



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

**Date:** Tuesday, 24 August 2021  
**Time:** 3pm  
**Location:** Loddon Shire Council Chambers (entry from Peters Street), behind Wedderburn office

# **AGENDA**

**Council Meeting**

**24 August 2021**

## Order Of Business

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**OPENING COMMENT**

This meeting is being recorded and video streamed via the Council website and Facebook.

**1 OPENING AFFIRMATION**

“We, the Councillors of the Loddon Shire, declare that we will carry out our duties in the best interests of the community, and through collective leadership will maintain the highest standards of good governance.”

**2 ACKNOWLEDGEMENT OF COUNTRY**

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

**3 APOLOGIES****4 DECLARATIONS OF CONFLICT OF INTEREST**

**5 PREVIOUS MINUTES**

**5.1 CONFIRMATION OF MINUTES**

**File Number:** 02/01/001

**Author:** Lynne Habner, Manager Executive and Commercial Services

**Authoriser:** Jude Holt, Acting Chief Executive Officer

**Attachments:** Nil

**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 27 July 2021.
2. The minutes of the Ordinary Council Meeting of 27 July 2021.
3. The minutes of the Confidential Council Meeting of 27 July 2021.
4. The minutes of the Council Forum of 10 August 2021.

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

**6 ASSEMBLY OF COUNCILLORS****6.1 RECORD OF ASSEMBLY OF COUNCILLORS**

**File Number:** 02/01/001

**Author:** Christine Coombes, Executive and Commercial Services Officer

**Authoriser:** Jude Holt, Acting Chief Executive Officer

**Attachments:** Nil

**RECOMMENDATION**

That Council note the Assembly of Councillors records for the following meetings:

1. Council Briefing 27 July 2021.
2. Council Forum 10 August 2021.

In accordance with Clause 51 of Council's Governance Rules, records of Councillor Briefings and Forums must be reported to the next Council Meeting and confirmed in the minutes.

The record is therefore presented for Council's noting.

## RECORD OF ASSEMBLIES OF COUNCIL

Assembly details	Briefing
Date	27 July 2021
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Jude Holt, Acting Chief Executive Officer Wendy Gladman, Director Community Wellbeing Steven Phillips, Director Operations Lynne Habner, Manager Executive and Commercial Services
Items discussed.	1. Community Vision and Council Plan discussion 2. Video livestreaming of Council meetings 3. General business: <ul style="list-style-type: none"> <li>• Pandemic committees</li> </ul>
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

Assembly details	Forum
Date	10 August 2021
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Jude Holt, Acting Chief Executive Officer Wendy Gladman, Director Community Wellbeing Steven Phillips, Director Operations Lynne Habner, Manager Executive and Commercial Services Janine Jackson, Manager Organisation Development Kirsten Nichols, Governance Coordinator Shelby Hutchinson, Acting Tourism and Marketing Officer Sarah Perry, Manager Community Support  VICPOLICE representative
Items discussed.	<ol style="list-style-type: none"> <li>1. Economic Development and Tourism monthly progress report</li> <li>2. Media and Social Media Policy</li> <li>3. VicPolice Goldfields</li> <li>4. Risk Management update</li> <li>5. Itinerant Trading Policy</li> <li>6. Loddon Shire Community Grants Program 2021/22 – Group 2</li> <li>7. Review of Business Continuity Framework V3 and Business Continuity Plan V4</li> <li>8. Community Vision and Council Plan</li> <li>9. Pyramid Hill Maternal and Child Health Centre Building</li> <li>10. General business: <ul style="list-style-type: none"> <li>• Boort Agricultural Show</li> <li>• Calivil Bowls Club</li> <li>• Energy audits and upgrades</li> </ul> </li> </ol>
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

**7 REVIEW OF ACTION SHEET**

**7.1 REVIEW OF ACTIONS**

**File Number:** 02/01/002

**Author:** Christine Coombes, Executive and Commercial Services Officer

**Authoriser:** Jude Holt, Acting Chief Executive Officer

**Attachments:** 1. Action sheet

**RECOMMENDATION**

That Council receive and note the action sheet.

**CONFLICT OF INTEREST**

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

**REPORT**

Refer attachment.



<a href="#">Action Sheets Report</a>	Division: Committee: Council Officer:	Date From: Date To: Printed: Monday, 9 August 2021 3:09:18 PM
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**Outstanding actions from previous meetings**

Meeting	Officer/Director	Section	Subject
Council 23/02/2021	Morrison, Sharon Morrison, Sharon	Decision Reports	Version 2 of the Community Engagement Policy proposed for adoption
<p><b>RESOLUTION 2021/38</b></p> <p>Moved: Cr Wendy Murphy                      Seconded: Cr Dan Straub</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. adopt the Community Engagement Policy</li> <li>2. approve the cost of the design and printing of a community version of the policy and</li> <li>3. consider a business case for the resourcing of the implementation of the policy.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>09 Mar 2021 11:55am Morrison, Sharon</b>                      Policy has been added to the internet. Community version is being finalised with the printer. Business case for community engagement officer is in draft.</p> <p><b>29 Mar 2021 5:37pm Morrison, Sharon</b>                      Business case for community engagement officer to be finalised.</p> <p><b>15 Apr 2021 11:06am Morrison, Sharon</b>                      Business case for community engagement officer to be finalised.</p> <p><b>12 May 2021 9:59am Morrison, Sharon</b>                      Business case for community engagement officer to be finalised.</p> <p><b>08 Jun 2021 12:49pm Morrison, Sharon</b>                      Business case for community engagement officer to be finalised.</p> <p><b>13 Jul 2021 12:03pm Morrison, Sharon</b>                      Business case for community engagement officer to be finalised.</p> <p><b>09 Aug 2021 10:49am Coombes, Christine</b>                      Business case for community engagement officer to be finalised.</p>			

Meeting	Officer/Director	Section	Subject
Council 24/06/2021	Gladman, Wendy Gladman, Wendy	Compliance Reports	Community Grants - Bridgewater Recreation Reserve

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<p><b>RESOLUTION 2021/140</b></p> <p>Moved: Cr Wendy Murphy                  Seconded: Cr Linda Jungwirth</p> <p>That Council allocates \$1980 from Council's unallocated 2020/21 Community Grant monies to the Bridgewater Recreation Reserve Committee of Management in support of their project to paint the interior of their clubrooms.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>14 Jul 2021 7:52am Gladman, Wendy</b>                  The administrative processes to finalise this action have not commenced at the time of updating this action, the funds required from the 2020/21 financial year have been captured and carried forward into the 2021/22 financial year and the item will be actioned shortly.</p>
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**Actions completed since last meeting**

Meeting	Officer/Director	Section	Subject
Council 27/07/2021	Holt, Jude Holt, Jude	Decision Reports	Compliance Management Policy version 2 for adoption
<p><b>RESOLUTION 2021/151</b></p> <p>Moved: Cr Dan Straub                  Seconded: Cr Linda Jungwirth</p> <p>That Council adopts version 2 of the Compliance Management Policy.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>06 Aug 2021 12:48pm Holt, Jude</b>                  Council adopted the Compliance Management Policy V2 at the Council Meeting on 27 July 2021.  <b>06 Aug 2021 12:48pm Holt, Jude - Completion</b>                  Action completed by Holt, Jude</p>			

Meeting	Officer/Director	Section	Subject
Council 27/07/2021	Holt, Jude Holt, Jude	Decision Reports	June 2021 Audit and Risk Committee Meeting Overview

<a href="#">Action Sheets Report</a>	Division: Committee: Council Officer:	Date From: Date To: Printed: Monday, 9 August 2021 3:09:18 PM
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**RESOLUTION 2021/152**

Moved: Cr Gavan Holt  
 Seconded: Cr Dan Straub

That Council:

1. receives and notes this report on the 17 June 2021 Audit and Risk Committee Meeting
2. receive and notes the minutes of the Audit and Risk Committee Meeting held on 17 June 2021
3. receives and notes the "Desktop review of Occupational Health and Safety (ISO 45001:2018)
4. notes the 2020 Annual Report of the Audit and Risk Committee
5. receives the Strategic Internal Audit Plan 2019-2023 (2021-22 Focus) and approves its implementation.

**CARRIED**

**06 Aug 2021 12:50pm Holt, Jude**  
 Council noted the 17 June 2021 Audit and Risk Committee Meeting minutes, report, OH&S Desktop Review Report, and 2020 Annual Report at the Council Meeting held on 27 July 2021. Council also approved the Strategic Internal Audit Plan at that meeting.

**06 Aug 2021 12:51pm Holt, Jude - Completion**  
 Action completed by Holt, Jude

Meeting	Officer/Director	Section	Subject
Council 27/07/2021	Habner, Lynne Holt, Jude	Decision Reports	Review of delegations, authorisations and appointments

**RESOLUTION 2021/153**

Moved: Cr Wendy Murphy  
 Seconded: Cr Dan Straub

That Council

1. In the exercise of the powers conferred by the legislation referred to in the attached instruments of delegation, resolves that:

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**Action Sheets Report**

<p>(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 Instruments 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.</p> <p>(b) On the coming into force of the instruments all previous Council 'S6 Instruments of Delegation to Members of Council Staff' are revoked.</p> <p>(c) The duties and functions set out in the instruments 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.</p> <p>2. Revokes the existing Appointment and Authorisation in the attached Revocation of Instrument of Appointment and Authorisation.</p>	<b>CARRIED</b>
<p><b>05 Aug 2021 12:49pm Habner, Lynne</b> Delegations and revocation were registered following Council approval</p> <p><b>05 Aug 2021 12:50pm Habner, Lynne - Completion</b> Action completed by Habner, Lynne</p>	

Meeting	Officer/Director	Section	Subject
Council 27/07/2021	Southcombe, David Phillips, Steven	Decision Reports	Annual Infrastructure Program 2021-2022
<p><b>RESOLUTION 2021/154</b></p> <p>Moved: Cr Linda Jungwirth Seconded: Cr Dan Straub</p> <p>That Council adopt the Annual Infrastructure Program 2021 - 2022.</p>			
<b>CARRIED</b>			
<p><b>09 Aug 2021 10:51am Southcombe, David</b> Infrastructure program delivery has commenced.</p> <p><b>09 Aug 2021 10:53am Southcombe, David - Completion</b> Action completed by Southcombe, David</p>			

Meeting	Officer/Director	Section	Subject
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Council 27/07/2021	Perry, Sarah Gladman, Wendy	Decision Reports	Loddon Shire Community Grants Program 2021/2022 - Group 1
<b>RESOLUTION 2021/155</b>			
Moved: Cr Gavan Holt			
Seconded: Cr Wendy Murphy			
That Council endorse the allocation of \$61,683 in grants to Group 1 applications under the 2021/22 Loddon Shire Community Grants Scheme as outlined in the attachment provided with this report.			
			<b>CARRIED</b>
<b>05 Aug 2021 1:01pm Perry, Sarah</b>			
The successful and unsuccessful applicants have been notified in writing. The terms and Conditions Form has been sent to all successful applicants on the 27 August 2021			
<b>05 Aug 2021 1:03pm Perry, Sarah - Completion</b>			
Action completed by Perry, Sarah			

Meeting	Officer/Director	Section	Subject
Council 27/07/2021	Perry, Sarah Gladman, Wendy	Decision Reports	2021/22 Hall and Recreation Reserve Allocation
<b>RESOLUTION 2021/156</b>			
Moved: Cr Linda Jungwirth			
Seconded: Cr Dan Straub			
That Council:			
<ol style="list-style-type: none"> <li>1. approves the increase for the 2021/22 Hall and Recreation Reserve Allocation by the rate cap of 1.5% as set by the Minister for Local Government</li> <li>2. approves the annual Hall and Recreation Reserve Allocation increase for all future years to be by the rate cap as set annually by the Minister for Local Government</li> <li>3. notes that the Tarnagulla Recreation Reserve has been re-categorised to a Category 7 Active Reserve as there are no current active clubs</li> <li>4. notes that Boort Gun Club will not receive an allocation until they notify Council of resumed operations.</li> </ol>			
			<b>CARRIED</b>

<b>Division:</b> Council	<b>Date From:</b>
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[Action Sheets Report](#)

**05 Aug 2021 1:16pm Perry, Sarah**  
 The Halls and Recreation Reserve Allocation Form will be sent by the 10th August to all groups as per the Council meeting list. The form must first be created on Smarty Grants and then bulk emailed to each group.

**05 Aug 2021 1:18pm Perry, Sarah - Completion**  
 Action completed by Perry, Sarah

Meeting	Officer/Director	Section	Subject
Council 27/07/2021	Caserta, Deanne Morrison, Sharon	Decision Reports	Finance Report for the quarter ending 30 June 2021
<b>RESOLUTION 2021/157</b>			
Moved: Cr Wendy Murphy			
Seconded: Cr Gavan Holt			
That Council:			
<ol style="list-style-type: none"> <li>1. receives and notes the 'Finance Report for the quarter ending 30 June 2021'</li> <li>2. approves budget revisions included in the report for internal reporting purposes only</li> <li>3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2020/21 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 2020/21.</li> </ol>			
<b>CARRIED</b>			
<b>05 Aug 2021 1:52pm Caserta, Deanne</b>			
For information			
<b>05 Aug 2021 1:53pm Caserta, Deanne - Completion</b>			
Action completed by Caserta, Deanne			

Meeting	Officer/Director	Section	Subject
Council 27/07/2021	Caserta, Deanne Morrison, Sharon	Decision Reports	Fees and Charges - Waiver or Reduction Policy
<b>RESOLUTION 2021/158</b>			
Moved: Cr Linda Jungwirth			

<b>Division:</b> Council	<b>Date From:</b>
<b>Committee:</b>	<b>Date To:</b>
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[Action Sheets Report](#)

Seconded: Cr Gavan Holt  
 That Council adopts the Fees and Charges – Waiver or Reduction Policy v1.

**CARRIED**

**05 Aug 2021 1:52pm Caserta, Deanne**  
 Document sent for finalisation, published to website and Facebook media post completed

**05 Aug 2021 1:53pm Caserta, Deanne - Completion**  
 Action completed by Caserta, Deanne

Meeting	Officer/Director	Section	Subject
Council 27/07/2021	Holt, Jude Holt, Jude	Decision Reports	Approval of Business Continuity Management Policy
<b>RESOLUTION 2021/159</b>			
Moved: Cr Dan Straub Seconded: Cr Gavan Holt			
That the Council, upon recommendation of the Audit and Risk Committee, approves the Business Continuity Policy V3.			
<b>CARRIED</b>			
<b>06 Aug 2021 12:49pm Holt, Jude</b>			
Council adopted the Business Continuity Policy V3 at the Council Meeting on 27 July 2021.			
<b>06 Aug 2021 12:49pm Holt, Jude - Completion</b>			
Action completed by Holt, Jude			

Meeting	Officer/Director	Section	Subject
Council 27/07/2021	Habner, Lynne Holt, Jude	Compliance Reports	Video Livestreaming of Council meetings
<b>RESOLUTION 2021/160</b>			
Moved: Cr Linda Jungwirth Seconded: Cr Wendy Murphy			

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[Action Sheets Report](#)

That Council video livestream all Ordinary Council Meetings beginning with the August meeting due to be held on 24 August 2021.

**CARRIED**

**05 Aug 2021 12:59pm Habner, Lynne**

Arrangements are in place for video livestreaming of the August Council meeting

**05 Aug 2021 1:00pm Habner, Lynne - Completion**

Action completed by Habner, Lynne

Meeting	Officer/Director	Section	Subject
Council 27/07/2021	Habner, Lynne Holt, Jude	Compliance Reports	Recognition of community member

**RESOLUTION 2021/164**

Moved: Cr Linda Jungwirth  
Seconded: Cr Gavan Holt

That Council send a letter of recognition to Mr Graeme Erbs to thank him for his ongoing contribution to the community.

**CARRIED**

**09 Aug 2021 11:08am Habner, Lynne**  
Letter prepared in consultation with Cr Jungwirth, and arrangements have been made to post when lockdown is lifted and staff have returned to office.

**09 Aug 2021 11:09am Habner, Lynne - Completion**  
Action completed by Habner, Lynne



**8 MAYORAL REPORT****8.1 MAYORAL REPORT**

**File Number:** 02/01/001  
**Author:** Lynne Habner, Manager Executive and Commercial Services  
**Authoriser:** Jude Holt, Acting 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 Beattie****Rail Freight Alliance****Loddon Campaspe Councils****Murray River Group of Councils****Special Committees Of Council (Section 65 Community Asset Committees):**

Boort Aerodrome Community Asset Committee  
 Boort Memorial Hall Community Asset Committee  
 Boort Park Community Asset Committee  
 Korong Vale Mechanics Hall Community Asset Committee  
 Korong Vale Sports Centre Community Asset Committee  
 Little Lake Boort Community Asset Committee  
 Yando Public Hall Community Asset Committee

**DATE****Activity**

**9 COUNCILLORS' REPORT****9.1 COUNCILLORS' REPORTS**

**File Number:** 02/01/001  
**Author:** Lynne Habner, Manager Executive and Commercial Services  
**Authoriser:** Jude Holt, Acting 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 Holt**

<b>Municipal Association of Victoria</b>	
<b>Audit and Risk Committee</b>	
<b>Special Committees Of Council (Section 65 Community Asset Committees):</b> Donaldson Park Community Asset Committee Wedderburn Community Centre Community Asset Committee Wedderburn Engine Park and Market Square Reserve Community Asset Committee Wedderburn Mechanics and Literary Institute Hall Community Asset Committee Hard Hill Tourist Reserve Community Asset Committee	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**Cr Jungwirth**

<b>Loddon Mallee Local Government Waste Forum</b>	
<b>Central Victorian Greenhouse Alliance</b>	
<b>Municipal Emergency Management Plan Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**Cr Murphy**

<b>Calder Highway Improvement Committee</b>	
<b>Local Government Women's Charter</b>	
<b>Australia Day Committee</b>	
<b>Healthy Minds Network</b>	
<b>Special Committees Of Council (Section 65 Community Asset Committees):</b>	
Bridgewater on Loddon Memorial Hall Community Asset Committee	
Campbells Forest Hall Community Asset Committee	
Inglewood Community Sports Centre Community Asset Committee	
Inglewood Community Elderly Persons Units Community Asset Committee	
Inglewood Town Hall Hub Community Asset Committee	
Jones Eucalyptus Distillery Site Community Asset Committee	

<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**Cr Straub**

<b>North Central Goldfields Regional Library</b>	
<b>North Central Local Learning and Employment Network</b>	
<b>Special Committees Of Council (Section 65 Community Asset Committees):</b>	
East Loddon Community Centre Community Asset Committee	
Pyramid Hill Memorial Hall Community Asset Committee	
Pyramid Hill Swimming Pool Kiosk Community Asset Committee	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**10 DECISION REPORTS****10.1 MEDIA AND SOCIAL MEDIA POLICY**

**File Number:** FOL/19/124937  
**Author:** Lynne Habner, Manager Executive and Commercial Services  
**Authoriser:** Jude Holt, Acting Chief Executive Officer  
**Attachments:** 1. Draft Media and Social Media Policy version 2

**RECOMMENDATION**

That Council adopt the revised Media and Social Media Policy version 2.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council considered the draft policy at the August 2021 Council Forum.

**BACKGROUND**

The Media and Social Media Policy outlines protocols for appropriately managing communication between Loddon Shire Council, the media and the community.

It applies to all Councillors and Council staff (including contractors), and addresses matters including authorisation to make comment to the media and social media, comments as a private citizen, approval of media releases, use of social media on behalf of Council, advertising and record keeping.

**ISSUES/DISCUSSION**

Minor changes to the previously adopted policy are proposed in the attached draft version 2, mostly providing clearer direction around social media approval processes.

**COST/BENEFITS**

There are no financial implications directly related to the recommendation in this report.

**RISK ANALYSIS**

Setting a clear Council policy for media and social media helps in managing reputational risks related to the provision of information to, and interaction with, the media and the community. The absence of a policy could lead to inappropriate management of communications which may damage Council's professional image and integrity.

**CONSULTATION AND ENGAGEMENT**

Staff across the organisation have been consulted about this policy review, and Councillors provided feedback at the August Council Forum.



## MEDIA AND SOCIAL MEDIA POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Communications Officer
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	28/05/2019
VERSION NUMBER:	2
REVIEW DATE:	28/05/2020
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Media Procedure Social Media Procedure Staff and Contractors' Code of Conduct Community Engagement Policy Community Engagement Procedure Business Continuity Management Policy Election Period – Communication and Events Procedure Governance Rules Privacy Policy Loddon Shire Council Customer Service Charter
RELATED LEGISLATION:	Local Government Act 2020 Privacy and Data Protection Act 2014 Defamation Act 2005 Copyright Act 1968
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIVE\Strategies policies and procedures\Policies - adopted PDF and Word\POL Media and social media policy v1.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.

### ACKNOWLEDGEMENT OF COUNTRY

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



## MEDIA AND SOCIAL MEDIA POLICY

### 1 PURPOSE

This policy outlines protocols for managing communication between Loddon Shire Council, the media and the community.

### 2 SCOPE

This policy applies to all Councillors and Council staff, including contractors, and those staff authorised to contribute to media on behalf of Council.

### 3 POLICY

Council is committed to using a range of methods to communicate its services and events, and to update the community on current issues. This includes using traditional print and broadcast media, and electronic media.

This policy ensures that communication between Council, the community and the media is managed appropriately, including:

- providing accurate, timely and consistent information
- that only authorised spokespeople provide information to the media or on social media on behalf of Council
- Council's integrity and professional image is preserved
- issues are handled in an appropriate manner

Loddon Shire will make the following information available to external parties at all times:

- policy positions of Council
- progress on actions and programs developed and undertaken in accordance with an approved plan or strategy of Council

The key messages that Council communications should carry, including website and social media platforms are:

- promoting benefits to citizens and businesses through improvement
- efficient, customer-focused, market competitive services
- efficient and effective use of ratepayers' funds
- encouraging consultation, inviting the community to participate in some way
- tourism promotions

Council shall provide timely information to relevant external parties on:

- temporary changes (less than three months) to services
- the introduction of new services
- new or amended policy positions of Council
- events that Council wishes to promote

#### 3.1 Authorisation to make comment to the media and on social media

The Mayor and Chief Executive Officer are the official spokespersons for Council.



## MEDIA AND SOCIAL MEDIA POLICY

### 3.1.1 Councillors

Only the Chief Executive Officer and the Mayor can speak to the media on behalf of the Council. The Mayor or Chief Executive Officer may delegate this authority to other Councillors.

### 3.1.2 Staff

Upon delegation from the Chief Executive Officer, Directors can act as authorised spokespersons on issues from their areas of responsibility.

Managers and officers are not authorised to make comment to the media unless authorised by the Chief Executive Officer.

Any enquiries to staff from the media must be referred immediately to their Director and the Chief Executive Officer. In their absence, the enquiry should be referred to the Manager Executive and Commercial Services.

### 3.2 **Comment as a private citizen**

Staff members shall not make comment as a private citizen on issues relating to Council or staff colleagues to the media and on social media.

Staff should also be mindful of the Privacy and Data Protection Act 2014 and Local Government Act 2020 which prohibit the disclosure of personal and confidential information. Staff should also ensure they act within the guidelines of the Loddon Shire Council Staff, Volunteers and Contractors Code of Conduct, their position description and employment contract.

If staff are in any doubt regarding making comment as a private citizen, they should discuss the matter with their Director or the Chief Executive Officer.

### 3.3 **Potential media and social media issues**

If a staff member becomes aware of an issue that has potential to escalate and harm Council's reputation, or an opportunity to be promoted, it should be brought to the attention of their Director immediately.

### 3.4 **Approval of media releases**

All media releases for distribution by Council must be endorsed by the relevant Director and approved by the Chief Executive Officer or an officer delegated by the Chief Executive Officer. This also pertains to other information provided to the media.

### 3.5 **Social media authorisation**

Staff must be authorised by the Chief Executive Officer to maintain and post to social media sites on behalf of Council. Only authorised staff members are to post to social media sites on behalf of Council.

Any new Council-owned social media pages must be approved by the relevant Director and Chief Executive Officer. A staff member wanting to create a Council-owned social media page must provide a strategy and plan for the use of that social media, including:

- demonstrating how it will support the achievement of an action in Council's business plan
- identifying how Council branding will be used





## MEDIA AND SOCIAL MEDIA POLICY

- demonstrating how the obligations in this policy, other relevant policies, and the Staff and Contractors Code of Conduct will be met

### 3.6 Use of social media on behalf of Council

Social media posts must be approved by the requesting officer's Director or an officer delegated by the Chief Executive Officer, in accordance with the Social Media Procedure, before they are published on any Council social media page.

When using social media on behalf of Council, staff:

- are responsible for maintaining, updating and responding to items instigated by them personally, in adherence with relevant approvals
- must not make political comment or contribute to political and social debate
- must abide by the general responsibilities in Council's Staff and Contractors Code of Conduct
- must understand and comply with relevant legislation, e.g. privacy, defamation, anti-discrimination, copyright and trade mark laws
- must reinforce the integrity, reputation and values of Council

### 3.7 Comments and posts from public

Council social media pages should be actively monitored from 8.30am to 5pm, Monday to Friday.

Where relevant, all posts and comments that require a response from Council should link back to its website, for accurate and more detailed information.

Where appropriate, comments or private messages on social media should be responded to within two business days. This response time is in line with the Council Customer Service Charter.

Approval must be obtained from the Loddon Shire Council Chief Executive Officer or an officer delegated by the Chief Executive Officer before responding to comments.

Where applicable, conversations should be taken offline and referred to appropriate staff.

All Council social media pages will carry a disclaimer outlining the terms of use, including the times the social media site will be monitored.

### 3.8 Council Facebook page

Council will maintain a single official Facebook page for all social media interactions. Additional approved service specific Council-owned social media pages will be managed by the department responsible for the page development.

The pages will be maintained and monitored Monday to Friday, 8.30am to 5pm.

Staff must undergo social media training before making posts or comments on the page.

The pages will be administered in accordance with Council's Social Media Procedure.

A Loddon persona will be established by the IT officer which will be used by that staff member to manage all Facebook dealings on behalf of Council.



## MEDIA AND SOCIAL MEDIA POLICY

### 3.9 Advertising

All advertising related to Council must be endorsed by the relevant Director and authorised by the Chief Executive Officer or an officer delegated by the Chief Executive Officer, before it is provided to outlets for publication.

### 3.10 Email signatures

Use of signature banner promotions on centrally-managed email signatures must be endorsed by the relevant Director and authorised by the Chief Executive Officer or an officer delegated by the Chief Executive Officer.

### 3.11 Record keeping

All content published or communicated on behalf of Council must be recorded, along with author's name, date, time and media used.

Any passwords and logins associated with social media sites used by Council must be registered and accessible by staff with the appropriate authority. The Manager Information and Business Transformation will be responsible for maintaining these credentials.

### 3.12 Emergency management

Statements made in times of an emergency can have far-reaching effects. Therefore, staff and Councillors should note that informal comment or discussion with the media or on social media channels must be avoided.

In the case of a Council emergency (i.e. an emergency localised to Council that affects services, such as a building fire), please refer to the Business Continuity Management Policy.

During a wide-ranging emergency (e.g. flood), **all** communications (including media and social media messaging) will be coordinated through the Municipal Operations Centre.

During an emergency, where Council is authorised or directed to make comment by the agency responsible for coordinating the emergency response **only** the Mayor or Chief Executive Officer will do so.

### 3.13 Local government election period

During the local government election period, special provisions will be in place pertaining to the authorisation of media releases and media comment. This is to ensure no electoral matter is included in Council content during this period. Please see the Election Period Policy in the Governance Rules, and the Election Period – Communications and Events Procedure for more information and the authorisation process during this time.



## MEDIA AND SOCIAL MEDIA POLICY

### 4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Social media	<p>Digital communication sites where people may comment, contribute, create, post, upload and share content, including:</p> <ul style="list-style-type: none"> <li>• Blogs and micro blogging sites (e.g. Twitter)</li> <li>• Social networking sites (e.g. Facebook, LinkedIn)</li> <li>• Instant messaging facilities</li> <li>• Video and photo sharing sites (e.g. YouTube, Instagram, TikTok and Pinterest)</li> <li>• Forums and discussion boards</li> </ul>
Media	<ul style="list-style-type: none"> <li>• Traditional media forms, such as newspapers, radio and television.</li> <li>• Council websites</li> </ul>

### 5 HUMAN RIGHTS STATEMENT

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

### 6 REVIEW

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

**10.2 2020/21 FINANCIAL AND PERFORMANCE STATEMENTS IN PRINCIPLE REPORT**

**File Number:** FOL/19/432524  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Jude Holt, Acting Chief Executive Officer  
**Attachments:** 1. Draft Financial Statements  
2. Draft Performance Statements

**RECOMMENDATION**

That Council:

1. Adopts the Financial Statements and Performance Statement for the year ended 30 June 2021 as presented "in principle".
2. Authorises the Chief Executive Officer to make any amendments to the Financial Statements and Performance Statement for the year ended 30 June 2021 that may be requested by the Victorian Auditor-General.
3. Authorises the Mayor Cr Neil Beattie, one other Councillor, and the Chief Executive Officer to certify the audited Financial Statements and Performance Statement for the year ended 30 June 2021.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Nil.

**BACKGROUND**

Council's external auditors, RSD Audit, acting on behalf of the Victorian Auditor-General, have finalised remotely the audit of Council's Financial Statements and Performance Statement for the year ended 30 June 2021.

A requirement of the Local Government Act 1989 (s132(2) which is still in force) is that Council cannot formally submit the Financial Statements or Performance Statement to the Minister without having passed a motion giving in principle support to those statements.

It is also a requirement of the Local Government Act 1989 (s132(5) that Council must ensure that the Financial Statements and Performance Statement, in their final form after any changes recommended or agreed by the auditor have been made, are certified in accordance with the regulations by two Councillors and any other prescribed person authorised by Council for this purpose.

**ISSUES/DISCUSSION**

The annual Financial Statements are presented in accordance with all relevant Australian Accounting Standards and consist of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, and Statement of Cash Flows, along with detailed notes expanding on each of these.

The Performance Statement is in line with the Regulations. It includes:

- seven sustainable capacity indicators, which are financial and non-financial indicators of the sustainability of Council

- 10 service performance indicators, which are non-financial indicators
- 11 financial performance indicators, which are all financial indicators taken from the financial statements.

A standard format for the Performance Statement is provided by Local Government Victoria.

**COST/BENEFITS**

The benefit to Council and the community is accurate financial and non-financial information which shows the Council's results for the financial year, and provides insight into Council's sustainability.

**RISK ANALYSIS**

Preparation and auditing of Financial Statements and the Performance Statement are legislated functions of Council. Council must provide these documents along with the Report of Operations to the Minister for Local Government by 30 September 2021.

By having a structured project plan for delivery of the statements to the Victorian Auditor-General's representative, the risk of not meeting the legislative timeline is mitigated.

**CONSULTATION AND ENGAGEMENT**

The Audit Committee has been provided with an overview of the Financial Statements and Performance Statement at the Audit Committee Meeting held on 19 August 2021.

# LODDON SHIRE COUNCIL

## FINANCIAL STATEMENTS YEAR ENDING 30 JUNE 2021



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**CERTIFICATION OF FINANCIAL STATEMENTS**

In my opinion the accompanying financial statements have been prepared in accordance with the **Local Government Act 1989**, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

**Signed:** ..... **Date:**     /     /  
**SHARON ROSEMARIE MORRISON BA (POLITICS), LLB (HONS), GDLP, DIP BUS, CERT IV HR,**  
**PRINCIPAL ACCOUNTING OFFICER**  
**Wedderburn, Victoria 3518**

In our opinion the accompanying financial statements present fairly the financial transactions of the Loddon Shire Council for the year ended 30 June 2021 and the financial position of the Council as at that date.

At the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

**Signed:** ..... **Date:**     /     /  
**NEIL EDWARD BEATTIE, MAYOR**  
**Wedderburn, Victoria, 3518**

**Signed:** ..... **Date:**     /     /  
**GAVAN LINDSAY HOLT, COUNCILLOR**  
**Wedderburn, Victoria, 3518**

**Signed:** ..... **Date:**     /     /  
**JUDITH PATRICIA HOLT, ACTING CHIEF EXECUTIVE OFFICER**  
**Wedderburn, Victoria 3518**



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**COMPREHENSIVE INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2021**

	Note	2021 \$	2020 \$
<b>Income</b>			
Rates and charges	3.1	11,521,260	11,047,771
Statutory fees and fines	3.2	423,057	462,337
User fees	3.3	1,745,588	1,607,282
Grants - operating	3.4	14,011,856	11,748,029
Grants - capital	3.4	6,979,510	4,026,094
Contributions - monetary	3.5	81,375	21,165
Reimbursements and subsidies	3.6	805,709	885,849
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.7	88,633	29,889
Interest received	3.8	279,462	442,148
Share of net profits of associates and joint ventures	6.3	13,233	10,042
Other income	3.9	32	103
<b>Total income</b>		<b>35,949,715</b>	<b>30,280,709</b>
<b>Expenses</b>			
Employee costs	4.1	13,516,241	11,734,709
Materials and services	4.2	9,415,750	8,987,370
Depreciation	4.3	9,959,894	9,898,344
Bad debts expense	4.4	2,891	9,255
Other expenses	4.5	304,449	300,773
<b>Total expenses</b>		<b>33,199,225</b>	<b>30,930,451</b>
<b>Surplus (or deficit) for year</b>		<b>2,750,490</b>	<b>(649,742)</b>
<b>Other comprehensive income</b>			
<i>Items that will not be reclassified to surplus or deficit in future periods</i>			
Net asset revaluation increment/(decrement)	9.1(a)	(5,840,410)	12,996,471
Share of other comprehensive income of associates and joint ventures accounted for by the equity method	6.3	(3,886)	(4,278)
<b>Total comprehensive result</b>		<b>(3,093,806)</b>	<b>12,342,451</b>

The above Comprehensive Income Statement should be read with the accompanying notes.

