as the name of the development states. Raywood is within City of

Greater Bendigo. The name does not recognize our district and community and does not create any community ownership.

- We understand the only community consultation has been with adjoining landowners and with us. Apparently information flyer drops was carried out, but unfortunately not to the whole community. Unfortunately the advertising for this planning application was only in the Loddon Times newspaper that is not distributed to our area.
- The feeling is that our community will not benefit from this development in any way, and the application does not articulate how this will be achieved. Our group offered numerous opportunities to meet this requirement none of which are reflected in the application. When we inquired about the benefits for the community they did not give definitive answer. The proposed community investment program in the application is a requirement under the planning Legislation and Policy, and note it states *"a portion of the Project's revenue"* so the community will only benefit if there is a portion of revenue available.

4.0 Local Economy & Employment

- During our meeting with the applicant representatives we asked *"In what way will the project up skill the Loddon Shire's unemployed/unskilled population?"* and *"Will local Loddon Shire businesses and amenities be utilised and benefit from the project?"* Unfortunately they did not give definitive answer to these questions. As a community group we provided substantial feedback on how the proposal could be delivered to provide benefit to our broader community and none of these strategies have been adopted by the developer.

5.0 Water Supply

- We propose a detailed plan on the secure water supply for this development and facility. Dust and the spread of weeds during construction is of concern, if they intend to truck water to the site this will create increased road use to the road network.
- It is of great concern that there is no secure water supply to manage this project. We have been working for 13 years to obtain a secure water supply to our districts and continue to do so.
- We are entering a summer following very low rain fall over the winter, with limited water levels in local dams. The Agricultural Impact Assessment states *"Within the boundaries of the farm are 10 dams to collect rainfall and surface water run-off. These dams can also be supplied with an additional 2.5 ML from Coliban Water under a stock and domestic license. The water is supplied to the farm at the eastern boundary via a pipeline and into a dam. There are subsequent waterlines installed throughout the farm, such that water from this dam can be delivered to a trough in each paddock."*
- As the records show there is decline in rain fall over many years and that we are currently at the beginning of drought conditions, we have concerns that the dams on

the property will be an inadequate water supply for this facility. It is very unlikely that a water run through the private stock and domestic system would not proceed during drought conditions.

- We also understand the quality of water to wash the solar panels has to be a superior quality than dam water.

6.0 Wastewater treatment System

- We propose a wastewater treatment system be installed on the property to manage all wastewater and to minimise all discharges from the property. This will ensure collection of the industrial wastewater e.g. water and chemical used to clean the solar panels, this will prevent contamination of groundwater, nearby waterways, vegetation and habitat.

7.0 Vegetation & Habitat

- We object to the removal of any large trees on the property.
- These trees are vital to the property on decommissioning of this facility in returning it to agriculture use.
- We object to the Landcare planted vegetation removal.
- This will remove the biodiversity benefits created by the vegetation enhancement, the wildlife native species to this area, the structure and the number of layers of vegetation, the health of soils, the wind break, deep rooted perennial species that help maintain low water tables. These trees offer many environmental benefits: they reduce erosion, increase soil fertility, enhance habitat and habitat corridors, encourage the regeneration of native vegetation, for lower water tables, lessen the risks of salinization, and help stabilize water supplies.
- We propose to protect and enhance the condition of the natural resource of the Myers Creek to provide for the environmental health and protect native vegetation and habitat within the area.

8.0 Spot-tailed Quoll

- We propose to maintain and protect the natural environment of this area to ensure the habitat remains safe and unchanged for the survival for the Spot-tailed Quoll.
- The Spot-tailed Quoll is considered critically endangered in Victoria. One was caught on this property in April 2006.

9.0 Weed & Pest Management

- We propose a weed & pest management plan be included in this planning permit.
- The cost to Victorian agriculture to manage weeds & pests yearly is in the millions.
- Once allowed to establish weed & pest infestations are very difficult to manage and will encroach onto adjoining land and waterway.

- We understand that there is the opportunity for sheep grazing on the site during the operation of the solar farm to control vegetation; this is not a significant control measure for weed & pest management.

10.0 Soil conservation

- We propose the design and construction of the solar panels that does not create soil erosion from the water runoff of the solar panels.
- We propose to minimise erosion of stream banks and any potential erosion associated with the Myers Creek.

11.0 Security

- We propose that fencing is constructed to ensure that direct and indirect wildlife impacts will be considered, including movement in the landscape.
- We propose that fencing is constructed to ensure the water flow during a flood does not alter the natural course of water flow.

12.0 Amenity

- We propose that the planning permit ensures there is nil effect from glare, aesthetics, traffic and noise.

12.1 Visual

- We propose that the ten metre wide landscape buffer be provided along all property boundaries of adjoining properties for screening. This will ensure low impact on the adjoining properties agriculture productivity, way of life and reduce the devaluation of properties.
- We propose that all buildings including the substation, O&M facility area, control building, switchyard and battery storage facility are built behind the landscape buffer and are not visible from the road or adjoining properties.
- We propose that baffling be applied to lights that will be used during the night.

12.2 Noise

- We propose the control of noise causes and effects be implemented to remove potential loss of agricultural productivity and impacts on biodiversity along the creek.

13.0 Road Network

- We propose that with the additional traffic this development and facility will create the road network will require upgrades to cater for the additional traffic. This will ensure community and road user safety.
- We propose the intersection of the Loddon Valley Hwy & Pyramid-Yarraberb roads will require the installation of turning lanes.

- We propose on the Pyramid-Yarraberb road at the property access, will require to be widened with turning lane into the property on both sides of this road.
- Ten years ago the community identified the intersection of the Loddon Valley Hwy & Pyramid-Yarraberb roads as a dangerous intersection in the Campbell's Forest, Yarraberb Community Plan, over that time our community has worked with Vic Roads to improve this intersection, however with the additional traffic the current condition of the intersection will be unsatisfactory.

14.0 Bushfire Management

- We support the documentation of conditions supplied by the CFA dated 24 May 2019, based on CFA's Guidelines for Renewable Energy Installations, we propose this to be included in the planning permit, this will ensure the safety of our community in particular during the declared Fire Danger Period.
- It is unclear in the document if there is direct vehicle access from the facility to the Myers creek for firefighting purpose. If it is not we propose this be added.
- It is also unclear if the local voluntary brigade members will require additional training to manage a renewable energy facility fire. If this required we propose that the applicant via CFA head office cover any costs this may entail.

Should you require further information please do not hesitate to contact me.

Kind regards



Toni Shea
Secretary
Campbells Forest & District Community Action Planning Group Inc.
Mob: 0417 108 280
Email: tonimshea@gmail.com



AECOM Australia Pty Ltd
Level 10, Tower Two
727 Collins Street
Melbourne VIC 3008
Australia
www.aecom.com

+61 3 9553 1234 tel
+61 3 9554 7117 fax
ABN 20 093 846 925

15 November 2019

Alexandra Jefferies
Loddon Shire Council
PO Box 21
Wedderburn VIC 3518

Dear Alexandra,

**Planning Permit Application No. 5414
4067 Pyramid-Yarraberb Road, Sebastian; Pyramid-Yarraberb Road, Campbells Forest
Response to Objection**

AECOM Australia Pty Ltd (AECOM) continues to act on behalf of the applicant, 4067 Pyramid Development Pty Ltd (South Energy), in relation to Planning Application No. 5414 for the use and development of a Renewable Energy Facility (Raywood Solar Farm) located at 4067 Pyramid-Yarraberb Road, Sebastian (formally known as Allot. 14 Sec. B Parish of Yarraberb) and Pyramid-Yarraberb Road, Campbells Forest (formally known as Lot 1 on Plan of Subdivision 340283).

1.0 Introduction

Following the public advertising period (8 October to 18 October 2019), one submission was received on 7 November 2019. The submission was made by the Campbell's Forest and District Community Action Group. The submitter raised objections in relation to agricultural land and property devaluations, flooding and drainage and vegetation and habitat. Key issues raised include project location and community, local economy and employment and bushfire management. The submitter also made a number of recommendations in relation to flooding and drainage, water supply, wastewater treatment system, vegetation and habitat, spot-tail quoll, weeds and pest management, soil conservation, security, amenity, visual, noise and road network.

The purpose of this correspondence is to respond to the submission received, outlined in the following sections. In support of this response, a Loddon Shire Town and Rural District Names and Boundaries Map is enclosed.

1.1 Agricultural Land and Property Devaluations

The submitter has raised an objection to the removal of productive agricultural land and outlines concerns regarding the impacts to the land of adjacent farms in relation to productivity and value as well as concerns in relation to the spread of plant and animal pests infestation into agricultural areas.

The Agricultural Impact Assessment (the Assessment) submitted with the planning application as prepared by Ag-Challenge confirms that the site is not considered prime agricultural land or high-quality agricultural land. The Assessment includes estimates of the productivity of the site based on available data.

The Assessment notes that there is no clearly identifiable impact from the installation of solar panels on any of the surrounding farming businesses. The removal of the land from regular grazing and cropping should not result in detrimental effects on other grazing businesses, market competition, the ability of the adjacent farms to operate efficiently or the productivity of any of the adjacent properties.

South Energy has consulted with nearby landowners who did not raise concerns in relation to property values. In addition, South Energy has undertaken research on property sales that have occurred around operating or proposed solar farms within Australia. Analysis of the identified sales indicates that the properties sold were at values consistent with other properties in the locality.

In relation to the potential spread of plant and animal pests, the Agricultural Impact Assessment notes that weeds establishing as a result of the solar farm development are likely to be largely dependent on the management of the pastures once the operations commence. The Assessment recommends that a Weed Management Plan be implemented to minimise and control the growth of weeds. The Planning Report prepared by AECOM confirms that detailed Environmental Management Plans (EMPs) will be prepared and implemented during the construction and operation of the solar farm to ensure appropriate measures are in place to effectively avoid, identify, manage and mitigate potential

Ref: 00550155



environmental impacts. Refer to Section 1.9 below for further information in relation to the proposed Weed Management Plan.

1.2 Flooding and Drainage

The submitter has raised objection to the filling of a dam on the property and propose that the property retain natural drainage conditions and that the design and construction avoids the impact of flooding.

Three of the nine dams on the site will be filled for the purposes of the Project. The remaining dams will provide a water source for the sheep that will graze on the site and provide effective water storage to the site. The dams to be filled are not located on designated waterways.

The Surface Water Assessment prepared by AECOM provides management and mitigation measures for design and construction of the Project that will reduce the risks that the Project places on surface water contamination, surface water quality and flood risks. Furthermore, a Hydrologic and Hydraulic Modelling Report was prepared by AECOM which confirms that the design of infrastructure is able to be managed through detailed design so as not impact on flood risk.

1.3 Location and Community

The submitter has raised key issues in relation to the name of the solar farm not recognising the district or community, that community consultation was insufficient, and that the community will not benefit from the development.

The Project is situated along the boundaries of three suburbs; Raywood, Sebastian and Campbells Forest; and adjoins the boundary between the Greater Bendigo Local Government Area and the Loddon Local Government Area (refer to Attachment 1). As a result of this, 'Raywood Solar Farm' was identified as the name of the Project since its inception. If required, South Energy would be willing to change the name of the Project to Campbells Forest Solar Farm should the Project obtain approval.

The community consultation undertaken by South Energy prior to the lodgement of the planning permit application is outlined in the Planning Report. It included notification to and discussion with a number of property owners in the surrounding area and an advertising in the Loddon Times. The extent of consultation was confirmed in consultation with Loddon Shire Council. The planning permit application was then advertised, a process which was managed by Loddon Shire Council. It is not considered that further consultation in relation to the Project was warranted. South Energy are committed to continuing to work with the local community through the life of the Project.

A Community Investment Program will be set up by South Energy should the Project obtain approval. This Program will involve an annual funding commitment for the life of the Project, where a portion of the project revenue will be allocated and invested back into local organisations and projects that benefit the quality of life and wellbeing of the community. Such Projects could include infrastructure upgrades including those to water supply, roads and the mobile communication network for local region. Where possible, the funds will be managed locally with community representatives. The community fund from the Project will be no less than \$20,000 per year. More details of the Program will be available as the Project progresses.

