



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

Date: Tuesday, 25 May 2021
Time: 3pm
Location: Loddon Shire Council Chambers
(entry from Peters Street),
behind Wedderburn office

AGENDA

Ordinary Council Meeting

25 May 2021

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OPENING COMMENT

This meeting is being conducted in accordance with the Local Government Act 2020 as temporarily amended to enable meeting by electronic means of communication.

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

1 OPENING 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: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council confirm:

1. The minutes of the Council Briefing of 27 April 2021.
2. The minutes of the Ordinary Council Meeting of 27 April 2021.
3. The minutes of the Confidential Council Meeting of 27 April 2021.
4. The minutes of the Council Forum of 11 May 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: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

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

1. Council Briefing 27 April 2021.
2. Council Forum 11 May 2021.

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

The record is therefore presented for Council's noting.

RECORD OF ASSEMBLIES OF COUNCIL

Assembly details	Briefing
Date	27 April 2021
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Phil Pinyon, Chef Executive Officer Wendy Gladman, Director Community Wellbeing Sharon Morrison, Director Corporate Services Steven Phillips, Director Operations Lynne Habner, Manager Executive and Commercial Services Janine Jackson, Manager Organisation Development Glenn Harvey, Manager Development and Compliance Murray River Group of Councils representatives
Items discussed.	<ol style="list-style-type: none"> 1. Murray River Group of Councils update 2. Planning permit application 5631 – use and development of the land for a free range intensive broiler farm 3. Strategic workforce planning 4. Salary cap – impact on draft budget 5. General business: <ul style="list-style-type: none"> • Child care • Wheel cactus • Catto Lodge
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

Assembly details	Forum
Date	11 May 2021
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Phil Pinyon, Chef Executive Officer Wendy Gladman, Director Community Wellbeing Sharon Morrison, Director Corporate Services Lynne Habner, Manager Executive and Commercial Services David Southcombe, Manager Assets and Infrastructure Peter Williams, Manager Information and Business Transformation Sarah Perry, A/Manager Community Support Kirsten McKay, Community Planning Officer Grant Banks, Strategic Plan Writer North Central Local Learning and Employment Network representatives Rural Councils Victoria representative Calivil Community Plan representatives
Items discussed.	<ol style="list-style-type: none"> 1. Economic Development and Tourism monthly progress report 2. Update on the implementation of the Local Government Act 2020 3. North Central Local Learning and Employment Network (NCLLEN) update - including Strong Youth Strong Communities and Youth Pathways initiatives 4. Information Technology and Information Security Policies 5. Rural Councils Victoria Update 6. Community Plan Presentation - Calivil Community Planning 7. Community Planning – update report 8. Draft Skinners Flat Reservoir Master Plan 9. Review of Councillor Allowances 10. Section 65 Committee – Korong Vale Mechanics Hall 11. Invitation to join Class Action 12. Victorian Local Government Association Membership 13. Signing of Councillor Code of Conduct 14. General business: <ul style="list-style-type: none"> • Pyramid Hill Community Centre • Tarnagulla Library Services • Bridgewater Recreation Reserve • Councillor-only discussion
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: Phil Pinyon, 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.

Action Sheets Report	Division:	Council	Date From:
	Committee:		Date To:
	Officer:		Printed: Monday, 17 May 2021 10:07:14 AM

Outstanding actions from previous meetings

Meeting	Officer/Director	Section	Subject
Council 28/01/2020	Phillips, Steven Pinyon, Phil	New Item	Skinnners Flat reservoir
<p>Cr Holt requested that Council staff continue to liaise with Grampians Wimmera Mallee Water regarding changes to the originally proposed arrangements for the supply of permanent recreation water to Skinnners Flat, and provide a report to the next Council meeting about progress with finalising the heads of agreement between Council and GWM Water.</p>			
<p>14 Feb 2020 5:26pm Phillips, Steven Council Staff have been in discussions with GWMWater staff about the terms contained within the Heads of Agreement for several months, with a major sticking point being the allocation of Recreational Water for Skinnners Flat Reservoir. GWMWater is seeking that Council acquire a water entitlement up to the maximum volume as listed at Item 5 of Schedule A of the Heads Of Agreement (currently stated as 200 MI) from Northern Victoria trading zone 1A (Goulburn regulated). Council Officers have been able to secure agreement from GWMWater for the allocation of up to 200 MI of Recreational Water once off as an initial allowance. Arrangements are being made to secure a meeting between senior members of Council and GWMWater to continue negotiations over this matter.</p>			
<p>13 Mar 2020 5:21pm Phillips, Steven The Southwest Loddon Pipeline Steering Committee has a meeting scheduled for Friday 20 March. GWMWater are continuing discussion with Coliban Water to further investigate opportunities for the provision of an ongoing water supply for Skinnners Flat Reservoir.</p>			
<p>14 Apr 2020 5:22pm Phillips, Steven Discussions have been undertaken and an agreement has been reached to honor the provision of recreational water to Skinnners Flat.</p>			
<p>11 May 2020 8:42pm Phillips, Steven According to GWMWater staff, a definitive solution to the 200 megalitre problem remains to be found. Discussions are ongoing with GWMWater Staff.</p>			
<p>11 Jun 2020 2:25pm Phillips, Steven This matter was discussed at the June 2020 Council Forum noting that the supply of water to Skinnners Flat is still an outstanding issue. Cr Beattie undertook to contact the Chairman of the Board of GWMWater to discuss how to progress the matter.</p>			
<p>20 Jul 2020 1:48pm Phillips, Steven A meeting between Cr Holt, Cr Beattie, Phil Pinyon CEO Loddon Shire Council and Peter Vogel Chairman of the Board of GWMWater and Mark Williams Managing Director GWMWater was held on 22 June 2020 in Beaufort. Following this meeting Cr Holt, Cr Beattie, Phil Pinyon CEO Loddon Shire Council were to meet with Damian Wells Managing Director of Coliban Water to discuss possible solutions to this matter. This meeting has not been able to take place due to COVID-19 restrictions.</p>			
<p>10 Aug 2020 11:44am Phillips, Steven Progress has been significantly hampered due to the current COVID – 19 restrictions and the desire for a face to face meeting with Coliban Water. Once restrictions allow, a face to face meeting with Coliban Water will be arranged.</p>			
<p>01 Sep 2020 6:05pm Phillips, Steven This matter is scheduled on the September Council Forum agenda for discussion. The timing and circumstances for a meeting with Coliban Water remains a critical issue. It is important that Council is able to engage with them in a meaningful way about potential solutions that they may be able to assist with.</p>			
<p>01 Oct 2020 6:17pm Phillips, Steven</p>			

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Action Sheets Report

Following the discussion at the September Council Forum contact has been made with GHD for them to provide Council with a fee proposal to investigate the required works associated with actively maintaining the water level at Skinners Flat. The meeting with Coliban Water has not yet been scheduled.

09 Nov 2020 1:02pm Phillips, Steven
 GHD came back with a proposal to complete the Intermediate Inspection Report in October/November as it is due for review next year. This will provide them with sufficient information to report to Council with recommendations based on the findings. They have also been engaged to attend a Council Forum to discuss the report and its recommendations. The meeting with Coliban Water remains on hold to discuss opportunities to partner with Council on the provision of recreational water for Skinners Flat Reservoir.

07 Dec 2020 9:17am Phillips, Steven
 The Skinners Flat Reservoir Intermediate Dam Safety Inspection has been completed by GHD and its author will be attending the December Council Briefing for discussion on the matter. The meeting with Coliban Water to discuss opportunities to partner with Council on the provision of recreational water for Skinners Flat Reservoir remains on hold.

11 Jan 2021 6:22pm Phillips, Steven
 The Intermediate Dam Safety Inspection report was presented to Council by GHD at its December Forum. That report recommended further assessment of the impacts of flooding to the dam and spillway. Work on the further assessments necessary are being arranged so that a more complete picture can be utilised to establish cost estimates of the required works to ensure that the dam and spillway are safe and suitable for managing water levels of the Reservoir. Council officers will report back to Council once a cost estimate is established for the required works to support the safe use of the Reservoir. A meeting with Coliban Water executives has been arranged for early February 2021 to explore opportunities for Coliban and Council to partner on the provision of recreational water for Skinner Flat Reservoir. Council representatives attending this meeting will include Cr Mayor Beattie and Cr Holt as well senior Council Staff.

12 Feb 2021 11:22am Phillips, Steven
 On Friday 5 February Cr Mayor Beattie and Cr Holt and senior Council Staff met with Damian Wells CEO and Steve Healy Executive General Manager Climate and Population Adaption from Coliban Water to discuss opportunities to work together on the provision of recreational water to Skinners Flat. The meeting was productive with both parties committing to continue to work together on finding a solution. Coliban Water is going to investigate and provide a few options for a commercial leasing arrangement for Council to consider. Work is continuing on scoping the required works to the dam and spillway. It will take some time for the required information to be obtained and assessed. GHD have been engaged and should be able to provide Council with advice and cost estimates within the next 5 months.

09 Mar 2021 3:16pm Phillips, Steven
 Council is waiting on information for the following: • survey and assessment of the dam and spillway by GHD. • Coliban Water to complete its investigations into possible options for water leasing arrangements. No further actions taken at this stage until the above information is provided.

15 Apr 2021 10:28am Phillips, Steven
 The work on the survey and assessment of the dam and spillway by GHD continues. Once the report has been prepared it will be shared with Council. Coliban Water has recently reaffirmed its commitment to investigating a possible solution for water leasing arrangements. Once they have developed suitable options it will be communicated to Council.

14 May 2021 9:02pm Phillips, Steven
 No further activity to report at this stage as we wait for responses from Coliban Water and a report from GHD.

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

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Committee:	Date To:
Officer:	Printed: Monday, 17 May 2021 10:07:14 AM

[Action Sheets Report](#)

RESOLUTION 2021/38

Moved: Cr Wendy Murphy
 Seconded: Cr Dan Straub

That Council:

1. adopt the Community Engagement Policy
2. approve the cost of the design and printing of a community version of the policy and
3. consider a business case for the resourcing of the implementation of the policy.

CARRIED

09 Mar 2021 11:55am Morrison, Sharon

Policy has been added to the internet. Community version is being finalised with the printer. Business case for community engagement officer is in draft.

29 Mar 2021 5:37pm Morrison, Sharon

Business case for community engagement officer to be finalised.

15 Apr 2021 11:06am Morrison, Sharon

Business case for community engagement officer to be finalised.

12 May 2021 9:59am Morrison, Sharon

Business case for community engagement officer to be finalised.

Meeting	Officer/Director	Section	Subject
Council 23/03/2021	Morrison, Sharon Morrison, Sharon	Decision Reports	Review of Councillor allowances

RESOLUTION 2021/73

Moved: Cr Gavan Holt
 Seconded: Cr Dan Straub

That Council:

1. provides in-principle support to the recommendation that the level of Mayoral and Councillor allowance be set at the top of the range for a Category One municipality
2. seeks community feedback on the recommendation for a period of 14 days from 26 March 2021 to 9 April 2021

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CARRIED
<p>29 Mar 2021 5:41pm Morrison, Sharon Review of allowances is out for public comment until 23 April in accordance with statutory requirement for 28 days public comment period.</p> <p>15 Apr 2021 11:08am Morrison, Sharon Public comments not due until 23 April 2021.</p> <p>12 May 2021 10:01am Morrison, Sharon Report to be added to May Council meeting to confirm allowances.</p>

Actions completed since last meeting

Meeting	Officer/Director	Section	Subject
Council 23/02/2021	Morrison, Sharon Morrison, Sharon	Decision Reports	Version 5 of Councillor Code of Conduct proposed for adoption
<p>RESOLUTION 2021/39</p> <p>Moved: Cr Dan Straub Seconded: Cr Linda Jungwirth</p> <p>That Council adopt version 5 of the Councillor Code of Conduct as publicly exhibited and that the public submissions received be given further consideration by Council within 6 months of the adoption of this version.</p> <p style="text-align: right;">CARRIED</p>			
<p>09 Mar 2021 11:56am Morrison, Sharon New version has been added to the internet. Signing of the Code has been deferred to the Council Briefing to be held on 23 March due to the unavailability of two Councillors at the Forum on 9 March. The document is to be reviewed before the August Council meeting.</p> <p>29 Mar 2021 5:37pm Morrison, Sharon Document to be listed for upcoming forum to review community feedback.</p> <p>15 Apr 2021 11:07am Morrison, Sharon Feedback was reviewed at April 2021 forum and a revised Code is listed in the agenda for April Council meeting.</p> <p>12 May 2021 10:00am Morrison, Sharon Signed by councillors 11 May 2021. Version on internet updated 11 May 2021.</p> <p>12 May 2021 10:01am Morrison, Sharon - Completion Action completed by Morrison, Sharon</p>			
Meeting	Officer/Director	Section	Subject
Council 27/04/2021	Lamichhane, Suraj	Confidential Items	C492 - Godfrey Street Culvert Replacement

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Phillips, Steven
<p>RESOLUTION 2021/81</p> <p>Moved: Cr Dan Straub Seconded: Cr Gavan Holt</p> <p>That Council:-</p> <ol style="list-style-type: none"> award Contract 492 – Godfrey Street Culvert Replacement to Tactile Australia Pty T/a One Stop Civil as tendered; authorise the Chief Executive Officer to sign and affix the common seal of Council to the contract documents. <p style="text-align: right;">CARRIED</p> <p>05 May 2021 12:04pm Lamichhane, Suraj - Completion Action completed by Lamichhane, Suraj</p> <p>12 May 2021 3:26pm Coombes, Christine Contract agreement and tender acceptance letter sent to contractor.</p>

Meeting	Officer/Director	Section	Subject
Council 27/04/2021	Southcombe, David Phillips, Steven	Confidential Items	Victorian Energy Collaboration Contract
<p>RESOLUTION 2021/82</p> <p>Moved: Cr Linda Jungwirth Seconded: Cr Dan Straub</p> <p>That Council</p> <ol style="list-style-type: none"> accept the VECO project Tender Evaluation Report and recommendation to accept a 9.5 year contract with Red Energy Pty Ltd for the supply of electricity to Council buildings in accordance with the attached Recommendation Report authorise the Chief Executive Officer to sign and seal relevant documents relating to this contract. <p style="text-align: right;">CARRIED</p>			

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11 May 2021 4:40pm Southcombe, David
 Contract has been signed by Phil and sent to Red Energy for signature at their end.
12 May 2021 3:35pm Southcombe, David - Completion
 Action completed by Coombes, Christine

Meeting	Officer/Director	Section	Subject
Council 27/04/2021	Stephenson, Carolyn Phillips, Steven	Decision Reports	Planning permit application 5631 - use and development of the land for a free range intensive broiler farm
RESOLUTION 2021/85			
Moved: Cr Gavan Holt Seconded: Cr Dan Straub			
That Council issue a Notice of Decision to Grant a Planning Permit for the use and development of land for a free range intensive broiler farm, ancillary buildings and infrastructure, caretakers dwelling and removal of one tree in accordance with the endorsed plans at CA 2A, 18, 18A Section F Parish of Boort subject to the conditions in the attached decision report.			
CARRIED			
04 May 2021 12:59pm Stephenson, Carolyn NOD issued 28.4.21			
04 May 2021 1:04pm Stephenson, Carolyn - Completion Action completed by Stephenson, Carolyn			

Meeting	Officer/Director	Section	Subject
Council 27/04/2021	Caserta, Deanne Morrison, Sharon	Decision Reports	Audit and Risk Committee Remuneration Report
RESOLUTION 2021/86			
Moved: Cr Gavan Holt Seconded: Cr Linda Jungwirth			
That Council:			
1. increases the quarterly remuneration paid to independent members of the Audit and Risk Committee to \$490, effective the quarter commencing 1 May 2021			

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<p>2. maintains payment of an extra quarter remuneration to the Chair during a one year term</p> <p>3. maintains a travel reimbursement for independent members of the Audit and Risk Committee, paid at the rate that Councillors are reimbursed for travel.</p>	CARRIED
<p>05 May 2021 11:32am Caserta, Deanne - Completion Action completed by Caserta, Deanne</p> <p>12 May 2021 3:24pm Coombes, Christine Letters sent to committee members advising update and purchase orders raised for the year.</p>	

Meeting	Officer/Director	Section	Subject
Council 27/04/2021	Caserta, Deanne Morrison, Sharon	Decision Reports	Finance Report for the period ending 31 March 2021
<p>RESOLUTION 2021/87</p> <p>Moved: Cr Wendy Murphy Seconded: Cr Dan Straub</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. receives and notes the 'Finance Report for the period ending 31 March 2021' 2. approves budget revisions included in the report for internal reporting purposes only 3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 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 4. receive future Finance Reports on a quarterly basis inclusive of Income Statement, Balance Sheet, Statement of Cash Flow and Statement of Capital Works. 			
CARRIED			
<p>29 Apr 2021 5:02pm Caserta, Deanne - Completion Action completed by Caserta, Deanne</p>			

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12 May 2021 3:25pm Coombes, Christine
For information, no further action required.