**BALANCE SHEET  
AS AT 30 JUNE 2021**

	Note	2021 \$	2020 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1	20,445,806	8,326,446
Other financial assets	5.1	17,000,000	22,000,000
Trade and other receivables	5.1	1,350,744	807,408
Other assets	5.2	235,646	462,212
Inventories	5.2	24,120	26,782
Non-current assets classified as held for sale	6.1	222,784	540,076
<b>Total current assets</b>		<b>39,279,100</b>	<b>32,162,924</b>
<b>Non-current assets</b>			
Other financial assets	5.1	-	-
Other assets	5.2	100	100
Trade and other receivables	5.1	-	1,168
Investments in associates and joint ventures	6.3	284,683	275,336
Intangible assets	5.2	2,674,570	2,979,650
Property, infrastructure, plant and equipment	6.2	356,110,941	362,791,061
Right-of-use assets	5.7	-	-
<b>Total non-current assets</b>		<b>359,070,294</b>	<b>366,047,315</b>
<b>Total assets</b>		<b>398,349,394</b>	<b>398,210,239</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3(a)	1,471,993	634,196
Trust funds and deposits	5.3(b)	365,171	356,380
Unearned income	5.3(c)	2,976,276	705,000
Provisions	5.4	2,940,884	2,622,435
Lease liabilities	5.7	-	-
<b>Total current liabilities</b>		<b>7,754,324</b>	<b>4,318,011</b>
<b>Non-current liabilities</b>			
Provisions	5.4	1,512,661	1,716,013
Lease liabilities	5.7	-	-
<b>Total non-current liabilities</b>		<b>1,512,661</b>	<b>1,716,013</b>
<b>Total liabilities</b>		<b>9,266,985</b>	<b>6,034,024</b>
<b>Net assets</b>		<b>389,082,409</b>	<b>392,176,215</b>
<b>Equity</b>			
Accumulated surplus		90,938,554	90,918,332
Reserves	9	298,143,855	301,257,883
<b>Total equity</b>		<b>389,082,409</b>	<b>392,176,215</b>

The above Balance Sheet should be read with the accompanying notes.

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2021**

**2021**

	Note	Total 2021 \$	Accumulated surplus 2021 \$	Revaluation reserve 2021 \$	Other reserves 2021 \$
Balance at beginning of the financial year		392,176,215	90,918,332	278,439,144	22,818,739
Impact on change of accounting policy - AASB1059: Service concession arrangements: grantors		-	-	-	-
Adjusted opening balance		392,176,215	90,918,332	278,439,144	22,818,739
Surplus/(deficit) for the year		2,750,490	2,750,490	-	-
Net asset revaluation increment/(decrement)	9.1(a)	(5,840,410)	-	(5,840,410)	-
Transfer to reserves	9.1(b)	-	(19,622,115)	-	19,622,115
Transfer from reserves	9.1(b)	-	16,895,733	-	(16,895,733)
Share of other comprehensive income		(3,886)	(3,886)	-	-
<b>Balance at end of financial year</b>		<b>389,082,409</b>	<b>90,938,554</b>	<b>272,598,734</b>	<b>25,545,121</b>

**2020**

	Note	Total 2020 \$	Accumulated surplus 2020 \$	Revaluation reserve 2020 \$	Other reserves 2020 \$
Balance at beginning of the financial year		380,773,764	93,620,656	265,442,673	21,710,435
Impact on change of accounting policy - AASB 15 Revenue from Contracts with Customers		-	-	-	-
Impact on change of accounting policy - AASB 1058 Income of Not-for-Profit-Entities		(940,000)	(940,000)	-	-
Impact on change of accounting policy - AASB 16 Leases		-	-	-	-
Adjusted opening balance		379,833,764	92,680,656	265,442,673	21,710,435
Surplus/(deficit) for the year		(649,742)	(649,742)	-	-
Net asset revaluation increment/(decrement)	9.1(a)	12,996,471	-	12,996,471	-
Transfer to reserves	9.1(b)	-	(18,170,723)	-	18,170,723
Transfer from reserves	9.1(b)	-	17,062,419	-	(17,062,419)
Share of other comprehensive income		(4,278)	(4,278)	-	-
<b>Balance at end of financial year</b>		<b>392,176,215</b>	<b>90,918,332</b>	<b>278,439,144</b>	<b>22,818,739</b>

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2021**

	Note	2021 Inflows/ (outflows) \$	2020 Inflows/ (outflows) \$
<b>Cash flows from operating activities</b>			
Rates and charges		11,542,848	10,986,638
Statutory fees and fines		412,961	454,147
User fees		1,518,000	2,468,996
Grants - operating		13,715,848	11,964,173
Grants - capital		9,250,786	4,903,322
Contributions - monetary		81,375	21,165
Reimbursements and subsidies		875,205	935,089
Interest received		272,751	449,893
Net GST refund		1,449,161	1,153,154
Short-term, low value and variable lease payments		-	-
Trust funds and deposits taken		8,791	15,632
Employee costs		(13,124,062)	(11,540,031)
Material and services		(10,477,525)	(11,189,843)
Trust funds and deposits repaid		-	-
<b>Net cash provided by (used in) operating activities</b>	9.2	<b>15,526,139</b>	<b>10,622,335</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	6.2	(9,455,474)	(6,504,115)
Proceeds from sale of property, infrastructure, plant and equipment		1,046,295	313,894
Payments for intangible assets		-	-
Payments from / (for) investments		5,000,000	1,710,435
Loans and advances to community organisations		-	-
Repayment of loans and advances from community organisations		2,400	1,200
<b>Net cash provided by (used in) investing activities</b>		<b>(3,406,779)</b>	<b>(4,478,586)</b>
<b>Cash flows from financing activities</b>			
Repayment of interest bearing loans and borrowings		-	-
Borrowing costs		-	-
Interest paid - lease liability		-	-
Repayment of lease liabilities		-	-
<b>Net cash provided by (used in) financing activities</b>		<b>-</b>	<b>-</b>
Net increase/(decrease) in cash and cash equivalents		12,119,360	6,143,749
Cash and cash equivalents at the beginning of the financial year		8,326,446	2,182,697
<b>Cash and cash equivalents at the end of the financial year</b>	5.1	<b>20,445,806</b>	<b>8,326,446</b>

The above Statement of Cash Flows should be read with the accompanying notes.

**STATEMENT OF CAPITAL WORKS  
FOR THE YEAR ENDED 30 JUNE 2021**

	Note	2021 \$	2020 \$
<b>Land and buildings</b>			
Land		-	-
Buildings - specialised		433,496	795,763
Work in progress		1,178,769	79,285
<b>Total buildings</b>		<b>1,612,265</b>	<b>875,048</b>
<b>Plant and fittings</b>			
Plant, machinery and equipment		1,344,845	1,214,486
Office furniture and equipment		114,858	336,300
<b>Total plant and equipment</b>		<b>1,459,703</b>	<b>1,550,786</b>
<b>Infrastructure</b>			
Roads		3,770,911	2,614,113
Bridges		1,102,159	499,518
Footpaths and cycleways		562,886	549,199
Kerb and channel		-	-
Drainage		202,930	31,736
Street furniture		17,480	7,227
Work in progress		727,138	376,488
<b>Total infrastructure</b>		<b>6,383,504</b>	<b>4,078,281</b>
<b>Total capital works expenditure</b>		<b>9,455,472</b>	<b>6,504,115</b>
<b>Represented by:</b>			
New asset expenditure		1,361,445	597,416
Asset renewal expenditure		5,783,378	3,141,769
Asset expansion expenditure		198,842	194,720
Asset upgrade expenditure		2,111,807	2,570,210
<b>Total capital works expenditure</b>		<b>9,455,472</b>	<b>6,504,115</b>

The above statement of capital works should be read with the accompanying notes.

## OVERVIEW

### Introduction

The Loddon Shire Council was established by an Order of the Governor in Council on 19 January 1995 and is a body corporate. The Council's main office is located at 41 High Street, Wedderburn.

### Statement of compliance

These financial statements are a general purpose financial report that consist of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

### Significant accounting policies

#### **Basis of accounting**

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.4)
- the determination of landfill provisions (refer to Note 5.4)
- the determination of whether performance obligations are sufficiently specific as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income for Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.7)
- whether or not *AASB 1059 Service Concession Agreements: Grantors* is applicable (refer to Note 8.2)
- other areas requiring judgements.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation and disclosure has been made of any material changes to comparatives.

#### **Impact of COVID-19 on Loddon**

On 16 March 2020 a state of emergency was declared in Victoria due to the global pandemic COVID-19 virus (coronavirus). A state of disaster was subsequently declared on 2 August 2020. While the impacts of the pandemic have abated somewhat through the 2020/21 year, Council has noted the following significant impacts on its financial operations:

- In response to significant decrease in demand / government directive amidst the COVID-19 outbreak, Council leisure facilities / libraries / community centres were closed. These closures resulted in no change to the direct revenue received for these facilities. Facilities began to reopen from in late 2020. There were further minor 'snap' closures in line with government directives at the time
- Council did not pause commercial rent agreements
- Council activated its hardship policy in response to this crisis on 26 May 2020. This resulted in a slight decrease in overdue interest earned along with a slight lag on cash flow income from rates and related charges. This was rescinded on 31 December 2020.



## NOTE 1 PERFORMANCE AGAINST BUDGET

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Management has adopted a materiality threshold of 20 percent and \$50,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold.

The budget figures detailed below are those adopted by Council on 23 June 2020.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

### 1.1 Income and expenditure

	Budget 2021 \$	Actual 2021 \$	Variance 2021 \$	Variance 2021 %	Ref
<b>Income</b>					
Rates and charges	11,461,007	11,521,260	(60,253)	0.5%	
Statutory fees and fines	215,586	423,057	(207,471)	96.2%	1
User fees	1,526,932	1,745,588	(218,656)	14.3%	
Grants - operating	6,352,271	14,011,856	(7,659,585)	120.6%	2
Grants - capital	2,487,726	6,979,510	(4,491,784)	180.6%	3
Contributions - monetary	100,000	81,375	18,625	-18.6%	
Reimbursements and subsidies	787,885	805,709	(17,824)	2.3%	
Interest earnings	375,200	279,462	95,738	-25.5%	4
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	88,633	(88,633)	100.0%	
Share of net profits/(losses) of associates and joint ventures	-	13,233	(13,233)	100.0%	
Other income	-	32	(32)	100.0%	
<b>Total income</b>	<b>23,306,607</b>	<b>35,949,715</b>	<b>(12,643,108)</b>	<b>54.2%</b>	
<b>Expenses</b>					
Employee costs	12,579,010	13,516,241	(937,231)	7.5%	
Materials and services	11,292,136	9,415,750	1,876,386	-16.6%	
Depreciation	9,666,789	9,959,894	(293,105)	3.0%	
Bad and doubtful debts	-	2,891	(2,891)	100.0%	
Other expenses	334,239	304,449	29,790	-8.9%	
<b>Total expenses</b>	<b>33,872,174</b>	<b>33,199,225</b>	<b>672,949</b>	<b>-2.0%</b>	
<b>Surplus/(deficit) for the year</b>	<b>(10,565,567)</b>	<b>2,750,490</b>	<b>(13,316,057)</b>	<b>-126.0%</b>	

#### (i) Explanation of material variations

- 1 The increase to statutory fees and fines relates mainly to additional income received for planning services (\$101K).
- 2 Operating grants had a financial position higher than budgeted mainly due to higher income received for the Working for Victoria employment program of \$1.1M, along with 50% upfront income from the grants commission of \$4.8M.
- 3 Capital grant income was higher than budgeted due to additional road program grants that were received during 2020/21.
- 4 Interest income for the year was lower than expected, which is due to the dramatic drop in term deposit interest rates which was partially offset by higher amounts of cash on hand to invest.

## NOTE 1 PERFORMANCE AGAINST BUDGET (CONTINUED)

## 1.2 Capital works

	Budget 2021 \$	Actual 2021 \$	Variance 2021 \$	Variance 2021 %	Ref
<b>Property</b>					
Land	-	-	-	0.0%	
Land improvements	5,000	2,325	2,675	-53.5%	
<b>Total land</b>	<b>5,000</b>	<b>2,325</b>	<b>2,675</b>	<b>-53.5%</b>	
Buildings	-	-	-	100.0%	
Building improvements	780,000	171,341	608,659	-78.0%	5
<b>Total buildings</b>	<b>780,000</b>	<b>171,341</b>	<b>608,659</b>	<b>-78.0%</b>	
<b>Total property</b>	<b>785,000</b>	<b>173,666</b>	<b>611,334</b>	<b>-77.9%</b>	
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,452,900	1,344,845	108,055	-7.4%	
Office furniture and equipment	185,000	114,858	70,142	-37.9%	6
<b>Total plant and equipment</b>	<b>1,637,900</b>	<b>1,459,703</b>	<b>178,197</b>	<b>-10.9%</b>	
<b>Infrastructure</b>					
Roads	3,239,065	3,935,336	(696,271)	21.5%	7
Bridges	143,965	937,734	(793,769)	551.4%	8
Footpaths and cycleways	278,928	562,886	(283,958)	101.8%	9
Drainage	350,000	930,068	(580,068)	165.7%	10
Recreation, leisure and community facilities	7,500	1,251,987	(1,244,487)	16593.2%	11
Parks, open space and streetscapes	800,000	204,092	595,908	-74.5%	12
<b>Total infrastructure</b>	<b>4,819,458</b>	<b>7,822,103</b>	<b>(3,002,645)</b>	<b>62.3%</b>	
<b>Total capital works expenditure</b>	<b>7,242,358</b>	<b>9,455,472</b>	<b>(2,213,114)</b>	<b>30.6%</b>	
<b>Represented by:</b>					
New asset expenditure	1,642,900	1,361,445	281,455	-17.1%	
Asset renewal expenditure	4,541,958	5,783,378	(1,241,420)	27.3%	
Asset expansion expenditure	-	198,842	(198,842)	100.0%	
Asset upgrade expenditure	1,057,500	2,111,807	(1,054,307)	99.7%	
<b>Total capital works expenditure</b>	<b>7,242,358</b>	<b>9,455,472</b>	<b>(2,213,114)</b>	<b>30.6%</b>	

**NOTE 1 PERFORMANCE AGAINST BUDGET (CONTINUED)****1.2 Capital works (continued)****(i) Explanation of material variations**

- 5 The variation to budget for buildings relate to projects that have not progressed during the year including the strategic fund for community planning (\$250K). Works are also behind schedule for the building asset management plan of \$359K.
- 6 Due to a drop in prices for laptop and desktop computers, almost all purchases of these items are recognised as operating, resulting in a variation to budget.
- 7 Additional grant income for road infrastructure capital was received during the year, therefore the program set for the year was higher and the delivery greater than budget.
- 8 The actual program delivered for the financial year included carry over projects that were not completed during the prior year.
- 9 The actual program delivered for the financial year included carry over projects that were not completed during the prior year.
- 10 The actual program delivered for the financial year included carry over projects that were not completed during the prior year.
- 11 Works completed for 2020/21 included a carry over project for the caravan park improvement program (\$1.08M) which was not included in the original budget.
- 12 The main variance relates to community planning projects that are yet to commence or have not yet been completed of \$177K.

## NOTE 2 COUNCIL RESULTS BY PROGRAM

### 2.1 Analysis of Council results by program

Council delivers its functions and activities through the following programs:

#### 1 - Economic development and tourism

To promote economic growth through the retention and development of agriculture and business, and the development and promotion of tourism.

#### 2 - Leadership

To provide Loddon Shire with strategic direction, representation and advocacy to promote good government, realisation of opportunities and to build confidence, pride and unity within the community.

#### 3 - Works and infrastructure

Infrastructure to be provided in an efficient manner that meets the needs of the community.

#### 4 - Good management

Ensure best practice management of human, physical and financial resources.

#### 5 - Environment

To promote and enhance the natural and built environment for the enjoyment of future generations.

#### 6 - Community services and recreation

To enhance the quality of life of all ages through the provision of community services and support of community organisations.

#### 2021

	Income \$	Expenses \$	Surplus / (Deficit) \$	Grants included in income \$	Total assets \$
Economic development and tourism	761,287	1,436,970	(675,683)	112,709	5,923,551
Leadership	1,095,213	4,408,989	(3,313,776)	1,092,908	38,001,222
Works and infrastructure	8,709,289	6,139,035	2,570,254	7,879,855	298,998,293
Good management	17,005,296	14,253,502	2,751,794	6,222,261	6,005,886
Environment	2,329,926	1,761,854	568,072	330,543	13,071,158
Community services and recreation	6,048,704	5,198,875	849,829	5,353,090	35,269,173
<b>Total</b>	<b>35,949,715</b>	<b>33,199,225</b>	<b>2,750,490</b>	<b>20,991,366</b>	<b>397,269,283</b>

#### 2020

	Income \$	Expenses \$	Surplus / (Deficit) \$	Grants included in income \$	Total assets \$
Economic development and tourism	682,749	1,362,084	(679,335)	49,000	4,699,972
Leadership	389,519	1,623,623	(1,234,104)	321,892	31,409,290
Works and infrastructure	4,652,758	14,765,252	(10,112,494)	3,524,252	305,499,922
Good management	19,324,128	4,564,842	14,759,286	9,169,589	6,385,317
Environment	1,868,248	2,025,854	(157,606)	124,057	13,882,135
Community services and recreation	3,363,307	6,588,796	(3,225,489)	2,585,334	36,333,603
<b>Total</b>	<b>30,280,709</b>	<b>30,930,451</b>	<b>(649,742)</b>	<b>15,774,123</b>	<b>398,210,239</b>

### NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES

#### 3.1 Rates and charges

Council uses Capital Improved Value (C.I.V.) as the basis of valuation of all properties within the municipal district. The C.I.V. of a property includes the value of the land and all improvements on the land.

The valuation base used to calculate general rates for 2020/21 was \$2,390,287,700. The valuation base used in 2019/20 was \$2,258,890,400.

	2021 \$	2020 \$
General rates	2,506,891	2,407,703
Rural production rates	6,074,324	5,963,864
Municipal charges	1,276,081	1,238,037
Kerbside recycling charges	432,071	372,372
Garbage charges	1,203,059	1,034,163
Interest on rates and charges	28,834	31,632
<b>Total rates and garbage charges</b>	<b>11,521,260</b>	<b>11,047,771</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2020, and the valuation was first applied in the rating year commencing 1 July 2020.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

#### 3.2 Statutory fees and fines

	2021 \$	2020 \$
<b>Statutory fees and fines</b>		
Rates and property	12,932	10,105
Risk management	6,282	3,552
Building regulation	83,229	84,644
Local laws and animal management	83,622	73,038
Public health	60,460	48,110
Corporate governance	-	314
Strategic and statutory planning	176,532	242,574
<b>Total statutory fees and fines</b>	<b>423,057</b>	<b>462,337</b>

Statutory fees and fines (including building permits and local laws fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever occurs first.

**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.3 User fees**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>User fees</b>		
Economic development	-	15,000
Caravan parks	552,685	417,328
Loddon Discovery Tours	7,389	-
Tourism	3,564	12,214
Aged care services	507,726	488,143
Emergency management	11,202	20,825
Preschools	19,062	68,816
Financial services	1,076	2,229
Human resources and development	41,221	937
Risk management	2,188	-
Council engineering and technical services	52,619	70,271
Building regulation	3,593	-
Local laws and animal management	2,112	-
Building and property management	65,302	56,108
Gravel pits	173,488	240,700
Parks and townships	13,838	-
Waterways management	-	14,843
Waste management	190,765	91,530
Other	6,597	3,349
<b>Rent received</b>		
Elderly persons units	55,941	61,898
Economic development	35,220	43,091
<b>Total user fees</b>	<b>1,745,588</b>	<b>1,607,282</b>
<b>User fees by timing of revenue recognition</b>		
User fees recognised over time	-	-
User fees recognised at a point in time	1,745,588	1,607,282
<b>Total user fees</b>	<b>1,745,588</b>	<b>1,607,282</b>

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

**3.4 Funding from other levels of government**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Grants were received in respect of the following:		
<b>Summary of grants</b>		
Commonwealth funded grants	11,787,331	11,443,924
State funded grants	9,204,035	4,330,199
<b>Total grants received</b>	<b>20,991,366</b>	<b>15,774,123</b>

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>(a) Operating grants</b>		
<b>Recurrent - Commonwealth Government:</b>		
Financial Assistance Grant - general purpose grant	5,666,426	5,261,324
Financial Assistance Grant - local roads	3,733,180	3,794,873
<b>Total operating Commonwealth Government grants</b>	<b>9,399,606</b>	<b>9,056,197</b>



**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.4 Funding from other levels of government (continued)**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>Recurrent - State Government:</b>		
Aged care services	857,189	909,385
Preschools	477,417	496,552
Early years	74,607	43,306
Rates and property	44,595	43,721
Youth	24,500	24,500
Maternal and child health	262,045	243,870
Seniors	51,453	-
Roads	75,000	75,000
Other	31,152	11,010
<b>Non recurrent - State Government:</b>		
Aged services	82,434	30,000
Waste management	8,280	44,192
Human resources and development	147,000	1,500
Administration and management	1,092,908	321,892
Community support	155,370	119,764
Preschools	113,164	22,752
Economic development	-	40,000
Grants and community planning	50,000	22,061
Early years	153,635	116,224
Emergency management	75,000	-
Project and contract management	564,500	-
Local laws and animal management	250,000	-
Municipal health and wellbeing	-	117,103
Other	22,001	9,000
<b>Total operating State Government grants</b>	<b>4,612,250</b>	<b>2,691,832</b>
<b>Total operating grants</b>	<b>14,011,856</b>	<b>11,748,029</b>
<b>(b) Capital grants</b>		
<b>Recurrent - Commonwealth Government:</b>		
Roads to Recovery	2,387,725	2,387,727
<b>Total capital Commonwealth Government grants</b>	<b>2,387,725</b>	<b>2,387,727</b>
<b>Recurrent - State Government:</b>		
Caravan parks	90,710	-
Waste management	50,000	-
<b>Non recurrent - State Government:</b>		
Grants and community planning	-	194,561
Information technology	98,470	-
Project and contract management	4,095,725	1,136,524
Rural access	-	42,283
Waste management	256,880	-
Waterways management	-	264,999
<b>Total capital State Government grants</b>	<b>4,591,785</b>	<b>1,638,367</b>
<b>Total capital grants</b>	<b>6,979,510</b>	<b>4,026,094</b>

**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.4 Funding from other levels of government (continued)****(c) Unspent grants received on condition that they be spent in a specific manner**

	2021 \$	2020 \$
<b>Operating</b>		
<b>Balance at start of year</b>	<b>6,722,845</b>	<b>6,158,203</b>
Received during the financial year and remained unspent at balance date	5,809,742	5,355,843
Received in prior years and spent during the financial year	(5,181,820)	(4,791,201)
<b>Balance at year end</b>	<b>7,350,767</b>	<b>6,722,845</b>
<b>Capital</b>		
<b>Balance at start of year</b>	<b>1,286,702</b>	<b>2,529,985</b>
Received during the financial year and remained unspent at balance date	3,561,471	918,381
Received in prior years and spent during the financial year	(1,338,536)	(2,161,664)
<b>Balance at year end</b>	<b>3,509,637</b>	<b>1,286,702</b>

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

**3.5 Contributions**

	2021 \$	2020 \$
Contributions - operating - monetary	70,000	1,165
Contributions - capital - monetary	11,375	20,000
<b>Total contributions</b>	<b>81,375</b>	<b>21,165</b>

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

**3.6 Reimbursements and subsidies**

	2021 \$	2020 \$
Council administration	47,925	45,556
Swimming pools	11,300	-
Risk management	41,998	104,806
Plant and fleet	140,970	138,477
Department of Transport routine maintenance contract	563,516	587,516
Other	-	9,494
<b>Total reimbursements and subsidies</b>	<b>805,709</b>	<b>885,849</b>

Reimbursements and subsidies are recognised as revenue when the service has been provided or Council has otherwise earned the income.

**3.7 Net gain (or loss) on disposal of property, infrastructure, plant and equipment**

	2021 \$	2020 \$
Proceeds from sale	1,046,295	313,894
Written down value of assets disposed	(957,662)	(284,005)
<b>Total net gain (or loss) on disposal of property, infrastructure, plant and equipment</b>	<b>88,633</b>	<b>29,889</b>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.



**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.8 Interest received**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Interest on investments	250,628	410,516
Rates interest	28,834	31,632
<b>Total interest received</b>	<b>279,462</b>	<b>442,148</b>

**3.9 Other income**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Reversal of impairment of assets	32	103
<b>Total other income</b>	<b>32</b>	<b>103</b>

## NOTE 4 THE COST OF DELIVERING SERVICES

### 4.1 (a) Employee costs

	2021 \$	2020 \$
Salaries and wages	11,114,023	9,455,460
Annual leave and long service leave	915,838	979,870
Superannuation	1,116,829	983,370
Fringe benefits	57,163	108,089
Workcover	312,388	207,920
<b>Total employee costs</b>	<b>13,516,241</b>	<b>11,734,709</b>

### (b) Superannuation

Council made contributions to the following funds:

	2021 \$	2020 \$
<b>Defined benefit fund</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	71,017	69,522
<b>Total defined benefit fund</b>	<b>71,017</b>	<b>69,522</b>

Employer contributions payable at reporting date is NIL.

	2021 \$	2020 \$
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	539,760	521,537
Employer contributions - other funds	506,052	392,311
<b>Total accumulated funds</b>	<b>1,045,812</b>	<b>913,848</b>

Employer contributions payable at reporting date is NIL.

Refer to Note 9.3 for further information relating to Council's superannuation obligations.

### 4.2 Materials and services

	2021 \$	2020 \$
<b>Major contracts</b>		
Caravan parks	173,291	140,807
Swimming pools	238,482	255,915
Building and property maintenance	150,378	125,180
Waste management operations	1,009,321	1,006,024
Other contracts	12,231	-
Valuations	15,126	24,963
<b>Other materials and services</b>		
Cleaning	3,962	21,052
Insurance	474,203	478,697
Administration and management	490,470	124,705
Economic development	106,075	127,029
Council administration	193,653	144,398
Library services	206,563	206,312
Media	38,567	43,794
Caravan parks	138,740	174,184
Tourism	70,218	61,678

**NOTE 4 THE COST OF DELIVERING SERVICES (Continued)****4.2 Materials and services (continued)**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Aged care services	229,864	155,756
Elderly persons units	29,206	20,357
Seniors	13,006	78,335
Community support	310,485	672,348
Grants and community planning	686,456	314,256
Municipal health and wellbeing	52,851	44,061
Swimming pools	100,949	148,479
Early years	41,980	64,332
Preschools	79,995	100,406
Corporate governance	92,514	71,915
Financial services	44,536	85,448
Customer service	50,419	35,702
Information technology	87,059	85,873
Human resources and management	165,432	163,580
Risk management	77,025	15,641
Council engineering and technical services	128,595	169,407
Project and contract management	74,759	-
Building regulation	13,147	19,928
Local laws and animal management	200,968	12,743
Public health	61,256	9,593
Building and property maintenance	256,191	249,022
Plant and fleet	1,044,234	1,259,746
Gravel pits	(6,782)	46,038
Parks and townships	158,956	141,642
Roads	307,433	564,907
Department of Transport routine maintenance contract	41,930	53,238
Waste management	423,367	298,844
Waterways management	26,900	19,111
Software	728,095	514,929
Utilities	491,984	575,497
Other	81,660	61,498
<b>Total materials and services</b>	<b>9,415,750</b>	<b>8,987,370</b>

**4.3 Depreciation**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Roads	6,479,294	6,625,748
Buildings	1,504,207	1,245,171
Plant and equipment	932,651	976,570
Bridges	391,248	400,051
Urban drains	212,151	210,708
Furniture and equipment	131,077	130,099
Footpaths	158,342	157,482
Kerb and channel	97,374	97,768
Landfills	25,640	25,655
Street furniture	26,685	27,779
Quarries	1,225	1,313
<b>Total depreciation</b>	<b>9,959,894</b>	<b>9,898,344</b>

Refer to Note 5.2 (c) and 6.2 for a more detailed breakdown of depreciation charges and accounting policy.

**NOTE 4 THE COST OF DELIVERING SERVICES (Continued)****4.4 Bad and doubtful debts**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Rates debtors	1,189	2,338
Sundry debtors	1,702	6,917
<b>Total bad debts expense</b>	<b>2,891</b>	<b>9,255</b>

**Movement in provisions for doubtful debts**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Balance at beginning of the year	127,248	118,887
New provisions recognised during the year	8,090	9,639
Amounts already provided for and written off as uncollectible	(8,001)	(894)
Amounts provided for but recovered during the year	(4,809)	(384)
<b>Balance at end of year</b>	<b>122,528</b>	<b>127,248</b>

Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

**4.5 Other expenses**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Councillors' emoluments	228,869	220,814
Internal audit remuneration	34,980	40,127
External audit remuneration - VAGO - Audit of the financial statements, performance statement and grant acquittals	40,600	39,800
Impairment of interest free loans	-	32
<b>Total other expenses</b>	<b>304,449</b>	<b>300,773</b>

**NOTE 5 OUR FINANCIAL POSITION****5.1 Financial assets****(a) Cash and cash equivalents**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Cash on hand	2,578	3,900
Cash at bank (CEO's advance account)	4,000	4,000
Cash at bank (general account)	14,255,811	4,135,428
Cash at bank (trust account)	183,417	183,118
Term deposits (less than 90 days)	6,000,000	4,000,000
<b>Cash and cash equivalents</b>	<b>20,445,806</b>	<b>8,326,446</b>

**(b) Other financial assets**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Term deposits (current)	17,000,000	22,000,000
Term deposits (non-current)	-	-
<b>Total other financial assets</b>	<b>17,000,000</b>	<b>22,000,000</b>

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>Restricted funds</b>		
Trust funds (Note 5.3)	365,171	356,380
<b>Total restricted funds</b>	<b>365,171</b>	<b>356,380</b>
<b>Total unrestricted cash and cash equivalents</b>	<b>16,634,829</b>	<b>21,643,620</b>

**Intended allocations**

Although not externally restricted the intended allocations above have been allocated for specific future purposes by Council.

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Unspent grants (refer to Note 9.1)	10,860,404	8,009,547
Long service leave (refer to Note 5.4)	2,032,984	1,866,223
<b>Total restricted and intended allocation funds</b>	<b>12,893,388</b>	<b>9,875,770</b>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either revenue or expense.

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.1 Financial assets (continued)****(c) Trade and other receivables**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>Current</b>		
<i>Statutory receivables</i>		
Rates debtors	253,965	275,553
LESS provision for doubtful debts	(22,405)	(19,800)
	<b>231,560</b>	<b>255,753</b>
<i>Non statutory receivables</i>		
Sundry debtors	815,776	547,667
Other debtors	107,524	110,237
LESS provision for doubtful debts	(100,123)	(107,448)
Net receivable GST	296,007	(1)
Loans and advances to community organisations	-	1,200
	<b>1,119,184</b>	<b>551,655</b>
<b>Total current</b>	<b>1,350,744</b>	<b>807,408</b>
<b>Non-current</b>		
<i>Non statutory receivables</i>		
Loans and advances to community organisations	-	1,168
<b>Total non-current</b>	<b>-</b>	<b>1,168</b>
<b>Total trade and other receivables</b>	<b>1,350,744</b>	<b>808,576</b>

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using effective interest rate method.

**(i) Ageing of receivables**

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Current (not yet due)	606,678	86,197
Past due by up to 30 days	91,836	10,474
Past due between 31 and 180 days	102,426	7,850
Past due between 181 and 365 days	14,836	443,146
Past due over 365 days	107,524	110,237
<b>Total trade and other receivables</b>	<b>923,300</b>	<b>657,904</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.1 Financial assets (continued)****(c) Trade and other receivables (continued)****(ii) Ageing of individually impaired receivables**

At balance date, other debtors representing financial assets with a nominal value of \$100,123 (2020: \$107,448) were impaired. The amount of the provision raised against these debtors was \$100,123 (2020: \$107,448). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 180 days	-	-
Past due between 181 and 365 days	100,123	107,448
Past due by more than 1 year	-	-
<b>Total trade and other receivables</b>	<b>100,123</b>	<b>107,448</b>

**5.2 Non-financial assets****(a) Inventories**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Inventories held for distribution	24,120	26,782
Inventories held for sale	-	-
<b>Total inventories</b>	<b>24,120</b>	<b>26,782</b>

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

**(b) Other assets**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>Current</b>		
Accrued income	63,379	161,202
Prepayments	172,267	301,010
Term deposits (original maturity of 90 days or greater)	-	-
<b>Total current</b>	<b>235,646</b>	<b>462,212</b>
<b>Non-current</b>		
Procurement Australia Pty Ltd Shares	100	100
<b>Total non-current</b>	<b>100</b>	<b>100</b>
<b>Total other assets</b>	<b>235,746</b>	<b>462,312</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.2 Non-financial assets (continued)****(c) Intangible assets**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>Non-current</b>		
Water rights	2,674,570	2,979,650
<b>Total intangible assets</b>	<b>2,674,570</b>	<b>2,979,650</b>

**Reconciliation of movements in intangible assets for the reporting period**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>Water rights</b>		
Gross carrying amount at beginning of period	2,979,650	2,702,545
Additional water rights obtained during the period	-	-
Water rights disposed of during the period	-	-
Revaluation increment / (decrement)	(305,080)	277,105
Depreciation & amortisation	-	-
<b>Gross carrying amount at end of period</b>	<b>2,674,570</b>	<b>2,979,650</b>

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life.