1.4 Local Economy and Employment

The submitter has questioned how the Project will up skill the Loddon Shire's unemployed/ unskilled population and how local businesses and amenities will be utilised and benefit from the Project.

The Project will create many employment opportunities for the region, with nearly 300 direct and indirect contract jobs required during the construction period, including, but not limited to, jobs in:

- Civil works;
- Electrical works;
- Concreting and steel works;
- Landscaping and fencing; and
- Transportation.



Upon completion, up to six permanent positions will be created to ensure effective operation of the Solar Farm. There will also be further contractor job opportunities available during operation for the life of the project.

The Project will focus on recruiting members of the local workforce in the first instance but may also require resources from Bendigo or other areas, particularly if specific skills are required. The Project also has the potential to provide benefit to members of the unskilled workforce as general labourers will be required, which will involve training to undertake the required jobs and will provide experience working alongside other skilled workers which enables upskilling.

During construction and operation of the Project, the influx of contractors and other workers in Loddon is expected to benefit local businesses. This will be due to an increased demand for local goods and services, including increased demand for accommodation, food and beverage services, material supply, fuel supply, vehicle servicing, equipment hiring, among others. The Project is also likely to attract other business opportunities in the long term, Loddon Shire could potentially see continuing visits from:

- Tourists;
- Environmentalists;
- School and educational groups; and
- Researchers.

1.5 Water Supply

The submitter raised a number of issues and recommendations in relation to securing water supply for the development.

The owner of the property currently holds a stock and domestic licence for water, which will be retained for the purposes of using the land for sheep grazing. The licensed stock water comes from Three-Chain Road and will be kept in the dam next to the site's eastern boundary. As identified in Figure 1, the site has internal pipelines that distribute the water received under the license to troughs for the purpose of sheep grazing. The pipelines can be easily adjusted to suit the grazing needs of the Project in the future and would be confirmed in the detailed design phase.



Figure 1 Existing trough on the site



Securing water supply for the purposes of the Project will be managed in the detailed design phase of the Project. In addition, it is noted that solar panel cleaning doesn't necessarily require chemicals or water – this will be addressed in detail as part of the construction and operational EMP.

1.6 Wastewater Treatment System

The submitter recommends that a wastewater treatment system be installed on the property. There will be no industrial wastewater for this Project. Refer to Sections 1.5 and 1.9 in relation to the cleaning of solar panels and the proposed Weed Management Plan.

1.7 Vegetation and Habitat

The submitter objects to the removal of large trees and Landcare planted vegetation and raises a number of key issues in relation to biodiversity benefits and the protection and enhancement of natural resources on the property.

South Energy has invested significant effort to ensure that the ultimate design of the facility has avoided and minimised impact to those areas of the site that are of higher biodiversity value, particularly patches of native vegetation and the Myers Creek riparian area. The planned placement of solar panels actively avoids:

- All of EVC 68 Creeklane Grassy Woodland;
- All of EVC 803 Plains Woodland; and
- All but 5 of the large scattered trees and all but one (1) of the 11 small scattered trees.

Removal of the planted vegetation is required to ensure the optimal yield of the solar farm and to ensure its viability. Whilst this planted vegetation is proposed to be removed to facilitate the development of the solar farm, the overall extent of vegetation removal for the Project has been reduced during the Project's development and following consultation with the Department of Environment, Land, Water and Planning and the North Central Catchment Management Authority (NCCMA).

A formal request has been made to the NCCMA to remove areas of the funded vegetation. South Energy are committed to working with the NCCMA to ensure that any vegetation planted with Landcare and NCCMA funds will be offset appropriately.

Additionally, vegetation surrounding Myers Creek is to be retained, protected and enhanced, with new planting, including trees, shrubs, grasses and ground cover proposed along Myers Creek. This revegetation is considered to contain higher ecological / biodiversity value than the funded vegetation to be removed and will enhance the Myers Creek corridor.

1.8 Spot-Tailed Quoll

The submitter notes that a Spot-tailed Quoll was caught on the property in 2006 and recommends that the maintenance and protection of its natural environment is required.

As outlined in the updated Ecological Impact Assessment prepared by AECOM, the proposed concept and layout of the site, and in particular the avoidance of vegetation along the creekline means that a detrimental impact on this species is unlikely. Furthermore, wildlife friendly fencing, as recommended in Appendix F of the updated Ecological Impact Assessment, could be utilised to allow for passage of wildlife. Investigations into suitable wildlife friendly fencing is ongoing and could be subject to a condition of the planning permit.

1.9 Weed and Pest Management

The submitter raised concerns in related to weed and pest management and proposes a weed and pest management plan be included in the planning permit.

As noted in Section 1.1 above, the Agricultural Impact Assessment recommends that a Weed Management Plan be prepared and the Planning Report confirms that detailed EMPs will be prepared and implemented during the construction and operation of the solar farm to ensure appropriate measures are in place to effectively avoid, identify, manage and mitigate potential environmental impacts.



A Weed Management Plan would be provided as part of the Operational EMP which is expected to be required as a permit condition. Whilst the exact weed management procedures are not yet known. As outlined in the planning application, the current intention is for sheep grazing to occur on the site for maintenance of the ground cover but also as a form of weed management. Grazing of sheep for weed control has been a prominent solution for weed management in Victoria for many years. Sheep are efficient at suppressing weeds and to some extent, reducing seed production of weeds in pastures.

In addition to sheep grazing, we anticipate that the following mitigation measures would be adopted (and included in any Weed Management Plan):

- Ensure machines and vehicles entering and exiting the site are clean prior to starting any works. Vehicles will be inspected and brushed down to ensure no potential weed material is transferred;
- Construction activities will be limited to within the Project site to limit the possibility of weeds entering sensitive areas;
- Weed monitoring will be carried out after the completion of construction works. Ongoing weed control will occur where noxious or invasive species are recorded. Specifically, monitoring will be undertaken during late spring/ early summer and the corrective action will be taken as required;
- Treat existing weed infestations in accordance with any noxious weed management methods identified in the Weed Management Plan to be prepared for the Project; and
- If required, herbicides will be selected to minimise impacts on non-targeted species. Loddon Shire Council or a qualified ecologist or agronomist will be consulted to determine suitable herbicides based on the weeds present on the site prior to treatment.

1.10 Soil Conservation

The submitter raises the key issue of soil management and proposes that the design and construction of the Project minimises soil erosion from water run-off and that erosion of stream banks and Myers Creek is avoided or minimised.

The solar panel infrastructure is setback at least 20 metres from the vegetation associated with Myers Creek. Further, it is anticipated that the risk of localised soil erosion will be mitigated through measures to be identified in the Construction Management Plan. The Preliminary EMP which sets out the environmental management framework for the Project. More detailed environmental sub-plans proposed in the PEMP including a Sediment and Erosion Control Plan.

1.11 Security

The submitter proposed that the fencing is constructed to ensure that direct and indirect wildlife impacts will be considered and that fencing design in a flood does not alter the natural course of water flow.

The details of the proposed security fencing will not be confirmed until the detailed design phase of the Project. It is expected that a suitable worded permit condition will be included in the Planning Permit that requires any fencing below the 1% AEP flood level to be open style to allow the passage of flood waters. The fencing proposed will also consider the wildlife friendly fencing, as recommended in Appendix F of the updated Ecological Impact Assessment. This would ensure that direct and indirect wildlife impacts are considered.

1.12 Amenity

The submitter recommends that the Project does not include effect from glare, aesthetics, traffic and noise.

As per the Glint and Glare Assessment prepared by AECOM, there is no glare predicted from the selected observation locations due to the operation of the proposed single axis tracking array configuration of the Project. Refer to Sections 1.13, 1.14 and 1.15 below in relation to the aesthetic, traffic and noise impacts of the Project.



1.13 Visual

The submitter proposes a ten (10) metre landscaping buffer along all property boundaries, that all buildings are built behind landscape buffers and that baffling be applied to lights that will be used during the night.

A Landscape Plan has been prepared by AECOM for the Project. A ten (10) metre wide landscape buffer will be provided along property boundaries of the site in locations where it has been determined that screening is required. Specifically, landscaping will be provided along the Pyramid-Yarraberb Road frontage and along the south-eastern property boundary. Screening to the designated substation and Operations & Maintenance facility area will also be provided. No further boundary planting is considered to be necessary – and it is noted that existing established vegetation located on the site perimeter/ property boundaries is to be retained.

The operation of lighting for the Project during construction and operation will be managed via the relevant management plans. Lighting will be operated and managed in accordance with the *Australian Standard AS 4282—1997 Control of the obtrusive effects of outdoor lighting*. In addition, a complaints management system would be in place to ensure any concerns during construction or operation can be appropriately addressed.

1.14 Noise

The submitter proposes the control of noise causes and effects in the consideration of agricultural productivity and biodiversity.

As per Section 7.10 of the submitted Planning Report, noise pollution from the operation of the solar farm is anticipated to be negligible, with infrastructure is manufactured to operate within specific operating noise specifications (including EPA regulations and guidelines). South Energy does not object to the inclusion of a condition requiring preparation of a Noise Management Plan in relation to the Project should the Council seek further assurances in relation to noise mitigation and management.

1.15 Road Network

The objector has raised concerns and made recommendations relating to any required road upgrades and impacts during construction.

As per the Traffic Impact Assessment prepared by AECOM, given the low existing traffic volumes, any traffic impact from the Project is expected to be negligible. A Traffic Management Plan is anticipated to be required under a Permit condition and will detail any required upgrades to nearby roads following the detailed design phase of the Project and include details of the construction approach, methodology, and schedule.

1.16 Bushfire Management

The objector has provided support to the *Guidelines for Renewable Energy Installations* (Country Fire Authority (CFA)) and requested further information in relation to vehicle access to Myers Creek and local voluntary brigade members training.

The Concept Design of the Raywood Solar Farm has considered the *Guidelines for Renewable Energy Installations* including the provision of:

- A minimum of a 10 metre fire break between the site fence and the solar panel infrastructure;
- A four metre perimeter road within the fire break;
- Main access gates to the site along Pyramid-Yarraberb Road and emergency access exits around the perimeter of the site; and
- A 45,000L water tank.

Detailed design of the solar farm will include consideration of the technical requirements of the *Guidelines for Renewable Energy Installations*.

A Bushfire Management Plan (forming part of the Projects EMP) will be prepared and implemented during the construction and operation of the solar farm to ensure appropriate measures are in place in relation to bushfire management. The preparation of the management plan will be undertaken in



consultation with the CFA and local fire brigade (as required). This will include due consideration of appropriate emergency access points for the site, to the satisfaction of the CFA.

South Energy does not object to the inclusion of a condition requiring an EMP addressing the *Guidelines for Renewable Energy Installations* in the Planning Permit for the Project in consultation with the CFA, to ensure appropriate measures (which may include site specific training/ guidelines for the local fire brigade).

2.0 Conclusion

We trust that the information contained in this letter adequately responds to the concerns and queries raised by the submission. Should you require any additional information or would like to arrange a consultation meeting please do not hesitate to contact the undersigned.

Yours sincerely

A handwritten signature in black ink, appearing to read "Kristina Butler". The signature is written over a horizontal line.

Kristina Butler

MBA (Env Mgt) G.Dip PM BRTP (Hons) MPFA
Associate Director- Urban Planning
D +61 3 9653 8216 M +61 438 961 624
Kristina.Butler@aecom.com

AECOM

Collins Square, Level 10, Tower Two 727 Collins Street, Melbourne, VIC 3008
T +61 3 9653 1234 F +61 3 9654 7117
www.aecom.com



Attachment 1 – Loddon Shire Town And Rural District Names And Boundaries Map

5 of 3

9.4 FINANCE REPORT FOR THE PERIOD ENDING 29 FEBRUARY 2020

File Number: 08/06/001

Author: Deanne Caserta, Manager Financial Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: 1. Finance Report for the period ending 29 February 2020

RECOMMENDATION

That Council:

1. receives and notes the 'Finance report for the period ending 29 February 2020'
2. approves budget revisions included in the report for internal reporting purposes only.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable result in the Council meeting occurring before the completion of the end of month finance procedures.

BACKGROUND

The Finance Report for the period ended 29 February 2020 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the adopted 2019/20 Budget, and includes operating results, capital expenditure and funding sources.

