



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

**Date:** Tuesday, 26 May 2020  
**Time:** 3pm  
**Location:** Meeting to be held by video conference  
- public access by virtual audio stream.

# **AGENDA**

**Ordinary Council Meeting**

**26 May 2020**

## Order Of Business

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**OPENING COMMENT**

THIS MEETING IS BEING CONDUCTED ON-LINE AND IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT 2020 AS TEMPORARILY AMENDED TO ENABLE MEETING BY ELECTRONIC

MEANS OF COMMUNICATION.

THIS MEETING IS BEING RECORDED AND AUDIO STREAMED VIA THE COUNCIL WEBSITE AND FACEBOOK.

**1 OPENING 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 28 April 2020
2. The minutes of the Ordinary Council Meeting of 28 April 2020
3. The minutes of the Council Forum of 12 May 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:** Phil Pinyon, Chief Executive Officer

**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: Wednesday, 13 May 2020 8:25:22 AM

**Outstanding action from previous meetings**

Meeting	Officer/Director	Section	Subject
Council 28/01/2020	Phillips, Steven Pinyon, Phil	New Item	Skinnners Flat reservoir
<p>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.</p> <p><i>14/02/2020 5:26:20 PM - Steven Phillips</i> 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.</p> <p><i>13/03/2020 5:21:57 PM - Steven Phillips</i> 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.</p> <p><i>14/04/2020 5:22:52 PM - Steven Phillips</i> Discussions have been undertaken and an agreement has been reached to honor the provision of recreational water to Skinnners Flat.</p> <p><i>11/05/2020 8:42:39 PM - Steven Phillips</i> According to GWMWater staff, a definitive solution to the 200 megalitre problem remains to be found. Discussions are ongoing with GWMWater Staff.</p>			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 13 May 2020 8:25:22 AM

**Actions completed since last meeting**

Meeting	Officer/Director	Section	Subject
Council 25/02/2020	Gladman, Wendy Gladman, Wendy	Decision Reports	CAPTAIN MELVILLE TRAIL PROJECT
<p><b>RESOLUTION 2020/18</b>                      Moved: Cr Geoff Curnow                      Seconded: Cr Neil Beattie                      That Council, in relation to the Captain Melville Trail project resolve to:</p> <ol style="list-style-type: none"> <li>determine the project in its current form is concluded</li> <li>advise relevant stakeholders, such as Parks Victoria, Department of Environment Water Land and Planning (DEWLP) and affected adjoining landowners</li> <li>reallocate the current project budget to an alternative recreation project.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>12/03/2020 7.39 AM – Wendy Gladman</i>                      The internal budget revisions have been completed. Notifications to agencies and landholders will progress shortly.  <i>16/04/2020 11.35 AM – Wendy Gladman</i>                      Letters of notification have been drafted, currently awaiting approval.  <i>13/05/2020 8.15am – Wendy Gladman</i>                      Complete: Letters finalised, awaiting some external confirmation on the content, expected by Friday 15 May, when documents will be sent.</p>			

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Trenwith, Grant Phillips, Steven	Decision Reports	PLANNING PERMIT APPLICATION 5435 - USE AND DEVELOPMENT OF THE LAND FOR A DWELLING; AND DEVELOPMENT OF OUTBUILDINGS (GARAGE/WORKSHOP AND FARM SHED)
<p><b>RESOLUTION 2020/39</b>                      Moved: Cr Geoff Curnow                      Seconded: Cr Gavan Holt                      That Council issue a Notice of Decision to approve a planning permit for the use and development of Shelbourne Road, Shelbourne, being Lot 2 TP80795R, for a dwelling and outbuildings (garage/workshop and farm shed) subject to the conditions set out in the attached decision report.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>5/05/2020 2:52:09 PM - Grant Trenwith</i>                      Notice of Decision generated.  <i>12/05/2020 10:21:59 AM - Grant Trenwith</i>                      Action completed by: Coombes, Christine                      Complete</p>			

Outstanding	Division: Committee: Officer:	Date From: Date To:
<a href="#">Action Sheets Report</a>		Printed: Wednesday, 13 May 2020 8:25:22 AM

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Habner, Lynne Pinyon, Phil	Decision Reports	Review of Delegations, Appointments and Authorisations
<p><b>RESOLUTION 2020/40</b></p> <p>Moved: Cr Neil Beattie Seconded: Cr Colleen Condliffe</p> <p>That Council</p> <ol style="list-style-type: none"> <li>1. In the exercise of the powers conferred by section 98(1) of the Act and the other legislation referred to in the attached instrument of delegation, resolves that:                     <ol style="list-style-type: none"> <li>(a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.</li> <li>(b) The instrument comes into force immediately the common seal of Council is affixed to the instrument.</li> <li>(c) On the coming into force of the instrument all previous Council Delegations to members of Council staff (other than the Chief Executive Officer) are revoked.</li> <li>(d) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.</li> </ol> </li> <li>2. In the exercise of the powers conferred by section 224 of the Act and the other legislation referred to in the attached instrument of appointment and authorisation, resolves that:                     <ol style="list-style-type: none"> <li>(a) The members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument.</li> <li>(b) The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke them.</li> <li>(c) The instrument be sealed.</li> </ol> </li> <li>3. Revokes all existing Instruments of Appointment and Authorisation (Planning and Environment Act 1987), effective from the date that the CEO approves the new instrument as attached.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p>7/05/2020 11:29:07 AM - Lynne Habner Action completed by: Habner, Lynne Completed. Instruments have been signed and sealed.</p>			



Outstanding	Division: Committee: Officer:	Date From: Date To:
<a href="#">Action Sheets Report</a>		Printed: Wednesday, 13 May 2020 8:25:22 AM

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Morrison, Sharon Morrison, Sharon	Decision Reports	February 2020 Audit Committee Meeting Overview
<b>RESOLUTION 2020/41</b>			
Moved: Cr Neil Beattie			
Seconded: Cr Gavan Holt			
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 ( <b>attached</b> )			
3. endorses the performance improvement recommendations documented in the:			
(a) "Review of Risk Management" ( <b>attached</b> )			
4. receives and notes the External Audit Strategy ( <b>attached</b> )			
5. receives and notes the Audit Committee Annual Report ( <b>attached</b> )			
6. approves the revised Audit Committee Charter ( <b>attached</b> )			
7. receives and notes the Risk Management Report ( <b>attached</b> )			
8. receives and notes the Loddon Performance Framework Report July 2019 to December 2019 ( <b>attached</b> )			
			<b>CARRIED</b>
12/05/2020 9:13:01 AM - Sharon Morrison			
Action completed by: Morrison, Sharon			
Resolutions have been progressed.			

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Morrison, Sharon Morrison, Sharon	Decision Reports	Audit Committee Remuneration Report
<b>RESOLUTION 2020/42</b>			
Moved: Cr Neil Beattie			
Seconded: Cr Colleen Condliffe			

Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>
<b>Action Sheets Report</b>		<b>Printed: Wednesday, 13 May 2020 8:25:22 AM</b>

That Council:

1. increases the quarterly remuneration paid to independent members of the Audit Committee to \$485, effective the quarter commencing 1 May 2020
2. maintains payment of an extra quarter remuneration to the Chair during a one year term
3. maintains a travel reimbursement for independent members of the Audit Committee, paid at the rate that Councillors are reimbursed for travel.

**CARRIED**

*12/05/2020 9:13:27 AM - Sharon Morrison*  
Action completed by: Morrison, Sharon  
Committee members have been advised of new rates.

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Finance Report for the period ending 29 February 2020
<b>RESOLUTION 2020/43</b>			
Moved: Cr Colleen Condliffe			
Seconded: Cr Neil Beattie			
That Council:			
<ol style="list-style-type: none"> <li>1. receives and notes the 'Finance report for the period ending 29 February 2020'</li> <li>2. approves budget revisions included in the report for internal reporting purposes only.</li> </ol>			
<b>CARRIED</b>			
<i>30/04/2020 4:54:20 PM - Deanne Caserta</i>			
Action completed by: Caserta, Deanne For information.			

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Finance Report for the period ending 31 March 2020
<b>RESOLUTION 2020/44</b>			
Moved: Cr Geoff Cumow			
Seconded: Cr Gavan Holt			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 13 May 2020 8:25:22 AM

That Council:

1. receives and notes the 'Finance report for the period ending 31 March 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.

**CARRIED**

30/04/2020 4:54:26 PM - Deanne Caserta  
Action completed by: Caserta, Deanne  
For information.

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Fees and charges for the year 1 July 2020 to 30 June 2021
<b>RESOLUTION 2020/45</b>			
Moved: Cr Colleen Condliffe			
Seconded: Cr Geoff Cumow			
That Council:			
<ol style="list-style-type: none"> <li>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</li> <li>2. implements the Fees and Charges from 1 July for items not subject to a notice period</li> <li>3. implements the Fees and Charges from the end of the notice period for those items subject to a notice period</li> <li>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.</li> </ol>			
<b>CARRIED</b>			
30/04/2020 4:53:19 PM - Deanne Caserta Action completed by: Caserta, Deanne Advertisement complete and loaded onto the website for public display period.			

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Coombes, Christine	Decision Reports	2020 Council meeting schedule amendment

Outstanding	Division: Committee: Officer:	Date From: Date To:
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Pinyon, Phil
<p><b>RESOLUTION 2020/46</b></p> <p>Moved: Cr Colleen Condliffe Seconded: Cr Gavan Holt</p> <p>That Council</p> <ol style="list-style-type: none"> <li>approve the amendment to the date of the September Council meeting to be held on Tuesday 15 September 2020 commencing at 3pm;</li> <li>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;</li> <li>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 Kooyoora meeting room.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>12/05/2020 10:17:17 AM - Christine Coombes</i> Action completed by: Coombes, Christine The amendment of the 2020 Council meeting dates has been advertised in the Bendigo Advertiser and updated on Council's website. Due to the current COVID-19 restrictions the public have been informed to check Council's website for the details of meeting locations. Notice of the special meeting to be held on 12 November 2020 has been scheduled to be advertised in October 2020.</p>

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Review of Financial Reserves Policy
<p><b>RESOLUTION 2020/47</b></p> <p>Moved: Cr Gavan Holt Seconded: Cr Colleen Condliffe</p> <p>That Council adopts the Financial Reserves Policy v9.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>30/04/2020 4:54:07 PM - Deanne Caserta</i> Action completed by: Caserta, Deanne Sent for finalisation and loading onto Loddon website.</p>			

Meeting	Officer/Director	Section	Subject
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Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>
<b>Action Sheets Report</b>		<b>Printed: Wednesday, 13 May 2020 8:25:22 AM</b>

Council 28/04/2020	Morrison, Sharon Morrison, Sharon	Decision Reports	Victorian Local Government Women's Charter
<b>RESOLUTION 2020/48</b>			
Moved: Cr Colleen Condliffe Seconded: Cr Neil Beattie			
That Council:			
<ol style="list-style-type: none"> <li>1. Notes the history and progress of the Victorian Local Government Women's Charter ('the Charter');</li> <li>2. Continues to progress actions in support of the Charter's three principles: gender equity, diversity and active citizenship;</li> <li>3. Appoint the following people as Charter Champions                     <ol style="list-style-type: none"> <li>(a) Councillor: Colleen Condliffe</li> <li>(b) Council Officer: Janine Jackson</li> </ol> </li> <li>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)</li> <li>5. Sends a copy of this report to the Victorian Local Government Association (VLGA), notifying the VLGA of Council's reaffirmation of the Charter</li> <li>6. Supports the VLGA campaign to increase women's participation in local government as citizens, candidates and councillors</li> <li>7. Requests that an annual report be provided to Council on progress against the Charter principles.</li> </ol>			
			<b>CARRIED</b>
12/05/2020 9:13:45 AM - Sharon Morrison Action completed by: Morrison, Sharon Resolutions have been progressed.			

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Hargreaves, Michelle Morrison, Sharon	Decision Reports	Section 86 Committee of Management - Revoke Instrument of Delegation - Serpentine Bows and Tennis Pavilion and Reserve
<b>RESOLUTION 2020/49</b>			
Moved: Cr Gavan Holt Seconded: Cr Neil Beattie			

Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>
<b>Action Sheets Report</b>		<b>Printed: Wednesday, 13 May 2020 8:25:22 AM</b>

That Council revoke the instrument of delegation to Serpentine Bowls and Tennis Pavilion and Reserve

**CARRIED**

*12/05/2020 9:14:00 AM - Michelle Hargreaves*  
Action completed by: Morrison, Sharon  
Committee has been notified.

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Gladman, Wendy Gladman, Wendy	Decision Reports	LODDON SHIRE COMMUNITY GRANTS SCHEME 2019-20
<b>RESOLUTION 2020/50</b>			
Moved: Cr Colleen Condliffe Seconded: Cr Gavan Holt			
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.			
<b>CARRIED</b>			
<i>4/05/2020 10:30:14 AM - Wendy Gladman</i> Action completed by: Gladman, Wendy St Patricks Primary School has been advised of the outcome of the application and have been provided with contact details of other early years program supports.			

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Lloyd, Daniel Phillips, Steven	Decision Reports	Waste Management Service: Proposal for Voucher System to deliver Fee Free Waste Disposal
<b>RESOLUTION 2020/51</b>			
Moved: Cr Colleen Condliffe Seconded: Cr Neil Beattie			
That Council resolve to:			
1. endorse the implementation of a fee free waste voucher system to be included in the 2020-2021 rates notices in July in accordance with the following conditions:			
(a) provide residents with four vouchers to dispose of up to four cubic metres of general household waste, green-waste, mixed recyclables, refrigerators, freezers, air conditioners and e-waste per voucher, to be used at Council's waste facilities during normal operating hours of our			

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<p>waste facilities</p> <ul style="list-style-type: none"> <li>(b) general waste does not include tyres, mattresses, bricks &amp; concrete</li> <li>(c) each voucher can only be used once and only one voucher to be used per transaction</li> <li>(d) each voucher will be valid for three months to align with the financial year quarters</li> <li>(e) limited vouchers to be made available by request and sent out via the post to those residents who are not ratepayers.</li> </ul> <ol style="list-style-type: none"> <li>2. approve that the cost associated with the program be recovered through the Municipal Waste Charge</li> <li>3. cease conducting the fee free day program of opening the waste facilities once per quarter.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>1/05/2020 11:41:12 AM - Daniel Lloyd</i> Voucher template has been sent to the printers to be included in the 2020/2021 rates notices <i>1/05/2020 12:25:11 PM - Daniel Lloyd</i> Action completed by: Lloyd, Daniel 01/05/2020</p>
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Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Gladman, Wendy Gladman, Wendy	Decision Reports	PYRAMID HILL COMMUNITY CENTRE - COMPLETION OF MASTER PLAN AND FEASIBILITY STUDY
<b>RESOLUTION 2020/52</b>			
Moved: Cr Colleen Condliffe			
Seconded: Cr Gavan Holt			
That Council			
<ol style="list-style-type: none"> <li>1. receive and note the Pyramid Hill Community Centre Master Plan and Feasibility Study</li> <li>2. approve the submission of the Pyramid Hill Community Centre Master plan and Feasibility Study to Regional Development Victoria.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>30/04/2020 6:43:43 PM - Wendy Gladman</i> Action completed by: Gladman, Wendy The Master Plan and Feasibility Study has been submitted to Regional Development Victoria.</p>			

Meeting	Officer/Director	Section	Subject
Council 28/04/2020	Caserta, Deanne	Decision Reports	Advertisement of the 2020/21 Draft Budget

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Monison, Sharon

**RESOLUTION 2020/53**

Moved: Cr Neil Beattie  
 Seconded: Cr Colleen Condliffe

That Council:

1. advertise the Draft Budget in accordance with Section 129 of the Local Government Act 1989
2. adopt the proportion of rates raised within various valuation categories as follows:
  - Rural Production to have a differential rate 12% lower than the General (Residential, Commercial and Other) differential rate
3. agree that the above distribution of rates raised demonstrates fairness and equity across the municipality
4. implement a differential rate to be struck between categories of Rural Production and General as follows:
  - General (Residential, Commercial and Other) - 0.003928 Cents in the Dollar of Capital Improved Value
  - Rural Production - 0.003457 Cents in the Dollar of Capital Improved Value
5. apply a Municipal Charge of \$221 to all properties, except where an exemption has been granted for a Single Farm Enterprise under the Local Government Act 1989
6. apply a Garbage Charge of \$322 per Residential Garbage Service (140 Litre Bin) and \$437 per Commercial Garbage Service (240 Litre Bin)
7. apply a Kerbside Recycling Service Charge of \$122 per service (240 Litre Bin)
8. update the Strategic Resource Plan for the Council Plan 2017-21 with the current information contained in the Budget, in line with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014 requirements
9. advertise in conjunction with the Draft Budget, the 2020/21 the Fees and Charges Schedule as per the April 2020 Council Meeting resolution
10. acknowledge that the Draft Budget was prepared during the COVID-19 pandemic and as such may change during 2020/21 to respond to COVID-19 relief and recovery efforts.

**CARRIED**

30/04/2020 4:53:29 PM - Deanne Caserta

Action completed by: Caserta, Deanne

Advertisement complete and loaded onto the website for public display period.



**7 MAYORAL REPORT****7.1 MAYORAL REPORT****File Number:** 02/01/001**Author:** Christine Coombes, Executive and Commercial Services Officer**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.

**Cr McKinnon****North Central Goldfields Regional Library**

**Section 86 Committees:** East Loddon Community Centre Committee of Management, Pyramid Hill Memorial Hall Committee of Management, Pyramid Hill Swimming Pool Committee of Management and Reserve Committee of Management

**Nature Tourism Advisory Team****Other Council activities**

<b>DATE</b>	<b>Activity</b>
28/4/2020	NCLLEN meeting via zoom
4/5/2020	Joined "Our Say" zoom webinar on Virtual Meetings
5/5/2020	MAV webinar – Virtual meeting protocols - zoom
11/5/2020	Loddon Pandemic Relief and Recovery committee held their first meeting via video link.
11/5/2020	Strong Families Strong Children forum meeting held via zoom
12/5/2020	Council Forum – I attended in Wedderburn via webex forum
14/5/2020	GRL Finance Committee meeting via MS teams

**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.

**Cr Beattie**

<b>Murray Darling Association</b>	
<b>Rail Freight Alliance</b>	
<b>GMW Connections Project:</b>	
<b>Section 86 Committees:</b> Boort Aerodrome Committee of Management, Boort Development Committee Inc., Boort Memorial Hall Committee of Management, Boort Park Committee of Management, Korong Vale Mechanics Hall Committee of Management, Korong Vale Sports Centre Committee of Management, Little Lake Boort Management Committee Inc., Yando Public Hall Committee of Management	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
12/5/2020	Council Forum via WebEx
	Numerous phone hook-ups

**Cr Condliffe**

<b>Calder Highway Improvement Committee</b>	
<b>Section 86 Committees:</b> Bridgewater on Loddon Development Committee of Management, Campbells Forest Hall Committee of Management, Inglewood Community Sports Centre Committee of Management, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Town Hall Hub Committee of Management, Jones Eucalyptus Distillery Site Committee of Management	
<b>Australia Day Committee</b>	
<b>Central Victorian Greenhouse Alliance</b>	
14/5/2020 CVGA virtual meeting	
<b>Central Victoria Rural Women's Network</b>	
<b>Healthy Minds Network</b>	
6/5/2020 Loddon Healthy Minds – Serpentine for virtual meeting	
<b>Loddon Youth Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
5/5/2020	Community kitchen take away meals in Inglewood Community kitchen
7/5/2020	Loddon Plains Network phone meeting
12/5/2020	Council Forum via WebEx
19/5/2020	Community kitchen take away meals in Inglewood Community kitchen

**Cr Curnow**

<b>Loddon Mallee Waste Resource Recovery Group</b>	
<b>Section 86 Committees:</b> Kingower Development and Tourism Committee	
<b>Municipal Emergency Management Plan Committee and Municipal Fire Management Plan Committee</b>	
7/5/2020 Virtual attendance at Integrated Municipal Emergency Management Planning Committee	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
29/4/2020	Tarnagulla Community Planning Virtual Meeting organised by Allan Stobaus via zoom.
12/5/2020	Loddon Shire Council Forum via WebEx

**Cr Holt**

<b>Municipal Association of Victoria</b>	
<b>Section 86 Committees:</b> Donaldson Park Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Engine Park Committee of Management, Wedderburn Mechanics Institute Hall Committee of Management, Wedderburn Tourism Committee of Management	
<b>Audit Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
	Cr Holt provided a nil report.

**9 DECISION REPORTS****9.1 FINANCE REPORT FOR THE PERIOD ENDING 30 APRIL 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 30 April 2020

**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 30 April 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.

**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 30 April 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 decreased by \$7K to \$3.64M.

**Income Statement (revenue)** - Council's year to date (YTD) operating revenue is at 95% of YTD budget. Revenue brought to account for April was \$1.63M (\$400K for March).

**Income Statement (expenditure)** - Council's operating expenditure is at 87% of YTD budget. Payments for this month totalled just over \$2.58M (\$2.52M for March).

**Capital Works** - The revised budget for capital works is \$20.1M and is 27% complete in financial terms for the current financial year (26% at the end of March).

**Balance Sheet** - Council has a cash total of \$25.6M with \$3.94M in general accounts. Debtors are \$1.95M which is a decrease of \$202K for the month. Sundry debtors total \$827K (\$812K in March) with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$58K.

There were supplementary valuations updated during April. The total rateable CIV at the end of April is just over \$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 30 APRIL 2020



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## INTRODUCTION

During April 2020 the 2020/21 Draft Budget was presented to Council and approved for display and public comment. The draft budget is available to view on Council's website, with public comment and submissions due at the end of May 2020.

## 1 CASH SURPLUS POSITION

### 1.1 Budget revisions

The overall budget cash surplus, which has been included in the attached financial reports, has decreased from \$3,647,831 to \$3,640,633.

These revisions are summarised below:

Item	March Finance Report	April Finance Report	Change \$
Operating revenue	\$29,580,170	\$29,572,973	(\$7,197)
Operating expenditure	(\$34,570,816)	(\$34,570,816)	(\$0)
Transfers from reserves	\$17,787,946	\$17,787,946	\$0
Transfers to reserves	(\$2,731,062)	(\$2,731,062)	\$0
Other funding decisions	\$402,471	\$402,471	\$0
Capital expenditure	(\$20,112,709)	(\$20,112,709)	(\$0)
Other non cash adjustments	\$9,431,014	\$9,431,014	\$0
Accumulated surplus carried forward	\$3,860,817	\$3,860,817	\$0
<b>Closing surplus (deficit) as reported in Appendix 2</b>	<b>\$3,647,831</b>	<b>\$3,640,633</b>	<b>(\$7,198)</b>

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 \$7K.

The variation to budget is the adjustment to recognise the exact expected income for rates and garbage charges to assist in setting the 2020/21 Budget.

## 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 April was \$1.63M.

Revenue YTD is at 95% compared to YTD budget or \$1.2M behind.

2.1.1 Capital grants

Capital grants are behind budget by \$1.42M.

The main variations to budget are funding for the following projects:

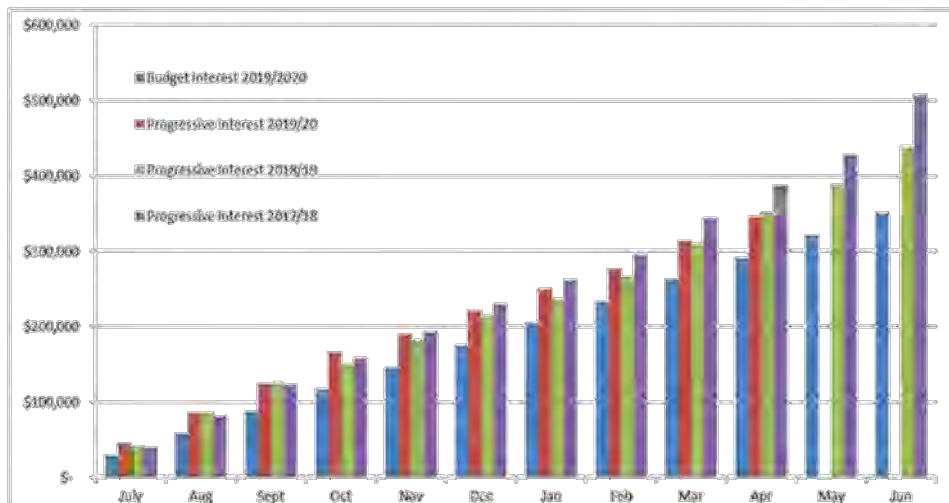
- Bridgewater foreshore of \$150K
- Flood mitigation survey and design of \$30K
- Sloans Road bridge of \$255K
- Bridgewater Raywood Road of \$133K
- Roads to Recovery program of \$279K
- Caravan park improvement of \$245K.

2.1.2 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 \$345K, and rates interest amounts to \$32K. Year to date represents 94% of the year revised budget amount of \$ 400K (\$375K for investments only).

Progressive interest from investments for the years 2017/18 to 2019/20 is:

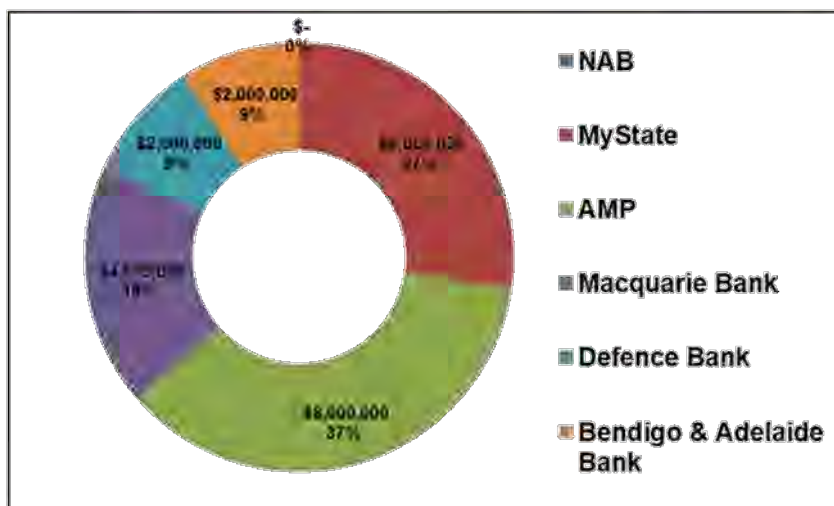


The below table shows all investments for the financial year to date.

LORDSBURG COUNCIL INVESTMENT SCHEDULE												
Bank	Establishment date	Status	Maturity date	Term (days)	Interest rate	Investment amount	Total Interest receivable on TD	Interest accrued 2019/20	YTD accrued interest	Total Interest accrued	YTD Interest received	Total YTD Interest earned
Bendigo & Adelaide Bank	20/10/2018	Open	N/A	N/A	1.00%	\$ 1,000,000		\$ -	\$ -	\$ -	\$ 5,124	\$ 5,124
Bendigo & Adelaide Bank	27/03/2018	Closed	26/07/2019	126	2.50%	\$ 2,000,000	\$ 18,438	\$ 15,014	\$ -	\$ -	\$ 16,993	\$ 20,977
Bendigo & Adelaide Bank	27/03/2018	Closed	26/07/2019	126	2.50%	\$ 2,000,000	\$ 18,438	\$ 15,014	\$ -	\$ -	\$ 16,993	\$ 20,977
Members Equity Bank	29/02/2019	Closed	28/07/2019	154	2.00%	\$ 2,000,000	\$ 22,382	\$ 18,140	\$ -	\$ -	\$ 22,382	\$ 4,234
NAB	26/05/2019	Closed	26/05/2019	90	2.24%	\$ 2,000,000	\$ 11,047	\$ 4,200	\$ -	\$ -	\$ 11,047	\$ 6,151
AMP	28/09/2019	Closed	28/09/2019	90	2.00%	\$ 2,000,000	\$ 13,342	\$ 4,411	\$ -	\$ -	\$ 13,342	\$ 6,921
Members Equity Bank	17/05/2019	Closed	16/05/2019	91	2.10%	\$ 2,000,000	\$ 10,471	\$ 1,490	\$ -	\$ -	\$ 10,471	\$ 8,076
Auswide	18/06/2019	Closed	17/06/2019	90	2.19%	\$ 2,000,000	\$ 10,683	\$ 1,490	\$ -	\$ -	\$ 10,683	\$ 9,207
Bendigo & Adelaide Bank	20/07/2019	Closed	28/10/2019	90	1.75%	\$ 2,000,000	\$ 8,630	\$ -	\$ -	\$ -	\$ 8,630	\$ 8,630
Members Equity Bank	29/07/2019	Closed	29/11/2019	92	1.85%	\$ 1,000,000	\$ 4,663	\$ -	\$ -	\$ -	\$ 4,663	\$ 4,663
AMP	30/04/2019	Closed	30/10/2019	183	2.50%	\$ 2,000,000	\$ 26,066	\$ 8,356	\$ -	\$ -	\$ 26,066	\$ 16,732
AMP	31/05/2019	Closed	31/10/2019	153	2.50%	\$ 2,000,000	\$ 24,753	\$ 8,082	\$ -	\$ -	\$ 24,753	\$ 17,671
Members Equity Bank	19/08/2019	Closed	19/10/2019	151	2.10%	\$ 2,000,000	\$ 17,605	\$ 1,569	\$ -	\$ -	\$ 17,605	\$ 16,238
Bendigo & Adelaide Bank	17/06/2019	Closed	16/10/2019	162	2.10%	\$ 2,000,000	\$ 20,542	\$ 1,496	\$ -	\$ -	\$ 20,542	\$ 19,448
MyState	17/08/2019	Closed	16/10/2019	162	2.10%	\$ 2,000,000	\$ 20,542	\$ 1,496	\$ -	\$ -	\$ 20,542	\$ 19,448
Bendigo & Adelaide Bank	27/09/2019	Closed	26/09/2020	150	1.40%	\$ 2,000,000	\$ 14,161	\$ -	\$ -	\$ -	\$ 14,161	\$ 13,151
AMP	26/08/2020	Closed	26/08/2020	162	2.00%	\$ 2,000,000	\$ 19,945	\$ -	\$ -	\$ -	\$ 19,945	\$ 19,945
Macquarie Bank	29/01/2020	Closed	29/09/2020	99	1.00%	\$ 1,600,000	\$ 7,049	\$ -	\$ -	\$ -	\$ 7,049	\$ 6,049
Bendigo & Adelaide Bank	13/09/2019	Closed	17/09/2020	169	1.85%	\$ 2,000,000	\$ 18,794	\$ -	\$ -	\$ -	\$ 18,794	\$ 16,754
NAB	13/09/2019	Closed	17/09/2020	169	1.75%	\$ 1,500,000	\$ 12,725	\$ -	\$ -	\$ -	\$ 12,725	\$ 12,725
MyState	26/11/2019	Closed	26/03/2020	121	1.70%	\$ 1,000,000	\$ 8,462	\$ -	\$ -	\$ -	\$ 8,462	\$ 8,462
MyState	18/12/2019	Closed	15/04/2020	121	1.75%	\$ 2,000,000	\$ 11,603	\$ -	\$ -	\$ -	\$ 11,603	\$ 11,603
AMP	30/10/2019	Open	30/09/2020	168	1.75%	\$ 2,000,000	\$ 18,127	\$ -	\$ 17,548	\$ 17,548	\$ -	\$ 17,548
Defence Bank	13/10/2019	Open	30/09/2020	166	1.60%	\$ 2,000,000	\$ 16,816	\$ -	\$ 16,364	\$ 16,364	\$ -	\$ 16,364
AMP	03/12/2019	Open	03/09/2020	162	1.70%	\$ 2,000,000	\$ 17,452	\$ -	\$ 16,877	\$ 16,877	\$ -	\$ 16,877
Macquarie Bank	19/02/2020	Open	18/09/2020	91	1.60%	\$ 2,000,000	\$ 7,078	\$ -	\$ 6,400	\$ 6,400	\$ -	\$ 6,400
AMP	24/02/2020	Open	23/09/2020	91	1.75%	\$ 2,000,000	\$ 8,726	\$ -	\$ 6,309	\$ 6,309	\$ -	\$ 6,309
Bendigo & Adelaide Bank	24/02/2020	Open	23/09/2020	91	1.40%	\$ 2,000,000	\$ 6,961	\$ -	\$ 5,003	\$ 5,003	\$ -	\$ 5,003
Macquarie Bank	12/02/2020	Open	12/09/2020	129	1.60%	\$ 2,000,000	\$ 10,806	\$ -	\$ 6,895	\$ 6,895	\$ -	\$ 6,895
AMP	24/02/2020	Open	24/09/2020	121	1.60%	\$ 2,000,000	\$ 10,600	\$ -	\$ 7,796	\$ 7,796	\$ -	\$ 7,796
MyState	16/03/2020	Open	16/04/2020	164	1.98%	\$ 2,000,000	\$ 17,844	\$ -	\$ 4,315	\$ 4,315	\$ -	\$ 4,315
MyState	15/04/2020	Open	15/10/2020	183	1.75%	\$ 2,000,000	\$ 17,646	\$ -	\$ 1,438	\$ 1,438	\$ -	\$ 1,438
MyState	17/03/2020	Open	17/10/2020	216	1.75%	\$ 2,000,000	\$ 21,712	\$ -	\$ 4,219	\$ 4,219	\$ -	\$ 4,219
Total Interest on Investments								\$ 63,388	\$ 91,199	\$ 91,199	\$ 305,224	\$ 350,818
Interest on General Accounts											\$ 16,890	\$ 16,890
Interest transferred to/from externally funded projects											\$ -	\$ -
<b>Net interest on investments</b>												<b>\$ 345,475.42</b>

All investments are term deposits and are currently with banks which meet Council's rating standards as below.