Water rights are revalued at 30 June 2021 to the published water trade market rate applying at that date.



**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.3 Payables****(a) Trade and other payables**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Trade payables	1,137,128	(245)
Accrued wages and salaries	300,976	291,310
Accrued expenses	33,889	343,131
<b>Total trade and other payables</b>	<b>1,471,993</b>	<b>634,196</b>

**(b) Trust funds and deposits**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Contract retentions	71,837	66,443
Fire services property levy	75,378	67,970
Building deposits	32,340	37,340
Unclaimed monies	1,223	533
Other refundable deposits:		
St Andrews church repair fund	976	976
Wedderburn Pre-school investment	183,417	183,118
<b>Total trust funds and deposits</b>	<b>365,171</b>	<b>356,380</b>

**(c) Unearned income**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Grants received in advance - operating	-	-
Grants received in advance - capital	2,976,276	705,000
<b>Total unearned income</b>	<b>2,976,276</b>	<b>705,000</b>

Amounts received as deposits and retention amounts controlled by council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

**Purpose and nature of items*****Contract retentions***

Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with council's contractual obligations.

***Fire Services Property Levy***

Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.3 Payables (continued)****Purpose and nature of items*****Building deposits***

Under the provisions of the Building Act 1993, Council may issue a Building Permit subject to a condition that the applicant must deposit with the Council a bond, for an amount determined in accordance with the regulations, to secure the complete and satisfactory carrying out of the work authorised by the Building Permit.

***St Andrews church repair fund***

These funds were held by a Section 86 committee which was disbanded in 2012. The funds were returned to Council to use for repairs to the building.

***Wedderburn Pre-school investment***

Council is holding funds on behalf of the Wedderburn Pre-school. These funds are invested by Council according to the instructions of the pre-school.

## NOTE 5 OUR FINANCIAL POSITION (Continued)

## 5.4 Provisions

## 2021

	Annual leave	Long service leave	RDOs	Landfill rehabilitation	Gravel pit rehabilitation	Total
Balance at beginning of the financial year	915,385	1,866,223	114,069	1,347,799	94,972	4,338,448
Additional provisions	970,519	316,396	602,529	(258,472)	(8,944)	1,622,028
Amounts used	(766,202)	(149,635)	(591,094)	-	-	(1,506,931)
Variation in the discounted amount arising because of time and the effect of any change in the discount rate	-	-	-	-	-	-
<b>Balance at the end of the financial year</b>	<b>1,119,702</b>	<b>2,032,984</b>	<b>125,504</b>	<b>1,089,327</b>	<b>86,028</b>	<b>4,453,545</b>

## 2020

	Annual leave	Long service leave	RDOs	Landfill rehabilitation	Gravel pit rehabilitation	Total
Balance at beginning of the financial year	864,146	1,796,636	128,088	1,347,842	73,113	4,209,825
Additional provisions	818,831	281,865	513,984	(43)	21,859	1,636,496
Amounts used	(767,592)	(212,278)	(528,003)	-	-	(1,507,873)
Variation in the discounted amount arising because of time and the effect of any change in the discount rate	-	-	-	-	-	-
<b>Balance at the end of the financial year</b>	<b>915,385</b>	<b>1,866,223</b>	<b>114,069</b>	<b>1,347,799</b>	<b>94,972</b>	<b>4,338,448</b>

## (a) Employee provisions

	2021 \$	2020 \$
<b>Current provisions expected to be wholly settled within 12 months</b>		
Annual leave	895,762	732,308
Long service leave	213,358	197,640
RDOs	125,504	114,069
<b>Total</b>	<b>1,234,624</b>	<b>1,044,017</b>
<b>Current provisions expected to be wholly settled after 12 months</b>		
Annual leave	223,940	183,077
Long service leave	1,427,854	1,322,665
<b>Total</b>	<b>1,651,794</b>	<b>1,505,742</b>
<b>Total current employee provisions</b>	<b>2,886,418</b>	<b>2,549,759</b>
<b>Non-current</b>		
Long service leave	391,772	345,918
<b>Total non-current employee provisions</b>	<b>391,772</b>	<b>345,918</b>
<b>Aggregate carrying amount of employee provisions</b>		
Current	2,886,418	2,549,759
Non-current	391,772	345,918
<b>Total aggregate amount of employee provisions</b>	<b>3,278,190</b>	<b>2,895,677</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)**

**5.4 Provisions (continued)**

**(a) Employee provisions (continued)**

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

**Wages and salaries and annual leave**

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

**Long service leave**

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

Key assumptions:	<b>2021</b>	<b>2020</b>
Weighted average increase in employee costs	3.57%	3.44%
Weighted average discount rates	67.00%	0.64%
Weighted average settlement period	21 months	21 months

**(b) Landfill restoration**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Current	54,466	72,676
Non-current	1,034,861	1,275,123
<b>Total landfill restoration</b>	<b>1,089,327</b>	<b>1,347,799</b>

Council is obligated to restore landfill sites to a particular standard. The forecast life of the sites are based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected costs of works to be undertaken. The expected cost of works have been estimated based on the current understanding of work required to reinstate the site to a suitable standard and budgeted costs for that work. Accordingly, the estimation of a provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Key assumptions:	<b>2021</b>	<b>2020</b>
Weighted average increase in costs	1.62%	2.56%
Weighted average discount rates	0.70%	0.72%
Weighted average settlement period	16 years	16 years

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.4 Provisions (continued)****(c) Gravel pit rehabilitation**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Current	-	-
Non-current	86,028	94,972
<b>Total</b>	<b>86,028</b>	<b>94,972</b>

Council is obligated to restore gravel pit sites to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for gravel pit restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard and budgeted costs for that work. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

## Key assumptions:

	<b>2021</b>	<b>2020</b>
Weighted average increase in costs	1.62%	2.56%
Weighted average discount rates	0.83%	0.83%
Weighted average settlement period	18 years	18 years

**5.5 Financing arrangements**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Bank overdraft - National Australia Bank	-	500,000
Bank overdraft - Westpac	500,000	500,000
Credit card facilities	100,000	100,000
<b>Total facilities</b>	<b>600,000</b>	<b>1,100,000</b>
Used facilities	-	-
<b>Unused facilities</b>	<b>600,000</b>	<b>1,100,000</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.6 Commitments**

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

**2021**

	Not later than 1 year \$	Later than 1 year and not later than 2 years \$	Later than 2 years and not later than 5 years \$	Later than 5 years \$	Total \$
<b>Operating</b>					
Environment services	973,285	972,385	2,917,155	1,974,770	6,837,595
Insurance services	509,171	-	-	-	509,171
Workcover	162,437	-	-	-	162,437
Library corporation	218,018	-	-	-	218,018
Internal audit	26,000	26,000	26,000	-	78,000
Bridgewater change rooms	234,415	-	-	-	234,415
Other minor orders committed	55,544	-	-	-	55,544
<b>Operating commitments for expenditure</b>	<b>2,178,870</b>	<b>998,385</b>	<b>2,943,155</b>	<b>1,974,770</b>	<b>8,095,180</b>
<b>Capital</b>					
Laanecoerie Newbridge Road works	784,302	-	-	-	784,302
Donaldson Park planning	125,180	-	-	-	125,180
Baileys Road works	838,794	-	-	-	838,794
Wedderburn - High Street works	90,681	-	-	-	90,681
Lake View and Andrews Street works	189,963	-	-	-	189,963
Godfrey Street works	220,000	-	-	-	220,000
Contract 488 - various works	520,300	-	-	-	520,300
<b>Capital commitments for expenditure</b>	<b>2,769,220</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,769,220</b>
<b>Total commitments for expenditure</b>	<b>4,948,090</b>	<b>998,385</b>	<b>2,943,155</b>	<b>1,974,770</b>	<b>10,864,400</b>

**2020**

	Not later than 1 year \$	Later than 1 year and not later than 2 years \$	Later than 2 years and not later than 5 years \$	Later than 5 years \$	Total \$
<b>Operating</b>					
Environment services	728,889	-	-	-	728,889
Insurance services	496,824	-	-	-	496,824
Caravan park operations	165,234	109,210	111,394	-	385,838
Workcover	354,689	-	-	-	354,689
Library corporation	216,502	-	-	-	216,502
Swimming pool services	280,000	-	-	-	280,000
Internal audit	23,400	26,000	52,000	-	101,400
Other minor orders committed	38,900	-	-	-	38,900
<b>Operating commitments for expenditure</b>	<b>2,304,438</b>	<b>135,210</b>	<b>163,394</b>	<b>-</b>	<b>2,603,042</b>
<b>Capital</b>					
Inglewood dam project	678,549	-	-	-	678,549
Purchase caravan parks	778,322	-	-	-	778,322
Sloans bridge works	501,340	-	-	-	501,340
<b>Capital commitments for expenditure</b>	<b>1,958,211</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,958,211</b>
<b>Total commitments for expenditure</b>	<b>4,262,649</b>	<b>135,210</b>	<b>163,394</b>	<b>-</b>	<b>4,561,253</b>



## NOTE 5 OUR FINANCIAL POSITION (Continued)

### 5.7 Leases

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- the contract involves the use of an identified asset;
- the customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- the customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments
- variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date
- amounts expected to be payable under a residual value guarantee; and
- the exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under *AASB 16 Leases* which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

Council has concessionary leases covering crown land parcels as outlined below:

- caravan parks at Wedderburn, Bridgewater, Boort and Pyramid Hill
- office space at Serpentine
- various other community recreation and hall / centre facilities.

There is no cost for the lease of these properties, however Council is responsible for all maintenance, utility and relevant insurance costs associated with the land. No lease term has been determined for the properties outlined.

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.7 Leases (continued)**

<b>Right of use assets</b>	<b>Property \$</b>	<b>Vehicles \$</b>	<b>Other \$</b>	<b>Total \$</b>
Balance as at 1 July 2020	-	-	-	-
Additions	-	-	-	-
Amortisation charge	-	-	-	-
<b>Balance as at 30 June 2021</b>	-	-	-	-

	<b>2021 \$</b>	<b>2020 \$</b>
<b>Lease liabilities</b>		
Maturity analysis - contractual undiscounted cash flows	-	-
Less than one year	-	-
One to five years	-	-
More than five years	-	-
Total undiscounted lease liabilities as at 30 June	-	-
Lease liabilities included in the Balance Sheet as at 30 June		
Current	-	-
Non-current	-	-
<b>Total lease liabilities</b>	-	-

**Short-term and low value leases**

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of \$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

	<b>2021 \$</b>	<b>2020 \$</b>
<b>Expenses relating to:</b>		
Short-term leases	-	-
Leases of low value assets	27,237	26,090
<b>Total</b>	<b>27,237</b>	<b>26,090</b>

**Non-cancellable lease commitments - Short-term and low-value leases**

	<b>2021 \$</b>	<b>2020 \$</b>
Commitments for minimum lease payments for short-term and low-value leases are payable as follows:		
Payable:		
Within one year	5,780	5,218
Later than 1 year but no later than 5 years	21,457	20,872
<b>Total lease commitments</b>	<b>27,237</b>	<b>26,090</b>



**NOTE 6 ASSETS WE MANAGE**

**6.1 Non current assets classified as held for sale**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
<b>Non current</b>		
Land at valuation	230,864	559,664
LESS selling costs	(8,080)	(19,588)
<b>Total non current assets held for sale</b>	<b>222,784</b>	<b>540,076</b>

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs to disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment****Summary of property, infrastructure, plant and equipment**

	At fair value 30 June 2020 \$	Additions \$	Revaluation / transfers \$	Depreciation \$	Disposals \$	At fair value 30 June 2021 \$
Land	10,016,262	-	-	-	(280,000)	9,736,262
Buildings	49,026,024	433,496	44,846	(1,504,207)	(13,000)	47,987,159
Plant and equipment	7,374,997	1,459,703	-	(1,063,728)	(335,862)	7,435,109
Infrastructure	295,510,384	5,656,366	(5,234,837)	(7,391,959)	-	288,539,953
Work in progress	863,394	1,905,907	(356,843)	-	-	2,412,458
<b>Total</b>	<b>362,791,061</b>	<b>9,455,472</b>	<b>(5,546,834)</b>	<b>(9,959,894)</b>	<b>(628,862)</b>	<b>356,110,941</b>

**Summary of work in progress**

	Opening WIP \$	Additions \$	Transfers \$	Write-off \$	Closing WIP \$
Buildings	398,577	1,178,769	(44,846)	-	1,532,500
Infrastructure	464,817	727,138	(311,997)	-	879,958
<b>Total</b>	<b>863,394</b>	<b>1,905,907</b>	<b>(356,843)</b>	<b>-</b>	<b>2,412,458</b>

**(a) Property**

	Land	Buildings - specialised	Work in progress	Total land and buildings
<b>Land and Buildings</b>				
At fair value 1 July 2020	10,016,262	89,176,755	398,577	99,591,594
Accumulated depreciation at 1 July 2020	-	(40,150,731)	-	(40,150,731)
	<b>10,016,262</b>	<b>49,026,024</b>	<b>398,577</b>	<b>59,440,863</b>
<b>Movements in fair value</b>				
Additions	-	433,496	1,178,769	1,612,265
Contributions	-	-	-	-
Revaluation	-	-	-	-
Disposal	(280,000)	(13,000)	-	(293,000)
Impairment losses recognised in operating result	-	-	-	-
	<b>(280,000)</b>	<b>420,496</b>	<b>1,178,769</b>	<b>1,319,265</b>
<b>Movements in accumulated depreciation</b>				
Depreciation and amortisation	-	(1,504,207)	-	(1,504,207)
Revaluation	-	-	-	-
Accumulated depreciation of disposals	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-
Transfers	-	44,846	(44,846)	-
	<b>-</b>	<b>(1,459,361)</b>	<b>(44,846)</b>	<b>(1,504,207)</b>
At fair value 30 June 2021	9,736,263	89,597,251	1,532,500	100,910,859
Accumulated depreciation at 30 June 2021	-	(41,610,092)	-	(41,654,938)
<b>Total</b>	<b>9,736,263</b>	<b>47,987,159</b>	<b>1,532,500</b>	<b>59,255,921</b>

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (continued)****(b) Plant and equipment**

<b>Plant and equipment</b>	<b>Plant machinery and equipment</b>	<b>Fixtures fittings and furniture</b>	<b>Total plant and equipment</b>
At fair value 1 July 2020	13,505,192	1,777,281	15,282,473
Accumulated depreciation at 1 July 2020	(6,690,231)	(1,217,245)	(7,907,476)
	<b>6,814,961</b>	<b>560,036</b>	<b>7,374,997</b>
<b>Movements in fair value</b>			
Additions	1,344,845	114,858	1,459,703
Contributions	-	-	-
Revaluation	-	-	-
Disposal	(1,122,739)	-	(1,122,739)
Impairment losses recognised in operating result	-	-	-
	<b>222,106</b>	<b>114,858</b>	<b>336,964</b>
<b>Movements in accumulated depreciation</b>			
Depreciation and amortisation	(932,651)	(131,077)	(1,063,728)
Accumulated depreciation of disposals	786,877	-	786,877
Impairment losses recognised in operating result	-	-	-
Transfers	-	-	-
	<b>(145,774)</b>	<b>(131,077)</b>	<b>(276,851)</b>
At fair value 30 June 2021	13,727,298	1,892,139	15,619,437
Accumulated depreciation at 30 June 2021	(6,836,005)	(1,348,322)	(8,184,327)
<b>Total</b>	<b>6,891,293</b>	<b>543,817</b>	<b>7,435,109</b>

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (continued)****(c) Infrastructure**

<b>Infrastructure</b>	<b>Roads</b>	<b>Bridges</b>	<b>Footpaths and cycleways</b>	<b>Kerb and channel</b>	<b>Drainage</b>
At fair value 1 July 2020	379,532,138	39,505,533	7,423,240	5,859,944	15,869,788
Accumulated depreciation at 1 July 2020	(121,151,949)	(19,794,443)	(2,045,870)	(2,258,151)	(8,302,544)
	<b>258,380,189</b>	<b>19,711,090</b>	<b>5,377,370</b>	<b>3,601,793</b>	<b>7,567,244</b>
<b>Movements in fair value</b>					
Additions	3,770,911	1,102,159	562,886	-	202,930
Revaluation	(13,970,648)	(2,008,360)	(522,935)	36,291	(241,805)
	<b>(10,199,737)</b>	<b>(906,201)</b>	<b>39,951</b>	<b>36,291</b>	<b>(38,875)</b>
<b>Movements in accumulated depreciation</b>					
Depreciation and amortisation	(6,479,294)	(391,248)	(158,342)	(97,374)	(212,151)
Revaluation (increments)/decrements	9,506,218	1,210,135	214,313	83,185	155,285
Accumulated depreciation of disposals	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-
Transfers	164,425	-	-	-	147,572
	<b>3,191,349</b>	<b>818,887</b>	<b>55,971</b>	<b>(14,189)</b>	<b>90,706</b>
At fair value 30 June 2021	369,332,401	38,599,332	7,463,191	5,896,235	15,830,913
Accumulated depreciation at 30 June 2021	(117,960,600)	(18,975,556)	(1,989,899)	(2,272,340)	(8,211,838)
	<b>251,371,801</b>	<b>19,623,776</b>	<b>5,473,292</b>	<b>3,623,895</b>	<b>7,619,075</b>

<b>Infrastructure (continued)</b>	<b>Quarries</b>	<b>Street Furniture</b>	<b>Landfills</b>	<b>Work In Progress</b>	<b>Total Infrastructure</b>
At fair value 1 July 2020	58,507	676,763	1,994,306	464,817	451,385,037
Accumulated depreciation at 1 July 2020	(27,109)	(190,678)	(1,639,091)	-	(155,409,835)
	<b>31,398</b>	<b>486,085</b>	<b>355,215</b>	<b>464,817</b>	<b>295,975,202</b>
<b>Movements in fair value</b>					
Additions	-	17,480	-	727,138	6,383,504
Revaluation	-	(44,453)	-	-	(16,751,910)
	-	<b>(26,973)</b>	-	<b>727,138</b>	<b>(10,368,406)</b>
<b>Movements in accumulated depreciation</b>					
Depreciation and amortisation	(1,225)	(26,685)	(25,640)	-	(7,391,959)
Revaluation (increments)/decrements	-	35,938	-	-	11,205,074
Accumulated depreciation of disposals	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-
Transfers	-	-	-	(311,997)	-
	<b>(1,225)</b>	<b>9,253</b>	<b>(25,640)</b>	<b>(311,997)</b>	<b>3,813,115</b>
At fair value 30 June 2021	58,507	649,790	1,994,306	1,191,955	441,016,631
Accumulated depreciation at 30 June 2021	(28,334)	(181,425)	(1,664,731)	(311,997)	(151,596,720)
	<b>30,173</b>	<b>468,365</b>	<b>329,575</b>	<b>879,958</b>	<b>289,419,911</b>

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (continued)****Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

**Asset recognition thresholds and depreciation periods**

	<b>Depreciation period Years</b>	<b>Threshold limit \$</b>
Property		
land	-	3,000
leasehold improvements	10 to 30	3,000
Buildings		
buildings	50 to 100	3,000
building and leasehold improvements	10 to 30	3,000
Plant and equipment		
plant, machinery, minor plant and equipment	5 to 30	3,000
motor vehicles	9 to 10	3,000
fixtures fittings and furniture	10 to 100	3,000
computers and telecommunications	3	3,000
Infrastructure		
road seals	13 to 26	3,000
road pavements - sealed	80	3,000
road pavements - unsealed	30	3,000
road formation and earthworks	-	3,000
road kerb, channel and minor culverts	60	3,000
bridges deck and substructure	80 to 100	3,000
footpaths and cycle ways	15 to 50	3,000
drainage	50 to 80	3,000
recreational, leisure and community facilities	50 to 80	3,000
waste management assets	20	3,000
parks, open space and streetscapes	15 to 50	3,000
off street car parks	80	3,000
aerodromes	30 to 80	3,000
Intangible assets - water rights	-	3,000

**Land under roads**

Council recognises land under roads it controls at fair value.

## NOTE 6 ASSETS WE MANAGE (Continued)

### 6.2 Property, infrastructure, plant and equipment (continued)

#### Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and methods are reviewed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

#### Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold, the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

#### Leasehold improvements

Leasehold improvements are recognised at cost and are amortised over the unexpired period of the lease or the estimated useful life of the improvement, whichever is the shorter. At balance date Council has no leasehold improvements.

#### Valuation of land and buildings

The valuation of land and buildings was undertaken by LG Valuation Services a qualified independent valuation firm. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Specialised land is valued at fair value using site values adjusted for englobe (undeveloped and / or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table. A full revaluation of these was conducted in 2019/20, this valuation was based on land values and market sales.



**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (continued)****Valuation of land and buildings (continued)**

Council values all land and building assets every two years. The next full revaluation is due on 30 June 2022. Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1	Level 2	Level 3	Date of valuation
Land	-	1,284,878	8,451,385	30/6/2020
Specialised land	-	-	-	30/6/2020
Buildings	-	-	-	30/6/2020
Specialised buildings	-	3,829,317	85,812,779	30/6/2020
Work in progress	-	-	1,532,500	30/6/2021
<b>TOTAL</b>	-	<b>5,114,195</b>	<b>95,796,664</b>	

**Valuation of infrastructure**

A valuation of Council's infrastructure assets was performed by David Southcombe, Manager Assets and Infrastructure of the Loddon Shire Council, as at 30 June 2021.

There were no changes in valuation techniques throughout the period to 30 June 2021.

For all assets measured at fair value, the current use is considered the highest and best use.

The date of the current valuation is detailed in the following table. An indexed based revaluation was conducted in the current year. This valuation was based on current unit rates and sample analysis of condition ratings. Full revaluation of all assets are coordinated on a cyclic timeframe.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2021 are as follows:

	Level 1	Level 2	Level 3	Date of valuation
Unsealed roads formation	-	-	15,411,234	30/6/2021
Unsealed roads pavement	-	-	62,765,366	30/6/2021
Road seal	-	-	18,472,749	30/6/2021
Sealed roads pavement	-	-	247,709,553	30/6/2021
Sealed road formation	-	-	9,927,712	30/6/2021
Footpaths	-	-	7,463,191	30/6/2021
Culverts	-	-	15,210,213	30/6/2021
Bridges	-	-	38,599,332	30/6/2021
Kerb and channel	-	-	5,896,235	30/6/2021
Urban drains	-	-	15,978,485	30/6/2021
Street furniture	-	-	649,790	30/6/2021
Landfills	-	-	1,994,306	30/6/2021
Quarries	-	-	58,507	30/6/2021
Work in progress	-	-	879,958	30/6/2021
<b>TOTAL</b>	-	-	<b>441,016,631</b>	

**NOTE 6 ASSETS WE MANAGE (Continued)**

**6.2 Property, infrastructure, plant and equipment (continued)**

**Description of significant unobservable inputs into level 3 valuations**

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0 and \$138 per square metre.

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement cost is calculated on a square metre basis and ranges from \$45 to \$3,700 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 1 year to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 2 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

**Reconciliation of specialised land**

	2021 \$	2020 \$
Land under roads	-	-
Parks and reserves	-	-
<b>TOTAL</b>	-	-



**NOTE 6 ASSETS WE MANAGE (Continued)****6.3 Investments in associates, joint arrangements and subsidiaries****Investments in associates**

Investments in associates accounted for by the equity method are:

**North Central Goldfields Regional Library Corporation**

The Council is a member of the North Central Goldfields Regional Library Corporation. At 30 June 2021 Council's equity was \$142,121. At 30 June 2020 Council's equity in the corporation was \$275,336.

Loddon has a 4.89 per cent share of the net assets, and this is calculated on the same ratio as Council contributes to the operating costs of the service. At 30 June 2020 Council's share of the net assets was 4.96 per cent. Any adjustments required due to the reduction in the share of net assets from 2020 to 2021 is reflected as Variation Account - Change in Equity in the following schedules.

	2021 \$	2020 \$
<b>Council's share of accumulated surplus/(deficit)</b>		
Council's share of accumulated surplus/(deficit) at start of year	90,566	82,425
Reported surplus/(deficit) for year	13,233	10,042
Variation account - change in equity	5,965	(1,901)
Council's share of accumulated surplus/(deficit) at end of year	<b>109,764</b>	<b>90,566</b>
<b>Council's share of reserves</b>		
Council's share of reserves at start of year	184,771	187,148
Variation account - change in equity	(9,851)	(2,377)
Council's share of reserves at end of year	<b>174,920</b>	<b>184,771</b>
<b>Movement in carrying value of share in library</b>		
Carrying value of investment at start of year	275,336	269,572
Share of surplus/(deficit) for the year	13,233	10,042
Variation account - change in equity	(3,886)	(4,278)
Carrying value of investment at end of year	<b>284,683</b>	<b>275,336</b>
<b>Council's share of expenditure commitments</b>		
Operating commitments	7,832	17,792
Capital commitments	-	211
Council's share of expenditure commitments	<b>7,832</b>	<b>18,003</b>
<b>Council's share of contingent liabilities and contingent assets</b>		
Nil	-	-
Council's share of contingent liabilities and contingent assets	-	-

**Adjustment to the carrying value of North Central Goldfields Regional Library**

	2021 \$	2020 \$
Adjustment to the carrying value of North Central Goldfields Regional Library Corporation	9,347	5,764
<b>Total adjustment to the carrying value of North Central Goldfields Regional Library Corporation</b>	<b>9,347</b>	<b>5,764</b>

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

## NOTE 6 ASSETS WE MANAGE (Continued)

### 6.3 Investments in associates, joint arrangements and subsidiaries (continued)

Investments in joint arrangements are classified as either joint operations or joint ventures depending on the contractual rights and obligations each investor has, rather than the legal structure of the joint arrangement.

For joint operations, Council recognises the right to its share of jointly held assets, liabilities, revenues and expenses of joint operations. Council has no joint arrangements at reporting date.

Interests in joint ventures are accounted for using the equity method. Under this method, the interests are initially recognised in the consolidated balance sheet at cost and adjusted thereafter to recognise Council's share of the post-acquisition profits or losses and movements in other comprehensive income in profit or loss and other comprehensive income respectively.

The consolidated financial statements of Council incorporate all entities controlled by Council as at 30 June 2021, and their income and expenses for that part of the reporting period in which control existed.

Subsidiaries are all entities over which Council has control. Council control an entity when it is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power to direct the activities of the entity. Subsidiaries are fully consolidated from the date on which control is transferred to Council. They are deconsolidated from the date that control ceases.

Where dissimilar accounting policies are adopted by entities and their effect is considered material, adjustments are made to ensure consistent policies are adopted in these financial statements.

Council has no consolidated entities.

### Committees of management

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

**NOTE 7 PEOPLE AND RELATIONSHIPS****7.1 Council and key management remuneration****(a) Related parties**

Loddon Shire Council is the parent entity. There are no further interests in subsidiaries and associates.

**(b) Key Management Personnel**

Details of persons holding the position of Councillor or other members of Key Management Personnel at any time during the year were:

<b>Councillors:</b>	<b>2021</b>	<b>2020</b>
Cr Cheryl McKinnon (Mayor from July 2020 to November 2020)	1	1
Cr Neil Beattie (Councillor from July 2020 to November 2020, Mayor from November 2020 to June 2021)	1	1
Cr Geoff Curnow (Councillor from July 2020 to November 2020)	1	1
Cr Gavan Holt (Councillor from July 2020 to June 2021)	1	1
Cr Colleen Condliffe (Councillor from July 2020 to November 2020)	1	1
Cr Dan Straub (Councillor from November 2020 to June 2021)	1	-
Cr Wendy Murphy (Councillor from November 2020 to June 2021)	1	-
Cr Linda Jungwirth (Councillor from November 2020 to June 2021)	1	-
<b>Total number of Councillors</b>	<b>8</b>	<b>5</b>

**Chief Executive Officer and other Key Management Personnel:**

Mr Phil Pinyon (Chief Executive Officer from July 2020 to June 2021)	1	1
Mrs Wendy Gladman (Director Community and Wellbeing July 2020 to June 2021)	1	1
Mrs Sharon Morrison (Director Corporate Services July 2020 to June 2021)	1	1
Mr Steven Phillips (Director Operations July 2020 to June 2021)	1	1
Ms Lynne Habner (Manager Executive and Commercial Services July 2020 to June 2021)	1	1
Mr Allan Bawden (Acting Chief Executive Officer from November 2019 to February 2020)	-	1
<b>Total Key Management Personnel</b>	<b>5</b>	<b>6</b>

**(c) Remuneration of Key Management Personnel**

Total remuneration of Key Management Personnel was as follows:

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Short-term benefits	1,141,549	1,087,595
Long-term benefits	17,325	10,311
Post employment benefits	88,051	89,905
<b>TOTAL</b>	<b>1,246,925</b>	<b>1,187,811</b>

**NOTE 7 PEOPLE AND RELATIONSHIPS (Continued)****7.1 Council and key management remuneration (continued)****(c) Remuneration of Key Management Personnel (continued)**

The numbers of Key Management Personnel whose total remuneration from Council and any related entities, fall within the following bands:

<b>Income range</b>	<b>2021 number</b>	<b>2020 number</b>
\$0,000 - \$9,999	2	-
\$20,000 - \$29,999	4	2
\$30,000 - \$39,999	1	1
\$40,000 - \$49,999	-	1
\$50,000 - \$59,999	-	1
\$70,000 - \$79,999	1	-
\$80,000 - \$89,999	-	1
\$120,000 - \$129,999	1	-
\$130,000 - \$139,999	-	1
\$170,000 - \$179,999	1	2
\$180,000 - \$189,999	-	1
\$190,000 - \$199,999	1	-
\$200,000 - \$209,999	1	-
\$250,000 - \$259,999	-	1
\$310,000 - \$319,999	1	-
	<b>13</b>	<b>11</b>

All Councillors are ratepayers in the Loddon Shire Council and have completed appropriate Declaration of Interest Forms.

**7.2 Related party disclosure****(a) Transactions with related parties**

No transactions other than remuneration payments or the reimbursement of approved expenses were entered into by Council with responsible persons or related parties of such responsible persons during the reporting year (Nil in 2019/20).

**(b) Outstanding balances with related parties**

There are no outstanding balances outstanding at the end of the reporting period in relation to transactions with related parties (Nil in 2019/20).

**(c) Loans to/from related parties**

No loans have been made, guaranteed or secured by the Council to a responsible person of the Council during the reporting year (Nil in 2019/20).

**(d) Commitments to/from related parties**

No commitments have been made, guaranteed or secured by Council to a responsible person of the Council during the reporting year (Nil in 2019/20).

## NOTE 8 MANAGING UNCERTAINTIES

### 8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

#### (a) Contingent assets

Council has no contingent assets.

#### (b) Contingent liabilities

#### Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme. Matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets, the likelihood of making such contributions in future periods exists.

#### *Future superannuation contributions*

In addition to the disclosed contributions, Council has not paid unfunded liability payments to Vision Super totalling \$Nil (2019/20 \$Nil). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2021. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2022 are \$Nil.

#### Landfill

Council operates landfills. Council will have to carry out site rehabilitation works in the future. At balance date Council assesses the financial implications of such works using the estimates provided by relevant Council staff.

#### Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each year the participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of the participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

### 8.2 Change in accounting standards

The following new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2021 reporting period. Council assesses the impact of these new standards. As at 30 June 2021 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2022 that are expected to impact Council.



## NOTE 8 MANAGING UNCERTAINTIES (Continued)

### 8.3 Financial instruments

#### (a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes to the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

#### (b) Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposures to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

##### **Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes Council to fair value interest rate risk. Council repaid the balance of its loan borrowings in 2015/16, thereby reducing the risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its levels of cash and deposits that are at a floating rate.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*.

Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

#### (c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in our balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations.

To help manage this risk:

- Council has a policy for establishing credit limits for the entities council deals with;
- Council may require bank guarantees or security deposits for contracts where appropriate; and
- Council will only invest surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

**NOTE 8 MANAGING UNCERTAINTIES (Continued)****8.3 Financial instruments (continued)****(c) Credit risk (continued)**

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party. Council has no such guarantees in place at 30 June 2020.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of our operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has historically minimised borrowings in the short to medium term
- reduced its reliance on borrowings with repayment of all borrowings occurring in 2015/16
- has readily accessible standby facilities and other funding arrangements in place
- ensures that surplus funds are invested within various bands of liquid investments
- monitors budget to actual performance on a regular basis; and
- sets limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal or agreed terms.

Unless otherwise stated, the carrying amount of financial instruments reflect their fair value.

**(e) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 1.5% and -1.5% in market interest rates (AUD) from year-end rates of 0.40%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

## NOTE 8 MANAGING UNCERTAINTIES (Continued)

### 8.4 Fair value measurement

#### Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy. Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. *AASB 13 Fair Value Measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

#### Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment and furniture and equipment, are measured at their fair value, being the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 1 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.