Meeting	Officer/Director	Section	Subject
Council 27/04/2021	Habner, Lynne Pinyon, Phil	Decision Reports	Letter to Council regarding proposed sealing of Stewarts Rd and Grant St Newbridge
RESOLUTION 2021/88			
Moved: Cr Linda Jungwirth			
Seconded: Cr Wendy Murphy			
That Council:			
<ol style="list-style-type: none"> 1. Receive and note the letter to Council regarding proposed sealing of Stewarts Rd and Grant St, Newbridge. 2. Write to Jenny Stewart advising that Council currently has no plans to seal Stewarts Rd and Grant St, Newbridge, and that the community's views will be taken into consideration should this location be identified for inclusion in any forward program. 			
CARRIED			
07 May 2021 11:54am Habner, Lynne			
Letter sent to Lee and Jenny Stewart on 7 May 2021			
07 May 2021 11:54am Habner, Lynne - Completion			
Action completed by Habner, Lynne			

Meeting	Officer/Director	Section	Subject
Council 27/04/2021	Morrison, Sharon Morrison, Sharon	Decision Reports	Version 6 of Councillor Code of Conduct proposed for adoption
RESOLUTION 2021/89			
Moved: Cr Dan Straub			
Seconded: Cr Wendy Murphy			
That Council adopt version 6 of the Councillor Code of Conduct.			
CARRIED			

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12 May 2021 10:02am Morrison, Sharon
 Code signed and updated on internet 11 May 2021.
 12 May 2021 10:03am Morrison, Sharon - Completion
 Action completed by Morrison, Sharon

Meeting	Officer/Director	Section	Subject
Council 27/04/2021	Caserta, Deanne Morrison, Sharon	Decision Reports	Seeking feedback for the 2021/22 Draft Annual Budget
RESOLUTION 2021/90			
Moved: Cr Gavan Holt			
Seconded: Cr Dan Straub			
That Council:			
<ol style="list-style-type: none"> 1. seek feedback on the Draft Budget in accordance with the Community Engagement Policy 2. adopt the proportion of rates raised within various valuation categories as follows: <ul style="list-style-type: none"> Rural Production to have a differential rate 12% lower than the General (Residential, Commercial and Other) differential rate 3. agree that the above distribution of rates raised demonstrates fairness and equity across the municipality 4. implement a differential rate to be struck between categories of Rural Production and General as follows: <ul style="list-style-type: none"> • General (Residential, Commercial and Other) - 0.003579 Cents in the Dollar of Capital Improved Value • Rural Production - 0.003150 Cents in the Dollar of Capital Improved Value 5. apply a Municipal Charge of \$225 to all properties, except where an exemption has been granted for a Single Farm Enterprise under the Local Government Act 1989 6. apply a Garbage Charge of \$354 per Residential Garbage Service (140 Litre Bin) and \$481 per Commercial Garbage Service (240 Litre Bin) 7. apply a Kerbside Recycling Service Charge of \$134 per service (240 Litre Bin). 			
CARRIED			
29 Apr 2021 5:03pm Caserta, Deanne - Completion			
Action completed by Caserta, Deanne			

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12 May 2021 3:25pm Coombes, Christine
Draft document placed on display with media release completed.

Meeting	Officer/Director	Section	Subject
Council 27/04/2021	Caserta, Deanne Morrison, Sharon	Decision Reports	Fees and charges for the year 1 July 2021 to 30 June 2022
RESOLUTION 2021/91			
Moved: Cr Wendy Murphy Seconded: Cr Linda Jungwirth			
That Council approves the Fees and Charges for the year 1 July 2021 to 30 June 2022 for the purposes of public exhibition with the draft budget and notification of residential accommodation charges.			
CARRIED			
29 Apr 2021 5:03pm Caserta, Deanne - Completion			
Action completed by Caserta, Deanne			
12 May 2021 3:25pm Coombes, Christine			
Draft document placed on display with media release completed.			

Meeting	Officer/Director	Section	Subject
Council 27/04/2021	Caserta, Deanne Morrison, Sharon	Decision Reports	Draft Revenue and Rating Plan
RESOLUTION 2021/92			
Moved: Cr Dan Straub Seconded: Cr Gavan Holt			
That Council approves the Draft Revenue and Rating Plan for the purposes of public exhibition.			
CARRIED			
29 Apr 2021 5:03pm Caserta, Deanne - Completion			
Action completed by Caserta, Deanne			
12 May 2021 3:26pm Coombes, Christine			
Draft document placed on display with media release completed.			

8 MAYORAL REPORT**8.1 MAYORAL REPORT**

File Number: 02/01/001
Author: Lynne Habner, Manager Executive and Commercial Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council receive and note the Mayoral Report

REPORT

The Mayor will present a report at the meeting.

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: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council receive and note the Councillors' reports

REPORT

Each Councillor will present a report at the meeting.

Cr Holt

Municipal Association of Victoria	
Audit and Risk Committee	
Special Committees Of Council (Section 65 Community Asset Committees):	
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	
Other Council activities	
DATE	Activity

Cr Jungwirth

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

Cr Murphy

Calder Highway Improvement Committee	
Local Government Womens Charter	
Australia Day Committee	
Healthy Minds Network	
Special Committees Of Council (Section 65 Community Asset Committees):	
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	

Other Council activities	
DATE	Activity

Cr Straub

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

10 DECISION REPORTS**10.1 REVIEW OF COUNCILLOR ALLOWANCES**

File Number: FOL/19/127662
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council:

1. Note that one submission was received in respect of the review of Councillor and Mayoral allowances
2. determine that the Councillor allowance continue at the maximum for Councillors at Category One municipalities, currently \$21,049 per annum
3. determine that the Mayoral allowance continue at the maximum for Mayors at Category One municipalities, currently \$62,884 per annum
4. note that the allowances are payable from the date of this resolution.

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 matter was discussed at the Council forum in May 2021.

BACKGROUND

Under section 74(1) of the Local Government Act 1989, which is still in force, Councils must review and determine the level of mayoral and councillor allowances within six months of the general election or by 30 June, whichever is later.

Councillor allowance categories are divided into three categories based on the income and population of each Council. Loddon Shire is a Category One municipality. This means that the current range of allowances as at 1 December 2020 is:

- Councillors \$8,833 to \$21,049
- Mayor up to \$62,884

Councillors and the Mayor are currently paid at the top of these ranges in accordance with a resolution following the 2016 election.

At the March 2021 Council meeting Councillors provided in principle support of the allowances and approved seeking community feedback. The community feedback period of 14 days from 26 March to 9 April approved by Council was extended by Council staff for a further 14 days to ensure compliance with section 223 of the 1989 Local Government Act.

ISSUES/DISCUSSION

The Local Government Act 2020 provides for the responsibility for determining mayoral, deputy mayoral and councillor allowances to transfer to the Victorian Independent Remuneration Tribunal (the Tribunal).

The Tribunal, which is also responsible for setting remuneration for Members of Parliament and executives in the Victorian public sector, will be required to make its first determination on allowances within six months of being requested by the Minister for Local Government. The latest advice is that no request has been received by the Tribunal yet.

As a result of no request being made by the Minister, Councils must conduct a review and determine the level of mayor and councillor allowances within six months of the general election or by 30 June, whichever is later.

As Council is already paying allowances at the top of the range of allowances, it is recommend that this continue at least until the Tribunal makes its first determination.

COST/BENEFITS

There is a budget for Councillor and Mayoral allowances adequate to meet the maximum level of allowance.

RISK ANALYSIS

The risk of not setting the allowance at the maximum of the range for Category One municipalities is that Councillors and the Mayor will not be adequately recognised for the considerable commitments they undertake as Councillors and as the Mayor.

CONSULTATION AND ENGAGEMENT

Public comment was sought, from 26 March 2021 to 23 April 2021, on the recommendation that the level of mayoral and councillor allowance be set at the top of the range for a Category One municipality prior to Council making a final determination. One submission was received which was supportive of the maximum allowance as a minimum.

10.2 RECOGNITION OF COMMUNITY PLANNING COMMITTEES

File Number: DOC/21/0000
Author: Kirsten McKay, Community Planning Officer
Authoriser: Sarah Perry, A/Manager Community Support
Attachments: Nil

RECOMMENDATION

That Council formally recognises the groups noted in this report as the Community Planning Committees for the nominated communities.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The establishment of an eligibility criteria to be met by community groups to accompany a request for recognition as their nominated community's Community Planning Committee was discussed at the April 2019 Council Forum and included in the Community Planning Framework (the Framework) endorsed at the November 2019 Ordinary Council Meeting.

Five community planning groups were formally recognised at the February 2021 Council meeting.

BACKGROUND

The Framework was developed to assist communities as they develop local community plans and to formalise the relationship between the community planning committees and Council. As detailed in the Framework, community groups who are incorporated, have community planning detailed in their constitution's purpose, and who have a membership structure that allows wider community participation, are eligible to request formal recognition from Council as a community planning committee.

Following this initial transition period, access to Council's annual community planning funding program will be prioritised to those groups who have received formal recognition and who have developed their community plan consistent with the principles of the Framework. It was planned that groups would be in a position to meet the requirements of the Framework and request Council recognition by the end of 2020. Due to delays caused by COVID19 restrictions, it is more likely that the requirements to be eligible for formal recognition will now be completed by the remaining groups during and up to the end of 2021 allowing them to seek recognition from Council as community planning committees.

This report identifies those groups who are seeking formal recognition and provides a recommendation for approval based on information provided as outlined above.

ISSUES/DISCUSSION

The following groups have requested Council recognition as a community planning committee and have demonstrated that they meet the minimum requirements as detailed in the Community Planning Framework:

Community	Community planning group	Request for formal recognition received	Incorporated	Constitution purpose includes community planning	Open membership
Campbells Forest-Yarraberb-District	Campbell's Forest Yarraberb and District Community Planning Inc.	Yes	Yes	Yes	Yes
Newbridge, Arnold and Llanelly	Newbridge Arnold Llanelly Community Planning Committee Inc.	Yes	Yes	Yes	Yes

Council's Community Planning Officer continues to liaise with the following communities to progress additional requests for recognition:

Boort	Bridgewater	Eddington
Kingower	Korong Vale	Laanecoorie
Pyramid Hill	Tarnagulla	Yarrowalla

COST/BENEFITS

Formal recognition signals to the community that the group has agreed to develop a community plan in accordance with the principles outlined in the Framework, that membership is open to community members and acknowledges that the group will be representative of their community. The community plan committee, in turn, provides the conduit for the community to represent their collective views, ideas and strategic direction to Council and beyond.

Council resolved at the February 2021 Council meeting to provide an allocation to community planning groups to assist with costs associated with administration and insurance. The allocations to be provided include \$200 or \$500 for administration (depending on size of community the group operates in), and \$1050 for insurance costs.

RISK ANALYSIS

The COVID19 pandemic halted early 2020 momentum for all groups as they transitioned to meet the recognition requirements of the Framework and commence the review and/or redevelopment of their community plan. This has delayed the initial transition timeframe with the likely completion now being the end of 2021, meaning that these will not be in place for the 2021/22 application assessment and funding allocation. To ensure that no communities are disadvantaged the 2021/22 application and assessment round will operate similar to the 2020/21 round which occurred during the transition phase and did not enforce prioritisation based on compliance with the Framework components as an assessment criteria.

CONSULTATION AND ENGAGEMENT

The requirement of a letter and details for request of formal recognition has been explained to each potential group, and followed up with written information and a template to support the process. During the initial transition period, groups were supported by a project officer for 12 months. This position has now ended, with a Community Planning Officer role now in place to provide ongoing support and guidance.

10.3 APPOINTMENT OF AUDIT COMMITTEE CHAIR FOR 2021

File Number: 06/02/003
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council endorses the Audit and Risk Committee's recommendation to appoint Mr Rod Baker as Audit Committee Chair to 28 February 2022 or the date of the Ordinary Meeting of Council in February 2022 where a resolution for appointment of Chair for the new term will be made, whichever is the earlier.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

The Audit Committee Charter v9 at 5.2(g) states:

- (a) At the first Audit Committee meeting each year an election of Chair from the external members of the committee will be held. (Note section 53(6) of the 2020 Act.)

At the first Council Meeting following the election, the Chair will be appointed by Council on advice of the committee.

The term of the new chair will commence at the conclusion of the current Chair's term, and will be until the date of the February Council meeting.

ISSUES/DISCUSSION

This report seeks Council's approval of the Audit and Risk Committee recommendation from the meeting held on 18 February 2021 that Mr Rod Baker be Chair of Audit and Risk Committee.

COST/BENEFITS

The chair of the Audit and Risk Committee receives an additional payment per year equivalent to one meeting attendance allowance.

RISK ANALYSIS

Appointment of the Chair by Council will ensure compliance with the Audit and Risk Committee's Charter.

Appointment of an external member of the committee as Chair is in line with good governance principles, and increases transparency and accountability of the committee.

CONSULTATION AND ENGAGEMENT

The Audit and Risk Committee has been consulted in the preparation of this report.

10.4 LODDON SHIRE COUNCIL CHAMBERS

File Number: FOL/21/28
Author: Lynne Habner, Manager Executive and Commercial Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council confirm the new location of the Loddon Shire Council Chambers is in Peters Street Wedderburn.

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

Whilst this matter has been discussed on numerous occasions informally with Councillors and senior staff, it has not been formally resolved.

BACKGROUND

Loddon Shire Council has traditionally held its meetings in chambers adjoining the Serpentine Council offices.

In recent years, senior staff had been considering the lack of available office space to meet current staffing requirements, and organisational changes have led to the understanding from an efficiency perspective, for some staff from the Serpentine office to relocate to Wedderburn. This culminated in a decision to convert the large meeting room (Kooyoora Meeting Room) in the Wedderburn Council office into office work spaces.

It was also recognised that it was not ideal for visitors attending meetings with Councillors and staff to walk through the “back office” spaces in order to reach the Kooyoora Meeting Room.

The room at the rear of the Council-owned Wedderburn Senior Citizens building was identified as a suitable location to renovate as a new Council meeting room, for use by staff and Councillors. The room was underutilised in its original format, and staff consulted with representatives from the Senior Citizens group about the potential for use by Council. The use of this space provides greater seating capacity for larger meetings which at times exceed the capability of the Serpentine Chambers. It is recognised that the Wedderburn Senior Citizens group have some continuing use of this space which will restrict other Council uses.

It was also recognised that digital connectivity was significantly more reliable in Wedderburn than in the meeting room facilities at Serpentine, which was particularly important during 2020 when COVID restrictions called for livestreaming of Council meetings and people attending meetings remotely by videoconference.

Renovation of the Wedderburn room commenced in 2020 and was completed early in 2021. Councillors first met in the room for the 2021 March Council Forum and have been using it as a meeting location since that time. The name of the Kooyoora Meeting Room has been transferred to this new meeting space.

ISSUES/DISCUSSION

This report provides for Council to formally confirm the new location of the Loddon Shire Council Chambers is in Peters Street in Wedderburn.

COST/BENEFITS

There are no significant costs identified in shifting the location of Council meetings from Serpentine to Wedderburn. Costs of renovating the room and installation of technology were met operationally and with grant assistance in order to address the additional office work spaces as a priority.

Benefits of changing the Council meeting venue include improved digital connectivity and reliability, closer access to key staff for meeting engagement who are located in the Wedderburn office, and a more spacious venue that is appropriate for the function of a Council Chambers.

RISK ANALYSIS

There are no significant risks associated with the recommendation of this report.

CONSULTATION AND ENGAGEMENT

Councillors and staff have been kept informed about the development of the building as a new Council meeting room.

10.5 DRAFT COUNCIL ADVOCACY POLICY

File Number: 19/19408
Author: Phil Pinyon, Chief Executive Officer
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: 1. Draft Council Advocacy Policy v4

RECOMMENDATION

That Councils adopts the Council Advocacy Policy version 4.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The draft policy was presented to the May 2021 Council Briefing for discussion.

BACKGROUND

Council policies are those policies that relate to, or may impact, our customers and community. The Council Advocacy Policy was adopted in August 2016 and is now due for review.

ISSUES/DISCUSSION

The Council Advocacy Policy provides direction for Council's advocacy efforts in working in partnership with our community to influence public policy and resource allocation decisions by other levels of Government, and other key stakeholders, to fulfil responsibilities in the delivery of services and assets to our existing and future community.

Councillors, the CEO and senior management of Council play a key role in the development and maintenance of political relationships to pursue Council's advocacy on behalf of the community. Council senior management support the Council in the development and resourcing of the advocacy effort and providing an evidence base to assist the determination of priorities and approach.