Current investments:				
NAB	A1+AA-		\$ -	0.0%
MyState	A2/BBB+		\$ 6,000,000	27.3%
AMP	A2/BBB+		\$ 8,000,000	36.4%
Macquarie Bank	A1/A		\$ 4,000,000	18.2%
Defence Bank	A2/BBB		\$ 2,000,000	9.1%
Bendigo & Adelaide Bank	A2/BBB+		\$ 2,000,000	9.1%
<b>Council Funds on Term Deposit</b>			<b>\$ 22,000,000</b>	<b>100%</b>



Due to the short term nature of the term deposits, those deposits which have not reached maturity are included as cash in the Balance Sheet.

**2.2 Operating expenditure**

Total operating expenditure for April was \$2.58M.

Expenditure YTD is at 87% compared to YTD budget or \$3.64M behind.

**2.2.1 Materials and services**

Materials and services are behind YTD budget by \$2.87M or 30%.

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 \$146K
- plant operating costs of \$192K
- Bridgewater Football/Netball change facilities \$367K
- Laanecoorie boat ramp of \$90K
- scar trees campaign of \$107K
- local road maintenance of \$97K
- service delivery reviews of \$107K.

**2.2.2 Contract payments**

Contract payments are behind YTD budget by \$232K or 16%.

The main variation to budget is for the projects of flood mitigation survey and design and the cleaning of public facilities, due to a delay in receiving monthly invoices.

**2.2.3 Payments**

During the month the following payments were made:

Creditor payments - cheque	\$20,436.99
Creditor payments - electronic funds transfer	\$846,994.14
Payroll (3 pays)	<u>\$603,072.55</u>
<b>TOTAL</b>	<b><u>\$1,470,503.68</u></b>

**2.3 Operating surplus**

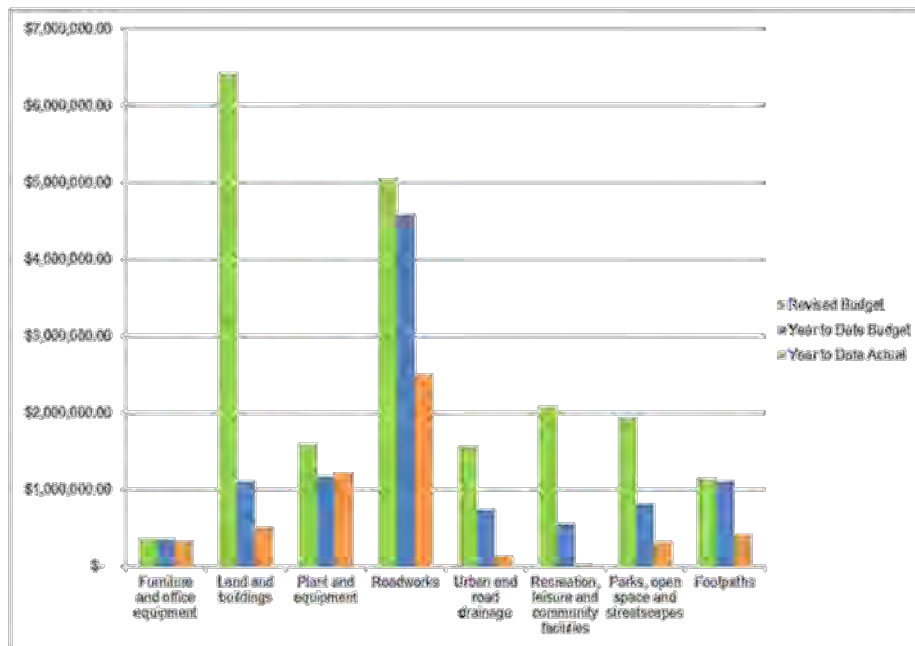
The operating deficit to date is \$3.06M.

**2.4 Capital expenditure**

Total capital works expenditure for April was \$200K.

The total revised budget for the 2019/20 capital works program is \$20.1M.

The total capital works expenditure is 27% complete in financial terms.



Within the asset types the major variations to YTD budget are:

**2.4.1 Proceeds from sale of assets**

Proceeds from sale of assets are ahead of YTD budget by \$39K, with the main variance due to the sale of plant ahead of budget timing.

**2.4.2 Land and buildings**

Land and buildings is behind YTD budget by \$602K, the main variance is the flood mitigation works at Boort and the Inglewood Sports Centre upgrade, with some projects yet to start and others progressing slower than expected.

**2.4.3 Roadworks**

Roadworks are behind YTD budget by \$2.1M.

The main variations that are behind budget due to works progressing slower than expected:

- Echuca Serpentine Road of \$428K
- Bridgewater Raywood Road of \$114K
- Pyramid Hill culvert upgrade of \$296K
- local roads reseals of \$578K
- Sloans Road Bridge of \$391K.

**2.4.4 Urban and road drainage**

Urban and road drainage is behind YTD budget by \$611K, 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 \$524K, the main variance to budget is caravan park improvements and parks and garden program, 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 \$490K, the variation relates to delay in delivery of the:

- Bridgewater foreshore project
- Inglewood Eucy Museum annex
- Donaldson Park redevelopment.

2.4.7 Footpaths

Footpaths are behind of YTD budget by \$696K, due to works progressing slower than expected in the below projects:

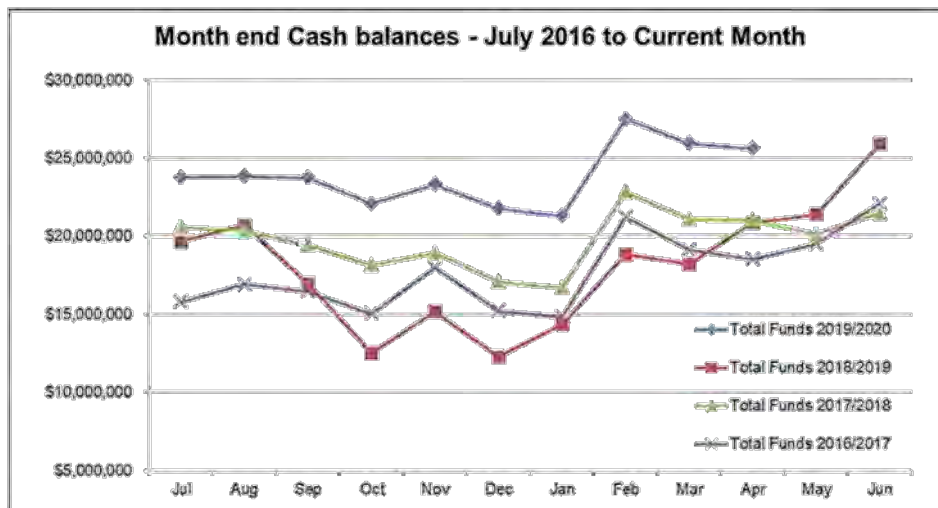
- Station Street Boort of \$44K
- Kiniry Street Boort of \$177K
- Wedderburn High Street of \$250K
- Eucy Distillery Footpath of \$139K.

**3 STANDARD BALANCE SHEET**

**3.1 Cash**

At the end of the month, Council's overall cash total was \$25.8M which includes a balance of \$3.94M 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	April 2019	February 2020	March 2020	April 2020
Rates	894,722	1,680,772	1,177,988	868,551
Fire Services Property Levy	143,396	229,937	177,126	159,868
<b>Total Rates &amp; Fire Services Property Levy</b>	<b>1,138,118</b>	<b>1,910,709</b>	<b>1,355,114</b>	<b>1,128,447</b>
Sundry debtors	564,207	1,251,187	811,810	826,611
Community loans/advances	3,600	2,400	2,400	2,400
Long term loans/advances	-	-	-	-
Employee superannuation	13,937	3,636	(1,095)	8,932
Magistrates court fines	100,319	100,319	100,319	100,319
LESS provision for doubtful debts	(112,950)	(118,887)	(118,887)	(118,887)
<b>Total</b>	<b>1,707,236</b>	<b>3,109,344</b>	<b>2,149,661</b>	<b>1,947,222</b>

**3.2.2 Rates debtors**

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

	April 2019 (3/5/2019)	Feb 2020 (2/3/2020)	March 2020 (2/4/2020)	April 2020 (1/5/2020)
2006/07	\$ 288	\$ 308	\$ 308	\$ 314
2007/08	\$ 453	\$ 492	\$ 494	\$ 494
2008/09	\$ 473	\$ 513	\$ 516	\$ 516
2009/10	\$ 1,805	\$ 1,292	\$ 1,299	\$ 1,299
2010/11	\$ 3,308	\$ 2,840	\$ 2,848	\$ 2,668
2011/12	\$ 4,648	\$ 4,283	\$ 4,299	\$ 4,299
2012/13	\$ 3,992	\$ 3,522	\$ 3,532	\$ 3,532
2013/14	\$ 2,634	\$ 1,823	\$ 1,830	\$ 2,130
2013/14 Fire Services Property Levy	\$ 869	\$ 719	\$ 722	\$ 422
2014/15	\$ 5,954	\$ 3,683	\$ 3,704	\$ 3,704
2014/15 Fire Services Property Levy	\$ 1,673	\$ 1,186	\$ 1,192	\$ 1,192
2015/16	\$ 13,845	\$ 8,541	\$ 8,421	\$ 8,233
2015/16 Fire Services Property Levy	\$ 2,984	\$ 2,070	\$ 2,059	\$ 2,043
2016/17	\$ 28,357	\$ 21,311	\$ 21,360	\$ 19,278
2016/17 Fire Services Property Levy	\$ 4,996	\$ 3,694	\$ 3,706	\$ 3,305
2017/18	\$ 62,907	\$ 39,412	\$ 38,754	\$ 36,585
2017/18 Fire Services Property Levy	\$ 11,660	\$ 7,591	\$ 7,508	\$ 6,993
2018/19	\$ 292,947	\$ 78,919	\$ 75,390	\$ 68,611
2018/19 Fire Services Property Levy	\$ 19,787	\$ 14,149	\$ 13,533	\$ 12,751
2019/20	\$ -	\$ -	\$ -	\$ -
2019/20 Fire Services Property Levy	\$ -	\$ -	\$ -	\$ -
<b>Sub-total: arrears</b>	<b>\$ 463,479</b>	<b>\$ 196,348</b>	<b>\$ 191,475</b>	<b>\$ 178,369</b>
Current year (outstanding but not due)	\$ 573,444	\$ 1,513,831	\$ 1,021,842	\$ 823,820
Fire Services Property Levy	\$ 101,195	\$ 200,531	\$ 141,790	\$ 126,259
<b>Total outstanding</b>	<b>\$ 1,138,118</b>	<b>\$ 1,910,709</b>	<b>\$ 1,355,114</b>	<b>\$ 1,128,447</b>
<i>Summary</i>				
Rates in arrears	\$ 421,610	\$ 166,939	\$ 162,755	\$ 151,663
FSPL in arrears	\$ 41,869	\$ 29,409	\$ 28,720	\$ 26,706
<b>Total arrears</b>	<b>\$ 463,479</b>	<b>\$ 196,348</b>	<b>\$ 191,475</b>	<b>\$ 178,369</b>

### 3.2.3 Sundry debtors

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

Current	\$53,162	27%
30 days	\$63,679	32%
60 days	\$25,273	13%
90 + days	\$58,050	29%
<b>Sub total routine debtors</b>	<b>\$200,163</b>	<b>100%</b>
Paid Parental Leave	\$0	
Government departments	\$537,500	
GST	\$88,948	
<b>Total</b>	<b>\$826,611</b>	
90 + days consists of:		
Community Wellbeing debtors	\$949	
Local community groups	\$913	
Others	\$56,188	
<b>Total</b>	<b>\$58,050</b>	

Total outstanding sundry debtors as at 30 April 2020 are \$827K.

The mainstream sundry debtors (\$200K) have been broken into the amount of time they have been outstanding. At the time of this report \$58K or 29% 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	\$ 1,555,872,900	\$ 322,000	\$ 1,556,194,900
Capital Improved Value	\$ 2,350,151,700	\$ 4,621,000	\$ 2,354,772,700
NAV	\$ 120,570,565	\$ 229,550	\$ 120,800,115

The total rateable CIV at the end of April 2020 remains at \$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.



**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
<b>REVENUE FROM ORDINARY ACTIVITIES</b>							
Rates	\$11,027,275	\$11,049,483	\$11,049,483	\$10,986,280	(\$63,203)	99%	99%
Revenue grants	\$6,222,978	\$6,486,554	\$6,222,872	\$5,314,169	\$91,297	102%	82%
Capital grants	\$5,916,828	\$8,380,349	\$4,068,189	\$2,651,123	(\$1,417,045)	65%	32%
Vic Roads	\$524,064	\$515,027	\$428,180	\$449,136	\$19,956	105%	107%
User fees	\$1,836,005	\$2,044,401	\$1,621,273	\$1,736,826	\$115,553	107%	100%
Capital contributions	\$0	\$0	\$0	\$0	\$0	0%	0%
Recurrent contributions	\$310,000	\$421,626	\$21,626	\$21,165	(\$461)	98%	5%
Interest income	\$375,125	\$400,125	\$333,440	\$377,142	\$43,702	113%	104%
* Reversal of impairment losses	\$0	\$0	\$0	\$103	\$103	0%	0%
* Library equity	\$0	\$0	\$0	\$0	\$0	0%	0%
Reimbursements	\$295,833	\$275,408	\$226,594	\$240,882	\$14,288	106%	107%
<b>Total revenue</b>	<b>\$26,508,108</b>	<b>\$29,572,973</b>	<b>\$22,972,636</b>	<b>\$21,776,825</b>	<b>(\$1,195,811)</b>	<b>95%</b>	<b>74%</b>
<b>EXPENDITURE FROM ORDINARY ACTIVITIES</b>							
Labour	\$10,796,481	\$10,623,784	\$9,000,705	\$8,448,063	(\$552,842)	94%	80%
Materials & services	\$8,638,762	\$11,879,675	\$9,488,288	\$6,613,579	(\$2,874,709)	70%	56%
Depreciation	\$9,431,014	\$9,431,014	\$7,859,140	\$7,859,181	(\$41)	100%	83%
Utilities	\$507,274	\$517,793	\$429,560	\$450,090	(\$20,530)	105%	85%
Contract payments	\$1,638,038	\$1,807,754	\$1,483,984	\$1,252,471	(\$231,514)	84%	68%
Loan interest	\$0	\$0	\$0	\$0	\$0	0%	0%
Auditor costs	\$84,631	\$84,631	\$30,375	\$26,392	(\$3,983)	87%	31%
Councillor costs	\$226,166	\$226,166	\$188,470	\$187,101	(\$1,369)	99%	83%
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	\$894	(\$894)	0%	0%
<b>Total expenditure</b>	<b>\$31,322,355</b>	<b>\$34,570,816</b>	<b>\$28,480,522</b>	<b>\$24,837,770</b>	<b>\$3,642,752</b>	<b>87%</b>	<b>72%</b>
<b>NET RESULT FOR THE PERIOD</b>	<b>(\$4,814,247)</b>	<b>(\$4,997,843)</b>	<b>(\$5,507,886)</b>	<b>(\$3,060,945)</b>	<b>(\$2,446,941)</b>	<b>56%</b>	<b>61%</b>
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
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>							
Economic development & tourism	\$1,449,827	\$1,679,456	\$1,361,486	\$1,192,354	(\$169,132)	88%	71%
Leadership	\$1,688,427	\$1,743,929	\$1,383,175	\$1,340,217	(\$42,958)	97%	77%
Works & Infrastructure	\$14,542,506	\$14,062,327	\$11,693,071	\$11,200,753	(\$492,318)	96%	80%
Good management	\$4,353,730	\$4,940,989	\$4,069,026	\$3,478,907	(\$590,119)	85%	70%
Environment	\$2,287,172	\$2,381,447	\$1,988,585	\$1,778,047	(\$210,538)	89%	75%
Community services & recreation	\$7,000,694	\$9,762,668	\$7,885,180	\$5,847,493	(\$2,037,687)	73%	60%
Loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
<b>Total operating expenditure</b>	<b>\$31,322,355</b>	<b>\$34,570,816</b>	<b>\$28,480,522</b>	<b>\$24,837,770</b>	<b>\$3,642,752</b>	<b>87%</b>	<b>72%</b>
<b>NET RESULT FOR THE PERIOD</b>	<b>(\$4,814,247)</b>	<b>(\$4,997,843)</b>	<b>(\$5,507,886)</b>	<b>(\$3,060,945)</b>	<b>(\$2,446,941)</b>	<b>56%</b>	<b>61%</b>

\*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
<b>FUNDING DECISIONS</b>							
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	\$17,787,946	\$0	\$0	\$0	0%	0%
Less transfer to reserves	(\$2,618,166)	(\$2,731,062)	\$0	\$0	\$0	0%	0%
Add proceeds from sale of assets	\$429,537	\$402,471	\$247,467	\$286,251	(\$38,784)	118%	71%
<b>TOTAL FUNDING DECISIONS</b>	<b>\$5,624,325</b>	<b>\$15,459,355</b>	<b>\$247,467</b>	<b>\$286,251</b>	<b>(\$38,784)</b>	<b>116%</b>	<b>2%</b>
<b>NET FUNDS AVAILABLE FOR CAPITAL</b>	<b>\$810,078</b>	<b>\$10,461,512</b>	<b>(\$5,260,419)</b>	<b>(\$2,774,694)</b>	<b>(\$2,485,725)</b>	<b>53%</b>	<b>-27%</b>
<b>CAPITAL EXPENDITURE BY ASSET TYPE</b>							
Furniture and office equipment	\$405,500	\$358,000	\$348,000	\$327,893	\$20,107	94%	92%
Land and buildings	\$4,994,164	\$6,423,871	\$1,112,672	\$510,381	\$602,291	46%	8%
Plant and equipment	\$1,275,753	\$1,588,990	\$1,166,334	\$1,208,316	(\$41,982)	104%	77%
Roadworks	\$4,711,536	\$5,944,573	\$4,576,668	\$2,498,656	\$2,078,012	55%	40%
Urban and road drainage	\$350,000	\$1,556,522	\$741,893	\$130,506	\$611,387	18%	8%
Recreation, leisure and community facilities	\$885,822	\$2,076,362	\$550,667	\$26,929	\$523,738	5%	1%
Parks, open space and streetscapes	\$800,000	\$1,924,932	\$811,466	\$321,839	\$489,627	40%	17%
Footpaths	\$261,057	\$1,139,459	\$1,108,969	\$412,702	\$696,267	37%	26%
<b>TOTAL CAPITAL EXPENDITURE PAYMENTS</b>	<b>\$13,683,942</b>	<b>\$20,112,709</b>	<b>\$10,416,699</b>	<b>\$5,437,222</b>	<b>\$4,979,477</b>	<b>52%</b>	<b>27%</b>
<b>NON CASH ADJUSTMENTS</b>							
Less depreciation	\$9,431,014	\$9,431,014	\$7,859,140	\$7,859,181	(\$41)	100%	80%
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	\$594	(\$594)	0%	0%
<b>TOTAL NON CASH ADJUSTMENTS</b>	<b>\$9,431,014</b>	<b>\$9,431,014</b>	<b>\$7,859,140</b>	<b>\$7,859,972</b>	<b>(\$832)</b>	<b>100%</b>	<b>83%</b>
Accumulated surplus brought forward	(\$3,591,683)	(\$3,860,817)	\$0	\$0	\$0	0%	0%
<b>NET CASH (SURPLUS)/DEFICIT</b>	<b>(\$148,932)</b>	<b>(\$3,640,633)</b>	<b>\$7,817,978</b>	<b>\$351,944</b>	<b>\$7,466,034</b>	<b>5%</b>	<b>-19%</b>

## APPENDIX 3: STANDARD BALANCE SHEET

	April 2020 As per trial balance	June 2019 As per financial statements	April 2019 As per trial balance
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	\$25,800,586	\$25,893,132	\$18,048,276
Trade and other receivables	\$1,944,825	\$2,498,935	\$1,820,645
Financial assets	\$78,239	\$801,952	\$48,715
Inventories	\$27,234	\$40,279	\$35,472
Non-current assets classified as held for sale	\$556,091	\$556,092	\$690,322
<b>TOTAL CURRENT ASSETS</b>	<b>\$28,406,975</b>	<b>\$29,790,390</b>	<b>\$21,241,430</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	\$2,397	\$2,397	\$80,000
Financial assets	\$380,028	\$269,572	(\$5,077)
Intangible assets	\$2,702,545	\$2,702,545	\$1,979,130
Property, infrastructure, plant and equipment	\$351,025,707	\$353,733,913	\$336,452,705
<b>TOTAL NON-CURRENT ASSETS</b>	<b>\$354,110,677</b>	<b>\$356,708,427</b>	<b>\$338,506,758</b>
<b>TOTAL ASSETS</b>	<b>\$382,517,652</b>	<b>\$386,498,817</b>	<b>\$359,748,188</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	\$162,746	\$1,174,480	\$288,153
Trust funds and deposits	\$472,946	\$340,748	\$484,717
Provisions	\$2,371,724	\$2,412,407	\$1,689,786
Interest bearing loans and borrowings	\$0	\$0	\$0
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$3,007,416</b>	<b>\$3,927,635</b>	<b>\$2,470,656</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	\$1,797,418	\$1,797,418	\$2,324,221
Interest bearing loans & borrowings	\$0	\$0	\$0
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>\$1,797,418</b>	<b>\$1,797,418</b>	<b>\$2,324,221</b>
<b>TOTAL LIABILITIES</b>	<b>\$4,804,834</b>	<b>\$5,725,053</b>	<b>\$4,794,877</b>
<b>NET ASSETS</b>	<b>\$377,712,819</b>	<b>\$380,773,764</b>	<b>\$354,953,312</b>
<b>EQUITY</b>			
Accumulated Surplus	\$90,559,711	\$93,620,656	\$88,834,200
Asset Revaluation Reserve	\$265,442,673	\$287,153,108	\$247,387,367
Other Reserves	\$21,710,435	\$0	\$18,931,684
<b>TOTAL EQUITY</b>	<b>\$377,712,819</b>	<b>\$380,773,764</b>	<b>\$354,953,312</b>

APPENDIX 4: MAJOR PROJECTS AND CAPITAL EXPENDITURE

Account	Original Budget	Revised Budget	YTD Budgets	YTD Actuals	YTD variance actual to Budget	YTD variance actual to Budget	Actual to total Budget
<b>CAPITAL EXPENDITURE - AS PER APPENDIX C IN 2019/20 BUDGET</b>							
<b>Economic development &amp; tourism</b>							
Caravan park improvements	\$0	\$1,223,618	\$489,447	\$14,003	(\$475,444)	3%	1%
Wedderburn Caravan Park entrance	\$0	\$15,000	\$6,000	\$0	(\$6,000)	0%	0%
Caravan Park trees	\$7,500	\$7,500	\$7,500	\$0	(\$7,500)	0%	0%
Council properties fencing	\$5,000	\$5,000	\$5,000	\$0	(\$5,000)	0%	0%
Purchase Caravan Parks	\$778,322	\$778,322	\$0	\$0	\$0	0%	0%
Council Land & Building Sales & Purchases	\$0	\$0	\$0	\$400	\$400	0%	#DIV/0!
<b>Works &amp; Infrastructure</b>							
Reseal program	\$1,095,897	\$640,000	\$640,000	\$17,741	(\$622,256)	3%	3%
Safety program	\$127,345	\$0	\$0	\$0	\$0	0%	#DIV/0!
Local road construction program	\$1,625,772	\$1,262,212	\$1,176,807	\$955,023	(\$521,884)	91%	76%
Local road gravel resheet program	\$327,914	\$304,689	\$304,689	\$304,688	(\$1)	100%	100%
Local road shoulder sheet program	\$371,421	\$252,692	\$252,692	\$252,690	(\$2)	100%	100%
Local bridges and culverts program	\$1,031,454	\$1,728,780	\$1,363,680	\$591,685	(\$577,395)	-43%	34%
Local roads amenity program	\$118,733	\$0	\$0	\$0	\$0	0%	#DIV/0!
Safety/Educa Serpentine Road	\$0	\$701,000	\$701,000	\$272,628	(\$428,372)	39%	18%
Safety/rails Laaneoorie Newbridge Road	\$0	\$110,000	\$91,670	\$96,775	\$5,105	106%	69%
Township street improvement program	\$281,097	\$1,130,450	\$1,108,069	\$412,762	(\$695,287)	37%	35%
Urban drainage works program	\$350,000	\$1,558,522	\$741,893	\$130,806	(\$611,387)	18%	7%
<b>Works &amp; infrastructure programs have commenced and variances are due to timing of the budget</b>							
Reseal Wedderburn depot	\$0	\$40,000	\$40,000	\$0	(\$40,000)	0%	0%
Boundary entrance signage park and locality	\$19,000	\$55,000	\$45,830	\$7,227	(\$38,603)	16%	13%
Fleet replacement	\$198,840	\$230,000	\$144,000	\$144,968	\$968	101%	62%
Plant replacement	\$1,038,933	\$1,301,890	\$976,494	\$1,056,196	\$79,701	108%	81%
<b>Plant purchases behind budget due to timing of budget</b>							
Recreation Reserve Mowers	\$0	\$35,000	\$29,170	\$0	(\$29,170)	0%	0%
Minor plant and equipment - capital	\$20,000	\$20,000	\$16,670	\$7,124	(\$9,546)	-43%	36%
<b>Good management</b>							
Building Asset Management Plan	\$326,800	\$40,132	\$0	\$0	\$0	0%	0%
Building safety audit stage 1	\$7,200	\$0	\$0	\$0	\$0	0%	#DIV/0!
Pyramid Hill Kinder air conditioner	\$0	\$675	\$730	\$0	(\$730)	0%	0%
Server replacement	\$50,000	\$50,000	\$50,000	\$11,617	(\$38,383)	23%	29%
Asset edge devices	\$5,000	\$5,000	\$5,000	\$9,123	\$4,123	182%	152%
Office furniture and equipment	\$4,000	\$0	\$0	\$0	\$0	0%	#DIV/0!
Photocopier/scanner	\$10,000	\$10,000	\$0	\$0	\$0	0%	0%
PC replacement	\$53,500	\$0	\$0	\$0	\$0	0%	#DIV/0!
IT strategy implementation	\$283,000	\$293,000	\$293,000	\$307,163	\$14,163	105%	105%
<b>This project has commenced ahead of budget timing</b>							
<b>Tips</b>							
Waste facility fencing	\$50,000	\$50,000	\$50,000	\$48,378	(\$1,621)	99%	99%
Boort Ewaste Grant	\$18,380	\$3,462	\$3,462	\$3,462	\$0	100%	100%
Inglewood Ewaste Grant	\$11,562	\$5,448	\$5,448	\$3,462	(\$1,980)	64%	64%
<b>Building Maintenance</b>							
Pyramid Hill Memorial Hall works	\$0	\$49,500	\$49,500	\$48,350	(\$1,150)	98%	98%
Kerang Vale toilet upgrade	\$0	\$9,000	\$9,000	\$0	(\$9,000)	0%	0%
Wedderburn Hall	\$0	\$4,767	\$4,767	\$1,521	(\$3,246)	32%	12%
Boort Memorial Hall pavers	\$0	\$13,202	\$13,202	\$0	(\$13,202)	0%	0%
Serpentine EPU 3 path	\$0	\$4,950	\$4,950	\$0	(\$4,950)	0%	0%
Pyramid Hill EPU 3 path	\$0	\$1,760	\$1,760	\$2,750	\$990	156%	155%
Pyramid Hill EPU 3 path	\$0	\$4,850	\$4,850	\$3,298	(\$1,552)	67%	67%
Pyramid Hill EPU 4 path	\$0	\$3,850	\$3,850	\$2,157	(\$1,693)	56%	56%
Dingee EPU's paint	\$0	\$0	\$0	\$5,443	\$5,443	0%	#DIV/0!
Bridgewater Caravan Park termite protection	\$0	\$4,400	\$4,400	\$0	(\$4,400)	0%	0%
Serpentine public toilets	\$0	\$9,800	\$3,520	\$5,675	(\$2,155)	181%	64%
Kerang Vale Mechanics Institute window	\$0	\$5,500	\$2,200	\$0	(\$2,200)	0%	0%
Dingee Pre School lighting upgrade	\$0	\$4,400	\$1,760	\$1,632	(\$728)	59%	23%
Boort Courthouse steps	\$0	\$6,600	\$2,400	\$6,040	(\$3,400)	229%	100%
Wedderburn Senior Citizens downpipes	\$0	\$8,580	\$3,432	\$6,546	\$7,114	181%	78%
Jacka Park shaver	\$0	\$5,500	\$2,200	\$0	(\$2,200)	0%	0%
Tam Public Toilets Septic Repl	\$0	\$11,600	\$4,400	\$260	(\$4,140)	6%	2%
East Loddon School door replacement	\$0	\$3,300	\$1,320	\$1,672	\$552	142%	67%
Wedderburn Depot/flood replacement	\$0	\$2,200	\$800	\$2,641	\$1,761	300%	122%
Pre school safety glass installation	\$0	\$15,840	\$6,330	\$8,795	\$2,465	139%	55%
Wedderburn Bowling Club new cover	\$0	\$1,273	\$1,273	\$1,273	\$0	100%	100%
Bridgewater Recreation Reserve RPZ removal	\$0	\$18,150	\$7,260	\$2,547	(\$4,713)	35%	14%
Edongton Mill septic tank field	\$0	\$44,000	\$17,600	\$2,180	(\$15,440)	12%	9%
Loddon Shire emergency safety upgrades	\$0	\$200,000	\$200,000	\$126,436	(\$73,564)	63%	63%
Wedderburn Office evacuation safety alert	\$0	\$3,300	\$1,320	\$0	(\$1,320)	0%	0%
Boort Courthouse	\$0	\$55,000	\$22,000	\$22,394	\$394	102%	41%
Emergency evacuation diagrams	\$0	\$11,000	\$4,400	\$4,950	\$550	113%	45%
Compliance audits and repairs	\$0	\$38,500	\$32,800	\$24,212	(\$7,866)	75%	65%
Build emergency works allocation	\$0	\$0	\$0	\$518	\$518	0%	#DIV/0!
Wedderburn Office refurbishment	\$130,000	\$0	\$0	\$0	\$0	0%	#DIV/0!