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

- splitting of parcels into new rateable assessments
- development of vacant or unproductive land (urban and rural)
- consolidation of separate rateable assessments into one assessment
- re-assessment of property valuations arising from objections to the initial valuation
- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title
- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)
- supplementary valuation corrections.

ISSUES/DISCUSSION

Budgeted Surplus - Council's budgeted cash surplus has increased by \$520K to \$1.71M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 95% of YTD budget. Revenue brought to account for February was \$1.68M (\$1.1M for January).

Income Statement (expenditure) - Council's operating expenditure is at 88% of YTD budget. Payments for this month totalled just over \$2.46M (\$2.24M for January).

Capital Works - The revised budget for capital works is \$21.0M and is 22% complete in financial terms for the current financial year (20% at the end of January).

Balance Sheet - Council has a cash total of \$27.5M with \$3.48M in general accounts. Debtors are \$3.2M which is a decrease of \$6.19M for the month. Sundry debtors total \$1.26M (\$1.17M in January) with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$83K.

There were no supplementary valuations updated during February. The total rateable CIV at the end of February remains just under \$2.35B.

COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2019/20.

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

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

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

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

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

LODDON SHIRE COUNCIL

FINANCE REPORT FOR PERIOD ENDING 29 FEBRUARY 2020



CONTENTS

INTRODUCTION.....	3
1 CASH SURPLUS POSITION	3
1.1 Budget revisions	3
1.2 Operating revenue	3
1.3 Operating expenditure.....	3
1.4 Transfer from reserves	3
1.5 Transfer to reserves	4
1.6 Other funding decisions.....	4
1.7 Capital expenditure	4
2 STANDARD INCOME STATEMENT	4
2.1 Operating revenue	4
2.1.1 Capital grants	4
2.1.2 User fees	4
2.1.3 Reimbursements	4
2.1.4 Interest income	5
2.2 Operating expenditure.....	6
2.2.1 Materials and services	6
2.2.2 Utilities.....	6
2.2.3 Contract payments	7
2.2.4 Payments	7
2.3 Operating surplus.....	7
2.4 Capital expenditure	7
2.4.1 Land and buildings	8
2.4.2 Plant and equipment.....	8
2.4.3 Roadworks	8
2.4.4 Urban and road drainage.....	8
2.4.5 Recreation leisure and community facilities	8
2.4.6 Parks, open space and streetscapes	8
2.4.7 Footpaths	8
3 STANDARD BALANCE SHEET	9
3.1 Cash	9
3.2 Receivables	9
3.2.1 Debtors.....	9
3.2.2 Rates debtors	10
3.2.3 Sundry debtors	10
3.2.4 Supplementary valuations	11
3.3 Water rights.....	11
3.4 Vision Super Defined Benefits Plan update	11
APPENDIX 1: STANDARD INCOME STATEMENT	12
APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT.....	13
APPENDIX 3: STANDARD BALANCE SHEET	14

INTRODUCTION

During February 2020 work is continuing on the 2020/21 Annual Budget. Responsible officers are returning working papers to finance for updating into the budget. The draft fees and charges document has also been prepared and will go to the March Forum for further comment.

1 CASH SURPLUS POSITION

1.1 Budget revisions

The overall budget cash surplus, which has been included in the attached financial reports, has increased from \$1,192,685 to \$1,711,924.

These revisions are summarised below:

Item	January Finance Report	February Finance Report	Change \$
Operating revenue	\$29,142,939	\$29,274,471	\$131,532
Operating expenditure	(\$34,981,703)	(\$34,564,201)	\$417,502
Transfers from reserves	\$17,294,848	\$17,102,616	(\$192,232)
Transfers to reserves	(\$2,811,392)	(\$2,831,062)	(\$19,670)
Other funding decisions	\$383,617	\$402,471	\$18,854
Capital expenditure	(\$21,127,455)	(\$20,964,202)	\$163,253
Other non cash adjustments	\$9,431,014	\$9,431,014	(\$0)
Accumulated surplus carried forward	\$3,860,817	\$3,860,817	\$0
Closing surplus (deficit) as reported in Appendix 2	\$1,192,685	\$1,711,924	\$519,239

Major changes are highlighted below. Some items that are listed above may have a large overall adjustment but are in fact made up of numerous smaller changes.

1.2 Operating revenue

Operating revenue has increased by \$132K.

The variation to budget is multiple adjustments due to the budget process with responsible officers.

1.3 Operating expenditure

Operating expenditure has decreased by \$418K.

The main variations to budget are:

- Pyramid Hill residential development of \$140K with the project not proceeding
- plant operating of \$107K due to a reduction in expected costs for the remainder of the year
- routine maintenance of \$110K to suit expected cost with income decreased to offset.

1.4 Transfer from reserves

Transfer from reserves has decreased by \$192K.

The main variation to budget is the Pyramid Hill residential development due to council making the decision not to continue with the project.

1.5 Transfer to reserves

Transfer to reserves has increase by \$20K with additional funding allowed for projects undertaken as part of the information technology strategy.

1.6 Other funding decisions

Other funding has increased by \$19K.

The main variation is an increase in sale of plant and equipment where there has been more equipment traded in than originally expected.

1.7 Capital expenditure

Capital expenditure has decreased by \$163K with the main variations to budget being the Wedderburn office refurbishment of \$65K and plant replacement of \$77K which are expected to be delivered at a lower cost.

2 STANDARD INCOME STATEMENT

In the analysis of the statements only those areas which have a variance greater than 10% and \$10,000 will be reported. Variances have been explained in further detail below.

2.1 Operating revenue

Total revenue brought to account for the month of February was \$1.68M.

Revenue YTD is at 95% compared to YTD budget or \$989K behind.

2.1.1 Capital grants

Capital grants are behind budget by \$1.13M.

The main variances to budget are:

- Roads to Recovery funding of \$610K with a claim due to be submitted in February
- Inglewood Dam of \$255K, due to timing of the project claims
- Bridgewater Raywood Road project of \$200K with full funding not expected due to lower expenditure incurred
- Bridgewater Foreshore of \$150K, due to timing with the project underway.

2.1.2 User fees

User fees are currently \$261K ahead of budget. The main variation is due to higher than expected planning permit activity and higher fee income as a result.

2.1.3 Reimbursements

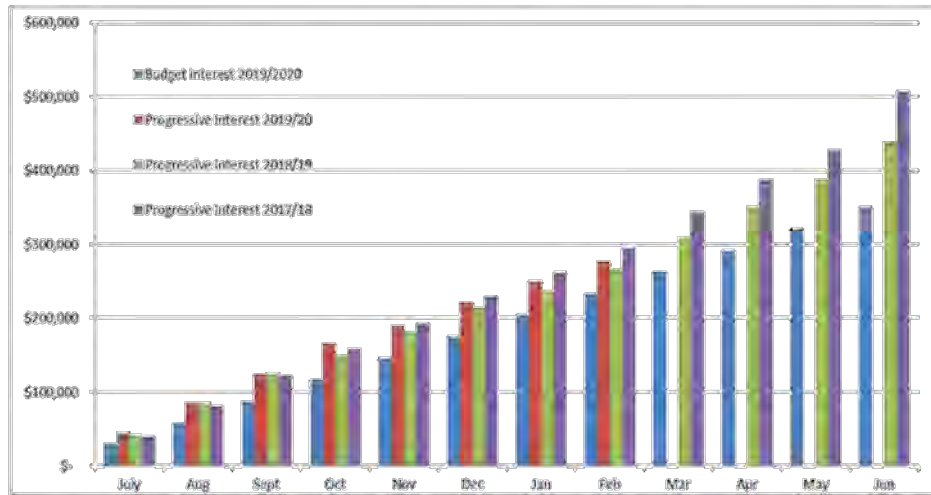
Reimbursements are currently \$20K ahead of budget. The main variation is insurance claim income received before expected timing.

2.1.4 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 \$277K, and rates interest amounts to \$29K. Year to date represents 115% of the year revised budget amount of \$ 400K (\$350K for investments only).

Progressive interest from investments for the years 2017/18 to 2019/20 is:

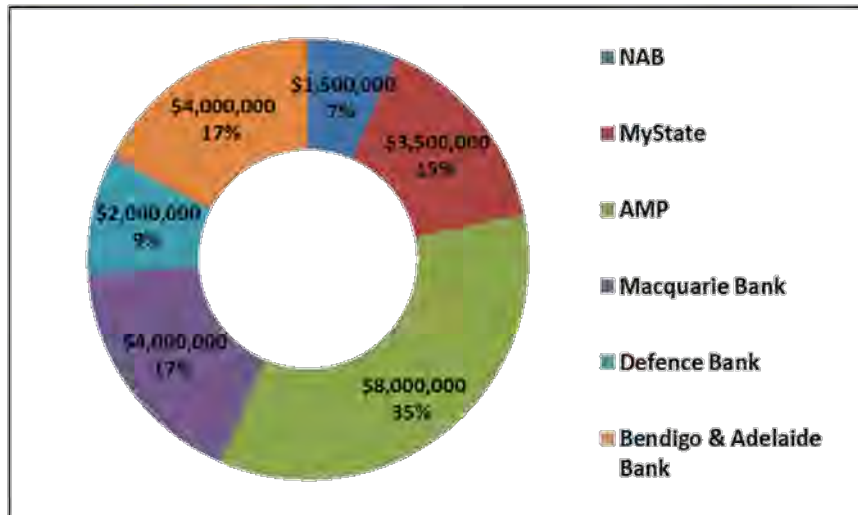


The below table shows all investments for the financial year to date.