Minor changes have been made to the policy as advocacy is no longer specifically referenced as a Council function under the Local Government Act 2020. Council will develop an advocacy document that aligns with the Council Plan once adopted later in 2021. This document will be subordinate to the Advocacy Policy.

COST/BENEFITS

No costs to Council are associated with this policy.

RISK ANALYSIS

No risks have been identified as a result of this proposal.

CONSULTATION AND ENGAGEMENT

The Management Executive Group and Councillors were consulted about the review of this policy.



COUNCIL ADVOCACY POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Chief Executive Officer
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	4
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Community Engagement Policy
RELATED LEGISLATION:	Local Government Act 2020
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIVE\Strategies policies and procedures\Policies - adopted PDF and Word\POL Council advocacy policy draft v4.docx

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

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



COUNCIL ADVOCACY POLICY

1 PURPOSE

The purpose of this policy is to support Council's advocacy role, to identify key priorities, relevant communication opportunities and roles and responsibilities.

2 SCOPE

This policy applies to Councillors, the CEO and senior management of Loddon Shire Council.

3 POLICY

The role of local government in advocating for its communities on a wide range of issues is critical in rural and regional Victoria, where decision making at government and authority level usually takes place some distance away.

Loddon Shire Council acknowledges and accepts the critical role it plays in advocating for its communities on a broad range of issues.

Council will:

- identify issues of concern to Loddon residents and its various communities through consulting and communicating with those communities
- be proactive and reactive in developing a Council position in relation to issues as they arise
- be an active member of various organisations that provide a means by which Council can present its point of view and advocate on those issues
- support the Mayor and Councillors, who have been appointed to represent the Council, with resources to enable effective advocacy
- encourage and support the Chief Executive Officer and senior staff to be members of relevant organisations and groups where opportunities exist for advocacy on behalf of Council and the community
- support and work closely with other municipalities who have a common interest in issues and participate in joint actions, where appropriate
- regularly meet with organisations and individuals to foster cooperation and understanding of issues of importance to the Council and its community
- make representations at state and federal government level, where necessary
- develop and update relevant documents for advocacy purposes that address Council's priorities for Loddon Shire.

4 HUMAN RIGHTS STATEMENT

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

5 REVIEW

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

10.6 INFORMATION TECHNOLOGY AND INFORMATION SECURITY POLICIES**File Number:****Author:** Peter Williams, Manager Information and Business Transformation**Authoriser:** Sharon Morrison, Director Corporate Services

- Attachments:**
1. Cloud Computing Policy
 2. Cyber Security Policy
 3. Internet Use Policy
 4. Information Security Policy

RECOMMENDATION

That Council adopt the following Council policies:

1. Cloud Computing Policy
2. Cyber Security Policy
3. Internet Use Policy
4. Information Security Policy

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 May Council Forum, councillors were provided the opportunity to review and provide any feedback on the policies that are recommended for adoption.

ISSUES/DISCUSSION

As part of a number of Information Technology audit recommendations, the above policies have been prepared as part of the management actions associated with those audits.

COST/BENEFITS

The cost of implementing these policies is contained within Council's operational budget and implementation relies upon information technology staff. The benefit of adopting these policies is managing risks identified in various internal and external audits.

RISK ANALYSIS

Non-adherence to the policies presents Council with information security risk, which is not acceptable in order to effectively manage Council's obligations in relation to information security.

CONSULTATION AND ENGAGEMENT

Councillors and all staff are the key stakeholders for these documents and have been consulted prior to them being recommended for adoption. The Management Executive Group, the Policy Review Group and the Loddon Leaders have all reviewed and approved the policies for adoption.



CLOUD COMPUTING POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Information and Business Transformation
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	1
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Information Technology Strategy 2017 - 2022 Password and Authentication Policy Remote Access Policy IT Acceptable Use Policy Internet Usage Policy Information Security Policy Cyber Security Policy
RELATED LEGISLATION:	Privacy and Data Protection Act 2014 (Vic) Health Records Act 2001 (Vic) Privacy Act 1988 (Cth)
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: C:\Users\snesb\Desktop\Cloud Computing Policy V1.docx

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CLOUD COMPUTING POLICY

1 PURPOSE

The purpose of this policy is to outline the assessment criteria to be applied before selecting a third-party cloud based provider, the requirements to be included in the contract and the procedures to be followed to ensure compliance with standards, guidelines and architectures and therefore the mitigation of risks such as data loss or theft, and unauthorised access to corporate networks.

2 SCOPE

This policy applies to all Councillors, staff, volunteers, contractors and third party users (collectively referred to as 'users' in this policy) of Council's information technology (IT) systems.

This policy applies to all external cloud services such as cloud-based email, document storage, Software-as-a-Service (SaaS), Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS), etc. that are used or proposed to be used to support the delivery of Council services.

Users with personal accounts using personal equipment and log-ins for services such as Gmail and Dropbox are excluded from this policy.

If you are unsure whether a service is cloud-based or not, please contact the Information and Business Transformation (IBT) department.

3 POLICY

Council is committed to enabling employees to do their jobs as efficiently as possible through the use of technology. To assist with ensuring the security of Council data and to assist with preventing unauthorised access the following principles apply to all users.

3.1 General conditions

When using cloud services for Council operations, users must only use Council approved cloud services.

A full list of pre-approved cloud services is available from IBT, which includes:

- Sharefile
- CAMMS
- Reliansys
- One.loddon
- Reflect
- RMS9
- Elumina
- Pulse
- MERIT CRM
- Nimblex
- Cloud270
- SmartyGrants
- POZI.



CLOUD COMPUTING POLICY

In addition, the following principles apply:

- Use of cloud computing services for work purposes must be authorised by IBT, which will certify that security, privacy and all other IT management requirements will be adequately addressed by the cloud computing vendor.
- For any cloud services that require users to agree to terms of service, such agreements must be reviewed and approved by IBT.
- The use of such services must comply with Loddon Shire Council's existing Information Security Policy and related policies.
- Users must not share log-in credentials with co-workers.
- The use of such services must comply with all laws and regulations governing the handling of personally identifiable information, Council financial data or any other data owned or collected by Council.
- Personal cloud service accounts may not be used for the storage, manipulation or exchange of Council-related communications or Council-owned data unless approval has been given by IBT.

If in doubt, please ensure any cloud based service wishing to be used has been reviewed and approved by IBT.

3.2 Criteria for all cloud services

All cloud services must:

- be fit for the purpose they are designed to support
- comply with all relevant legislation for information on applicable legislation and compliance
- comply with all existing Council policies
- comply with related legislation
- meet Council's accessibility requirements for information
- comply with data sovereignty requirements
- have been approved by IBT.

3.3 Data risk assessment

Decisions on the use of cloud services must be supported by a risk assessment that considers the following information management risks:

- whether there is sensitive information (e.g. information about clients) that may be lost, stolen or accessed by unauthorised users
- whether data or information can be retrieved from the cloud supplier once the service is terminated to ensure it is not lost.

This ensures that when Council is conducting a risk assessment prior to adopting any cloud computing environment, it is considering risk mitigation strategies and information management risks.



CLOUD COMPUTING POLICY

3.4 Cloud computing agreements

Council will ensure that contracts or service level agreements with cloud computing service providers include sufficient and binding clauses to provide Council data with all the protection it requires.

Council must ensure that contracts or service level agreements with cloud computing service providers clearly identify the Council as the owner of the data, including:

- affirmation of a Council's ownership of:
 - its data, including transactional data created as a result of data being processed on the cloud computing service provider's system
 - all metadata relating to agency data managed in the cloud
 - intellectual property rights and copyright.
- establishment of the:
 - Council as the controller within the contract and determinant of the purpose and means of processing data
 - cloud service provider as the processor, processing data on behalf of the controller.

4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Cloud computing	The delivery of computing services over a proprietary network or the Internet. Those services mainly include infrastructure (e.g. servers, storage devices, etc.), development platforms, and software applications. The cloud refers to the many data centres located throughout the world that house the hardware necessary to offer cloud services. The recent proliferation of virtualisation technology, on which cloud computing is based, has contributed to its current popularity.

5 HUMAN RIGHTS STATEMENT

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

6 REVIEW

The Manager Information and Business Transformation will review this policy for any necessary amendments no later than 4 years after adoption of this current version.



CYBER SECURITY POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Information and Business Transformation
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	1
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Information Technology Strategy 2017 - 2022 Password and Authentication Policy Remote Access Policy Internet Use Policy Vendor Security Policy Acceptable Use Policy IT Acceptable Use Policy Cloud Computing Policy
RELATED LEGISLATION:	Click here to enter text.
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: C:\Users\snesb\Desktop\Cyber security policy V1.docx

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CYBER SECURITY POLICY

1 PURPOSE

This cyber security policy provides the basis of cyber security management within Loddon Shire Council (Council).

Effective protection of business information helps to preserve the reputation of Council and in reducing the risk of the occurrence of negative events and incidents.

2 SCOPE

This policy applies to Councillors, employees, contractors, volunteers, vendors and anyone else who may have any type of access to Council systems, software and hardware (referred to as users for the remainder of this policy).

3 POLICY

Council is committed to strong cyber security. The following principles help to achieve this.

3.1 Training requirements

Council's eLearning portal, <https://elearning.loddon.vic.gov.au/>, has two modules that all users with a Council email address must complete. They are:

- cyber phishing
- cyber safety awareness.

These modules will be allocated to users upon commencement with Council.

3.2 Password management

Password leaks are dangerous as they can compromise our entire infrastructure. Passwords must be secure and secret to avoid misuse. Council's Password and Authentication Policy sets out Council's standards for password management.

3.3 Email security

Emails can contain malicious content and malware. In order to reduce harm, users must employ the following strategies:

- do not open attachments or click any links where content is not well explained
- check the email addresses and names of senders
- search for inconsistencies
- block junk, spam and scam emails
- avoid emails that contain common scam subject lines such as prizes, products and money transfers

If a user is not sure that an email, or any type of data is safe, the user should contact the IBT.



CYBER SECURITY POLICY

3.4 Device security and using personal devices

Logging in to any work accounts on personal devices such as mobile phones, tablets or laptops, can put Council data at risk. Council does not recommend accessing any Council data from personal devices. However, if this cannot be avoided, users are obligated to keep their devices in a safe place and not exposed to anyone else.

Users are recommended to follow these best practice steps:

- keep all electronic devices' passwords secure and protected
- logging into accounts should only be performed through safe networks
- install security updates on a regular basis
- upgrade antivirus software on a regular basis
- never leave devices unprotected and exposed
- lock computers when leaving the desk.

3.5 Transferring data

Data transfer is a common cause of cybercrime. Users should follow these best practices when transferring data:

- avoid transferring personal information such as customer data and employee information
- adhere to the relevant personal information legislation
- data should only be shared over authorised networks
- if applicable, destroy any sensitive data when it is no longer needed

3.6 Working remotely

When working remotely, all the cyber security policies and procedures must be followed.

3.7 Acceptable use

Users are responsible for protecting all confidential information used and/or stored on their accounts. This includes their user logins and passwords. Users are prohibited from making unauthorised copies of such confidential information and/or distributing it to unauthorised persons outside of Council.

Users must not purposely engage in any activity with the intent to: harass other users; degrade the performance of the system; divert system resources to their own use; or gain access to Council systems for which they do not have authorisation.

If in doubt, refer to Council's IT Acceptable Use Policy.

3.8 Security requirements

Users must not install unauthorised software or make use of cloud computing storage or services without reference to IBT. The Council may at any time introduce a whitelist of approved/trusted programs. If this occurs then only these programs may be used by users. If in doubt, please refer to the Cloud Computing Policy for further information.



CYBER SECURITY POLICY

Users must not use unauthorised devices on their workstations, unless they have received specific authorisation from the IBT.

Users must not attempt to turn off or circumvent any security measures.

Users must report any security breaches, suspicious activities or issues that may cause a cyber security breach by contacting the IT Help Desk immediately..

3.9 Disciplinary action

Users may be subject to disciplinary action in accordance with the relevant Code of Conduct where a breach of this policy is proven.

4 HUMAN RIGHTS STATEMENT

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

5 REVIEW

The Manager Information and Business Transformation will review this policy for any necessary amendments no later than 4 years after adoption of this current version.



INTERNET USE POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Information and Business Transformation
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	1
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Information Technology Strategy 2017 - 2022 Password and authentication policy Remote access policy IT Acceptable Use policy Cloud computing policy
RELATED LEGISLATION:	Click here to enter text.
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: C:\Users\snesb\Desktop\Internet Use Policy V1.docx

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INTERNET USE POLICY

1 PURPOSE

The purpose of this policy is to define and provide guidelines, supported by the IT Acceptable Use Policy, for the acceptable use of the internet on Council's devices to ensure that access is used for its intended purpose without infringing legal requirements, Council policies or creating unnecessary business risk. It seeks to protect against the risk of virus/malware attacks, theft and disclosure of information, disruption of network systems and services.

2 SCOPE

This policy applies to councillors, staff, volunteers, contractors and third party users of Council's IT systems.

3 POLICY

3.1 Acceptable use of access to the internet from Council devices

Council is committed to providing councillors, staff, volunteers, contractors and third party users with access to the internet. The following principles apply:

- Use the internet responsibly and productively. Internet access is predominantly for job related activities and personal use should be limited. Job related activities could include research and educational tasks that may be accessed via the internet that would help in an employee's role.
- All internet data that is composed, transmitted and / or received by Council's computer systems is considered to belong to the Council and is recognised as part of its official data. It is therefore subject to disclosure for legal reasons or to other third parties.
- The equipment, services and technology used to access the internet are the property of the Council and Council reserves the right to monitor internet traffic, and access data that is composed, sent or received through its online connections.
- All site downloads may be monitored and / or blocked by the Council if they are deemed to be harmful and / or not related to Council business.

3.2 Unacceptable use of access to the internet

Unacceptable use of the internet includes, but is not limited to:

- access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material
- sending or posting discriminatory, harassing, or threatening messages or images on the internet or via Council's email service
- using computers to perpetrate any form of fraud, and/or software, film or music piracy
- stealing, using, or disclosing someone else's password without authorisation
- downloading, copying or pirating software and electronic files that are copyrighted or without authorisation
- sharing confidential material, trade secrets, or proprietary information outside of the organisation
- hacking into websites



INTERNET USE POLICY

- sending or posting information that is defamatory to Council, its products/services, colleagues and/or customers
- introducing malicious software onto Council's network and/or jeopardising the security of the organisation's electronic communications systems
- sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- passing off personal views as representing those of Council.

If an authorised user is unsure about what constitutes acceptable internet usage, they should ask their manager for further guidance and clarification.

4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Authorised user	Councillor, staff, volunteers, contractors or third party with authorised access to Council's network
Malware	Malware is any software intentionally designed to cause damage to a computer, server, client, or computer network. A wide variety of malware types exist, including computer viruses, worms, Trojan horses, ransomware, spyware, adware, rogue software, wiper and scareware

5 HUMAN RIGHTS STATEMENT

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

6 REVIEW

The Manager Information and Business Transformation will review this policy for any necessary amendments no later than 4 years after adoption of this current version.



INFORMATION SECURITY POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Information and Business Transformation
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	1
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DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Information Technology Strategy 2017 - 2022 Password and Authentication Policy Remote Access Policy Internet Use Policy IT Acceptable Use Policy Cloud Computing Policy Cyber Security Policy Code of Conduct Policy Discipline Policy
RELATED LEGISLATION:	Click here to enter text.
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: C:\Users\snesb\Desktop\Information security 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.



INFORMATION SECURITY POLICY

1 PURPOSE

The purpose of this policy is to outline measures for preserving the security of Council's data and technology infrastructure.

The more we rely on technology to collect, store and manage information, the more vulnerable we become to severe security breaches. Human errors, hacker attacks and system malfunctions could cause great financial damage and may threaten Council's reputation. Implementation of this policy will help to mitigate these risks.

2 SCOPE

This policy applies to all our councillors, employees, contractors, volunteers and anyone who has permanent or temporary access to our information technology systems and hardware (referred to as users within this policy).

When users are working remotely, this policy still applies.

3 POLICY

Council is committed to providing a secure environment for Council's data and technology infrastructure. The following principles assist in mitigating the risks.

3.1 Protect confidential data

All users must protect confidential data.

Confidential data is secret and valuable. Common examples can include:

- unpublished financial information
- data of ratepayers/customers/partners/vendors
- patents, formulas or new technologies
- customer lists (existing and prospective).

3.2 Protect personal and council devices

When digital devices are used to access Council emails or accounts, they introduce security risk to our data. Users can keep both their personal and Council-issued computer, tablet and mobile phone secure by:

- keeping all devices password protected
- ensuring they do not leave their devices exposed or unattended
- ensuring antivirus software is up to date
- logging into company accounts and systems through secure and private networks only.