Account	Original Budget	Revised Budget	YTD Budgets	YTD Actuals	YTD variance actual to Budget	YTD variance actual to Budget	Actual to total Budget
<b>CAPITAL EXPENDITURE - AS PER APPENDIX C IN 2019/20 BUDGET</b>							
<b>Environment</b>							
Flood mitigation works Boort	\$0	\$340,466	\$340,466	\$0	(\$340,466)	0%	0%
Flood mitigation works Pyramid Hill	\$574,000	\$1,148,000	\$0	\$0	\$0	0%	0%
<b>Community services &amp; recreation</b>							
Inglewood Town Hall landscape	\$0	\$6,950	\$6,950	\$0	(\$6,950)	0%	0%
Boort Lake View St BBQ	\$0	\$20,020	\$20,020	\$12,644	(\$7,376)	63%	63%
St Arnaud Rd Galder Hwy Garden	\$0	\$210	\$170	\$0	(\$170)	0%	0%
Inglewood Botanical Garden works	\$0	\$292	\$240	\$292	\$42	118%	118%
Community planning strategic fund	\$500,000	\$500,000	\$0	\$0	\$0	0%	0%
BCP Lake Boort outdoor furniture	\$0	\$8,780	\$8,780	\$7,526	(\$1,252)	86%	86%
BCP Kerang Vale playground shade sail	\$0	\$8,489	\$8,489	\$8,489	\$0	100%	100%
BCP Community plan capital	\$50,000	\$83,578	\$0	\$0	\$0	0%	0%
WCP Community plan capital	\$90,000	\$100,233	\$0	\$0	\$0	0%	0%
WCP Wadderburn Caravan Park redevelopment	\$0	\$25,000	\$25,000	\$0	(\$25,000)	0%	0%
WCP Donaldson Park redevelopment	\$0	\$10,000	\$10,000	\$0	(\$10,000)	0%	0%
KCP Bridgewater streetscape	\$0	\$19,800	\$19,800	\$0	(\$19,800)	0%	0%
ICP Inglewood Sports Centre power upgrade	\$0	\$4,200	\$3,800	\$0	(\$3,800)	0%	0%
ICP Inglewood Eucy Museum annex	\$0	\$81,000	\$67,500	\$0	(\$67,500)	0%	0%
ICP Community plan capital	\$80,000	\$16,371	\$0	\$0	\$0	0%	0%
TaCP Pyramid Hill Hall power upgrade	\$0	\$4,198	\$4,198	\$1,923	(\$2,273)	46%	46%
TeCP Community plan capital	\$50,000	\$(437)	\$0	\$0	\$0	0%	0%
TaCP Pyramid Hill Lions Park redevelopment	\$0	\$67,101	\$47,580	\$38,526	(\$9,054)	91%	91%
TaCPSF Newbridge Hall	\$0	\$40,000	\$40,000	\$36,117	(\$3,883)	90%	90%
TaCPSF Taragulan Hall solar	\$0	\$21,174	\$17,840	\$0	(\$17,840)	0%	0%
TaCPSF Progress Park shelter and BBQ	\$0	\$10,595	\$8,760	\$0	(\$8,760)	0%	0%
TaCP Community plan capital	\$90,000	\$1,816	\$0	\$0	\$0	0%	0%
TaCP Newbridge Hall repairs	\$0	\$9,487	\$9,487	\$4,545	(\$4,942)	48%	48%
FRRR Bridgewater foreshore stage 2	\$0	\$123,363	\$123,363	\$164,722	\$41,359	134%	134%
Pyramid Hill Community Centre	\$0	\$120,000	\$0	\$30,916	\$30,916	0%	26%
Donaldson Park pavilion upgrade	\$3,311,232	\$3,311,232	\$0	\$0	\$0	0%	0%
Livestock and domestic sound	\$0	\$103,918	\$41,567	\$497	(\$41,070)	1%	1%
Trellis signage	\$0	\$5,000	\$4,170	\$0	(\$4,170)	0%	0%
Inglewood Pool upgrade	\$0	\$46,872	\$46,872	\$40,623	(\$6,249)	87%	87%
Donaldson Park redevelopment	\$0	\$74,879	\$74,879	\$6,440	(\$66,299)	9%	9%
Pyramid Hill Kelly Street playground	\$0	\$1,117	\$930	\$800	(\$330)	98%	72%
Parks and gardens program	\$100,000	\$24,450	\$20,370	\$0	(\$20,370)	0%	0%
Skippers Flat master plan	\$60,000	\$60,000	\$0	\$0	\$0	0%	0%
Bridgewater Foreshore S2 OROR	\$300,000	\$300,000	\$300,000	\$11,219	(\$288,781)	4%	4%
Inglewood Sports Centre upgrade	\$60,000	\$60,000	\$60,000	\$0	(\$60,000)	0%	0%
Pyramid Hill streetscape	\$200,000	\$200,000	\$0	\$0	\$0	0%	0%
Boort Park kitchen works	\$0	\$149,000	\$149,000	\$140,595	(\$8,405)	94%	94%
LGP Pyramid Hill streetscape	\$0	\$610,000	\$0	\$0	\$0	0%	0%
Light Up Inglewood Sports Centre	\$0	\$0	\$0	\$1,707	\$1,707	0%	100%
<b>Total capital expenditure</b>	<b>\$13,683,842</b>	<b>\$20,112,709</b>	<b>\$10,416,699</b>	<b>\$5,437,222</b>	<b>(\$4,979,475)</b>	<b>52%</b>	<b>27%</b>

**9.2 MAY 2020 AUDIT COMMITTEE MEETING OVERVIEW**

<b>File Number:</b>	<b>06/02/003</b>
<b>Author:</b>	<b>Sharon Morrison, Director Corporate Services</b>
<b>Authoriser:</b>	<b>Phil Pinyon, Chief Executive Officer</b>
<b>Attachments:</b>	<b>1. Minutes of the February 2020 Audit Committee meeting</b>
	<b>2. Review of Cash Handling</b>
	<b>3. Outstanding Audit Recommendations</b>
	<b>4. Draft version 5 Performance Reporting Framework</b>

**RECOMMENDATION**

That Council:

1. receives and notes this report on the May 2020 Audit Committee Meeting
2. receives and notes the confirmed signed minutes of the February 2020 Audit Committee meeting (**attached**)
3. endorses the performance improvement recommendations documented in the:
  - (a) "Review of Cash Handling" (**attached**)
4. notes the Outstanding Audit Recommendations
5. approves version 5 of the Loddon Performance Framework

**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 February 2020 Audit Committee Meeting at the Ordinary Meeting held on 28 April 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 May 2020 meeting included the following:

### Decision Reports

Mr Rod Baker was welcomed back as a committee member and resumed the position of elected chair.

The minutes of the February 2020 Audit Committee meeting (**attached**) were endorsed.

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

The draft version 5 of the Loddon Performance Framework was endorsed and referred to Council for adoption.

### Compliance Reports

A report on outstanding audit recommendations was noted and referred to Council.

A number of compliance reports were considered and noted including:

- the Fraud Report for the January to March quarter – the CEO provided an update
- a review of major lawsuits facing council since February 2020 – the CEO provided an update
- items raised by Council that may impact the Audit Committee – Cr Holt spoke to this item.

### Information Reports

The Audit Committee also received the following information reports:

- Committee Self-Assessment of Performance Survey Results
- Monthly Finance Report
- Shell Financial and Performance Statements – Financial Year ending 30 June 2020
- Presentation by a staff member – Manager Executive and Commercial Services
- Update on Service Planning
- Council's response to COVID-19
- HLB Mann Judd Quarterly Sector Report.

The date of next audit committee meeting is 13 August 2020.

The next review will be Outstanding Actions.

## 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, 20 February 2020  
**Time:** 9.15am  
**Location:** Serpentine Office, Serpentine

# **MINUTES**

## **Audit Committee Meeting**

**20 February 2020**

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**AUDIT COMMITTEE MEETING MINUTES****20 FEBRUARY 2020**

**MINUTES OF LODDON SHIRE COUNCIL  
AUDIT COMMITTEE MEETING  
HELD AT THE KOOYOORA ROOM, WEDDERBURN COUNCIL OFFICE, WEDDERBURN  
ON THURSDAY, 20 FEBRUARY 2020 AT 9.15AM**

**PRESENT:** Mr Alan Darbyshire, Mr Rod Poxon, Mr Rod Baker, Mr Jarrah O'Shea  
**IN ATTENDANCE:** Sharon Morrison (Director Corporate Services), Deanne Caserta (Manager Financial Services), 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**

Cr Gavan Holt, Phil Pinyon

**4 DECLARATIONS OF CONFLICT OF INTEREST**

Nil

**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**5 PREVIOUS MINUTES****5.1 MINUTES FOR DECEMBER 2019**

File Number: 06/02/003

Author: Michelle Hargreaves, Administration Officer

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

**RECOMMENDATION**

1. That the Audit Committee accepts the minutes of the meeting held on 5 December 2019.
2. That the Audit Committee authorise the chair to sign the minutes of the meeting held on 5 December 2019.
3. That the Audit Committee forward the signed minutes of the meeting held on 5 December 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****20 FEBRUARY 2020****COMMITTEE RESOLUTION 2020/1**

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

1. That the Audit Committee accepts the minutes of the meeting held on 5 December 2019.
2. That the Audit Committee authorise the chair to sign the minutes of the meeting held on 5 December 2019.
3. That the Audit Committee forward the signed minutes of the meeting held on 5 December 2019 to the next ordinary meeting of the Council.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**6 REVIEW OF ACTION SHEET****6.1 ACTION SHEET**

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 that there are currently no outstanding actions.

**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**

Actions arising from the minutes are reviewed at each audit committee meeting.

**BACKGROUND**

From time to time, the audit committee requests further action on items raised during the meeting. These actions are recorded and, where possible, actioned prior to the next meeting.

**ISSUES/DISCUSSION**

There are currently no actions arising from the minutes of previous meetings.

**COST/BENEFITS**

The cost of responding to actions arising from the minutes will vary according to the time involved in actioning the request.

The benefit of responding to the actions is an improvement in the data, information and knowledge available for decision making.

**RISK ANALYSIS**

The risk of not responding to the actions is a potential decline in the confidence of the audit committee in council and management.

**CONSULTATION AND ENGAGEMENT**

Other staff and stakeholders will be consulted where the action requires their input.

**RECOMMENDATION**

That the Audit Committee note that there are currently no outstanding actions.

**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**7 DECISION REPORTS****7.1 APPOINTMENT OF CHAIR FOR 2020**

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

**RECOMMENDATION**

That Rod Baker be elected Chair of the Audit Committee for 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 AUDIT COMMITTEE DISCUSSION**

At the Audit Committee meeting on 23 May 2019 Rod Baker was elected Chair of the Audit Committee for 2019. At the ordinary meeting of Council on 28 May 2019, the Council resolved to endorse the Audit Committee's recommendation to appoint Rod Baker as Audit Committee Chair for the balance of 2019.

At the ordinary meeting of Council on 23 April 2019, Council resolved to maintain a payment of an extra quarter remuneration to the Chair during a one year term.

**BACKGROUND**

Clause 5.2(g) of the Audit Committee Charter adopted 25 June 2019 states:

At the first Audit 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.

In the absence of the appointed Chair from a meeting, the meeting will appoint an acting Chair from the external members present.

**ISSUES/DISCUSSION**

The term of the current Chair expires on 25 February 2020, being the earlier of 28 February or the date of the Ordinary Meeting of Council in February 2019. Traditionally, the CEO takes the Chair during the February Audit Committee meeting to call for nominations for the position of Chair.

**COST/BENEFITS**

Clause 5.2(f) states that 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. At the ordinary meeting of Council on 23 April 2019, Council resolved to pay \$475 per quarter to independent members of the Audit Committee.

**RISK ANALYSIS**

An annual nomination and election of the Chair is good governance practice.

AUDIT COMMITTEE MEETING MINUTES

20 FEBRUARY 2020

**CONSULTATION AND ENGAGEMENT**

The members of the Audit Committee nominate the Chair of the Audit Committee and recommend this appointment to Council.

**COMMITTEE RESOLUTION 2020/2**

Moved: Mr Jarrah O'Shea

Seconded: Mr Alan Darbyshire

That Rod Baker be elected Chair of the Audit Committee for 2020.

**CARRIED**

## AUDIT COMMITTEE MEETING MINUTES

20 FEBRUARY 2020

**7.2 REPORT ON INTERNAL AUDIT-RISK MANAGEMENT****File Number:** 06/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Review of Risk Management Framework**RECOMMENDATION**

That the Audit Committee:

1. Note the recommendations in the Review of Risk Management Framework
2. Refer the Review of Risk Management Framework 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 2015-2019. 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 Risk Management Framework".

**COST/BENEFITS**

The cost of the audit is in accordance with the contract award to HLB Mann Judd following the 2011 tender.



**AUDIT COMMITTEE MEETING MINUTES****20 FEBRUARY 2020****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 2020/3:**

Moved: Mr Jarrah O'Shea

Seconded: Mr Rod Poxon

That the Audit Committee:

1. Note the recommendations in the Review of Risk Management Framework
2. Refer the Review of Risk Management Framework to the next ordinary meeting of Council.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**7.3 EXTERNAL AUDIT STRATEGY**

**File Number:** 06/02/003  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** Nil

**RECOMMENDATION**

That the Audit Committee note the External Audit Strategy for the financial year ending 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**

Nil

**BACKGROUND**

Kathie Teasdale of Richmond Sinnott Delahunty prepare an annual External Audit Strategy.

**ISSUES/DISCUSSION**

The External Audit Strategy provides an overview of their planned approach to the annual audit of the financial statements and performance statements for Loddon Shire Council. The document also covers matters that they believe will be significant in the context of their audit work.

The external auditor will present the strategy to the Audit Committee at the February meeting.

**COST/BENEFITS**

This reports outlines the planned approach to the audit therefore giving clear communication as to the process expected to be undertaken for both the financial and performance statements.

**RISK ANALYSIS**

This document will help outline any key areas of focus for the current financial year.

**CONSULTATION AND ENGAGEMENT**

This document is prepared in consultation with VAGO.

**COMMITTEE RESOLUTION 2020/4**

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

That the Audit Committee note the External Audit Strategy for the financial year ending 30 June 2019.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**7.4 DRAFT ANNUAL REPORT OF AUDIT COMMITTEE****File Number:** 06/02/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Draft Annual Report 2020**RECOMMENDATION**

That the Audit Committee:

1. Approve the draft 2019 Annual Report
2. Refer the 2019 Annual Report of the Audit Committee 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**

The 2018 Annual Report of the Audit Committee was recommended for referral to Council at the 14 February 2019 Audit Committee meeting.

**BACKGROUND**

Clause 5.4(e) of the Audit Committee Charter states that the Audit Committee shall report annually to the Council summarising the activities of the Committee during the previous financial year.

It also complies with the Department of Planning and Community Development's Audit Committees, A Guide to Good Practice for Local Government (Good Practice Guide), which states that the "LGE should undertake a period and regular review of the performance of the audit committee usually on an annual basis".

This report, along with the annual self-assessment of the committee (which will be undertaken in February-March and provided to the Audit Committee Meeting in May), satisfy the areas suggested for review by the Good Practice Guide.

**ISSUES/DISCUSSION**

A draft report is attached for consideration and referral to the next ordinary meeting of Council.

**COST/BENEFITS**

There are minimal costs involved in the preparation of this report.

**RISK ANALYSIS**

The provision of this report helps to meet good practice guidelines.

**CONSULTATION AND ENGAGEMENT**

The Audit Committee is provided with this draft so that changes or corrections can be made prior to referring the report to Council.

**AUDIT COMMITTEE MEETING MINUTES**

**20 FEBRUARY 2020**

**COMMITTEE RESOLUTION 2020/5**

Moved: Mr Rod Poxon

Seconded: Mr Alan Darbyshire

That the Audit Committee:

1. Approve the draft 2019 Annual Report.
2. Refer the 2019 Annual Report of the Audit Committee to the next ordinary meeting of Council.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**7.5 DRAFT PERFORMANCE SURVEY FOR 2019 AND SUMMARY REPORT OF LAST SURVEY**

**File Number:** 06/02/003  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** 1. Summary of Results for 2018  
 2. Proposed Survey for 2019

**RECOMMENDATION**

That the Audit Committee approve the proposed performance survey self-assessment.

**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 Audit Committee meeting in February 2019, the Audit Committee considered the draft performance survey for 2018/19.

At the Audit Committee meeting in May 2019, the Audit Committee was presented with the results of the performance survey self-assessment.

**BACKGROUND**

Clause 5.8 of the Audit Committee Charter states that the Committee will assess its performance as a Committee annually, which will include completion of a survey.

**ISSUES/DISCUSSION**

No changes have been proposed for the survey this year.

**COST/BENEFITS**

There are no costs associated with conducting the survey other than administrative operating costs. The benefit of conducting the survey is an opportunity to identify areas for continuous improvement.

**RISK ANALYSIS**

If the survey is not conducted there is a risk that opportunities for improvement will be missed.

**CONSULTATION AND ENGAGEMENT**

The Audit Committee is invited to provide feedback on the proposed performance survey.

**COMMITTEE RESOLUTION 2020/6**

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

That the Audit Committee approve the proposed performance survey self-assessment.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**8 COMPLIANCE REPORTS****8.1 REVIEW OF CHARTER****File Number:** 06/0/003**Author:** Michelle Hargreaves, Administration Officer**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. STR Audit Committee Charter draft version 8**RECOMMENDATION**

That the Audit Committee

1. Approve version 8 of the Audit and Risk Committee Charter
2. Recommend to Council the adoption of version 8 of the Audit and Risk Committee 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**

At the Audit Committee meeting on 23 May 2019 a draft version 7 of the Audit Committee Charter (the Charter) was approved.

**BACKGROUND**

Clause 5.4 (b) of the Audit Committee Charter states that the committee will provide Council with an annual review of the Committee's charter and its achievement of the charter.

Clause 8 states that the Director Corporate Services under direction of the Audit Committee will review the Audit Committee Charter for any necessary amendments no later than 1 year after adoption of the current version.

Version 7 of the Charter was adopted by Council on 25 June 2019.

**ISSUES/DISCUSSION**

The Local Government Bill 2019 (the Bill) is foreshadowed to return to Parliament in mid-February 2020.

Sections 53 and 54 of the Bill set out the requirements of the Audit and Risk Committee. The attached draft Charter has been amended to reflect changes proposed by the Bill.

In addition, there have been changes made to the appendices to reflect current practice and details.

**COST/BENEFITS**

There are no costs associated with the adoption of the charter other than operational costs associated with the Audit Committee.

**RISK ANALYSIS**

There is a risk that failing to review the Charter would indicate a lack of good governance within Council.

**CONSULTATION AND ENGAGEMENT**

The Audit Committee has been engaged in the development of the revised version 8.

**AUDIT COMMITTEE MEETING MINUTES****20 FEBRUARY 2020****COMMITTEE RESOLUTION 2020/7**

Moved: Mr Jarrah O'Shea

Seconded: Mr Alan Darbyshire

That the Audit Committee

1. Approve version 8 of the Audit and Risk Committee Charter subject to recommended changes
2. Recommend to Council the adoption of version 8 of the Audit and Risk Committee Charter subject to recommended changes

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES****20 FEBRUARY 2020****8.2 RISK MANAGEMENT REPORT****File Number:** 06/02/003**Author:** Carol Canfield, Manager Organisational Development**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Risk Management Report.**RECOMMENDATION**

That the Audit Committee:

1. note the Risk Management Report and
2. refer it 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**

The last Risk Management Report was considered at the August 2019 Audit Committee meeting.

**BACKGROUND**

Clause 5.5 (vii) 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 risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.

**ISSUES/DISCUSSION**

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.

**COST/BENEFITS**

There is minimal cost involved in the preparation of this report as it used for multiple purposes. 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 in the preparation of the attached report as a result of the membership of the OHS committee and the Risk Management Committee.



AUDIT COMMITTEE MEETING MINUTES

20 FEBRUARY 2020

**COMMITTEE RESOLUTION 2020/8.**

Moved: Mr Alan Darbyshire

Seconded: Mr Rod Poxon

That the Audit Committee:

1. note the Risk Management Report and
2. refer it to the next ordinary meeting of Council.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**8.3 LODDON PERFORMANCE FRAMEWORK REPORT - JULY 2019 TO DECEMBER 2019**

<b>File Number:</b>	06/02/003
<b>Author:</b>	Sharon Morrison, Director Corporate Services
<b>Authoriser:</b>	Sharon Morrison, Director Corporate Services
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Financial Indicators Report as at 31 December 2019</li> <li>2. Internal Business Processes Indicator Report as at 31 December 2019</li> <li>3. Customer Service Indicators Report as at 31 December 2019</li> <li>4. Culture Indicators Report as at 31 December 2019</li> </ol>

**RECOMMENDATION**

That the Audit Committee note the July 2019 to December 2019 Loddon Performance Framework 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 Audit Committee considered the July 2018 to December 2018 Loddon Performance Framework (LPF) Report at the February 2019 meeting.

**BACKGROUND**

It is a requirement of the Local Government Performance Reporting Framework that there is a six monthly report of indicators measuring results against financial and non-financial performance including the performance indicators referred to in section 131 of the Act (see measure 20 of the Governance and Management Checklist).

The Audit Committee has agreed to report annually on the Local Government Performance Reporting Framework (LGPRF) indicators in Appendix 3 of the LPF and half yearly on the financial and non-financial indicators contained in Appendix 1 and 2 of the LPF.

**ISSUES/DISCUSSION**

Attached is the July 2019 to December 2019 Loddon Performance Framework Report. The report includes financial and non-financial performance indicators from Appendix 1 and 2 of the LPF with minor changes to reflect emerging and declining risks.

The financial indicators generally show a strong financial position.

- cash surplus remains high awaiting expenditure as the year progresses
- labour budget remains well under the 104% cap set by councillors due to carrying vacancies for longer than expected
- rates debtors have been monitored closely this year given a perceived lack of cash in the community.
- capital improved value of rateable land has increased slightly from \$2.34 billion at the start of the year to \$2.35 billion as at 31 December 2019.
- the working capital ratio is comparable to last year's trend data and remains very high.

**AUDIT COMMITTEE MEETING MINUTES**

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- capital expenditure is tracking close to projected phased budget but is still considerably below year-end target, sitting at 17% complete with 50% of the year complete.

The budgeted cash surplus/deficit indicator has been removed as the measure is now included as the target for the actual cash surplus/deficit

The non-financial indicators are divided into three sections:

- internal business processes
- culture
- customer service

The **internal business processes** report indicates that there are five of 13 indicators off track as at 31 December 2019:

- merit request overdues, where the target is set at zero but the actuals range between 14 and 35
- high risks outstanding, where the target is zero but the actuals range from 5 to 6
- high risk audit actions, where the target is one but the actuals range from 2 to 6
- legislative compliance, where the target is 1 but the actuals range from 2 to 9
- strategies and policies overdue, where the target is 10% but the actuals are between 25 and 30%, although lower than last year

The **culture** report indicates four measures are off track as at 31 December 2019:

- workcover claims claiming weekly claims, where the target is zero but the actuals range from 2 to 4
- workcover claims, where the target is zero but the actuals range from 0 to 2
- leave plans in place, where the target is 80%, but the actuals range between 28 and 45%
- turnover, where the data is intended for an annual figure rather than six month figure

The indicator "number of staff with excess leave" listed in the framework is not included in the report as it is the numerator for the indicator "% leave plans in place".

The **customer service** report shows:

- incoming calls averaging between 66 and 74 per day
- call duration averaging between 49 and 56 seconds
- call time waiting averaging between 8.83 and 12.56 seconds and well under last years results
- a call answer rate above the target of 90%
- customer walk ins fluctuating between 50 and 208 per month

Following the Ombudsman's report on customer complaints a new indicator has been added and work is underway to enable reporting.

The indicator "number of complaints received" listed in the framework is not reported as it is the numerator for the indicator "% of complaints resolved within 28 days"

**COST/BENEFITS**

There is some staff time involved in collating the results however the benefits of providing the report include an opportunity to determine whether progress is on track and an opportunity to take corrective action if progress is off track.

**AUDIT COMMITTEE MEETING MINUTES**

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**RISK ANALYSIS**

There is a risk that if the report is not provided Council's reputation will be affected due to non-compliance with the Local Government Act.

**CONSULTATION AND ENGAGEMENT**

Various staff have been consulted in the collection of the data for this report.

**COMMITTEE RESOLUTION 2020/9**

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Audit Committee note the July 2019 to December 2019 Loddon Performance Framework Report.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**8.4 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 December 2019 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 2020/10**

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

That the Audit Committee note the nil Fraud Report.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

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**8.5 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 December 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 2020/11**

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Audit Committee note there were nil Major Lawsuits Report.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

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**8.6 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 December 2019 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 2020/12**

Moved: Mr Alan Darbyshire

Seconded: Mr Jarrah O'Shea

That the Audit Committee notes the matters raised.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES****20 FEBRUARY 2020****9 INFORMATION REPORTS****9.1 OVERVIEW OF LONG TERM FINANCIAL PLAN 2020-2030**

File Number: 06/02/003

Author: Deanne Caserta, Manager Financial Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

**RECOMMENDATION**

That the Audit Committee note the 2020-2030 Long Term Financial Plan.

**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 2019-2029 Long Term Financial Plan (the Plan) was discussed with the Audit Committee at the Audit Committee meeting in February 2019.

**BACKGROUND**

Each year Council produces a 10 year rolling Plan.

**ISSUES/DISCUSSION**

The 2020-2030 Plan has been discussed with Council at the Council Briefing on 28 January 2020. No changes were made.

A presentation on the Plan will be provided by the Manager Financial Services during the Audit Committee meeting.

**COST/BENEFITS**

The costs involved in preparing a Long Term Financial Plan are operational. The benefit of preparing a Long Term Financial Plan is considered

**RISK ANALYSIS**

Failing to complete a Long Term Financial Plan is considered a governance risk.

**CONSULTATION AND ENGAGEMENT**

Councillors and senior staff have been consulted during the development of the Long Term Financial Plan.

**COMMITTEE RESOLUTION 2020/13**

Moved: Mr Jarrah O'Shea

Seconded: Mr Rod Poxon

That the Audit Committee note the 2020-2030 Long Term Financial Plan.

**CARRIED**



**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**9.2 UPDATE ON SERVICE PLANNING**

File Number: 06/02/003

Author: Sharon Morrison, Director Corporate Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: 1. Service Planning Final Report December 2019

**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**

An update on service planning was provided to the Audit Committee meeting on 5 December 2019.

**ISSUES/DISCUSSION**

A presentation to Councillors took place on 28 January 2019 outlining the findings of the recent Service Planning Project. The report found that Council's current financial direction is not sustainable based on a 'business as usual' financial model with a rate cap set at 2.25% per annum.

The report found that Council needs to reduce operating expenditure by \$650,000 per annum for the next nine years to remain financially sustainable and has adequate time to reset the financial projection to a financially sustainable position. The report made 18 recommendations across three areas of financial governance, asset management governance and service planning such as reviewing various policies, updating some systems and processes, and improving our measuring and monitoring.

A cross functional working group is being established to address the recommendations.

**COST/BENEFITS**

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

**RISK ANALYSIS**

There is a risk that Council will not be able to achieve the reduction in operating expenditure of \$650,000 per annum however this risk is being mitigated by involving the CEO, Directors and Managers in working on this objective.

**CONSULTATION AND ENGAGEMENT**

The CEO, Directors and Managers have been consulted in the development of the Service Planning Final Report. There has been a presentation to Councillors.

AUDIT COMMITTEE MEETING MINUTES

20 FEBRUARY 2020

**COMMITTEE RESOLUTION 2020/14**

Moved: Mr Jarrah O'Shea

Seconded: Mr Rod Poxon

That the Audit Committee notes the update on service planning.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**9.3 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.

The Bill was passed in the Legislative Assembly on 28 November 2019 and will be debated in the Upper House when Parliament resumes this year.

**ISSUES/DISCUSSION**

Council is actively monitoring communications regarding the Bill and participating in workshops, information events, sector briefings and forums on the Bill.

**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. A budget bid has been submitted for an additional governance resource to assist with responding to the changes.

**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

20 FEBRUARY 2020

**COMMITTEE RESOLUTION 2020/15**

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****20 FEBRUARY 2020****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 January 2020

**RECOMMENDATION**

That the Audit Committee note the Finance Report for the period ending 31 January 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 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 2020/16**

Moved: Mr Jarrah O'Shea

Seconded: Mr Rod Poxon

That the Audit Committee note the Finance Report for the period ending 31 January 2020.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

20 FEBRUARY 2020

**9.5 UPCOMING POSITION FOR COMMUNITY 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:

1. the upcoming advertising of a position for a community member on the Audit Committee
2. that clause 5.2(d) of the Audit Committee Charter states that a sitting member is able to reapply and be appointed for subsequent terms.

**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**

Clause 5.2(d) of the Audit Committee Charter provides for the appointment of external persons to the Audit Committee by way of public advertisement for a term of four years.

The terms of the appointment are arranged to ensure an orderly rotation and continuity of membership.

**ISSUES/DISCUSSION**

The term of Rod Baker expires 30 April 2020.

Clause 5.2(d) of the Audit Committee Charter states that a sitting member is able to reapply and be appointed for subsequent terms.

**COST/BENEFITS**

There is a small cost associated with advertising the position. This cost is within Council's operating budget. The benefit of advertising positions in rotation is continuity of membership.

**RISK ANALYSIS**

There is a risk that no applications are received. This risk will be addressed by promoting the vacancy through networks and encouraging reapplication.

**CONSULTATION AND ENGAGEMENT**

Clause 5.2(b) provides for the Mayor and Chief Executive Officer to undertake the evaluation of potential members and make a recommendation for appointment to Council.

AUDIT COMMITTEE MEETING MINUTES20 FEBRUARY 2020**COMMITTEE RESOLUTION 2020/17**

Moved: Mr Jarrah O'Shea

Seconded: Mr Rod Poxon

That the Audit Committee note:

1. the upcoming advertising of a position for a community member on the Audit Committee
2. that clause 5.2(d) of the Audit Committee Charter states that a sitting member is able to reapply and be appointed for subsequent terms.

**CARRIED**

**AUDIT COMMITTEE MEETING MINUTES**

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**9.6 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 Director Corporate Service in November 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.

**ISSUES/DISCUSSION**

Manager Assets and Infrastructure, David Southcombe, was appointed to the role in July 2019.

Among David's areas of responsibility are:

- development and delivery of Capital Works Program – annually \$4 million to \$8 million
- design of assets for the capital works program including roads, footpaths, drainage structures, etc.
- asset management of Council's asset base – 4800 km of roads, 180 buildings, 35 km footpaths, and others, value approx. \$500 million. Asset management includes developing asset management plans, maintaining asset registers, GIS systems, and asset condition data.
- management of utility connections and costs – power contracts, water, installation of solar.
- engaging and responding to customers both internal and external including ratepayers, Councillors, other workgroups.

Some key projects for 2019/20 include:

- rehabilitation and widening of 2.0km of Bridgewater-Raywood Rd and Echuca Serpentine Rd
- replacement of Sloan's Rd bridge
- participation in a renewable energy PPA (power purchase agreement) to supply Council's power for the next 5 – 10 years
- safety upgrade of Old Inglewood Dam

**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.



**AUDIT COMMITTEE MEETING MINUTES**

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**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 2020/18**

Moved: Mr Jarrah O'Shea

Seconded: Mr Rod Poxon

That the Audit Committee note the presentation by staff member.

**CARRIED**

AUDIT COMMITTEE MEETING MINUTES

20 FEBRUARY 2020

10 GENERAL BUSINESS

Nil

## AUDIT COMMITTEE MEETING MINUTES

20 FEBRUARY 2020

**111 NEXT REVIEW****11.1 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 Cyber Risk.

**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 Cyber Risk.

**BACKGROUND**

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

**ISSUES/DISCUSSION**

Cyber risk primarily relates to the threats by means of attacks, breaches or incidents that are targeted at the LSC's reliable functioning of critical infrastructure. Cyber security threats exploit the increased complexity and connectivity of critical infrastructure systems and have the potential to place LSC's security, economy, public safety and health at risk. Similar to financial and reputational risk, cyber security risk can affect LSC's bottom line. It can drive up costs and impact revenue. It can also harm LSC's ability to innovate and to properly service its community.

Our approach for reviewing the cyber security risks and activities is based on industry standards, guidelines, and practices in a manner that allows for communication of cyber security activities and outcomes across LSC from the executive level to the operations level.

The overall objective of the audit will be to assess LSC's systems, processes and controls in place against major incidents or cyber-attacks with respect to its IT environment including key systems and network components.

More specifically, we will assess LSC against the 5 components of cybersecurity as follows:

**Identification** – Assessment of the systems, assets, data, business context, and resources to understand and manage cybersecurity risk (identifying the components that are critical to LSC's infrastructure helps to focus and prioritise development of cybersecurity processes that are consistent with its risk management strategy and organisational needs);

**Protection** – Determine whether there are appropriate safeguards developed and implemented to limit or contain the potential impact of a cybersecurity event (the organisational safeguards to be assessed include access control, awareness and training, data security, information protection processes and procedures, maintenance, and protective technology);

**Detection** – Assessment of processes in place with respect to identification of cyber events, testing detection, analysis of data to understand attack targets and methods, and informing improvements to organisational processes (the organisational safeguards to be assessed include anomalies and events, security continuous monitoring, and detection processes);

**AUDIT COMMITTEE MEETING MINUTES**

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- ☐ **Response** – Assessment of processes in place in responses to a detected cybersecurity event (the organisational safeguards to be assessed include response planning, communications, analysis, mitigation, and improvements); and
- ☐ **Recovery** – Assessment of the processes in place to maintain resiliency plans and support restoration of services impacted during an event (the organisational safeguards to be assessed include recovery planning, improvements, and communications).