**NOTE 8 MANAGING UNCERTAINTIES (Continued)****8.4 Fair value measurement (continued)****Impairment of assets**

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**8.5 Events occurring after balance date**

No matters have occurred after balance date that require disclosure in the financial report.

## NOTE 9 OTHER MATTERS

## 9.1 Reserves

## (a) Asset revaluation reserve

2021

	Balance at beginning of reporting period \$	Revaluation increment / (decrement) \$	Balance at end of the reporting period \$
<b>Property</b>			
Land	9,096,167	11,507	9,107,674
Buildings	33,682,511	-	33,682,511
	<b>42,778,678</b>	<b>11,507</b>	<b>42,790,185</b>
<b>Infrastructure assets</b>			
Sealed roads	154,235,638	(3,711,721)	150,523,917
Unsealed roads	65,893,905	(752,711)	65,141,194
Footpaths	1,231,885	(308,622)	923,263
Street furniture	94,671	(8,515)	86,156
Kerbs	932,542	119,476	1,052,018
Bridges	10,603,668	(798,224)	9,805,444
Drains	625,554	(86,520)	539,034
<b>Other infrastructure</b>	<b>233,617,863</b>	<b>(5,546,837)</b>	<b>228,071,026</b>
<b>Total tangible assets</b>	<b>276,396,541</b>	<b>(5,535,330)</b>	<b>270,861,211</b>
<b>Intangible assets</b>			
Water rights	2,042,604	(305,080)	1,737,524
<b>Total</b>	<b>278,439,144</b>	<b>(5,840,410)</b>	<b>272,598,734</b>

2020

	Balance at beginning of reporting period \$	Revaluation increment / (decrement) \$	Balance at end of the reporting period \$
<b>Property</b>			
Land	8,612,532	483,635	9,096,167
Buildings	30,700,051	2,982,460	33,682,511
	<b>39,312,583</b>	<b>3,466,095</b>	<b>42,778,678</b>
<b>Infrastructure assets</b>			
Sealed roads	149,664,910	4,570,728	154,235,638
Unsealed roads	61,200,290	4,693,615	65,893,905
Footpaths	1,564,603	(332,718)	1,231,885
Street furniture	65,379	29,292	94,671
Kerbs	873,309	59,233	932,542
Bridges	10,219,647	384,021	10,603,668
Drains	776,454	(150,900)	625,554
<b>Other infrastructure</b>	<b>224,364,592</b>	<b>9,253,271</b>	<b>233,617,863</b>
<b>Total tangible assets</b>	<b>263,677,175</b>	<b>12,719,366</b>	<b>276,396,541</b>
<b>Intangible assets</b>			
Water rights	1,765,499	277,105	2,042,604
<b>Total</b>	<b>265,442,674</b>	<b>12,996,471</b>	<b>278,439,145</b>

The asset revaluation reserve is used to records the increased (net) value of Council's assets over time.

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves**

2021

	<b>Balance at beginning of reporting period \$</b>	<b>Transfer from accumulated surplus \$</b>	<b>Transfer to accumulated surplus \$</b>	<b>Balance at end of reporting period \$</b>
Land and buildings reserve	(15,070)	470,344	-	455,274
Boundary and township signage reserve	83,206	16,794	-	100,000
Capital expenditure reserve	6,244,527	4,282,325	(6,244,527)	4,282,325
Caravan park development reserve	49,393	138,680	-	188,073
Community planning reserve	2,007,039	1,857,720	(1,236,039)	2,628,720
Economic development reserve	371,740	100,000	(40,558)	431,182
Fleet replacement reserve	640,954	227,380	(154,866)	713,468
Gravel and sand pit restoration reserve	400,000	-	-	400,000
Heritage loan scheme reserve	100,000	-	-	100,000
Information technology reserve	800,000	185,000	(174,197)	810,803
Little Lake Boort water reserve	24,069	3,535	(10,000)	17,604
Waste management reserve	300,000	-	-	300,000
Major projects reserve	153,996	80,000	-	233,996
Plant replacement reserve	1,486,953	917,741	(830,484)	1,574,210
Professional development reserve	9,619	6,000	-	15,619
Recreation facilities improvement reserve	100,000	-	-	100,000
Swimming pool major projects reserve	150,000	50,000	-	200,000
Unfunded superannuation liability reserve	898,808	301,192	-	1,200,000
Units reserve	60,000	-	-	60,000
Unightly premises enforcement provision reserve	100,000	-	-	100,000
Unspent grants reserve	8,009,547	10,860,404	(8,009,547)	10,860,404
Urban drainage reserve	843,958	125,000	(195,515)	773,443
<b>Total</b>	<b>22,818,739</b>	<b>19,622,115</b>	<b>(16,895,733)</b>	<b>25,545,121</b>

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves (continued)**

2020

	Balance at beginning of reporting period \$	Transfer from accumulated surplus \$	Transfer to accumulated surplus \$	Balance at end of reporting period \$
Land and buildings reserve	726,889	36,363	(778,322)	(15,070)
Boundary and township signage reserve	-	123,206	(40,000)	83,206
Capital expenditure reserve	3,436,895	6,244,527	(3,436,895)	6,244,527
Caravan park development reserve	361,187	13,206	(325,000)	49,393
Community planning reserve	1,625,220	1,157,039	(775,220)	2,007,039
Economic development reserve	385,410	100,000	(113,670)	371,740
Fleet replacement reserve	523,757	221,834	(104,637)	640,954
Gravel and sand pit restoration reserve	558,192	240,700	(398,892)	400,000
Heritage loan scheme reserve	100,000	-	-	100,000
Information technology reserve	1,115,596	285,000	(600,596)	800,000
Little Lake Boort water reserve	17,069	7,000	-	24,069
Waste management reserve	352,207	35,010	(87,217)	300,000
Major projects reserve	259,796	80,000	(185,800)	153,996
Plant replacement reserve	1,410,711	895,357	(819,115)	1,486,953
Professional development reserve	3,619	6,000	-	9,619
Recreation facilities improvement reserve	100,000	-	-	100,000
Skidders Flat water reserve	7,535	-	(7,535)	-
Swimming pool major projects reserve	100,000	50,000	-	150,000
Unfunded superannuation liability reserve	797,616	101,192	-	898,808
Units reserve	113,744	14,741	(68,485)	60,000
Unightly premises enforcement provision reserve	100,000	-	-	100,000
Unspent grants reserve	8,688,188	8,009,548	(8,688,189)	8,009,547
Urban drainage reserve	800,598	550,000	(506,640)	843,958
Valuations reserve	123,206	-	(123,206)	-
War memorial reserve	3,000	-	(3,000)	-
<b>Total</b>	<b>21,710,435</b>	<b>18,170,723</b>	<b>(17,062,419)</b>	<b>22,818,739</b>

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves (continued)****Purpose of general reserves*****Land and buildings reserve***

The land and buildings reserve is used to fund the purchase and improvement of land and buildings. Proceeds received from the sale of Council owned land and buildings are transferred to the reserve.

***Boundary and township signage reserve***

The Boundary and Township Signage Reserve is used to fund replacement of Council's boundary and township signage. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund the boundary and township signage replacement program, to a maximum reserve level of \$100K. The net cost of boundary and township signage purchases and installation for the year is transferred from the reserve.

***Capital expenditure reserve***

The capital expenditure reserve is used to set aside funds that have been budgeted for capital works projects in one financial year but will not be expended by the end of that year. Council transfers to the reserve annually the unexpended budget amounts for capital works and other projects that will be undertaken in the following financial year.

***Caravan park development reserve***

The caravan park development reserve is used to set aside surpluses made from the operations of council's caravan parks to assist with financing major works carried out at those caravan parks. The annual surplus made on the operations of Council's caravan parks is transferred to the reserve annually, and the funds required to finance major works undertaken at Council's caravan parks are transferred from the reserve.

***Community planning reserve***

The community planning reserve is used to set aside unspent funds for community planning projects. Council transfers to the reserve annually cumulative unspent funds for each ward's community planning projects. Council transfers from the reserve the amount placed into the reserve at the end of the previous financial year.

***Economic development reserve***

The economic development reserve is used to assist with economic development initiatives that council wishes to financially support. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund economic development initiatives, and proceeds from the sale of industrial land along with the cost of economic development initiatives during the financial year are transferred from the reserve.

***Fleet replacement reserve***

The fleet replacement reserve is used to fund the replacement of passenger vehicles. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund the fleet replacement program, and transfers from the reserve the net cost of fleet purchases for the year.

***Gravel and sand pit (GSP) restoration reserve***

The gravel and sand pit (GSP) restoration reserve is used to fund land purchase, development and restoration of gravel and sand pits used by council for the extraction of road building materials. Council transfers from the reserve the cost of purchasing new sites and development and restoration of gravel and sand pits, and transfers to the reserve annual surplus on operations of gravel and sand pits.

***Heritage loan scheme reserve***

The heritage loan scheme reserve is used to provide loans to owners of properties located in significant heritage precincts, heritage registered buildings or structures of local heritage significance, to enable repair and maintenance of those buildings with the aims of quality appearance and public safety.



## NOTE 9 OTHER MATTERS (Continued)

### 9.1 Reserves (continued)

#### (b) General reserves (continued)

##### Purpose of general reserves (continued)

###### **Information technology reserve**

The information technology reserve is used to assist with the purchase of information technology assets. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund information technology assets, and transfers from the reserve the net cost of information technology assets.

###### **Little Lake Boort water**

The Little Lake Boort water reserve is used to secure the proceeds from sale of temporary water rights relating to Little Lake Boort. Council transfers to the reserve the proceeds from the sale of temporary water rights and unexpended amounts from annual expenditure budget, and transfers from the reserve the amounts required to purchase water rights or for any other expenditure relating to Little Lake Boort.

###### **Waste management reserve**

The waste management reserve is used to assist with the cost of strategic projects, compliance and long term planning for Council's landfills and transfer stations. Council transfers to the reserve annually \$10 per kerbside collection levy (or a pro-rated amount for a pro-rated collection). Council transfers from the reserve the cost of strategic projects, compliance and long term planning within Council landfills and transfer stations.

###### **Major projects reserve**

The major projects reserve is used to assist with the funding of major projects identified by Council. An annual allocation determined during the budget process as sufficient to fund major projects is transferred to the reserve. When a major project is identified and approved, an amount will be transferred from the reserve to assist with funding the project.

###### **Plant replacement reserve**

The plant replacement reserve is used to fund plant purchases. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund the plant replacement program. Council transfers from the reserve the net cost of plant purchases for the year.

###### **Professional development reserve**

The professional development reserve is used to fund the professional development undertaken by executive officers of Council. An annual allocation is provided to each executive officer in accordance with their contract of employment, while the cost of the professional development undertaken during the year is transferred from the reserve.

###### **Recreation facilities improvement reserve**

The recreation facilities improvement reserve is an allocation of funds used to provide interest free loans to community groups for improvements at council reserves.

###### **Skidders Flat water reserve**

The Skidders Flat water reserve is used to fund major repairs and capital works on the Skidders Flat Water Supply. The surplus on operations of the water supply is transferred to the reserve annually and the cost of major repairs and capital works is transferred from the reserve. This reserve was closed in 2020.

###### **Swimming pool major projects reserve**

The Swimming Pool Major Projects Reserve is used to fund unplanned major repairs and capital works on the various swimming pool sites across the Shire. Council transfers to the reserve annually an amount determined during the budget process, to a maximum reserve level of \$200K. Council transfers from the reserve the net cost of unplanned major repairs and capital works.

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves (continued)****Purpose of general reserves (continued)*****Unfunded superannuation liability reserve***

The unfunded superannuation liability reserve is used to assist with funding any call that may be made on council as a result of shortfall in the Local Authorities' Superannuation Defined Benefits Plan. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund potential future calls by the superannuation authority in relation to an unfunded superannuation liability. Council transfers from the reserve any funds required to finance a call made upon Council by the superannuation authority.

***Units reserve***

The units reserve is used to fund the purchase or improvement of council owned elderly persons' units. The net surplus generated from rental income is transferred to the reserve annually. Funds are transferred out of the reserve to cover the cost of capital works undertaken at elderly persons' units.

***Unightly premises enforcement provision reserve***

The Unightly Premises Enforcement Provision Reserve is used to provide funds to assist with the enforcement and rectification works on identified unightly premises with costs recouped via legal or other action.

***Unspent contributions reserve***

The unspent contributions reserve is used to set aside contributions received for a specific purpose in one financial year that will not be expended until a later financial year. Council transfers to the reserve contributions received during the financial year that have not been expended, and transfers from the reserve the amount placed into the reserve at the end of the previous financial year.

***Unspent grants reserve***

The unspent grants reserve is used to set aside grants received in one financial year that will not be expended until a later financial year. Council transfers to the reserve grants received during the financial year that have not been expended, and transfers from the reserve the amount placed into the reserve at the end of the previous financial year.

***Urban drainage reserve***

The urban drainage reserve is used to fund urban drainage works in the towns within the Shire. Council transfers to the reserve annually an amount determined during the budget process sufficient to fund the urban drainage program, and transfers from the reserve the annual cost of urban drainage work.

***Valuations reserve***

The valuations reserve is used to fund the cost of Council's bi-annual valuations for rating purposes. Council transfers to the reserve the net surplus of valuations in the years that Council is paid for the provision of its data to state government authorities, and amounts determined during the budget process sufficient to fund the bi-annual revaluation process. Council transfers from the reserve the net cost of the revaluation process. This reserve was closed in 2020.

***War memorial restoration reserve***

The war memorial restoration reserve is used to fund the cost of maintaining and renewing war memorials across the Shire. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund the war memorial program, and transfers the cost of works to war memorials from the reserve. This reserve was closed in 2020.

**NOTE 9 OTHER MATTERS (Continued)****9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Surplus / (deficit) for the period	2,750,490	(649,742)
Depreciation	9,959,894	9,898,344
(Profit) / loss on disposal of assets	88,633	(29,889)
Impairment of financial assets	-	32
Reversal of impairment of assets	(32)	(103)
Bad debts expense	2,891	9,255
Share of other comprehensive income of associates	3,583	(18,003)
<b>Change in assets and liabilities</b>		
(Increase) / decrease in receivables (net of advances)	(542,168)	1,692,656
(Increase) / decrease in accrued income	97,823	488,559
(Increase) / decrease in prepayments	128,743	(148,819)
(Increase) / decrease in other assets and liabilities	4,520,790	(1,078,876)
Increase / (decrease) in trust funds and deposits	(8,791)	(15,632)
(Increase) / decrease in inventories	2,662	13,496
Increase / (decrease) in payables	(837,797)	540,284
Increase / (decrease) in employee benefits	(382,513)	(106,807)
Increase / (decrease) in other provisions	(267,416)	21,816
(Increase) / decrease in library equity	9,347	5,764
<b>Net cash provided by / used by operating activities</b>	<b>15,526,139</b>	<b>10,622,335</b>

**9.3 Superannuation**

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

**Accumulation**

The Fund's accumulation categories, Vision MySuper / Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2021, this was 9.5% required under Superannuation Guarantee Legislation).

**Defined benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the define benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB119.



**NOTE 9 OTHER MATTERS (Continued)****9.3 Superannuation (continued)****Defined benefit (continued)****Funding arrangements**

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on advice of the Fund Actuary.

A triennial actuarial review for the Defined Benefit category as at 30 June 2020 was conducted and completed by the due date of 31 December 2020.

The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 104.6%. The financial assumptions used to calculate the VBI were:

Net investment returns	5.6% pa
Salary information	2.5% pa for 2 years and 2.75% pa thereafter
Price inflation (CPI)	2.0% pa

As at 30 June 2021, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category.

Vision Super has advised that the estimated VBI at 30 June 2021 was XXX%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the June 2020 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

**Employer contributions (regular contributions)**

On the basis of the results of the 2020 full actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2021, this rate was 9.5% of members' salaries (9.5% in 2019/20). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

**Funding calls**

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

**NOTE 9 OTHER MATTERS (Continued)****9.3 Superannuation (continued)****Defined benefit (continued)****The 2020 interim actuarial investigation surplus amounts**

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigation are conducted for each intervening year. A full actuarial investigation was conducted as at 30 June 2020.

The Fund's actuarial investigations identified the following in the Defined Benefit category of which Council is a contributing employer:

	<b>2020 (Triennial) \$M</b>	<b>2019 (Interim) \$M</b>
- A VBI surplus	100.00	151.30
- A total service liability surplus	200.00	233.40
- A discounted accrued benefits surplus	217.80	256.70

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2020.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2020.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2020.

Council was notified of the 30 June 2021 VBI during August 2021 (2020: August 2020).

**The 2021 interim actuarial investigation**

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2021 as the fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2021.

**Superannuation contributions**

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2021 are detailed below:

<b>Scheme - Type of Scheme - Rate</b>	<b>2021 \$</b>	<b>2020 \$</b>
Vision super - Defined Benefit - 9.50%	71,017	69,522
Vision super - Accumulation fund - 9.50%	539,760	521,537
Other super funds	506,052	392,311

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2021.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2021 is \$Nil.

**NOTE 10 CHANGE IN ACCOUNTING POLICY****AASB 1059 Service Concession Arrangements: Grantors (AASB1059) (applies 2020/21 for LG Sector)**

Council has adopted *AASB 1059 Service Concession Arrangements: Grantors* from 1 July 2020. This has resulted in a review and no material changes to accounting policies and adjustments to the amounts recognised in the financial statements.

**AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)**

Council has adopted *AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material* from 1 July 2020. This has resulted in a review and no material changes to accounting policies and adjustments to the amounts recognised in the financial statements.

**AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)**

Council has adopted *2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework* from 1 July 2020. This has resulted in a review and no material changes to accounting policies and adjustments to the amounts recognised in the financial statements.

It is not expected that these standards will have any significant impact on Council.

# LODDON SHIRE COUNCIL

## PERFORMANCE STATEMENT YEAR ENDING 30 JUNE 2021



## DESCRIPTION OF MUNICIPALITY

Loddon Shire Council is located in central Victoria, about 175 kilometres north-west of Melbourne. It is bounded by the Gannawarra Shire in the north, Shire of Campaspe and City of Greater Bendigo in the east, Mount Alexander Shire and Central Goldfields Shire in the south, and Northern Grampians Shire and Buloke Shire in the west.

Loddon Shire Council is a predominantly rural area, with many small towns and communities. The largest towns are Boort, Bridgewater on Loddon, Inglewood, Pyramid Hill, and Wedderburn.

The Shire encompasses a total land area of about 6,700 square kilometres. Land is used mainly for agriculture and horticulture, particularly grain, sheep, wool, beef cattle, dairy, pigs and poultry. In recent years, there has also been an increase in viticulture, olives, and fodder crops.

The primary source of employment in the Shire is agriculture, forestry and fishing with 37 per cent of employed residents working in those fields, while 10 per cent work in health care and social assistance, seven per cent in retail trade, and five per cent in public administration and safety.

## SUSTAINABILITY CAPACITY INDICATORS

Indicator/measure	Results			
	2018	2019	2020	2021
<b>Indicator: Population</b> <i>Measure:</i> Expenses per head of municipal population <i>Computation:</i> Total expenses/Municipal population	\$4,502	\$5,919	\$4,122	\$4,443
<b>Material variations:</b> Population remains steady with the main variance between the expenditure each year. 2018 and 2019 included significant flood restoration works, therefore producing a higher ratio.				
<b>Indicator: Population</b> <i>Measure:</i> Infrastructure per head of municipal population <i>Computation:</i> Value of infrastructure/Municipal population	\$43,768	\$45,810	\$47,012	\$46,350
<b>Material variations:</b> Gradual increase to infrastructure valuation over the first three year period, a slight reduction in 2021, with population remaining steady.				
<b>Indicator: Population</b> <i>Measure:</i> Population density per length of road <i>Computation:</i> Municipal population/Kilometres of local roads	1.59	1.59	1.59	1.58
<b>Material variations:</b> No material variations.				
<b>Indicator: Own-source revenue</b> <i>Measure:</i> Own source revenue per head of municipal population <i>Computation:</i> Own-source revenue/Municipal population	\$1,868	\$1,904	\$1,930	\$1,991
<b>Material variations:</b> Gradual increase to own source revenue over time with population remaining steady.				
<b>Indicator: Recurrent grants</b> <i>Measure:</i> Recurrent grants per head of municipal population <i>Computation:</i> Recurrent grants/Municipal population	\$1,836	\$1,851	\$1,771	\$1,850
<b>Material variations:</b> Recurrent grants have remained steady due to the continued 50% upfront payment of the Financial Assistance Grant.				
<b>Indicator: Disadvantage</b> <i>Measure:</i> Relative socio-economic disadvantage <i>Computation:</i> Index of relative socio-economic disadvantage by decile	2	2	2	2
<b>Material variations:</b> No material variations.				
<b>Efficiency</b> <b>Indicator: Workforce turnover</b> <i>Measure:</i> Resignations and terminations compared to average staff <i>Computation:</i> [Number of permanent staff resignations and terminations/Average number of permanent staff for the financial year] x100	12.29%	10.32%	13.59%	12.82%
<b>Material variations:</b> Slight decrease in this indicator with the main variance being permanent numbers in line with recruitment of some new specialist roles.				

**Definitions:**

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred in paragraphs (a) and (b)

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website.

"unrestricted cash" means all cash and cash equivalents other than restricted cash.



## SERVICE PERFORMANCE INDICATORS

Service/indicator/measure	Results			
	2018	2019	2020	2021
<b>Aquatic facilities</b> <b>Indicator: Utilisation</b> <i>Measure:</i> Utilisation of aquatic facilities <i>Computation:</i> Number of visits to aquatic facilities/Municipal population	3	3	3	2
<b>Material variations:</b> A cooler summer resulted in more pool closures, and made pool visits less attractive to Loddon residents.				
<b>Animal management</b> <b>Indicator: Health and safety</b> <i>Measure:</i> Animal management prosecutions <i>Computation:</i> Number of successful animal management prosecutions	New in 2020.	New in 2020.	0%	0%
<b>Material variations:</b> No cases that required prosecution during the reporting period.				
<b>Food Safety</b> <b>Indicator: Health and safety</b> <i>Measure:</i> Critical and major non-compliance notifications <i>Computation:</i> Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up/Number of critical non-compliance notifications and major non-compliance notifications about food premises x100	100%	100%	100%	100%
<b>Material variations:</b> No material variations.				
<b>Governance</b> <b>Indicator: Satisfaction</b> <i>Measure:</i> Satisfaction with Council decisions <i>Computation:</i> Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community	48	50	57	61
<b>Material variations:</b> In accordance with the Local Government Act 2020, Council was required to adopt a Community Engagement Policy and Public Transparency Policy. Both were adopted by Council in 2020/21.				
<b>Libraries</b> <b>Indicator: Participation</b> <i>Measure:</i> Active library members <i>Computation:</i> [Number of active library members for last three years/Municipal population for last three years] x100	7%	7%	7%	6%
<b>Material variations:</b> Number of active library members have gradually decreased with the municipal population remaining steady.				
<b>Maternal and Child Health (MCH)</b> <b>Indicator: Participation</b> <i>Measure:</i> Participation in MCH service <i>Computation:</i> [Number of children who attend the MCH service at least once (in the year)/Number of children enrolled in the MCH service] x100	65%	66%	83%	85%
<b>Material variations:</b> Number of children who attended has remained fairly consistent with the number enrolled decreasing during the year and they either move from the area or are at an age that they are no longer applicable.				

## SERVICE PERFORMANCE INDICATORS (Continued)

Service/indicator/measure	Results			
	2018	2019	2020	2021
<b>Maternal and Child Health (MCH)</b> <b>Indicator: Participation</b> <i>Measure:</i> Participation in the MCH service by Aboriginal children <i>Computation:</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	83%	57%	86%	89%
Loddon children. There has been an decrease to the participation in the MCH service, while children enrolled has also decreased overall.				
<b>Roads</b> <b>Indicator: Satisfaction</b> <i>Measure:</i> Satisfaction with sealed local roads <i>Computation:</i> Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads	50	52	47	50
<b>Material variations:</b> This indicator has a slight increase this year in line with the averages of previous years. This is a result of better communication around which parts of the sealed road network is maintained by VicRoads and those maintained by Council.				
<b>Indicator: Decision making</b> <i>Measure:</i> Council planning decisions upheld at VCAT <i>Computation:</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	0%	100%	0%	0%
<b>Material variations:</b> No VCAT decisions set aside for three of the four years.				
<b>Indicator: Waste diversion</b> <i>Measure:</i> Kerbside collection waste diverted from landfill <i>Computation:</i> [Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins] x100	22%	26%	28%	30%
<b>Material variations:</b> Overall weight collected has decreased over the 4 year reporting period with the recyclables remaining fairly steady.				



## SERVICE PERFORMANCE INDICATORS (Continued)

### Definitions:

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which Council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

**FINANCIAL PERFORMANCE INDICATORS**

Dimension/indicator/ measure	Results				Forecasts			
	2018	2019	2020	2021	2022	2023	2024	2025
<b>Efficiency</b> <b>Indicator: Expenditure level</b> <i>Measure:</i> Expenses per property assessment Computation: Total expenses/Number of property assessments	\$4,339.15	\$5,685.05	\$3,948.74	\$4,190.23	\$4,343.53	\$4,323.00	\$4,389.28	\$4,541.82
<b>Material variations:</b> Property numbers remain constant with expenditure levels the main variance. During 2018 and 2019, significant flood restoration works were undertaken.								
<b>Efficiency</b> <b>Indicator: Revenue level</b> <i>Measure:</i> Average rate per property assessment Computation: General rates and municipal charges/Number of property assessments	New in 2020	New in 2020	\$1,226.81	\$1,244.14	\$1,266.50	\$1,285.49	\$1,304.78	\$1,324.35
<b>Material variations:</b> Property numbers remain constant with rate income increasing gradually.								
<b>Liquidity</b> <b>Indicator: Working capital</b> <i>Measure:</i> Current assets compared to current liabilities Computation: [Current assets/Current liabilities] x100	742.25%	503.88%	744.86%	506.54%	409.59%	256.35%	114.65%	-7.25%
<b>Material variations:</b> Main variations occur in this indicator due to the amount of cash on hand for that projected year, the other components are fairly constant.								
<b>Liquidity</b> <b>Indicator: Unrestricted cash</b> <i>Measure:</i> Unrestricted cash compared to current liabilities Computation: [Unrestricted cash/Current liabilities] x100	91.92%	-156.79%	3.10%	128.00%	270.25%	108.29%	-38.61%	-163.56%
<b>Material variations:</b> Council has on hand large amount of cash in some years, however forecasted years this decreases which results in a reduction in this indicator.								

**FINANCIAL PERFORMANCE INDICATORS (Continued)**

Dimension/indicator/ measure	Results				Forecasts			
	2018	2019	2020	2021	2022	2023	2024	2025
<b>Obligations</b> <b>Indicator: Loans and borrowings</b> <i>Measure:</i> Loans and borrowings compared to rates Computation: $[\text{Interest bearing loans and borrowings} / \text{Rate revenue}] \times 100$	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Material variations:</b> Council made the last payment of outstanding loans during early 2016.								
<b>Obligations</b> <b>Indicator: Loans and borrowings</b> <i>Measure:</i> Loans and borrowings repayments compared to rates Computation: $[\text{Interest and principal repayments on interest bearing loans and borrowings} / \text{Rate revenue}] \times 100$	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Material variations:</b> Council made the last payment of outstanding loans during early 2016.								
<b>Obligations</b> <b>Indicator: Indebtedness</b> <i>Measure:</i> Non-current liabilities compared to own source revenue Computation: $[\text{Non-current liabilities} / \text{Own source revenue}] \times 100$	11.76%	12.57%	11.85%	10.17%	16.26%	18.35%	20.29%	22.23%
<b>Material variations:</b> Council's non current liabilities increase slightly each year in line with EA increases, own source revenue also increases each year in line with any CPI increases.								
<b>Obligations</b> <b>Indicator: Asset renewal</b> <i>Measure:</i> Asset renewal and upgrade compared to depreciation Computation: $[\text{Asset renewal and upgrade expenses} / \text{Asset depreciation}] \times 100$	35.98%	19.86%	57.71%	79.27%	52.66%	64.81%	69.26%	52.80%
<b>Material variations:</b> Variations can occur within this indicator depending on the capital works program delivered or budgeted for in the relevant year. In 2019 there was a large flood program delivered which resulting in a reduced capability to deliver the capital works program for that year.								

**FINANCIAL PERFORMANCE INDICATORS (Continued)**

Dimension/indicator/ measure	Results				Forecasts			
	2018	2019	2020	2021	2022	2023	2024	2025
<b>Operating position</b> <b>Indicator: Adjusted underlying result</b> <i>Measure:</i> Adjusted underlying surplus (or deficit) <i>Computation:</i> [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	-4.51%	-2.87%	-8.06%	-5.44%	-46.95%	-21.68%	-22.26%	-24.67%
<b>Material variations:</b> Future year projections include all costs to address the renewal gap, however based upon current forecasting Council will not have enough income to address the gap without reducing other levels of service.								
<b>Stability</b> <b>Indicator: Rates concentration</b> <i>Measure:</i> Rates compared to adjusted underlying revenue <i>Computation:</i> [Rate revenue/Adjusted underlying revenue] x100	32.31%	24.87%	38.60%	36.59%	50.57%	42.20%	42.41%	42.45%
<b>Material variations:</b> Council has continued to apply the rate cap to rates and charges for all forecast years. The main variation between years for this indicator is the operating grants.								
<b>Stability</b> <b>Indicator: Rates effort</b> <i>Measure:</i> Rates compared to property values <i>Computation:</i> [Rate revenue/Capital improved value of rateable properties in the municipality ] x100	0.50%	0.52%	0.49%	0.43%	0.43%	0.43%	0.43%	0.42%
<b>Material variations:</b> No material variations.								

**FINANCIAL PERFORMANCE INDICATORS (Continued)****Definitions:**

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

## OTHER INFORMATION

### **Basis of preparation**

Council is required to prepare and include a Performance Statement within its Annual Report. The Performance Statement includes the results of the prescribed sustainability capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and Local Government (Planning and Reporting) Regulations 2020.

Where applicable, the results in the Performance Statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from Council information systems or from third parties (e.g. Australian Bureau of Statistics).

The Performance Statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by Council's Strategic Resource Plan. The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variations in the results contained in the Performance Statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the Performance Statement are those adopted by Council in its Strategic Resource Plan on 23 June 2020 and which forms part of the Council Plan. The Strategic Resource Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The Strategic Resource Plan can be obtained by contacting Council.

**CERTIFICATION OF PERFORMANCE STATEMENT**

In my opinion the accompanying Performance Statement has been prepared in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

**Signed:** ..... **Date:** / /  
**SHARON ROSEMARIE MORRISON BA (POLITICS), LLB (HONS), GDLP, DIP BUS, CERT IV HR,**  
**PRINCIPAL ACCOUNTING OFFICER**  
*Wedderburn, Victoria, 3518*

In our opinion, the accompanying Performance Statement of the Loddon Shire Council for the year ended 30 June 2021 presents fairly the results of Council's performance in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

The Performance Statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainability capacity.

As at the date of signing, we are not aware of any circumstances that would render any particulars in the Performance Statement to be misleading or inaccurate.

We have been authorised by the Council and the Local Government (Planning and Reporting) Regulations 2020 to certify this Performance Statement in its final form.

**Signed:** ..... **Date:** / /  
**NEIL EDWARD BEATTIE, MAYOR**  
*Wedderburn, Victoria, 3518*

**Signed:** ..... **Date:** / /  
**GAVAN LINDSAY HOLT, COUNCILLOR**  
*Wedderburn, Victoria, 3518*

**Signed:** ..... **Date:** / /  
**JUDITH PATRICIA HOLT, ACTING CHIEF EXECUTIVE OFFICER**  
*Wedderburn, Victoria 3518*



**10.3 LODDON SHIRE COMMUNITY GRANTS PROGRAM 2021/2022 - GROUP 2**

**File Number:** DOC/21/68671  
**Author:** Sarah Perry, Manager Community Support  
**Authoriser:** Wendy Gladman, Director Community Wellbeing  
**Attachments:** 1. Community Grants Scheme Group 2 - 2021/2022

**RECOMMENDATION**

That Council endorse the allocation of \$61,251 in grants to Group 2 applications under the 2021/22 Loddon Shire Community Grants Scheme as outlined in the attachment provided with this report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Information on the Community Grant applications received for the 2021/22 allocation was provided to Council at the 13 July 2021 Council Forum and specific information on Group 2 applications provided at the 10 August Council Forum.

**BACKGROUND**

The Loddon Shire Community Grants Scheme commenced in 2000/2001.

Council initiated the scheme to assist sporting, recreation and service organisations to deliver projects that improve the quality of life for residents. Since the scheme was initiated, Council has invested approximately \$2,690,000, supporting over seven hundred community-based projects worth over \$5,490,000.

Council's 2021/22 budget includes an allocation of \$180,000 for the Community Grants Scheme. In addition to this amount, \$3,746 has been carried over from the 2020/2021 community grants program. This means that an amount of \$183,746 is available in the 2021/2022 financial year for allocation through the community grants program.

Applications have been assessed against the following criteria:

- demonstrated community need
- improved existing facilities
- increased participation
- multi-use and broad community benefit
- self-help i.e. in-kind and/or cash commitment.