Users must avoid accessing internal systems and accounts from other people's devices or lending their own devices to others. In doubt, refer to the IT Acceptable Use Policy and the Cyber Security Policy.



INFORMATION SECURITY POLICY

3.3 Keep emails safe

Emails often host scams and malicious software (e.g. worms.) To avoid virus infection or data theft:

- avoid opening attachments and clicking on links when the content is not adequately explained
- be suspicious of clickbait titles (e.g. offering prizes, advice)
- check email and names of senders to ensure they are legitimate
- look for inconsistencies or give-aways (e.g. grammar mistakes, capital letters, excessive number of exclamation marks)
- use the simple guide 'if it appears an offer too good to be true, it probably is' - these are often scams with links to malicious software.

If an employee isn't sure that an email they received is safe, they should refer to the Information and Business Transformation (IBT) department for review.

3.4 Manage passwords properly

Password leaks are dangerous as they can compromise our entire infrastructure. Not only should passwords be secure so they won't be easily hacked, but they should also remain secret. For this reason, we advise our employees to refer to our Password and Authentication Policy to ensure Council's standards are being observed.

3.5 Transfer data securely

Transferring data introduces security risk. To minimise this risk, users must follow the following instructions:

- Avoid transferring sensitive data (e.g. customer information, employee records) to other devices or accounts unless absolutely necessary. When mass transfer of such data is needed, we request employees to raise an IT Help Desk request for assistance.
- Avoid the use of portable devices (such as USB thumb drives or other portable media) for the storage and transfer of Council related information. When mass transfer of such data is needed, we request employees to ask IBT for help.
- Workstation computer hard drives must not be used as primary or permanent storage for Council information. Where these hard drives are used for temporary storage purposes, data must be subject to stringent security controls.
- When information is transmitted or stored outside of the Council network (e.g. sent via email, SMS or social media over the internet, public switched telecommunications networks or unsecured wireless networks or on cloud services), it is considered unsecured information in transit. Confidential or private information must not be transmitted through unsecured channels without the use of appropriate technology. See the IBT department for assistance.
- Share confidential data over the company network system and not over public Wi-Fi or private connection.
- Ensure that the recipients of the data are properly authorised people or organisations and have adequate security policies.
- Report scams, privacy breaches and hacking attempts.
- Ensure compliance with the Cloud Computing Policy when considering data transfer/storage requirements.



INFORMATION SECURITY POLICY

Council's IBT department need to know about scams, breaches and malware so it can better protect our infrastructure. For this reason, we advise our employees to report perceived attacks, suspicious emails or phishing attempts as soon as possible to IBT, so it can be investigated promptly, resolved and a Council-wide alert sent when necessary.

Council's IBT is responsible for advising employees on how to detect scam emails. Users are encouraged to reach out with any questions or concerns.

3.6 Additional measures

To reduce the likelihood of security breaches, we also instruct users to:

- turn off their screens and lock their devices when leaving their desks
- report stolen or damaged equipment as soon as possible to their Manager and IBT
- change all account passwords at once when a device is stolen
- report a perceived threat or possible security weakness in company systems
- refrain from downloading suspicious, unauthorised or illegal software on their company equipment
- avoid accessing suspicious websites
- avoid the use of portable media storage.

Users must comply with Council's social media and internet usage policies.

Council has the following in place to assist with information security:

- firewalls, anti-malware software and access authentication systems
- security training to all users
- regular communication about new scam emails or viruses and ways to combat them
- security breach investigations.

Council has physical and digital shields to protect information but all users should take great care when handling council information.

3.7 Disciplinary action

Council expects all users to always follow this policy and those who cause security breaches may face disciplinary action as per the Code of Conduct Policy and the Discipline Policy.

3.8 Take security seriously

Everyone, from our ratepayers, customers and partners to our employees and contractors, should feel that their data is safe. Users can help to promote confidence in information security by proactively protecting our systems and databases using the principles outlined in this policy.



INFORMATION SECURITY POLICY

4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Malware	any software intentionally designed to cause damage to a computer, server, client, or computer network. A wide variety of malware types exist, including computer viruses, worms, Trojan horses, ransomware, spyware, adware, rogue software, wiper and scareware

5 HUMAN RIGHTS STATEMENT

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6 REVIEW

The Manager Information and Business Transformation will review this policy for any necessary amendments no later than 4 years after adoption of this current version.

10.7 ELECTION REPORT

File Number: FOL/19/97
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: 1. 2020 Local government elections - Loddon Shire Council - Election Report

RECOMMENDATION

That Council note the section 83 election 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

Nil

BACKGROUND

Section 83(3) of the Local Government Act 2020 (the Act) states that the CEO must ensure that, the report prepared by the Victorian Electoral Commission (VEC) pursuant to section 83(1) of the Act (the election report, is submitted to the Council at the earliest practicable meeting of the Council held after the report is received by the CEO.

ISSUES/DISCUSSION

The CEO received the election report on 19 April 2021, after the cut off for reports to the April Council meeting. The report is attached.

COST/BENEFITS

The cost of the election is estimated by the VEC prior to the election and Council enters into a contract with the VEC based on the estimated cost. The estimated cost for the 2020 election was \$111,396.04. The benefit of the election report is transparency of the election process and accountability of the VEC in conducting the election.

RISK ANALYSIS

There is a risk that Council will incur additional costs associated with the election due to the compulsory voting enforcement costs unmet by the fines/income from notices issued for failing to vote. This risk is addressed by budgeting for the full costs of enforcement rather than the net cost.

CONSULTATION AND ENGAGEMENT

Relevant staff have been consulted in the development of this report.

2020 Local government elections

Loddon Shire Council

Election Report





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(Victorian Electoral Commission)
April 2021

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vec.vic.gov.au

Acknowledgement of Country

The Victorian Electoral Commission pays respect to Victoria's traditional owners and their elders past and present who have been custodians of this country for many thousands of years. Their living culture and their role in the life of Victoria is acknowledged by the VEC.

Letter of Transmittal

19 April 2021

Mr Phil Pinyon
Chief Executive Officer
Loddon Shire Council
PO Box 21
WEDDERBURN VIC 3518

Dear Mr Pinyon

Pursuant to Regulation 83 of the Local Government (Electoral) Regulations 2020, I submit this report to the Chief Executive Officer of Loddon Shire Council on the general election held in October 2020.

Yours sincerely

A handwritten signature in black ink, appearing to read 'MM Gately', with a stylized flourish at the end.

Warwick Gately AM
Electoral Commissioner

Loddon Shire Council

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Loddon Shire Council

Introduction

The Victorian local government general elections are held every four years as defined by the *Local Government Act 2020 (Vic)* (**LG Act**). In 2020, general elections were held for 76 of the 79 Victorian councils¹ with Saturday 24 October marking election day. In accordance with section 263(1) of the LG Act, the Victorian Electoral Commission (**VEC**) is the statutory election service provider for the conduct of local government elections in Victoria.

This report provides information on the 2020 Loddon Shire Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election items including compulsory voting enforcement.

About the Victorian Electoral Commission

The VEC is an independent statutory authority established under the *Electoral Act 2002 (Vic)* (**the Electoral Act**). The VEC's principal functions are to conduct State elections, local government elections, certain statutory elections and polls, commercial and community elections, and to support electoral representation processes for local councils and the Electoral Boundaries Commission for State electoral boundaries. The VEC is also responsible for maintaining the Victorian register of electors and administering political funding and donation disclosure laws. The VEC has a mandated role to conduct electoral research, provide communication and education services, and inform and engage Victorians in the democratic process.

Warwick Gately AM is the appointed Electoral Commissioner and Liz Williams is the appointed Deputy Electoral Commissioner. The Electoral Commissioner and Deputy Electoral Commissioner report to the Victorian Parliament in relation to the VEC's operations and activities.

The Electoral Commissioner heads the VEC's Executive Management Group that comprises the Deputy Electoral Commissioner, the Executive Director, Corporate Services and seven Directors, each leading the main functional areas of the VEC. Each Director acts as subject matter experts within their legislative responsibilities under the LG Act and the Electoral Act.

The VEC has a dedicated local government election program which is managed by Katrina Collins and incorporates a range of programs, projects and activities that are supported through strategic planning, project management, and process mapping. The program is overseen by the VEC's Planning Group and has sponsorship from the Executive Management Group.

¹ The South Gippsland Shire Council was placed into administration in mid-2019. The Council's general election has been postponed until October 2021. Casey City Council and Whittlesea City Council were placed into

administration in early 2020. The Councils' general elections have been postponed until October 2024.

Loddon Shire Council

Key changes

Changes in legislation

The new LG Act received royal assent on 24 March 2020 and introduced a number of changes, some requiring immediate implementation and others to be implemented progressively. Those requiring immediate implementation had a significant impact on the 2020 local government election program.

Following the LG Act completing its passage through Parliament, the VEC implemented the necessary changes to the 2020 local government election program in response to the reforms as they applied to the elections.

The key changes from the LG Act are as follows:

Local government electoral structures	<p>The default electoral structure for all local councils is single-councillor wards, although some regional and rural local councils may be unsubdivided or divided into wards with equal numbers of councillors in each ward.</p> <p>The VEC is no longer responsible for conducting electoral representation reviews of all local councils in Victoria.</p> <p>An independent Local Government Electoral Representation Advisory Panel will review council electoral structures. The panel includes the Electoral Commissioner and other members appointed by the Minister for Local Government.</p>
Voting system	<p>The voting system (attendance or postal) is set by the Minister for Local Government.</p> <p>All local council elections are conducted according to the same voting system.</p>
Enrolment and voters' rolls	<p>Non-resident property owners need to apply to be enrolled (this change will be implemented in stages leading up to the 2024 local government elections).</p> <p>Amendments to the voters' roll are completed by the VEC only (excluding Melbourne City Council).</p>
Candidate qualifications	<p>It is compulsory for local government candidates to complete mandatory training prior to nominating for local government elections.</p>
Nominations/candidate statements	<p>When nominating, candidates are required to declare they have completed the mandatory Local Government Candidate Training.</p> <p>The maximum number of words for a candidate statement was increased to 300 (350 for the Melbourne City Council Leadership Team and Councillor Groups).</p>
Election staff	<p>The term 'Election Manager' replaced 'Returning Officer' making the term consistent with the <i>Electoral Act 2002</i>.</p>
Extraordinary vacancies	<p>The VEC will fix the timeline for local council by-elections (previously fixed by the Minister).</p> <p>Changes to the countback process which now draws on a broader pool of ballot papers to determine the successful candidate at a countback.</p>
Compulsory voting	<p>From the 2024 local government general elections onwards, it will be compulsory for everyone enrolled on a voters' roll to vote.</p>

Loddon Shire Council

The LG Act made other changes to the local government electoral landscape, including:

- operational and technical provisions for electoral matters are now prescribed in the Regulations rather than being contained in the LG Act.
- disputed election results are now heard by the Victorian Civil and Administrative Tribunal (**VCAT**).

On 8 May 2020, the Minister determined² all of the 2020 general elections would be held by postal voting. As such, the VEC adjusted preparations in response to the Minister's determination.

In addition, new Local Government (Electoral) Regulations 2020 (**the Regulations**) came into operation on 13 July 2020.

Response to public health crisis: Coronavirus (COVID-19)

In response to the coronavirus (**COVID-19**) global pandemic, a State of Emergency was declared in Victoria on 16 March 2020. While the VEC was well advanced in planning for the elections, some uncertainty arose due to speculation that the elections could be rescheduled.

Following the Local Government Minister's confirmation on 15 May 2020 that the 2020 local government elections would proceed, the VEC's operating model was adjusted to deliver a compliant election while meeting health, safety, social distancing and hygiene obligations to voters, election staff, councils, candidates and all other stakeholders.

On Wednesday 1 September 2020, the Governor in Council made amendments to the regulations to allow certain provisions to be varied in response to the COVID-19 pandemic. Specifically, the amendments allowed the VEC to determine an appropriate method for eligible candidates to lodge their nomination form and pay their nomination fee electronically; and to allow the Election Manager to determine the maximum number of scrutineers that may be present for any activity at any one time. The amended regulations commenced the day after

they were made and remain in place until 26 April 2021.

On 29 September 2020, the Governor in Council made further changes to the Regulations to provide greater clarity of mitigation options for any disruptions to the voting timeline, including delays across the postal network that could threaten the integrity of the elections. The changes allowed the Electoral Commissioner to alter the last day of voting and/or the extended postal vote receipt deadline if necessary, to maintain and protect election integrity.

The VEC developed a COVIDSafe Election Plan³ in consultation with the Department of Health and Human Services which complemented the VEC's Service Plan. The COVIDSafe Election Plan outlined the VEC's actions and strategies to deliver safe and compliant local government elections.

The plan considered all electoral operations and activities and included changes such as (but not limited to):

- acquiring larger election office spaces to accommodate social distancing practices
- moving operations from face-to-face to online (when legislation permitted), for example:
 - the VEC's briefing meetings with individual councils
 - the candidate information sessions
- modifying the timeline for ballot paper extraction and counting activities
- modifying scrutineer practices.

The VEC acknowledges the collaboration and contributions of council officers in navigating the changes required to the program due to COVID-19.

² The Minister published this decision in the Government Gazette on 18 May 2020

³ 'VEC COVIDSafe election plan' - <https://www.vec.vic.gov.au/about-us/publications/local-council-election-reports-and-plans>

Loddon Shire Council

Election dates

The key timelines that applied to the 2020 local government elections were as follows.

Deadline fixed by the VEC for council primary enrolment data	Monday 13 July 2020
Close of roll	4 pm Friday 28 August 2020
Opening of the election office to the public	Wednesday 16 September 2020
Certification of the voters' roll and opening of nominations	Thursday 17 September 2020
Close of nominations	12 noon Tuesday 22 September 2020
*Ballot draw	From 1 pm on Tuesday 22 September 2020
*Deadline for lodging candidate statements, photographs and questionnaires	12 noon Wednesday 23 September 2020
*General mail out of ballot packs to voters	Tuesday 6 October to Thursday 8 October 2020
*Close of voting	6 pm Friday 23 October 2020
Day prescribed as Election Day	Saturday 24 October 2020
*Close of extended postal vote receipt period	12 noon Friday 30 October 2020
Declaration of election results	No later than Friday 13 November 2020

*Dates with asterisks relate to contested elections only.

Loddon Shire Council

About Loddon Shire Council

Loddon Shire Council is comprised of five councillors elected from five single-councillor wards.

The electoral structure was last reviewed in accordance with the *Local Government Act 1989* through an electoral representation review in 2011.



Figure 1: The electoral structure of Loddon Shire Council at the general election held on 24 October 2020.

Voters' roll

The VEC prepared the voters' roll for the election under section 8(2)(c) of the Electoral Act and in accordance with section 249 of the LG Act. The close of roll for the election was 4 pm on Friday 28 August 2020. Pursuant to section 249(4) of the LG Act, the VEC certified the voters' roll on Thursday 17 September 2020.

At certification, the voters' roll for the 2020 Loddon Shire Council general election included 7,072 enrolled voters.

Composition of the voters' roll

The LG Act specifies that the voters' roll for a local government election is formed by combining two separate lists of voters.

1. The Electoral Commissioner's list (EC list) – List of State electors that are enrolled within that local government area.
2. The Chief Executive Officer's list (CEO list) – List of council-entitled voters.

Refer to **Appendix 1** for a breakdown of the Loddon Shire Council general election voters' roll.

Amendments to the voters' roll

In accordance with section 250 of the LG Act, the VEC is able to amend any error or omission in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. Following the passage of the LG Act, amendments to the voters' roll are to be certified by the VEC. All voters added to the roll were issued with a ballot pack. Where a voter was deleted from the roll after the mail-out of ballot material, the VEC had systems in place to ensure that returned ballot papers from the deleted voters could be identified and excluded from the extraction and count. Where roll amendments were required, the total number of voters on the roll was updated.

Following the close of roll, the VEC made five amendments to the voters' roll, three additions and two deletions.

Advertising and communication campaign

State-wide advertising

The VEC delivered a state-wide advertising campaign to maximise public awareness and participation amongst all eligible voters. Campaign activities and consistent messaging were delivered across two phases – enrolment and voting – and through multiple traditional and emerging mediums, including radio, digital and social media, and offline/outdoor advertising.

Statutory advertising

The VEC published a series of statutory notices throughout the election as required by the LG Act. The notices included critical information relevant to each milestone of the election timeline.

Loddon Shire Council

For the 2020 statutory notices, Loddon Shire Council nominated the following newspaper for the statutory notices to appear in:

- Bendigo Advertiser.

In 2020, the VEC established a new policy position for statutory advertising in alignment with the updated definition of 'publish' in the LG Act. The policy position included the following:

- all statutory and non-statutory election advertising would be published on the VEC website, and
- where available, all statutory and non-statutory election advertising would be published in local newspapers and/or other selected newspapers identified following consultation with the council.