**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 cyber risk.

**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 2020/19**

Moved: Mr Jarrah O'Shea

Seconded: Mr Rod Poxon

That the Audit Committee note the scope of the internal audit on Cyber Risk.

**CARRIED**

AUDIT COMMITTEE MEETING MINUTES

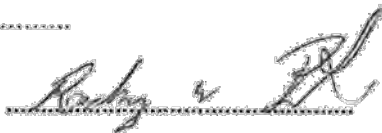
20 FEBRUARY 2020

**NEXT MEETING**

The next Audit Committee meeting will be held on 14 May 2020 at Wedderburn commencing at 9.15am.

There being no further business the meeting was closed at 12.30pm.

Confirmed this 14 day of May 2020

  
CHAIRPERSON

# INTERNAL AUDIT REPORT

LODDON SHIRE COUNCIL

Review of Cash Handling (incl. Waste Depot/s & S.86 Committees)

May 2020



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*Third party reliance*

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## 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 cash handling (incl. waste depots and S.86 Committees). The objectives of the internal audit were to assess the adequacy and appropriateness of systems, controls and processes in place with respect to cash handling (incl. waste depots and S.86 Committees), and to identify potential opportunities to improve related practices.

The review has been approved by the LSC Audit Committee and forms part of the 2019-20 Internal Audit Program.

### BACKGROUND

LSC operates 8 locations where cash handling activities are performed as per the table below:

Cash Collection Points	Functions	Location
Council Head Office - Wedderburn	Customer Service	37-41 High St, Wedderburn VIC 3518
Serpentine	Customer Service	37 Peppercorn Way Serpentine VIC 3517
Wedderburn Transfer Station	Waste and Recycling Collection	Godfrey Street Wedderburn VIC 3518
Inglewood Transfer Station	Waste and Recycling Collection	Inglewood Salisbury Road, Inglewood VIC 3517
Dingee Transfer Station	Waste and Recycling Collection	Lawrys Rd Dingee VIC 3571
Boort Landfill	Waste and Recycling Collection	Off Bort Quambatook Rd, Boort VIC 3537
Pyramid Hill Landfill	Waste and Recycling Collection	Ballast Road, Pyramid Hill VIC 3575
Newbridge Landfill	Waste and Recycling Collection	Ryan Street Newbridge VIC 3551

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Cash handling related activities are also undertaken across the Council's S.86 Committees of Management. These Committees are established under S.86 of the *Local Government Act 1989* and they oversee and manage properties, facilities, reserves, swimming pools, etc. on behalf of the Council. LSC currently has 25 Committees of Management which are listed below:

No.	Committee Management
1	East Loddon Community Centre
2	Pyramid Hill Memorial Hall
3	Pyramid Hill Swimming Pool
4	Serpentine Bowls and Tennis Pavilion and Reserve
5	Campbells Forest Hall
6	Inglewood Community Sports Centre
7	Inglewood Town Hall Hub
8	Jones Eucalyptus Distillery Site Committee of Management
9	Inglewood Community Elderly Persons Units
10	Bridgewater on Loddon Development (Bridgewater Hall)
11	Donaldson Park Reserve
12	Wedderburn Community Centre

13	Wedderburn Mechanics and Literary Institute Hall
14	Wedderburn Tourism
15	Wedderburn Engine Park and Market Square Reserve
16	Kingower Development and Tourism Committee
17	Yando Public Hall
18	Boort Aerodrome
19	Boort Tourism Development Committee
20	Boort Memorial Hall
21	Korong Vale Mechanics Hall
22	Korong Vale Sports Centre
23	Little Lake Boort Management Committee
24	Boort Park
25	Loddon Southern Tourism and Development Committee



The following table below provides a summary breakdown of total receipts/takings for the period January 2019 to December 2019:

Month	Cash (\$)	Cheque (\$)	EFTPOS	Total (\$)
January 2019	33,597.66	196,356.55	4,951,179.54	5,181,133.75
February 2019	47,275.00	678,588.46	4,037,360.56	4,763,224.02
March 2019	34,907.83	49,819.22	5,249,466.12	5,334,193.17
April 2019	19,871.00	52,219.33	3,124,596.26	3,196,686.59
May 2019	31,112.01	50,978.99	9,193,464.02	9,275,555.02
June 2019	19,751.06	11,839.85	11,447,053.24	11,478,644.15
July 2019	28,313.03	13,048.59	989,359.57	1,030,721.19
August 2019	23,576.87	35,723.29	1,703,180.02	1,762,480.18
September 2019	32,975.23	51,412.45	1,362,545.63	1,446,933.31
October 2019	31,157.11	29,779.49	3,748,829.86	3,809,766.46
November 2019	36,413.82	23,482.60	2,696,955.49	2,756,851.91
December 2019	8,346.68	29,192.53	143,824.18	181,363.39
<b>Total</b>	<b>347,297.30</b>	<b>1,222,441.35</b>	<b>48,647,814.49</b>	<b>50,217,553.14</b>



The following table below provides the average weekly cash takings at each cash collection for Waste and Recycling Collection:

Estimated Weekly Cash Takings at Waste and Recycling Collection Point Locations			
No.	Cash Collection Point	Site	Weekly Cash/EFT Takings AUD (on average)
1	Wedderburn Transfer Station	Waste and Recycling Collection	\$205.00
2	Inglewood Transfer Station	Waste and Recycling Collection	\$289.90
3	Dingee Transfer Station	Waste and Recycling Collection	\$55.83
4	Boort Landfill	Waste and Recycling Collection	\$174.00
5	Pyramid Hill Landfill	Waste and Recycling Collection	\$57.95
6	Newbridge Landfill	Waste and Recycling Collection	\$183.95

The nature of cash related transactions results in a very high-level of inherent risk for potential theft, fraud / error and security issues involving the cash itself as well as LSC staff. Accordingly, it is important that the cash handling function (incl. waste depots and S.86 Committees) be governed by a strong internal control environment containing comprehensive policies and procedures that are well understood, and complied with, by LSC staff.



## POSITIVE ASPECTS OF CONTROL

The following positive business practices were noted regarding cash handling (incl. waste depots and S.86 Committees) processes at LSC:

### Governance and Policies and Procedures

- The Director, Corporate Services is the responsible officer for overseeing the implementation and functioning of LSC's cash management related activities. The Director is supported by the Manager, Financial Services, and a number of other key staff such as Financial Accountant, Customer Service Officers, Depot Officers, etc.;
- Certain cash handling related procedures and forms exist within Council and these include (but not limited to):
  - Loddon Shire Landfill Operator Procedure: This document is for the landfill station which incorporates the procedures on collection of fees and issuing receipts;
  - Tip Takings Receipting Procedure: This procedure guides staff in reconciling and receipting tip takings that are received over the counter from the workers at the tips on a weekly basis;
  - Serpentine Banking Procedure: This procedure outlines the process undertaken to complete the banking at the Serpentine Office;
  - Cash Handling Procedure: The purpose of this procedure is to guide customer service staff on processes for cash handling (e.g. opening and closing procedures, receipting, etc.); and
  - Financial Management Policy: This policy provides principles to ensure strong financial management for Council.

Whilst these documents provide a sound base for effective cash management, we noted an area for improvement which needs to be addressed. Please refer to the Detailed Findings section for more details.

- Appropriate segregation of duties exists for each of the cash handling functions (i.e. collection, recording, reviewing, and banking);
- Adequate processes exist with respect to cash float amounts maintained across the different cash collection points;



- Appropriate processes are in place to govern petty cash reimbursements provided to staff. Staff are required to complete a Petty Cash Reimbursement Form, attach supporting documentation and obtain approval from their respective Managers; and
- Banking and depositing of cash takings is performed by the Customer Service Centre located at the LSC head office on a fortnightly basis. Finance also perform periodic bank statement reconciliations.

#### Customer Service Centres / Office

- Key cash handling activities at the customer service centres include:
  - Customer service centres use the Lynx system to process daily cash takings and issue receipts to customers. Staff are allocated unique usernames and passwords to process transactions within the system. The system also has an audit trail functionality used to monitor and track transactions. Daily takings are placed within cash drawers at each respective site;
  - There is one safe located in back office of LSC's head office where only staff have access to the offices through the use of swipe cards and/or keys; and
  - End-of-day cash counting and balancing procedures are performed by cashiers at the LSC main office. This also includes monitoring and tracking cash float balances. Supporting documents and receipts are kept and reconciled by the Customer Service Officer and subsequently forwarded to Finance who review cash takings and perform daily reconciliations to the bank and post general ledger journals to the financial management system.

#### Waste and Recycling Collections

- Appropriate processes exist at the cash collection points performed at the various waste and recycling sites. We noted the following:
  - Council's waste and recycling services are carried out by dedicated in-house Council staff;
  - Cash is collected and receipted using the VicWaste software system. Receipts are sequentially numbered in the system. A manual receipt book is also utilised in the event the VicWaste system has issues, in which case, the manual receipts will be subsequently entered into VicWaste once the system is back up and the system transaction number recorded on the manual receipt; and
  - Daily cash takings are normally kept by the Council staff who provide this to the head office. Banking and depositing of cash takings is performed by the Customer Service Centre located at the LSC head office on a fortnightly basis.



#### Section 86 Committees of Management

- All S.86 Committees of Management are bound by an Instrument of Delegation. The Treasurer of each committee is responsible for ensuring the depositing of all income within seven (7) days of receipt into the Committee's bank account, keeping correct accounts and books showing the financial affairs of the Committee and prepare the Annual Financial Statements;
- The Committees are required to submit to the Annual General meeting the audited Financial Statements:
  - By a commercial auditing firm when they have:
    - a. A turnover of greater than \$50,000 in the financial year, or
    - b. Cash holdings of greater than \$50,000 at any time during the financial year;
  - By Council's Financial Services Department when they have:
    - c. A turnover of less than \$50,000 in the financial year, and
    - d. Cash holdings of less than \$50,000 during the financial year.
- Booking Officers are not the same personnel as the Treasurer to allow for appropriate segregation of duties; and
- Annually, the Committees forward all financial requirements for LSC to audit the financial transactions for the past 12 months. Upon completion of the audits, the Committees are then sent a letter by Council advising that the audit has been completed and are required to address any issues identified.



**SUMMARY OF KEY FINDINGS**

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

Audit Objectives	Related Finding	Risk Rating			
		Extreme	High	Medium	Low
Cash handling policies and procedures are documented, appropriate, reviewed and consistently complied by LSC staff.	Absence of an overarching Cash Handling Policy and accompanying procedures developed by the LSC head office and disseminated across sites to set key minimum requirements and expectations.			Finding 1	
The risk of loss due to theft, mishandling or other factors is appropriately managed.	No issues noted.				
Cash floats are kept at a minimum and cleared regularly, and banking process are appropriate.	No issues noted.				
Adequate segregation of duties exists between the collection, recording and banking of cash and cheques.	No issues noted.				
Reconciliations are regularly performed and reviewed by the appropriate delegated authority.	Noted instances where daily cash takings bank reconciliations were not dated and signed-off by the reviewer.				Finding 3
Appropriate physical controls are used to protect/secure cash and LSC staff handling cash.	Noted instances where there were shortfalls in physical security at certain cash collection points.			Finding 2	
The management of petty cash is appropriate.	No issues noted.				



**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					
	3 Occasional / possible			1	2	
	2 Unlikely			3		
	1 Rare					

**OVERALL CONCLUSIONS**

Based on the results of the review, we believe that LSC has adequate and appropriate systems, processes and controls in place with respect to its cash handling (incl. waste depots and S.86 Committees) related practices. However, there are areas of improvement with respect to an overarching Cash Handling Policy and accompanying procedures, stringent controls over physical cash and sign off of daily cash takings.





Detailed Findings

Description of Finding	Observation	Impact and Recommended Action	Management Response
<p>1. Absence of an overarching Cash Handling Policy and accompanying procedures developed by the LSC head office and disseminated across sites to set key minimum requirements and expectations.</p>	<p><b>Risk Rating: Medium</b></p> <p><b>Standard/Criteria:</b> Policies and procedures for cash handling processes ensure that there are appropriate safeguards governing cash, and that employees handling cash are aware of the processes which they should be following.</p> <p><b>Audit Finding:</b> Our review noted that:</p> <ul style="list-style-type: none"> <li>• There was absence of an overarching Cash Handling Policy developed by the LSC head office and disseminated across sites to set key minimum requirements and expectations.</li> </ul> <p>Further, there are processes within cash handling and receipting that are not formally documented. Examples of processes not formally documented include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Limits of cash allowed to be held at sites at any time (for all customer service centres and visitor information centres);</li> <li>• Training requirements of staff handling cash (all customer service centres and waste and recycling collection);</li> </ul>	<p><b>Impact:</b></p> <ul style="list-style-type: none"> <li>• The absence of comprehensive cash related policies and/or procedures may result in inconsistencies in operations due to the lack of common guidelines. In addition, there is an increased risk of valuable corporate knowledge being lost when relevant staff members leave the organisation.</li> </ul> <p><b>Recommended Action:</b> We recommend that LSC management should:</p> <ol style="list-style-type: none"> <li>1. Develop and implement an overarching Cash Handling Policy and accompanying procedures to be disseminated across all sites.</li> </ol> <p>The Policy and procedures may include principles and minimum requirements/activities surrounding cash handling practices such as:</p> <ul style="list-style-type: none"> <li>• Purpose and objectives;</li> <li>• Scope;</li> <li>• Responsibilities;</li> <li>• Segregation of duties (cashier vs. duty manager);</li> </ul>	<p><b>Management Action:</b> <b>Recommendation 1:</b> Management Agrees. <b>Responsibility:</b> Deanne Caserta, Manager Financial Services. <b>Timeframe:</b> 11<sup>th</sup> August 2020 <b>Recommendation 2:</b> Management Agrees. <b>Responsibility:</b> Deanne Caserta, Manager Financial Services. <b>Timeframe:</b> 11<sup>th</sup> August 2020</p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
	<ul style="list-style-type: none"> <li>◆ Scenarios where manual receipts can be issued and manual receipting processes (all customer service centres and waste and recycling collection);</li> <li>◆ Cancellation of receipts (e.g. for all customer service centres and waste and recycling collection);</li> <li>◆ Refunding of cash (for customer service centre);</li> <li>◆ Security related procedures (for all customer service centres and waste and recycling collection). This may encompass the requirement for all staff handling cash to have completed police checks, including part time staff, handling of safes, locked cash drawers, listing of all authorised staff (by name and position title) with access to safes at different sites, requirement for safe passwords to be changed on a periodic basis etc.; and</li> <li>◆ Procedures to be followed when staff encounter/ receive suspected counterfeit money (all customer service centre and waste and recycling collection).</li> </ul>	<ul style="list-style-type: none"> <li>◆ Dual sign off (preparer vs approver/reviewer);</li> <li>◆ Retain of audit trails of reconciliation documents, cash counting sheet, banking sheet, deposit slip, etc.);</li> <li>◆ Till off process;</li> <li>◆ Cash counting process;</li> <li>◆ End of day/shift reconciliation process;</li> <li>◆ EFTPOS balancing process;</li> <li>◆ Banking process;</li> <li>◆ Month-end reconciliation and reporting;</li> <li>◆ Security measurements;</li> <li>◆ Refunding of cash;</li> <li>◆ Cancelling receipts;</li> <li>◆ Issuing of manual receipts; and</li> <li>◆ Limits of cash allowed on sites.</li> </ul> <p>2. Communicate and make available the above document to key staff.</p>	
<p>2. Noted instances where there were shortfalls</p>	<p><b>Risk Rating: Medium</b></p> <p><b>Standard/Criteria:</b></p>	<p><b>Impact:</b></p> <ul style="list-style-type: none"> <li>◆ In the absence of robust physical security controls over cash, there is an increased risk of loss due to</li> </ul>	<p><b>Management Action:</b></p> <p><b><u>Recommendation 3:</u></b></p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
<p>in physical security at certain cash collection points.</p>	<p>It is essential that access to cash and other sensitive information within an organisation is adequately restricted to prevent unauthorised individuals from obtaining the information and/or cash. A key control over the handling of cash is that the environment should be secure and be monitored accordingly.</p> <p><b>Audit Finding:</b></p> <p>From our walkthroughs, observations and discussions with key staff we noted the following:</p> <p><u>CCTV Surveillance systems:</u></p> <ul style="list-style-type: none"> <li>• CCTV surveillance cameras were not installed within the vicinity of all cash collection points across both Customer Service Office and Waste and Recycling Collection sites.</li> </ul> <p><u>End of Day Cash Counting Procedures:</u></p> <p>We observed the following with respect to end-of-day cash counting procedures:</p> <ul style="list-style-type: none"> <li>• Procedures at the Customer Service were performed during business hours when customers enter and exit the building. In addition, counting of cash is performed at the counter which members of the public can possibly intervene (i.e. absence of barriers, glass wall); where doors are not locked; and</li> <li>• Cash drawers at the Customer Service area are not always locked during business hours.</li> </ul>	<p>theft or mishandling at LSC's cash collection points. In addition, LSC staff may be exposed to safety issues and related consequences arising during thefts/burglaries.</p> <p><b>Recommended Action:</b></p> <p>We recommend that LSC management should:</p> <ol style="list-style-type: none"> <li>3. Conduct a cost/benefit analysis to determine whether to install CCTV surveillance cameras at all or certain cash collection sites;</li> </ol> <p><i><b>This may be risk based depending on cash receipted takings at the different collection points.</b></i></p> <ol style="list-style-type: none"> <li>4. Reinforce to staff the requirement that end of day cash counting procedures should be performed in a secure environment (i.e. after hours, either at back office if applicable, with office doors locked); and</li> <li>5. Reinforce the requirement that cash drawers should have closed and locked at all times to safeguard the money received from cash collection.</li> </ol>	<p>Management Agrees.</p> <p><b>Responsibility:</b></p> <p>Peter Williams, Manager Information and Business Transformation.</p> <p><b>Timeframe:</b></p> <p>11<sup>th</sup> May 2021</p> <p><b>Recommendation 4:</b></p> <p>Management Agrees.</p> <p><b>Responsibility:</b></p> <p>Deanne Caserta, Manager Financial Services.</p> <p><b>Timeframe:</b></p> <p>11<sup>th</sup> August 2020</p> <p><b>Recommendation 5:</b></p> <p>Management Agrees.</p> <p>This will be included in the Cash Handling Policy/Procedure.</p> <p><b>Responsibility:</b></p>



Description of Finding	Observation	Impact and Recommended Action	Management Response
			Deanne Caserta, Manager Financial Services. <b>Timeframe:</b> 11 <sup>th</sup> August 2020
3. Noted instances where daily cash takings bank reconciliations were not dated and signed-off by the reviewer.	<p><b>Risk Rating: Low</b></p> <p><b>Standard/Criteria:</b>                      Accounting reconciliations are an essential accounting process for an organisation given they provide assurance on adherence to accounting policies, they document general ledger account balances for validity/appropriateness, they identify accounting errors that should be corrected, and they identify reconciling items for subsequent actions. It is therefore important that reconciliations are reviewed in a timely manner to ensure that any errors or discrepancies are identified and rectified as soon as possible.</p> <p><b>Audit Finding:</b>                      Our review of 36 daily cash takings bank reconciliation reports noted instances where the reconciliations (for the customer service centre) had not been dated and signed-off by the independent reviewer (Financial Accountant). The reports had only been dated and signed off by the preparer (Customer Service Officer).</p>	<p><b>Risk/Impact:</b></p> <ul style="list-style-type: none"> <li>Without the date of review and sign-off being recorded on reconciliations, there is no evidence that reviews were conducted in a timely manner and were conducted by an independent officer. This increases the possibility of errors/mistakes occurring and not being addressed in a timely manner.</li> </ul> <p><b>Recommended Action:</b>                      We recommend that LSC management should:</p> <p>6. Reinforce the requirement to staff for daily cash takings bank reconciliations to be dated and signed-off, by the reviewer as evidence of independent review being conducted in a timely manner.</p>	<p><b>Management Action:</b>  <b>Recommendation 6:</b>                      Management Agrees.                      This will be included in the Cash Handling Policy/Procedure.</p> <p><b>Responsibility:</b>                      Deanne Caserta, Manager Financial Services.</p> <p><b>Timeframe:</b>                      11<sup>th</sup> August 2020</p>



## APPENDICES

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



## Appendix A – Audit Approach and Procedures

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The approach for this engagement is presented below:

- Conducted interviews with key management and personnel involved in cash handling (incl. waste depot and S.86 Committees) to gain an understanding of and document processes;
- Evaluated whether cash handling related policies and procedures have been established, are complied with by staff members and include the following:
- Assessed the relevant internal controls for appropriateness and to identify any potential control weaknesses;
- Observed physical controls and processes by conducting a walk-through of the facilities, reviewing manual and records of cash collected;
- Selected samples of daily reconciliations to evaluate whether reconciliations are regularly performed, reviewed by a delegated officer, and are appropriate;
- 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 and best practices of cash handling processes and controls; and
- Presented the final report to the Audit Committee.



**Appendix B – Personnel Consulted**

We would like to take this opportunity to thank the staff at LSC for their co-operation and assistance during the course of our engagement:

NAME	TITLE	TOPIC DISCUSSED
Sharon Morrison	M-LG Pro – Director Corporate Services	<ul style="list-style-type: none"> <li>• Audit scope;</li> <li>• Query for Cash Handling Policy and Procedures;</li> <li>• Discussion on the Cash Handling Policy and Procedures; and</li> <li>• Audit findings.</li> </ul>
Deanne Caserta	Manager Financial Services	<ul style="list-style-type: none"> <li>• Query for Cash Handling Policy and Procedures;</li> <li>• Discussion on the Cash Handling Policy and Procedures; and</li> <li>• Audit findings.</li> </ul>
Daniel Lloyd	Manager Works	<ul style="list-style-type: none"> <li>• Walkthrough interview;</li> <li>• Discussion on cash handling policy and procedure on waste and recycling stations; and</li> <li>• Visit on waste and recycling sites.</li> </ul>
Lorraine Jackson	Financial Accountant	<ul style="list-style-type: none"> <li>• Walkthrough Interview;</li> <li>• Discussion of Petty Cash Procedures and Petty Cash Management;</li> <li>• Discussion on the Finance related matters including policy and procedure; and</li> <li>• Cash Receipting, Reconciliation and Bank Receipts.</li> </ul>



NAME	TITLE	TOPIC DISCUSSED
Christine Coombes	Executive and Commercial Services Officer	<ul style="list-style-type: none"> <li>• Walkthrough Interview;</li> <li>• Discussion on cash handling and procedures on Caravan parks; and</li> <li>• Caravan Park Contracts.</li> </ul>
Amber King	Customer Service Officer	<ul style="list-style-type: none"> <li>• Walkthrough interview;</li> <li>• Discussion on Cash handling policy and procedure; and</li> <li>• Cash collection, receipting, reconciliation and banking</li> </ul>





### Appendix C – Risk Rating Matrix

Findings arising during the course of the internal audit have been rated against the Risk Ratings Matrix 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.



RISK RATING	DEFINITION	GUIDANCE	ACTION REQUIRED
Low	Issue represents a minor control weakness, which is minimal but reportable impact on the ability of the process to achieve its objectives.	<p>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.</p> <p>Departures from management procedures and processes; however, appropriate monitoring and governance generally mitigates these risks.</p>	<p>Requires management attention and possible use of external resources.</p> <p>Requires action commensurate with the process objectives.</p> <p>Recommended timeframe for action: Depending on the availability of scarce resources.</p>



## Appendix D – Basis and Use of Report

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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 or 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.



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# Audit Recommendation Compliance Report

Loddon Shire Council

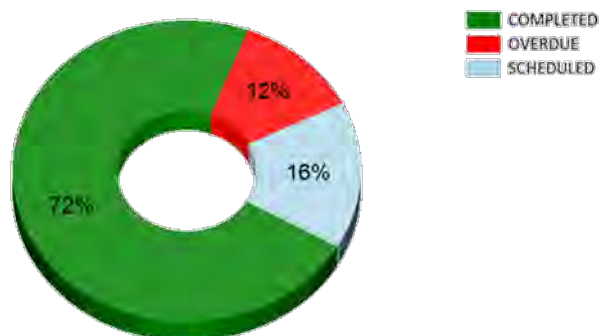


*Print Date: 04-May-2020*

**REPORT FILTERS**

<b>Audit No</b>	Show All
<b>Audit Title</b>	Show All
<b>Audit Category</b>	Internal
<b>Directorate</b>	Show All
<b>Responsible Officer</b>	Show All
<b>Current Audit Status</b>	Active
<b>Use Last Agreed Implementation Date</b>	Yes

## Audit Recommendations Overview

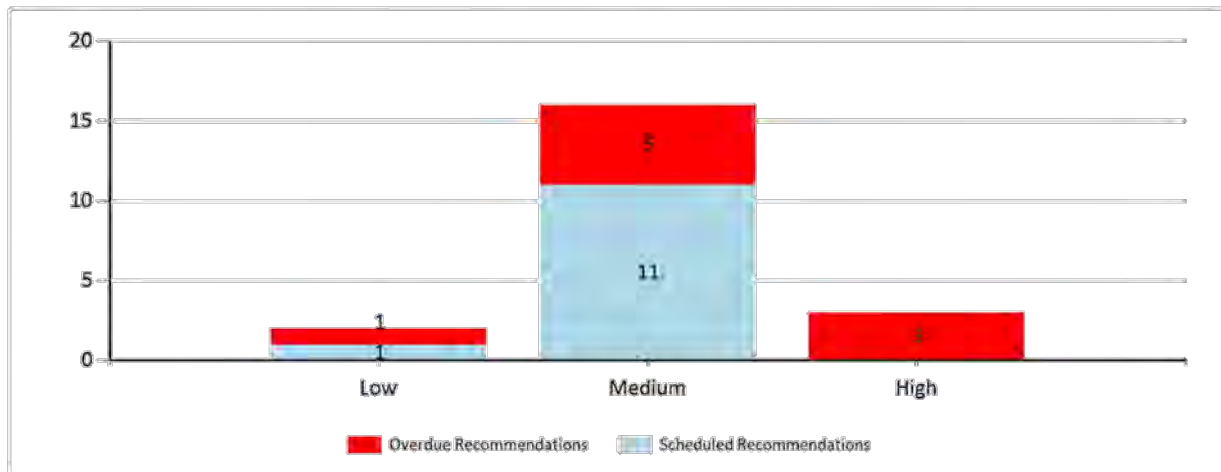


## AUDIT RECOMMENDATIONS SUMMARY

Audit Name	Category	Total Number of Recommendations	COMPLETED	OVERDUE	SCHEDULED
			Number of Recommendations Completed	Number of Recommendations Overdue for Completion	Number of Recommendations Due for Completion
GOV1810-00 INT 38 Review of Waste Management Planning	Internal	11	7	0	4
GOV1903-00 INT 43 Service Planning Review	Internal	3	2	1	0
GOV1905-00 INT 44 Review of Human Resources Management and Payroll ( incl. Data Interrogation)	Internal	12	8	4	0
GOV1908-00 INT 48 Review of Data Analytics (Accounts payable and accounts receivable)	Internal	23	23	0	0
GOV1909-00 INT 49 Review of Councillor Expenses	Internal	5	4	0	1
OHS1901-00 INT 50 Follow up Review November 2019	Internal	22	11	4	7



### Outstanding Recommendations Overview



### OUTSTANDING RECOMMENDATIONS NOT YET COMPLETE

Audit: GOV1810-00 INT 38 Review of Waste Management Planning

Recommendation Description	Due Date of Recommendation	Responsible Officer	Directorate	Progress Comments
<b>Finding:</b> FN01 38.1. The waste management strategy is outdated, and management is in the process of reviewing and updating the document.				<b>Risk Rating:</b> Medium
FN01-01 38.1.1 Review, update and finalise the Waste Management Strategy.	30-Jun-20	Daniel Lloyd	Operations	2020 May - Consultant engaged in December 2019 to develop a new waste management strategy 1st draft to be work shopped at the June Council forum
FN01-03 38.1.3 Review and report against the Waste Management Strategy on a periodic basis.	30-Jun-20	Daniel Lloyd	Operations	2020 May - Consultant engaged in December 2019 to develop a new waste management strategy 1st draft to be work shopped at the June Council forum
FN01-02 38.1.2 Communicate and make available the updated Waste Management Strategy to all relevant staff.	30-Jun-20	Daniel Lloyd	Operations	2020 May - Consultant engaged in December 2019 to develop a new waste management strategy 1st draft to be work shopped at the June Council forum
<b>Finding:</b> FN04 38.4. No formal internal management reporting over waste management operations, issues, related matters, and their outcomes.				<b>Risk Rating:</b> Medium
FN04-01 38.4.1 Prepare management reports on a periodic basis that reflect on the activity of waste management operations and respond to any measures identified in the Waste Management Strategy.	30-Jun-20	Daniel Lloyd	Operations	2020 May - Consultant engaged in December 2019 to develop a new waste management strategy 1st draft to be work shopped at the June Council forum

Loddon Shire Council Audit Recommendation Compliance Report

**Audit: GOV1903-00 INT 43 Service Planning Review**

Recommendation Description	Due Date of Recommendation	Responsible Officer	Directorate	Progress Comments
<b>Finding: FN02 43.2</b> The Council had not established a plan for the implementation of the Service Review Framework.				<b>Risk Rating: High</b>
FN02-01 43.2.1 Develop a plan for the implementation of Service Planning as part of the annual planning and budgeting cycle.	N/A	Sharon Morrison	Corporate Services	April 2020: The Local Government Act 2020 requires the development of an integrated planning and reporting framework. Service planning will be included in this framework.