Bank	Establishment date	Status	Maturity date	Term (days)	Interest rate	Investment amount	Total interest receivable on TD	Interest accrued 2018/19	YTD interest accrued	Total interest accrued	YTD interest received	Total YTD interest earned
Bendigo & Adelaide Bank	31/12/2016	Open	N/A	N/A	1.00%	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 4,168	\$ 4,168
Bendigo & Adelaide Bank	27/02/2019	Closed	29/07/2019	180	3.51%	\$ 2,000,000	\$ 19,438	\$ 18,014	\$ -	\$ -	\$ 35,691	\$ 35,691
Bendigo & Adelaide Bank	27/02/2019	Closed	29/07/2018	180	3.51%	\$ 2,000,000	\$ 651	\$ -	\$ -	\$ -	\$ 651	\$ 651
Members Equity Bank	28/02/2018	Closed	29/07/2019	184	2.80%	\$ 2,000,000	\$ 22,362	\$ 16,799	\$ -	\$ -	\$ 22,362	\$ 42,121
NAB	28/02/2019	Closed	28/08/2019	90	2.24%	\$ 2,000,000	\$ 11,047	\$ 4,280	\$ -	\$ -	\$ 11,047	\$ 6,131
WAMP	28/06/2018	Closed	26/08/2018	90	2.50%	\$ 2,000,000	\$ 11,242	\$ 4,471	\$ -	\$ -	\$ 11,242	\$ 9,911
Members Equity Bank	17/06/2018	Closed	16/06/2019	360	2.70%	\$ 2,000,000	\$ 10,471	\$ 1,190	\$ -	\$ -	\$ 10,471	\$ 8,978
Bendigo & Adelaide Bank	15/08/2018	Closed	15/08/2019	360	2.55%	\$ 2,000,000	\$ 10,923	\$ 2,266	\$ -	\$ -	\$ 10,923	\$ 10,923
Bendigo & Adelaide Bank	30/07/2019	Closed	29/10/2019	90	1.75%	\$ 2,000,000	\$ 6,630	\$ -	\$ -	\$ -	\$ 6,630	\$ 6,630
Members Equity Bank	29/07/2019	Closed	29/10/2019	99	1.98%	\$ 1,000,000	\$ 4,681	\$ -	\$ -	\$ -	\$ 4,681	\$ 4,681
WAMP	30/04/2019	Closed	30/09/2019	183	3.50%	\$ 2,000,000	\$ 25,088	\$ 6,596	\$ -	\$ -	\$ 25,088	\$ 16,712
WAMP	30/05/2019	Closed	29/10/2019	186	3.50%	\$ 2,000,000	\$ 25,751	\$ 6,082	\$ -	\$ -	\$ 25,751	\$ 12,873
Members Equity Bank	18/06/2018	Closed	18/01/2019	183	2.10%	\$ 2,000,000	\$ 17,000	\$ 3,390	\$ -	\$ -	\$ 17,000	\$ 16,390
Bendigo & Adelaide Bank	18/06/2018	Closed	18/10/2019	182	2.10%	\$ 2,000,000	\$ 20,042	\$ 1,400	\$ -	\$ -	\$ 20,042	\$ 19,448
NAB	17/06/2018	Closed	18/10/2019	182	2.10%	\$ 2,000,000	\$ 20,992	\$ 1,416	\$ -	\$ -	\$ 20,992	\$ 19,146
Bendigo & Adelaide Bank	27/02/2019	Closed	29/01/2020	180	1.60%	\$ 2,000,000	\$ 8,713	\$ -	\$ -	\$ -	\$ 8,713	\$ 8,713
WAMP	28/02/2018	Closed	24/02/2020	182	2.50%	\$ 2,000,000	\$ 13,043	\$ -	\$ -	\$ -	\$ 13,043	\$ 13,043
Macquarie Bank	28/11/2018	Closed	28/03/2020	90	1.80%	\$ 1,200,000	\$ 6,039	\$ -	\$ -	\$ -	\$ 6,039	\$ 6,039
Bendigo & Adelaide Bank	15/08/2019	Open	17/03/2020	183	1.98%	\$ 2,000,000	\$ 16,756	\$ -	\$ 16,697	\$ 16,697	\$ -	\$ 16,697
NAB	19/06/2019	Open	17/03/2020	183	1.70%	\$ 1,500,000	\$ 9,725	\$ -	\$ 11,451	\$ 11,451	\$ -	\$ 11,451
Macquarie Bank	26/11/2019	Open	27/03/2020	120	1.70%	\$ 1,500,000	\$ 6,483	\$ -	\$ 6,507	\$ 6,507	\$ -	\$ 6,507
WAMP	18/12/2018	Open	16/14/2020	120	1.75%	\$ 2,000,000	\$ 11,000	\$ -	\$ 7,188	\$ 7,188	\$ -	\$ 7,188
WAMP	20/10/2018	Open	19/05/2020	188	1.75%	\$ 2,000,000	\$ 10,802	\$ -	\$ 11,802	\$ 11,802	\$ -	\$ 11,802
Cheriton Bank	11/11/2018	Open	18/02/2020	182	1.80%	\$ 2,000,000	\$ 10,819	\$ -	\$ 10,298	\$ 10,298	\$ -	\$ 10,298
WAMP	01/11/2018	Open	10/05/2020	182	1.70%	\$ 2,000,000	\$ 7,482	\$ -	\$ 10,832	\$ 10,832	\$ -	\$ 10,832
Macquarie Bank	16/02/2020	Open	16/04/2020	60	1.80%	\$ 2,000,000	\$ 7,078	\$ -	\$ 964	\$ 964	\$ -	\$ 964
WAMP	28/02/2020	Open	28/03/2020	30	1.70%	\$ 2,000,000	\$ 3,736	\$ -	\$ 384	\$ 384	\$ -	\$ 384
Bendigo & Adelaide Bank	24/02/2020	Open	23/05/2020	91	1.40%	\$ 2,000,000	\$ 3,661	\$ -	\$ 307	\$ 307	\$ -	\$ 307
Macquarie Bank	12/02/2020	Open	12/06/2020	120	1.80%	\$ 2,000,000	\$ 10,608	\$ -	\$ 1,403	\$ 1,403	\$ -	\$ 1,403
WAMP	24/02/2020	Open	24/05/2020	120	1.60%	\$ 2,000,000	\$ 10,608	\$ -	\$ 361	\$ 361	\$ -	\$ 361
Total interest on investments							\$ 63,360	\$ 76,972	\$ 76,972	\$ 280,751	\$ 283,817	\$ 283,817
Investment net General Accounts											\$ 18,586	\$ 18,586
Interest from forward foreign currency forward contracts											\$ -	\$ -
Net interest on investments											\$ 276,822	\$ 276,822

All investments are term deposits and are currently with banks which meet Council's rating standards as below.

Current investments:						
Members Equity Bank	A2/BBB				\$ -	0.0%
NAB	A1+AA-				\$ 1,500,000	6.5%
MyState	A2/BBB+				\$ 3,500,000	15.2%
AMP	A2/BBB+				\$ 8,000,000	34.8%
Macquarie Bank	A1/A				\$ 4,000,000	17.4%
Defence Bank	A2/BBB				\$ 2,000,000	8.7%
Bendigo & Adelaide Bank	A2/BBB+				\$ 4,000,000	17.4%
Council Funds on Term Deposit					\$ 23,000,000	100%



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.

2.2 Operating expenditure

Total operating expenditure for February was \$2.46M.

Expenditure YTD is at 88% compared to YTD budget or \$2.73M behind.

2.2.1 Materials and services

Materials and services are behind YTD budget by \$2.09M or 28%.

The main variations that are behind budget due to works progressing slower than expected or commencing later in the year than originally budgeted are:

- outdoor exercise equipment of \$121K
- plant operating costs of \$158K
- Bridgewater Football/Netball change facilities \$100K
- Laanecoorie boat ramp of \$90K
- scar trees campaign of \$76K
- landfills and transfer stations of \$77K
- local road maintenance of \$98K
- service delivery reviews of \$62K
- L2P program of \$29K
- project development of \$40K.

2.2.2 Utilities

Utilities are ahead of YTD budget by \$43K or 13%.

The main variations to budget are Wedderburn and Bridgewater caravan parks, due to the timing of the quarterly invoices.

2.2.3 Contract payments

Contract payments are behind YTD budget by \$156K or 13%.

The main variation to budget is Flood Mitigation Survey & Design and cleaning of public facilities, due to a delay in receiving monthly invoices.

2.2.4 Payments

During the month the following payments were made:

Creditor payments - cheque	\$37,595.25
Creditor payments - electronic funds transfer	\$1,096,819.52
Payroll (2 pays)	<u>\$625,792.36</u>
TOTAL	<u>\$1,760,207.13</u>

2.3 Operating surplus

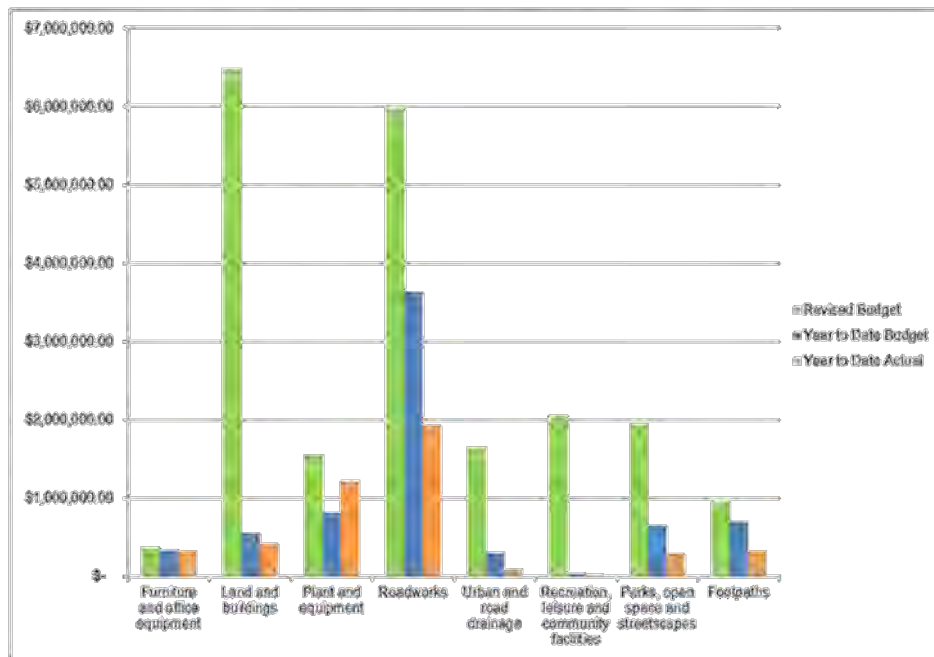
The operating surplus to date is \$6K.

2.4 Capital expenditure

Total capital works expenditure for February was \$433K.

The total revised budget for the 2019/20 capital works program is \$21.0M.

The total capital works expenditure is 22% complete in financial terms.



Within the asset types the major variations to YTD budget are:

2.4.1 Land and buildings

Land and buildings is behind YTD budget by \$140K, the main variance is the energy efficient upgrades and Inglewood Sports centre upgrade, with the project progressing but invoices being submitted slower than expected.

2.4.2 Plant and equipment

Plant and equipment is ahead of YTD budget by \$400K, the main variance is plant replacement with purchases ahead of schedule.

2.4.3 Roadworks

Roadworks are behind YTD budget by \$1.7M.

The main variations that are behind budget due to works progressing slower than expected:

- Echuca Serpentine Road of \$407K
- Bridgewater Raywood Road of \$92K
- Pyramid Hill culvert upgrade of \$194K
- local roads reseals of \$667K
- Scollarys Road of \$70K.

2.4.4 Urban and road drainage

Urban and road drainage is behind YTD budget by \$217K, the main variance to budget is Verdon South Street Inglewood and Old Lead Dam Dunolly projects where the works are progressing slower than expected.

2.4.5 Recreation leisure and community facilities

Recreation leisure and community facilities are behind YTD budget by \$17K, the main variance to budget is caravan park trees and Inglewood Town Hall landscaping, due to slower than expected commencement of these projects.

2.4.6 Parks, open space and streetscapes

Parks, open space and streetscapes are behind of YTD budget by \$352K, the variation relates to delay in commencement of many smaller projects.

2.4.7 Footpaths

Footpaths are behind of YTD budget by \$383K, due to works progressing slower than expected:

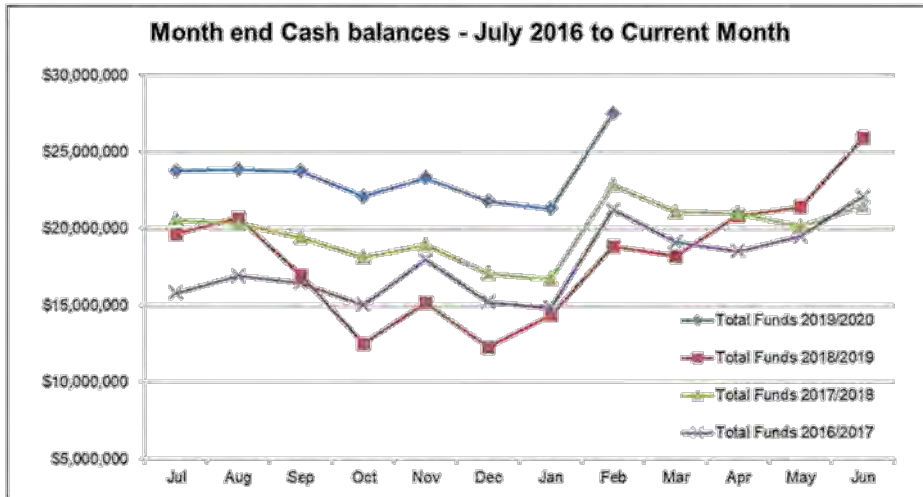
- Station Street Boort of \$44K
- Godfrey Street Wedderburn of \$39K
- Wedderburn High Street of \$99K
- Lake View Street Boort of \$75K.

3 STANDARD BALANCE SHEET

3.1 Cash

At the end of the month, Council's overall cash total was \$27.5M which includes a balance of \$3.48M in general accounts.