Refer to **Appendix 2** for further information in relation to the statutory advertising.

VEC website

The VEC provided council specific information regarding the election on its website under the '2020 local council election' page. The VEC website went live for the local government elections in early August 2020. Whilst some council specific data remained static during the election, the website was regularly updated with content relevant to the election and at each key milestone such as close of roll, nominations, voting and results.

Media liaison

An online media webinar was held on Friday 21 August 2020. The webinar could be downloaded or accessed at a later time for those who were unable to participate live. The media briefing summarised the planning and timeline for the 2020 local government elections, and also provided a specific update in relation to the availability of election results in light of COVID-19.

Media outlets were provided with a media information booklet that outlined the election timeline and key messages, and provided the VEC's head office media contacts. The VEC's communication team supported each Election Manager as the primary media spokesperson in relation to each election.

The VEC's media liaison program principally featured staged media releases aimed to highlight key milestones during the election timeline, and capitalise on existing general news coverage. More information on the VEC's media release schedule is available at **Appendix 3**.

Social media campaign

As part of its state-wide advertising campaign, the VEC used paid promotions on social media platforms including Facebook, Twitter, Instagram, LinkedIn, Snapchat and WeChat, targeting voters through audience segmentation.

This advertising was supported by a defined timeline of organic social media posts on the VEC's channels, designed to cover each of the key messages of the communication campaign to further extend the reach to the community and promote conversation about the democratic process.

VEC VoterAlert advisories

Electors on the State enrolment register are able to sign up to the VEC's free SMS or email alert service VoterAlert, to receive reminder messages pertinent to elections that affect them. They can subscribe to receive SMS messages only, email only, or both SMS and email.

During the general election, the VEC used its VoterAlert service to send the following direct messages to those State-enrolled voters on the roll for the election.

The messages were rolled out in the following schedule:

Wednesday 19 August to Wednesday 26 August 2020 – 3,309 VoterAlert messages were sent by SMS and email reminding voters to enrol or update their details by the close of roll.

Friday 25 September 2020 - 695 VoterAlert messages were sent by SMS and email advising voters in wards where an election is uncontested that they are not required to vote.

Friday 9 October to Friday 13 October 2020 – 2,682 VoterAlert messages were sent by SMS and email advising that the VEC had commenced posting ballot packs.

Loddon Shire Council

Monday 19 October 2020 – 934 VoterAlert messages were sent by email reminding voters that it was the last week to post their ballot material back to the VEC.

In mid-October, the VEC commenced sending its final VoterAlert – a reminder to post ballot packs by the voting deadline. Whilst approximately 900,000 of the 1.8 million voters scheduled to receive an alert were contacted it was identified that an unanticipated high volume of calls was received by both the VEC and councils as a result of the alert. Therefore the VEC suspended the VoterAlert messages scheduled for the remaining 900,000 voters.

More information on the VEC's VoterAlert advisories is available at **Appendix 4**.

Voter engagement

The VEC delivered an extensive voter engagement program. The program sessions were implemented throughout Victoria and were specific to local demographics. Please refer to **Appendix 5** to view the full list of initiatives for the 2020 local government elections. Due to the coronavirus (COVID-19) pandemic, the VEC's programs traditionally offered through face-to-face education and engagement were redesigned to comply with health, safety, social distancing and hygiene obligations.

Blind and low vision services

Braille and large print ballot material was available to blind and low vision voters who had registered for these products by 5 pm on Tuesday 15 September 2020.

The Election Manager did not receive any requests for braille or large print ballot material for the election.

Interpreting services

The VEC engaged the Victorian Interpreting and Language Services' Language Link to provide a telephone interpreting service for telephone enquiries from voters who had a first language other than English. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

Telephone enquiry service

A local telephone enquiry service was provided at the election office from Wednesday 16 September 2020 until the close of voting, for enquiries regarding the election.

The local telephone enquiry service was supplemented by an overflow call centre at the VEC's head office. The overflow call centre received calls made directly to the VEC's head office line (131 VEC, 131 832 or +61 3 8620 1100 for callers outside of Australia) and diverted calls from the election office when the election office lines were at capacity. Additionally, email enquiries were received and processed through info@vec.vic.gov.au.

The types of calls that are typical during an election relate to:

- voting entitlements and compulsory voting obligations
- enrolment questions
- ballot pack had not been received
- ballot material was spoilt or destroyed, so replacement ballot material was required
- a voter advising that they were overseas or interstate
- queries regarding the content of the ballot pack.

A breakdown of the daily number of calls received by the telephone enquiry service and the overflow call centre in respect to the election is available at **Appendix 6**.

Election Manager

The VEC maintains a pool of trained senior election officials located across the state to fill election management roles for State and local government elections. Election-specific training is provided to senior election officials prior to each election management appointment.

Loddon Shire Council

The size of the election management team appointed for the conduct of an election is based on the size of the council. As required under the LG Act an Election Manager is appointed to conduct the election and is supported by one or more Assistant Election Managers for larger councils, or a senior election official for smaller councils.

In accordance with section 3 of the LG Act, the Electoral Commissioner appointed Jenny Campbell as the Election Manager for the 2020 Loddon Shire Council general election.

Based on the size of the Loddon Shire Council election, an Assistant Election Manager was not appointed, however the Election Manager was supported by a senior election official.

Election office

The Election Manager was responsible for the establishment and management of the election office located at 37 Peppercorn Way, Serpentine. The election office was provided by the council.

In accordance with the VEC's COVIDSafe election plan, the election office was open to the public by appointment only. The election office was available for appointments from Wednesday 16 September until Friday 23 October 2020 between 9 am and 5 pm. Opening hours were extended on Thursday 22 October (9 am to 8 pm) and Friday 23 October (9 am to 6 pm) to allow for final enquiries and the hand-delivery of ballots prior to the close of voting. Enquiries regarding the election were also managed by phone.

Candidates

Nominations for the election opened at 9 am on Thursday 17 September and closed at 12 noon on Tuesday 22 September 2020. Candidates were required to lodge their nomination forms in person at the election office. A \$250 nomination fee applied.

On Wednesday 9 September 2020, the Electoral Commissioner published a determination⁴ establishing a framework for prospective candidates who were prevented from attending the election office due to health directions

⁴ VEC 2020 Determination No.1 - Nominations from candidates impacted by COVID-19 Public Health Directions in respect to local government elections -

regarding COVID-19 under the *Public Health and Wellbeing Act 2008*. The determination outlined provisions for electronic lodgement of the nomination form and nomination fee for affected candidates.

Candidate information

The VEC developed a suite of resources that were accessible to prospective candidates prior to the nomination period. From early September, candidates were able to access the VEC's information about the process of nominating and becoming a candidate for the election. The VEC's online *Candidate Helper*, accessible via the VEC website, went live on Thursday 3 September 2020. The *Candidate Helper* enabled candidates to pre-complete their nomination form and other forms online before lodging them with the Election Manager.

For the 2020 elections, the VEC's candidate information session was recorded and available for online streaming from the VEC website. The session was complemented by three state-wide interactive seminars consisting of a panel from the VEC's leadership and executive teams.

Nominations

At the close of nominations, 11 candidates had nominated for election to council.

The following is a breakdown of candidate nominations per ward:

- Boort Ward - two nominations
- Inglewood Ward - three nominations
- Tarnagulla Ward - three nominations
- Terrick Ward - one nomination
- Wedderburn Ward - two nominations.

As there was only one nomination for Terrick Ward for the one vacancy the election was uncontested.

<https://www.vec.vic.gov.au/about-us/legislation/determinations>

Loddon Shire Council

Ballot draws for the contested elections to determine the order in which the names would appear on the ballot paper were held at the election office following the close of nominations using the VEC's computerised ballot draw application.

See **Appendix 7** for the list of candidates in ballot draw order.

Candidate statements and photos

In accordance with Regulation 39 of the Regulations, candidates were able to lodge a 300 word statement and submit a recent photograph for inclusion in the ballot packs sent to voters. The deadline for the submission of candidate statements and photographs was 12 noon on Wednesday 23 September 2020.

See **Appendix 7.1** for a breakdown of submitted statements and photos and **7.2** for the sample website version product.

Candidate questionnaires

In accordance with Regulation 43 of the Regulations, candidates were able to complete and lodge their answers to a set of prescribed questions in addition to a statement and photograph. The Election Manager accepted questionnaire submissions lodged by 10 of the 11 candidates at the election.

The completed questionnaires were accessible to voters on the VEC website or by contacting the election office.

Uncontested elections

As Terrick Ward was uncontested, an uncontested election leaflet was mailed out to voters in that ward. The VEC mailed out uncontested ward leaflets between Tuesday 6 October and Thursday 8 October 2020. See **Appendix 7.3** for the sample version of the uncontested leaflet product and **Appendix 8.1** for a breakdown of the leaflets mailed out on each day during the general mail-out.

Voting

Redirection of ballot packs

The Regulations provide that a voter may – no later than the day the roll is certified (or a later

date if specified by the Election Manager under Regulation 22(2)(f) of the Regulations) – make a request in writing to the Election Manager to have their postal ballot envelope redirected to another address. For the 2020 elections voters had until Thursday 17 September to submit requests for redirection.

The Election Manager did not receive any requests for redirection of ballot packs for the election.

Early votes

A voter may request an early postal ballot envelope (early vote) prior to the general mail out of ballot packs. The Election Manager processes the request and issues the early vote if the request is assessed as reasonable. Requests for early votes could be processed from Wednesday 23 September 2020, the day after nominations closed, until the commencement of the general mail out of ballot packs on Tuesday 6 October 2020. Due to the timing of early votes, some early voters may not have had access to the candidate statements, photographs or questionnaires.

Due to the impact that COVID-19 restrictions had on election services for the 2020 elections, requests for early votes were managed by appointment.

The Election Manager did not receive any early vote requests for the election.

Mail-out of ballot packs

The VEC mailed 5,750 ballot packs between Tuesday 6 October and Thursday 8 October 2020. See **Appendix 8** for a breakdown of the packs mailed out on each day during the general mail-out noting that ballot packs were not mailed to any voters that had passed away between the close of the roll and generation of the mail-out file.

In accordance with Regulation 49(3) of the Regulations, no more than 35% of ballot packs were mailed or delivered to voters on any one day during the mail out period. All ballot packs were lodged with Australia Post under the priority paid delivery timetable.

Loddon Shire Council

The VEC liaised closely with Australia Post during the mail out period to confirm that ballot packs had been delivered to voters. The VEC received confirmation that all ballot packs had been delivered to delivery addresses by Wednesday 14 October 2020.

During the voting period, 130 ballot packs were returned to the election office by Australia Post as return-to-sender mail. Most of this mail was due to the addressee not residing at the address.

Election office counter services

In order to safeguard the health and wellbeing of voters and VEC personnel in the COVID-19 environment, the VEC did not provide an over-the-counter replacement or unenrolled vote service at election offices in the Metropolitan Melbourne region (including Mitchell Shire Council) for the elections. Similar restrictions were initially imposed on election offices in Regional Victoria and were relaxed in the final weeks of voting. Voters were advised to request replacement or unenrolled ballot material by phone, which was sent to them by post.

Unenrolled votes

Unenrolled votes are issued to people whose name cannot be found on the voters' roll but who claim they are entitled to vote at the election. The unenrolled ballot pack includes a declaration that is signed by the applicant and assessed by the Election Manager prior to either admitting or disallowing the vote.

The Election Manager issued six unenrolled votes and following relevant checks, one was admitted to the count.

Replacement ballot packs

Following the general mail-out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoilt or destroyed, could apply to the Election Manager for a replacement ballot pack. Requests for replacement ballot packs within metropolitan councils were processed and fulfilled at the election office then lodged at the local postal facility. In order to assist in the mail turnaround time for regional councils, the VEC established a centralised postal vote issuing service at head

office. Replacement vote requests were processed at the election office and fulfilled and lodged with Australia Post from the VEC in Melbourne.

The Election Manager issued 80 replacement ballot packs across all wards during the voting period. Please refer to **Schedule 1** for further information on replacement ballot packs issued.

Return of ballot paper envelopes

Voters were provided with a priority reply-paid envelope for the return of their ballot paper envelope containing their completed ballot paper. The return mail was delivered to the election office from local postal facilities or mail distribution centres. Voters who chose to hand-deliver their vote to the election office were able to do so by placing their ballot paper envelope containing their completed ballot paper into ballot boxes located at the election office. The ballot boxes allowed voters to drop off their ballot envelopes without interaction with staff, therefore remaining compliant with a COVIDSafe election⁵.

As ballot paper envelopes were returned, they were progressively checked by the election management team to ensure they had been signed by the voter. Additionally, processes were in place to ensure that only one returned ballot from any one voter could proceed to the extraction and count.

The Election Manager received a total of 3,881 returned ballot paper envelopes across all wards by the close of voting at 6 pm on Friday 23 October 2020.

The Regulations provide that the Election Manager can accept returned ballot paper envelopes up until 12 noon on the Friday following the close of voting, if satisfied that the ballot paper envelope was completed by the voter prior to the close of voting. The Election Manager accepted 1,071 ballot paper envelopes across all wards during the extended postal vote receipt period.

The total returned ballot paper envelopes for Loddon Shire Council was 4,952.

The Election Manager set aside 118 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter

⁵ 'VEC COVIDSafe election plan' - <https://www.vec.vic.gov.au/about-us/publications/local-council-election-reports-and-plans>

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not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

Refer to **Schedule 1** for the total certified record of ballot papers and declaration envelopes across all wards.

Results

Extraction

A total of 4,834 ballot paper envelopes were admitted to the extraction process.

The extraction of ballot papers occurred at the election office commencing on Monday 26 October. The extraction of all admitted ballot paper envelopes was completed on Wednesday 4 November, following the close of the extended postal vote receipt period.

The extraction process involved separating the declaration flaps containing voters' details from each admitted ballot paper envelope, and then extracting the ballot papers from the envelopes. This two-stage process maintains anonymity and ensures the number of envelopes is tracked for ongoing reconciliation.

Any returned ballot paper envelopes found not to contain a ballot paper, or that contained more than one ballot paper, were required to be rejected and could not be counted. There were seven returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 4,827 ballot papers proceeded to the count.

Manual count

Ballot papers for all contested wards were counted manually using the preferential method of counting at the election office following the extraction of ballot papers.

Where a candidate had not achieved an absolute majority of votes (>50%) on first preference votes, a preference distribution was conducted.

⁶ A preference distribution report can be found at [2020 council election results | Victorian Electoral Commission \(vec.vic.gov.au\)](https://www.VEC.vic.gov.au/council-election-results).

Preference distributions were required for Inglewood and Tarnagulla Wards.

The provisional results were published to the VEC website as they became available. Results were updated as finalised⁶ once declarations had taken place.

For a breakdown of the first preference results by ward, refer to **Appendix 9**.

Recounts

At any time before a candidate is declared as elected, a recount may be initiated by the Election Manager or requested in writing by a candidate stating the reasons for their request. Such requests are assessed by the Election Manager supported by the VEC and either accepted or declined.

The Election Manager did not receive any requests for a recount following the count for Loddon Shire Council.

Declaration of results

The declaration of results was scheduled later than at previous elections, due to the impact of COVID-19 restrictions on extraction and counting timelines. As per the Service Plan, the latest date for all results declarations to have been completed was Friday 13 November 2020.

The results of the 2020 Loddon Shire Council general election were declared at 4.15 pm on Wednesday 4 November 2020 at the Loddon Shire Council Office, 41 High Street, Wedderburn.

The VEC website was updated following the declaration to reflect the elected candidates from the election.

Election statistics

Participation

Participation is measured by the number of marks on the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Loddon Shire Council election was 86.54%, which is higher than the State average of 84.12% (excluding Melbourne

Loddon Shire Council

City Council) and higher than the 79.31% rate at the 2016 Loddon Shire Council general election.

Analysis of voter participation for the different enrolment categories shows that participation is higher for voters who are enrolled on the EC's List (89.43%) compared to voters enrolled on the CEO's List (74.64%).

Refer to **Appendix 10** for further information on participation, including a breakdown by enrolment category.

Turnout

Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of voters on the voters' roll for the election.

The overall voter turnout for the 2020 Loddon Shire Council general election was 83.95%. This is compared to the State average turnout of 81.47% (excluding Melbourne City Council). The voter turnout at the 2016 general election for council was 78.62%.

Informality

The overall informal voting rate recorded at the 2020 Loddon Shire Council general election was 2.71%, compared with the State average of 4.76%. An informality rate of 5.33% was recorded at the Loddon Shire Council general election held in October 2016.

Complaints

Type of complaints

At local government elections, complaints generally fall into two broad categories:

1. The conduct of participants in the election.

Complaints about the conduct of candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.