**Audit: GOV1905-00 INT 44 Review of Human Resources Management and Payroll ( incl. Data Interrogation)**

Recommendation Description	Due Date of Recommendation	Responsible Officer	Directorate	Progress Comments
<b>Finding: FN02 44.2 Deficiencies noted with respect to volunteer management processes.</b>				<b>Risk Rating: High</b>
FN02-02 44.2.2 Develop and implement a formal exit procedure for volunteers	11-Dec-2019	Carol Canfield	Corporate Services	May 2020 - no update
<b>Finding: FN05 44.5 Exit interview results not formally presented to management</b>				<b>Risk Rating: Low</b>
FN05-01 44.5.1 Ensure that results of the exit interviews are recorded	11-Dec-2019	Carol Canfield	Corporate Services	September 2019 - a process will be put in place to analyse and report to management of exit interviews. May 2020 - process has been developed and provided to management for review
<b>Finding: FN07 44.7 Payroll master file audit/changes reports are not generated at LSC as a key detective control.</b>				<b>Risk Rating: Medium</b>
FN07-01 44.7.1 Determine with the payroll system supplier whether payroll Masterfile audit/changes reports can be generated.	11-Dec-2019	Carol Canfield	Corporate Services	May 2020 - Payroll provider has not provided a solution for this recommendation to date
<b>Finding: FN08 44.8 Formal and periodic user access reviews with respect to the Attaché system was not evidenced to substantiate the process being performed.</b>				<b>Risk Rating: Medium</b>
FN08-01 44.8.1 Ensure that evidence to substantiate the formal and periodic review process of user access over the Attaché system is retained	11-Dec-2019	Carol Canfield	Corporate Services	May 2020 - no update

**Audit:** GOV1909-00 INT 49 Review of Councillor Expenses

Recommendation Description	Due Date of Recommendation	Responsible Officer	Directorate	Progress Comments
<b>Finding:</b> FN02 49.2 The Councillor Support and Reimbursement of Expense Policy did not capture the correct authorised car mileage allowance rate.				<b>Risk Rating:</b> Low
FN02-01 49.2.1 Review and update the Councillors Support and Reimbursement of Expenses Policy to change the basis	30-Nov-20	Sharon Morrison	Corporate Services	

## Audit: OHS1901-00 INT 50 Follow up Review November 2019

Recommendation Description	Due Date of Recommendation	Responsible Officer	Directorate	Progress Comments
<b>Finding: FN04 50.4. A supply panel engagement model is currently not used by Council for the acquisition of recurring goods or services.</b>				<b>Risk Rating: Medium</b>
FN04-01 50.4.1 Establish supply panel engagement model for the acquisition of recurring goods or services.	11-Sep-20	Deanne Caserta	Corporate Services	January 2020 - First panel approved by LPN is to be gravel supplies, work to commence in the next month developing specifications. Further information to be held in the contract management manual April 2020 - Procurement Coordinator working through process.
<b>Finding: FN05 50.5. Absence of documented policy and/or procedures specifically directed at certain data security aspects of Council's operations.</b>				<b>Risk Rating: Medium</b>
FN05-01 50.5.1 The following policies to be finalised: Cloud Computing; Email; Internet Use and Acceptable use.	30-Sep-20	Peter Williams	Corporate Services	Progress to date at 16/3/2020: <ul style="list-style-type: none"> <li>1 Password and Authentication Policy (updated 09/08/2018);</li> <li>1 Anti-virus (09/08/2018);</li> <li>1 Cloud Computing (draft);</li> <li>1 Email (draft);</li> <li>1 Internet use (draft);</li> <li>1 Portable electronic device security (draft); and</li> <li>1 Acceptable use (draft)</li> </ul>
<b>Finding: FN06 50.6. Lack of effective periodic review of user access to key computer systems and applications and No formal procedures in place to ensure that IT user access controls of staff that have changed position titles had been reviewed and de-activated.</b>				<b>Risk Rating: Medium</b>
FN06-01 50.6.1 Review IT access controls and make necessary changes.	30-Sep-20	Peter Williams	Corporate Services	May 2020 - Audit list has been extracted from each system and we are about to circulate to managers for review and approval.
<b>Finding: FN08 50.8. Develop Procedures to guide staff on processes required to implement the Council's Enforcement of Local Laws Policy.</b>				<b>Risk Rating: Medium</b>
FN08-01 50.8.1 Formalise the key processes governing the administration and enforcement of local laws and animal management.	30-Jun-20	Glenn Harvey	Operations	January 2020 - Policy & Strategy Officer is currently working on Local Laws documents
<b>Finding: FN09 50.9. A risk methodology/approach to be emphasized and formalised in the Council's local laws framework.</b>				<b>Risk Rating: Medium</b>
FN09-01 50.9.1 Develop a procedure for assessing and prioritising local laws cases through the Elumina program	30-Jun-20	Glenn Harvey	Operations	

<b>Finding:</b> FN10 50.10. An annual audit program to ensure compliance with permit conditions to be established.					<b>Risk Rating:</b> Medium
FN10-01 50.10.1 Annual audit compliance program to be established and adhered to.	30-Jun-20	Glenn Harvey	Operations		
<b>Finding:</b> FN12 50.12. An evidence-based workforce strategy to be in place to align the Council's workforce with those of its needs and priorities in the short, medium and long term.					<b>Risk Rating:</b> High
FN12-01 50.12.1 Finalise draft Workforce Strategy.	Review 20	Sharon Morrison	Corporate Services	April 2020: Policy review group is reviewing draft.	
<b>Finding:</b> FN21 50.21. An OH&S actions register to be maintained to keep records of all OH&S related matters for monitoring and tracking purposes.					<b>Risk Rating:</b> Medium
FN21-01 50.21.1 Develop and adopt an OH&S actions register to record all OH&S improvement opportunities. Re-enforce the requirement for respective manager/supervisor to comment and sign off the incident report in a timely manner. Ensure follow up action items are identified.	28-Dec-19	Carol Canfield	Corporate Services	January 2020 OH&S Corrective Action Register will be transferred from Reliansys to Elumina with the implementation of the Elumina Program. May 2020 - The new Elumina software is about to go live and the register will be developed in the new system.	
<b>Finding:</b> FN22 50.22. Various Records Management policies and procedures to be updated and certain key processes surrounding records management practices to be formally documented.					<b>Risk Rating:</b> Medium
FN22-01 50.22.1 With the implementation of the new EDMRS many policies and procedures are to be reviewed.	30-Jun-20	Peter Williams	Corporate Services	May 2020 a. Records Management policy; (COMPLETED 9/8/2018) b. Electronic Document Naming procedure; (REVOKED) c. Social Media Post Submission and Approval procedure; (Media Procedure COMPLETED 8/4/2019) d. Privacy policy and procedure; and (Privacy Breach Procedure COMPLETED 24/04/2019) e. Reporting Infovision overdues reporting procedure. (To be replaced with LCM Overdues Reporting Procedure - in draft) f. Protected Disclosure procedure; (Protected Disclosure Policy not Procedure COMPLETED 25/06/2019) g. Records scanning procedure; (REVOKED - has been replaced by Eziscan quick reference guides)	

					<p>h. Freedom of Information policy and procedure; (IN DRAFT)</p> <p>i. Registering an email into Infovision procedure; (REVOKED - quick reference guides provided within LCM and online training videos replace this requirement)</p> <p>j. Mail management/correspondence procedure; (IN DRAFT)</p> <p>k. Records Disposal procedure; (IN DRAFT)</p> <p>l. Records management requirements for volunteers (i.e. training, roles and responsibilities of creation, capture, retention, etc.); (IN DRAFT)</p> <p>m. Periodic user access reviews of the Infovision system; (REVOKED - Monthly maintenance reporting from FYB on LCM provides this information)</p> <p>n. Periodic generation and review of audit reports from Infovision on key criteria such as high/medium/low users or deleted files from the registry; and (REVOKED - reporting from LCM provides full audit logs and reports as required as a standard report)</p> <p>o. Periodic risk assessment of the databases/records stored/hosted in the Cloud (i.e. Attaché, Advent Manager, CAMMS). (IN DRAFT)</p>
<p><b>Finding:</b> FN26 50.26. Records management practices to be consistent across departments and locations.</p>					<p><b>Risk Rating:</b> Medium</p>
FN26-01 50.26.1 Records management practices to be consistent across all departments and locations	30-Jun-20	Peter Williams	Corporate Services	January 2020 Procedures to be developed.	
<p><b>Finding:</b> FN27 50.27. Council's policies, guidelines and accompanying templates pertaining to WLC concept to be updated, to facilitate a consistent and transparent approach.</p>					<p><b>Risk Rating:</b> Medium</p>
FN27-01 50.27.1 Review and update Asset management policy and Project Management Framework.	20-Feb-20	David Southcombe	Operations	February 2020 - No progress has been made, Policy is still in review process and will be implemented after adoption. Templates still to be finalised	

# LODDON SHIRE COUNCIL

## PERFORMANCE REPORTING FRAMEWORK





**DOCUMENT INFORMATION**

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Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIVE\Strategies policies and procedures\Strategies - adopted PDF and Word\STR Performance Reporting Framework V4.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.**

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## 1 PURPOSE

The purpose of this framework is to document ~~the process of~~ Council's Performance Reporting Framework including reporting financial and non-financial performance indicators ~~on a periodic basis~~.

This framework:

- establishes a set of guidelines for Council to implement effective performance reporting
- outlines the various roles and responsibilities required for Council to manage the performance reporting process
- attempts to ensure that Council meets all legislative reporting requirements over the course of the financial year.

## 2 OBJECTIVES

In developing and implementing a formal performance reporting framework, Council has several objectives, which include:

- complying with current legislation
- encouraging accountability and transparency to the community
- maintaining stakeholder confidence in performance (internal and external)
- encouraging a continuous improvement environment
- ensuring financial sustainability.

This version responds to the requirements of the Local Government Act 1989. It is acknowledged that at the time of creating this version, the Local Government Act 2020 had received Royal Assent, however no provisions relation to performance reporting had come into effect.

## 3 BUDGET IMPLICATIONS

There are no direct budget implications for management of the performance reporting framework however there is staff time in collecting, reporting and monitoring the data and information.

## 4 RISK ANALYSIS

This framework has been developed to guide Council's reporting of performance indicators. Its development will help to minimise the risks associated with financial sustainability, service delivery, and meeting legislative obligations.

**5 FRAMEWORK PRINCIPLES**

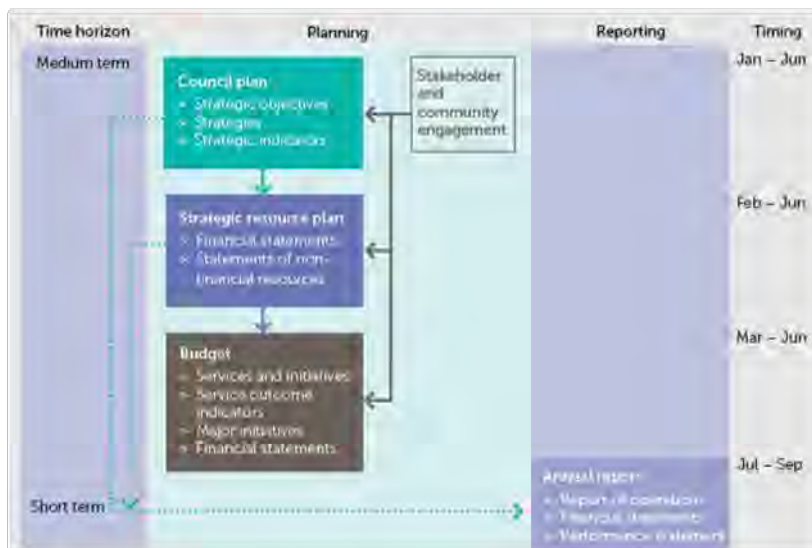
The framework principles are to:

- report reliable and relevant information on a periodic basis that provides stakeholders with a balanced view of Council’s performance over the reporting period
- include information that is easily accessible, or already being provided for another purpose, to eliminate extra reporting burden
- to include indicators that fit the “SMART”<sup>1</sup> principle, which is:
  - **Specific** to the service, activity and/or dimension of performance being measured
  - **Measurable** factors that can be observed, documented and verified by audits or other mechanisms
  - **Aligned** with objectives
  - **Relevant** to the service, activity and/or dimension of performance that is being measured
  - **Time-bound**, with an appropriate and clear timeframe specified for measuring performance.

**6 LEGISLATIVE CONTEXT**

**6.1 Planning and accountability framework**

The planning and accountability framework is documented in Part 6 of the Local Government Act 1989 (the Act) and in the Local Government (Planning and Reporting) Regulations 2014 (the Regulations). It has been described pictorially as:



<sup>1</sup> Local Government Victoria, Department of Environment, Land, Water & Planning, “Local Government Better Practice Guide 20195-202046, Performance Reporting Framework Indicator Workbook Version 1.22.0”, p174

The Act requires Council to prepare:

- a Council Plan within six months after a general election or by 30 June (whichever is the later) (Section 125)
- a Strategic Resource Plan for a period of at least four years which is incorporated into the Council Plan and documents forecast financial statements and non-financial resources (Section 126)
- a Budget for the financial year and have it adopted by 30 June in the preceding financial year (Section 127)
- an Annual Report for the financial year and have it submitted to the Minister for Local Government by 30 September in the following year. The Annual Report includes the Report of Operations, Financial Statements, and Performance Statement (Section 127).

Within the overarching framework, there are other specific requirements identified in the Act, which highlight performance and they include:

#### **6.2 Section 138(1): Quarterly statements**

At least every 3 months a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public.

Currently Council is provided with monthly finance reports, complying with the legislation, and this framework provides for this practice to continue.

#### **6.3 Section 127: Budget contents**

Council must ensure that the budget contains:

- (a) financial statements in the form and containing the information required by the regulations;
- (b) a description of the services and initiatives to be funded in the budget;
- (c) a statement as to how the services and initiatives described under paragraph (b) will contribute to achieving the strategic objectives specified in the Council Plan;
- (d) Major Initiatives, being initiatives identified by the Council as priorities, to be undertaken during the financial year;
- (da) for services to be funded in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statement under section 131;
- (db) the prescribed measures relating to those indicators;
- (e) any other information required by the regulations.

#### **6.4 Section 131: Annual report contents**

An annual report must contain:

- (a) a report of operations of the Council;
- (b) an audited performance statement;
- (c) audited financial statements;
- (d) a copy of the auditor's report on the performance statement, prepared under section 132;
- (e) a copy of the auditor's report on the financial statements under Part 3 of the **Audit Act 1994**;
- (f) any other matter required by the regulations.

**6.5 Section 131 (3): Report of operations**

The report of operations of the Council must:

- (a) contain the following:
  - (i) a statement of progress in relation to the Major Initiatives identified in the budget or revised budget for the financial year reported on;
  - (ii) the results, in the prescribed form, of the Council's assessment against the prescribed governance and management checklist;
  - (iii) all prescribed indicators of service performance for the services provided by the Council during that financial year and the prescribed measures relating to those indicators;
  - (iv) results achieved for that financial year in relation to the performance indicators and measures referred to in subparagraph (iii).
  - (v) any other information required by the regulations;
  - (vi) any other information determined by the Council to be appropriate; and
- (b) be in the form determined by the Council

**6.6 Section 131 (4): Performance statement**

The performance statement in the annual report must—

- (a) contain the following—
  - (i) for the services funded in the budget for the financial year reported on, the prescribed indicators of service performance required by the regulations to be reported against in the performance statement and the prescribed measures relating to those indicators;
  - (ii) the prescribed indicators of financial performance and the prescribed measures relating to those indicators;
  - (iii) the prescribed indicators of sustainable capacity performance and the prescribed measures relating to those indicators;
  - (iv) results achieved for that financial year in relation to those performance indicators and measures referred to in subparagraphs (i), (ii) and (iii);
  - (v) any other information required by the regulations; and
- (b) be prepared in accordance with the regulations.

**6.7 Local Government Performance Reporting Framework (LGPRF)**

The Local Government Performance Reporting Framework became mandatory with the introduction of the Regulations, and was reported for the first time in 2014/15.

The LGPRF is comprised of:

- a set of **40** service performance indicators (the number continues to vary each year as new indicators are introduced and other indicators are removed);
- a set of **76** sustainable capacity indicators;
- a set of **112** financial performance indicators; and
- a list of 24 governance and management checklist items

The Governance and Management Checklist has a number of reports that must be developed and presented to the Council, which include:

**6.7.1 Performance reporting**

Governance and Management Checklist Item 20 of Schedule 1 of the Local Government (Planning and Reporting) Regulations 2014 requires six-monthly reports of indicators measuring results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act. Section 131 of the Act refers to performance indicators in

Schedule 1, 2 and 3 of the Regulations. Hence six-monthly reporting is required against those performance indicators. In the past Council has identified a number of indicators where six-monthly reporting is impracticable. The performance indicators and their reasons for not reporting are documented in Appendix 3.

Appendix 1 and Appendix 2 of the framework (the Loddon Performance Framework) document the financial and non-financial performance indicators that the Council has deemed appropriate for monthly reporting to the Management Executive Group. The financial indicators are in Appendix 1. The non-financial indicators are in Appendix 2. ~~The list of indicators will be developed overtime in consultation with key stakeholders including Council, the Audit Committee and relevant staff. Appendix 3 contains financial and non-financial performance indicators in the Local Government Framework which are reported six-monthly to the Audit Committee and Council, as indicated in Appendix 3 table.~~

A modified balanced scorecard has been used to group the LPF indicators which is depicted below:



6.7.2 Council Plan reporting

Council Plan reporting includes a report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year.

6.7.3 Risk reporting

Risk reporting includes six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies.



## 7 ROLES AND RESPONSIBILITIES

The roles and responsibilities of key personnel for compliance with the performance reporting framework are:

### 7.1 Responsible Council officers

Responsible officers will be required to meet the reporting obligations set in this framework, which includes:

- developing procedures for collation of their performance reporting indicator data
- managing collation of their performance reporting indicator data
- requesting and obtaining data from third parties if applicable
- critically reviewing data to ensure it is accurate and complete
- submitting data to Director Corporate Services within the agreed timeframes along with supporting evidence
- providing explanations to any anomalies that current data may contain.

### 7.2 Manager Financial Services

Council's Manager Financial Services has ultimate responsibility for the development of the Annual Budget and Financial Statements, along with all associated tasks for those processes, including ensuring:

- the annual Budget is adopted by 30 June
- the financial statements are ready for audit within the external auditor's timeframes
- the financial statements are certified by the Auditor-General Victoria for submission to the Minister by 30 September annually
- all public notices are published in accordance with the Act and Regulations.

### 7.3 Director Corporate Services

Council's Director Corporate Services is responsible for implementing the performance reporting framework. Duties include:

- managing administration staff in the collection of LGPRF and LPF indicator data from responsible officers
- developing a reporting format for presentation of the Performance Reporting Framework to the Audit Committee and Council which minimises duplicated reporting
- ensuring that six-monthly reports are provided to the Audit Committee and Council in line with the Local Government (Planning and Reporting) Regulations 2014
- maintaining historic data to be included in current reports to provide trend analysis over time.

The Director Corporate Services is also responsible for:

- development of the Performance Statement and ensuring it is ready for audit within the external auditors timeframes
- managing the development of Council's Report of Operations
- ensuring that the Annual Report, comprising the Report of Operations, Financial Statements, and Performance Statement is provided to the Minister by 30 September annually.

#### 7.4 Chief Executive Officer

The Chief Executive Officer is responsible for:

- developing a four-year Council Plan with the new Council within six months after a general election (or 30 June, whichever is the later)
- undertaking a review of the Council Plan to consider whether the current Plan requires any adjustment in respect of the remaining period of the Council Plan.

#### 7.5 Management Executive Group (MEG)

The MEG, made up of the Chief Executive Officer and directors, has an oversight role of the data collected. Their responsibilities include:

- working with their managers to ensure accuracy of data and explanations
- monitoring monthly Loddon Performance Framework performance indicators
- reviewing six-monthly reports of LGPRF
- interrogating results provided and seeking explanations about anomalies or unfavourable trends
- identifying improvement opportunities for unfavourable trends
- being satisfied with the accuracy of data prior to submitting to the Audit Committee and Council or other relevant bodies such as Local Government Victoria, the Victorian Auditor General, or the Minister.

#### 7.6 Audit Committee

The Audit Committee is made up of four community representatives and an appointed Councillor. Their responsibilities include:

- receiving and considering six-monthly performance reports on LGPRF and LPF indicators
- enquiring about the internal control environment to be assured of the accuracy and completeness of the reports provided
- annually discussing the internal control environment with the internal auditor
- annually receiving the Financial Statements and Performance Statement and discussing the results with the external auditor
- providing a recommendation to the Council on the Performance Statement and Financial Statements.

#### 7.7 Council

Through the structure documented in this framework, and in accordance with the Act, Council will be the highest level of reporting within the organisation of the financial and non-financial performance indicators in their LPF format. Indicators will also be reported to other bodies in differing formats.

Council's responsibilities include:

- receiving and considering six-monthly performance reports of LGPRF and LPF
- reviewing the draft Performance Statement and consider its results in the context of the reports received throughout the year challenging any unusual or unexpected results
- reviewing recommendations about the Financial Statements and Performance Statement from the principal accounting officer, Chief Executive Officer, and Audit Committee
- adopting the Financial Statements and Performance Statement in principle
- resolving that two councillors certify the Financial Statements and Performance Statement in the required format following the external audit process
- adopting the Annual Report after submitting it to the Minister.

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## **8 REPORTING**

### **8.1 Presentation of LPF reports**

A number of reports identified in this framework are already being provided to the reporting authority, being MEG, Audit Committee, Council, or the Minister. Others will be additional to current practice.

Section 9, Framework Compliance, outlines the reporting requirements for the framework.

The order of presentation of reports is:

1. MEG – to check content, interrogate reasons for anomalies in data, and provide first level approval
2. Audit Committee – for second level approval
3. Council – for final approval.

### **8.2 LGPRF**

The Performance Statement Local Government Better Practice Guide 2014-15 suggests that quarterly reports be presented to the Audit Committee and Council. Performance Statement data is extracted from the LGPRF.

After discussion with the Audit Committee and Council, it has been decided that six-monthly reports be provided. This is to ensure that results have validity and relevance.

It has also been decided that only certain LGPRF indicators be provided six-monthly, as the results of some indicators will only provide validity and relevance when calculated on an annual basis.

The list of all LGPRF indicators is provided at Appendix 3. That appendix outlines how often the indicator will be provided to the Audit Committee and Council, and in the case of annual reporting only, why it is not provided more often.

## 9 FRAMEWORK COMPLIANCE

This framework will be updated to reflect changes requested by the Council and legislation as they occur. The framework will be reviewed annually as part of a formal review process and/or timetable.

The framework proposes the current reporting requirements:

Month	Compliance report	MEG	Audit C'tee	Council Forum	Ordinary Council Meeting	Special Council Meeting	Other
July	Monthly finance report: Interim June report				o		
August	Annual report of financial and non-financial performance indicators (LPF)	o	o		o		
	Local Government Performance Reporting Framework annual results (LGPRF)	o	o		o		Local Gov't Victoria
	Draft Financial Statements and Performance Statement		o		o		
	Monthly finance report: July		o		o		
	Council report to resolve to adopt the draft Financial Statements and Performance Statement in principle and nominate two Councillors to sign the statements				o		
September	Monthly finance report: August				o		
	Previous year end of financial year variance analysis, showing final budgeted position to audited actual position				o		
	Council Report to adopt Annual Report in principle prior to sending to Minister				o		

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Month	Compliance report	MEG	Audit C'tee	Council Forum	Ordinary Council Meeting	Special Council Meeting	Other
	Annual Report, incorporating Report of Operations, Financial Statements, and Performance Statement submitted to the Minister no later than 30 September						Minister
October	Special Meeting to adopt the Annual Report after submitting document to the Minister					o	
	Monthly finance report: September				o		
November	Monthly finance report: October		o		o		
	Six-monthly report on Council's Strategic risks		o		o		
December	Monthly finance report: November				o		
January	Monthly finance report: December				o		
February	Six-monthly report (July to December) of financial and non-financial performance indicators (LPI)	o	o		o		
	Selected Local Government Performance Reporting Framework half yearly (July to December) results (LGPRF)	o	o		o		
	Monthly finance report: January		o		o		
February	Six-monthly report of Council's progress against the Council Plan		o		o		
March	Monthly finance report: February				o		
April	Draft budget presented to Council			o			

Month	Compliance report	MEG	Audit C'tee	Council Forum	Ordinary Council Meeting	Special Council Meeting	Other
	Discussion with Council about whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.			o	o		
	Monthly finance report: March				o		
May	Special Meeting to present the Draft Budget to Council and resolve to advertise the Draft Budget					o	
	Draft budget presented to Audit Committee		o				
	Monthly finance report: April		o		o		
	Six-monthly report on Council's Strategic risks		o		o		
June	Monthly finance report: May				o		
	Draft Budget adopted by Council				o		
	Strategic Resource Plan, which forms part of the Budget, is resolved to be updated in the current Council Plan				o		

To ensure that responsible officers are aware of their obligations under the framework, all requirements will be entered in Council's compliance software, which will remind officers of their obligations via email before they are due.

## 10 DEFINITIONS

Term	Definition
LPF	Loddon Performance Framework which are indicators identified by Council as relevant indicators for the organisation, that can be amended, deleted, or added to over time
LGPRF	Local Government Performance Reporting Framework which is mandated for every Council
Strategic Resource Plan	A statement of Council's financial and non-financial resources including the current year budget and three forecast years
Minister	Current Minister responsible for administering the Local Government Act 1989

## 11 REVIEW

The Director Corporate Services will review this document for any necessary amendments no later than 1 year after adoption of this current version.

**APPENDIX 1: LODDON PERFORMANCE  
FRAMEWORK – FINANCIAL PERFORMANCE  
INDICATORS**

Source	Indicator	Calculation	Tolerance
Monthly finance report	Rates debtor compared to last year	This year's YTD rates debtor / last year's YTD rate debtor x 100	<105%
Monthly finance report	YTD actual capital expenditure compared to Total capital expenditure budget	Actual Capital expenditure / YTD revised capital expenditure budget x 100	YTD % +/- 10%
LGPRF	Working capital ratio	Current assets / Current liabilities x 100	>100%
Monthly finance report	Percentage of YTD capital grants income over total revised budget for capital grants income	YTD capital grants income / Total revised budget for capital grants income x 100	YTD % +/- 10%
Monthly finance report	<del>Budgeted cash surplus/(deficit)</del>	<del>Revised budget cash surplus/(deficit)</del>	<del>&gt;original budget</del>
Monthly finance report	Actual cash surplus/(deficit)	Actual cash surplus/(deficit)	> as per revised budget
Monthly finance report	Labour Budget	Labour YTD actual/Labour YTD budget x 100	< 10 <del>3</del> 4%
Monthly finance report	Valuation Capital Improvement Value	Reported in billions	<del>Increasing</del> > <del>\$2.34B</del>



## APPENDIX 2: LODDON PERFORMANCE FRAMEWORK – NON-FINANCIAL PERFORMANCE INDICATORS

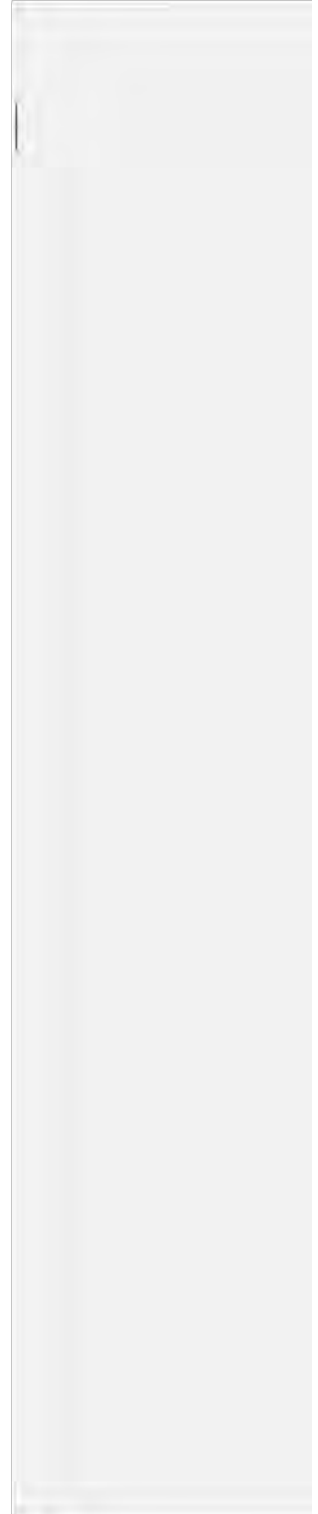
**Internal Business Process**

Source	Indicator	Calculation	Tolerance
Advent Manager	Number of high/very high risk actions	Number of high/very high risk actions this period	Decreasing <5
IT	Percentage IT requests resolved within 5 days	Number of IT requests resolved within 5 days / Number of IT requests received in the month x 100	>75%
IT	Percentage backups completed successfully	Number of backups completed successfully / number of backups completed x 100	100%
IT	System availability during business hours	Number of unscheduled system outages during business hours	0
<del>Advent Manager</del> Reliansys – Compliance Module	<del>Number of Advent Manager</del> Reliansys Compliance obligation outstanding	Number of outstanding legislative actions this period	0
InfoVision	InfoVision actions overdue	Number of overdue actions this period	<580
Merit CRM	Merit actions overdue	Number of overdue requests this period	<10
Complaints Register	Reported concerns regarding privacy practices	# concerns	0
Complaints Register	Number of breaches of privacy	# breaches	0
Complaints Register	Losses of personal data	# breaches where data lost	0
Training database	Privacy training attended by staff	<del>% staff completed privacy training</del> # staff completed privacy training in the past 2 years	>75% 120
Strategic Documents Register	Percentage of strategies and policies overdue	Strategies and policies overdue / Total strategies and policies in register	<10%
<del>Sycle</del>	<del>Outstanding Audit Actions</del>	<del># audit actions past due date</del>	0 for high risk; Less than 20% for medium risk; less than 50% for low risk 0
<del>Sycle</del>	<del>Outstanding High Risk Audit Actions</del>	<del># audit actions past due date and rated high risk</del>	0

~~Note: these indicators have been altered because the previous indicators were not able to be reported easily, consistently or accurately. The new measures can be reported more easily, consistently and accurately however they do not capture 'on time' completion rates as that data~~

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~~is currently difficult to obtain. Further work with the software providers will occur to help report  
on time completion.~~



Culture

Source	Indicator	Calculation	Tolerance
Payroll	Percentage of sick leave hours taken over the period compared to total hours worked	Number of sick leave hours paid for the period / Total hours paid for the period x 100	<5%
HR	Number of staff with excess leave (annual or flexi)	Number of staff with excess leave / Total headcount x 100	<20
	Average excess annual leave days accrued per employee	Excess annual leave days as at the previous pay/Total headcount	<20 Source: MAV HR Benchmarking Report 2019
HR	Percentage Leave Plans in Place	Number of staff with excess leave with plans in place/ Number of staff with excess annual leave or flexi leave x 100	>80%
HR	Number of WorkCover claims for the period	Total number of claims lodged during the period	0
HR	Number of WorkCover claims claiming weekly payments	Total number of claims claiming weekly payment	<5
HR	Statistical Claims Estimate	As provided by insurer	Declining trend
HR	Percentage staff with current development plans	Number of staff with current development plans/Number of staff requiring development plans x 100	>80% of those due
HR	Turnover	Number of terminations/Total headcount x 100	6% to 17% Source: M&A mini-survey October 2018-13 to 15 % Source: MAV HR Benchmarking Report 2019

Customer service

Source	Indicator	Calculation	Tolerance
ZULTYS	Call answer rate	Number of calls answered for period/total number of calls received for period x 100	>90%
ZULTYS	Average duration of 54941200 calls	Total seconds for answered calls/total number of calls answered	<785 sec
ZULTYS	Average 54941200 calls incoming per work day	Total calls per period/number of work days in period	70 to 105
ZULTYS	Average time waiting for answered calls	Total seconds waiting/number of calls	<205sec
MERIT	Number of walk ins registered	Total registered walk ins for the month	Monitor for resourcing >50
MERIT	Number of complaints received for the period	Total complaints received for the period	0
MERIT	Percentage of complaints resolved within 28 days	Number of complaints resolved/Number of complaints received for the period x 100	100%

In addition to the above indicators, a number of indicators from the LGPRF will also be included in the LPF. Suitable indicators are those which can be reported on a six monthly basis and are indicated in Appendix 3 by "December and June" frequency of collection.

**APPENDIX 3: LGPRF INDICATORS  
- FREQUENCY OF COLLECTION**

Service performance indicators (table accurate as at ~~31-December-2016~~ 22 April 2020)

No.	Service/indicator/measure	Frequency of Collection	Reason for not collecting reporting data six-monthly
<b>Aquatic Facilities</b>			
AF1	<b>Satisfaction</b> User satisfaction with aquatic facilities (optional) [User satisfaction with how council has performed on provision of aquatic facilities]	None	Optional
AF2	<b>Service standard</b> Health inspections of aquatic facilities [Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]	Annually in June	This service is delivered seasonally and data will be skewed if collected more often than annually.
AF3	<b>Health and Safety</b> <del>Reportable safety incidents at aquatic facilities</del> [Number of WorkSafe reportable aquatic facility safety incidents]	None	Not applicable
AF4	<b>Service cost</b> <del>Cost of indoor aquatic facilities</del> [Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]	None	Not applicable
AF5	<b>Service Cost</b> <del>Cost of outdoor aquatic facilities</del> [Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.

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No.	Service/indicator/measure	Frequency of Collection	Reason for not collecting reporting data six-monthly
AF6	<b>Utilisation</b> <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	Annually in June	This service is delivered seasonally and data will be skewed if collected more often than annually.
AF7	<b>Cost of aquatic facilities</b> <i>[Direct cost of aquatic facilities less income received / Number of visits to aquatic facilities]</i>	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.
<b>Animal Management</b>			
AM1	<b>Timeliness</b> <i>Time taken to action animal management requests</i> [Number of days between receipt and first response action for all animal management requests / Number of animal management requests]	Annually in June	Administrative burden
AM2	<b>Service standard</b> <i>Animals reclaimed</i> [Number of animals reclaimed / Number of animals collected] x100	Annually in June	Administrative burden
AM3	<b>Service cost</b> <i>Cost of animal management service</i> [Direct cost of the animal management service / Number of registered animals]	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.

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No.	Service/indicator/measure	Frequency of Collection	Reason for not collecting reporting data six-monthly
AM4	<b>Health and safety</b> <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	Annually in June	Administrative burden
AM5	<b>Animals rehomed</b> [Number of animals rehomed / Number of animals collected] x100	Annually in June	Administrative burden
AM6	<b>Cost of animal management service per population</b> [Direct cost of the animal management service / Population]	Annually in June	Administrative burden
AM7	<b>Animal management prosecutions</b> [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	Annually in June	Administrative burden
<b>Food Safety</b>			
FS1	<b>Timeliness</b> <i>Time taken to action food complaints</i> [Number of days between receipt and first response action for all food complaints / Number of food complaints]	Annually in June	Administrative burden
FS2	<b>Service standard</b> <i>Food safety assessments</i> [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100	Annually in June	Food safety assessments are undertaken on an annual cycle. Collection of the indicator data more often may skew the results.
FS3	<b>Service cost</b> <i>Cost of food safety service</i> [Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.