Where applicable, projects have also been assessed in consideration of:

- the efficient use of resources; for example, energy efficiency components of the project or sharing of resources with the wider community
- the ability to provide access for all; for example, does the project consider the needs of people with a disability or the elderly
- projects that propose to mitigate an inherent risk in terms of public safety have been assessed in terms of the severity of the risk prior to being considered for funding.

As per the guidelines, the following types of projects are ineligible for funding:

- applicants who have outstanding acquittals from previous funding rounds
- retrospective projects or projects which have already been commenced
- projects which are not ready and which will not be completed within a 12 month



- period from the date of receiving the funding
- projects that are considered the sole responsibility of another authority (for example, water authorities and health and welfare agencies)
- activities (programs, services, projects or initiatives) that are the responsibility of others:
  - activities that Council considers are the responsibility of other authorities, agencies or levels of government
  - activities that are the funding responsibility of other levels of government
  - proposals that address shortfalls in funding from other authorities or levels of government
  - curriculum based activities or where the activity is confined to the school or kindergarten, including groups and organisations proposing to work with schools and kindergartens (excluding shared facility use by community groups for their specific activity; for example, local cricket clubs using school ovals).
- activities that duplicate other local service responses (unless it can be demonstrated that it meets an unmet community need)
- open space projects on public owned or managed land
- activities such as administrative costs (such as wages, rent or insurance), utility charges (such as power) or projects of an ongoing maintenance nature (such as mowing lawns)
- political, religious or spiritual activities:
  - projects designed to promote political or religious ideals
  - organisations whose sole or dominant purpose is of a political nature
  - proselytising, religious worship or sectarian activities
- applications from individuals
- community groups with access to sufficient cash reserves to undertake the project independently
- projects which do not meet the funding ratio.

Additionally:

- applications are unable to be submitted after the application closing date
- incomplete applications have not been considered in the first round of assessments
- incomplete applications were provided with 14 days to supply required information and/or documentation to qualify for a second round assessment; those who did not supply the required information within the 14 days have not been recommended for funding.

## ISSUES/DISCUSSION

In total 28 applications requesting financial assistance to the approximate value of \$166,000 were received. Of these, 13 applications were assessed by Councillors at the 27 July 2021 Council Meeting with 12 approved for funding totalling \$61,683.

Six (6) applications did not meet the extended deadline and were deemed ineligible in Group 1. Nine (9) Group 2 applications have been assessed for eligibility against the Community Grants criteria, with the assessment outcomes the subject of this report.

Following assessment of the nine (9) applications in Group 2, eight (8) have been recommended for funding totalling \$61,251. Please see the attachment for details of the assessment recommendations.

The Campbell's Forest & District Community Action Planning Group Inc. has not been recommended for funding. The applicant did not submit the required documentation/information to allow Council officers to assess the application against the community grant guidelines.

**COST/BENEFITS**

The Community Grants Scheme offers significant benefit to the local community through provision of funding for specific projects which may otherwise struggle to secure funding through other infrastructure programs or initiatives. As demonstrated in the value of projects delivered since the inception of the scheme, Council's investment towards these grants yields far greater community benefit both in terms of financial investment and social wellbeing.

The total funding for Group 1 was \$61,683, leaving a total of \$122,063 available for Group 2 applications. The total funding recommended for Group 2 allocated is \$61,251.

**RISK ANALYSIS**

Primary risks associated with the Community Grants Scheme are believed to be as follows:

Adherence to Program Guidelines: Detailed program guidelines identify which projects and programs are considered eligible for Community Grants. All applications are assessed against these guidelines for eligibility so as to ensure that funding made available through this program is distributed equitably and provides greatest benefit to the overall Loddon community.

Failure to adhere to these guidelines could comprise the integrity of the grant program and the ability for Council to adequately fund appropriate community projects.

Failure to deliver projects: All successful applicants are required to adhere to a formal funding agreement which clearly identifies the purpose of the grant, delivery timeframes and reporting requirements. This is to ensure that expenditure of public money is conducted in a transparent and efficient manner.

**CONSULTATION AND ENGAGEMENT**

The Loddon Shire Community Grants program is advertised annually with applications for the 2021/22 round closing on 1 May 2021. During this period, community groups or individuals interested in applying for grants are able to contact relevant staff to discuss their proposals.

Funding guidelines are also made available to prospective applicants via Council's website.

All unsuccessful applicants will be provided feedback in regard to their applications after recommendations are finalised and endorsed by Council.

Group 2 - Community Grants Summary: 2021-2022						
Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
<b>Boort Ward</b>						
Boort Historical Society Inc.	Restoration and preservation of existing historic artefacts	<p>The project is in four parts and includes:</p> <ol style="list-style-type: none"> <li>1. Purchase of a 3m x 3m storage shed for the preservation of valuable indigenous and historical artefacts which are currently in excess to space available in the Court House Museum. These will be interchanged with displays to provide interesting exhibitions at various times.</li> <li>2. Restoration of the 1927 Bills Horse Trough and the attachment of plaque.</li> <li>3. Purchase of a cordless vacuum for deep cleaning exhibits in readiness for reopening following Covid closure. The restricted activity has brought heavy dust particles to settle on the collection whilst building maintenance was carried out.</li> <li>4. Purchase Information Stands for weatherproofed descriptions of antique machinery currently on display in exhibition sheds at Boort Park.</li> </ol>	\$5,483	\$3,655	\$1,828	\$3,655
<b>Boort Total</b>			<b>\$5,483</b>	<b>\$3,655</b>	<b>\$1,828</b>	<b>\$3,655</b>

Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
<b>Inglewood Ward</b>						
Inglewood Bowling Club Inc.	Outdoor Furniture	<p>Over the last two years we have built an outdoor undercover social/barbeque area for our members and guests to watch bowls, socialise and also to provide shade and shelter from the sun.</p> <p>We now require to place some outdoor furniture in this area to complete the project and enhance the whole area. The completion of this project will add greatly to the bowling club surrounds and create a welcoming social atmosphere.</p>	\$3,740	\$2,493	\$1,247	\$2,493
<b>Inglewood Total</b>			<b>\$3,740</b>	<b>\$2,493</b>	<b>\$1,247</b>	<b>\$2,493</b>

Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
<b>Tarnagulla Ward</b>						
Dunolly & District Field & Game Club Inc.	Portable, unisex, wheelchair accessible toilet	We need to upgrade our toilet facilities as they do not conform to OH&S standards. Our older members aged 75 to 90 find it difficult to walk the distance to the toilets from our meeting area as it is very rough across the carpark, therefore we need to place the toilet closer to our amenities to within 25 to 30 metres. Also wheelchair bound people cannot access our existing toilets. The new toilet is fully self-contained so no sewage lines need to be dug.	\$10,129	\$6,753	\$3,376	\$6,753
Woodstock-on-Loddon Tennis Club	Resurfacing of 2 tennis courts	The current tennis courts have been in existence for over 70 years, firstly as dirt and then asphalt courts. They were converted to concrete courts over 20 years ago and repainted approximately 10 years ago.  All of these upgrades were completed by our members and with our own fund-raising money, labour and services, all volunteered. However, the courts are now worn, are cracking and have become slippery to play on.  We wish to resurface them with rebound ace (2 of the 3 courts that we have) to bring them up to association standard. The courts need to be grinded back, pressure cleaned, cracks repaired in the surface, and finally a safe rebound ace surface applied. Court lines would then need to be painted.	\$18,194	\$10,000	\$8,194	\$10,000
		<b>Tarnagulla Total</b>	<b>\$28,323</b>	<b>\$16,753</b>	<b>\$11,570</b>	<b>\$16,753</b>

Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
<b>Terrick Ward</b>						
Calivil United Football Netball Club	Calivil oval interchange bench upgrades	<p>The Calivil oval interchange benches are no longer acceptable and fail to meet the current requirements of the interchange bench function</p> <ul style="list-style-type: none"> <li>- protection from all weather for players, coaches, first-aid etc.</li> <li>- visibility via clear top panels to ensure transparency/safety at all times</li> <li>- sufficient area behind the bench to allow for first aid table for injury etc.</li> <li>- sufficient length and width of covered shelter to allow for covid space requirements</li> <li>- new structure to be able to be removed and relocated for use within Calivil Recreation Reserve or community if no longer required for Football and Cricket use.</li> </ul>	\$13,192	\$8,350	\$4,842	\$8,350
Serpentine Recreation Reserve CoM (SRRCOM)	Redevelopment Wrap Up	<p>After our significant redevelopment to our facilities in 2017, we were left with a few landscaping elements of the project that could not be completely funded at the time.</p> <p>This project would allow the SRRCOM to finish landscaping around the playground and side of the facility with turf, additional irrigation and bollards.</p> <p>This project will benefit our community by allowing us to be sustainable. Improving our facilities will future proof them by enabling us to better position our facility in such a way that more individuals, groups and organisations will hire our facilities.</p>	\$22,620	\$10,000	\$12,620	\$10,000
		<b>Terricks Total</b>	<b>\$35,812</b>	<b>\$18,350</b>	<b>\$17,462</b>	<b>\$18,350</b>

Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
<b>Wedderburn Ward</b>						
Wedderburn Golf Club Inc.	Stage One: WGC Irrigation works to tee beds from GWM pipeline	The Wedderburn Golf Club now has a GWM pipeline tap-in point. The next step is to dig trenches and lay water pipe to transport water from the tap-in point to all 30 tee beds on the Wedderburn Golf Course. (NOTE: 12 men's tee beds, 12 ladies' tee beds and 6 combined tee beds).	\$17,518	\$10,000	\$7,518	\$10,000
Wedderburn Open-Air Gallery Committee (auspiced by Wedderburn Community House Inc.)	Birds Eye View Mural Project Stage 2 - Solar Lighting	The Wedderburn Open-Air Gallery Sub-Committee are seeking funds to purchase and install the highest quality 200W solar flood lights with long 'dusk to dawn' battery storage positioned at the optimal angle to guarantee full illumination of all 6 bird-themed murals painted on prominent exterior walls within the CBD of Wedderburn.  Our objective is to ensure we produce a quality night viewing experience, with no ongoing power expenses and also reduce the need to regularly maintain the lighting equipment in the future. Due to the size and irregular formation of the outdoor murals, the solar light brackets need to be custom made by the manufacturer and installed by an electrician.	\$19,263	\$10,000	\$9,263	\$10,000
<b>Wedderburn Total</b>			<b>\$36,781</b>	<b>\$20,000</b>	<b>\$16,781</b>	<b>\$20,000</b>
<b>TOTAL</b>			<b>\$110,139</b>	<b>\$61,251</b>	<b>\$48,888</b>	<b>\$61,251</b>
						<b>Total recommended funding at this stage</b>

<b>Applications assessed as ineligible for funding (applicants did not submit all required information to be assessed)</b>						
Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
Campbell's Forest & District Community Action Planning Group Inc.	Historical Markers	To engage a sign-writer to produce Metal Laser Signs to replace the disintegrated wooden signs, located throughout the district, identifying historical locations.	\$1,084	\$775	\$309	\$0



**10.4 PROPOSED USE OF 30 KELLY STREET PYRAMID HILL BY THE MIXED BAG @ PYRAMID HILL COMMUNITY ENTERPRISE**

**File Number:** FOL/19/432500

**Author:** Wendy Gladman, Director Community Wellbeing

**Authoriser:** Jude Holt, Acting Chief Executive Officer

**Attachments:**

1. The Mixed Bag @ Pyramid Hill Business Plan
2. Building inspection report - 30 Kelly Street, Pyramid Hill

**RECOMMENDATION**

That Council:

1. make the building at 30 Kelly Street available for use by The Mixed Bag @ Pyramid Hill community enterprise subject to a satisfactory resolution of items 1-6 detailed in the Issues/Discussion section of this report
2. revisit the future of the building if The Mixed Bag @ Pyramid Hill community enterprise is not operational within 12 months, or at such time as advised that the building is no longer required for use by the community enterprise.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

A discussion paper was provided to the August 2021 Council forum.

**BACKGROUND**

The subject of this report is the Council owned building at 30 Kelly Street, Pyramid Hill. Whilst Council's Maternal & Child Health service originally operated from the premises, the site has not been used to provide this or any other Council service for a number of years. Most recently the building has been used by the Pyramid Hill Men's Shed, auspiced by the Pyramid Hill Neighbourhood House under a Memorandum of Understanding (MOU) arrangement with Council. The Men's Shed group used a separate shed facility to the rear of the building, accessing the building to use the kitchen and toilet facilities. The Men's Shed ceased operations prior to the pandemic and the building has not been used since that time.

**ISSUES/DISCUSSION**

A number of events have triggered some discussion about the future of the 30 Kelly Street building:

- Council officers have been in discussion with the Neighbourhood House coordinator that the existing MOU, whilst it doesn't have an end date, is overdue for review and that the building was no longer suitable to be accessed/used.
- The Neighbourhood House advised that they were keen to attempt to re-open the Men's Shed group. With no agreement in place about use of the MCH building, discussions had included use of the 'Shed' facility only, with no access to the MCH building until the future of the building was determined.
- The streetscape has provided an opportunity to consider if the building is surplus to Council requirements and if the space created by the removal of the building would contribute a positive outcome to the streetscape design.



- A group of local community members have approached Council officers with a community enterprise proposal to establish a 'Share Shop' business and have asked for the 30 Kelly Street building to be retained for community use.

An inspection of the building prior to the start of the pandemic in 2020 identified that works had been undertaken on the interior of the building which would require some reinstatement and that the building was in a general state of disrepair.



1: 30 Kelly Street building

2: Men's Shed building

There are currently no plans to undertake any repairs or maintenance on the building, as it is considered surplus to Council's operational needs. It is likely that if the building remains vacant it will continue to deteriorate.

The building is surplus to Council's operational needs and in its current state, without an alternative use in place, would likely be assessed for sale or removal. As the building does not sit on an independent parcel of land, sale of the building has not been further explored at this time. The recent funding received to commence the streetscape works in Pyramid Hill has provided the opportunity to consider removal of the building and redevelopment of the space as part of the streetscape works. The streetscape project is currently in the planning and design phase and no formal decision on this building as part of that project has been made at this time.

If Council was to provide future use of the facility to The Mixed Bag @ Pyramid Hill there are a number of items that will need to be considered and/or implemented prior to any transition, and to ensure that all parties understand the associated terms and conditions of any ongoing use:

1. formal ending of the expired Memorandum of Understanding with the Pyramid Hill Neighbourhood House
2. identification of any shared utilities and an understanding of how any associated costs will be shared amongst the users
3. the ability to provide continued access to the Men's Shed by future users of that facility
4. availability of a formal user agreement that will result in no cost to Council, including but not limited to repairs and maintenance, utilities, rates and charges, and any required

insurances (including public liability) - where Council will be required to provide a level of service at a cost to Council, an arrangement to recoup those costs will be required to maintain a zero net cost to Council

5. acknowledgement that the proposed facility change of use will likely trigger the need for planning, building and health permits with the works and costs associated with lodging the required permits and any subsequent required works to be at no cost to Council
6. that the operating model remains as a not for profit community enterprise

Outside of any agreement in place, it is suggested that the community enterprise be able to access Council's competitive community funding programs subject to any eligibility criteria being met.

Council may wish to consider setting some time parameters relating to the proposed changes, to enable Council to revisit decisions on the building's future.

### **COST/BENEFITS**

The community enterprise group, The Mixed Bag @ Pyramid Hill Inc. has provided a business plan (Attachment 1) outlining the community enterprise business model and demonstrating the costs and benefits of the proposal.

The business plan outlines the community enterprise model, demonstrating a not for profit arrangement. Council officers have not assessed the validity or sustainability of the business plan in preparing this report.

As the building is surplus to Council operational requirements, it is suggested that if the building is retained for an alternative use, that this is at no cost to Council. This will be subject to a suitable agreement between Council and the community enterprise to facilitate this.

The business plan provided by The Mixed Bag @ Pyramid Hill has identified the benefits as:

- bringing visitors into the community to see the shop and having a flow on effect to other businesses in the town
- creating an outlet for creative people to show and sell their wares
- increasing opportunities for people to get involved in the community, building community connections
- bringing added variety to the goods available in town, encouraging more people to shop local.

### **RISK ANALYSIS**

The risks outlined are relevant to the building being retained and a reliance on a community enterprise model to sustain the start-up and ongoing facility costs:

- the inability of the community enterprise group to find the funds needed to complete the initial repairs
- the reliance on volunteers in the overall sustainability of the business model
- the turnover of the share shop does not meet the level indicated as needed in the business model for the community enterprise to be sustainable, impacting on the ability to fund the operational costs of the facility.

These factors can be mitigated through the Council applying some appropriate 'subject to' clauses and timelines in any agreement for a community enterprise use of the building to ensure that it doesn't remain unused and in disrepair, and that provides Council with the opportunity to revisit the retention of the building.

### **CONSULTATION AND ENGAGEMENT**

A range of information has been provided to The Mixed Bag @ Pyramid Hill and the Pyramid Hill Progress Association including a comprehensive building assessment (Attachment 2) and an

outline of the requirements associated with a facility change of use. Councillor Straub and Council officers met with representatives from these groups to discuss the community enterprise proposal and the steps needed to support bringing this report to Council.

The Mixed Bag @ Pyramid Hill  
28 Kelly St, Pyramid Hill, VIC, 3575

# The Mixed Bag @Pyramid Hill Business Plan

**Prepared:** 4/06/2021



The Mixed Bag directly addresses the points below found in the Loddon Shire's Economic Development & Tourism Strategy dated 26<sup>th</sup> November 2019.

### **Economic Development and Tourism Strategy**

The [Economic Development and Tourism Strategy](#)(PDF, 1MB) provides direction for Council to:

- deliver infrastructure, housing and jobs to support and drive potential population growth in the Shire
- attract new investment and reinvestment in innovative and sustainable businesses
- collaborate at a regional level to efficiently implement relevant economic and tourism initiatives
- position Loddon towns to maximise the economic impact from visitors to the Shire, while also meeting the needs of residents
- cost-effectively resource Council's involvement in local economic development and tourism with a small team of multiskilled staff, and selective outsourcing for key projects.

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## Business Plan Summary

### Repairs to Maternal Health Building

To bring the building to the standard for The Mixed Bag to operate, the following repairs will be carried out in 2 stages.

Stage 1 to be completed before occupation:

1. Replacing the floor, new architraves and skirting, and prop and plate external bricks. Estimated cost \$6,660-00
2. Painting interior walls and ceilings and external front eaves. Estimated cost \$4,200 for paint and labour. Paint to be donated and a working bee to be organized for painting.

Stage 2 to be completed after first year of occupation :

1. Replacing the toilet. Estimated cost \$1,300 includes the price toilet and labour.

Disability toilets available directly next door in Kelly St Park, so the toilet will be a standard toilet for staff only.

#### Funding

Funding for the repairs will be sourced through grants from FRRR, Bendigo Bank, Loddon Shire Council, Pyramid Hill Op Shop and local voluntary labour.

#### Ongoing maintenance

The building will be maintained with regular cleaning, electrical tagging, pest inspection in accord with the Building Maintenance Schedule. The costs for the maintenance will be covered by an annual fee from sellers, grants and voluntary labour.



## The Business

**Business name:** The Mixed Bag @Pyramid Hill

**Business structure:** Not for Profit Enterprise

**ABN:**

**Business location:** 28 Kelly St, Pyramid Hill, VIC, 3575

**Date established:**

The Mixed Bag will be located in a prime position of the Pyramid Hill Streetscape, nestled amongst local cafes and businesses

The products will be:

- Locally hand made goods
- locally sourced non-perishable fresh produce
- quality vintage goods

The anticipated demand for the first 6 months is (based on the Qtk Share shop figures) \$300 of sales per week. This is expected to increase to \$600 of sales per week in the second year, further increasing as time goes on.

## The Market

### Market Analysis

*Target market:* Our target markets are:

- Regional tourists
  - Seniors and grey nomads
  - Families that travel through Pyramid Hill to get to the Murray River
  - weekend trippers
  - people that come to stay in local accommodation
  - friends of local families that come to the area.
- Pyramid Hill district residents who like to source locally grown produce and products for everyday use and gifts.
- Online Shopping – an ever-growing market that has grown even more in the past year.
- The Historical Museum often has bus tours come to town to go to the Museum, it could be arranged on these days for the shop to be open (if not a day normally open).
- The V-line train goes through and stops in town, then returns later in the day, a day trip could be aimed at Bendigo/Melbourne people to come on the train, spend a few hours in town, or even overnight then return.

*Why will they buy from us?* The last couple of years has seen a trend towards buying from the bush, locally made & produced items. We will be providing locally made &

produced items that are good quality. And not just selling an item but selling a story with it, about who made it.

*Marketing strategy:* The Mixed Bag will enter the market with:

- A grand opening.
- Invitations to the opening sent to our target market.
- Social media campaign via the Pyramid Hill 3575 pages which have a large following.
- Creating Facebook & Instagram pages just for the shop.
- Articles in the Loddon Herald, Pyramid Press, Bendigo Advertiser.
- Win news.
- Physical signage on key roads giving directions, opening date and time.
- Provide information about each supplier (selling the story not just the product)

## The Future

Our vision is to create a community enterprise consisting of quality locally made and produced products, providing an outlet for people to sell their goods that they may not have access to otherwise.

A shop that the whole community is proud of and willing to volunteer their time to help run the shop.

Buyers will love the shop and spread the news far and wide about how great our shop is, so the shop becomes a drawcard for Pyramid Hill.

By having the shop in the former Maternal Health Building it is further adding to the Streetscape of Pyramid Hill with the shop looking neat, tidy and inviting.

### **Goals/objectives**

Our short-term goal is to open with a fully stocked shop on 1 December 2021, with at least 5 different suppliers.

Our long-term goal is to be open 4 days per week with more than 5 local makers and producers stocking and manning the shop.

The shop will be financially sustainable.

To run workshops (possible ideas could be learn how to knit, macrame etc), to have visiting artists.

Raised garden beds out the front to build a community garden, helping to further engaging the local community.

We aim to foster community connections with makers, other retailers and community organisation e.g. The Museum.

## Social Impact

**Who will benefit:** The whole community will benefit from the shop, out of towners will visit Pyramid Hill to see the shop, which will then have a flow on effect to other business when visitors then explore other shops and dine out, which in turn has the potential to create more jobs. The shop is creating an outlet for creative people to show off and sell their wares.

**Why is this needed:** It provides another avenue for people to get involved in the community, building community connections by working with other groups and organisations i.e. The Men's Shed, increasing community members' skills, which in turn has huge benefits of the overall health of the community.

It will further add to the shops we already have in town by providing goods not already found in these shops, thus encouraging more people to shop local and bringing out of towners to town, and them visiting other businesses.

**How will it meet the need?** Creating an outlet for locals to showcase and sell their work. We hope to provide workshops down the track, further drawing people to Pyramid Hill and engaging locals. The shop will provide a place for people to volunteer and learn new skills, including dealing with money, retail skills.

**How will we measure our impact/success?**

- Having people visiting and buying from our shop.
- Vendors wanting to sell their product in our shop.
- The shop gradually getting busier.
- People putting their hand up to volunteer.

**Vision statement:**

Our vision is to have a self-sustaining shop in Pyramid Hill that draws on local makers and producers to stock, man and manage the shop.

Each producer will be supplying quality products to the store and enjoying their time volunteering to run the shop. Buyers are repeat customers who recommend the shop to their friends and networks. The shop becomes a destination for people far and wide to visit.

The shop will be further strengthened by running workshops (e.g.: How to macramé), creating another drawcard for people visit the shop and town.

The space out the front of the shop next to the footpath will be utilised with raised garden beds to create a community garden, creating another reason for people to stop and take notice of the shop, rather than having an empty building in the streetscape.

The shop will help foster community connections with workshops, working with other organisations i.e. The Historical Museum when they have tour groups visiting. Building relationships with the senior students of local schools, helping them build their skill sets with volunteering, participating in workshops and maybe even selling goods.

## The Finances

The shop's goal is to be self-sufficient, making enough money to cover our running costs, with surplus funds left to bank, to pay for any extra expenses that may arise and put some of the money back into the local community in the future.

After the Maternal Health Building has been upgraded/repared, we will need approximately \$6000 to get started, this includes fitting out the shop and buying the necessary equipment to run the shop. We will apply for grants to help with these costs.

We aim to be making \$300 worth of sales per week for the first year, with an average of 15% commission charged with 5 suppliers, and increasing the number of suppliers and sales as time goes on.

## The Business

### Business details

**Products/services:** The products will be:

- Hand made goods.
- Locally sourced non-perishable fresh produce.
- Quality vintage goods.

The anticipated demand for the first 6 months is (based on the Qtk Share shop figures) \$300 of sales per week. This is expected to increase to \$600 of sales per week in the second year, further increasing as time goes on.

### Registration details

**Business name:** The Mixed Bag @Pyramid Hill Inc.

**Trading name:** The Mixed Bag @Pyramid Hill

**Date registered:** 24<sup>th</sup> June 2021

**Location registered:** Victoria

**Business structure:** Not for Profit Community Enterprise

**ABN:** To be registered

**GST:**

**Domain names:**

**Licences & permits:** None

### Business premises

**Business location:** The Mixed Bag is located at 28 Kelly St, Pyramid Hill in the front building of the former Men's Shed. It is in the main street adjacent to the Memorial Hall and Kelly Street Park. The shop is within walking distance to the Coffee Bank, Bakery Cafe, Post Office, Chemist, Op Shop, IGA, Butcher, Hotel, Miller's Agricultural Supplies, Railway Station and the Pyramid Hill Neighbourhood House.

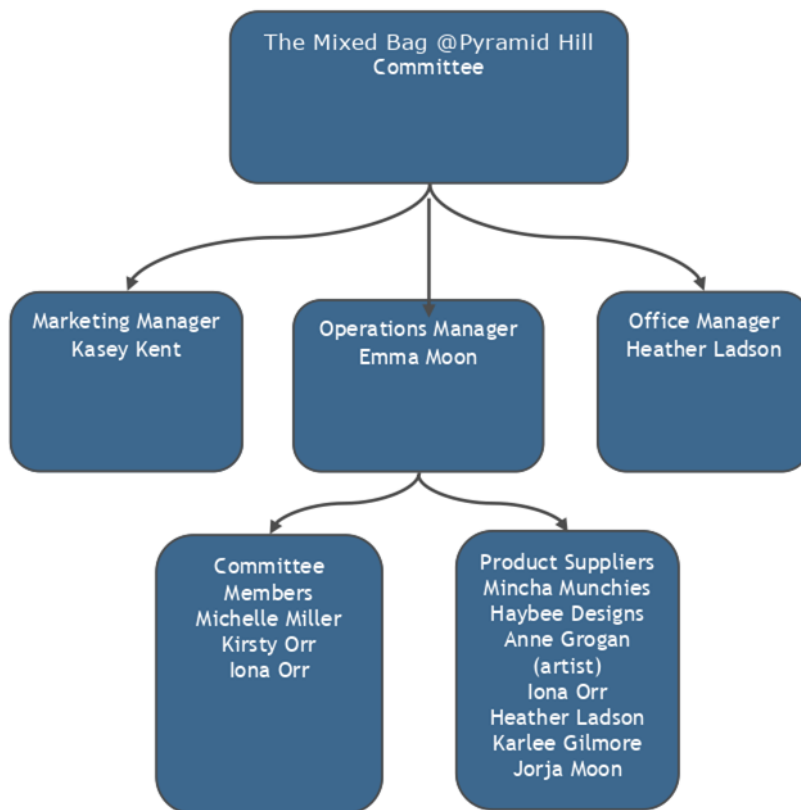
The building is divided into 2 rooms and a foyer/entrance, with a kitchenette and an office.

Although retail traffic in Pyramid Hill is relatively low at times, the building's prime position in town is such that with a targeted marketing strategy this could easily be improved.

**Buy/lease:** This building is owned by Loddon Shire Council and is on a long-term lease agreement with the Pyramid Hill Neighbourhood House.

Loddon Shire Rates, utilities (electricity and water) and rent will be paid for by the The Mixed Bag income.

Organisation chart



Management & ownership

**Details of management & ownership:** The Mixed Bag will be ran by a Committee of Management (referred to as the Committee in this plan)

The Committee is responsible for the business plan, charter containing policies & procedures, budgeting, risk management and payment of suppliers (once a month) & rates (including any lease/rent/council rates, electricity, Square and phone, marketing, insurance, water). Any building works required will be negotiated by the Committee with the Loddon Shire Council.

Under the Committee, there are three operating roles: Marketing, Operations and Office.

The Marketing Manager is responsible for the development and implementation of the marketing strategy and all relevant policies and procedures and customer communication.

The Operations Manager is responsible for the management of Sales Volunteers and Product Suppliers, staff training and inductions, Operations Manual, Customer Service Standards and the implementation of all relevant policies and procedures.

The Office Manager is responsible for the daily cash management procedures, payments to the Product Suppliers (monthly) and the daily function of utilities (e.g., electricity

needs fixing, phone needs recharging etc.) and the implementation of all relevant policies and procedures.

The products for sale in the shop are supplied by the Product Suppliers. These are local makers and producers who pay a membership to the shop (half yearly) and also a commission on sales. All suppliers need to agree and sign the Memorandum of Agreement.

The shop is manned by Sales Volunteers. Sales Volunteers are sourced from the local area. Ideally Product Suppliers also invest their time in the shop and become Sales Volunteers. This would assist in them understanding the market and more aspects of the shop enterprise.

### Key personnel

#### Current staff

Job Title	Name	Expected staff turnover	Skills or strengths
Operations Manager	Emma Moon	Ongoing	Has worked in retail before, and has extensive experience.

#### Required staff

Job Title	Quantity	Expected staff turnover	Skills necessary	Date required
Marketing Manager	1	2-3 years	Experience in marketing at community or professional level.	September 2021
Office Manager	1	2-3 years	Experience in bookkeeping and office management at community or professional level.	June 2021
Sales Volunteers	5	1-2 years	Experience in sales.	October 2021
Product Suppliers	7	1-2 years	Experienced makers and suppliers.	October 2021

#### Recruitment options

When sourcing Suppliers it will be strongly encouraged that they volunteer their time in the shop (helped through incentives of reduced commission on goods sold).

Staff will be sourced locally with advertisements placed in the Pyramid Press and also online through the Pyramid Hill and Neighbourhood House websites.

A partnership with the Pyramid Hill College senior kids volunteering in the shop could also be an option in the future.

#### Training programs



All Sales Volunteers will receive an induction to the shop site, policies and procedures by the Operations Manager.

In-house sales training will be delivered through partnering with an experienced Sales Volunteer for the first shift.

**Skill retention strategies**

Every 6 months Sales Volunteers will be rostered on with the Operations Manager or a committee member to ensure that policies and procedures are being adhered to.

Skills of staff will be maintained through the implementation of the training policies and procedures. Emma Moon has extensive retail experience.

Responsibilities are initially communicated to staff through the staff induction and written in the staff induction manual. All follow-up communication needed is first delivered in person and followed up in writing if needed.

**Products/services**

Product/Service	Description	Price
Handmade crafts	As supplied by the Product Supplier	To be determined by the Product Supplier
Fresh produce	Locally grown non-perishable fresh produce	To be determined by the Product Supplier
Quality Vintage Goods	Good quality vintage goods as supplied by the Product Supplier	To be determined by the Product Supplier

**Market position:** Our product range will be competitive in the market. It is intended that the products are reachable for impulse and planned purchases.

**Unique selling position:** These products will represent local skilled producers; this is our unique selling point. Some information about each supplier will be available in the shop, so we are selling not just an item but a story.

**Anticipated demand:** The anticipated demand for the first 6 months is (based on the Qtk Share shop figures) \$300 of sales per week. This is expected to increase to \$600 per sales a week in the second year, further increasing as time goes on.

**Pricing strategy:** Pricing is determined by each Product Supplier.

**Value to customer:** Our products will range from necessary items to a little bit of indulgence.

**Growth potential:** Growth will be driven by the Product Suppliers meeting market demand and changing their products to meet the market. Growth will also come from the potential to increase the number of Product Suppliers if the shop capacity can absorb this.

## Innovation

### Research & development (R&D)/innovation activities

We plan to run workshops etc with local and visiting artists, to further reach out to the Pyramid Hill and wider community, helping to encourage locals to the shop and participating as well as bringing non locals to town, further benefiting the whole town.

There may also be room to work with the local schools with visiting artists and also volunteering.

## Insurance

**Workers compensation:** There are no employees so this insurance is not required.

**Public liability insurance:** Provided by WFI.

**Product liability:** This insurance can be taken out by each Product Supplier as required. The Committee will not be taking out this insurance.

**Business assets:** Insurance will be taken out on the business assets, including Square, phone, counters and shop display cases.

## Risk management

Risk	Likelihood	Impact	Strategy
There aren't enough Product Suppliers to fill the shop.	Highly Unlikely	High	Advertise for more Product Suppliers. Search further afield than Pyramid Hill.
Product Suppliers are unreliable.	Unlikely	High	Work with the Product Suppliers to help them manage their supply chain, particularly if they are unexpectedly successful and got caught short of back up stock.
Products aren't the right quality.	Possible	Medium	Follow policies and procedures to select the products for the shop.