Month end balances for Council's cash, from July 2016 until the current month, are reflected in the following graph:



3.2 Receivables

3.2.1 Debtors

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

Debtor category	February 2019	December 2019	January 2020	February 2020
Rates	1,530,303	8,306,827	7,341,449	1,680,772
Fire Services Property Levy	208,770	947,138	838,248	229,937
Total Rates & Fire Services Property Levy	1,739,073	9,253,965	8,179,697	1,910,709
Sundry debtors	1,520,027	914,736	1,174,690	1,261,167
Community loans/advances	3,600	2,400	2,400	2,400
Long term loans/advances	-	-	-	-
Employee superannuation	4,875	(1,095)	5,716	3,836
Magistrates court fines	124,719	100,319	100,319	100,319
LESS provision for doubtful debts	(112,950)	(118,887)	(118,887)	(118,887)
Total	3,279,344	10,151,439	9,343,934	3,159,544

3.2.2 Rates debtors

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

	Feb 2019 (1/3/2019)	Dec 2019 (3/1/2020)	Jan 2020 (3/1/2020)	Feb 2020 (2/2/2020)
2006/07	\$ 283	\$ 305	\$ 308	\$ 308
2007/08	\$ 445	\$ 480	\$ 485	\$ 492
2008/09	\$ 465	\$ 501	\$ 507	\$ 513
2009/10	\$ 1,780	\$ 1,434	\$ 1,358	\$ 1,292
2010/11	\$ 3,261	\$ 2,816	\$ 2,843	\$ 2,840
2011/12	\$ 4,578	\$ 4,188	\$ 4,230	\$ 4,283
2012/13	\$ 3,934	\$ 3,445	\$ 3,478	\$ 3,522
2013/14	\$ 3,822	\$ 1,756	\$ 1,784	\$ 1,823
2013/14 Fire Services Property Levy	\$ 1,126	\$ 703	\$ 710	\$ 719
2014/15	\$ 7,817	\$ 3,758	\$ 3,613	\$ 3,683
2014/15 Fire Services Property Levy	\$ 1,977	\$ 1,343	\$ 1,172	\$ 1,186
2015/16	\$ 18,359	\$ 10,929	\$ 8,633	\$ 8,541
2015/16 Fire Services Property Levy	\$ 3,429	\$ 2,562	\$ 2,065	\$ 2,070
2016/17	\$ 36,229	\$ 25,048	\$ 21,273	\$ 21,311
2016/17 Fire Services Property Levy	\$ 5,741	\$ 4,160	\$ 3,715	\$ 3,694
2017/18	\$ 78,047	\$ 41,674	\$ 38,587	\$ 39,412
2017/18 Fire Services Property Levy	\$ 13,000	\$ 8,193	\$ 7,622	\$ 7,591
2018/19	\$ 742,458	\$ 96,468	\$ 86,632	\$ 78,919
2018/19 Fire Services Property Levy	\$ 97,577	\$ 16,910	\$ 15,684	\$ 14,149
2019/20	\$ -	\$ -	\$ -	\$ -
2019/20 Fire Services Property Levy	\$ -	\$ -	\$ -	\$ -
Sub-total: arrears	\$ 1,024,328	\$ 226,673	\$ 204,699	\$ 196,348
Current year (outstanding but not due)	\$ 631,723	\$ 8,120,127	\$ 7,173,766	\$ 1,513,831
Fire Services Property Levy	\$ 83,022	\$ 907,165	\$ 801,213	\$ 200,531
Total outstanding	\$ 1,739,073	\$ 9,253,965	\$ 8,179,697	\$ 1,910,709
<i>Summary</i>				
Rates in arrears	\$ 898,580	\$ 192,802	\$ 173,731	\$ 166,939
FSPL in arrears	\$ 125,748	\$ 33,871	\$ 30,968	\$ 29,409
Total arrears	\$ 1,024,328	\$ 226,673	\$ 204,699	\$ 196,348

3.2.3 Sundry debtors

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

Current	\$125,220	18%
30 days	\$456,740	65%
60 days	\$40,601	6%
90 + days	\$83,020	12%
Sub total routine debtors	\$705,581	100%
Paid Parental Leave	\$0	
Government departments	\$479,370	
GST	\$76,216	
Total	\$1,261,167	
90 + days consists of:		
Community Wellbeing debtors	\$48,372	
Local community groups	\$913	
Others	\$33,735	
Total	\$83,020	

Total outstanding sundry debtors as at 29 February 2020 are \$1.26M.

The mainstream sundry debtors (\$706K) have been broken into the amount of time they have been outstanding. At the time of this report \$83K or 12% of that

total has been outstanding for more than 90 days. All debtors are contacted as a matter of routine.

3.2.4 Supplementary valuations

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

Valuation type	Opening balance	Supplementary changes	Closing balance
Site Value	\$ 1,556,035,900	\$ -	\$ 1,556,035,900
Capital Improved Value	\$ 2,348,660,700	\$ -	\$ 2,348,660,700
NAV	\$ 120,496,015	\$ -	\$ 120,496,015

The total rateable CIV at the end of February 2020 is just under \$2.35B.

3.3 Water rights

Council-owned water rights were valued at \$2.70M at 30 June 2019.

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

There has been no purchase to date this financial year, and no future purchases are budgeted for the remainder of 2019/20.

3.4 Vision Super Defined Benefits Plan update

On 28 February, council received official notification of the 31 December 2019 estimated Vested Benefit Index (VBI) for the sub-plan being 107.7%. This is a minor increase from the previous quarter and 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 2019.

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

As at	30 June 2017 (actual)	30 June 2018 (actual)	30 June 2019 (actual)	30 Sept 2019 (estimated)	31 Dec 2019 (estimated)
LASF DB	103.1%	106.0%	107.1%	107.3%	107.7%

APPENDIX 1: STANDARD INCOME STATEMENT

	2019/20 Original Budget	2019/20 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
REVENUE FROM ORDINARY ACTIVITIES							
Rates	\$11,027,275	\$11,058,118	\$11,058,118	\$10,933,830	(\$124,288)	99%	99%
Revenue grants	\$6,222,978	\$6,461,554	\$4,851,589	\$4,790,332	(\$61,257)	99%	74%
Capital grants	\$5,916,826	\$8,299,574	\$2,815,252	\$1,682,061	(\$1,133,191)	60%	20%
Vic Roads	\$524,064	\$515,027	\$343,344	\$354,782	\$11,438	103%	70%
User fees	\$1,836,005	\$1,918,039	\$1,196,123	\$1,456,947	\$260,823	122%	76%
Capital contributions	\$0	\$0	\$0	\$0	\$0	0%	0%
Recurrent contributions	\$310,000	\$331,626	\$21,626	\$21,165	(\$461)	98%	6%
Interest income	\$375,125	\$400,125	\$266,762	\$305,518	\$38,756	115%	75%
* Reversal of impairment losses	\$0	\$0	\$0	\$103	\$103	0%	0%
* Library equity	\$0	\$0	\$0	\$0	\$0	0%	0%
Reimbursements	\$295,833	\$290,408	\$184,006	\$203,619	\$19,613	111%	70%
Total revenue	\$26,508,108	\$29,274,471	\$20,736,810	\$19,748,356	(\$988,455)	95%	67%
EXPENDITURE FROM ORDINARY ACTIVITIES							
Labour	\$10,796,481	\$10,704,262	\$6,961,268	\$6,424,787	(\$536,481)	92%	60%
Materials & services	\$8,638,752	\$11,792,581	\$7,530,223	\$5,442,056	(\$2,088,167)	72%	46%
Depreciation	\$9,431,014	\$9,431,014	\$6,287,312	\$6,287,344	(\$32)	100%	67%
Utilities	\$507,274	\$517,793	\$340,975	\$384,224	(\$43,249)	113%	74%
Contract payments	\$1,638,038	\$1,807,754	\$1,168,645	\$1,012,725	(\$155,920)	87%	56%
Loan interest	\$0	\$0	\$0	\$0	\$0	0%	0%
Auditor costs	\$84,631	\$84,631	\$30,375	\$20,378	(\$9,997)	67%	24%
Councillor costs	\$226,166	\$226,166	\$150,776	\$170,089	(\$19,313)	113%	75%
Loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
* Impairment losses	\$0	\$0	\$0	\$0	\$0	0%	0%
Bad debts expense	\$0	\$0	\$0	\$670	(\$670)	0%	0%
Total expenditure	\$31,322,355	\$34,564,201	\$22,469,574	\$19,742,474	(\$2,727,100)	88%	57%
NET RESULT FOR THE PERIOD	(\$4,814,247)	(\$5,289,730)	(\$1,732,764)	\$5,882	(\$1,738,645)	0%	0%
The operating expenditure shown above is represented in Council's key direction areas as follows:							
	2019/20 Original Budget	2019/20 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Revised Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
EXPENSE FROM ORDINARY ACTIVITIES							
Economic development & tourism	\$1,419,827	\$1,685,267	\$1,109,562	\$989,217	(\$120,346)	89%	59%
Leadership	\$1,688,427	\$1,769,079	\$1,065,439	\$1,068,330	(\$2,900)	100%	60%
Works & infrastructure	\$14,542,506	\$14,378,901	\$9,307,368	\$8,797,147	(\$510,221)	95%	61%
Good management	\$4,353,730	\$4,896,389	\$3,173,338	\$2,759,050	(\$414,288)	87%	57%
Environment	\$2,287,172	\$2,381,447	\$1,584,989	\$1,363,614	(\$220,175)	86%	57%
Community services & recreation	\$7,000,694	\$9,514,128	\$6,228,878	\$4,763,907	(\$1,464,971)	76%	50%
Loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
Total operating expenditure	\$31,322,355	\$34,564,201	\$22,469,574	\$19,742,474	(\$2,727,100)	88%	57%
NET RESULT FOR THE PERIOD	(\$4,814,247)	(\$5,289,730)	(\$1,732,764)	\$5,882	(\$1,738,645)	0%	0%

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

APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT

	2019/20 Original Budget	2019/20 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
FUNDING DECISIONS							
Add loan interest accrued	\$0	\$0	\$0	\$0	\$0	0%	0%
Less loan repayments	\$0	\$0	\$0	\$0	\$0	0%	0%
Add transfer from reserves	\$7,812,974	\$17,102,616	\$0	\$0	\$0	0%	0%
Less transfer to reserves	(\$2,618,186)	(\$2,091,062)	\$0	\$0	\$0	0%	0%
Add proceeds from sale of assets	\$429,537	\$402,471	\$247,467	\$266,138	(\$18,671)	108%	100%
TOTAL FUNDING DECISIONS	\$5,624,325	\$14,674,029	\$247,467	\$266,138	(\$18,671)	108%	100%
NET FUNDS AVAILABLE FOR CAPITAL							
	\$810,078	\$9,384,295	(\$1,485,297)	\$272,020	(\$1,757,317)	-18%	3%
CAPITAL EXPENDITURE BY ASSET TYPE							
Furniture and office equipment	\$405,500	\$382,000	\$339,864	\$323,734	\$16,030	97%	98%
Land and buildings	\$4,984,164	\$6,488,871	\$885,430	\$419,561	\$1,390,869	75%	65%
Plant and equipment	\$1,275,763	\$1,553,890	\$808,332	\$1,208,318	(\$398,064)	149%	199%
Roadworks	\$4,711,536	\$5,970,450	\$3,830,408	\$1,932,280	\$1,898,128	85%	62%
Urban and road drainage	\$350,000	\$1,641,240	\$301,662	\$84,250	\$217,412	28%	5%
Recreation, leisure and community facilities	\$885,822	\$2,081,912	\$34,798	\$17,529	\$17,269	80%	1%
Parks, open space and streetscapes	\$800,000	\$1,941,632	\$644,379	\$292,661	\$351,728	45%	15%
Footpaths	\$261,057	\$953,007	\$697,217	\$314,015	\$383,202	45%	13%
TOTAL CAPITAL EXPENDITURE PAYMENTS	\$13,683,842	\$20,964,202	\$7,905,890	\$4,688,336	\$2,417,554	65%	27%
NON CASH ADJUSTMENTS							
Less depreciation	\$9,431,014	\$9,431,014	\$6,287,312	\$6,287,344	(\$32)	100%	97%
Add reversal of impairment losses	\$0	\$0	\$0	(\$103)	\$103	0%	0%
Less loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
Less bad debts expense	\$0	\$0	\$0	\$870	(\$870)	0%	0%
TOTAL NON CASH ADJUSTMENTS	\$9,431,014	\$9,431,014	\$6,287,312	\$6,288,112	(\$800)	100%	97%
Accumulated surplus brought forward	(\$3,591,683)	(\$3,960,817)	\$0	\$0	\$0	0%	0%
NET CASH (SURPLUS)/DEFICIT	(\$148,932)	(\$1,711,924)	\$2,203,875	(\$1,971,796)	\$4,175,671	-89%	113%