NO.	Service/indicator/measure	Frequency of Collection	Reason for not collecting/reporting data six-monthly
FS4	<p><b>Health and safety</b>  <i>Critical and major non-compliance outcome notifications</i>                      [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100</p>	Annually in June	Administrative burden
<b>Governance</b>			
G1	<p><b>Transparency</b>  <i>Council decisions made at meetings closed to the public</i>                      [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors ] x100</p>	June	Small number does not warrant regular reporting
G2	<p><b>Consultation and engagement</b>  <i>Satisfaction with community consultation and engagement</i>                      Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement</p>	Annually in June	This indicator is based on the Customer Satisfaction Survey commissioned by state government which is collected and reported annually.
G3	<p><b>Attendance</b>  <i>Councillor attendance at council meetings</i>                      [The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x100</p>	June	Regular attendance does not warrant regular reporting



No.	Service/indicator/measure	Frequency of Collection	Reason for not collecting/reporting data six-monthly
G4	<p><b>Service cost</b>                      Cost of <del>electd representation</del>governance                      [Direct cost of the governance service / Number of Councillors elected at the last Council general election]</p>	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.
G5	<p><b>Satisfaction</b>                      Satisfaction with council decisions                      [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</p>	Annually in June	This indicator is based on the Customer Satisfaction Survey commissioned by state government which is collected and reported annually.
<b>Libraries</b>			
LB1	<p><b>Utilisation</b>                      Physical <del>l</del>library collection usage                      [<del>Number of physical library collection item loans / Number of physical library collection items</del>][<del>Number of library collection item loans / Number of library collection items</del>]</p>	Annually in June	Council relies on the library corporation for this indicator's data.
LB2	<p><b>Resource standard</b>                      Standard-of-library-collection<del>Recently purchased library collection</del>                      [Number of library collection items purchased in the last 5 years / Number of library collection items] x100</p>	Annually in June	Council relies on the library corporation for this indicator's data.
LB3	<p><b>Service cost</b>                      Cost-of-library-service                      [Direct cost-of-the-library-service / Number-of-visits]</p>	Annually in June	Council relies on the library corporation for this indicator's data.

No.	Service/indicator/measure	Frequency of Collection	Reason for not collecting reporting data six-monthly
LB4	<b>Participation</b> <i>Active library members/borrowers in municipality</i> $\frac{\text{Number of active library borrowers in the last three years}}{\text{The sum of the population for the last three years}} \times 100$ $\frac{\text{Number of active library members}}{\text{Municipal population}} \times 100$	Annually in June	Council relies on the library corporation for this indicator's data.
LB5	<b>Service cost</b> <i>Cost of library service per population</i> $\frac{\text{Direct cost of the library service}}{\text{Population}}$	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.
<b>Maternal and Child Health (MCH)</b>			
MC1	<b>Satisfaction</b> <i>Participation in first MCH home visit</i> $\frac{\text{Number of first MCH home visits}}{\text{Number of birth notifications received}} \times 100$	Annually in June	Administrative burden
MC2	<b>Service standard</b> <i>Infant enrolments in the MCH service</i> $\frac{\text{Number of infants enrolled in the MCH service (from birth notifications received)}}{\text{Number of birth notifications received}} \times 100$	Annually in June	Administrative burden
MC3	<b>Service cost</b> <i>Cost of the MCH service</i> $\frac{\text{Cost of the MCH service}}{\text{Hours worked by MCH nurses}}$	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.

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No.	Service/indicator/measure	Frequency of Collection	Reason for not collecting reporting data six-monthly
MC4	<b>Participation</b> <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	Annually in June	As this service can be accessed seasonally, data will be skewed if collected more often than annually.
MC5	<b>Participation</b> <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	Annually in June	As this service can be accessed seasonally, data will be skewed if collected more often than annually.
MC6	<b>Participation</b> <i>Participation in 4-week Key Age and Stage visit</i> <u>[Number of 4-week key age and stage visits / Number of birth notifications received] x100</u>	<u>Annually in June</u>	<u>As this service can be accessed seasonally, data will be skewed if collected more often than annually.</u>
<b>Roads</b>			
R1	<b>Satisfaction of use</b> <i>Sealed local road requests</i> [Number of sealed local road requests / Kilometres of sealed local roads ] x100	Annually in June	As the denominator is stagnant, more than annual collection will skew the results of this indicator.
R2	<b>Condition</b> <i>Sealed local roads maintained to condition standards</i> [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100	Annually in June	As the denominator is stagnant, more than annual collection will skew the results of this indicator.

NO.	Service/indicator/measure	Frequency of Collection	Reason for not collecting/reporting data six-monthly
R3	<p><b>Service cost</b>                      Cost of sealed local road reconstruction                      [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]</p>	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.
R4	<p><b>Service Cost</b>                      Cost of sealed local road resealing                      [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]</p>	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.
R5	<p><b>Satisfaction</b>                      Satisfaction with sealed local roads                      [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</p>	Annually in June	This indicator is based on the Customer Satisfaction Survey commissioned by state government which is collected and reported annually.
<b>Statutory Planning</b>			

No.	Service/indicator/measure	Frequency of Collection	Reason for not submitting reporting data six-monthly
SP1	<b>Timeliness</b> <i>Time taken to decide planning applications</i> [The median number of days between receipt of a planning application and a decision on the application]	Annually in June	Administrative burden
SP2	<b>Service standard</b> <i>Planning applications decided within required timeframes</i> [Number of planning application decisions made within 60 days for regular permits and 10 days or VicSmart permits/ Number of planning application decisions made] x100	Annually in June	Administrative burden
SP3	<b>Service cost</b> <i>Cost of statutory planning service</i> [Direct cost of the statutory planning service / Number of planning applications received]	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.
SP4	<b>Decision making</b> <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	Annually in June	Administrative burden
<b>Waste Collection</b>			
WC1	<b>Satisfaction</b> <i>Kerbside bin collection requests</i> [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000	Annually in June	As the denominator is stagnant, more than annual collection will skew the results of this indicator.
WC2	<b>Service standard</b> <i>Kerbside collection bins missed</i> [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	Annually in June	As the denominator is stagnant, more than annual collection will skew the results of this indicator.

No.	Service/indicator/measure	Frequency of Collection	Reason for not collecting/reporting data six-monthly
WC3	<p><b>Service cost</b>                      Cost of kerbside garbage bin collection service                      [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]</p>	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.
WC4	<p><b>Service cost</b>                      Cost of kerbside recyclables collection service                      [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]</p>	Annually in June	Council undertakes close monitoring of the financial position on a monthly basis through the Finance Report. Therefore, all cost indicators under this framework will be reported annually.
WC5	<p><b>Waste diversion</b>                      Kerbside collection waste diverted from landfill                      [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</p>	Annually in June	Calculation based on average skews data due to seasonal variations

Sustainability capacity indicators

No.	Indicator/Measure	Frequency of collection	Reason for not <del>publishing</del> updating data six-monthly
C1	Indicator: Population Measure: Expenses per head of municipal population  Computation: Total expenses / Municipal population	Annually in June	As the denominator is stagnant, more than annual collection will skew the results of this indicator
C2	Indicator: Population Measure: Infrastructure per head of municipal population  Computation: Value of infrastructure / Municipal population	Annually in June	As the denominator is stagnant, more than annual collection will skew the results of this indicator
C3	Indicator: Population Measure: Population density per length of road  Computation: Municipal population / Kilometres of local	Annually in June	As the denominator is stagnant, more than annual collection will skew the results of this indicator
C4	Indicator: Own-source revenue Measure: Own source revenue per head of municipal population  Computation: Own-source revenue / Municipal population	Annually in June	As the denominator is stagnant, more than annual collection will skew the results of this indicator
C5	Indicator: Recurrent grants Measure: Recurrent grants per head of municipal population  Computation: Recurrent grants / Municipal population	Annually in June	<u>Monthly data monitored through Loddon Performance Framework</u> As the denominator is stagnant, more than annual collection will skew the results of this indicator
C6	Indicator: Disadvantage Measure: Relative socio-economic disadvantage  Computation: Index of relative socio-economic disadvantage by decile	Annually in June	This indicator is not updated within the financial year.
<u>C7</u>	<u>Indicator: Turnover</u> <u>Measure: Percentage of staff turnover</u>  <u>Computation: [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100</u>	<u>Annually in June</u>	<u>Monthly data monitored through Loddon Performance Framework</u>

Financial capacity indicators

No.	Indicator/Measure	Frequency of collection	Reason for not collecting data six-monthly
E1	Indicator: Efficiency – Revenue level Measure: Average residential rate per residential property assessment  Computation: Residential rate revenue / Number of residential property assessments	Annually in June	-Administrative burden
E2	Indicator: Efficiency – Expenditure level Measure: Expenses per property assessment  Computation: Total expenses / Number of property assessments	Annually in June	Administrative burden
E3	Indicator: Efficiency – Workforce turnover Measure: Resignations and terminations compared to average staff  Computation: [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	Annually in June	As this indicator can be skewed by the timing during the year of resignations, it will be collected annually.
E4	Indicator: Efficiency – rates Measure: Average rate per property assessment  Computation: [Total rate revenue / Number of property assessments]	Annually in June	Administrative burden
L1	Indicator: Liquidity – Working capital Measure: Current assets compared to current liabilities  Computation: [Current assets / Current liabilities] x100	Annually in June	Administrative burden
L2	Indicator: Liquidity – Unrestricted cash Measure: Unrestricted cash compared to current liabilities  Computation: [Unrestricted cash / Current liabilities] x100	Annually in June	Unrestricted cash is calculated only during the end of financial year process.
O1	Indicator: Obligations – Asset renewal Measure: Asset renewal compared to depreciation  Computation: [Asset renewal expenses / Asset depreciation] x100	Annually in June	-Asset renewal is calculated only during the end of financial year process.

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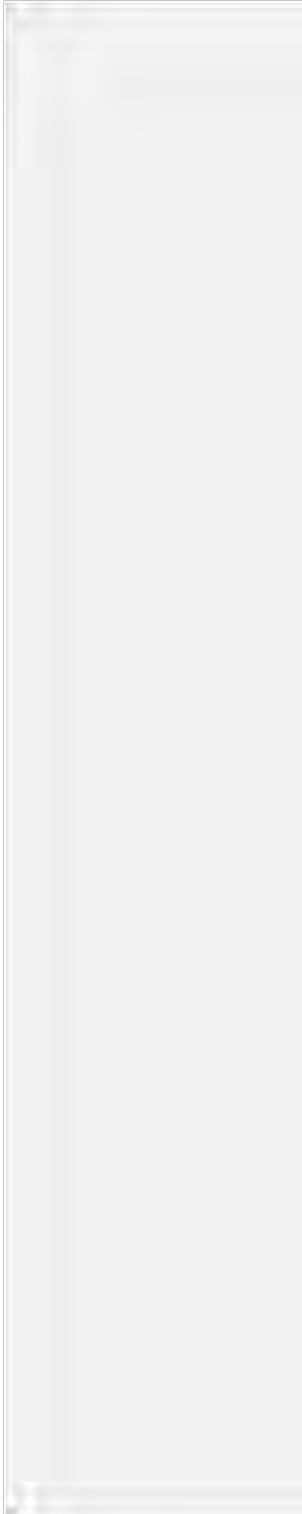


No.	Indicator/Measure	Frequency of collection	Reason for not <del>submitting</del> <del>requesting</del> data six-monthly
O2	Indicator: Obligations – Loans and borrowings Measure: Loans and borrowings compared to rates  Computation: $[\text{Interest bearing loans and borrowings} / \text{Rate revenue}] \times 100$	Annually in June	<del>Council will be debt free during 2015/16 so collection of this indicator during the year will not provide any benefit has no loans or borrowings.</del>
O3	Indicator: Obligations – Loans and borrowings Measure: Loans and borrowings repayments compared to rates  Computation: $[\text{Interest and principal repayments on interest bearing loans and borrowings} / \text{Rate revenue}] \times 100$	Annually in June	<del>Council will be debt free during 2015/16 so collection of this indicator during the year will not provide any benefit has no loans or borrowings.</del>
O4	Indicator: Obligations – Indebtedness Measure: Non-current liabilities compared to own source revenue  Computation: $[\text{Non-current liabilities} / \text{Own source revenue}] \times 100$	Annually in June	Own source revenue is calculated during the end of financial year process.
O5	<del>Indicator: Obligations – Assets Measure: Asset renewal and asset upgrade compared to depreciation  Computation: <math>[\text{Asset renewal and asset upgrade expense} / \text{Asset depreciation}] \times 100</math></del>		
OP1	Indicator: Operating position – Adjusted underlying surplus Measure: Adjusted underlying surplus (or deficit)  Computation: $[\text{Adjusted underlying surplus (deficit)} / \text{Adjusted underlying revenue}] \times 100$	Annually in June	Adjusted underlying surplus and adjusted underlying revenue are calculated during the end of financial year process.
S1	Stability – Rates concentration Measure: Rates compared to adjusted underlying revenue  Computation: $[\text{Rate revenue} / \text{Adjusted underlying revenue}] \times 100$	Annually in June	Adjusted underlying revenue is calculated during the end of financial year process.
S2	Stability – Rates effort Measure: Rates compared to property values  Computation: $[\text{Rate revenue} / \text{Capital improved value of rateable properties in the municipality}] \times 100$	Annually in June	Administrative burden

**Governance and management checklist**

No.	Indicator/Milestone	Frequency of collection	Reason for not collecting data six-monthly
GC1	Community engagement policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	June	Council has a strategic document policy and procedure framework which is regularly maintained and monitored monthly for overdue documents.
GC2	Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	June	
GC3	Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	June	
GC4	Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	June	
GC5	Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	June	
GC6	Rating strategy (strategy setting out the rating structure of Council to levy rates and charges)	June	
GC7	Risk policy ( policy outlining Council's commitment and approach to minimising the risks to Council's operations)	June	
GC8	Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	June	
GC9	Municipal emergency management plan (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	June	
GC10	Procurement policy (policy under section 186A of the Local Government Act 1989 outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	June	
GC11	Business continuity plan (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	June	

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No.	Indicator/Measure	Frequency of collection
GC12	Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	June
GC13	Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	June
GC14	Audit Committee (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	June
GC15	Internal audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	June
GC16	Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	June
GC17	Council Plan reporting (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	June
GC18	Financial reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	June
GC19	Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	June
GC20	Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	June

No.	Indicator/Measure	Frequency of collection
GC21	Annual report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial performance statements)	June
GC22	Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	June
GC23	Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	June
GC24	Meeting procedures (a local law governing the conduct of meetings of Council and special committees)	June

**9.3 SURRENDER OF LAND POLICY V3**

**File Number:** 18/01/001  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** 1. Surrender of Land Policy v3

**RECOMMENDATION**

That Council adopts the Surrender of Land Policy v3

**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**

Version 2 of the Surrender of Land Policy (the Policy) was adopted on 24 July 2018 with a two year review date. The Policy is now due for review.

**BACKGROUND**

The purpose of the Surrender of Land Policy is to support Council in its decision making in circumstances where ratepayers apply to surrender parcels of land within the Shire.

**ISSUES/DISCUSSION**

The policy outlines how an application needs to be submitted and what needs to accompany the submission.

The most important section of the policy identifies what Council needs to consider when making its decision and includes:

- legal costs involved in transferring ownership of the land
- payment of future rates and related charges
- possible escalation into a Section 181 property sale
- payment of future Fire Service Property Levy fixed and variable charges
- suitability for resale
- previous land use (possible contamination, risk of mine shafts)
- liability for maintenance of the vacant land which includes grass slashing and control of weeds if the property is not suitable for resale.

**COST/BENEFITS**

Only land with an identified future benefit to Council will be considered for surrender.

**RISK ANALYSIS**

Occasionally applications are made by ratepayers who no longer want to own particular parcels of land within the Shire. In order to avoid further rates and charges an application is made to transfer the ownership and liability for these charges to Council.

**CONSULTATION AND ENGAGEMENT**

The document has been subject to the normal approval process of Management Executive Group and Policy Review Group prior to presentation in the Council Meeting Agenda. As there are only minor changes recommended, it was not seen as necessary to review at a Council Forum.



## SURRENDER OF LAND POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	<del>Approved</del> <u>Draft</u>
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	24/07/2018
VERSION NUMBER:	<del>23</del>
REVIEW DATE:	24/07/2020
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Rates Policy Asset Management Policy
RELATED LEGISLATION:	Local Government Act 1989
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

FILE LOCATION: Document1

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

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



## SURRENDER OF LAND POLICY

### 1 PURPOSE

The purpose of this policy is to support Council in its decision making in circumstances where ratepayers apply to surrender parcels of land within the Shire.

### 2 SCOPE

This policy applies to Councillors, the CEO and ratepayers of Council.

### 3 POLICY

Any offer to donate land to Council must be submitted in writing by the landowner or their legal representative and should be accompanied by the following:

- reasons for surrender of land
- copy of title
- property survey or sketch map that shows the location and approximate land size
- any other information about the land that may be of significance.

When making its decision, Council is required to take into account the following issues:

- legal costs involved in transferring ownership of the land
- payment of future rates and related charges
- possible escalation into a Section 181 property sale
- payment of future Fire Service Property Levy fixed and variable charges
- suitability for resale
- previous land use (possible contamination, risk of mine shafts)
- liability for maintenance of the vacant land which includes grass slashing and control of weeds if the property is not suitable for resale.

Only land with an identified potential future benefit to Council will be considered for surrender.

### 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. 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~~ **1 year** after adoption of this current version.

**Comment [LH1]:** Suggest extending this to 4 years to reduce the need for frequent reviews.

**9.4 CEMETERY POLICY V1**

**File Number:** 18/01/001  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** 1. Proposed Cemetery Policy v1

**RECOMMENDATION**

That Council:

1. adopts the Cemetery Policy v1
2. pursue funding opportunities for the restoration of the Waanyarra Cemetery
3. allocates a maximum amount of \$10,000 annually for the general care, protection and management of the Waanyarra Cemetery.

**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 policy was discussed at the Council forum on 12 May 2020.

**BACKGROUND**

The purpose of the Cemetery Policy is to support Council in its decision making in circumstances where Council is asked to act as the trust for a cemetery or Council acts as the trust for a cemetery.

There are twenty cemeteries the Loddon Shire currently managed by independent cemetery trusts.

Pursuant to the model rules contained in the Cemeteries and Crematoria Regulations 2015 (the Regulations) Council, as the trust for the Waanyarra Cemetery, is required to provide for the general care, protection and management of the Waanyarra Cemetery.

The Waanyarra Cemetery was closed in 1891. The Shire of Bet Bet became the trustee for the Waanyarra Cemetery in 1965. Loddon Shire Council is now the trustee.

In the past, a group of community members have undertaken maintenance and repair work. This group is no longer in a position to undertake this work.

The obligation for general care, protection and management now falls to Council.

**ISSUES/DISCUSSION**

The policy outlines Council's position on acting as a trust for a cemetery, establishes a governance framework for Council as a trust and establishes a level of service for cemeteries over which Council is the trust.

As Council is the trust for the Waanyarra Cemetery, the policy also establishes a framework for the general care, protection and management of that cemetery.

A hazard report has been undertaken to identify immediate works required. The following restorative projects were identified which could be the subject of an application for funding:

- Fence and path construction: \$39,970.00 excluding GST
- Hazard reduction pruning: \$5,629.00 excluding GST



Ongoing maintenance works have been quoted by a third party at \$698.00 per month excluding GST and would cover the monthly, six monthly and annual tasks listed in the attached policy. An additional amount would be required for ad hoc tasks such as:

- Large Tree pruning (Trees greater than 2 meters in height)
- Individual Monument/Grave condition reporting not posing a public risk
- Path construction
- Fence repairs/painting
- Monument repairs

### **COST/BENEFITS**

It is appropriate for an annual allocation of \$10,000 (\$698 x 12 plus funds for ad hoc costs) to be made for the general care, protection and management of the Waanyarra Cemetery. The adoption of a policy on cemeteries will help to identify the level of service and consequently the budget applicable to cemeteries.

### **RISK ANALYSIS**

There is a risk that Council will be asked to become a trust for other cemeteries in the Shire. With a policy in place, this risk is managed in a considered way.

### **CONSULTATION AND ENGAGEMENT**

Councillors (as the trust for the cemetery) have been consulted in the development of this policy. Staff responsible for asset maintenance have also been consulted about how the cemetery can be maintained in the most efficient and affordable way.



## CEMETERY POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Director Corporate Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Choose an item.
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	1
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Click here to enter text.
RELATED LEGISLATION:	Cemeteries and Crematoria Act 2005 Cemeteries and Crematoria Regulations 2015
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

FILE LOCATION: Document6

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

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



## CEMETERY POLICY

### 1 PURPOSE

The purpose of this policy is to support Council in its decision making in circumstances where:

- Council is asked to act as the trust for a cemetery or
- Council acts as the trust for a cemetery.

### 2 SCOPE

This policy applies to Councillors, staff, volunteers and contractors of Loddon Shire Council.

### 3 POLICY

#### 3.1 Requests for Council to act as the trust for a cemetery

There are twenty cemeteries in the Loddon Shire currently managed by independent cemetery trusts.

Council does not wish to be the trust for open or closed cemeteries due to the financial cost of administering and maintaining a cemetery.

Any request for Council to become a trust for a cemetery will be determined by Council resolution.

Council's initial position if requested to become a trust for a cemetery is to decline the request. Notwithstanding this initial position, Council recognises that there may be specific circumstances that warrant special consideration.

In determining whether there are specific circumstances to warrant Council becoming a trust, Council considerations will include:

- the historical, social and cultural significance of the cemetery
- the availability of community members to form a cemetery trust independent of Council
- income that will be generated by the cemetery to offset costs of providing general care, protection and management of the cemetery
- costs associated with providing general care, protection and management of the cemetery
- the condition of the cemetery.

#### 3.2 Council as trust for a cemetery

##### 3.2.1 Governance

Pursuant to the model rules contained in the Cemeteries and Crematoria Regulations 2015 (the Regulations) Council, as the trust, is required to provide for the general care, protection and management of a cemetery.

Council acknowledges that the Regulations provide for the application of the model rules by a cemetery trust if the cemetery trust has not made its own cemetery trust rules.

Where Council, as the cemetery trust, needs to apply a policy to a governance matter related to the cemetery, Council's policies will apply and include, but are not limited to:

- Accounting policies



## CEMETERY POLICY

- OHS policies
- Quality assurance policies
- Environmental policies
- Equal opportunity and harassment policy
- Privacy policy
- Risk management and fraud control policies
- Complaint handling policy
- procurement and contract management
- stakeholder management and relations

### 3.2.2 Standards of maintenance

To meet the need for general care, protection and management of closed cemeteries (cemeteries no longer accepting interments), the following level of service will be provided where Council is the cemetery trust:

- Monthly
  - Raking of paths
  - Branch debris removal (marked graves only)
  - General grounds maintenance
  - Shrub pruning as required
  - General rubbish removal
  - Visual hazard checking including monuments
- Six monthly
  - Formal site risk assessment report including manual topple testing of monuments
- Annual
  - Arborist assessment
    - Ground based visual inspection of trees
    - Trees photographed
    - Written summary report
    - Only trees in market grave area of the cemetery to be assessed

Should Council become the cemetery trust for an open cemetery or cemeteries, the standards of maintenance would need to be established.

## 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. 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 Director Corporate Services will review this policy for any necessary amendments no later than 4 years after adoption of this current version.

**9.5 REVIEW OF FINANCIAL HARDSHIP POLICY**

**File Number:** 18/01/001  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** 1. Proposed COVID-19 Financial Hardship Policy version 1

**RECOMMENDATION**

That Council adopts the COVID-19 Financial Hardship Policy v1.

**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**

Nil.

**BACKGROUND**

The purpose of the Policy is to set principles for Loddon Shire Council to assist ratepayers who are experiencing general and financial hardship as a result of COVID-19 in making payments of rates and waste charges raised by Council.

**ISSUES/DISCUSSION**

The effect of the COVID-19 Financial Hardship Policy is to extend Council's existing Financial Hardship Policy by:

- extending the application of the policy to all ratepayers, not just residential ratepayers in relation to their primary place of residence
- encouraging payment plans
- placing a hold on interest on debt accumulated during the COVID-19 pandemic from 16 March 2020 until 31 December 2020
- refraining from legal action for the collection of current rates and charges

**COST/BENEFITS**

There are costs associated with the adoption of this policy. Council has 7840 rateable properties: 29% pay by instalment and 71% pay in full. At the end of April, 9.38% of rates and garbage charges are outstanding. Of the outstanding amounts, \$421,610 is from those who pay their amounts in full (including an amount of \$178,369 outstanding from 2006 onwards) while \$615,313 is from those who pay their amount by instalment. The cost of this initiative is foregone interest on outstanding amounts. The benefit of the initiative is supporting the community with an interest free period for the payment of rates and charges in recognition of the difficult circumstances some ratepayers are facing.

**RISK ANALYSIS**

There is a risk that service delivery will be impacted due to lost income. With only 9.38% of rates and garbage charges outstanding at the end of April, currently the risk is limited to interest on \$1M for up to 8 months at less than 2% interest rate.

As the policy does not provide relief for non-current rates and charges (that is, rates and charges due in previous years), there is a risk that debt collection procedures for these amounts will be

seen as lacking in compassion. These debts have been outstanding as far back as 2006 and were due well before COVID-19 commenced.

**CONSULTATION AND ENGAGEMENT**

Consultation and engagement on this document has been accelerated to ensure a timely response to the COVID-19 situation.



## COVID-19 FINANCIAL HARDSHIP POLICY

DOCUMENT TYPE:	Council Policy
DOCUMENT STATUS:	Draft
DOCUMENT OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	<a href="#">Click here to enter date of approval</a>
VERSION NUMBER:	1
REVIEW DATE:	<a href="#">Click here to enter a date.</a>
DATE RESCINDED:	<a href="#">Click here to enter a date.</a>
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Council Plan 2019-2021 Rating Strategy Financial Hardship Policy Rates Policy Revenue and Debt Collection Policy
RELATED LEGISLATION:	Local Government Act 1989 Victorian Charter of Human Rights and Responsibilities Act 2006
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

FILE LOCATION: K:\FINANCE\COVID-19\POL COVID-19 Financial Hardship Policy v1.1.docx

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

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



## COVID-19 FINANCIAL HARDSHIP POLICY

### 1 PURPOSE

The purpose of this COVID-19 Financial Hardship Policy is to provide Council with a framework for providing financial relief to individuals and business that need assistance from the impacts of the Coronavirus Pandemic. The policy aims to provide ratepayers with a clear and transparent understanding of options and assistance available if they are currently experiencing financial hardship due to the pandemic.

### 2 SCOPE

This policy applies to ratepayers who have an outstanding rate or charge with Council.

The policy provides direction to Council's officers when collecting and providing for rates and rate related debts owed to Council and to ensure Council takes into consideration the financial hardship caused by COVID-19. Council will provide assistance to those in financial hardship in accordance with the Local Government Act 1989, while ensuring it does not jeopardise the funding of its operations.

The policy will be guided by the principles of transparency, efficiency, capacity to pay and equity by treating all debtors consistently and in a fair manner.

### 3 POLICY

The Coronavirus disease (COVID-19) is a new virus that can cause an infection in people, including a severe respiratory illness. COVID-19 spreads through close contact with an infected person, mostly via face to face contact. COVID-19 was declared a global pandemic on the 30 January 2020 and a State of Emergency was declared in Victoria on the 16 March 2020.

Rates income is a secure and reliable source of revenue that Council uses to deliver services to the community. In times of crises it is important to remember that Council still requires cashflow to deliver critical services to the community, however, it is also recognised that the COVID-19 pandemic will cause significant financial hardship for members of the community and Council has a responsibility to provide assistance.

#### 3.1 Financial hardship

Financial hardship is a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary. This policy addresses temporary financial hardship due to the impacts of COVID-19. Council's existing Financial Hardship Policy only allows for financial hardship experienced by a residential ratepayer in relation to their primary residence. This policy will apply to all rateable properties in Loddon.

#### 3.2 Payment plan and interest hold

The total deferral of all financial responsibilities due to an event can cause a secondary bout of financial stress when the event has concluded, and bills are owed. Council's aim is to provide assistance to ratepayers through the COVID-19 event without creating additional financial stress when the pandemic has been resolved.

Council will encourage ratepayers to set up a payment plan with Council tailored specifically to the ratepayers needs to reduce the amount of debt owing after the pandemic. Council will hold interest on debt accumulated during the COVID-19 pandemic. The interest hold will begin from the





## COVID-19 FINANCIAL HARDSHIP POLICY

declaration of the State of Emergency, 16 March 2020, until the 31 December 2020 to allow time for the debt to be paid without interest. If any debt is still outstanding at 1 January 2021, Council's Revenue and Debt Collection Policy will apply. Rates notices will continue to be issued while a payment arrangement is in place.

### 3.3 Rates deferral and interest hold

If the ratepayer is unable to enter in to a payment plan immediately, Council will defer the debt accumulated during the COVID-19 pandemic and will hold interest on this debt from the declaration of the State of Emergency, 16 March 2020, until the 31 December 2020 to allow time for the debt to be paid without interest. If any debt is still outstanding at 1 January 2021, Council's Revenue and Debt Collection Policy will apply. Rates notices will continue to be issued while deferment is in place.

### 3.4 Debt recovery

Council will make a reasonable attempt to contact a customer about their overdue account. This may include a reminder letter, account statement, email, text message or phone call. During the COVID-19 pandemic, Council will hold off on legal action for the collection of current rates and charges. This does not include legal action to recover the payment of fines or legal action in relation to properties which have been approved for debt recovery under Section 181 of the Local Government Act 1989 by Council. The debtor will be liable for all legal costs incurred by Council in the debt collection process.

## 4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Council	Loddon Shire Council, being a body corporate constituted as a municipal Council under the Local Government Act 1989.
Debt	Debt is the amount (of money) owed by a debtor as a result of a transaction with Council.
Debtor	Debtor refers to the individual, organisation or other party that owes a debt as a result of a transaction with Council.
Ratepayer	The occupier of any rateable property who is liable to pay rates. This maybe the property owner or a tenant who under the lease agreement is liable to pay rates.

## 5 HUMAN RIGHTS STATEMENT

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

## 6 REVIEW

This policy may be reviewed when one of the following triggers occur:

- the State of Emergency is lifted
- 3 months from adoption
- Council's cashflow position is threatened.

**10 INFORMATION REPORTS****10.1 QUARTERLY BUILDING SERVICES ACTIVITY REPORT**

**File Number:** 13/06/001, 13/08/001 & 13/08/003  
**Author:** Greg Johnston, Municipal Building Surveyor  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** Nil

**1. Recommendation**

That Council receive and note the Building Services Activity report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council is provided with information quarterly summarising building services activities relating to permits, certificates and statutory enforcement activity undertaken within the Development & Compliance Department. This is the third quarterly report for the 2019-2020 financial year.

**BACKGROUND**

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

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

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

**ISSUES/DISCUSSION**Building permits

Table 1 provides the number and total value of building permits issued for the last quarter of the 2018-2019 financial year and the first three quarters of the 2019-2020 financial year. The number of building permits across the various quarters is relatively constant with variation in the value of permits throughout any given financial year which is largely attributable to the scale and cost of individual projects. In this quarter there have been no projects with a value exceeding \$400,000 and only 4 projects with a value of over \$200,000 hence the relatively low total value of building work for the quarter. Anecdotally, January was slow with a pick up in the number of applications in February & March.

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*Table 1: Summary of new building permits issued*

	<b>Quarter 4 2018-19 (04/01/2019 – 30/06/2019)</b>	<b>Quarter 1 2019-20 (01/07/2019 – 30/09/2020)</b>	<b>Quarter 2 2019-20 (01/10/2019 – 31/12/2020)</b>	<b>Quarter 3 2019-20 (01/01/2020 – 31/03/2020)</b>
<b>No. of new Permits</b>	45	45	42	37
<b>Value of Works</b>	\$13,484,687.57	\$3,951,645.58	\$3,137,156.30	\$2,804,011.60

Table 2 provides a summary of the number of final inspections and certificates of occupancy issued for building permits for the final quarter of the 2018-2019 financial year and the first three quarters of the 2019-2020 financial year.