2. The administration of the election.

Complaints about the conduct of the election and services to voters.

The majority of complaints at the 2020 local government elections related to category one, often where the complainant alleged

inappropriate or illegal action by another person or group associated with the election.

Complaints process

The VEC operates a streamlined complaints process during elections, developed in consultation with local councils and enforcement agencies. The process requires complaints to be lodged in writing, and they are then processed through the VEC's head office. For the 2020 local government elections, customers were able to provide feedback and complaints through an online submission form on the VEC's website.

Each complaint is evaluated and an appropriate course of action is determined. Complaints alleging a breach of the LG Act, for example, are forwarded to the Local Government Inspectorate (LGI). Complaints relating to local laws are referred to council. Complaints about the VEC's services or the behaviour or actions of VEC staff and election officials are the responsibility of the VEC. In these cases, the VEC investigates the matter and determines the most appropriate response. The VEC committed to responding to each complaint within five working days, however due to the unanticipated high volume of complaints received this extended in some instances.

Complaints received

The VEC received eight written complaints relating to the election for Loddon Shire Council. Please see **Appendix 11** for a description of complaints received by the VEC.

Post-election activities

Storage of election material

All records from the election will be kept by the VEC safely and secretly in accordance with Regulation 79 of the Regulations.

Refund of nomination fees

Nomination fees were refunded to eligible candidates on Thursday 10 December 2020. Eligible candidates included elected candidates or those who received at least 4% of the first preference vote. Any forfeited nomination fees were remitted to Council on 10 December 2020.

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Courts and tribunals

The Victorian Civil and Administrative Tribunal (VCAT) is responsible for hearing disputes on the validity of an election under section 311 of the LG Act.

Applications for a review of the declaration of the results of an election must be lodged within 14 days of the election and can be made by a candidate in the election, 10 persons who were entitled to vote at the election, or the VEC.

Following the Loddon Shire Council general election, three applications were lodged with the VCAT. The applications were separately made by Boort Ward candidate Ken Pattison, Wedderburn Ward candidate Reginald Stanley Ormond Holt, and a group of 14 voters also in the Wedderburn Ward election.

The applications are similarly concerned with the operation of council policies, actions and decisions of the previous council and councillors (including the former mayor), and the legality of statements contained in election material distributed during the election campaign in support of other candidates.

At the time of preparing this report, the VCAT inquiries remain active. Due to the similarities among the applications and by consent of each of the parties in the three proceedings - including the VEC as the listed respondent to all three applications - the matters are being heard together by VCAT.

Non-voter follow up

In accordance with section 267 of the LG Act, the VEC has commenced its compulsory voting enforcement program. Any person who was required to vote at the election and failed to vote will be issued with an Apparent Failure to Vote Notice. Apparent non-voters have 28 days in which to respond.

People who do not respond to that notice, or do not provide a satisfactory response to the notice, may be issued with an Infringement Notice that will incur a penalty. Further follow-up by way of a Penalty Reminder Notice may also take place – this stage includes the original penalty and a Penalty Reminder Notice fee. Penalties collected on behalf of council will be reimbursed at the end of the Infringement and Penalty Reminder Notice stages.

Additionally, during the Infringement and Penalty Reminder Notice stages, non-voters may request for their matter to proceed directly to the Magistrates' Court.

Any such requests will be actioned at the conclusion of the Infringement and Penalty Reminder Notice stages. The VEC will lodge the file of any remaining non-voters with Fines Victoria at the conclusion of the Penalty Reminder Notice stage.

Evaluating the VEC's services

The VEC is committed to providing high quality election services to its local government clients. Through the VEC's formal feedback and debriefing program, the VEC is able to gauge its performance and seek advice for future local government election projects.

Feedback from councils

The VEC invited feedback from councils on its services in December 2020 and acknowledges the receipt of feedback provided by Loddon Shire Council. Additional feedback can be provided to the Program Manager for Local Government elections by emailing LGProgram2020@vec.vic.gov.au.

Internal debriefing program

After every electoral event, the VEC conducts an internal debriefing program which includes input from all areas across the VEC's workforce. Internal debriefing following the local government elections commenced in December 2020. In due course, the VEC will publish a consolidated report on its performance and key statistics from the elections. This report will be tabled in Parliament and available on the VEC website.

Loddon Shire Council

Schedule 1: Record of ballot papers and declaration envelopes

Loddon Shire Council Boort Ward election	
BALLOT PAPERS PRINTED	
Victorian Electoral Commission	2,250
Election Manager	0
Total	2,250
BALLOT PAPERS ISSUED	
General mail out	1,402
Early and replacement votes	14
Unenrolled declaration votes	0
Spoilt	0
Sub total	1,416
Unused	834
Total	2,250
DECLARATIONS RETURNED	
General mail out admitted to the extraction	1,199
Early and replacement votes admitted to the extraction	6
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to extraction	21
Declarations returned to sender	15
Sub total	1,241
Declarations not returned	175
Total	1,416

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Loddon Shire Council Inglewood Ward election**BALLOT PAPERS PRINTED**

Victorian Electoral Commission	2,250
Election Manager	0
Total	2,250

BALLOT PAPERS ISSUED

General mail out	1,539
Early and replacement votes	18
Unenrolled declaration votes	0
Spoilt	0
Sub total	1,557
Unused	693
Total	2,250

DECLARATIONS RETURNED

General mail out admitted to the extraction	1,278
Early and replacement votes admitted to the extraction	14
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to extraction	39
Declarations returned to sender	34
Sub total	1,365
Declarations not returned	192
Total	1,557

Loddon Shire Council

Loddon Shire Council Tarnagulla Ward election**BALLOT PAPERS PRINTED**

Victorian Electoral Commission	2,250
Election Manager	0
Total	2,250

BALLOT PAPERS ISSUED

General mail out	1,393
Early and replacement votes	32
Unenrolled declaration votes	1
Spoilt	0
Sub total	1,426
Unused	824
Total	2,250

DECLARATIONS RETURNED

General mail out admitted to the extraction	1,149
Early and replacement votes admitted to the extraction	25
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to extraction	24
Declarations returned to sender	50
Sub total	1,248
Declarations not returned	178
Total	1,426

Loddon Shire Council

Loddon Shire Council Wedderburn Ward election**BALLOT PAPERS PRINTED**

Victorian Electoral Commission	2,250
Election Manager	0
Total	2,250

BALLOT PAPERS ISSUED

General mail out	1,416
Early and replacement votes	16
Unenrolled declaration votes	5
Spoilt	0
Sub total	1,437
Unused	813
Total	2,250

DECLARATIONS RETURNED

General mail out admitted to the extraction	1,150
Early and replacement votes admitted to the extraction	12
Unenrolled declaration votes admitted to the extraction	1
Returned declarations unable to admit to extraction	34
Declarations returned to sender	31
Sub total	1,228
Declarations not returned	209
Total	1,437

Loddon Shire Council

Schedule 2: Certification statement

In accordance with Regulation 77, I certify that Schedule 1 of this report on the conduct of the 2020 Loddon Shire Council local government election is a true and correct account of the number of ballot papers issued, returned and not used in this election and declarations not returned.



Warwick Gately AM
Electoral Commissioner

Loddon Shire Council

Appendix 1: Breakdown of the voters' roll

Loddon Shire Council	
Voters enrolled through an entitlement under section 241 of the LG Act	5,804
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	1,268
Total	7,072

Boort Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	1,221
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	181
Boort Ward election total	1,402

Inglewood Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	1,336
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	203
Inglewood Ward election total	1,539

Tarnagulla Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	1,005
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	388
Tarnagulla Ward election total	1,393

Terrick Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	1,175
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	147
Terrick Ward election total	1,322

Wedderburn Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	1,067
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	349
Wedderburn Ward election total	1,416

Loddon Shire Council

Appendix 2: Statutory advertising

Loddon Shire Council election schedule of public notices

Close of roll notice (see Appendix 2.1 for example)

VEC Website	8 August 2020
Bendigo Advertiser	11 August 2020

Notice of election (see Appendix 2.2 for example)

VEC Website	31 August 2020
Bendigo Advertiser	1 September 2020

Voting details notice (see Appendix 2.3 for example)

VEC Website	28 September 2020
Bendigo Advertiser	29 September 2020

Reminder notice (see Appendix 2.4 for example)

VEC Website	12 October 2020
Bendigo Advertiser	13 October 2020

Notice of result (see Appendix 2.5 for example)


VEC Website	23 November 2020
Bendigo Advertiser	24 November 2020

Loddon Shire Council

Appendix 2.1: Close of roll notice for Loddon Shire Council

Loddon Shire Council postal election

Your council, your vote



You must be enrolled to vote

A general election will be held for Loddon Shire Council in October 2020. To be able to vote in the election, you must be enrolled by the close of roll at 4 pm on Friday 28 August 2020. Two categories of voters can be enrolled to vote in the Loddon Shire Council election: State-enrolled voters and Council-enrolled voters.

State-enrolled voters

Am I enrolled to vote?

You are automatically enrolled for this election if:

- you will be 18 years of age or over on Saturday 24 October 2020 AND
- you live in Loddon Shire AND
- you are on the State electoral roll for your current address.

You need to enrol if:

- you are an Australian citizen aged 18 or over on Saturday 24 October 2020 AND
- you live in Loddon Shire and you are not on the State electoral roll OR
- you have lived at your current residential address within Loddon Shire for at least a month and have not yet updated your enrolment details, including any changes to your postal address.

How do I enrol?

You can enrol online at vec.vic.gov.au

You can also download an enrolment form from the website. All enrolment applications must be received by the Victorian Electoral Commission by the close of roll at 4 pm on Friday 28 August 2020.

How can I check my State enrolment?

You can check your enrolment details online at vec.vic.gov.au at any time, or call 1300 805 478.

Council-enrolled voters

Am I enrolled to vote?

To be a Council-enrolled voter, you must be:

- 18 years of age or over on Saturday 24 October 2020 AND
- not a State-enrolled voter within Loddon Shire.

You are automatically enrolled for this election if you were enrolled as a non-resident owner at the most recent election for your local area. This includes any by-elections held since the last general election.

If your circumstances have changed since the most recent election and you are no longer a non-resident owner of that property, you will not be automatically enrolled for this election. Depending on your circumstances, you may still be eligible to apply to be enrolled as a Council-enrolled voter.

Who else can enrol & vote?

You may also apply to enrol if:

- you have purchased a rateable property in Loddon Shire since the last election or by-election and you are not automatically enrolled OR
- you are not an Australian citizen and you live in, and pay rates for, a property within Loddon Shire OR
- you pay rates on a property you occupy in Loddon Shire, for example you are a shop tenant and pay rates to the Council for the tenancy, and you have no other voting entitlement within Loddon Shire OR
- you are a director or company secretary of a corporation that pays rates to Loddon Shire Council and you have no other voting entitlement within Loddon Shire.

How do I apply to be a Council-enrolled voter?

If you meet any of the mentioned criteria and wish to enrol, contact Loddon Shire Council on (03) 5494 1200 for a council enrolment form. Council enrolment forms must be received by the Council by the close of roll at 4 pm on Friday 28 August 2020.

How can I check if I am Council-enrolled?

You can check your enrolment details by contacting the Council on (03) 5494 1200.

Thinking about standing for election?

Candidate requirements have recently changed. To nominate as a candidate for Loddon Shire Council, you must:

- be an Australian citizen and enrolled on the voters' roll for Loddon Shire Council AND
- be eligible to become a councillor should you be elected AND
- have completed the mandatory candidate training before lodging your nomination with the Election Manager.

For further information, visit vec.vic.gov.au

Enrolment closes


4 pm Friday 28 August

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 131 832 @electorvec

For enquiries in languages other than English call our interpreting service:
 • Arabic 9209 0190 • Chinese 9209 0190 • Croatian 9209 0191 • Danish 9209 0193 • Dari 9209 0193 • English 9209 0190 • Greek 9209 0190 • Italian 9209 0194 • Japanese 9209 0192 • Korean 9209 0194 • Macedonian 9209 0195 • Mandarin 9209 0190 • Persian 9209 0195 • Polish 9209 0196 • Russian 9209 0197 • Serbian 9209 0198 • Somali 9209 0198 • Spanish 9209 0199 • Turkish 9209 0190 • Urdu 9209 0191 • Vietnamese • All other non-English languages 9209 0192

Authorised by W. Gotelby, AM, Electoral Commissioner, 330 Collins Street, Melbourne, Victoria.



Loddon Shire Council

Appendix 2.2: Notice of election for Loddon Shire Council

Loddon Shire Council postal election

Your council, your vote

Vote by post this October

Voting
Ballot packs will be mailed to voters enrolled in the Loddon Shire Council election from Tuesday 6 October 2020. Return your completed ballot material by mail ASAP or hand-deliver it to the Election Manager by the close of voting at 6 pm on Friday 23 October 2020.

If you will be away
If you will be away when ballot packs are mailed, or your address has changed since Friday 28 August 2020, you can request for your ballot pack to be redirected by writing to:
Election Manager
Loddon Shire Council election
c/- Victorian Electoral Commission
Level 11, 530 Collins Street
Melbourne VIC 3000
Alternatively, you can email your request to: redirections@vec.vic.gov.au
Please include the address for redirection. Each voter requesting redirection must sign their request.
Requests for redirection must be received by **Thursday 17 September 2020**.

Large print and braille ballot papers
Large print or braille ballot papers are available for voters who are blind or have low vision—please register by **Tuesday 15 September 2020**. To register, call (03) 8620 1222 during business hours.

Request an early postal vote
To apply for an early postal vote, contact the Election Manager from **Wednesday 23 September 2020** on 1300 116 409 and make an application. You must provide a valid reason.

How to nominate as a candidate
Candidate requirements have recently changed. To nominate as a candidate, you must:
• be an Australian citizen and enrolled on the voters' roll for Loddon Shire Council AND
• be eligible to become a councillor should you be elected AND
• have completed the mandatory candidate training before lodging your nomination with the Election Manager.
To nominate, complete the nomination form and lodge it with the Election Manager together with the \$250 nomination fee. Nomination forms can be lodged by appointment during business hours from **Thursday 17 September 2020** until **12 noon on Tuesday 22 September 2020** at:
37 Peppercorn Way, Serpentine
Visit vec.vic.gov.au for more information and to pre-complete your nomination form using the online Candidate Helper. The online Candidate Helper will be available from **Thursday 3 September 2020**.
If you use the online Candidate Helper, print your pre-completed form and make an appointment to lodge it with the Election Manager along with the nomination fee.
Call the Election Manager from **Wednesday 16 September 2020** on 1300 116 409 to make a nomination appointment.

Online candidate information session
Due to COVID-19 restrictions, the VEC's recorded candidate information session can be streamed online from **Thursday 3 September 2020** complemented by state-wide interactive candidate seminars based on the information video. To watch the information session or find out how to join an online interactive seminar, visit vec.vic.gov.au

Nominations close
12 noon Tuesday 22 September
State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 131 832

[@elections](#)

For enquiries in languages other than English call our interpreting service:
 • Arabic 9209 0100 • Chinese 9209 0100 • Croatian 9209 0101 • Danish 9209 0102 • Greek 9209 0103 • Hindi 9209 0104 • Italian 9209 0105 • Japanese 9209 0106 • Korean 9209 0107 • Macedonian 9209 0108 • Mandarin 9209 0109 • Persian 9209 0110 • Polish 9209 0111 • Romanian 9209 0112 • Russian 9209 0113 • Serbian 9209 0114 • Somali 9209 0115 • Spanish 9209 0116 • Turkish 9209 0117 • Vietnamese 9209 0118 • All other non-English languages 9209 0119

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Appendix 2.3: Voting details notice for Loddon Shire Council

Loddon Shire Council postal election

Your council, your vote

Check the mail for your ballot pack
Ballot packs containing voting material will be mailed to enrolled voters from **Tuesday 6 October 2020**.
This is a postal election only.
If you do not receive your ballot pack by **Friday 16 October 2020**, please call 1300 116 409 during office hours to arrange a replacement.

How to vote correctly
You must complete your ballot paper correctly for your vote to count. Put the number 1 in the box next to the candidate you most want to see elected, then number ALL the other boxes in order of your choice. You must number EVERY BOX and only use each number once.

How to return your completed ballot paper
Follow the instructions on your ballot paper to complete your vote. To return your completed ballot paper, put it in the ballot paper envelope then use the reply-paid envelope provided or hand-deliver it during office hours to:
37 Peppercorn Way, Serpentine

Voting is compulsory
Voting is compulsory for all voters who were on the State roll at 4 pm on **Friday 28 August 2020**.
You may be fined if you do not vote — this includes homeowners and tenants.
You are encouraged to vote, but you will not be fined if you don't vote, if:
• you live outside this local council area OR
• you are enrolled directly with the Council to be on the voters' roll for this election.