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Strategy</b>
Product Suppliers don't meet market demand	Possible	Medium	<p>Keep statistics on what sells well. Collate this data quarterly and let Product Suppliers know the results.</p> <p>Work with Product Suppliers to find new products they can supply to the shop if their original product ideas are not selling.</p> <p>Product Supplier can make the business decision to step away from the shop if their products are not moving. It is also the prerogative of the Operations Manager to stop supply of a product if they have been in the shop too long. Follow the policies and procedures for this action.</p>
Natural disasters in the district e.g. drought, illness, floods, bushfires	Likely	Medium to High	Work through each scenario and find a solution that fits best at the time.
Infrastructure breakdown or faults	Likely	High	Quickly switch to an alternative as per the Operations Manual.
Fire, flood, theft at premises	Possible	High	<p>Product Suppliers to be responsible for their own goods insurance.</p> <p>Committee to ensure that the premises are securely managed.</p> <p>No cash to be kept on the premises – include a sign noting this at windows and doors</p>
Shop does not cover costs	Possible	High	<p>Keep a close watch on the budget.</p> <p>Consider increasing the cost for Product Suppliers, sourcing grants or investment.</p>
Too many Product Suppliers	Possible	Low	Follow policies and procedures to select the best Product Suppliers for the shop.
Too many similar products	Possible	Medium	Follow policies and procedures to select the products for the shop.
Not enough volunteers to fulfill all roles of the shop and volunteers burnout	Highly Likely	High	Consider alternative strategies for recruitment. Consider making sales work compulsory for all Product Suppliers

## Legal considerations

Consideration needs to be given to the following in running the shop:

- Consumer law.
- Food safety requirements.
- Requirements of incorporated entities.

## Operations

### Production process

Production is all done by third party Product Suppliers. Each Product Supplier has their own production process.

The concern of the Committee is that the supply from the Product Suppliers is consistent, meeting market trends and needs and is good quality and well-priced.

### Suppliers

The Suppliers are from the local Pyramid Hill Community and the surrounding 40km.

Already we have local makers keen to participate, including an artist, local preserves, antique dealer, and sewer.

Suppliers' goods will need to be of a consistent quality and meet the quality standards set by the committee.

Each supplier is responsible for getting there goods to the shop, pricing of goods and pricing labels.

### Plant & equipment

Equipment	Purchase date	Purchase price	Running cost
Prepaid mobile phone	November	\$150	\$30 per month
I-pad	November	\$500	
Square	November	\$59	1.9% charged per tap
Cash tin	November	\$20	nil
Shop counters, shelving and display cabinets, lighting	September	\$4000	nil
Safe	November	\$200	nil
Play pen	November	\$150	nil

**Technology (Software):** The shop requires:

- A Square reader and an I-pad for point of sale (square point of sale has capacity to send customers receipts).
- A pre-paid mobile phone for a shop phone.
- Share Shop bank account for easy cash flow management.
- Online presence for marketing:
  - Instagram
  - Facebook
  - Listing on the Pyramid Hill website
  - SendinBlue online marketing account (free for up to 2000 on our mailing list – small business alternative to MailChimp)
  - Etsy store online

**Trading hours:** For the first 3 months, opening hours will be trialled as Friday, Saturday and Sunday. Trading hours will then be adjusted to meet market demand and work in with local events that will bring through traffic.

Seasonal changes will also be tested and accommodated if needed.

**Communication channels:** Customers can contact the shop through Facebook, mobile phone, shopfront, post and email.

**Payment types accepted:** Payment types accepted are cash and credit card.

**Credit policy:** There is no credit for customers. Terms are pay at the time of purchase through cash or credit.

Suppliers will be paid monthly on the previous month's sales minus the commission.

**Warranties & refunds:** If products are returned due to fault, then they will be replaced by the Product Supplier with no cost to the customer.

If the customer wasn't to return the good and this is not due to fault, then this needs to be within 7 days and the product has not been used or damaged in any way. Products may also be exchanged with these same terms.

**Quality control:** Quality control is the responsibility of the Operations Manager. Each product is checked as it enters the shop. The checks are for consistency of product without fault and that products are safe to handle and use. Products that do not meet these quality controls are not allowed to be sold from the shop and will be returned to the Product Supplier.

Any foods that are supplied to the shop e.g. preserves need to comply with Food Safety Standards with proof of certification supplied to the Operations Manager and also available for sighting at the shop.

## Sustainability plan

### Environmental/resource impacts

The products for the shop are sourced from local producers, which minimises freight. The raw materials are each sourced separately by the Product Suppliers.

Simple things such as turning all lights, heating/cooling and computers off when the shop is not in use will be part of our plan to be environmentally friendly. Having a rubbish and recycling bin so we can recycle as much as possible.

### Community impact & engagement

Pyramid Hill is a Plastic Bag Free Town and the shop will comply with this.

### Constraints

Constraints will be from the market place, it is possible that customers specifically seek environmentally sustainable goods and choose these above other goods in the shop that have not considered the environment in their manufacture.

### Strategies

We will have no plastic bags in the shop and support and encourage any suppliers that make and sell environmentally friendly products.

### Action plan

Sustainability milestone	Target	Target date
Plastic Bag Free	100%	From inception
Locally sourced products	100%	From inception
Locally sourced raw goods	20%	From inception
Environmentally friendly products	15%	12 months from inception

## The Market

### Market research

Committee members for the shop have visited the Quambatook Share Shop and discussed the idea of starting one in Pyramid Hill with Jodie Russ (Qtk share Shop Manager). There are a growing number of Share shops popping up in small towns, showing their success and popularity among suppliers and buyers.

Online Facebook sites promoting handmade and rural business have been well received in recent times with products flying out the door.

### Market targets

Planned sales targets are for Product Suppliers to be selling enough to cover their costs in the first month and increasing this every month for the first 12 months.

### Industry analysis

Pyramid Hill is a stable population. Like most rural areas of late there has been a snapping up of local houses with people wanting to move out of the city and into country areas.

The region's economy is dependent on the agricultural season, this can vary from year to year. There are a number of long term employers in the area with the maximum employing approximately 20 staff.

The size of the local market is small. The shop is expected to cater to the local market as well as to the considerable through traffic that comes via Pyramid Hill on the way to the Murray River.

Recent market trends are for sustainable and bespoke goods. Unique second hand goods in good condition are also desirable.

Buy from the Bush campaigners the last few years have shone the spotlight on rural producers and makers and the quality products they provide.

Growth potential is by making Pyramid Hill the stopping point when travelling, and also through online sales.

There are already a lot of people that stop in Pyramid to buy lunch, go to the toilet, with our shop being in the main street, next to the toilet and park and in between the coffee shops, we are in a prime position with the right signage and marketing to get people in and looking through the shop.



## Your customers

### **Customer demographics**

The shop's target markets are:

- Women aged 25-90+.
- Men aged 25-90+.
- Locals.
- Weekend travellers from Melbourne.
- Regional tourists.

### **Key customers**

Key customers are:

- Travellers coming through Pyramid Hill on their way to the Murray River.
- Visitors to the local region staying in nearby towns.
- Participants in local tours e.g. Seniors Tour buses that make a round trip to Quambatook and Pyramid Hill Share Shops.
- Local customers.
- Online customers.

### **Customer management**

Good customer relationships will come through:

- Good training of the Sales Volunteers to align with our Customer Service Standards.
- Friendly helpful volunteers.
- Regular online updates.
- Email newsletters.
- Having a small kids play area so Mums feel comfortable coming in and browsing with kids.

The Mixed Bag @Pyramid Hill Business Plan 2021

S.W.O.T. analysis

<p><b>Strengths</b></p>	<p><b>Weaknesses</b></p>
<p>Local products made by local producers and makers                  Hand made products                  Enthusiastic volunteers                  Creative shop and space                  High through traffic town                  Walking distance from cafes, services and shops</p>	<p>Low local traffic area and town has a small population                  Building is not an open shop front                  Low skills base in running and marketing a community retail shop</p>
<p><b>Opportunities</b></p>	<p><b>Threats</b></p>
<p>Build on customer loyalty                  Work with the Quambatook Share Shop to market a tourist circuit.                  Market the shop as a destination                  Sell products online                  The V-line train running to and from town                  Bus tours to the local Museum</p>	<p>Potential cash flow problems                  Not enough producers to cover costs                  Building has been condemned by Council and could need some works in the future                  Farming markets and pressures affect the town's cash flow                  Volunteer fatigue</p>

The Mixed Bag @Pyramid Hill Business Plan 2021

## Advertising & sales

### Advertising & promotional strategy

Planned promotion / advertising type	Expected business improvement	Cost (\$)	Target date
Print media - Pyramid Press	Give initial notice of shop opening and operating hours	Free	
Online advertising – Facebook campaign	Building online presence	\$5 - \$10	
Media Release	Notice of the shop opening spreads beyond Pyramid Hill	Free	
Shop opening	Lets the town know the shop is open and ready for business	\$100	
Print Media- Loddon Herald	Give initial notice of shop opening and operating hours	Free	

### Sales & marketing objectives

The sales team is made up of the Sales Volunteers, Operations Manager and the Marketing Manager and supported by Committee members.

Sales techniques will be based on promoting the locally made produce with friendly customer service.

A small kids play area will be included, so Mum’s with young children will feel comfortable coming in and having a good look around the shop, whilst there kids are happy in a secure area.

Signs giving directions to the shop will be displayed:

- On the kerbside outside the front of the shop.
- At the corner of Kelly Street and Victoria Street.
- At the corner of Victoria Street and Barber Street.
- At the railway station.

There is little shopfront window at the shop and care will be taken to light and dress this window so that it can be seen from the street, making the shop welcoming.

Inside the shop, merchandise will be rotated regularly with particular emphasis on making the displays attractive. Shelving, display furniture will ideally be similar looking (e.g. all white) adding to the attractive look of the shop.

The Mixed Bag @Pyramid Hill Business Plan 2021

Items will not necessarily grouped together by supplier (like a Mill Market type set up) but rather by category e.g. kitchen items together, baby products, gifts for Mum etc.

The sales target is \$100 per day for the first 6 months increasing to \$200 per day after 12 months.

**Unique selling position**

Recent years has seen the success of The Buy from the Bush incentives. People want to purchase a product with a story, not just an item, we will provide this product with a story by selling and promoting local makers, artists and produce. We won't just be selling an item but telling the story of who they are and what they do.

**Sales & distribution channels**

Channel type	Products/services	Percentage of sales (%)	Advantages	Disadvantages
Shopfront	<i>As supplied by our Product Suppliers – locally made and sourced products</i>	95%	The shop and products represent Pyramid Hill and our community.	The main challenge is that it is a small town and we will rely on tourist traffic to make the sales increase.
Internet	As supplied by our Product Suppliers – locally made and sourced products	5%	Wider market views our shop which could make people interested to visit the shop and the town.	Online sales requires someone to be attendant to the sales at all times and able to deliver as requested.

The Mixed Bag @Pyramid Hill Business Plan 2021

## The Future

### Vision statement

The Mixed Bag is aiming to create and maintain a viable outlet for local producers, artists and creators to grow their business by displaying, promoting and selling their products for the benefit of the Pyramid Hill and surrounding communities.

We want our locals to enjoy volunteering in the shop and customers to enjoy their experience and keep coming back and recommending the shop to friends.

### Mission statement

Is to be a Not for Profit enterprise that exists for members of the Pyramid Hill Community to be able to sell and buy products, hold events, and attract visitors with a shop for all of the community to enjoy.

### Goals/objectives

- Our short term goal is to open with a fully stocked shop on 1 December 2021.
- Our long term goal is to be open 4 days per week with more than 5 local makers and producers stocking and manning the shop.
- The shop is financially sustainable. We want to hold workshops and have visiting artists to further enhance the skills/talents of our locals and visitors to town.
- To build a social hub in town where people are eager to volunteer their time, even if they aren't selling goods, have the local schools participate in workshops & volunteer in the shop.
- We want the The Mixed Bag to be a social enterprise that the whole town is proud of, that builds the skill sets of locals and fosters community connections.
- By using the old Maternal and Health Building we are maintaining an important connection to the past by using a building that has played an important part in the lives of local families.

The Mixed Bag @Pyramid Hill Business Plan 2021

## Action plan

**Please note:** This table does not include sustainability milestones as they are listed in the sustainability section above.

<b>Milestone</b>	<b>Date of expected completion</b>	<b>Person responsible</b>
Complete the Business Plan	May	Committee
Work with the Loddon Shire Council to gain ongoing occupancy of the building.	June	Committee
Work with the Loddon Shire Council to gain any permits needed.	July	The Committee
Work with the Loddon Shire Council to secure an agreement for how the building costs will be distributed.	June	The Committee
Recruit staff including Committee	Now	The committee
Clean and ready the sales rooms	September	The Committee
Procure infrastructure like Square and phone, cash tin, show cabinets, shelving etc.	October/November	The Committee
Write policies and procedures	June	The Committee
Write marketing strategy and start implementing	June	The Committee

The Mixed Bag @Pyramid Hill Business Plan 2021

## The Finances

### Key objectives & financial review

#### Financial objectives

*We will be self-sufficient, and make enough money to cover our running costs and ongoing maintenance, with some left to bank to pay for any extra expenses that may arise and put some of the money back into the local community into the future.*

#### Finance required

*We need around \$6000 to get started, this includes fitting out the shop and buying the necessary equipment to run the shop. We will apply for grants to help with these costs.*

### Assumptions

The financial tables on the subsequent pages are based on the assumptions listed below:

- 1st 6 months is based on having 5 suppliers, making \$300 per week of sales with 15% commission charged.
- 2nd year based on having 8 suppliers, making \$600 per week of sales with 15% commission charged.
- 3rd year based on having 10 suppliers, making \$700 per week of sales with 15% commission charged.
- Membership is \$260 a year per supplier





The Mixed Bag @Pyramid Hill Business Plan 2021

Balance sheet forecast

<b>BALANCE SHEET FORECAST</b>	<b>30/06/2022</b>	<b>30/06/2023</b>	<b>30/06/2024</b>
<b>Current assets</b>			
Cash	\$745	\$5,800	\$12,155
Petty cash			
Pre-paid expenses			
<b>Fixed assets</b>			
Leasehold			
Property & land			
Renovations/improvements			
Furniture & fitout	\$4,000	\$2,500	\$2,000
Equipment/tools			
Computer equipment	\$500	\$300	\$200
More...			
<b>Total assets</b>	<b>\$5,245</b>	<b>\$8,600</b>	<b>\$14,355</b>
<b>Current/short-term liabilities</b>			
Accounts payable	\$250	\$510	\$510
<b>Long-term liabilities</b>			
<b>Total liabilities</b>	<b>\$250</b>	<b>\$510</b>	<b>\$510</b>
<b>NET ASSETS</b>	<b>\$4,995</b>	<b>\$8,090</b>	<b>\$13,845</b>

The Mixed Bag @Pyramid Hill Business Plan 2021

Profit and loss forecast

<b>PROFIT &amp; LOSS FORECAST</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
<b>Sales</b>			
Commission from sales	\$1,170	\$4,680	\$5,460
Membership Fees	\$650	\$2,080	\$2,600
<b>Gross profit/net sales</b>	<b>\$1,820</b>	<b>\$6,760</b>	<b>\$8,060</b>
<b>Expenses</b>			
Insurances	\$450	\$450	\$450
Advertising & marketing	\$60	\$120	\$120
Utilities (electricity, gas, water)	\$75	\$150	\$150
Telephone	\$180	\$360	\$360
Repairs & maintenance	\$300	\$600	\$600
Stationery & printing	\$10	\$25	\$25
Lease/loan payments	\$0	\$0	\$0
Rent and rates	\$0	\$0	\$0
0	\$0	\$0	\$0
0	\$0	\$0	\$0
0	\$0	\$0	\$0
0	\$0	\$0	\$0
<b>Total expenses</b>	<b>\$1,075</b>	<b>\$1,705</b>	<b>\$1,705</b>
<b>NET PROFIT</b>	<b>\$745</b>	<b>\$5,055</b>	<b>\$6,355</b>

The Mixed Bag @Pyramid Hill Business Plan 2021

Expected cash flow

<b>EXPECTED CASHFLOW 2021-2022</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>	<b>Jan-22</b>	<b>Feb-22</b>	<b>Mar-22</b>	<b>Apr-22</b>	<b>May-22</b>	<b>Jun-22</b>
<b>OPENING BALANCE</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$305	\$385	\$490	\$560	\$665
<b>Cash incoming</b>												
Commission							\$195	\$195	\$195	\$195	\$195	\$195
Member Fees							\$650					
<b>Total incoming</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$845	\$195	\$195	\$195	\$195	\$195
<b>Cash outgoing</b>												
Insurances							\$450					
Advertising & marketing							\$10	\$10	\$10	\$10	\$10	\$10
Utilities (electricity, gas, water)								\$25		\$25		\$25
Telephone							\$30	\$30	\$30	\$30	\$30	\$30
Repairs & maintenance							\$50	\$50	\$50	\$50	\$50	\$50
Stationery & printing										\$10		
Lease/loan payments												
Rent and rates												
<b>Total outgoing</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$540	\$115	\$90	\$125	\$90	\$115
<b>Monthly cash balance</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$305	\$80	\$105	\$70	\$105	\$80
<b>CLOSING BALANCE</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$305	\$385	\$490	\$560	\$665	\$745

The Mixed Bag @Pyramid Hill Business Plan 2021

EXPECTED CASHFLOW 2022-2023	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
<b>OPENING BALANCE</b>	\$745	\$1,635	\$1,910	\$2,210	\$2,475	\$2,775	\$3,050	\$4,390	\$4,665	\$4,960	\$5,235	\$5,525
<b>Cash incoming</b>												
Commission	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390
Member Fees	\$1,040						\$1,040					
<b>Total incoming</b>	\$1,430	\$390	\$390	\$390	\$390	\$390	\$1,430	\$390	\$390	\$390	\$390	\$390
<b>Cash outgoing</b>												
Insurances	\$450											
Advertising & marketing	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Utilities (electricity, gas, water)		\$25		\$25		\$25		\$25		\$25		\$25
Telephone	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30
Repairs & maintenance	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Stationery & printing				\$10					\$5		\$10	
Lease/loan payments												
Rent and rates												
0												
0												
0												
0												
<b>Total outgoing</b>	\$540	\$115	\$90	\$125	\$90	\$115	\$90	\$115	\$95	\$115	\$100	\$115
<b>Monthly cash balance</b>	\$890	\$275	\$300	\$265	\$300	\$275	\$1,340	\$275	\$295	\$275	\$290	\$275
<b>CLOSING BALANCE</b>	\$1,635	\$1,910	\$2,210	\$2,475	\$2,775	\$3,050	\$4,390	\$4,665	\$4,960	\$5,235	\$5,525	\$5,800

The Mixed Bag @Pyramid Hill Business Plan 2021

EXPECTED CASHFLOW 2021-2022	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
<b>OPENING BALANCE</b>	\$5,800	\$7,015	\$7,355	\$7,720	\$8,050	\$8,415	\$8,755	\$10,420	\$10,760	\$11,120	\$11,460	\$11,815
<b>Cash incoming</b>												
Commission	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455
Member Fees	\$1,300						\$1,300					
<b>Total incoming</b>	\$1,755	\$455	\$455	\$455	\$455	\$455	\$1,755	\$455	\$455	\$455	\$455	\$455
<b>Cash outgoing</b>												
Insurances	\$450											
Advertising & marketing	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Utilities (electricity, gas, water)		\$25		\$25		\$25		\$25		\$25		\$25
Telephone	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30
Repairs & maintenance	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Stationery & printing				\$10					\$5		\$10	
Lease/loan payments												
Rent and rates												
0												
0												
0												
0												
<b>Total outgoing</b>	\$540	\$115	\$90	\$125	\$90	\$115	\$90	\$115	\$95	\$115	\$100	\$115
<b>Monthly cash balance</b>	\$1,215	\$340	\$365	\$330	\$365	\$340	\$1,665	\$340	\$360	\$340	\$355	\$340
<b>CLOSING BALANCE</b>	\$7,015	\$7,355	\$7,720	\$8,050	\$8,415	\$8,755	\$10,420	\$10,760	\$11,120	\$11,460	\$11,815	\$12,155

Pyramid Hill Share Shop Business Plan 2021

## **Supporting documentation**

Attached is my supporting documentation in relation to this business plan. The attached documents include:  
(Currently in Progress)

Charter  
Marketing Strategy  
Memorandum Of Agreement with Suppliers  
Conflict Resolution Process





## Structural Building Inspection Report

Inspection Date: Fri, 11 Jun 2021

Property Address: 30 Kelly St, Pyramid Hill VIC 3575, Australia



**Contents**

The Parties

**Section A** Results of inspection - summary

**Section B** General

**Section C** Accessibility

**Section D** Significant Items

**Section E** Additional comments

**Section F** Annexures to this report

Definitions to help you better understand this report

Terms on which this report was prepared

Special conditions or instructions

If you have any queries with this report or require further information, please do not hesitate to contact the person who carried out the inspection.

This Report has been prepared in accordance with the pre-inspection agreement in place between the parties set out below, which set out the purpose and scope of the inspection, and the significant items that will be reported on. This Report reflects the opinion of the inspector on the day of inspection. It involves a subjective assessment so different inspectors or even the same inspector on a different occasion may reach different conclusions. This Report should be read in its entirety and in the context of the agreed scope of Services. It does not deal with every aspect of the Property. If there is a discrepancy between the summary findings and the body of the Report, the body of the Report will prevail. We recommend that you should promptly implement any recommendation or advice in this Report, including recommendations of further inspections by another specialist such as an engineer, surveyor or other trade or specific rectification or maintenance works. If you have any queries with this Report or require further information, please do not hesitate to contact the person who carried out the inspection. This Report contains reference to material that is the copyright of Standards Australia reproduced under agreement with SAI Global to Jim's Building Inspections (Australia).

Original Inspection Date: Fri, 11 Jun 2021

Modified Date: Tue, 29 Jun 2021



**The Parties**

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Name of the Client: Loddon Shire- Sarah Perry

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Name of the Principal(If Applicable):

---

Job Address: 30 Kelly St, Pyramid Hill VIC 3575, Australia

---

Client's Email Address: SPerry@loddon.vic.gov.au

---

Client's Phone Number: (03) 5494 1276

---

Consultant: Glen Collings Ph: 0419 011 656  
Email: Bendigosouth@jimsbuildinginspections.com.au

---

Company Name: Jim's Building Inspections (Bendigo South)

---

Company Address and Postcode: Sedgwick 3551

---

Company Email: Bendigosouth@jimsbuildinginspections.com.au

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Company Contact Numbers: 0419 011 656

**Special conditions or instructions**

A report may be conditional on information provided by the person, agents or employees of the person requesting the report, apparent concealment of possible defects and a range of other factors

The following apply: This inspection was performed as per AS4349 (Australian Standards) and as described and agreed to in the Pre Inspection Agreement.

The inspection is a visual inspection of the property.

The report contains as list defects that have been sighted at the time of inspection.

A builder, plumber and electrician should be able to advise on defects if required.

General maintenance should be maintained to prevent defects occurring, ie, gutters cleaned regularly, painting/treatment of external timbers elements.



**Section A Results of Inspection - summary**

A summary of your inspection is outlined below; please also refer to the Report.

	Found	Not Found
<b>Structural Defect Creating Safety Hazard</b>		✓
<b>Major Structural Defect</b>	✓	
<b>Conditions Conducive to Structural Damage or Deterioration</b>	✓	

**Overall Condition**

In summary, the building, compared to others of similar age and construction is in the condition documented in this report.



**Section B General****General description of the property**

Building Type	Commercial
Company or Strata title	Unknown
Floor	Timber with concrete areas, Timber Stumps, Suspended Timber Frame
Furnished	Furnished
No. of bedrooms	
Occupied	Unoccupied
Orientation	West
Other Building Elements	Porch , Shed
Other Timber Bldg Elements	Fascias, Door Frames, Architraves, Floorboards, Doors, Skirting Boards, Stumps
Roof	Pitched, Tiles
Storeys	Single
Walls	Full Brick
Weather	Fine



## Section C Accessibility

### Areas Inspected

The following areas were inspected. As documented in your Pre-Inspection Agreement, obstructions and limitations to the accessible areas for inspection are to be expected in any inspection. Refer also to our listing of obstructions and limitations.

- Interior
- Exterior
- Roof Exterior - Part
- Roof Void - Part
- Wall Exterior
- Subfloor - Part

The inspection excludes areas which are affected by obstructions or where access is limited or unsafe. We do not move obstructions and building defects or safety hazards may not be obvious unless obstructions or unsafe conditions are removed to provide access.

### Inaccessible Areas

The following areas were inaccessible:

- Roof Exterior - Part
- Subfloor - Part.
- Ceiling Cavity - Part.

Any areas which are inaccessible at the time of inspection present a high risk for undetected structural building defects. The client is strongly advised to make arrangements to access inaccessible areas urgently wherever possible.

### Obstructions and Limitations

Structural building defects may be concealed by the following obstructions which prevented full inspection:

- Debris in gutters
- Lack of clearance - subfloor
- Areas of low roof pitch preventing full inspection



- Subfloor was obscured due to poor clearance and obstructions. Less than 25% of the inspectable area was accessible.

- Ceiling cavity inspection was obstructed by approximately 50% due to obstructions like insulation, ducting and poor clearance or access restrictions.

- Stored items, built in cabinetry, furniture and personal items obscured approximately 50% of every room.

The presence of obstructions increases the risk of undetected structural building defects. The client should make arrangement to remove obstructions wherever possible and re-inspect these areas as a matter of urgency. See also overall risk rating for undetected defects.

### Undetected defect risk

A risk rating is provided to help you understand the degree to which accessibility issues and the presence of obstructions have limited the scope of the inspection

The risk of undetected defects is: **High**

When the risk of undetected defects medium or high we strongly recommend further inspection once access is provided or if the obstruction can be removed. Contact us for further advice.





**Section D Significant Items**

**Structural Defect Creating Safety Hazard**

No evidence was found

**Major Structural Defect**

**Structural Defect 2.01**

Building: Main Building  
Location: All Areas > All Areas  
Finding: Subfloor-Condition  
Information: Upon inspection of the subfloor area, it was noted that repair works have been undertaken to the subfloor framing and flooring to what appears to be due to a termite damage. The works completed appear insufficient due to the size/type of the members used notably the bearers. Termite damage was noted to other subfloor members in adjoining rooms. Works required in my opinion would be to remove and replace all cabinetry, flooring, subfloor bearers, joists and stumps to all four rooms, all these works would require a building permit.







**Structural Defect 2.02**

Building: Main Building  
Location: All Areas > All Areas  
Finding: Brickwork- Step Cracking/Subsidence  
Information: Step cracking was identified to the brickwork in this area at the time of inspection, rectification/stabilisation works required in my opinion. Step cracking, which is similar to other forms of cracking, has a variety of possible causes. However, the most common is the subsidence of adjacent footings. The cracking is up to 10mm wide and considerably misaligned, indicating substantial subsidence/movement. Step cracking is a relatively common defect, and is most likely to occur adjacent to windows, doors and other openings. Mortar failure in the gaps between affected bricks indicates the stresses and tensions affecting the wall. The step cracking is extensive or severe, the client is advised to consult a structural engineer. Minor step cracking can be used as a warning sign to address factors causing stress to the wall, which can include the effect of surrounding trees, water/storm water leaks, soil erosion, or even the presence of reactive soils in the surrounding area. Not limited to photos







### Conditions Conducive to Structural Damage or Deterioration

#### Structural Defect 3.01

Building: Main Building  
Location: All Areas > All Areas  
Finding: Roof tiles - Weathered  
Information: Upon inspection of the exterior roofing, the majority of roof tiles were considered to be in a fair condition. While weathering of the tiles is consistent with the age of the property, maintenance works are required.

Isolated areas of mortar have come loose from the hip/ridge tiles and cracking is also present. Re-pointing and re-sealing the may be considered as an interim solution by the client to help preserve and extend the life span of the tiles.

Where left unmanaged, deteriorating roof tiles are likely to lead to a number of secondary defects, including minor water leaks and weather exposure to internal roofing structures. Repair works are required to the capping/roof tiles in areas.







**Structural Defect 3.02**

Building: Main Building  
Location: All Areas > All Areas  
Finding: Gutters- Condition/Debris  
Information: The gutters are in fair condition, however they are holding water and had debris noted in them in areas. Plumbing structures, such as guttering and downpipes, should be free of all debris to prevent blockages. Blockages of the guttering and downpipes will lead to pooling and accumulated water overflows, which is likely to subsequently flood eaves and exterior walls.

Where gutter guard is installed regular maintenance should include cleaning out any debris which may rest on top of or filter through the gutter guard.



Blocked gutters are likely to lead to high levels of moisture in the affected areas. Such moisture will not only cause rust and decay of the associated building materials, but can also provide conditions that are conducive to termite and timber pest activity. Blockages in gutters should therefore be removed immediately to ensure dry conditions are maintained.

It is advised that blocked gutters be removed and a plumber could advise on repair works if required.





**Structural Defect 3.03**

Building: Main Building  
Location: All Areas > All Areas  
Finding: Site Drainage- Recommendation  
Information: The ground levels are uneven/low in this, causing site drainage to be compromised, at the time of inspection, creating potential for subsequent water damage to associated building elements, storm water has a higher risk of entering the subfloor due to the ground level being low against the external wall of the home.

It is important that water does not lie against the base of walls; surrounding paths and ground levels should be sloped to drain water away from walls. Downpipes should not discharge stormwater onto lower walls or plinths. Stormwater should be carried away by large, regularly cleaned drains. It is recommended that ground levels be modified to prevent storm water from ponding around subfloor structures such as stumps and footings, however the current conditions appear to of had any effect on the building, sub-surface drainage may already be installed.

Where site drainage is inadequate, installation of an Agricultural (Aggie) Drain may also be required. A qualified plumber advise on remedial works as necessary. Water damage and secondary defects are likely to occur if left unmanaged.





## Section D Significant Items

### D4 Further Inspections

We advise that you seek additional specialist inspections from a qualified and, where appropriate, licensed

- Termite and Timber Pest Technician / Licensed Pest Controller
- Licensed Electrician
- Licensed Plumber
- Structural Engineer
- Registered/Licensed Builder
- As identified in summary and defect statements

Jim's Building Inspections can put you in contact with qualified and licensed providers of these and other trades services. Please contact your inspector for recommendations, or visit [www.jims.net](http://www.jims.net).

### D5 Conclusion - Assessment of overall condition of property

- In summary the building is approximately 70yrs old and compared to others of similar age and construction is in deteriorating condition with some major and minor defects including substandard works found.

The building appears currently uninhabitable in my opinion due to the condition of the subfloor, termite damage, toilet & washing facilities.

Significant cracking/movement was noted to brickwork on the north east corner, consistent with subsidence likely due to site drainage/storm water issues in this area, underpinning works are likely required to stabilise the footing a structural engineer could advise.

Extensive works are required to reinstate the building to a habitable state in my opinion, refer to propose scope of works defect.

Note that all proposed works are my recommendations and additional works maybe require by the building surveyor.

A builder, plumber and electrician should be able to advise/repair most defects if required.

For further information, advice and clarification please contact Glen Collings on: 0419 011 656



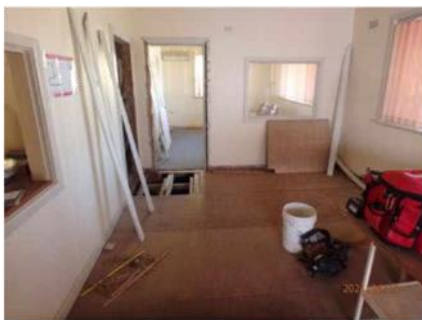


**Section D Significant Items**

**The following items were noted as - For your information**

**Noted Item**

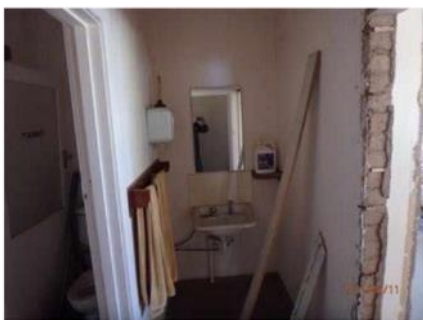
Building: Main Building  
Location: All Areas > All Areas  
Finding: Door Jamb/Trims- Condition/Damage  
Information: It was noted on inspection that door jambs, architraves and skirtings were missing or damaged by termites in areas. Works required in my opinion would be to remove and replace damaged door jambs, architraves and all skirtings to replace flooring, including door furniture.





**Noted Item**

Building: Main Building  
Location: Wet Areas > All Areas  
Finding: Toilets-Amenities/Condition  
Information: Condition of the amenities appear in fair condition however painting works and plumbing checks would be required, including reinstalling the main door. Accessible toilet/s likely required to meet current building regulations, architect/building surveyor could advise.





**Noted Item**

Building: Main Building  
Location: All Areas > All Areas  
Finding: Additional works  
Information: Kitchen will require removing and replacing, including associated plumbing. Floor coverings will require removing and replacing. Minor cracks require repairing and repainting required to walls, ceilings, doors and trims.





**Noted Item**

Building: Main Building  
Location: All Areas > All Areas  
Finding: Ceiling Cavity  
Information: Hardwood roof frame, appears in fair condition.

Roof tiles-Terracotta.No insulation







**Noted Item**

Building: Main Building  
Location: All Areas > All Areas  
Finding: Timber - exposed to weather  
Information: External timbers that are frequently exposed to harsh weather conditions require adequate protection in order to maintain their condition. Where timbers have not been painted or treated adequately, general deterioration is likely to occur at an accelerated rate.

If left unattended, replacement of these timbers is likely to be necessary in the short-term future. Adequate treatment of these timbers is required as soon as possible by a painting contractor and/or builder.