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

	<b>Quarter 4 2018-19 (01/04/2019 – 30/06/2019)</b>	<b>Quarter 1 2019-20 (01/07/2019 – 30/09/2020)</b>	<b>Quarter 2 2019-20 (01/10/2018 – 31/12/2020)</b>	<b>Quarter 3 2018-19 (01/01/2020 – 31/03/2020)</b>
<b>Certificates of final inspection</b>	32	42	27	34
<b>Occupancy Permits</b>	7	9	7	16

The Building Regulations have been amended, requiring Building Surveyors to send out letters notifying building owners that building permits are due to lapse and advising owners that they will either require an inspection to be carried out or an extension of time granted for the building permit. This is required to be sent a minimum of thirty (30) days prior to the due to lapse date. Council typically notifies building owners approximately two months before their building permits are due to lapse. This seems to be improving completion rates.

There has been an increase in the use of Private Building Surveyors. Of the most recent 50 final inspections and occupancy permits, 28 or 56% were carried out by Council and 22 or 44% were undertaken by private building surveyors. In the past Council was typically responsible for approximately 75% of all Building Permits. This is allowing Council to concentrate on compliance and enforcement issues as well as clearing the remaining number of old building permits that pre-date the regulatory change requiring the letter of notification, that needed to be finalised.

#### Statutory enforcement

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

*Table 3: Summary of statutory enforcement activities*

Type	Actions incomplete from previous report period	New action started	Total actions	Building notice issued	Building order issued	Appeal to Building Appeals Board	Legal action / solicitors letter started this quarter	Legal action ongoing	No. resolved during this quarter
Building damaged by fire	0	1	0	0	1	0	0	0	0
Works required to make building safe (including pools)	10	5	15	3	2	1	0	1	1
Carrying out building works without a permit	2	3	5	2	1	0	0	0	1
Works not in accordance with building permit	1	0	1	0	0	0	0	0	0
Illegal occupation of non-habitable building	0	0	0	0	0	0	0	0	0
Building with non-complying essential safety measures	2	0	2	0	0	0	0	0	0

Whilst new issues requiring enforcement are identified regularly, it is also noted there are some longstanding enforcement activities that are ongoing. The time spent on individual items can be significant, particularly when it requires escalation to Court. With respect to the ongoing legal action Council has had a consent order issued by the Court. The consent order provided for the owner to complete work within a specified period and pay Council's legal costs associated with the enforcement action. Council officers work to try to resolve matters without taking formal enforcement action or legal interventions, unfortunately this cannot always be achieved.

There have been a number of actions relating to matters under the Building Act & Building Regulations that have been resolved without the need for formal enforcement action. This has been achieved by staff working pro-actively with property owners to have works completed.

Council is largely responding to matters on a complaints basis. There are a significant number of properties with illegal buildings, some of which are occupied, that resources are not available to follow up. This matter is covered in more detail under the Risk Analysis section. It remains a significant challenge for Council.

Council has issued approvals for some structures built with permits to remain following submission of documentation similar to that required for a building permit. These approvals to retain works are not reflected in the summary of building permits issued.

### **COST/BENEFITS**

The expenditure for the third quarter of the 2019-2020 financial year for building services activities contained within this report is \$33,671. The provision of building activity statistics informs Council of the level of building activity and statutory enforcement activity in the municipality.

The cost to Council of enforcement activity can be quite significant, particularly in terms of Council officers' time. This in turn impacts on other activities such as the timeframe for building permits. Direct monetary costs significantly escalate if matters progress to a Magistrate's hearing or the Municipal Building Surveyor needs to arrange for the work associated with any order to be completed by Council. As such, the Municipal Building Surveyor, together with other Development & Compliance Department staff endeavours to work through enforcement matters in a manner that engages with property owners/occupiers to have required works completed.

Council's Municipal Building Surveyor has arranged for work to be carried out in respect to one property that required an emergency order and co-operation of the owner to complete the work could not be achieved. Ongoing costs are mounting in relation to this matter. This matter has been referred to Council's solicitor for prosecution with the first hearing set for 20 January 2020. Once prosecution of this matter is completed costs will be sought to be recovered through the courts.

### **RISK ANALYSIS**

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

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

7.

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

A significant risk within Loddon Shire is unregulated developments, in particular small allotments which are sold to purchasers that have expectations of using it for a cheap home or "weekender". Often the landholder is unable or unwilling to meet the regulatory requirements to safely utilise the site as they desire. This has led to a number of undesirable and potentially unsafe unregulated developments. Action by Council's Local Laws & Planning Compliance Officer either through Planning enforcement powers or in conjunction with Municipal Building Surveyor has improved some areas of the Shire in this regard. Development & Compliance staff will continue to work collaboratively to make best use of limited resources to address some of these issues. It is noted that Council's current capacity to enforce compliance in every instance, is limited. Generally

enforcement matters are followed up by the Municipal Building Surveyor on a complaints basis having regard to risk management principles.

The Victorian Building Authority released Amended Building Regulations on 30 November 2019 for changes to the regulations affecting swimming pool and spa safety barriers. The Regulations came into effect on 1 December 2019 with pools & spas to be registered with Council before 1 June 2020. Inspections and compliance certificates are subsequently required to be obtained by owners in dates staggered from 1 June 2021 depending on the date of the installation of the pool or spa. Council has put in place some media notification but only received a small number of registrations to date.

### **CONSULTATION AND ENGAGEMENT**

The Municipal Building Surveyor regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts which can range from annual assessments/inspection to the provision of advice for the processing of building permits. Any business operator, developer, residents or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process to give them the opportunity to avoid the next step up in enforcement action.

**10.2 LOCAL LAWS AND PLANNING COMPLIANCE ACTIVITY REPORT**

**File Number:** 04/02/012  
**Author:** David Price, Local Laws \ Planning Compliance Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the local laws and planning compliance activity report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This is the third report for the 2019-2020 financial year, summarising the local law and planning compliance and enforcement actions taken within the Development and Compliance Department. It provides Council with a high level summary for the purpose of monitoring performance within this area.

**BACKGROUND**

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

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

- management of local laws, particularly with respect to unsightly properties
- effective animal management
- assessment of properties for potential fire risk/fire prevention measures
- control of roadside activities, occupation and utilisation
- investigate planning scheme breaches and enforce planning permit conditions
- intervention in public nuisance issues.

**ISSUES/DISCUSSION**Administrative and fire prevention

Table 1 provides a summary of administrative and fire prevention actions undertaken.

*Table 1: Administrative and fire prevention activities*

Quarter 3 (1 January 2020 – 31 March 2020)				
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Fire prevention notices (^)	Local law permits issued
No. actions	5	8	0	5

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

(^) Figures are provided by the OHS/Risk Management and Fire Prevention Officer.

#### Unightly properties

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

*Table 2: Summary of unsightly properties activities*

Quarter 3 (1 January 2020 – 31 March 2020)																
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borong	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural/Other	Total
No. identified from previous report period	2	0	3	2	4	3	12	11	3	1	2	1	0	0	2	46
No. resolved during quarter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New action commenced	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No. currently pursuing	2	0	3	2	4	3	12	11	3	1	2	1	0	0	2	46
Progress Activities																
Site meeting / discussion held	0	0	0	0	0	0	5	0	0	0	0	0	0	0	1	6
Letter to comply issued	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	5
Occupier has commenced clean-up work	0	0	0	0	0	0	5	0	0	0	0	0	0	0	1	6
Notice to comply issued	0	0	0	0	0	0	5	0	0	0	0	0	0	0	1	6
Contractor engaged for clean-up work	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

There are two sites that have had contractors conduct site inspections to provide quotation on cleaning up the properties. Both property owners are aware of this, resulting in one property owner acting to clean up their own site and the other becoming more defensive.

Local laws staff continue to work with community members in resolving unsightly property issues. Achieving resolution of unsightly property issues can be difficult, with many property owners committing to attend to the issue and in some cases starting the process of cleaning up only to



relapse. This requires an approach of escalation of interventions until compliance is reached. Many of these issues involve longstanding patterns of behaviour that will require continual intervention and time to establish significant change in individual's behaviour in order for lasting compliance to be reached.

#### Animal management

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

*Table 3: Summary of animal management activities*

Quarter 3 (1 January 2020 – 31 March 2020)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
No. of actions	22	8	1	31	11	38

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

*Table 4: Impoundment activities*

Quarter 3 (1 January 2020 – 31 March 2020)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	14	7	2	5
Dogs	1	1	0	0
Cats	3	0	3	0
Feral Animals	-	-	-	33
<b>Total</b>	<b>18</b>	<b>8</b>	<b>5</b>	<b>38</b>

#### Planning Compliance and Enforcement

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

*Table 5: Planning compliance and enforcement activities*

Quarter 3 (1 January 2020 – 31 March 2020)					
Type	No. identified from previous report period	New action commenced	PIN's issued	No. resolved during this quarter	No. currently pursuing resolution
Land use in contravention of planning scheme without a permit	7	2	0	2	7
Native vegetation removal without a permit	7	2	0	1	8
Breach of planning permit	3	0	0	1	2

Dog breeding / animal keeping	4	1	0	1	4
Land used as a store without planning permit	3	0	0	0	3
Occupation of a shed without a planning permit	7	1	0	0	8
<b>Total</b>	<b>31</b>	<b>6</b>	<b>0</b>	<b>5</b>	<b>32</b>

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

### **COST/BENEFITS**

The expenditure for the third quarter of 2019-2020 financial year for the local laws and compliance activities contained within this report is \$60,056. As the identified properties are escalated through the compliance process, costs associated with legal proceedings may also be incurred by Council.

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

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

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

### **RISK ANALYSIS**

Failure of Council to adequately manage the provisions associated with the Loddon Planning Scheme, Planning and Environment Act 1987 or other applicable legislation including the Domestic Animals Act 1994, Impounding of Livestock Act 1994, Country Fire Authority Act 1958 or Council Local Laws is considered to pose the following risks:

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

### **CONSULTATION AND ENGAGEMENT**

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

**10.3 ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT**

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

**RECOMMENDATION**

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

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This is the third report for the 2019 - 2020 financial year, summarising road network defect rectification compliance against requirements specified within the Loddon Shire Road Management Plan (RMP).

**BACKGROUND**

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

**ISSUES/DISCUSSION**

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

*Table 1: Inspection summary report*

Quarter 3 (01/01/2020 – 31/03/2020)						
District	Number of scheduled inspections	Number completed by due date	Number completed after due date	Number not completed	Compliance	Number of Defects Raised
Loddon Plains	18	18	0	0	100.0%	940
Loddon Goldfields	23	23	0	0	100.0%	1007
<b>Total</b>	<b>41</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>1947</b>

During the third quarter of 2019 – 2020 financial year, 100% of the programmed inspections were completed according to the schedule.

Table 2 below provides a summary of compliance of actual response times for rectification works of defects as detailed in the defect intervention levels and response timetables of the RMP.

*Table 2: Defect rectification summary report*

Quarter 3 (01/01/2020 – 31/03/2020)								
	Number of Defects				Compliant with RMP			
District	Adhoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	101	16	500	617	614	3	0	99.5%
Loddon Plains	170	16	466	652	651	1	0	99.8%
Shire Wide	0	4	331	335	335	0	0	100.0%
Townscape Services	31	2	51	84	82	2	0	97.6%
<b>Total</b>	<b>302</b>	<b>38</b>	<b>1348</b>	<b>1688</b>	<b>1682</b>	<b>6</b>	<b>0</b>	<b>99.6%</b>

Table 2 comprises a summary of defects that have been identified through programed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as adhoc work actions. During the third quarter of 2019 – 2020 financial year, 99.6% of all date imposed defects were completed before their due date. This is 0.4% below the target of 100% set in the RMP. The six defects not completed by their due date have all now been completed.

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

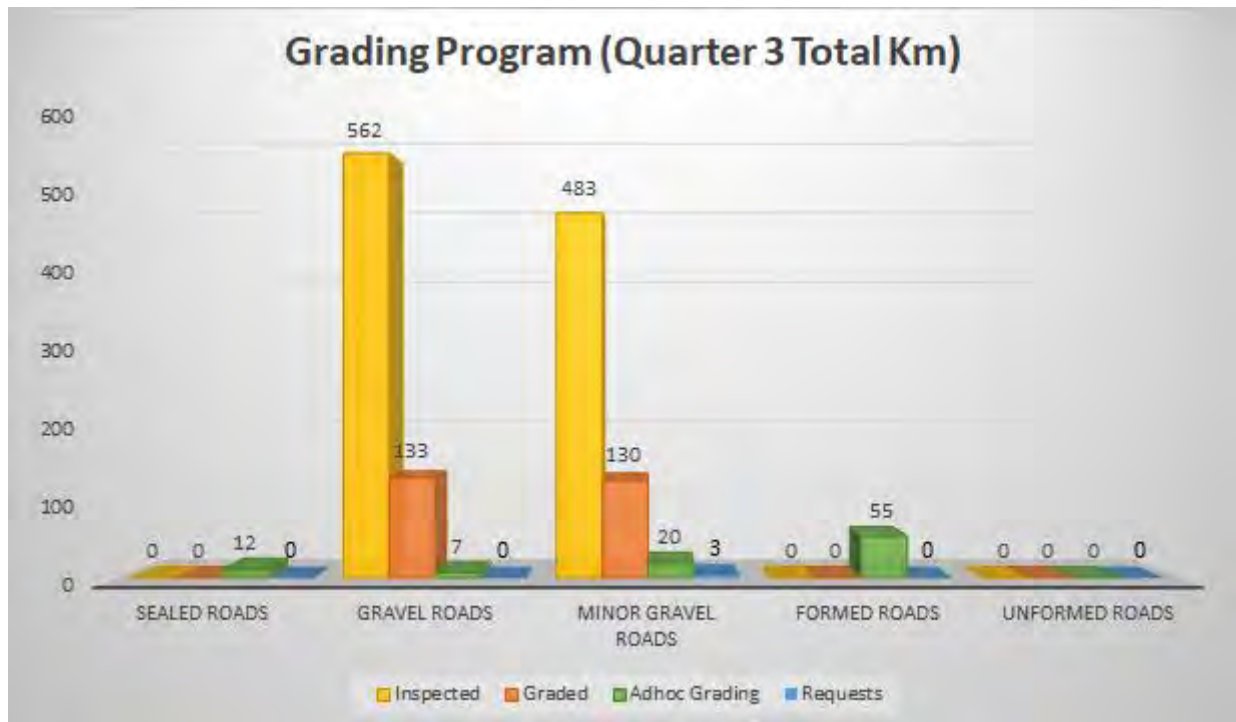
*Table 3: Maintenance grading program*

Quarter 3 (01/01/2020 – 31/03/2020)									
	Number of Grading Work Actions					Compliant with scheduled timeframes			
District	Programmed Maintenance Grading	Defects	Requests	Adhoc	Total	Yes	No	Not completed	%
Loddon Goldfields	680	0	0	26	706	655	7	45	92.8%
Loddon Plains	542	2	8	2	554	553	1	0	99.8%
<b>Total</b>	<b>1222</b>	<b>2</b>	<b>8</b>	<b>28</b>	<b>1260</b>	<b>1208</b>	<b>8</b>	<b>45</b>	<b>95.9%</b>

The data in table 3 indicates that 1216 grading work actions were completed for the third quarter of the 2019 – 2020 financial year. There is no set level of compliance for the maintenance grading program in the RMP.

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

*Chart 1: Maintenance Grading Program*



**COST/BENEFITS**

The year to date actual expenditure to the end of third quarter of 2019 – 2020 financial year of the Local Road Maintenance Program is \$4,688,215. The expenditure for the third quarter was \$1,535,396.

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

**RISK ANALYSIS**

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

**CONSULTATION AND ENGAGEMENT**

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

**10.4 QUARTERLY STRATEGIC PLANNING ACTIVITY REPORT**

**File Number:** 13/01/002  
**Author:** Carolyn Stephenson, Statutory / Strategic Planner  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Strategic Planning Activity report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This is the third report for the 2019-2020 financial year summarising the strategic planning activities undertaken within the Development and Compliance Department.

**BACKGROUND**

Council undertakes strategic land use planning projects to ensure that its planning scheme is robust, relevant and is consistent with the Council Plan.

This report provides an overview of the current activities of the Strategic Planner. The Strategic Planner's time is divided between statutory planning (10 hours per week) and strategic planning (8 hours per week) activities. It is the strategic planning activities that are the subject of this report.

**ISSUES/DISCUSSION**Current Strategic Planning Projects

Table 1 provides a summary of current strategic planning projects and the activities undertaken as part of these projects during the third quarter of the 2019-2020 financial year.

*Table 1: Current Strategic Planning Projects*

<b>Current Strategic Planning Projects Quarter 3 (1 January 2020 - 31 March 2019)</b>			
<b>Project</b>	<b>Tasks undertaken during the quarter</b>	<b>Future tasks</b>	<b>Estimated project completion</b>
Settlement Strategy	The strategy was finalised and presented to Council for adoption. A response was provided to WDA who prepared a submission about the draft strategy.	-	The Settlement Strategy was adopted by Council in February.

Planning Scheme Review	No work on the planning scheme review was undertaken in this quarter.	Circulation to policy review committee. Presentation and adoption of report by Council. Submission of report to Minister for Planning.	It is proposed that the Planning Scheme Review Report be completed in the next quarter. Implementation of recommendations are to be staged over 2020 - 2025.
Planning Scheme Amendment – Bridgewater Flood controls	This planning scheme amendment is being prepared by the NCCMA. Council staff have been involved in the review of the prepared documentation.	Exhibition of the planning scheme amendment. Dates have not yet been set due to the situation with COVID-19, however it is not likely to commence until mid 2020.	Completion of the amendment will be determined by the receipt of adverse submissions. If there are no submissions that cannot be addressed by an appropriate change to the amendment, the amendment should be completed by end of 2020. If a planning panel is required to consider submissions about the amendment, it is possible it may not be completed until mid 2021.
Planning Scheme Amendment – Dunolly Flood controls	This planning scheme amendment is being prepared by the NCCMA. Council staff have been involved in the review of the prepared documentation.	Exhibition of the planning scheme amendment. Dates have not yet been set due to the situation with COVID-19, however it is not likely to commence until mid 2020.	Completion of the amendment will be determined by the receipt of adverse submissions. If there are no submissions that cannot be addressed by an appropriate change to the amendment, the amendment should be completed by end of 2020. If a planning panel is required to consider submissions

			about the amendment, it is possible it may not be completed until mid 2021.
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The time available for staff to spend on strategic planning is limited and can lead to protracted timeframes for the delivery of projects. During this quarter, the strategic planner has had to take on more statutory planning tasks following the resignation of the statutory planner. A number of these statutory planning tasks were complex projects, including the Raywood Solar Farm.

#### Upcoming Strategic Planning Projects

Table 2 outlines future strategic planning projects that have been identified to commence as soon as practicably possible.

*Table 2: Upcoming Strategic Planning Projects*

<b>Future Strategic Planning Projects</b>			
<b>Project</b>	<b>Overview</b>	<b>Key Tasks</b>	<b>Estimated project timeframes</b>
Heritage Framework	Council has allocated \$100,000 in reserve to be used to support restoration of heritage buildings in the municipality. It is proposed that this money be used to provide loans to owners of buildings subject to heritage protection under the planning scheme or State legislation. The loans will be provided to successful applicants to undertake works on their property that would support the protection of the heritage buildings within Loddon Shire.	Preparation of guidelines, criteria and process for approval and implementation.	Document prepared for Policy Review Group: September 2020  Document prepared for Management Executive Group: October 2020  Document presented at Council Forum: November 2020  Policy adopted by Council: December 2020
Investigate development of Stage 2 of Ridge Street residential development	This project will be completed by an external consultant. The aim of this project is to provide an understanding of the opportunities, constraints and scope of costs associated with Stage 2 of the Ridge Street residential development	Prepare brief for consultant.	Brief to be prepared by 30 June 2020
Undertake detailed	This project will be completed by an external consultant. The aim of	Prepare brief for consultant.	Brief to be prepared by 30



investigation of identified residential growth opportunities in the priority towns to determine yield and estimated development cost.	this project is to provide an understanding of the opportunities, constraints and scope of costs associated with the key growth opportunities identified in the Settlement Strategy.		June 2020
Industrial Strategy	This project will be completed by an external consultant. The aim of this project is to take the findings of the Loddon Shire Economic Development Strategy and assess and provide recommendations in relation to the suitability of the supply of land zoned for industrial use and development in the Loddon Planning Scheme.	Prepare brief for consultant.	Brief to be prepared by 30 July 2020

### COST/BENEFITS

The expenditure for the third quarter of the 2019-2020 financial year for the strategic planning activities contained within this report is \$ 3,784.

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

- clearly defined directions for land use and development that are underpinned by research and supported by the community
- a relevant and effective planning scheme that provides for economic development, population growth, attractive townships and protection of heritage and the environment.

### RISK ANALYSIS

Failure of Council to undertake strategic planning includes:

- outdated planning controls that do not respond to current issues and opportunities
- inappropriate development that compromises the amenity of towns and undermines economic development opportunities
- loss of opportunities for population and residential growth.

### CONSULTATION AND ENGAGEMENT

The strategic planning staff member consults with a number of stakeholders on a regular basis including:

- community members and organisations
- government agencies including Department of Environment Land Water & Planning, Department of Economic Development Jobs Transport & Resources, North Central Catchment Management Authority
- other Loddon Shire Council departments
- other municipalities.

**10.5 QUARTERLY PLANNING PERMIT ACTIVITY REPORT**

**File Number:** 13/01/002

**Author:** Grant Trenwith, Senior Statutory Planning Officer

**Authoriser:** Glenn Harvey, Manager Development and Compliance

**Attachments:**

1. **Planning Applications completed between 1 January 2020 and 31 March 2020**
2. **Planning Applications being processed between 1 January 2020 and March 31 2020**

**RECOMMENDATION**

That Council receive and note the planning application and permit activity report for January – March 2020.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This is the third report for the 2019- 2020 financial year summarising planning application activities undertaken within the Development and Compliance Department.

**BACKGROUND**

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

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

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

**ISSUES/DISCUSSION**Planning permit activities

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

Timeframes

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

Table 1 provides a summary of the average timeframes in which the Development and Compliance Department assessed and issued Planning Permits during the third quarter of the 2019-2020 financial year and compares these to the Victorian rural average.

*Table 1: Average timeframes for decisions*

Quarter 3 of the 2019/2020 financial year			
Month	Average gross days to determine	Completed within 60 days	Rural average completed within 60 days
January	77	89%	71%
February	52	82%	70%
March	101	75%	72%
	<b>Total Quarterly average</b>	<b>82%</b>	<b>71%</b>

During the third quarter of the 2019- 2020 financial year 82% of all Planning Permit applications were assessed and issued within the timeframes as set in the Planning & Environment Act 1987.

### **COST/BENEFITS**

The expenditure for the third quarter of 2019-2020 financial year of the statutory planning activities contained within this report is \$23,496. This is significantly lower than normal and reflects the current staffing levels.

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

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

### **RISK ANALYSIS**

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

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

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

### **CONSULTATION AND ENGAGEMENT**

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

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

## Planning Application completed between 1 January 2020 and 31 March 2020

Number	Address No	Lodged	Site Address	Localita	Status	Reason For Permit	Applicant
5531	14100900	24-Mar-20	Lot 1,2 & 3 Appin South Road	Appin South	Application Complete	Earthworks for irrigation in Land Subject to Inundation Overlay	NIC Irrigation Solutions
5529	67723900	26-Mar-20	71 High Street	Wedderburn	Application Complete	Buildings and works	Robbie Fleming
5528	47009310	10-Mar-20	Soldiers Memorial Park Tarnagulla, CD-85 Commercial Road	Tarnagulla	Application Complete	Removal of two trees under a heritage overlay. Replacement of septic fields which are failing	Loddon Shire Council
5527	32705220	13-Mar-20	3620 Bridgewater-Dunolly Road	Bridgewater	Application Complete	Buildings and works with a floor area of more than 130 metres squared within an LSO	Casey Coatsworth Coatsworth Property Group
5526	28103400	13-Mar-20	578 Yarrawalla West Road	Yarrawalla	Application Complete	Buildings and works (farm shed) within an LSO	Action Steel Industries Pty Ltd
5525	54204100	3-Mar-20	179 Boort-Kurting Road	Kurting	Application Complete	Buildings and works less than 100 metres from designated waterway	Bendigo Garages
5523	45607500	3-Mar-20	Holloddon Holsteins, 112 Burke Street	NEWBRIDGE	Application Complete	Buildings and works within LSO and EMO	Jon Holland Holloddon Holsteins
5520	31108300	28-Feb-20	21 Main Street	Bridgewater on Loddon	Application Complete	Use of the land for retail plant nursery and associated signage	Bianca Frost Bridgewater Nursery
5519	31006000	20-Feb-20	38 Avondale Lane	BRIDGEWATER	Application Complete	Use and development of a farm shed in an LSO	DA & JM Lawson
5518	47004900	13-Feb-20	65 Stanley Street	Tarnagulla	Application Complete	Extension to existing dwelling under a heritage overlay	Chris Fulkeron
5516	52809500	10-Feb-20	40 Brooka Street	Inglewood	Application Complete	Buildings and works (carport) within a heritage overlay	Robert Daniell
5515	67614700	12-Feb-20	Lot 20 Boort-Wedderburn Road	Wedderburn	Application Complete	Use and development of the land for shed and container to be used for storage of equipment and material	Matthew Dodman
5512	67745230	3-Feb-20	Harpers Lane	Wedderburn	Application Complete	Use and development of the land for a dwelling	Brad Kerr
5511	30601500	31-Jan-20	308 Yando Swamp Road	Yando	Application Complete	Buildings and works (farm shed) within a Land Subject to Inundation Overlay	Integra Signature Structures
5508	46803650	14-Jan-20	Laanecoorie-Newbridge Road	Newbridge	Application Complete	Mining- small scale, excavate, doze and detect for alluvial gold.	Brenton Shannon
5507	46901300	9-Jan-20	3421 Bridgewater-Maldon Road	Newbridge	Application Complete	Use and development of the land for a farm shed within a LSO with a total floor area of more than 130 metres squared.	Andrew Simpson
5506	47007400	22-Jan-20	96-100 Commercial Road	Tarnagulla	Application Complete	Change of use to include a convenience shop within the township zone	Kelly Whittton
5505	25005950	8-Jan-20	Spences Road	Mincha	Application Complete	2 lot subdivision	Planright Surveying Pty Ltd
5477.1	53408100	24-Dec-19	1280 Inglewood-Riseola Road	Kingower	Application Complete	Amendment of original permit for buildings and works less than 30 metres from the Kingower Creek (20m)	Bruce Needs
5504	46907100	7-Jan-20	Lot 2 Laanecoorie-Newbridge Road	Newbridge	Application Complete	Gold Mining	Brenton Shannon
5503	25003510	24-Dec-19	Lot 1 Gladfield Road	Pyramid Hill	Application Complete	Buildings and works within a land subject to inundation overlay and the flood overlay	Coliban Region Water Corporation
5502	52823100	3-Jan-20	29-25 Verdon Street	Inglewood	Application Complete	Buildings and works under a heritage overlay	Una Lewis
5501	31108400	7-Jan-20	12 Lyndhurst Street	Bridgewater on Loddon	Application Complete	Demolition of a dwelling and associated outbuildings	Paul Kinchington

Planning Application completed between 1 January 2020 and 31 March 2020

Number	Assess No	Lodged	Site Address	Localities	Status	Reason For Permit	Applicant
5500	31108200	19-Dec-19	19 Main Street	Bridgewater on Loddon	Application Complete	Buildings and works (signage) within the township zone and land subject to inundation overlay, demolition and asbestos removal in a heritage overlay.	Brendan Slattery
5499	67701450	6-Dec-19	15 Richmond Plains Wedderburn Road	Wedderburn	Application Complete	Buildings and works (shipping containers) within the the farming zone	Imrich Klamo
5495	52844650	14-Nov-19	Reservoir, Inglewood Powlett Road	Inglewood	Application Complete	Native vegetation removal at the Inglewood Reservoir for the Loddon Shire	LODDON SHIRE COUNCIL
5494	67733750	13-Nov-19	Wedderburn-Logan Road	Wedderburn	Application Complete	Construction of a dwelling on each of CA9, CA10, CA11 & CA12 within Bushfire Management Overlay. Creation of access to Road Zone Category 1 for CA 9, CA 10, CA 11, CA 12 and CA 13.	Arboricultural Consultants Australia Pty. Ltd
5492	10600400	1-Nov-19	465 Osborne Road	Barraport	Application Complete	Use and development of the land for a class B broiler farm, associated buildings and works and a caretakers residence	Southern Riverlands Poultry Property Pty Ltd
5489	67741600	16-Oct-19	66 Reef Street	Wedderburn	Application Complete	Buildings and works within a bushfire management overlay with a total floor area of more than 100 metres squared. Removal of native vegetation on site (Yellowgums)	Tania Davis
5483	53601300	25-Sep-19	Loddon West Road	Kinypanjal	Application Complete	Earthworks (surface drains) within the Land Subject to Inundation Overlay	Orana Agriculture Pty Ltd Orana Agriculture Pty Ltd
5480	60600500	5-Sep-19	Calder Highway	Wedderburn	Application Complete	Use and development of the land for two 20 foot storage containers and a small shed within the bushfire management overlay.	Lynne & Gary Boness
5478	36702750	6-Sep-19	Railway Station & Yard, Lot 8 Bendigo-Pyramid Hill Road	Dingee	Application Complete	Use and development of the land for accommodation	Rod Hinton Shane Muir Consulting Engineers P/L
5475	34501450	29-Aug-19	217 Buckles Lane	Bridgewater	Application Complete	Use and development of the land for renewable energy facility (55 MW solar farm) and native vegetation removal	David Shapero BayWa r.e
5457	10600400	24-Jul-19	465 Osborne Road	Barraport	Application Complete	The permit application is for removal of native vegetation for a Overhead Power line along road reserves located on Council land (road reserve) from- 1, Whittaker lane 2, Boort Wycheproof Road 3, F Hills Road to 465 Osborne Road	Fernando Ferreira Spiracom Pty Ltd
5456	36502600	4-Jul-19	4382 Loddon Valley Highway	Serpentine	Application Complete	Use and development of the land for a place of assembly (Historic Air Race reenactment event) proposed to be held 21 March 2020 After access to Road Zone 1 (Loddon Valley Hwy)	Robert Hooke East Loddon Historical Society Inc.
5485	46604800	28-Mar-19	Shelbourne Road	Shelbourne	Notice Of Decision	Use and development of the land for a single dwelling and associated outbuildings (4 bay farm shed & Garage)	Pete Collings Pete Collings Architect
5440	10601050	7-May-19	Boort-Yenda Road	YANDU	Application Complete	Removal of native vegetation to maximise efficiency of water use	Simon Rogers Sowers Farms P/L
5414	38305200	18-Jan-19	4067 Pyramid-Yarraberb Road	SEBASTIAN	Application Complete	Use & development of Renewable Energy Facility & associated buildings & works, removal of native vegetation & signage	Jeanne Barnett AECOM Australia Pty Ltd

Planning Applications being processed between 1 January 2020 and 31 March 2020

Number	Assess No.	Issued	Site Address	Locality	Status	Status	Requested For Permit	App Type	Assessor
5538	44352400		4 River Street	Laanecorrie	New Application	New Application	Construction of a 3 bedroom residence with garage and shed to rear	Permit	Steve & Julie Bell
5537	52832700	24-Apr-20	Inglewood Bowling Green, 3 Market Place	Inglewood	Referral	Referral	Buildings and works under a heritage overlay	Permit	Lucy Kelly/Inglewood Bowling Club Inc.
5536	34405500	27-Apr-20	Loddon River Road	Loxburgh	Ready To Advertise	Advertise	Buildings and works (modification of existing farm channels)	Permit	Tom Sowers Sowers Farms
5535	43309150	17-Apr-20	Uniting Church Edlington, McCay Street	Edlington	Referral	Referral	Buildings and works (alteration to building and installation of wastewater system)	Permit	SG3 Design
5534	48914700	27-Apr-20	157 Mitchell Lane	Manlyly	Ready To Advertise	Ready To Advertise - Info Requested	Buildings and works associated with a section 2 use	Permit	GV Buildings
5533	68004810	1-Apr-20	Old Canfields Road	FIERY FLAT	Further Information	Information - Info Requested	Use and development of a dwelling and associated machinery shed.	Permit	Krystal Burney
5532	45609500	1-Apr-20	Lot 1 Lyons Street	Newbridge	Advertising	Advertising - Advertising Prepared	Use and development of the land for industry (honey extraction and packaging)	Permit	Peter Johansson
5530	24900100	17-Mar-20	Leitchville-Pyramid Hill Road	Pyramid Hill	Planner Assessment	Planner Assessment	Creation of new access to ROZ1 and buildings and works associated with a section two use in the farming zone	Permit	ES Dawson & Sons P/L
5524	53819900	26-Feb-20	Royal Hotel, 67 Brooke Street	Inglewood	Further Information	Information - Info Requested - Lapsed	Demolition of the existing veranda as per attached plans. Existing posts to remain and vase to be retained.	Permit	Jika Jaka Land Pty Ltd
5523	32909600	27-Feb-20	East Loddon Woolshed, 209-209 Longs Road	Serpentine	Allocated	Allocated	Use of the land for a place of assembly and buildings and works associated with a section 2 use and under a heritage overlay.	Permit	Emily Holland East Loddon Homestead
5522	21405400	3-Mar-20	317 Cornova Road	Calivil	Referred	Referred	Change of use from grazing animal production to intensive dairy farm, plus addition of dairy farming structures - two sheds and associated infrastructure.	Permit	Flourish Sunraysia Pty Ltd
5517	47001700	13-Feb-20	29 Gladstone Street	Tarnagulla	Preliminary Assessment	Preliminary Assessment - Extension Granted	Use of the land for animal husbandry and buildings and works associated with a section 2 use under the township zone	Permit	Elaine Seane
5515	10807550	11-Feb-20	Old Boort Road	Boorang	Further Information	Further Information - Info Requested - Lapsed	Use of the land for a place of assembly (motorcycle event)	Permit	Justin Mellerick
5510	52833205	28-Jan-20	23 Southey Street	Inglewood	Referred	Referred	Subdivide the land into 2 lots and removal of native vegetation.	Permit	Bernhard Koelstra
5509	52807700	14-Feb-20	Nixon Street	Inglewood	Further Information	Information - Info Requested - Lapsed	Subdivision of land into 9 residential lots Removal of native vegetation	Permit	Peter Lewis
5473	50500100	22-Aug-19	14 Greens Lane	Pentons Creek	Advertising	Advertising - Advertising Sent	Use and development of the land for domestic animal boarding and domestic animal husbandry	Permit	Lyn McPhail Berrnal Breeding
5461	46918000	26-Jul-19	180 Tarnagulla Road	Manlyly	Further Information Complete	Further Information Complete	Extension to existing dwelling, use and development of the land as a Cellar Door construction & car park & amenities.	Permit	Michael Callaway
5275.1	48905400	13-Apr-18	Boyd Road	Newbridge	Referral	Referral	Modify road access to property via Yorkshire Rd & Boyd Rd North & amend location of retaining basin.	Amendment	Bruce Robinson Land Management Surveys
5446	46906100	17-May-19	1477 Yorkshire Road	Newbridge	Further Information	Further Information	Construction & operation mushroom growing associated facilities	Permit	Andrew Gillette Scato Plus
5442	47501100	10-May-19	Bridgewater-Dunolly Road	Waanyarra	Referral	Referral	Agricultural mining for gold	Permit	Paul Ledlaw/Ledlaw & Associates
5419	47101100	25-Jan-19	335 Old Logan-Dunolly Road	Storks Flat	Advertising Complete	Advertising Complete	Gold Mining	Permit	K R Johnson Dunolly Gold Developments

Planning Applications being processed between 1 January 2020 and 31 March 2020

Number	Alloy No.	Logged	Site Address	Locality	Notes	Status	Reason for Permit	App Type	Applicant
5407	31308600	10-Dec-18	16 Park Street	Bridgewater on Loddon	Further information	Further information	landscaping and 2 lot Subdivision	Permit	Dave Edwards

**10.6 PUBLIC HEALTH ACTIVITY REPORT**

**File Number:** 12/02/001  
**Author:** Teresa Arnup, Senior Public Health Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Public Health activity report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This is the third report for the 2019-2020 financial year, summarising public health activities within the Development and Compliance Department.