APPENDIX 3: STANDARD BALANCE SHEET

	February 2020 As per trial balance	June 2019 As per financial statements	February 2019 As per trial balance
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	\$27,671,231	\$25,893,132	\$18,825,261
Trade and other receivables	\$3,121,218	\$2,498,935	\$3,199,344
Financial assets	\$18,530	\$801,952	\$23,111
Inventories	\$27,234	\$40,279	\$44,820
Non-current assets classified as held for sale	\$556,091	\$556,092	\$690,322
TOTAL CURRENT ASSETS	\$31,394,304	\$29,790,390	\$22,782,858
NON-CURRENT ASSETS			
Trade and other receivables	\$2,397	\$2,397	\$80,000
Financial assets	\$335,762	\$269,572	\$300,806
Intangible assets	\$2,702,545	\$2,702,545	\$1,979,130
Property, infrastructure, plant and equipment	\$351,768,770	\$353,733,913	\$336,585,254
TOTAL NON-CURRENT ASSETS	\$354,809,474	\$356,708,427	\$338,945,190
TOTAL ASSETS	\$386,203,778	\$386,498,817	\$361,728,048
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	\$72,936	\$1,174,480	\$52,890
Trust funds and deposits	\$1,256,370	\$340,748	\$1,180,349
Provisions	\$2,297,410	\$2,412,407	\$1,805,421
Interest bearing loans and borrowings	\$0	\$0	\$0
TOTAL CURRENT LIABILITIES	\$3,626,715	\$3,927,635	\$3,038,660
NON-CURRENT LIABILITIES			
Provisions	\$1,797,418	\$1,797,418	\$2,324,221
Interest bearing loans & borrowings	\$0	\$0	\$0
TOTAL NON-CURRENT LIABILITIES	\$1,797,418	\$1,797,418	\$2,324,221
TOTAL LIABILITIES	\$5,424,133	\$5,725,053	\$5,362,881
NET ASSETS	\$380,779,646	\$380,773,764	\$356,365,168
EQUITY			
Accumulated Surplus	\$93,626,538	\$93,620,656	\$90,046,117
Asset Revaluation Reserve	\$265,442,673	\$287,153,108	\$247,387,367
Other Reserves	\$21,710,435	\$0	\$18,931,684
TOTAL EQUITY	\$380,779,646	\$380,773,764	\$356,365,168

9.5 2020 COUNCIL MEETING SCHEDULE AMENDMENT

File Number: FOL/19/45613
Author: Christine Coombes, Executive and Commercial Services Officer
Authoriser: Lynne Habner, Manager Executive and Commercial Services
Attachments: Nil

RECOMMENDATION

That Council

1. approve the amendment to the date of the September Council meeting to be held on Tuesday 15 September 2020 commencing at 3pm;
2. approve the date, time and location of the Special Council meeting to be held on Thursday 12 November, commencing at 5pm to be held at the Serpentine Memorial Hall;
3. provide public notice of the change of date for the September Council meeting, details of the Special Council meeting to be held on Thursday 12 November, and that the venue for the Council meetings to be held on Tuesday 25 August, Tuesday 15 September and Tuesday 13 October 2020 be amended to be held at Loddon Shire's Wedderburn Office in the Kooyoorra meeting room.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The 2020 schedule of Council Meetings as follows was adopted on 24 September 2019, with meetings to commence at 3pm and be held at the Serpentine Council Chambers:

Tuesday 28 January	Tuesday 26 May	Tuesday 22 September
Tuesday 25 February	Tuesday 23 June	Tuesday 13 October
Tuesday 24 March	Tuesday 28 July	Tuesday 24 November
Tuesday 28 April	Tuesday 25 August	Tuesday 15 December

The changes proposed in this report were discussed by Councillors and the CEO at the March 2020 Council Forum.

BACKGROUND

The Loddon Shire Council has traditionally conducted Council meetings on a monthly cycle on the fourth Tuesday of the month. It was proposed that this meeting schedule be continued through 2020.

ISSUES/DISCUSSION**Caretaker period and proposed meeting date change**

Caretaker and election period planning has been commenced by officers. Caretaker period for the 2020 Council Election will commence on Tuesday 22 September 2020. It is anticipated that the proposed Local Government Act 2020 will have been passed, requiring the Caretaker period to commence at 12 noon on 22 September 2020. The election is scheduled to be held on Saturday 24 October.

During Caretaker period, Council cannot make any major policy decisions that bind the incoming Council, including contracts.

The Council meeting on 22 September is scheduled to commence at 3pm, which will mean that this meeting and the October meeting will be within the Caretaker period. This would prevent the adoption of decisions for a three month period.

It is proposed to change the date of the September 2020 Council meeting date to Tuesday 15 September, commencing at 3.00pm to enable the adoption of decisions. The change of this date would also eliminate the need to hold a special meeting for the consideration of the Annual Report.

It is proposed to cancel the 8 September Council Forum, and any September Forum items may be presented on the morning of the September Council meeting.

Meeting locations

Due to the Victorian Electoral Commission using the Serpentine Council Chambers from Monday 3 August to Saturday 21 November it is proposed that the Council meetings for August, September and October be held at the Kooyoora meeting room at Council's Wedderburn office.

Special Council meeting following Election

It is proposed to schedule the date, time and location of the Special meeting to be held for the taking of the Oath of Office, making written declaration to abide by the Code of Conduct, Election of Mayor and appointment to committees. The scheduling of this meeting will allow officers to plan the induction program for the newly elected body. The proposed details for this meeting are 5.00pm on Thursday 12 November 2020 at the Serpentine Memorial Hall.

COST/BENEFITS

There are some costs associated with this recommendation related to advertising, venue hire and catering which can be accommodated within existing budget allocations.

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

The matter was discussed by Councillors and the CEO at the March Council Forum.

9.6 REVIEW OF FINANCIAL RESERVES POLICY

File Number: 18/01/001
Author: Deanne Caserta, Manager Financial Services
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: 1. Financial Reserves Policy v9

RECOMMENDATION

That Council adopts the Financial Reserves Policy v9.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The last version of the Financial Reserves Policy (v8) was approved in July 2019.

BACKGROUND

The purpose of the Financial Reserves Policy is to allow Council to use funds in line with the purposes outlined in the policy.

ISSUES/DISCUSSION

The policy defines the specified purpose of each reserve and the conditions around the movements in and out of each reserve.

The latest version (version 8) of the Financial Reserves Policy was updated in July last year, therefore is not due for review. However recent discussions as a result of service planning reviews have highlighted that some reserve balances are more than what would be required to fund the purpose of the reserve yet they continue to increase yearly.

In the proposed version 9, there are six reserves where a maximum balance comment has been added, this will ensure that there will no longer be excess funds tied up in these reserves. These reserves include:

Reserve name	Maximum reserve level
Gravel and Sand Pit Reserve	\$400K
Waste Management Reserve	\$300K
Boundary and Township Signage Reserve	\$100K
Information Technology Reserve	\$800K
Units Reserve	\$60K
Urban Drainage Reserve	\$500K

This will also assist Council in redirecting these excess funds into other projects or contributing to Council's surplus position.

There is also a proposal to close two of the reserves where balances are minimal and it would be more efficient to fund future projects from surplus. These reserves are the War Memorial Restoration Reserve and the Skinners Flat Water Reserve.

COST/BENEFITS

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

RISK ANALYSIS

The policy defines the specified purpose of each reserve and the conditions around the movements in and out of each reserve.

CONSULTATION AND ENGAGEMENT

The document has been subject to the approval process of the Management Executive Group prior to presentation at the March Council Forum.



FINANCIAL RESERVES POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	9
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Annual Budget Annual Financial Statements Long Term Financial Plan
RELATED LEGISLATION:	Local Government Act 1989
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION:

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

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



FINANCIAL RESERVES POLICY

1 PURPOSE

This policy outlines the creation and purpose of Council reserves.

2 SCOPE

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

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

3 POLICY

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

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

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

3.1 Purpose of reserves

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

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

3.2 Movement of reserves

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

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

The following are reserves currently used by Council and specifies their purpose and conditions around annual movements.



FINANCIAL RESERVES POLICY

3.2.1 Movements approved only by Council

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<p>Capital Expenditure Reserve: The Capital Expenditure Reserve is used to set aside funds that have been budgeted for capital works projects in one financial year but will not be fully expended by the end of that year.</p>	the unexpended budget amounts for capital works and other projects that will be undertaken in the following financial year	the amount placed into the reserve at the end of the previous financial year
<p>Caravan Park Development Reserve: The Caravan Park Development Reserve is used to set aside surpluses made from the operations of Council's caravan parks to assist with financing major works carried out at those caravan parks.</p>	the annual surplus made on the operations of Council's caravan parks	funds required to finance major works undertaken at Council's caravan parks
<p>Community Planning Reserve: The Community Planning Reserve is used to set aside unspent funds for community planning projects.</p>	annually cumulative unspent funds for each ward's community planning projects	the amount placed into the reserve at the end of the previous financial year
<p>Gravel & Sand Pit (G.S.P.) Restoration Reserve: The G.S.P. Restoration Reserve is used to fund land purchase, development and restoration of gravel and sand pits used by Council for the extraction of road building materials.</p>	the annual surplus on operations of gravel and sand pits, to a maximum reserve level of \$400K	the cost of purchasing new sites, development and restoration of gravel and sand pits
<p>Heritage Loan Scheme Reserve: The Heritage Loan Scheme Reserve is used to provide loans to owners of properties located in significant heritage precincts, heritage registered buildings or structures of local heritage significance, to enable repair and maintenance of those buildings with the aims of quality appearance and public safety.</p>	after establishment of the initial reserve in 2014/2015, there will be no movements in this reserve movements are reflected in debtor account for heritage loans	
<p>Land and Buildings Reserve: The Land and Buildings Reserve is used to fund the purchase and improvement of land and buildings.</p>	proceeds from the sale of Council owned land and buildings	the cost of purchase of Council owned land and buildings
<p>Little Lake Boort Water Reserve: The Little Lake Boort Water Reserve is used to secure proceeds of sale of temporary water rights relating to Little Lake Boort.</p>	proceeds from the sale of temporary water rights and unexpended amounts from annual expenditure budget	amounts required to purchase water rights or for other expenditures relating to Little Lake Boort
<p>Major Projects Reserve: The Major Projects Reserve is used to assist with the funding of major projects identified by Council.</p>	annually an amount determined during the budget process as sufficient to fund major projects	funds required to finance major works identified by Council



FINANCIAL RESERVES POLICY

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<p>Recreation Facilities Improvement Reserve: The Recreation Facilities Improvement Reserve is an allocation of funds used to provide interest free loans to community groups.</p>	<p>there are no movements in this reserve</p> <p>movements are reflected in the debtor account for interest free loans</p>	
<p>Unfunded Superannuation Liability Reserve: The Unfunded Superannuation Liability Reserve is used to assist with the funding any call that may be made on Council as a result of shortfall in the Local Authorities Superannuation Fund Defined Benefits Plan.</p>	<p>annually an amount determined during the budget processes sufficient to fund potential future calls by the superannuation authority in relation to an unfunded superannuation liability</p>	<p>any funds required to finance a call made upon Council by the superannuation authority</p>
<p>Unightly Premises Enforcement Provision Reserve: The Unightly Premises Enforcement Provision Reserve is used to provide funds to assist with the enforcement and rectification works on determined unightly premises with costs recouped via legal or other action.</p>	<p>after establishment of the initial reserve in 2016/2017, there will be no movements in this reserve</p> <p>movements are reflected in debtor account for unightly premises enforcement</p>	
<p>Unspent Contributions Reserve: The Unspent Contributions Reserve is used to set aside contributions received for a specific purpose in one financial year that will not be expended until a later financial year.</p>	<p>contributions received during the financial year that have not been expended</p>	<p>the amount placed into the reserve at the end of the previous financial year</p>
<p>Unspent Grants Reserve: The Unspent Grants Reserve is used to set aside grants received in one financial year that will not be expended until a later financial year.</p>	<p>grants received during the financial year that have not been expended</p>	<p>the amount placed into the reserve at the end of the previous financial year</p>
<p>Valuations Reserve: The Valuations Reserve is used to fund the cost of Council's annual revaluations for rating purposes. Reserve closed in 2019/20.</p>	<p>the net surplus on the sale of valuation data</p>	<p>the net cost of the revaluation process</p>
<p>Waste Management Reserve: (Was previously Landfill Rehabilitation Reserve) The Waste Management Reserve is used to assist with the cost of strategic projects, compliance and long term planning for Council's landfills and transfer stations.</p>	<p>annually \$10 per kerbside collection levy, to a maximum reserve level of \$300K</p>	<p>the cost of strategic projects, compliance and long term planning within Council landfills and transfer stations</p>
<p>War Memorial Restoration Reserve: The War Memorial Restoration Reserve is used to fund the cost of maintaining and renewing war memorials across the Shire. Reserve closed in 2019/20.</p>	<p>annually an amount determined during the budget process as sufficient to fund the war memorial program</p>	<p>the cost of works to war memorials</p>