Your completed ballot pack must be in the mail or hand-delivered by 6 pm* Friday 23 October
*Local mail clearance times vary. Ballot packs must be mailed before final clearance times in the last week of voting. Don't risk a fine.

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 1300 116 409

[@elections](#)

For enquiries in languages other than English call our interpreting service:
 • Arabic 9209 0100 • Chinese 9209 0100 • Croatian 9209 0101 • Danish 9209 0102 • Greek 9209 0103 • Hindi 9209 0104 • Italian 9209 0105 • Japanese 9209 0106 • Korean 9209 0107 • Macedonian 9209 0108 • Mandarin 9209 0109 • Persian 9209 0110 • Polish 9209 0111 • Romanian 9209 0112 • Russian 9209 0113 • Serbian 9209 0114 • Somali 9209 0115 • Spanish 9209 0116 • Turkish 9209 0117 • Vietnamese 9209 0118 • All other non-English languages 9209 0119

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Election Report Local Government elections 2020

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Loddon Shire Council

Appendix 2.4: Reminder notice for Loddon Shire Council

Loddon Shire Council postal election

Your council, your vote



Check the mail for your ballot pack

Ballot packs containing voting material were mailed to enrolled voters from Tuesday 6 October 2020.

This is a postal election only.

If you do not receive your ballot pack by **Friday 16 October 2020**, please call 1300 116 409 during office hours to arrange a replacement.

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number 1 in the box next to the candidate you most want to see elected, then number ALL the other boxes in order of your choice. You must number EVERY BOX and only use each number once.

How to return your completed ballot paper

Follow the instructions on your ballot paper to complete your vote. To return your completed ballot paper, put it in the ballot paper envelope then use the reply-paid envelope provided or hand-deliver it during office hours to:

37 Peppercorn Way, Serpentine

Voting is compulsory

Voting is compulsory for all voters who were on the State roll at 4 pm on **Friday 28 August 2020**.

You may be fined if you do not vote – this includes homeowners and tenants.

You are encouraged to vote, but you will not be fined if you don't vote, if:

- you live outside this local council area **OR**
- you are enrolled directly with the Council to be on the voters' roll for this election.

Your completed ballot pack must be in the mail or hand-delivered by 6 pm* Friday 23 October

*Local mail clearance times vary. Ballot packs must be mailed before final clearance times in the last week of voting. Don't risk a fine.

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au


vec.vic.gov.au | 1300 116 409


For enquiries in languages other than English call our interpreting service:

• Arabic 0203 0190 Arabic • Bengali 0203 0190 Bengali • Cantonese 0203 0190 Cantonese • Croatian 0203 0190 Croatian • Dari 0203 0190 Dari • Danish 0203 0190 Danish • English 0203 0190 English • Gujarati 0203 0190 Gujarati • Hindi 0203 0190 Hindi • Italian 0203 0190 Italian • Japanese 0203 0190 Japanese • Korean 0203 0190 Korean • Macedonian 0203 0190 Macedonian • Mandarin 0203 0190 Mandarin • Persian 0203 0190 Persian • Polish 0203 0190 Polish • Punjabi 0203 0190 Punjabi • Romanian 0203 0190 Romanian • Russian 0203 0190 Russian • Serbian 0203 0190 Serbian • Somali 0203 0190 Somali • Spanish 0203 0190 Spanish • Turkish 0203 0190 Turkish • Vietnamese 0203 0190 Vietnamese • All other non-English languages 0203 0190

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

@electionsvic






Appendix 2.5: Notice of results for Loddon Shire Council

Loddon Shire Council election

Declaration of results



The following candidates were elected to the Loddon Shire Council at the general election held in October 2020:

<p>Boort Ward</p> <p>BEATTIE, Neil Edward</p> <p>Inglewood Ward</p> <p>MURPHY, Wendy</p> <p>Tarnagulla Ward</p> <p>JUNGWIRTH, Linda</p> <p>Terrick Ward</p> <p>STRAUB, Dan (elected unopposed)</p>	<p>Wedderburn Ward</p> <p>HOLT, Gavan Lindsay</p>
--	--


Further details about the results are available at vec.vic.gov.au


Jenny Campbell
Election Manager
Wednesday 4 November 2020

vec.vic.gov.au | 131 832

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

@electionsvic





Loddon Shire Council

Appendix 3: Schedule of media releases and advisories

Loddon Shire Council Council-specific media releases and advisories

Enrol now for the Loddon Shire Council election	7 August 2020
Call for candidates for the upcoming Loddon Shire Council election	24 August 2020
Candidates announced for the Loddon Shire Council election	23 September 2020
Ballot packs mailed this week for Loddon Shire Council election	5 October 2020
Voting closes soon for the Loddon Shire Council election	12 October 2020
New councillors for Loddon Shire Council	4 November 2020

Statewide media releases and advisories

Victorians urged to enrol for upcoming council elections	7 August 2020
October local council elections to proceed under COVIDSafe election plan	19 August 2020
Last chance to enrol for Victorian council elections	21 August 2020
Enrolment closes tomorrow for October's council elections	26 August 2020
Nominations open soon for Victorian local council elections	31 August 2020
Council election information one click away on VEC website	4 September 2020
Accessing candidate information for the 2020 Victorian local council elections	14 September 2020
Victorian voters encouraged to sign up for free election reminders	16 September 2020
Nominations are in for the October council elections	23 September 2020
Authority granted for postal vote contingency	30 September 2020
Voting underway for Victoria's local council elections	5 October 2020
Mobile numbers not from VEC	12 October 2020
Local council elections voting deadline looms	19 October 2020
Strong voter response to local council elections	20 October 2020
Results timeline for Victorian local council elections (media advisory, not for publication)	21 October 2020
Final day of voting shows high voter turnout for council elections	23 October 2020
VEC won't risk public health for quick results in record turnout	28 October 2020
A win for democracy in a challenging year	13 November 2020
Didn't vote in the election? Please explain.	8 February 2021

Loddon Shire Council

Appendix 4: VoterAlert advisories

Appendix 4.1: SMS alerts

4.1.1 close of roll – sent from Wednesday 19 August to Wednesday 26 August 2020



Council elections will be held by post in October. Make sure you are correctly enrolled by 4pm 28 Aug. More info or unsubscribe at: <https://voteralert.vec.vic.gov.au/s/tohMhA5l>

4.1.2 uncontested ward – Friday 25 September 2020



VEC VoterAlert: the election in **Council Name Council, Ward Name Ward** was uncontested and you do not have to vote. More info or unsubscribe at: <https://voteralert.vec.vic.gov.au/s/t2of6wcY>

4.1.3 mail out of ballot pack Friday 9 October to Friday 13 October 2020



VEC has posted a ballot pack to your enrolled address. Voting in council elections is compulsory. More info or unsubscribe at: <https://voteralert.vec.vic.gov.au/s/ufDvSR07>

4.1.4 reminder close of voting - Monday 19 October 2020



Council elections: voting closes 6pm Friday. Post your vote or return it to your election office ASAP. More info or unsubscribe: <https://voteralert.vec.vic.gov.au/s/usSUBkIM>

Loddon Shire Council

Appendix 4.2: Email alerts

4.2.1 Close of roll email

VoterAlert
VEC Victorian Electoral Commission

2020 Local council elections

Hello,

Local council elections will be held in Victoria by post this October. It is important that you are correctly enrolled so you receive a ballot pack at your correct address.

Enrolment closes at 4 pm on Friday 28 August 2020.

If you haven't changed your postal address, residential address or name, there is no need to do anything.

Are your details up to date?

You can check your details online on the VEC's Check My Enrolment portal. Complete all fields, making sure you:

- enter your first and middle names in the 'Given names' field
- start to enter your suburb and pick it from the list suggested
- start to enter your street name only and pick it from the list suggested.

CHECK MY ENROLMENT

Do you need to update your details?

CHANGE MY DETAILS

Are you eligible to vote in another council?

In a council election, there are two types of enrolment: State enrolment and council enrolment.

You are receiving this message because you are State-enrolled.

But if you own property or pay rates in another council, you may be enrolled or eligible to enrol directly with that council.

Find out more: [Enrolling for council elections](#)

Do I have to vote at these elections?

Voting is compulsory for State-enrolled voters. Don't risk a fine! If you are on the roll for Melbourne City Council, it is also compulsory for council enrolled voters to vote.

FIND OUT MORE

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria

Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.


UNSUBSCRIBE

© 🐦 f

[VEC website](#) | [Contact us](#) | [Privacy](#) | [Local](#)

Loddon Shire Council

4.2.2 Uncontested ward email

VoterAlert  Victorian Electoral Commission

Your election was uncontested

Hello **Voter Name**

At the close of nominations, the number of candidates who nominated for the **Council Name** Council election in **Ward Name** Ward was the same as the number of vacancies.

This is known as an uncontested election.

The candidates who nominated are successful and you are not required to vote.

Are you eligible to vote in another council?

If you have an enrolment entitlement in another council, you may be on the roll for that council.

[Find out more information about council enrolment on our website](#)

More information




For more information [visit our website](#).

Authorised by **W. Gately, AM, Electoral Commissioner**, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

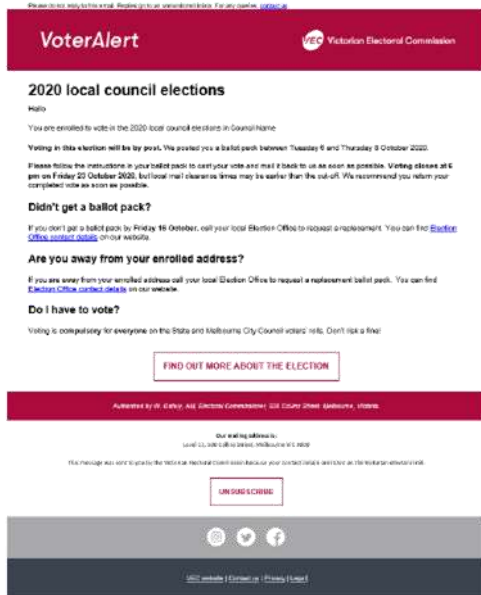
[UNSUBSCRIBE](#)

[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Loddon Shire Council

4.2.3 Ballot Pack mailout email



Loddon Shire Council

4.2.4 Last week to vote email

Please do not reply to this email. Replies go to an unmonitored inbox. For any queries, [contact us](#)



2020 local council elections

Disregard this email if you have already voted.

Hello

You are enrolled to vote in the 2020 local council elections in Council Name Council.

Voting closes 6 pm this Friday 23 October.

How to vote

As soon as possible, make sure you:

mail your completed ballot paper in the reply-paid envelope provided

OR

drop your completed ballot paper off at [your local Election Office](#).

Please note: voting closes at 8 pm on Friday 23 October. However, local mail clearance times vary and we recommend you return your completed vote as soon as possible.

Didn't get a ballot pack?

If you haven't received a ballot pack, [check our website to understand your options](#).

Do I have to vote?

Voting is compulsory for everyone on the State and Melbourne City Council voters' rolls. Don't risk a fine!

FIND OUT MORE ABOUT THE ELECTION



Our mailing address is:
Level 11, 536 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

UNSUBSCRIBE



Loddon Shire Council

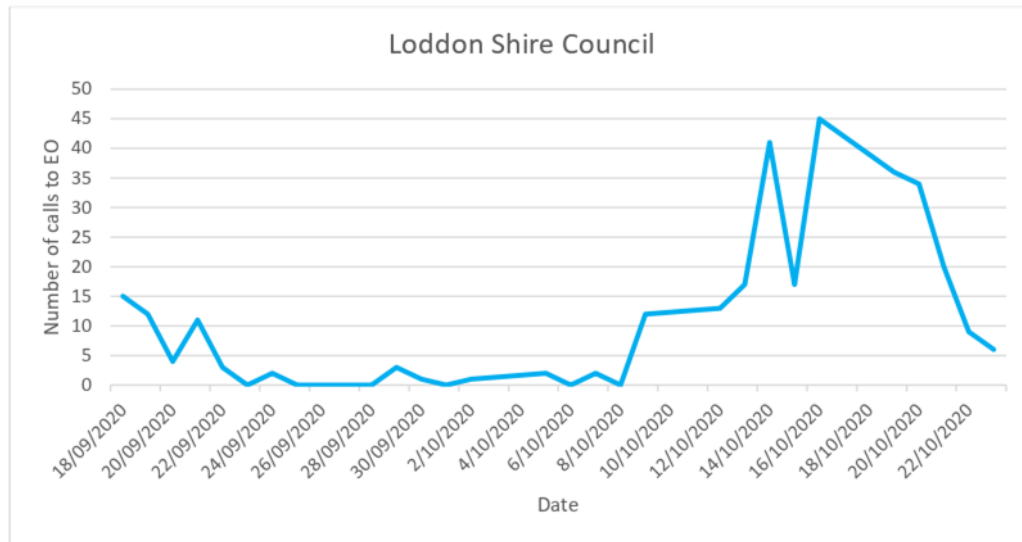
Appendix 5: Voter engagement program and initiatives

Program	Program Details
Be Heard Democracy Ambassador program	This program normally provides face-to-face electoral education sessions and was adapted to an online delivery model, providing peer-led electoral education to residents in specialist disability services and culturally and linguistically diverse (CALD) communities. A total of 47 sessions were provided to people with disabilities and a total of 80 sessions were provided to CALD communities through councils and community organisations hosting online sessions.
Myth busting campaign.	This offline campaign addressed myths around enrolling and voting for those experiencing homelessness or with unstable housing. Four myths were dispelled and displayed on billboards and street posters, in metropolitan Melbourne areas with high populations of people experiencing homelessness. During the enrolment period, no-fixed-address enrolment forms were distributed with 4,500 meals to those suffering financial hardship, through a sponsorship with StreetSmart. This partnership included social media and Electronic Direct Mail distribution to StreetSmart's database of homeless services and community partners. A 1800 freecall number was also established to support those with financial hardship to provide support for enrolling and voting. This phone number was advertised on posters distributed through homelessness agencies, drug and alcohol services and services providing COVID-19 testing in hotels.
CALD in-language social media videos.	This project produced a series of three videos in 10-12 different languages which provided electoral information on how to enrol, how to vote by post, and how to respond to an Apparent Failure to Vote Notice. These were widely distributed and shared through the VEC's social media platforms and community networks.
Aboriginal short videos.	This project produced five videos in collaboration with Reconciliation Victoria. Two videos featured Aboriginal Elders and other leading Aboriginal community members discussing the value and ways to engage with local council elections. A further three videos, using culturally relevant animation, explained what services councils are responsible for, how to vote and the role of a councillor. These were shared through Aboriginal community channels and organisations.
DemGraphics young people co-designed social media project.	This project involved conducting research to identify barriers to enrolling and voting with a diverse group of young people. This information was then used to pilot a social media campaign in selected councils to encourage engagement in the elections for those aged 18-29.
Easy English tutor guide and worksheets.	These were produced for people with low English proficiency and designed as a co-read product where a person supports the learner through the worksheets. The tutor guide and worksheets were based on the VEC's Easy English guides for local council elections and were available for download from the VEC's website in PDF and Word formats.

Loddon Shire Council

Appendix 6: Daily telephone enquiries

The following graph shows the number of telephone calls recorded by the election office telephone enquiry service including those received by the VEC's overflow call centre and tagged as relating to Loddon Shire Council during the 2020 local government elections.



Loddon Shire Council

Appendix 7: Final list of candidates in ballot paper order

Loddon Shire Council election

The candidates, in ballot paper order, were as follows:

Boort Ward election

BEATTIE, Neil Edward

PATTISON, Ken

Inglewood Ward election

CATTO, Glenn Andrew

CONDLIFFE, Colleen Mary

MURPHY, Wendy

Tarnagulla Ward election

SHAUNE-BOULD, Brook

JUNGWIRTH, Linda

ANGELO, Nick

Wedderburn Ward election

HOLT, Reginald Stanley Ormond

HOLT, Gavan Lindsay

Loddon Shire Council

Appendix 7.1: Candidate statements and photographs**Loddon Shire Council election****Boort Ward election (see Appendix 7.2.1 for candidate statement leaflet)**

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
2	2	2

Inglewood Ward election (see Appendix 7.2.2 for candidate statement leaflet)

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
3	3	3

Tarnagulla Ward election (see Appendix 7.2.3 for candidate statement leaflet)

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
3	3	3

Terrick Ward election (see Appendix 7.3.1 for uncontested ward leaflet)

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
1	1	1

Wedderburn Ward election (see Appendix 7.2.4 for candidate statement leaflet)

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
2	2	2

Loddon Shire Council

Appendix 7.2: Candidate statement leaflets

Appendix 7.2.1: Candidate statement leaflet for Boort Ward election

Don't Risk a Fine
VOTING CLOSSES 6.00 PM
Friday 23 October 2020

Your ballot paper is attached to this leaflet.
Complete and return as soon as possible.
See the ballot paper envelope for voting instructions.