**Noted Item**

Building: Main Building  
Location: All Areas > All Areas  
Finding: Plumbing and Electrical  
Information: Plumbing and electrical inspections are outside the scope of the building inspection and must be conducted by a Licensed and registered Trades person. All gas appliances need to be serviced and maintained in good order. The switchboard appears to be older style with ceramic fuses, upgraded is likely required, highlighted for your information. Hot water service-gas instantaneous lpg, older sewer plumbing noted internally, flashings appear deteriorated to roof penetrations.

It is recommended that the client arranges to have highlighted electrical items and gas appliances checked by a licensed electrician and licensed gas plumber to ensure that items and the appliances are working safely and efficiently.

We recommend all other installations be checked also.

Whilst we note and comment of visually apparent defects that present during the building inspection, legislation requires the checking and documenting of compliance for plumbing and electrical requirements be done by licensed electrician and plumbers respectively to ensure they are functioning correctly.





**Noted Item**

Building: Main Building  
Location: All Areas > All Areas  
Finding: Asbestos - Suspected ACM Identified on Site  
Information: Reporting on Asbestos is outside the Scope of this Report. This suspected defect is highlighted as a caution only. We suspect, based on our experience in the building industry, that there is a higher risk of the identified building element containing asbestos.

As Asbestos Reporting is outside the scope of this report, we advise that you consider a separate Asbestos Inspection and Condition Audit, which can include the taking of samples for definitive confirmation of the presence of Asbestos.





In the interim, the client is advised to act with caution, especially when considering any damage to building materials general wear and tear renovations extensions demolition and general maintenance activities due to the suspected presence of Asbestos.



**Noted Item**

Building: Main Building  
Location: All Areas > All Areas  
Finding: Propose Scope of Works  
Information: This scope of works is based on the the visual inspection completed, additional works may be required. The main building is approximately 60m<sup>2</sup>, plus entrance passage 15m<sup>2</sup> and front verandah 30m<sup>2</sup> = 105m<sup>2</sup> overall.

SCOPE OF WORKS ESTIMATE: Preliminaries: Plans, Engineering, Permits, Insurances, etc. \$10,000

Site Preparation: OHS, Amenities, Temporary Fencing, etc. \$5,000

Plumbing: Hot & Cold water, Sewer, Gas & Stormwater, etc. \$10,000

Electrical: Upgrade electrical switchboard, cables & fixtures, etc \$10,000

Demolish: Remove & Dispose Kitchen Cupboards, Skirtings/Trims & Subfloor \$4,000



Subfloor: Supply & Install Stumps, Bearers, Joists & Flooring \$8,000

Pest Controller: Supply & Install termite treatment \$2,500

Kitchen: Supply & Install new kitchen as per existing layout \$7,000

Fit-Out: Supply & Install door jambs, architraves & skirtings \$3,000

Plasterer: Prepare ceilings & walls for paint \$1,500

Painter: Internally and Externally \$8,000

Brickwork/Structural: Repairs subject to engineers recommendations \$15,000

Roof Tiles/Restoration: Clean, Repair & Pointing Up of Capping Tiles \$8,000

Asbestos Removal: Suspected Asbestos \$3,000

Ceiling linings: Supply & Install ceiling linings where asbestos was removed \$2,500

Insulation: Supply & Install to Ceiling & Underfloor \$2,500

Floor coverings: Supply & Install \$4,000

Sub Total \$104,000 plus 20% contingency \$ 20,800 = \$124,800 plus 10% GST  
\$12,480 = \$137,280

Additional items to consider but not limited to:

Accessible access/toilets

Egress/ Exits, etc

Mechanical- Ventilation & Air Conditioning

### Noted Item

Building: Main Building  
Location: All Areas > All Areas  
Finding: Additional Photos - Obstructions and Limitations  
Information: These photographs are an indication of the obstructions and limitations which impeded full inspection of the property at the time of inspection. These obstructions can hide an array of defects and should be removed to allow full inspection to be carried out. A re-inspection is recommended once the areas are made accessible.







## Definitions to help you better understand this report

Access hole (cover)	An opening in flooring or ceiling or other parts of a structure (such as service hatch, removable panel) to allow for entry to carry out an inspection, maintenance or repair.
Accessible area	An area of the site where sufficient, safe and reasonable access is available to allow inspection within the scope of the inspection.
Building element	A portion of a building that, by itself or in combination with other such parts, fulfils a characteristic function. NOTE: For example supporting, enclosing, furnishing or servicing building space.
Client	The person or other entity for whom the inspection is being carried out.
Defect	Fault or deviation from the intended condition of a material, assembly, or component.
Inspection	Close and careful scrutiny of a building carried out without dismantling, in order to arrive at a reliable conclusion as to the condition of the building.
Inspector	Person or organisation responsible for carrying out the inspection.
Limitation	Any factor that prevents full or proper inspection of the building.
Major defect	A defect of sufficient magnitude where rectification has to be carried out in order to avoid unsafe conditions, loss of utility or further deterioration of the property.
Roof space/Roof void	Space between the roof covering and the ceiling immediately below the roof covering.
Significant item	An item that is to be reported in accordance with the scope of the inspection.
Site	Allotment of land on which a building stands or is to be erected.
Structural defect	Fault or deviation from the intended structural performance of a building element.
Structural element	Physically distinguishable part of a structure. NOTE: For example wall, columns, beam, connection.
Subfloor space	Space between the underside of a suspended floor and the ground.
Urgent and Serious Safety Hazards	Building elements or situations that present a current or immediate potential threat of injury or disease to persons.





### Terms on which this report was prepared

This report has been prepared in accordance with and subject to the pre-inspection agreement in place between the parties, which forms part of this Report.

*This Report is prepared for the client identified above and may not be relied on by any other person without our express permission or by the purchase of this Report on our website.*

SPECIAL ATTENTION SHOULD BE GIVEN TO THE SCOPE, LIMITATIONS AND EXCLUSIONS IN YOUR PRE-INSPECTION AGREEMENT AND THIS REPORT

Any of the exclusions or limitations identified for this Report may be the subject of a special-purpose inspection which we recommend being undertaken by an appropriately qualified inspector

### RELIANCE AND DISCLOSURE

This report has been prepared based on conditions at the time of the report.

We own the copyright in this report and may make it available to third parties.

If your Property is in the Australian Capital Territory, you acknowledge we will make certain information about this Report available to the ACT Government for inclusion in the building and pest inspections public register if required under the *Civil Law (Sale of Residential Property) Act 2003*. This will include the fact the report has been prepared, the Property street address, date of the inspection, the name of the person who prepared the report and (if applicable) the entity that employs them.

### UNDETECTED DEFECT RISK RATING

If this Report has identified a medium or high-risk rating for undetected defects, we strongly recommend a further inspection of areas that were inaccessible. This may include an invasive inspection that requires the removal or cutting of walls, floors or ceilings.

*If the Property has been vacant for a period of time, moisture levels or leaks may not be detectable at the time of the inspection because often only frequent use of water pipes (showers, taps etc) result in a leak being identifiable. We advise further testing on pipes and water susceptible areas (such as the bathroom and laundry) after more frequent use has occurred.*

### IMPORTANT SAFETY INFORMATION:

**This is not a report by a licensed plumber or electrician.** We recommend a special-purpose report to detect substandard or illegal plumbing and electrical work at the Property

**This is not a smoke alarm report.** We recommend all existing detectors in the Property be tested and advice sought as to the suitability of number, placement and operation.

**This is not a pest report.** As termites are widespread throughout mainland Australia we recommend



annual timber pest inspections.

**This is not an asbestos report.** There are potential products in the Property containing asbestos that will not be identified in this report. In order to accurately identify asbestos, we recommend performing an asbestos inspection, particularly for buildings built prior to 1988.

**This is not a report on safety glass.** Glazing in older homes may not reflect current standards and may cause significant injury if damaged. Exercise caution around the glass in older homes.

**This is not a report on window opening restrictions.** We have not inspected window opening restrictors. Window openings in older buildings may not reflect current standards and can be a potential risk. Window opening restrictors are advised for all second story or above windows with sill heights below 900mm. Some states make this a mandatory requirement. Owners should enquire of their local and state requirements to ensure compliance.

**This is not a report on pool safety.** If a swimming pool is present it should be the subject to a special purpose pool inspection.

**This is not a Group Titled Property Report as per AS4349.2.** If you require a report for a Group Titled Property as per this standard, please seek a separate inspection for Group Titled Properties.

#### MOISTURE

The identification of moisture, dampness or the evidence of water penetration is dependent on the weather conditions at the time an inspection. The absence of dampness identified in this Report does not necessarily mean the Property will not experience some damp problems in other weather conditions or that roofs, walls or wet areas are watertight.

Where the evidence of water penetration is identified we recommend detailed investigation of waterproofing in the surrounding area monitoring of the affected area over a period of time to fully detect and assess the cause of dampness.

#### MAINTENANCE OF THE PROPERTY

This Report is not a warranty or an insurance policy against problems developing with the Property in the future. Accordingly, a preventative maintenance program should be implemented which includes systematic inspections, detection and prevention of issues. Please contact the inspector who carried out this inspection for further advice.

#### NO CERTIFICATION

- a) The Property has been compared to others of a similar age, construction type and method that had an acceptable level of basic maintenance completed.
- b) We don't advise you about title, ownership or other legal matters like easements, restrictions, covenants and planning laws. None of our inspections constitutes approval by a Building Surveyor, a certificate of occupancy or compliance with any law, regulation or standard, including any comment on whether the Property complies with current Australian Standards, Building Regulations or other legislative requirements.





**RECTIFICATION COSTS**

We don't provide advice on the costs of rectification or repair unless specifically identified in the scope of the Report. Any cost advice provided verbally or in this report must be taken as of a general nature and is not to be relied on. Actual costs depend on the quality of materials, the standard of work, what price a contractor is prepared to do the work for and may be contingent on approvals, delays and unknown factors associated with third parties. No liability is accepted for costing advice.



**10.5 EVENT SPONSORSHIP - COVID EVENT PLAN SUPPORT**

**File Number:** GF/19/83681  
**Author:** Wendy Gladman, Director Community Wellbeing  
**Authoriser:** Jude Holt, Acting Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. approve the establishment of a COVID event planning support expenditure budget of \$50K, funded from surplus
2. approve the establishment of an 'Event Sponsorship - COVID Event Planning Support Program' for events conducted up to 30 June 2022 that require a Tier 2 COVIDSafe Event Plan, to be administered through the Smarty Grants platform
3. provide sponsorship of \$5,000 per Tier 2 event where:
  - a) the organisation can demonstrate the requirement to operate within as a Tier 2 event within the COVID-19 Public Events Framework
  - b) the application is received in advance of the event
  - c) the event is scheduled to be conducted prior to 30 June 2022
  - d) any unspent funds are returned if the event does not proceed.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

At the August 2021 Council Forum, Councillors discussed the impact COVID event planning requirements have on community groups when planning and conducting events.

**BACKGROUND**

The Victorian Government has implemented a COVID-19 Public Events Framework (the Framework), detailing the event size thresholds and actions required when conducting public events during the pandemic to protect event participants and volunteers from the risk of COVID-19 transmission. Public events are assessed under the Framework according to their scale, complexity and associated risk factors. The three tiered system also ensures that there is appropriate public health oversight applied to public events.

The tiers detailed in the Framework include:

- Tier 1: Highly complex and involves more than 7,500 attendees  
Tier 2: Moderately complex and involves between 1,001 – 7,500 attendees  
Tier 3: Low complexity and involves 1,000 or fewer attendees (and not already covered by a venue or business's existing COVIDSafe Plan)

The event organisers must demonstrate adherence to what is allowed under the Restricted Activity Directions (Victoria) including:

- limits on the number of people attending the event
- density requirements

- COVID safety requirements.

Organisers of Tier 1 and 2 have requirements to submit a COVIDSafe Event Plan to the Victorian Government for review and/or approval (depending on the level of exemption from the Framework settings). There are long lead in times for submission of documentation prior to an event.

A COVIDSafe Plan or completion of the online COVIDSafe checklist is required for Tier 3 events.

When considering the events conducted by community groups in Loddon Shire Council, it is likely that there will be a number of Tier 3 events, and some Tier 2 events. It is unlikely there will be an event that exceeds 7,500 attendees (Tier 1).

## ISSUES/DISCUSSION

Council acknowledges that the planning and conducting of some local events may be impacted as community groups meet the requirements of the Framework. An event sponsorship program created specifically to support community groups to meet the requirements of the COVID-19 Public Events Framework will assist community groups to meet the financial costs associated with the planning and conducting COVIDSafe events, and providing valuable social and economic contributions to the wider Loddon community.

Any introduced Event Sponsorship – COVIDSafe Event Planning Support Program would need to operate separately to the existing Event Promotion program as eligibility would be assessed based on different parameters.

Tier 2 events have a higher degree of planning, with a COVIDSafe Event Plan to be developed. Increased activities during the event include security, COVID marshals (1:200), increased signage, and increased cleaning and sanitising. The costs associated with the additional required activities have been estimated at approximately \$5,000.

Tier 3 events will be required to have a COVIDSafe Plan and will likely incur some additional costs associated with increased signage and increased cleaning and sanitising. It is suggested that these additional requirements can be met by the groups through their existing resources.

It is recommended that the sponsorship be available for those community groups who will be required to submit a Tier 2 COVIDSafe Event Plan. An acquittal requirement after the event will confirm the event was conducted and the funds expended to support the activities related to operating a COVIDSafe event. Where events are not conducted, the acquittal will identify any unspent funds which will be required to be returned to Council. It is also recommended that retrospective funding is not provided.

## COST/BENEFITS

Local events have both an economic and social benefit for local community groups and members. Events will often attract people into our community, who may then visit other local businesses or attractions during their visit. The social benefit of local events could be considered to be highly important in the protracted restrictive environment we are currently experiencing, allowing community members to maintain social connections, confident that they are participating in events that have considered and planned to reduce the risks associated with COVID19.

The financial cost of planning and conducting COVIDSafe events may deter community groups from hosting larger Tier 2 events.

In the 2020/21 budget Council had included \$400K for COVID community support, with actual expenditure against the budget of \$81,677. With a stable COVID environment the available budget was revised to \$100K as the 2021/22 budget was prepared, and at 30 June 2021 the unspent expenditure was returned to surplus.

## RISK ANALYSIS

Use of the Smarty Grants platform limits the risk in administering the program. The eligibility criteria and acquittal processes implemented will ensure that the funds are provided for use as expected, and will allow for a recall of funds not spent on the proposed event.

There are some administration activities required to progress from application, through assessment to payment which, depending on the level of detail provided in the initial application, may require some lead in time. This may impact on the funds being available as needed by the event organiser. This can be mitigated by encouraging community groups holding a Tier 2 event to engage with Council offers at the earliest opportunity and to factor in an administration turnaround of 4 – 6 weeks from application to payment (subject to the required information being provided to allow an assessment of the application to proceed).

There is a risk that without this support, larger Tier 2 classified events will not be conducted, having a broader social and economic impact on Loddon communities.

**CONSULTATION AND ENGAGEMENT**

There has been no broader consultation by officers in relation to this report.

**11 INFORMATION REPORTS****11.1 PUBLIC HEALTH QUARTERLY 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 Quarterly Activity Report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This is the second report for the 2020-2021 financial year, summarising public health activities within the Development and Compliance Department for the six months from January 2021 to the end of June 2021.

**BACKGROUND**

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

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

Council's Senior Public Health Officer has regular contact with business operators, community groups, 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**Pandemic Response

Council's Senior Public Health Officer is currently on secondment into the role of Pandemic Coordinator and Community Connector role.

The Pandemic Coordinator role is a requirement of Council's Municipal Pandemic Plan which has been activated due to the declaration of the Coronavirus Pandemic. This is a different role from the Community Connector role that was funded by the State Government to assist the community to recover from the pandemic.

Considerable time has been devoted to both roles including community messaging, visiting businesses impacted by the restrictions, management of funding applications, provision of advice to community groups and attendance at briefings. There has been a significant number of enquiries regarding the restrictions and the impacts that they have on community gatherings, community facilities and businesses, and this increases each time changes to the restrictions are announced. This has affected the normal functions significantly of Council's Public Health staff.

When available an additional staff member has been supporting the public health activities in order to address urgent public health duties such as enquiries, complaints and applications.

### 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*

1 January 2021 to 30 June 2021		
Governing Legislation	Inspection Outcome	Number of inspections
Food Premises	Compliant*	44
Health Premises	Compliant*	5
<b>Total number of inspections for reporting period</b>		<b>49</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 kindergartens, schools, playgrounds and sporting reserves. Table 2 summaries the Tobacco Act activities undertaken during the reporting period.

*Table 2: Tobacco Act inspections*

1 January 2021 to 30 June 2021	
Inspection Type	Number
Tobacco Retailer	5
Tobacco – Indoor Dining and drinking area	5
Tobacco – Outdoor Dining and drinking area	5
Public Outdoor Venues	11
<b>Total number of inspections</b>	<b>26</b>

### Infectious Disease Referrals

Council is responsible for undertaking the investigation into infectious disease when they are referred to the Public Health Officer by the Department of Health. Infectious disease referrals may be for a single incident or that of an outbreak. Time taken to undertake these investigations will vary considerably depending on the type of referral. Table 3 summaries the activities associated with infectious disease referrals.

*Table 3: Infectious Disease Referrals*

1 January 2021 to 30 June 2021	
Referral Type	Number
Single Incident Referral	0
Outbreak Referral	1
<b>Total number of referrals</b>	<b>1</b>

### Septic Systems

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

*Table 4: Septic system permits*

1 January 2021 to 30 June 2021	
Permit Type	Number
Installation or alteration	17
Certificate to use	12
<b>Total number of Permits</b>	<b>29</b>

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

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

*Table 5: Septic system activity*

1 January 2021 to 30 June 2021	
Activity / Inspection Type	Number
Application Inspection	15
Installation Inspection	7
Final Inspection	12
<b>Total number of inspections</b>	<b>34</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 6 summarises the complaints during the reporting period. In preparing this report an error was identified in our record keeping process which means that the number of complaints reported below may be lower than the actual number of complaints received for this reporting period. This issue has now been addressed and future reports will be more accurate.

*Table 6: Public health complaints*

1 January 2021 to 30 June 2021				
Nature of complaint	Number carried over from previous reporting period	Number received	Number resolved	Number currently pursuing resolution
<b>Food Premises</b>	0	3	3	0
<b>Wastewater</b>	2	2	1	3
<b>Other</b>	0	3	3	0
<b>Total</b>	<b>2</b>	<b>8</b>	<b>7</b>	<b>3</b>

### **COST/BENEFITS**

The actual expenditure for the final half of the 2020-2021 financial year of the public health unit activities contained within this report is \$87,136.

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

The benefits that stem from this investment include:

- improved public health and safety within registered premises



- improved local amenity
- full implementation by Council of our responsibilities under the various Acts and regulations.

**RISK ANALYSIS**

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

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

**CONSULTATION AND ENGAGEMENT**

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

**11.2 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 fourth report for the 2020 - 2021 financial year, summarising road network defect rectification compliance against requirements specified within Council's 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 4 (01/04/2021 – 30/06/2021)						
Work Group	Number of scheduled inspections	Number completed by due date	Number completed after due date	Number not completed	Compliance	Number of Defects Raised
Loddon Plains	122	121	1	0	99.2%	410
Loddon Goldfields	130	130	0	0	100.0%	522
<b>Total</b>	<b>252</b>	<b>251</b>	<b>1</b>	<b>0</b>	<b>99.6%</b>	<b>932</b>

During the fourth quarter of 2020 – 2021 financial year, 99.6% 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 4 (01/04/2021 – 30/06/2021)								
Work Group	Number of Defects				Compliant with RMP			
	Adhoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	2	33	443	478	474	4	0	99.2%
Loddon Plains	2	24	376	402	402	0	0	100.0%
Shire Wide	6	24	363	393	393	0	0	100.0%
Townscape Services	29	4	88	121	119	2	0	98.3%
<b>Total</b>	<b>39</b>	<b>85</b>	<b>1270</b>	<b>1394</b>	<b>1388</b>	<b>6</b>	<b>0</b>	<b>99.4%</b>

Table 2 comprises a summary of defects identified through programed inspections, customer requests, and works crews identifying and rectifying defects as they find them, known as adhoc work actions. During the fourth quarter of 2020 – 2021 financial year, 99.4% of all date-imposed defects were completed before their due date. This is 0.6% below the target of 100% set in the RMP. All defects have now been rectified.

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. 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 4 (01/04/2021 – 30/06/2021)										
Work Group	Number of Grading Work Actions					Compliant with scheduled timeframes				Programmed Localities
	Localities Inspected	Roads Graded	Defects	Requests	Total	Yes	No	Not completed	%	
Loddon Goldfields	25	80	2	2	109	108	1	0	99.1%	25
Loddon Plains	18	109	2	14	143	143	0	0	100.0%	18
Shire Wide	0	0	0	0	0	0	0	0	Nil	0
<b>Total</b>	<b>43</b>	<b>189</b>	<b>4</b>	<b>16</b>	<b>252</b>	<b>251</b>	<b>1</b>	<b>0</b>	<b>99.5%</b>	<b>43</b>

The data in Table 3 indicates that 252 grading work actions were completed for the fourth quarter of 2020 – 2021 financial year. There is no set level of compliance for the maintenance grading program in the RMP.

The graph provided as Chart 1 indicates 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 fourth quarter of 2020 – 2021 financial year of the Local Road Maintenance Program is \$6,433,988. The expenditure for the fourth quarter was \$1,412,111.

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

**RISK ANALYSIS**

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

**CONSULTATION AND ENGAGEMENT**

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

**11.3 QUARTERLY LOCAL LAWS AND PLANNING COMPLIANCE ACTIVITY REPORT**

**File Number:** FOL/19/115192  
**Author:** David Price, Local Laws \ Planning Compliance Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Quarterly 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 fourth and final report for the 2020-2021 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
- control of roadside activities, occupation and utilisation
- investigation of planning scheme breaches and enforcing planning permit conditions
- intervention in public nuisance issues.

**ISSUES/DISCUSSION**Administrative and fire prevention

Table 1 provides a summary of administrative actions undertaken.

Table 1: Administrative activities

Quarter 4 (1 April 2021 – 30 June 2021)			
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Local law permits issued
No. actions	5	7	7

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

Unsightly 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 4 (1 April 2021 – 30 June 2021)																
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borong	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural/Other	Total
<b>No. identified from previous report period</b>	2	0	5	1	6	2	19	3	4	4	4	1	1	0	0	<b>52</b>
<b>No. resolved during quarter</b>	0	0	1	0	1	1	4	1	0	2	2	0	1	0	0	<b>13</b>
<b>New action commenced</b>	1	0	0	1	4	2	9	0	0	3	2	0	0	1	0	<b>23</b>
<b>No. currently pursuing</b>	3	0	4	2	9	3	24	2	4	5	4	1	0	1	0	<b>62</b>
Progress Activities																
<b>Site meeting / discussion held</b>	3	0	3	2	8	3	16	3	4	5	4	1	1	1	0	<b>54</b>
<b>Letter to comply issued</b>	1	0	1	1	5	3	12	1	4	4	1	1	1	0	0	<b>35</b>
<b>Occupier has commenced clean-up work</b>	3	0	2	2	7	2	10	2	2	5	3	1	1	0	0	<b>40</b>
<b>Notice to comply issued</b>	1	0	0	0	5	0	6	1	4	4	1	1	0	0	0	<b>23</b>
<b>Contractor engaged for clean-up work</b>	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	<b>1</b>

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 4 (1 April 2021 – 30 June 2021)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
<b>No. of actions</b>	18	3	1	15	12	79

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

*Table 4: Impoundment activities*

Quarter 4 (1 April 2021 – 30 June 2021)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	1	1	0	0
Dogs	2	0	2	0
Cats	3	0	3	0
Feral Animals	-	-	-	9
<b>Total</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>9</b>

#### Planning Compliance and Enforcement

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

*Table 5: Planning compliance and enforcement activities*

Quarter 4 (1 April 2021 – 30 June 2021)					
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	4	2	0	2	4
Native vegetation removal without a permit	5	8	0	3	10
Breach of planning permit	2	1	0	1	2
Dog breeding / animal keeping	3	0	0	1	2
Land used as a store without planning permit	1	0	0	0	1
Occupation of a shed without a planning permit	5	0	0	2	3
<b>Total</b>	<b>20</b>	<b>11</b>	<b>0</b>	<b>9</b>	<b>22</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 fourth quarter of 2020-2021 financial year for the local laws and compliance activities contained within this report is \$81,951. 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.

**11.4 QUARTERLY REPORT: ANNUAL INFRASTRUCTURE PROGRAM 2020-2021 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 2020-2021  
2. Other Projects 2019-2021

**RECOMMENDATION**

That Council note the update on progress of the Annual Infrastructure Program 2020-2021 and Other Projects as at the end of June 2021.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This report is for the fourth and final quarter of 2020-2021 financial year, providing an update on the progress of the Annual Infrastructure Program. The status 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 June 2021.

**ISSUES/DISCUSSION**Annual Infrastructure Program

Attachment 1 provides a progress summary of the Annual Infrastructure Program for the Fourth quarter of the 2020-2021 financial year.

There are 123 individual projects listed including carryovers from previous financial years; 83 have been completed. Of the remaining 40 projects 25 have commenced or been awarded, with 15 being carried over until 2021-2022. Overall 67% of the Program has been completed, 87% when including awarded, commenced and removed. The incomplete projects will be reported as carryovers in future quarterly progress reports.

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 fourth quarter of 2020-2021 financial year. All completed projects are removed from subsequent quarterly progress reports.

**COST/BENEFITS**

The total proposed expenditure for the 2020-2021 financial year for the Annual Infrastructure Program was \$10,839,558. The expenditure for the fourth quarter is \$2,034,346 and \$6,681,030 for the full financial year.

Attachment 1 gives a summary of progress of individual projects within this program as at 30 June 2021. Please note that the attachment includes carry over projects additional to the 2020-2021 annual infrastructure program, which brings the total value of projects being delivered to \$12,038,956.

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 \$3.89 million. Expenditure to date on these active projects is \$905,907.

### **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 with the Manager Assets and Infrastructure and the Works Department.

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Budget	Expenditure	% Activity	Comments
Local Road Resheet	LRS0817	Mincha North Rd	Resheet 1.1km x 4.6m x 100mm	\$ 33,880	\$ 24,353	100%	Complete
	LRS1011	Erwins Road	Resheet 1.50km x 4.6m x 100mm	\$ 46,200	\$ 33,561	100%	Complete
	LRS1152	Barraport East Rd	Resheet 1.2km x 4.7m x 100mm	\$ 36,960	\$ 44,123	100%	Complete
	LRS1160	Thomas Rd	Resheet 1.1km x 4.6m x 100mm	\$ 33,880	\$ 32,771	100%	Complete
	LRS1171	Raywood Durham Ox Rd	Resheet 2.6km x 4.6m x 100mm	\$ 61,600	\$ 60,145	100%	Complete
	LRS1177	Leeds Rd	Resheet 2.46km x 4.6m x 100mm	\$ 29,568	\$ 22,105	100%	Complete
	LRS1185	Twiggs La	Resheet 0.43km x 4.5m x 100mm	\$ 13,244	\$ 12,698	100%	Complete
	LRS1189	Coonooer-Gower Road	Resheet 1.3 km x 4.7m x 100mm	\$ 40,040	\$ 30,157	100%	Complete
	LRS1194	Berrimal-Nine Mile Road	Resheet 1.1km x 4.7m x 100mm	\$ 33,880	\$ 36,247	100%	Complete
	LRS1195	Gowar Logan Rd	Resheet 1.0km x 4.7m x 100mm	\$ 30,800	\$ 26,335	100%	Complete
	LRS1196	Gowar Berrimal Rd	Resheet 0.8km x 4.7m x 100mm	\$ 24,640	\$ 25,782	100%	Complete
	LRS1197	Gowar Logan Rd	Resheet 2.9km x 4.7m x 100mm	\$ 89,320	\$ 67,380	100%	Complete
	LRS1211	Nixons Rd	Resheet 1.0km x 4.7m x 100mm	\$ 30,800	\$ 17,813	100%	Complete
LRS1212	Northlands Rd	Resheet 1.8 km x 4.7m x 100mm	\$ 55,440	\$ 42,937	100%	Complete	
LRS1227	Lagoona Rd	Provide all weather access to GMW pump station	\$ 21,280	\$ 50,384	100%	Complete	
LRS1228	Wet Lane, Walker Lane & Wattle Drive	Resheet 4.7 km x 4.7m x 100 mm	\$ 169,907	\$ 118,722	100%	Complete	
Local Road Shoulder Sheet	LRSS0347	Korong Vale Kinypanial Rd	Shoulder resheet 1.1km x 1.8m x 100mm x 2 sides	\$ 35,536	\$ 27,156	100%	Complete
	LRSS0350A	Dingee Rochester Rd	Shoulder resheet and seal 1.58km x 1.5m x 100mm x 2 sides	\$ 51,043	\$ 52,168	100%	Complete
Local Road Construction Asset Preservation	LRC0484	Echuca Serpentine Rd	Rehabilitation and widening of existing pavement and seal	\$ 625,000	\$ 448,423	100%	Complete
	LRC0485	Echuca Serpentine Rd	Rehabilitation and widening of existing pavement and seal	\$ 580,000	\$ 409,521	100%	Complete
	LRC0486	Bridgewater Raywood Rd	Rehabilitation and widening of existing pavement and seal	\$ 660,000	\$ 523,652	100%	Complete
	LRC0487	Bridgewater Raywood Rd	Rehabilitation and widening of existing pavement and seal	\$ 1,617,559	\$ 559,539	100%	Stage 1 -Complete Stage 2 - 2021-22
	LRC0496	Laanecoorie-Newbridge Rd	Rehabilitation and widening of existing pavement and seal	\$ 494,427	\$ 4,121	2%	Awarded - August commencement
	LRC0514	White Pitt Rd	Upgrade and seal 0 - 3.2km	\$ 258,753	\$ 188,530	100%	Complete
	LRC0507	Dalziels Road and Perry Rd	Reconstruction and Sealing of 1.6km of Dalziels Rd and Perr Rd	\$ 380,000	\$ 379,233	100%	Complete

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Budget	Expenditure	% Activity	Comments
Local Road Construction - Amenity	AMN 033	S/R Avenue of Honour, Pyramid Hill	Sealing of local township road beside residential property to reduce dust	\$ 82,720	\$ 20,719	100%	Complete
	AMN 034	McGillvray St, Pyramid Hill	Sealing of local township road beside residential property to reduce dust	\$ 51,040	\$ 8,603	100%	Complete
	AMN 035	Bramley St, Pyramid Hill	Sealing of local township road beside residential property to reduce dust	\$ 59,356	\$ 8,603	100%	Complete
	AMN 036	Gregory St, Pyramid Hill	Sealing of local township road from end of existing seal to driveway of no 24	\$ 25,300	\$ 8,603	100%	Complete
	AMN 038	Chapel St Wedderburn	Sealing of local township road Ch 0.0 - 0.98km	\$ 11,897	\$ 6,171	100%	Complete
	AMN 039	Gordon St, Boort	Sealing of local township road Ch 0.317 - 0.356km	\$ 5,775	\$ 1,670	100%	Complete
	AMN 040	Jubilee St, Boort	Sealing of local township road Ch 0.355 - 0.365km	\$ 1,155	\$ 830	100%	Complete
	AMN 042	Ryan St, Newbridge	Sealing of local township road Ch 0.74 - 1.205km	\$ 66,495	\$ 15,303	100%	Complete
	AMN 043	Southey St & Deebie St, Inglewood	Sealing of local township road Ch 0.0-0.13 & 0.811-1.137km	\$ 47,058	\$ 14,276	100%	Complete
	AMN 037	Lane b/h E of High St, Wedderburn	Sealing of local township road	\$ 46,288			Awarded - August commencement
Safety	SAF0034	Yorkshire Road Bridge Guardrail Upgrade	Approach guardrail is too low and existing terminals are non complainant making this a safety issue	\$ 100,000	\$ 22,010	100%	Complete

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Budget	Expenditure	% Activity	Comments
Township St Improvement	TSI0386	Lakeview St Boort	Kerb and Channel King St to Weaver St (West Side)	\$ 90,771			Awarded - August commencement
	TSI0400	Andrews St Boort	160m Kerb & Channel	\$ 71,441			Awarded - August commencement
	TSI0412	Barber Street Pyramid Hill	Construct new footpath on Eastern side of Barber Street.	\$ 132,192			Awarded - August commencement
	TSI0438	Lyon St. Newbridge	Construct new concrete footpath from edge of existing bitumen path outside hotel heading West to Nelson St	\$ 24,235		100%	Complete
	TSI0456	Sullivan St Inglewood	230m x 1.5m footpath on one side	\$ 66,942		25%	Commenced
	TSI0460	Godfrey Street Pedestrian Bridge	Install footbridge / Boardwalk over Nardoo Creek	\$ 130,000	\$ -		Combianed with LBCC0421
	TSI0495	Southey St Inglewood	130m x 1.5m footpath on west side	\$ 39,402		10%	Commenced
	TSI0496	Belmont St Inglewood	230m x 1.5m footpath on one side	\$ 66,942	\$ 30,000	50%	Commenced
	TSI0498	Belmont St Inglewood	330m x 1.5m footpath on one side	\$ 94,482	\$ 63,133	50%	Commenced
	TSI0499	Armstrong St Boort	180m x 1.5m footpath on one side	\$ 53,172			Awarded - August commencement
	TSI0500	Armstrong St Boort	145m x 1.5m footpath on one side	\$ 43,533			Awarded - August commencement
	TSI0501	McMillans Rd, Boort	170m x 1.5m footpath West Side	\$ 50,418			Awarded - August commencement
	TSI0502	Nelson St. Newbridge	210m x 1.5m footpath East side	\$ 61,434			Awarded - August commencement
	TSI0303	Kiniry St Boort	Carry Over - Footpath, new kerb and channel, underground drainage	\$ -	\$ 216,683	100%	Completed - October 2020
	TSI0443	High Street Wedderburn	Carry Over - Footpath, kerb and channel, underground drainage. Café to Police station	\$ 164,875	\$ 154,875	100%	Completed - July 2021