FINANCIAL RESERVES POLICY

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

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<p>Boundary and Township Signage Reserve: The Boundary and Township Signage Reserve is used to fund replacement of Council's boundary and township signage.</p>	annually an amount determined during the budget process as sufficient to fund the boundary and township signage replacement program, to a maximum reserve level of \$100K	the net cost of boundary and township signage purchases and installation for the year
<p>Economic Development Reserve: The Economic Development Reserve is used to assist with economic development initiatives that Council wishes to financially support.</p>	annually an amount determined during the budget process as sufficient to fund economic development initiatives, and proceeds from the sale of industrial land	the cost of economic development initiatives during the financial year
<p>Fleet Replacement Reserve: The Fleet Replacement Reserve is used to fund replacement of Council's office vehicles.</p>	annually an amount determined during the budget process as sufficient to fund the fleet replacement program	the net cost of fleet purchases for the year
<p>Information Technology Reserve: The Information Technology Reserve is used to assist with the purchase of information technology assets.</p>	annually an amount determined during the budget process as sufficient to fund information technology assets, to a maximum reserve level of \$800K	the net cost of information technology assets for the year
<p>Plant Replacement Reserve: The Plant Replacement Reserve is used to fund plant purchases.</p>	annually an amount determined during the budget process as sufficient to fund the plant replacement program	the net cost of plant purchases for the year
<p>Professional Development Reserve: The Professional Development Reserve is used to fund professional development undertaken by executive officers of Council.</p>	an annual allocation provided to each executive officer in accordance with their contract of employment	the cost of professional development undertaken during the year by executive officers
<p>Skinner's Flat Water Reserve: The Skinner's Flat Water Reserve is used to fund major repairs and capital works at the Skinner's Flat Water Supply. Reserve closed in 2019/20.</p>	the surplus on operations of the Skinner's Flat Water Supply	the cost of major repairs and capital works on the Skinner's Flat Water Supply infrastructure



FINANCIAL RESERVES POLICY

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
Swimming Pool Major Projects Reserve: The Swimming Pool Major Projects Reserve is used to fund unplanned major repairs and capital works at the various swimming pool sites across the Shire.	annually an amount determined during the budget process, to a maximum reserve level of \$200K	the net cost of unplanned major repairs and capital works
Units Reserve: The Units Reserve is used to fund the purchase or improvement of Council owned elderly persons' units.	annually the net surplus generated from rental income to a maximum reserve level of \$60K	the cost of capital works undertaken at elderly persons' units
Urban Drainage Reserve: The Urban Drainage Reserve is used to fund urban drainage works in towns within the Shire.	annually an amount determined during the budget processes sufficient to fund the urban drainage program to a maximum reserve level of \$500K	the annual cost of urban drainage works

4 HUMAN RIGHTS STATEMENT

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

5 REVIEW

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

9.7 2019 MAV STATE COUNCIL - CALL FOR MOTIONS

File Number: 02/04/004
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council note the opportunity to submit motions to the MAV State Council meeting to be held on Friday 15 May 2020.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Councillors discussed the opportunity to submit motions during the Forum on 10 March 2020 however did not identify any potential motions during that discussion.

BACKGROUND

The Municipal Association of Victoria (MAV) is a membership association and the legislated peak body for local government in Victoria. MAV's purpose is to protect and promote the democratic status, autonomy and efficient carrying out of local government for the benefit of Victorian communities.

Correspondence has been received from the MAV inviting Council to participate in the MAV State Council meeting on Friday 15 May 2020. In addition to the invitation for staff and elected members to attend the meeting, the MAV has invited motions which have state-wide significance to the sector and relate to one of the sector's priority issues in the MAV Strategic Plan 2019-2021.

ISSUES/DISCUSSION

Staff and Councillors have discussed the involvement of the Loddon Shire at the State Council meeting as well as potential motions which may be put forward for consideration by the State Council.

Motions must be submitted electronically by no later than midnight 21 April 2020 using the online State Council Motion Submission Form.

COST/BENEFITS

There is minimal cost associated with submitting a motion. Conference costs vary depending upon the attendees at the State Council meeting. The benefit of submitting a motion and attending the meeting is increased opportunity to advocate and influence policy relevant to the work of local government across the State.

RISK ANALYSIS

Submitting a notice of motion is not considered to pose any significant risk to Council.

CONSULTATION AND ENGAGEMENT

Discussions regarding potential notices of motion occurred between Council officers as well as Councillors. No public consultation was undertaken in respect to any proposed motions.

9.8 VICTORIAN LOCAL GOVERNMENT WOMEN'S CHARTER

File Number: FOL/19/98
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council:

1. Notes the history and progress of the Victorian Local Government Women's Charter ('the Charter');
2. Continues to progress actions in support of the Charter's three principles: gender equity, diversity and active citizenship;
3. Appoint the following people as Charter Champions
 - (a) Councillor: Colleen Condliffe
 - (b) Council Officer: Janine Jackson
4. Authorises the Chief Executive Officer to promote Council's Charter signatory status and display the Charter in council premises and communications (including Council's website)
5. Sends a copy of this report to the Victorian Local Governance Association (VLGA), notifying the VLGA of Council's reaffirmation of the Charter
6. Supports the VLGA campaign to increase women's participation in local government as citizens, candidates and councillors
7. Requests that an annual report be provided to Council on progress against the Charter principles.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

At the Council meeting on 26 February 2019, Council resolved to adopt the Victorian Local Government Women's Charter (the Charter) and appoint Councillor Colleen Condliffe as the Charter Champion.

BACKGROUND

The Charter was established in 1998 by the Women's Participation in Local Government Coalition (WPILGC) to recognise the need for increased women's participation in the key decision-making forums in the community and in democratic governance.

The WPILGC was a coalition of organisations, including peak bodies in local government, the Victorian Immigrant and Refugee Women's Coalition, Victorian Women's Trust, Women's Electoral Lobby Victoria, Women's Planning Network and YWCA Victoria.

Following council amalgamations in 1996, the number of women councillors was at a record low (134 out of more than 600).

In 2013, the WPILGC dissolved itself and handed responsibility for this work to the MAV and the VLGA. At present, the VLGA manages the administration of the Charter signatories and network,

working alongside the MAV on promoting the charter and achieving gender equity in local government.

In 2020, 73 of 79 Victorian councils are signatories to the Charter.

ISSUES/DISCUSSION

With the Local Government Bill 2019 and Gender Equality Act 2020 highlighting the importance of community engagement and equality, all 79 Victorian councils have a legislative imperative to prioritise the active and equal participation of women in council decision-making.

The VLGA has generated a list of suggested actions. Council's performance against these suggested actions is listed below:

CHARTER STATUS & CHARTER CHAMPIONS	STATUS
Become a Charter signatory.	Complete
Reaffirm your commitment to the Charter.	Pending adoption of the recommendation in this report.
Reappoint your Charter Champions.	Pending adoption of the recommendation in this report.
Appoint a councillor and an officer.	Complete
Try to rotate the Charter Champion position among councillors throughout the council term.	To be considered after the 2020 Council election.
Make the Charter a standing item on Council's agenda: <ul style="list-style-type: none"> • requiring an annual report on actions related to gender equity, diversity and active citizenship. • appoint Charter Champions at the same time as other delegations. 	To be considered after the 2020 Council election.
Send a copy of the minutes to the VLGA (deborah@vlga.org.au) for publication on their website.	Complete
Display a framed copy of your council's Charter certificate (or multiple copies in different council buildings, including community centres, libraries etc).	Complete
Empower Charter Champions and council staff to use the Charter in their work. Provide them with the time or delegation to implement action items and attend network meetings or development sessions related to the Charter.	Complete
POLICY & ADVISORY GROUPS	
Undertake a simple audit of Council's activities, processes and community projects to identify what you have already achieved and can build on.	Council has developed a gender equity strategy which identifies priority actions.
Create a committee or working group of council that has oversight/responsibility for women's civic participation (i.e. Gender Equality Working Group, Women's Charter Advisory Committee).	
Empower the committee to operate in a meaningful advisory capacity on all relevant policies facing council – not just 'women's' or 'family' policies.	
Conduct a gender equality audit of all committees.	
Encourage committees to consider diversity when recruiting new members.	
Provide regular opportunities for women on all committees to develop their skills in leadership, policy, negotiation and decision-making.	

<p>Conduct an audit of committee meeting times and locations.</p> <ul style="list-style-type: none"> • Are they held in venues and at times that suit working women and women with childcaring responsibilities? • Consider using a survey to investigate barriers to women’s attendance at/participation in committees. • Work to address these barriers and evaluate the success of these measures. 	<p>Council has developed a gender equity strategy which identifies priority actions.</p>
<p>Compile a list of community groups (and their contact details) that may have women who are interested in running (or interested in supporting another woman to run) for local government.</p> <ul style="list-style-type: none"> • Invite these groups to pre-candidate training and ask that they distribute details to their networks. • Invite these groups to participate in community engagement or consultation that council undertakes. 	
<p>Make sure that you are actively seeking input from the Indigenous community, people with disabilities and culturally and linguistically diverse groups. Dedicate resources to provide cultural, language, accessibility support where appropriate.</p>	
<p>Ensure that the Charter is referenced in any council policy that relates to Charter principles.</p>	
<p>Include the Charter in relevant council documents and strategies, including the Council Plan and Municipal Health and Wellbeing Plan.</p>	
<p>Distribute the Charter document to officers and ensure that they are aware of Council’s signatory status. Encourage officers to consider the Charter as an authorising document in their reports and daily work.</p>	
<p>AWARENESS RAISING</p>	
<p>Increase information and resources available to the community about the business of local government, on topics such as:</p> <ul style="list-style-type: none"> • How councillors are elected • How councils make decisions • What services councils provide 	<p>Council has developed a gender equity strategy which identifies priority actions.</p>
<p>Make sure that these resources are accessible to all community members, particularly those from culturally and linguistically diverse groups.</p>	
<p>Spotlight the experiences and achievements of women leaders in your community, particularly those from culturally and linguistically diverse groups and current and former women councillors.</p>	
<p>Profile current and former women councillors on their backgrounds, their motivations for running for office and their achievements during their time as a councillor.</p>	
<p>Facilitate community conversations about the importance of diverse representation. Seek local examples and anecdotes of the impact that diverse representation has on decision making and community outcomes.</p>	
<p>Hold an event for International Women’s Day (8 March). Consider holding an awards ceremony celebrating the achievements of local women.</p>	

Encourage the community to nominate women for civic awards (see Honour A Woman).	Council has developed a gender equity strategy which identifies priority actions.
Nominate a local active citizen for inclusion on the Victorian Women's Honour Roll.	
Celebrate the centenary of Mary Rogers' election – the first woman elected to local government in Victoria and only the second in Australia (1920).	
ENCOURAGING WOMEN TO RUN	
Host a Victorian Local Government Women's Charter Afternoon Tea with women councillors, community groups and women interested in running in the October 2020 elections (or supporting another woman to run). This is a great opportunity for women to network and share information.	Election timetable includes events promoting women's civic participation.
Host one of the VLGA's Local Women Leading Change workshops for women ahead of the October 2020 elections. These workshops are held across Victoria, free of charge for councils and communities.	
Encourage all community members to attend the VLGA's Candidate Information workshops.	
NEW COUNCILLOR INDUCTION	
Provide information on the Victorian Local Government Women's Charter as an authorising document for council during induction for new councillors.	Charter will be included in induction materials.
Encourage councillors to consider the Charter when developing the Council Plan. As a task that must be completed within the first 6 months of the council term, it is important that councillors begin the next four years considering gender equity, diversity and active citizenship as core business for local government.	Charter will be included as a key reference document in development of Council Plan.
Provide opportunities for all councillors to learn about the importance of diversity and gender equity in local government, and the importance of a diversity of views in decision making processes.	Training to be provided.
Provide gender equality and/or unconscious bias training as part of new councillor induction.	Training to be provided.
Connect women councillors with opportunities for mentorship and support, including the Australian Local Government Women's Association (ALGWA).	Networking opportunities included in councillor development budget
Consider working with the VLGA and other councils in your area to initiate a mentorship/peer support program for new women councillors.	VLGA opportunities will be monitored.