**BACKGROUND**

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

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

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

**ISSUES/DISCUSSION****Registered Premises**

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

*Table 1: Registered premises inspections*

<b>1 January to 31 March 2020</b>		
<b>Governing Legislation</b>	<b>Inspection Outcome</b>	<b>Number of inspections</b>
Food Premises	Compliant*	41
Health Premises	Compliant*	5
Swimming Pools	Satisfactory	2
Residential Tenancies	Satisfactory	3
<b>Total number of inspections for reporting period</b>		<b>51</b>

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



**Tobacco Act**

Council is funded to undertake a set number of Tobacco inspections throughout the year. Most of the inspections are carried out in conjunction with Food Act inspections, however a number of them are non-smoking public outdoor venues such as at kindergartens, schools, play grounds and hospitals. Table 2 summarises the Tobacco Act activities undertaken during the reporting period.

*Table 2: Tobacco inspections*

1 January to 31 March 2020	
Inspection Type	Number
Retailer includes vending machines	6
Indoor Drinking and Dinning Areas	1
Outdoor Drinking and Dinning Areas	1
Public Outdoor Venues	0
<b>Total number of Inspections</b>	<b>8</b>

**Septic Systems**

Table 3 summarises septic system permit applications processed during the reporting period.

*Table 3: Septic system permits*

1 January to 31 March 2020	
Permit Type	Number
Installation or alteration	8
Certificate to use	4
<b>Total Number of Permits</b>	<b>12</b>

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

Table 4 summarises the activities associated with management of septic tank applications and installed systems.

*Table 4: Septic system activity*

1 January to 31 March 2020	
Activity / Inspection Type	Number
Application Inspection	5
Installation Inspection	1
Final Inspection	3
Other Inspection	1
<b>Total Number of Inspections</b>	<b>10</b>

**Public Health Complaints**

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

*Table 5: Public health complaints*

1 January to 31 March 2020				
Nature of complaint	Number carried over from previous reporting period	Number received	Number resolved	Number currently pursuing resolution
Food Premises	1	1	2	0
Wastewater	3	1	1	3
Other	-	-	-	-
<b>Total</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>3</b>

### **COST/BENEFITS**

The actual expenditure for the third quarter of 2019-2020 financial year of the public health unit activities contained within this report is \$32,298.

Administration of the Acts that the Public Health officer has responsibility for includes significant field work, with staff regularly in the field engaging with business operators, developers, residents and ratepayers.

This investment increases significantly when compliance issues are identified within registered premises and when complaints are received.

The benefits that stem from this investment include:

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

### **RISK ANALYSIS**

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

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

### **CONSULTATION AND ENGAGEMENT**

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

**10.7 2020 PROPERTY VALUATIONS**

**File Number:** 09/01/001  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** Nil

**RECOMMENDATION**

That Council receives and notes the '2020 Property Valuations' report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Nil.

**BACKGROUND**

From 1 July 2018 land valuations were centralised under Valuer-General Victoria (VGV), with a new annual cycle of valuations for land tax, the Fire Services Property Levy and council rates setting purposes.

Previously, land valuations were carried out by a valuation authority, either a council or VGV, on nomination by a council, and revaluations were completed in each of Victoria's 79 municipalities every two years.

The Valuation Best Practice Specifications Guidelines is a legislated requirement. The document provides a framework to assist valuation authorities prepare for and conduct revaluations. It provides templates and information about:

- the deliverables and stages required for certification
- improving the quality of valuations and property databases
- audit procedures and legislative requirements
- the roles, responsibilities and relationship between the council, the valuer and Valuer-General Victoria.

**ISSUES/DISCUSSION**

Valuation Best Practice Specifications Guidelines outline the timeframe for completion of the annual valuation process as detailed below:

**Stage 1 – Preparation – Due 31 July 2019** – Consists of general planning and preparation for the revaluation

**Stage 2 - Analysis – Due 31 December 2019** – Consists of data collection, analysis and value level setting.

**Stage 3 – Application – Due 28 February 2020** – Consists of the valuation of all properties.

**Stage 4 – Review – Due 30 April 2020** – Consists of quality checks, exception reporting, final adjustments.

VGV has re-appointed Council's previous external contractor, LG Valuations Pty Ltd to undertake the valuation process for Loddon. This valuation process is now complete and certification was recommended by the Minister on 6 May 2020.

Below is the approved data comparison from 2019 and 2020.

	Residential	Commercial	Rural	Non-Rateable	Total
Number of assessments	2,845	275	4,719	271	8,110
2020 Capital Improved Value	\$406,017,100	\$180,681,100	\$1,806,020,600	\$46,551,900	\$2,439,270,700
2019 Capital Improved Value	\$379,645,200	\$163,659,400	\$1,715,365,700	\$52,365,500	\$2,311,035,800
% variance	107%	110%	105%	89%	106%

### **COST/BENEFITS**

The revaluation process has a budgetary allocation each year.

Council receives a contribution from the State Revenue Office for the supplementary data sold, which assists in defraying costs associated with the revaluation process.

Council had a reserve specifically for revaluations which assists in evening out the costs over the full two-year period of the revaluation process. As this process is now undertaken yearly the valuation reserve was no longer required and was closed in 2019/20.

### **RISK ANALYSIS**

By undertaking the revaluation process Council is ensuring:

- that it complies with the Valuation of Land Act 1960 requirements
- that valuation data is up to date and relevant so that valuations used for rating purposes are current and accurate.

This reduces the financial and reputational risk that could be experienced by Council if valuations did not reflect current levels, and a large number of ratepayers were successful in objecting to valuations.

### **CONSULTATION AND ENGAGEMENT**

Council advises property owners of the revaluation process in the Mayoral Column.

Information about valuations for rating purposes and how property owners can object to their valuation are included on Council's rates notices.

**10.8 UPDATE ON THE ANNUAL INFRASTRUCTURE PROGRAM 2019-2020 AND OTHER PROJECTS**

**File Number:** 14/01/001  
**Author:** Adam Cooper, Project Management Coordinator  
**Authoriser:** David Southcombe, Manager Assets and Infrastructure  
**Attachments:** 1. Annual Infrastructure Program 2019-2020  
2. Other Projects 2019-2020

**RECOMMENDATION**

That Council note the update on progress of the Annual Infrastructure Program 2019-2020 and Other Projects as at the end of March 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**

This report is for the third quarter of 2019-2020 financial year, providing an update on the progress of the Annual Infrastructure Program. The statuses of other projects that are delivered by the Assets & Infrastructure Department but are not part of the Annual Infrastructure Program are also included in the report.

**BACKGROUND**

This report is produced quarterly and is provided to Council for the purpose of reporting progress of the Annual Infrastructure Program and other projects that the Assets & Infrastructure Department is responsible for delivering. The information in this report covers progress up until the end of March 2020.

**ISSUES/DISCUSSION**Annual Infrastructure Program

Attachment 1 provides a progress summary of the Annual Infrastructure Program for the third quarter of the 2019-2020 financial year. There are 92 individual projects, including carryovers from previous financial years that form the Annual Infrastructure Program 2019-2020.

Other Projects

In addition to the Annual Infrastructure Program, the Assets & Infrastructure Department is responsible to oversee the delivery of a number of different projects. Attachment 2 provides a summary of the other projects at the end of third quarter of 2019-2020 financial year. All completed projects are removed for subsequent quarterly progress reports.

**COST/BENEFITS**

The total proposed expenditure for the 2019-2020 financial year for the Annual Infrastructure Program is \$6,468,236.12. The expenditure for the third quarter is \$1,015,506 and \$2,486,716 for the financial year to date.

The Annual Infrastructure Program includes a number of substantial grants for projects including:

- Bridgewater-Raywood Road widening – Heavy Vehicle Programme
- Echuca-Serpentine Road widening – Fixing Country Roads

- Echuca Serpentine-Prairie Road intersection upgrade – Fixing Country Roads
- Sloans Road bridge replacement – Bridges Renewal
- Old Inglewood Dam safety upgrade – DELWP Dam Safety
- Solar and LED installations - Local Government Energy Saver Facilities Upgrade

During the period covered within this report a number of major projects have been put out to public tender. Attachment 1 gives a summary of progress of individual projects within this program as at 31 March 2020.

The Coronavirus pandemic has had an effect on the completion of the Annual Infrastructure program. The footpath contract has been delayed (crews got back to site in May 2020), while Sloans Road Bridge has had all concrete components cast for installation, they now have delays on getting cranes to site.

The Assets & Infrastructure Department is currently managing other significant projects covered in Attachment 2 which are in different stages of progress. The combined value of such projects is in excess of \$3.633 million. Expenditure to date is on these projects is \$325,769.

### **RISK ANALYSIS**

There are a number of risks associated with the delivery of the Annual Infrastructure Program and other significant projects. The following is a list of some but not all of the associated risks:

- delivering within timeframe and budget
- meeting community expectations
- delivering projects in accordance with engineering standards
- compliance with procurement legislation

Council officers are committed to monitoring and managing the risks associated with the Annual Infrastructure Program and other significant projects to ensure that any issues are minimised.

### **CONSULTATION AND ENGAGEMENT**

The information provided in this report is presented after consultation between Manager Assets and Infrastructure and the Works Department.

Attachment 1: Annual Infrastructure Program 2019 - 2020

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
Local Road Resheet	LRS1188	Berrimal Wedderburn Rd	Resheet 0.9 kms x 4.9 wide x 100 mm depth	\$ 23,993.00	100%	Complete
	LRS1190	Berrimal West Rd	Resheet 2.0 kms x 4.7 m x 100 mm	\$ 61,574.00	100%	Complete
	LRS1182	Canning St, Lytton St, Stanley St	Resheet 0.58 km x 4.5 m wide x 100 mm depth	\$ 19,895.00	100%	Complete
	LRS1191	Wedderburn-Brennagh Rd	Resheet 0.8 kms x 4.7 m wide x 100 mm depth	\$ 21,732.00	100%	Complete
	LRS1193	Northlands Rd	Resheet 1.7 kms x 4.7 m wide x 100 mm depth	\$ 59,270.00	100%	Complete
	LRS1158	Nickola Rd	Resheet 1.5km x 4.6m x 100mm	\$ 41,865.00	100%	Complete
	LRS1163	Campbells Rd G	Resheet 1.3km x 4.6m x 100mm	\$ 35,545.00	100%	Complete
LRS1165	Vinnacombes Rd	Resheet 2.5km x 4.6m x 100mm	\$ 62,008.00	100%	Complete	
Local Road Shoulder Sheet	LRS50350B	Dingo Rochester Rd	Shoulder resheet and seal 4.03km x 1.5m x 100mm x 2 sides	\$ 114,654.00	100%	Complete
	LRS50304	Inglewood Rheola Rd	Shoulder resheet 1.6km x 1.8 x 100mm x2 sides	\$ 39,025.00	100%	Complete
	LRS50346	Arnold West Inglewood Rd	Shoulder resheet 1.7km x 1.8m x 100mm x 2 sides	\$ 24,804.00	100%	Complete
	LRS50361	Rheola Llanely Rd	Shoulder resheet 0.9km x 1.8 x 100mm x 2 sides	\$ 17,230.00	100%	Complete
	LRS50362	Rheola Llanely Rd	Shoulder resheet 1.1km x 1.8 x 100mm x 2 sides	\$ 14,890.00	100%	Complete
	LRS50328	Rheola Llanely Rd	Shoulder resheet 1.1km x 1.8m x 100mm x 2 sides	\$ 29,855.00	100%	Complete
	LRS50333	Pyramid Cemetery Road	Shoulder resheet 0.930km x 1.5m x 100mm x 2 sides	\$ 18,281.00	100%	Complete
Local Road Construction	LRC0463	Echusa Serpentine Rd	Rehabilitation and widening of existing pavement and seal	\$ 326,060.00	100%	Complete
	LRC0478	Bridgewater Baywood Rd	Rehabilitation & widening of existing pavement & seal - from 3.8m to 7.0m m width	\$ 573,892.00	100%	Complete
	LRC0480	New Road off Wet Lane, Inglewood	New road to give access to a property without road access	\$ 4,205.00	100%	Complete
	LRC0467	New Road off Teasedule Rd, Appin South	New road to give access to a property without road access	\$ 28,178.00	100%	Complete
Safety		Echusa Serpentine Rd - Prairie Rd intersection	Realign and reconstruct intersection, install safety barriers, and rehabilitate the section of road between the intersection and the Bullock Creek	\$ 160,640.00	25%	Commenced
		Design and Construct Lamnacoorie Newbridge Rd	Upgrade approach barrier rails to bridge at chainage 8.1 km on Lamnacoorie Newbridge Rd	\$ 96,773.00	100%	Complete
Township St Improvement	TSI0445	Main St, Bridgewater	Concrete footpath has lifted by tree roots. Needs digging up and replacing. 10 m long x 1.5 m wide.			Contract commenced Jan 2020
	TSI0443	Wedderburn High Street	Replace footpath past Police Station			Works in Road reserve permit submitted
	TSI0437	Godfrey St Wedderburn - Section B	Requirement for new strategic concrete footpath (approx 148m x 1.5m) from the Eastern side of Nardoo Creek culvert to Western Side - to be provided in conjunction with upgrade of drainage culvert.	\$ 28,787.50	100%	Complete
	TSI0441	Lynchurst St and Lily St Bridgewater	Construction of new strategic concrete footpath on North side (360m x 1.5m) from the intersection with Lynchurst St to near Brougham St (stop short by 150m)			Contract commenced Jan 2020
	TSI0455	Evey Distillery Footpath, Inglewood	500m x 1.5 m footpath on west side			Commenced
	TSI0303	Kinty Street, Boort	100m Kerb & Channel			Awarded 28 April 2020
	TSI0447	Gordon Street, Boort	160 m x 1.5 m footpath on one side	\$ 28,787.50	100%	Complete
	TSI0448	Lake View St, Boort	150 m x 1.5 m footpath on one side	\$ 89,636.30	100%	Complete
	TSI0398	Malone Street, Boort	80mx1.8m footpath South Side	\$ 55,015.00	100%	Complete
TSI0446	Malone Street, Boort	160m x 1.8m footpath South Side	\$ 53,600.75	100%	Complete	

Attachment 1: Annual Infrastructure Program 2019 - 2020

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
Local Bridges and Culverts	LBCC0380	Sloan's Rd Bridge	Upgrade of the existing wooden bridge to a concrete bridge	\$ 157,830.00	30%	Components cast, awaiting works on site
	LBCC0382	Pyramid Hill Culvert upgrades	Pyramid Hill Kelly St Culvert and Coliban Entrance Upgrade	\$ 4,174.00	5%	Awarded
	LBCC0381	Wedderburn Brenanah Rd Drop Structure	Installation of a drop structure to prevent further erosion of table drain and damage to road	\$ 111,550.00	100%	Complete
Reseals	XX Projects	Multiple	Spray Seal Contract			Completed early May.
Urban Drainage	TSD0150	Safety Upgrade of Old Inglewood Dam	Safety upgrade of the Old Inglewood Dam			Commencing on Site in late April.
	TSD0151	Old Lead Dam Bundilly	Upgrade of the Old Inglewood Dam to comply with audit requirements from GMW	\$ 8,747.00	15%	First part complete
Parks and Gardens	PGC022	Avenue of Honour Tree Replacement	Removal and replacement of trees	\$ 7,600.00	100%	Complete
	PGC021	Jacka Park Soldiers Memorial Fence	Refurbishment of Jacka Park Soldiers Memorial Fence			Complete in April
	PGC024	Inglewood Town Hall	Upgrade of irrigation system	\$ 5,892.00	45%	Q4
	PGC023	Boort Angling Club	Removal and replacement of trees and upgrade of park infrastructure	\$ 9,667.00	33%	Commenced
	PGC020	Tree Replacement	Tree removal and replacement - high priority trees first	\$ 15,987.00	80%	Q4
Buildings	BLD004	Serpentine Public Toilets	Install vinyl in cubicles with core sorted	\$ 5,061.00	95%	Commenced
	BLD005	Korong Vale Mech Inst Window renewal	Replace timbers on windows			Quoted - How to be a carry-over project
	BLD006	Dingee Preschool Lighting Upgrade	Upgrade internal floors to LEDs	\$ 1,032.00	100%	Completed
	BLD007	Boort Courthouse Steps Installation	Install (replace) steps at rear entrance	\$ 6,040.00	100%	Completed
	BLD008	Wedderburn Senior Citizens Downpipes refurbishment	Repair and repaint timber downpipes and railings	\$ 6,546.00	100%	Completed
	BLD009	Jacka Park Shelter Refurbishment	Replace rotten timbers on building. Repaint including signwriting			Commenced
	BLD040	Tarnagulla Public Toilets Septic Field Replacement	Replace currently failing septic field	\$ 260.00	2%	Carry over - title issues for disposal fields
	BLD041	East Loddon School Door Replacement	Replace non-compliant rear door	\$ 1,872.00	100%	Completed
	BLD042	Wedderburn Depot floor replacement	Vinyl floor, old and difficult for cleaners to clean, heavily stained. Requires replacement			Completed - April
	BLD043	Preschool safety glass installation	Replace glass in low lying windows with 'safety glass' to ensure all windows in the kindergarten are compliant and safe for children and staff	\$ 8,796.00	100%	Completed
	BLD044	Wedderburn Bowling Club New Cover	Make up and place cover over Backflow Prevention Device (RPZ) at the Wedderburn Bowling Club to prevent frost damage	\$ 1,273.00	90%	Complete - awaiting water supply install for cover to be installed
	BLD045	Bridgewater Recreation Reserve RPZ removal	Undertake works as suggested by Coliban Water to remove RPZ. Works include trenching from RPZ to tank and installing poly pipe. Install new pump and float valves for tank.	\$ 2,547.00	13%	Commenced
	BLD046	Edlington Public Hall septic tank and field replacement	Replace septic tank and field	\$ 260.00	1%	Awaiting septic permit
	BLD051	Loddon Shire Energy Efficiency Upgrades	Installation of solar and energy efficient lighting systems	\$ 123,316.00	70%	Solar systems installed. LED installs commenced.
	BLD053	Wedderburn Office Evacuation Safety Alert System	Installation of an evacuation safety alert system at the Wedderburn office.			Siting with Risk Management and Fire Prevention for requirements
	BLD057	Boort Courthouse	Foundation refurbishment	\$ 7,402.00	85%	Foundation complete, awaiting bricklayer to reinstata mortar and render.
	BLD058	Emergency Evacuation Diagrams	Develop diagrams	\$ 4,950.00	43%	Ongoing
	BLD059	Compliance Audits and Repairs	Compliance Audits and Repairs	\$ 22,656.00	60%	Ongoing
	BLD060	Building Emergency Works Allocation	Allowance for emergency works	\$ 518.00		Ongoing - variation to MEG for approval



Attachment 2: Other Projects 2019 - 2020

Project no.	Project Description	Estimated/Budgeted Cost	Expenditure	Responsible Officer	Activity #	Comments
1	Boort Levee	\$ 500,000.00	\$ 132,345.00	PMC, PO	25	Parks Victoria have submitted notice of works to Dja Dja Wurrong. Awaiting outcome.
2	Pyramid Hill Drainage Strategy and Drainage data capture	\$ 500,000.00	\$ 26,730.00	PMC, PO	32	Draft strategy being completed. Multi-year approach. To be included in flood consultation.
3	Township, Locality and Boundary sign replacements	Reserve allocated		PMC, PO	15	Sign replacements ordered for 77 sign faces. To be installed from May.
4	Asbestos Audit and Removal	\$ 65,000.00	\$ 36,831.00	BMO	33	Annual cost for 3 year contract
5	Public Facilities and office cleaning (contract)	\$ 160,000.00	\$ 121,683.00	BMO	NA	Under contract
6	Wedderburn township entrance sign	\$ 40,000.00		MAI	30	Road Safety Audit completed for placement next to old police station.
7	Echuca-Serpentine Road Feasibility study	\$ 15,000.00		PMC, PO	50	Grant awarded, complete.
8	Our Regions, Our Rivers (Caravan Parks)	\$ 1,396,806.00		PMC, PO, MEC	9	DELWP approval. Tender documents being prepared.
9	Pyramid Hill Flood Mitigation Works	\$ 1,346,000.00		PMC, PO	10	Community consultation to commence in new year.
10	Truck Wash Rd - Pyramid Hill	\$7,500		PMC, PO		Arranging works with Coliben approved plumber.
11						
12						
13						
14						
15						

Responsible Officer	
PMC	Project Management Coordinator
PO	Project Officer/Engineer
MAI	Manager Assets and Infrastructure
BMO	Building Maintenance Officer
MEC	Manager Executive and Commercial Services

**11 COMPLIANCE REPORTS****11.1 SECTION 86 COMMITTEES - STATUS REPORT**

**File Number:** 02/01/005  
**Author:** Michelle Hargreaves, Administration Officer  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** Nil

**RECOMMENDATION**

That Council note the status of the Section 86 Committees of Management.

**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 noted the status of Section 86 Committees of Management at the Council meeting on 26 November 2019.

**BACKGROUND**

Section 86 of the Act allows Loddon Shire Council (the Council) to delegate its powers, duties or functions (with certain limitations) to special Committees. These are commonly known as Section 86 Committees. A Section 86 Committee is established by an instrument of delegation by the Council, which outlines the Committee's purpose and specific powers. These Committees typically involve activities such as the management of halls, community centres, pools, recreation reserves and development & tourism within Council boundaries.

In April 2013, the internal auditors conducted a review of Section 86 Committees. The review assessed whether Council:

- has appropriate policies and procedures to effectively govern the delegation of Council's powers, functions and duties under Section 86 of the Act
- complies with the Act in relation to the delegation of powers and functions, the appointment and on-going operation of Section 86 Committees
- has appropriate monitoring and reporting mechanisms in place to enable effective management of the Committees.

The results of the review identified a number of strong controls around the management and operation of Section 86 Committees as well as some opportunities for improvement including:

- the need for formal reporting to the Council on the on-going conduct and financial operations of Section 86 Committees
- monitoring the holding of meetings and provision of financial reports on a consistent basis.

Council indicated at the Council meeting on 24 October 2017 that a half yearly report would assist in monitoring the status of Section 86 Committees.

**ISSUES/DISCUSSION**

Annual meetings generally take place at the end of the financial year, generating the requirement for financials and Committee appointments to be provided to Council.

At the time of preparing this report (13 May 2020), the status of Committees was as follows:

<b>Committee Name</b>	<b>Status of Committee</b> (active / disbanded / under review)	<b>Status of Instrument of Delegation</b> (reviewed and approved / under review / draft sent / due for review / overdue for review)	<b>Annual meeting minutes received?</b> (yes / no / comment)	<b>2018/19 financials received to be audited?</b> (yes / no / comment)	<b>Committee appointment received?</b> (yes / no / comment)	<b>Compliant with minutes forwarded</b> (yes / no / comment)
<b>Boort Aerodrome</b>	Active	Reviewed and approved	Yes	Yes	Yes	4 required 2 received on time;
<b>Boort Tourism Development</b>	Active	Reviewed and approved	Yes	Yes late	Yes	No 12 required 8 received 5 late
<b>Boort Memorial Hall</b>	Active	Reviewed and approved	Yes	Yes late	Yes	4 required 2 received on time
<b>Boort Park</b>	Active	Reviewed and approved	Yes late	Yes	Yes	No 4 required 1 received late
<b>Bridgewater On Loddon Development</b>	Active	Reviewed and approved	Yes late	Yes	Yes	6 required 2 received late
<b>Campbell's Forest Hall</b>	Active	Reviewed and approved	Yes late	Yes	Yes	6 required 3 received late
<b>Donaldson Park</b>	Active	Reviewed and approved	Yes (no quorum)	Yes	Yes	4 required 1 on time 1 received late

<b>Committee Name</b>	<b>Status of Committee</b> (active / disbanded / under review)	<b>Status of Instrument of Delegation</b> (reviewed and approved / under review / draft sent / due for review / overdue for review)	<b>Annual meeting minutes received?</b> (yes / no / comment)	<b>2018/19 financials received to be audited?</b> (yes / no / comment)	<b>Committee appointment received?</b> (yes / no / comment)	<b>Compliant with minutes forwarded</b> (yes / no / comment)
<b>East Loddon Community Centre</b>	Active	Reviewed and approved	Yes late	Yes	Yes	4 required 1 received late
<b>Inglewood Community Sports Centre</b>	Active	Reviewed and approved	Yes late	Yes	Yes	4 required 3 received late
<b>Inglewood Community Elderly Persons Units</b>	Active	Reviewed and approved	Yes late	Yes	Yes	4 required 1 received late
<b>Inglewood Town Hall Hub</b>	Active	Reviewed and approved	Yes (late)	Yes	Yes	6 required 2 received late 1 on time
<b>Jones Eucalyptus Distillery Site</b>	Active	Reviewed and approved	Yes	Yes	Yes	6 required 2 received late 1 on time
<b>Kingover Development and Tourism</b>	Active	Under review	Yes	Yes	Yes	4 required 2 received on time
<b>Korong Vale Mechanics Hall</b>	Active	Reviewed and approved	Yes	Yes	Yes	4 required 3 on time
<b>Korong Vale Sports Centre</b>	Active	Reviewed and approved	Yes late	Yes	Yes	1 required 1 not on time
<b>Little Lake Boort Management</b>	Active	Reviewed and approved	Yes (late)	Yes	Yes	4 required 1 received on time

<b>Committee Name</b>	<b>Status of Committee</b> (active / disbanded / under review)	<b>Status of Instrument of Delegation</b> (reviewed and approved / under review / draft sent / due for review / overdue for review)	<b>Annual meeting minutes received?</b> (yes / no / comment)	<b>2018/19 financials received to be audited?</b> (yes / no / comment)	<b>Committee appointment received?</b> (yes / no / comment)	<b>Compliant with minutes forwarded</b> (yes / no / comment)
<b>Loddon Southern Tourism and Development</b>	Active	Reviewed and approved	Yes	Yes	Yes	4 required 4 not on time Changed to quarterly meetings
<b>Pyramid Hill Memorial Hall</b>	Active	Reviewed and approved	Yes	Yes	Yes	6 required 3 received on time
<b>Pyramid Hill Swimming Pool</b>	Active	Reviewed and approved	Yes	Yes	Yes	6 required 4 received on time 1 late
<b>Serpentine Bowls and Tennis Pavilion Reserve</b>	Under review	Disbanded	No	Exempt	No	No 1 required None received since September 2017
<b>Wedderburn Community Centre</b>	Active	Reviewed and approved	Yes late	Yes	No	6 required 3 received on time 1 late
<b>Wedderburn Engine Park</b>	Active	Reviewed and approved	Yes	Exempt	No	Yes 1 required 1 on time
<b>Wedderburn Mechanics and Literary Institute</b>	Active	Reviewed and approved	Yes	Yes	Yes	Yes 6 required 3 received late
<b>Wedderburn Tourism</b>	Active	Draft under review	Yes	Yes	Yes	No 11 required 1 received on time

<b>Committee Name</b>	<b>Status of Committee</b> (active / disbanded / under review)	<b>Status of Instrument of Delegation</b> (reviewed and approved / under review / draft sent / due for review / overdue for review)	<b>Annual meeting minutes received?</b> (yes / no / comment)	<b>2018/19 financials received to be audited?</b> (yes / no / comment)	<b>Committee appointment received?</b> (yes / no / comment)	<b>Compliant with minutes forwarded</b> (yes / no / comment)
<b>Yando Public Hall</b>	Active	Reviewed and approved	Yes	Yes	Yes	No 1 required 1 receive late

Section 86 committees will be replaced in accordance with provisions under the Local Government Act 2020. Council has until September 2020 to put new arrangements in place, replacing section 86 committees.

### **COST/BENEFITS**

There are no costs associated with the preparation of this report. The benefits of preparing this report include responding to previously identified opportunities for improvement identified in 2013 audit review.

### **RISK ANALYSIS**

The risk of not reviewing the Section 86 Committees is a potential reputational impact. This is emphasised following an investigation by Local Government Inspectorate where it was identified that the Council involved, had not reviewed most Instruments of Delegation since 1995. There is also a risk that services for the community may not be suitable.

### **CONSULTATION AND ENGAGEMENT**

Section 86 Committees are contacted on a regular basis to follow up any outstanding documentation required for auditing purposes.

**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 Sale of Properties for Rate Recovery Under Section 181 of the Local Government Act 1989**

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

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 23 June 2020 commencing at at 3pm.

There being no further business the meeting was closed at [enter time](#).

Confirmed this.....day of..... 2020