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Budget	Expenditure	% Activity	Comments
Local Bridges and Culverts	LBCC0260	Arnold West Inglewood	Install RC apron d/s side	\$ 49,500	\$ 49,600	100%	Complete
	LBCC0262	Woolshed Flat Rd	Install 450mm dia RCP x 12.2m x 2 Wing walls.	\$ 7,700	\$ 2,475	100%	Complete
	LBCC0278	Gredgwin East Rd	Replace existing 300mm RCP	\$ 5,500	\$ 4,487	100%	Complete
	LBCC0296	Jarklin West Rd (SN086)	Concrete Patching, Deck Sealing & Beaching	\$ 11,000		100%	Not Required
	LBCC0297	Jarklin West Rd (SN086)	Guard Rail	\$ 27,500	\$ 57,288	100%	Commenced
	LBCC0365	Main St, Laanecoorie	Replace existing culvert with 375mm dia RCP with endwalls on both sides	\$ 11,000	\$ -	100%	Completed in 2018
	LBCC0370	Pickles Rd	Replace box culvert	\$ 21,600	\$ 233	1%	Carry over 2021-2022
	LBCC0371	Barraport West Rd	Replace existing culvert with a larger one	\$ 16,500	\$ -	100%	Completed in Flood Program
	LBCC0372	Barraport West Rd	Existing 375mm culvert needs replacing with a larger culvert	\$ 11,000	\$ -	100%	Completed in Flood Program
	LBCC0379	Baileys Rd Bridge	Replace bridge	\$ 1,112,650		20%	Commenced
	LBCC0385	Aitkens Rd Bridge Replacement (SN92)	Replace with Stone floodway replacement and 2 reinforced box culverts 5m width and length improvements.	\$ 50,000	\$ 75,600	100%	Complete
	LBCC0395	Prairie West Road Culvert Replacement	Culvert Replacement	\$ 85,000	\$ 76,031	100%	Complete
	LBCC0411	Miles Rd at the Intersection with Jarklin - Yarrowalla Rd Calivil	Culvert Replacement	\$ 5,000	\$ 4,727	100%	Complete
	LBCC0421	Godfrey St Bridge	Replace culvert and upgrade	\$ 520,000	\$ 85,900	15%	Awarded - Culverts on site, Construction from October
	LBCC0382	Pyramid Hill culvert replacements	Carry over - Replace culverts at Kelly st and Coliban Access entrance	\$ 300,000	\$ 218,156	100%	Complete
	LBCC0380	Sloans Rd Bridge	Carry Over - Bridge replacement and upgrade	\$ 891,000	\$ 615,570	100%	Complete - October 2020
Reseals	20/38 Projects	Multiple	Spray Seal Contract - 20 sites - 38 segments - 157,548m2	\$ 723,259	\$ 651,933	100%	Complete



Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Budget	Expenditure	% Activity	Comments
Urban Drainage	TSD0144	Victoria Street Pyramid Hill	Installation of pit and pipe to remove pooling water in front of swimming pool	\$ 18,000	\$ 18,260	100%	Complete
	TSD0148	Arnold Rd Bridgewater	Existing pipe is damaged	\$ 39,240			Awarded, construction in 2021-2022
	TSD0149	Inglewood Tennis Club Building Drainage	Upgrade drainage	\$ 25,000	\$ 17,887	100%	Complete
	TSD0172	Canning Street Culvert Replacement	Replacement of damaged culvert	\$ 11,000	\$ 3,917	100%	Complete
	TSD0173	Skidders Flat Safety Manual and Site Investigation	Develop a safety manual and engage consultant to inspect reservoir and recommend safety upgrades	\$ 100,000		10%	Carry Over 2021-2022
	TSD0174	Heales St Drainage	Improve drainage in Heales St	\$ 236,000	\$ 131,523	100%	Complete
	TSD0150	Old Inglewood Reservoir	Carry Over - Safety upgrades	\$ -	\$ 536,061	100%	Complete
Parks and Gardens	PGC025	Public Place Bin Renewal and Street Furniture Upgrade	Complete rollout of replacement public place bins	\$ 38,500	\$ 8,991	100%	Complete
	PGC028	Boort Park Playground Footpath	Footpath installation			0%	Carry over 2021-2022
	PGC029	The Hill Reserve Works	Car Park, walk track entry, picnic ground. Retaining wall, furniture renewal, public place bin surround, tree assessment and uplift, and planting out native shrubs.	\$ 35,200		80%	Quarter 3/4
	PGC031	Korong Vale Recreation Reserve Old Toilet Removal	Remove decomissioned brick toilet block south of the bowling green	\$ 6,600	\$ 8,401	100%	Complete
	PGC032	Progress Park Newbridge Upgrade	Install a BBQ and shelter	\$ 19,910		80%	Quarter 4 - Carry Over
	PGC034	Township Tree Identification Project	Tree identification of all street trees within Council township boundaries, parks and open spaces. An audit of tree species on nature strips by township	\$ 44,000		0%	Carry over 2021-2022
	PGC035	Boort Sprinkler Replacement	Replacement of sprinkler system	\$ 5,000		100%	Complete

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Budget	Expenditure	% Activity	Comments
	<b>BLD047</b>	Inglewood Botanic Gardens	Septic tank and field replacement	\$ 5,500			Applications with DELWP
	<b>BLD048</b>	Inglewood Town Hall	Install deck in atrium	\$ 17,600			Awarded, commence 2021-2022
	<b>BLD052</b>	Pyramid Hill Memorial	Damp course replacement	\$ 33,000		100%	Complete
	<b>BLD060</b>	Building Emergency Works Allocation	Allowance for emergency works	\$ 56,636	\$ 8,411	10%	Quarter 1-4
	<b>BLD066</b>	Korong Vale Mechanics Institute Hall	Replace whole outer building fasard including but not limited to Roof, Weatherboards, Windows, Doors, and Fascia. Also maybe significant water rot in frame and restumping in parts.				To be tendered in 2021-2022
	<b>BLD067</b>	Allocation for updating Building floor plans	Providing new floor plan drawings for nominated list of buildings	\$ 16,500	\$ 6,417	100%	Complete
	<b>BLD068</b>	Building Compliance audits & minor rectification	Undertake 12 x buildings audits (1 per month) & minor rectification works	\$ 27,500	\$ 25,708	100%	Complete
	<b>BLD069</b>	Serpentine Public Toilets	New septic field (rest stop toilets)	\$ 16,500	\$ 1,676	10%	Carry over to 2021-2022
	<b>BLD072</b>	Boort Court House	Paint exterior and drainage paving of Boort Courthouse building	\$ 16,500	\$ 21,914	100%	Complete
	<b>BLD073</b>	Boort Tennis Club	Replace guttering	\$ 5,500	\$ 8,573	100%	Complete
	<b>BLD078</b>	Boort Memorial Hall	Foundation restumping	\$ 22,000	\$ 6,440	50%	To be completed in 2021-2022
	<b>BLD079</b>	Boort Croquet Club	Water supply from pool upgrade	\$ 8,800		0%	To be completed in 2021-2022
	<b>BLD081</b>	Inglewood Rec Reserve Clubroom	Repaint exterior	\$ 11,000	\$ 28,024	100%	Complete
	<b>BLD085</b>	Wedderburn Senior Citizens	Remove partial wall left of front verandah	\$ 5,500		0%	Carry over to 2021-2022
	<b>BLD086</b>	Yando public hall	Replace distribution board	\$ 5,500	\$ 3,962	100%	Complete
	<b>BLD087</b>	Yando public hall	Paint exterior, windows and fascias	\$ 11,000	\$ 11,813	100%	Complete
	<b>BLD040</b>	Tarnagulla Public Toilets	Replace waste water system	\$ 11,000	\$ 1,883	10%	Carry over to 2021-2022
	<b>BLD090</b>	Pyramid Hill Preschool	Replace split system	\$ 3,850	\$ 1,676	100%	Complete

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Budget	Expenditure	% Activity	Comments
Buildings	BLD091	Soldiers Memorial Park Bandstand	Finish refurbishment works	\$ 2,200	\$ 4,415	100%	Complete
	BLD092	Eddington Public Toilets	Replace floor tiles and cubicle	\$ 8,800	\$ 2,657	25%	Carry over to 2021-2022
	BLD093	Tarnagulla Public Toilets	Install floor tiles and replace cubicle doors	\$ 7,700		0%	Carry over to 2021-2022
	BLD094	Boort Court House public toilets	Revinyln floor	\$ 11,000	\$ 16,184	100%	Complete
	BLD095	Wedderburn depot lunch room	Replace air con	\$ 3,850	\$ 6,515	100%	Complete
	BLD011	Wedderburn Community Centre Roof Leaks	Fix roof	\$ 13,400	\$ 8,884	100%	Complete
	BLD046	Eddington Public Hall - New Septic System	Carry Over - Septic Tank and field replacement	\$ 44,000	\$ 2,657	5%	Carry over 2021-2022, tendered.
	BLD023	Bridgewater Caravan Park	Carry Over - Termite protection of rear toilets and camp kitchen	\$ 198	\$ 4,202	100%	Complete
	BLD007	Asbestos removals	Asbestos audits	\$ 66,000	\$ 49,646	80%	Ongoing
	BLD028	Wedderburn Mechanics Institute	Carry Over - Replace roof on wings	\$ 3,191	\$ 1,576	100%	Complete
	BLD045	Bridgewater Recreation Reserve	Carry Over - Tank installation	\$ 18,150	\$ 6,833	100%	Complete
	BLD053	Wedderburn Office	Carry Over - Evacuation safety alert system	\$ 3,300	\$ 2,798	100%	Complete
	BLD098	Boort Public Carpark	Carry Over - Install dump point	\$ 7,000		100%	Complete
	BLD003	Boort James Boyle Hall	Carry Over - Replace guttering	\$ 3,909	\$ 5,837	100%	Complete
	BLD099	Boort James Boyle Hall	Sound shell gutter replacement	\$ 4,000		0%	Carry over 2021-2022
	BLD088	Tarnagulla Golf Club	Carry Over - Replace septic field and new pump well	\$ 10,740	\$ 27,549	100%	Complete
	BLD010	Wedderburn Harness Racing	Carry Over - Termite treatment of tote building	\$ 1,500	\$ 1,364	100%	Complete
	BLD030	Boort Memorial Hall, Boort Pool & Boort Seniors	Carry Over - Replace asbestos clad switchboards	\$ 4,687		100%	Complete
	BLD027	Korong Vale Public Toilets - pipe upgrade	Carry Over - Upgrade sewer pipes	\$ 9,900		0%	Carry over 2021-2022
	BLD037	Boort Courthouse	Carry Over - rear entrance steps	\$ 10,740	\$ 17,377	100%	Complete
BLD001	Serpentine EPU pathsd at front entrance	Carry Over - Replace concrete path	\$ 4,950	\$ 6,981	100%	Complete	

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Budget	Expenditure	% Activity	Comments
	<b>BLD004</b>	Inglewood Town Hall Water contamination	Carry Over - New irrigation system, match new water supply.	\$ 3,700	\$ 5,703	100%	Complete
	<b>BLD096</b>	East Loddon Community Centre - Paint exterior	Carry Over - Paint exterior	\$ 54,816	\$ 6,981	10%	Carry over 2021-2022
<b>Total</b>				\$ 12,038,956	\$ 6,681,030		

Attachment 2: Other Projects 2020 - 2021

Project no.	Project Description	Estimated/Budgeted Cost	Expenditure	Responsible Officer	Activity %	Comments
1	Boort Levee	\$ 500,000.00	\$ 138,345	PMC, PO	25%	Council continuing negotiations with Dja Dja Wurrung.
2	Pyramid Hill Drainage Strategy and Drainage data capture	\$ 500,000.00	\$ 26,730	PMC, PO	55%	Draft strategy completed. Multi-year approach.
3	Wedderburn township entrance sign	\$ 40,000.00	\$ -	MAI	30%	Commenced
4	Our Regions, Our Rivers (Caravan Parks)	\$ 1,196,806.00	\$ 447,438	PMC, PO, MEC	75%	Amenity blocks to be commissioned in August 2021
5	Pyramid Hill Flood Mitigation Works	\$ 1,148,000.00	\$ -	PMC, PO	10%	Design complete, obtaining an additional new option for North-East component of flood levee. Community consultation to commence once completed.
6	Bridgewater Female Friendly Changerooms	\$ 470,694.00	\$ 293,394	PMC, PO, MCS	25%	Commenced April 2021, nearing completion.
7	Pedestrian crossing - Coutts St, Boort	\$ 30,000.00		PO, MAI	10%	Vicroads approved design. Lighting design to be arranged. Tender Quarter 2

**Total** \$ **3,885,500.00** \$ **905,907.45**

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
MCS	Manager Community Support

**11.5 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 Quarterly 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 final report for the 2020-2021 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**

The strategic planning projects have been inhibited during the past nine months while recruitment for a Planning Coordinator is being undertaken. This has meant that limited time has been available for strategic projects due to the need for staff to focus on statutory planning applications. The Manager Development and Compliance has been performing the role of Municipal Building Surveyor, due to a vacancy in that role which has also affected the strategic planning projects. Staff members prioritise the processing of permit applications over other activities. These two staff vacancies are currently open for recruitment.

The availability of temporary staff to assist with planning and building functions has also proven difficult. This and the already limited hours allocated per week for strategic projects (8 hours per week) and the need to prioritise permits has meant progress on these projects is negligible. At this time until the vacant positions within the Development & Compliance Department have been filled, completion of strategic planning projects will remain uncertain. Work on the projects is prioritised in the time available to progress items where possible. Due to these factors, many of the projects do not have an estimated project completion date.

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 final quarter of the 2020-2021 financial year.

*Table 1: Current Strategic Planning Projects*

<b>Current Strategic Planning Projects Quarter 4 (1 April 2021 – 30 June 2021)</b>			
<b>Project</b>	<b>Tasks undertaken during the quarter</b>	<b>Future tasks</b>	<b>Estimated project completion</b>
Planning Scheme Review	A draft review report (which provides an assessment of the scheme's performance and currency and identifies the areas for review) was completed in 2020. The first step in the revision of the Loddon Planning Scheme was the redraft of the planning policy framework, which was completed in this quarter.	Circulation to policy review committee. Presentation and adoption of report by Council. Submission of report to Minister for Planning. Implement the changes.	TBA
Planning Scheme Amendment – Bridgewater and Dunolly Flood controls	Council is partnering with North Central Catchment Management Authority (NCCMA) for this project. Council and NCCMA are currently considering options for completion of this work, including updating flood controls across the entire municipality.	Exhibition of the planning scheme amendment.	TBA
New dwelling information sheet to provide advice to new residents/existing residents on the requirements and issues associated with use and development of land for a dwelling in different parts of Loddon Shire. Incorporates some of the directions from the Settlement Strategy and highlights the areas where dwelling development can be supported.	This information is currently being incorporated into the Council website with other information about planning requirements, including bushfire and native vegetation.	Publish on Council website.	TBA
Industrial Land Strategy. A recommendation of the Settlement Strategy was to undertake an Industrial Land Strategy to ensure a suitable supply of industrial land	Quotations for this project have been sought, with three strategic planning firms all declining the project due to current workloads. We continue to reach out to appropriate	Engage suitable consultant	TBA



<b>Current Strategic Planning Projects Quarter 4 (1 April 2021 – 30 June 2021)</b>			
<b>Project</b>	<b>Tasks undertaken during the quarter</b>	<b>Future tasks</b>	<b>Estimated project completion</b>
as employment is key to population growth.	consultancy firms with experience in this area.		
Heritage loan policy	Preparation of a draft that provides conditions and criteria for applications is continuing.	Policy committee review and Council adoption.	TBA
Loddon Planning Scheme – Planning Policy Translation. Incorporation of local planning policy into the restructured Statewide planning policy framework. This translation is policy neutral.	Project completed.	Ministerial approval	June 2021
Investigate development of Stage 2 of Ridge Street residential development.	A consultant has been engaged and the project has commenced.	Site assessment, including bushfire risk and native vegetation values. Design options.	October 2021
Undertake detailed investigation of identified residential growth opportunities in the priority towns to determine yield and estimated development cost.	A contract brief has been prepared.	Seek tenders for the project.	TBA

### **COST/BENEFITS**

The expenditure for the final quarter of the 2020-2021 financial year for the strategic planning activities contained within this report is \$7,689.

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.

**11.6 QUARTERLY STATUTORY PLANNING PERMIT ACTIVITY REPORT**

**File Number:** 13/01/002  
**Author:** Glenn Harvey, Manager Development and Compliance  
**Authoriser:** Steven Phillips, Director Operations  
**Attachments:** 1. Planning applications completed in the Quarter  
2. Planning applications being processed

**RECOMMENDATION**

That Council receive and note the Quarterly Statutory Planning Permit Activity Report for April to June 2021.

**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 fourth quarter report for the 2020- 2021 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 is 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 fourth quarter of the 2020-2021 financial year and compares these to the Victorian rural average.

*Table 1: Average timeframes for decisions*

Quarter 4 of the 2020/2021 financial year			
Month	Average gross days to determine	Completed within 60 days	Rural average completed within 60 days
April	112	50%	71%
May	59	78%	71%
June	87	80%	72%
<b>Total Quarterly average</b>		<b>69%</b>	<b>71%</b>

During the fourth quarter of the 2020-2021 financial year 69% of all Planning Permit applications were assessed and issued within the timeframes as set in the Planning & Environment Act 1987. This is 3% lower than the rural average. The Development and Compliance Department currently has a vacancy for a statutory planner. Once the planning team has returned to its full strength it is anticipated that the assessment timeframes will improve.

### **COST/BENEFITS**

The expenditure for the third quarter of 2020-2021 financial year of the statutory planning activities contained within this report is \$43,692. 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 in the Quarter**  
**1 April 2021 - 30 June 2021**

Decisions
37

App Number	Lodged	Site Address	Locality	Status	Development Description	Applicant Name	Applicant Organisation
4962	23/06/2021	4028 Bendigo-Maryborough Road	Eddington	Withdrawn	Extension of redline area to include front forecourt outdoor dining.	Mr Timothy Bray	
5295	6/05/2021	1164 Inglewood-Rheola Road	Kingower	Application Complete	Liquor License for an 'extension a red line plan'	Mark Gilmore	Both Banks Vineyard Kingower sllff
5312	7/05/2021	Lot 16 O'Briens Drive	Moliagul	Application Complete	buildings and works associated with the development of a dwelling	Rodney McEwin	
5553	23/06/2020	78-80 Burke Street	Newbridge	Permit Refused	Use and development of the land for two (2) dwellings	Shane Muir Consulting Engineers Pty Ltd	
5560	3/07/2020	Scotts Lane	Wedderburn	Lapsed	Use and development of the land for a dwelling and associated wastewater	Building Design Solutions	
5573	15/10/2020	Arnold Newbridge Road	Arnold	Appealed	Use and development of land for a dwelling and dog breeding	Miroslav Brestovac	
5579	9/09/2020	Leichardt Road	Leichardt	Lapsed	Use of the land for industry	Alan Scoles	
5592	7/10/2020	65-69 Vernon Street	Korong Vale	Withdrawn	Conversion of deconsecrated Catholic church into a 2 bedroom residence.	David Rees	
5602	22/10/2020	4562 Calder Highway	Inglewood	Lapsed	Advertising sign	Phoebe James	Allspec & Partners Pty Ltd
5606	5/11/2020	1000 Inglewood-Korong Vale Road	Korong Vale	Application Complete	Use and development of a dwelling	Sarah Turnbull	
5631	17/12/2020	F Hills Road	Boort	Application Complete	Use and development of land for a poultry farm - 400,000 birds, caretakers dwelling and removal of one tree.	Southern Riverlands Poultry Property Pty Ltd	
5633	3/02/2021	110 Bobs Lane	Dunolly	Application Complete	Buildings and works under an ESO, BMO and with a total floor area of more than 100 square meters	Grant Andrews	
5634	17/12/2020	Old Boort Road	Wedderburn	Application Complete	Use and development of the land for a dwelling and associated outbuilding (shipping container)	Lindsay Boulton	
5640	2/02/2021	Shays Road	Pyramid Hill	Application Complete	Works required as a result of a GMW connections agreement and the removal of two outlets.	Planright Australasia	
5643	12/02/2021	109 Bendigo-Maryborough Road	Eddington	Application Complete	Single dwelling and new cross over **RDZ1	Melanie Nicholls	
5644	16/02/2021	10-16 Camp Street	Bridgewater	Application Complete	2 Lot Subdivision	Peter Mitchell	c/o Total Property Developments
5647	19/02/2021	56-62 Godfrey Street	Boort	Application Complete	Use and development of land for a veterinary centre	Fiona Caine	Boort Veterinary Services
5648	2/03/2021	114 Godfrey Street	Boort	Application Complete	Use of the land for a retail premises and development of car parking	Ian Lanyon	Simply Tomatoes
5649	26/02/2021	262 Barraport-Minmindie Road	Barraport	Application Complete	Removal of 12 trees to be able to install lateral irrigator	Simon Henderson	

5650	29/03/2021	143 Rooneys Lane	Dunolly	Application Complete	Use and development of the land for a dwelling	David Boyce	
5651	17/03/2021	112 Playfair Street	Eddington	Application Complete	Dog Breeding Business	Diamond Maw	
5653	12/03/2021	49 Brooke Street	Inglewood	Application Complete	Use and development of the land for a take away food premises	Charlie Ross	
5654	15/03/2021	26 Peppercorn Way	Serpentine	Application Complete	Rebranding of business identification signage	Grace Moses	SLR Consulting Australia Pty Ltd
5657	25/03/2021	71 Mologa-Durham Ox Road	Mologa	Application Complete	Buildings and works with a floor area of more than 130 metres squared.	Russell Baker	Entegra Signature Structures
5658	19/04/2021	1684 Yorkshire Road	Bridgewater	Application Complete	Buildings and works with a total area of more than 130 metres squared	Brent Williams	BW&A National
5659	26/04/2021	83 Bennetts Road	Raywood	Application Complete	Single story extension to an existing dwelling	Mathew Woolley	Emotive Builders
5660	20/04/2021	Dunolly-Eddington Road	Dunolly	Withdrawn	Erection of Portable Toilet	Nigel Elston	Dunolly & District Field & Game Club Inc.
5661	21/04/2021	Loddon Valley Highway	Pyramid Hill	Application Complete	Removal of Easement Condition	Goulburn Murray Rural Water Corporation	
5662	22/04/2021	85-87 Southey Street	Inglewood	Application Complete	Refurbishment of an existing building under a heritage overlay	Peter Tonkin	Y2 Architecture
5664	3/05/2021	4562 Calder Highway	Inglewood	Application Complete	Rebranding business identification signage.	Jason Holmes	The Retail Group Pty Ltd
5665	26/04/2021	84 High Street	Wedderburn	Application Complete	Replacement of tiled roof with corrugated colourbond steel under a heritage overlay	Bradley Holt	
5666		3673 Pyramid-Yarraberb Road	Raywood	Withdrawn	Single dwelling	Bernadette Gray	
5667	27/04/2021	3610 Bridgewater-Dunolly Road	Bridgewater	Application Complete	Woks for the installation of a Minor Utility (water pipeline) within the PCRZ	Dean Cosgriff	
5670	13/05/2021	Leichardt Road	Leichardt	Application Complete	Use of the land for storage facility and loading/unloading associated with industry	Alan Scoles	
5671	20/05/2021	479 Hattens Lane	Durham Ox	Application Complete	Construction of an amenity block and associated works.	McCarthy Homes P/L	
5673	10/06/2021	290 Bora Swamp Road	Boort	Application Complete	Buildings and works with a total area of more than 130 metres squared in the LSIO	Richard Knight	Nyton Park Agriculture
5676	17/06/2021	45 McDougalls Road	Mincha	Application Complete	Remove easement condition	Goulburn Murray Rural Water Corporation	

Planning applications being processed

Number of Applications
29

Number	Lodged	Site Address	Site Address Suburb	Status	Development Description	Applicant Name	Applicant Organisation
5275	18/04/2018	Boyds Road	Newbridge	Referral	Modify road access to property via Yorkshire Rd & Boyds Rd North & amend location of retarding basin.	Tim Martin	
5407	10/12/2018	16 Park Street	Bridgewater on Loddon	Further Information	Landscaping and 2 Lot Subdivision	Dave Edwards	
5419	25/01/2019	135 Old Logan-Burkes Flat Road	Burkes Flat	Referral	Gold Mining	K R Johnson	Dunolly Gold Developments
5446	17/05/2019	1477 Yorkshire Road	Newbridge	Further Information	Construction & operation mushroom growing associated facilities	Andrew Glatte	Scato Plus
5456	11/11/2020	4382 Loddon Valley Highway	Serpentine	Referral	Use and development of the land for a place of assembly (Historic Air Race re-enactment event) proposed to be held 21 March 2020 Alter access to Road Zone 1 (Loddon Valley Hwy)	Mr Robert Hooke	East Loddon Historical Society Inc.
5509	14/02/2020	Nixon Street	Inglewood	Referred	Subdivision of land into nine (9) lots; and removal of native vegetation	Peter Lewis	
5533	1/04/2020	Old Canfields Road	FIERY FLAT	Referred	Use and development of a dwelling and associated machinery shed.	Krystal Burney	
5615	13/11/2020	Cemetery Road	Bridgewater	Further Information	15 Lot Staged Subdivision	Cummins Survey Group	
5639	14/01/2021	89-109 Main Street	Bridgewater on Loddon	Referred	6 Lot Subdivision	Joshua Cummins	Cummins Survey Group P/L
5652	10/03/2021	Tarnagulla Road	Inglewood	Referral	Licensed Wild Game Pet Meat Processing Facility	David Preece	Campaspe Meat Company Pty Ltd
5656	26/03/2021	Boort-Kerang Road	Boort	Advertising	two lot subdivision	Andrew Merrett	Price Merrett Consulting
5663	23/04/2021	Lot 1 Tatchell Road	Glenloth East	Referral	Removal of native vegetation	Leigh Parry	
5674	25/06/2021	499 Laanecoorie-Newbridge Road	Newbridge	Referred	Use and Development of a poultry farm in the farming zone - breeder farm for egg production, use and development of an Utility installation in the farming zone communication mast, use and development of a dwelling in the farming zone - manager's residence, native vegetation removal (4 trees), Buildings and works in the Land Subject to Inundation Overlay	Kevin Jackson	Conceptz
5677	7/07/2021	101 Godfrey Street	Boort	Referral	Creation of new access to RDZ1	Vincy Jacob & Sinu Karuvelil Varghese	
5679	14/07/2021	Lot 1 Grant Street South	Inglewood	Planner Assessment	Buildings and works (satellite dish) associated with a telecommunications facility	Hardik Desai	Ventia Pty Limited



5680	6/07/2021	1934 Bridgewater-Dunolly Road	Llanelly	Further Information	Construction of Farm Shed	Nadia Friso	Building Permit Inspections Vic & NSW
5682		28 Ridge Street	Wedderburn	New Application	Use and development of the land for a dwelling and associated garage	Sally Quayle	Langdon Building
5684	13/07/2021	Lot 23 Moliagul Drive	Moliagul	Further Information	Buildings and works associated with the use of the land for a store	John Russell	
5686	2/08/2021	6 Little Lake View Street	Boort	Advertising	Use and development of the land for two dwellings with associated car parking and swimming pool	Michael Palmieri	SMP Architects
5687	21/07/2021	1794 Inglewood-Rheola Road	Rheola	Advertising	Use and development of the land for excavate, doze and detect gold mining	Karley Shannon	
5688	26/07/2021	2028 Logan-Wedderburn Road	Logan	Planner Assessment	Use and development of the land for a dwelling	Brett Collins	
5689	21/07/2021	Vacant Land, Boort-Wedderburn Road	Wedderburn	Ready To Advertise	Use and development of the land for a dwelling	Peter Nicolaou	Draftwise
5691	20/07/2021	11 Park Street	Bridgewater	Further Information	Use and development of the land for a two storey dwelling	Muruga Marday	Building Issues
5692	21/07/2021	12 Lyndhurst Street	Bridgewater on Loddon	Referral	Use and development of the land for a dwelling	Felecia Blee	Royston Homes
5693	30/07/2021	Bendigo-St Arnaud Road	Moliagul	Allocated	Native vegetation removal and gold prospecting	Shayne Dixon	
5694	9/08/2021	8 Commercial Road	Tarnagulla	Lodged	Carport	Justine Smith	
5695	4/08/2021	92 Sullivan Street	Inglewood	Lodged	To subdivide the land into two lots	Geoff Shaw	Shaw Land Surveys
5696		465 Echuca-Serpentine Road	Serpentine	New Application	Farm machinery shed ***Cultural sensitivity applies	Robin Smith	Rojas Engineers
5697	9/08/2021	Lot 2 Calder Highway	Wedderburn	Lodged	Construction of a Shed	Stacey Rae	Outdoor Steel Solutions

**11.7 QUARTERLY BUILDING SERVICES ACTIVITY REPORT**

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

**Recommendation**

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

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council is provided with information quarterly summarising building services activities relating to permits, certificates and statutory enforcement activity undertaken within the Development & Compliance Department. This is the fourth quarterly report for the 2020-2021 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 and consent determinations on matters not complying with the Building regulations
- building advisory and information services including legal point of discharge requests
- consultancy and building control functions
- administrative functions prescribed by the Building Act and Regulations including keeping records relating to the activity of private building surveyors issuing permits within Loddon Shire
- regulatory enforcement of relevant Acts.

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

**ISSUES/DISCUSSION**

Throughout the fourth quarter of the 2020-2021 financial year, items of significance relating to the activity of Council's building services include:

- ongoing measures relating to COVID-19 (as with all staff and the community)
- implementation of swimming pool registration requirements
- follow up on enforcement activities including following up Court and Building Appeals items
- ongoing implementation and improvement of software changes.

1.

**Building permits**

Table 1 provides the number and total value of building permits issued for the four quarters of 2020-2021. There is variation in the value of permits throughout any given financial year and this is attributable to the scale and cost of individual projects.

*Table 1: Summary of new building permits issued*

	<b>Quarter 1 2020-21 (01/07/2020 – 30/09/2020)</b>	<b>Quarter 2 2020-21 (01/10/2020 – 31/12/2020)</b>	<b>Quarter 3 2020-21 (01/01/2021 – 31/03/2021)</b>	<b>Quarter 4 2020-21 (01/04/2021 – 30/06/2021)</b>
<b>No. of new Permits</b>	50	51	44	41
<b>Value of Works</b>	\$4,297,563	\$10,199,564	\$2,467,359	\$4,527,209

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

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

	<b>Quarter 1 2020-21 (01/07/2020 – 30/09/2020)</b>	<b>Quarter 2 2020-21 (01/10/2020 – 31/12/2020)</b>	<b>Quarter 3 2020-21 (01/01/2021 – 31/03/2021)</b>	<b>Quarter 4 2020-21 (01/04/2021 – 30/06/2021)</b>
<b>Certificates of final inspection</b>	33	30	18	24
<b>Occupancy Permits</b>	2	8	17	10

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

#### Statutory enforcement

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

*Table 3: Summary of statutory enforcement activities*

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	1	0	0	0	0	0	0

Type	Actions incomplete from previous report period	New action started	Total actions	Building notice issued	Building order issued	Appeal to Building Appeals Board	Legal action / solicitors letter started this quarter	Legal action ongoing	No. resolved during this quarter
Works required to make building safe (including pools)	15	4	19	3	1	1	0	1	0
Carrying out building works without a permit	4	0	4	1	0	0	0	0	0
Works not in accordance with building permit	2	0	2	0	0	0	0	0	0
Illegal occupation of non-habitable building	0	0	0	0	0	0	0	0	0
Building with non-complying essential safety measures	1	0	1	0	0	0	0	0	0

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

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

### **COST/BENEFITS**

The expenditure for the fourth quarter of the 2020-2021 financial year for building services activities was zero due to the position being vacant. The functions associated with the delivery of the Municipal Building Surveyor service have been delivered by the Manager Development and Compliance.

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

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

### **RISK ANALYSIS**

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

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

2.

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

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

### **CONSULTATION AND ENGAGEMENT**

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

**12 COMPLIANCE REPORTS**

Nil

**13 URGENT BUSINESS**

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

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

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

**14 CONFIDENTIAL ITEMS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 66(1) and 66(2)(a) of the Local Government Act 2020:

**14.1 Approval of water trade of 5.5ML of Zone 1B water for Zone 1A water**

This matter is considered to be confidential under Section 3(1)(a) and (f) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs

**14.2 Request to Write Off Bad Debt**

This matter is considered to be confidential under Section 3(1)(f) 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 personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

This report contains information relating to a services client.

Closing of Meeting to the Public

**RECOMMENDATION**

That the meeting be closed to the public.



**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 28 September 2021 at Wedderburn commencing at at 3pm.

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

Confirmed this.....day of..... 2021

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