COST/BENEFITS

Costs associated with the recommendations in this report will be contained within operational budgets. The benefit of adopting the recommendations is reaffirmation of Council's commitment to achieving gender equality and improving outcomes for women and men.

RISK ANALYSIS

There is a risk that Council will not be able to progress actions in support of the Charter due to competing priorities and limited resources.

CONSULTATION AND ENGAGEMENT

Various staff have been consulted during the preparation of this report.

9.9 SECTION 86 COMMITTEE OF MANAGEMENT - REVOKE INSTRUMENT OF DELEGATION - SERPENTINE BOWLS AND TENNIS PAVILION AND RESERVE

File Number: GF/19/20
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council revoke the instrument of delegation to Serpentine Bowls and Tennis Pavilion and Reserve

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council adopted a Section 86 Committee of Management Policy at the ordinary meeting held on 28 January 2014.

Council adopted the review of the delegations to Section 86 committees at the ordinary meeting held on 26 September 2017. This report indicated that a Management Agreement could be issued to incorporated bodies rather than an Instrument of Delegation.

BACKGROUND

Under section 86 of the Local Government Act 1989, Council may establish special committees made up of councillors, council staff and other persons.

Each committee is provided with an instrument of delegation which outlines the functions, duties and powers Council has delegated to it.

The Serpentine Bowls and Tennis Pavilion and Reserve (the committee) was appointed the section 86 committee responsible for part of crown allotment CP 151938 on 34 Peppercorn Way, Serpentine.

Under the instrument of delegation the committee is responsible for:

- Management of booking the facility to external parties
- Setting and collecting fees and charges for hire of the facility
- Payment of accounts relating to operation the facility
- Ensuring that hirers of the facility have the appropriate public liability insurance

ISSUES/DISCUSSION

Both the Serpentine Bowling Club Inc. and Serpentine Tennis Club Inc. have been incorporated since 1985 and 2014 respectively. Representatives of each club acted as the committee of management for the Serpentine Bowls and Tennis Pavilion and Reserve.

Council contacted the committee in July 2018 to consider a joint management agreement. The clubs agreed to sign separate management agreements over their respective premises with a provision regarding the shared use of the indoor toilets at the Tennis Club.

Agreements were sent out and both have been received and signed. This now necessitates the revoking of the instrument of delegation.

COST/BENEFITS

There are no direct costs associated with this recommendation.

RISK ANALYSIS

Section 86 committees of management have strict governance requirements which assist to ensure Council oversees that they are operating within delegation and within the Local Government Act 1989.

By disbanding the Section 86 committee and revoking the instrument of delegation, the administrative burden on the committee is reduced.

Issuing a Management Agreement helps to ensure clear expectations and responsibilities of the clubs and the Council.

CONSULTATION AND ENGAGEMENT

The section 86 committee has been consulted regarding the revocation of the instrument of delegation. The committee has indicated that it supports the recommendations made in this report.

9.10 LODDON SHIRE COMMUNITY GRANTS SCHEME 2019-20

File Number: 16/02/01
Author: Wendy Gladman, Director Community Wellbeing
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council does not approve the application from St Patricks Primary School for Community Grant funds to support the Paddy's Literacy and Numeracy (P.L.A.N) program.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

This application, seeking access to the 2019/20 community grants unspent funds, is being presented to Council for consideration.

Council, at its August 2019 Ordinary meeting resolved to hold the surplus funds from the 2019/20 community grant funding round in reserve for suitable community projects that arose throughout the year.

ISSUES/DISCUSSION

St Patricks Primary School, Pyramid Hill is seeking an allocation of \$3,689.06 to put towards literacy and numeracy project supporting the development of pre-school children aged 0-5 years. The total cost of the project will be \$5,533.60 with the Primary School contributing \$1,844.54.

The P.L.A.N (Paddy's Literacy and Numeracy), Monday program has been developed to run alongside the existing Tuesday – Thursday Kindergarten program and the Playgroup Session on Fridays. The program is open to all children aged 0-5 years, will be free to participants and will be delivered at St Patrick's by a registered teacher employed by St Patrick's Primary School. Current programs to support early years are only available four days of the week.

The application was received in December 2019, with the program commencing on 10 February 2020, prior to the assessment of the application and subsequent report to Council being completed.

When assessing grant proposals, Council officers must consider the following criteria:

- that the group meets the eligibility criteria required to apply for a community grant
- that the project meets the grant eligibility;
 - fulfils a demonstrated community need
 - develops or improves upon existing facilities
 - funds programs or purchases equipment that will increase opportunities for participation
 - funding can also be used as a co-contribution as part of an organisations financial contribution for an external funding application.

- that there are no sections of the 'what will not be funded' components that exclude this project from accessing Community grant funding
 - there are no outstanding acquittals from previous funding rounds
 - the project is not retrospective
 - the project can be delivered in the required timeframe
 - the project is not considered as being the responsibility of another authority
 - the project is not on open space or publicly owned or managed land
 - the request for funding does not include support for admin, utility or ongoing maintenance costs
 - the project doesn't promote political or religious beliefs
 - the project meets the funding ratio requirements.

The application was received in December 2019, with the program commencing on 10 February 2020, prior to the assessment of the application and subsequent report to Council being completed, so on this occasion the recommendation from officers is that the project has commenced and is therefore ineligible for funding.

COST/BENEFITS

The Community Grant Program 2019/2020 has allocated \$186,046 to date, resulting in an underspend of \$13,954 for the 2019/2020 grant round.

One request is being brought forward to Council for funding from Council's community grants scheme 2019/20 unspent funds. The amount applied for in this late application is within the total funds remaining for Community Grants.

RISK ANALYSIS

Primary risks associated with the Community Grants Scheme are believed to be as follows:

Adherence to Program Guidelines: Detailed program guidelines identify which projects and programs are considered eligible for Community Grants. All applications are assessed against these guidelines for eligibility so as to ensure that funding made available through this program is distributed equitably and provides greatest benefit to the overall Loddon community.

Failure to adhere to these guidelines could comprise the integrity of the grant program and the ability for Council to adequately fund appropriate community projects.

Failure to deliver projects: All successful applicants are required to adhere to a formal funding agreement which clearly identifies the purpose of the grant, delivery timeframes and reporting requirements. This is to ensure that expenditure of public money is conducted in a transparent and efficient manner.

CONSULTATION AND ENGAGEMENT

Consultation, to assist with assessment of this application, has been undertaken with St Patricks Primary School, Council's Children and Youth Coordinator and the Strong Families Strong Children program manager.

10 INFORMATION REPORTS**10.1 UPDATE ON LOCAL GOVERNMENT POWER PURCHASE AGREEMENT**

File Number: FOL/19/432693
Author: David Southcombe, Manager Assets and Infrastructure
Authoriser: Steven Phillips, Director Operations
Attachments: Nil

RECOMMENDATION

That Council receive and note the Update on Local Government Power Purchase Agreement 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

Participation in the long-term Renewable Energy Purchase Power Agreement (PPA) for Local Government was discussed at the July 2019 Council Meeting. At that meeting Council approved of the participation in the tendering process of the PPA.

BACKGROUND

Council currently purchases its electricity supplies from retailer ERM for large sites and street lighting via the MAV bulk procurement contract. Electricity for small sites is purchased from retailer Origin via the MAV contract. The ERM contract ends on 31st December 2020 and the Origin contract ends on the 30th June 2020.

Electricity bills costs Council approximately \$200,000 per year. Over the past 2 years, Victorian Local Governments experienced significant price increases of 30-50% on their energy tariffs from the previous 2 year contracts. This was a result of rising wholesale energy prices. Such significant increases in energy bills create some budget uncertainty for councils trying to plan year on year.

To hedge against the uncertainty (and volatility) relating to fluctuating wholesale energy prices and to secure better prices and price certainty, councils across Victoria have come together to explore alternative procurement options, namely a Victorian Local Government Power Purchase Agreement.

Over the past year the Central Victorian Greenhouse Alliance (CVGA) has been working with other Victorian alliances of councils to investigate a long-term renewable energy PPA contract for councils. A consortium of 39 councils facilitated by the alliance and led by City of Darebin committed in October 2018 to developing a business case, which has now been completed. The MAV has since come on board as the procurement/contracting agent for the tender stage. In the CVGA region participating councils include Ballarat, Bendigo, Buloke, Central Goldfields, Gannawarra, Hepburn, Macedon Ranges, Mildura, Mount Alexander and the Pyrenees.

ISSUES/DISCUSSION

By late last year it was becoming apparent that the PPA project would not meet the original timeline for the project to allow the supply of electricity to the consortium of councils beginning July 2020. This was confirmed in early February 2020 when Council received correspondence from the CEO of Darebin City Council regarding the project. It was communicated that Maddocks (consultant) has been engaged to review the project work currently undertaken and to conduct a

risk analysis of the planned process which will most likely lead to changes in the project governance and contractual arrangement and procedural steps. This will delay the project with supply of electricity from the PPA not expected to be available until July 2021.

Council officers have been in discussion with the CVGA and MAV regarding alternative power supply options and have committed to the MAV's Trans-Tasman Energy Group (TTEG) procurement process for a two year supply at all sites. Current market conditions have seen a significant drop in wholesale prices for electricity. The MAV procurement process is expected to deliver a cost saving of 25% at current market prices when compared to Council's current contract.

COST/BENEFITS

Current market rates suggest that Council will be able to save 25% of electricity costs with a new electricity supply contract.

RISK ANALYSIS

There is low risk engaging in the MAV's electricity procurement process. This is the same tender process that Council previously committed to for electricity supply and the contract has been delivered successfully. A further two year supply through this MAV process will mitigate risk associated with potential further delays to the PPA project. Council officers have confirmed that Council is able to switch to electricity supply through the PPA project once the MAV contract is finished. Prior to committing to the PPA project a review will be undertaken to ensure it provides the best value to Council.

CONSULTATION AND ENGAGEMENT

The CVGA and MAV have been consulted during the PPA process and to discuss the MAV tender.

11 COMPLIANCE REPORTS**11.1 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-
WEDDERBURN COMMUNITY CENTRE**

File Number: 02/01/036
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Wedderburn Community Centre Section 86 committee of management, effective immediately.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report. Some staff members are involved in the subject matter of the report but have not been involved in the preparation of the report.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Wedderburn Community Centre Committee of Management on 28 May 2019.

BACKGROUND

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

Members and Office Bearers of the Committee

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

ISSUES/DISCUSSION

Wedderburn Community Centre is an organisation based committee with representatives from each of the stakeholder groups. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Organisation
Jacko Schanks	Community member
Pat Lee-Saunders (Vice President)	Community member
Richard Stephenson	Community member
Jess Pisevski (Treasurer)	Inglewood & Districts Health Service
Tracey Wilson	Inglewood & Districts Health Service
Amy Holmes	Loddon Shire Council Community Wellbeing
Brooke Arnold	Loddon Shire Council Community Wellbeing
Robyn Vella (Secretary)	Loddon Shire Council Tourism
Shelby Hutchinson	Loddon Shire Council Tourism
Jon Chandler	Wedderburn Community House
Marg Van Veen (President)	Wedderburn Community House

The Council representative for this committee is Cr Gavan Holt.

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

Nil

12 GENERAL BUSINESS

13 CONFIDENTIAL ITEMS**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989:

13.1 Review of confidential actions

This matter is considered to be confidential under Section 89(2) - (h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Any other matter which the Council or special committee considers would prejudice the Council or any person.

13.2 Contract 435: Supply of Banking and Bill Payment Services

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

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 28 April 2020 at Serpentine commencing at at 3pm.

There being no further business the meeting was closed at [enter time](#).

Confirmed this.....day of..... 2020