VOTING IN THIS ELECTION IS BY POST ONLY

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**.
Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count.
Alternatively, you may hand-deliver your envelope during business hours to:
Serpentine Shire Offices
37 Peppercorn Way
Serpentine

CANDIDATE QUESTIONNAIRES
Completed candidate questionnaires are available at vec.vic.gov.au or alternatively from the Election Manager.

COMPULSORY VOTING PROVISIONS APPLY
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 26 August 2020.
Further information on voting entitlements can be found at vec.vic.gov.au


You may receive an Apparent Failure To Vote Notice if you complete and return your ballot material after the close of voting.



LODDON SHIRE

2020 Council Election

VOTING CLOSSES 6.00 PM
Friday 23 October 2020




Boort Ward


THIS IS A POSTAL ELECTION ONLY.

Voting is compulsory for residents.

For further information visit vec.vic.gov.au or phone 1300 116 409

 **Victorian Electoral Commission**
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NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



BEATTIE, Neil Edward

I, Neil Beattie, nominate for Loddon Shire Boort Ward elections 2020 with the view that our Council has performed well over the past years to produce a stable environment in which our Community can thrive well into the future. The upgrade of our pool, the completion of the Eastern Entrance, the continued improvements at Boort Park and the securing of permanent water for Lake Boort are achievements we can all be proud of. The nomination of the Boort foreshore sporting precinct development as our community plan project will see a continued enhancement of club and community assets along the foreshore to bring them up to present day standards, roads and footpaths across the Shire continue to be improved with major works in Boort at the moment. With the help of Loddon, developments of larger olive plantings, building of a chicken industry west of Boort and the continued growth of Boort's grain residual allow all point to an exciting future for our District. If re-elected I will continue to work hard to develop our town and District for the future prosperity of our residents, as well as maintaining Loddon's leadership in local government.

1



PATTISON, Ken

My name is Ken Pattison, I am a third-generation local farmer with family on the farm. The Boort Ward for me has always been the jewel in the crown of the Loddon Shire. Its unique country lifestyle and water assets are in my view second to none. I believe our community which is known as the Oasis of the North is under threat. The fast-changing economic situation now surrounding us and the relocation of resources such as water are current issues that must be dealt with in a meaningful and timely manner. We need not fall prey to others who want to make a quick profit at our expense. Our community voice needs to be heard by the outside authorities, not ignored. I love this community and lifestyle and I feel there is a need for someone to represent our voices so we can be heard and keep what we have worked so hard for and make it even better. I would like to be given the chance to represent you, the community, as I believe I am now in a good position in achieving that goal. My history of service: Three terms as Director of Goulburn Murray Water Board, member of the Wf, Landcare, CFA, Boort Development Committee, Mysis Cemetery Trust, Boort District Hospital, Community Consultation Committee. I was instrumental in bulk entitlement for Lake Boort. I obtained water entitlements for West Boort irrigators. I was a member of the Loddon Murray 2000 plus prime development zones initiative and leadership program.

2

Loddon Shire Council

Appendix 7.2.2: Candidate statement leaflet for Inglewood Ward election

Don't Risk a Fine
VOTING CLOSSES 6.00 PM
Friday 23 October 2020

Your ballot paper is attached to this leaflet.
Complete and return as soon as possible.
See the ballot paper envelope for voting instructions.

VOTING IN THIS ELECTION IS BY POST ONLY


Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**. Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count. Alternatively, you may hand-deliver your envelope during business hours to:

Serpentine Shire Offices
37 Peppercorn Way
Serpentine


CANDIDATE QUESTIONNAIRES
Completed candidate questionnaires are available at vec.vic.gov.au or alternatively from the Election Manager.

COMPULSORY VOTING PROVISIONS APPLY
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 23 August 2020.
Further information on voting entitlements can be found at vec.vic.gov.au

You may receive an Apparent Failure To Vote Notice if you complete and return your ballot material after the close of voting.



2020 Council Election
VOTING CLOSSES 6.00 PM
Friday 23 October 2020




Inglewood Ward

THIS IS A POSTAL ELECTION ONLY.
Voting is compulsory for residents.

For further information visit vec.vic.gov.au or phone 1300 116 409 during business hours.

VEC Victorian Electoral Commission
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NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.




CATTO, Glenn Andrew

As a local farmer in the Bridgewater area I have worked and lived in the Loddon Shire all of my life. I have played sport in the local area of Bridgewater, Inglewood and within the Loddon Shire region. During this time, I have also served on various sporting committees. I am a current member of the Bridgewater CFA and an affiliated member of the Inglewood and Bridgewater R.S.L. I was delighted to be able to deliver several speeches at the Bridgewater Dawn Service at the request of the Bridgewater Community. I feel passionate about this as my grandfather served in the first world war in the 8th Light Horse at Gallipoli and the Western Front. The Catto family have had the honor of serving the Shire as Councillors spanning three generations. They represented the Inglewood and Rheola areas. Like many other communities, ours has faced enormous challenges over the last decade. The floods and drought have had a lasting impact. We have learned some valuable lessons living through these events and during the long recovery that is following. The tenacity of the people living in and around the Shire have enabled us to emerge from these hardships as a stronger and more cohesive community. With the current crisis we face, it is more important than ever to ensure we have a strong assembly of committed Councillors to help facilitate what will largely be a community driven recovery. The resilience of the Community is already evident as it deals with its second one in one hundred year event.

1

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.




CONDLIFFE, Colleen Mary

I have represented Inglewood Ward for 16 years and have delivered many projects that benefit the community. There are many more projects in the pipeline that will benefit you. I have a demonstrated commitment to the Inglewood Ward and Loddon Shire. You are re-electing someone with a proven record of delivering for the community for over 16 years. Most community members have benefited from my dedication; I am skilled at connecting people for the purpose of achieving their goals and at advocating on Shire issues. My approachability is widely known. I have attended a huge number of community meetings and take a strong interest in activities affecting different groups. As an inaugural participant in the Loddon Murray Leadership Program, I gained experience which gave me insight into the importance of leadership within communities. I have promoted this program to other residents which has created a great skills bank for our community. I also completed the Australian Rural Leadership Program and represented Australia at The International Rural Women's Health Congress in Spain. Farmer, and wife to Robert, mother of two and active grandparent to seven, I have been a highly effective councillor. My enthusiasm has not waned. I have achieved major projects for our area; the Inglewood Town Hall, Inglewood and Districts Community Bank, the Bridgewater Foreshore Redevelopment, Campbell's Forest Hall, the Community Solar Project and more. I get the job done and always work away behind the scenes. My experience and networks enable me to work with others to make Loddon a great place to live or visit. I am in touch with community needs and have the experience and networks to continue to make things happen. Vote 1 Colleen Condliffe.

2

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



MURPHY, Wendy

I am standing as a candidate in the Inglewood Ward to support our growing diverse community and ensure the delivery of services to our needs. I see investment in business, tourism and industry and the development of community infrastructure and services to support families as high priorities in our community. A 6th generation Inglewood local, I grew up on my family's poultry farm and have worked in local vineyards in Kingower, Bridgewater and Serpentine and a winery in Echuca as a Laboratory Technician. I completed a Bachelor of Applied Science (Natural Resources Management) at Deakin University which led me to my current work in State Government with the Department of Environment, Land, Water and Planning where I have been for 16 years. In my role I engage with stakeholders in sectors including agriculture and farming, renewable energy, mining and extractives, road, rail, water and power authorities, developers, Traditional Owner groups, environmental groups, Local Government and the general public. With a young family, I am active in the community volunteering my time with Inglewood Primary School, Inglewood and District Historical Society, Inglewood Development and Tourism Committee, Kingower Cricket Club, Kingower Cricket and Recreation Reserve Committee of Management, East Loddon P-12 College, the Inglewood and Dunally Football Netball Clubs and Friends of Kooyor. I recognise and appreciate the volume of work done by volunteers in our community. As an Independent Councillor I will listen, be accountable and work hard towards achieving the best results for our community. Contact me at wendymurphy_2020@outlook.com, phone 0417338578, visit my Facebook Page Wendy Murphy for Inglewood Ward 2020, or catch me around our region.

3

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Loddon Shire Council

Appendix 7.2.3: Candidate statement leaflet for Tarnagulla Ward election

Don't Risk a Fine

VOTING CLOSSES 6.00 PM
Friday 23 October 2020

Your ballot paper is attached to this leaflet.
Complete and return as soon as possible.
See the ballot paper envelope for voting instructions.


VOTING IN THIS ELECTION IS BY POST ONLY

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**.
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Alternatively, you may hand-deliver your envelope during business hours to:
Serpentine Shire Offices
37 Peppercorn Way
Serpentine

CANDIDATE QUESTIONNAIRES
Completed candidate questionnaires are available at vec.vic.gov.au or alternatively from the Election Manager.

COMPULSORY VOTING PROVISIONS APPLY
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 26 August 2020.
Further information on voting entitlements can be found at vec.vic.gov.au

You may receive an Apparent Failure to Vote Notice if you complete and return your ballot material after the close of voting.



LODDON SHIRE

2020 Council Election

VOTING CLOSSES 6.00 PM
Friday 23 October 2020



Tarnagulla Ward

THIS IS A POSTAL ELECTION ONLY.


Voting is compulsory for residents.

For further information visit vec.vic.gov.au or phone 1300 116 409 during business hours.

 **Victorian Electoral Commission**

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NOTICE: The contents of candidate statements are provided by the candidate. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



SHAUNE-BOULD, Brook

Loddon Council needs to represent a more diverse range of people. We have some great, experienced, councillors, but we don't have anyone who is actively dealing with the challenges of looking for work and raising a family. I represent that group and will ensure that our needs are met. I have worked as a business and finance journalist for more than 20 years. Until recently I was the Australian head of Investing.com, which is one of the largest finance news outlets in the world. I currently run the Swan Hill and Boort trotting clubs. I have experience with finance, strategic planning, management and community engagement. I have lived in Loddon Shire for more than a decade and have a strong understanding of the challenges facing young families in the area.

1

NOTICE: The contents of candidate statements are provided by the candidate. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



JUNGWIRTH, Linda

Do you want a strong representative to speak for you at Council? Someone who has proven they are active in the community and addresses issues as they come up? My life experience, as a worker, a mother, a grandmother, a community member, and a carer, helps me understand many different life scenarios. I negotiate and compromise while finding the best solutions. Once committed to an issue, I persist and follow through. I would make a great independent Councillor because I love listening to people's stories and finding out what matters whether you are in town, farming, young or elderly. I love hearing about what is going well and what needs changing. I am a person who takes action and knows how to get results. With a position on Council, I can speak strongly on your behalf. I will devote myself to keeping our towns strong. I will work with local businesses, encourage tourism, and lobby for improvement of local roads. I will support local groups to achieve their goals. I have had experience working in community groups. I volunteered for Tarnagulla Parents and Friends, Tarnagulla Primary School Council, Loddon Southern Region Tourism and Development Committee, Council Reference Groups, a swimming pool group and was a disability advocate. I organised the last two Australia Day Celebrations with other active volunteers. I had a project to produce a plan to make positive changes for Tarnagulla: to make the town stronger. Currently I volunteer with Tarnagulla Community Centre, Tarnagulla Reserve Committee, Loddon Pandemic Reference Group, the Library Agency and the Craft Group. My campaign slogan is Active Community Engagement because I believe people should have a say in decisions affecting them. Vote 1 Linda Jungwirth Phone 0418 482 556 or email lindajungwirth@lindajungwirth.com.au <https://www.facebook.com/lindajungwirthtarnagulla>

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NOTICE: The contents of candidate statements are provided by the candidate. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



ANGELO, Nick

Hi I'm Nic Angelo a husband to be, grandfather, a car enthusiast, musician, CFA volunteer and electronics repair. I have worked my way up to a business owner and electronics repair business and for 20+ years I've been servicing Central Victoria. Over the years I have organized and run several community-charity fundraising events. I now find myself living in the Loddon Shire and embracing all it has to offer and this is why I am now looking to help the Aussie Battlers out there whether your a retiree, small business owner, a farmer or on low income, these are the people I will focus on. I look outside the box on everything I am confronted with I would like to talk to and hear from people in the Loddon Shire to see what needs to be done to weed management, water, roads and community based projects, the preservation of small town history/tourism I would like to work my way around the Loddon Shire Communities to try and set up the infrastructure for community based projects and schemes for the future and when I'm asked a question that I don't know the answer to I will find the answer and get back to you I won't ask what the community can do for me but what I can do for the community to make it better. Regards Nick Angelo
#supportaussiefarmers #supportaussiebattlers
#supportlocalbusinesses #nickangelofortarnagullaward2020

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Election Report **Local Government elections 2020**

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Loddon Shire Council

Appendix 7.2.4: Candidate statement leaflet for Wedderburn Ward election

Don't Risk a Fine

VOTING CLOSSES 6.00 PM
Friday 23 October 2020

Your ballot paper is attached to this leaflet.
Complete and return as soon as possible.
See the ballot paper envelope for voting instructions.


VOTING IN THIS ELECTION IS BY POST ONLY

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**.
Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count. Alternatively, you may hand-deliver your envelope during business hours to:
Serpentine Shire Offices
37 Peppercorn Way
Serpentine

CANDIDATE QUESTIONNAIRES
Completed candidate questionnaires are available at vec.vic.gov.au or alternatively from the Election Manager.

COMPULSORY VOTING PROVISIONS APPLY
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.
Further information on voting entitlements can be found at vec.vic.gov.au

You may receive an Apparent Failure To Vote Notice if you complete and return your ballot material after the close of voting.



LODDON SHIRE

2020 Council Election

VOTING CLOSSES 6.00 PM
Friday 23 October 2020



Wedderburn Ward

THIS IS A POSTAL ELECTION ONLY.

Voting is compulsory for residents.

For further information visit vec.vic.gov.au or phone 1300 116 409 during business hours.

 **Victorian Electoral Commission**

Printed on 100% Australian made recycled stock

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.




HOLT, Reginald Stanley Ormond

I have lived in Wedderburn and participated in this community all my life except for 4 years that I spent at Melbourne University. I am a farmer and run a self replacing merino flock and grow some cereal grains. I have raised and schooled 4 children who attended Wedderburn College and then they went on to University. I was a member of the fire brigade for 30 years and am still a SES volunteer. I coached the Wedderburn football club reserve 18 for 2 years and I have umpired football in numerous leagues. I have been a member of many organizations including President or Secretary at a local and regional level. I started and ran a professional photography business for many years. Together with Ross Hertzott we successfully lobbied the State and Federal Governments to convert the Wilmerina/Mallee channels into pipes getting \$64 million for the first stage in 1983. I was elected to the Korong Shire Council in 1989 and served as Shire President in 1993 when we decided to build the current Loddon Shire Depot which after amalgamation secured Wedderburn to be the home of the Loddon Shire. My focus if elected will be to enhance the economic development of the Loddon Shire and to provide a structure so that all businesses and rate payers can achieve their aims and ideals. Employment is a major concern for me as I recognize that there are many in our community who would like the opportunity to gain full time employment. Growth in Agriculture will occur especially with intensive livestock facilities now able to get permanent water through the pipeline. I am currently assisting Bosisto's with their establishment of eucalyptus plantations and their growth will provide employment opportunities into the future. I am also working towards upgrading the mainline electricity infrastructure.

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NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



HOLT, Gavan Lindsay

Combined with the great efforts of many people and organizations in our community we are facing the challenges of small country towns and slowly turning things around. We are growing and improving our community to make Wedderburn and surrounds a better place to live, work and visit. At the last national census, for the first time in decades, Wedderburn's population decline was reversed. What we need more than ever in Australia are elected representatives who act in the best interests of the people they represent. We do not need those with personal agendas. If I am re-elected as your councillor my complete focus will be to continue to act in the best interests of the residents and ratepayers of the people of Loddon Shire. As promised we achieved much in my current term as your councillor, including construction of the South West Loddon Pipeline and the Wedderburn Streetscape Project. There is much still to be done and a number of projects to be undertaken. These include the delivery of permanent recreational water to Shimmers Flat reservoir, the build of the \$4 million Donaldson Park development and the upgrade of the Wedderburn caravan park. If I am elected we will deliver these projects. Progress has been made on ambulance services to Wedderburn and we are still advocating for a full ambulance station. I will ensure Council's continued support for an aged care facility. I have a vision of Wedderburn as a vibrant and engaged community and will continue to work with the community to achieve it. Meanwhile I will work with other councillors to ensure Loddon Shire is governed in a professional but caring manner. If you wish to discuss any issues with me please contact me on 0408943008 or julienaim@gmail.com

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Loddon Shire Council

Appendix 7.3: Uncontested ward leaflets

Appendix 7.3.1: Uncontested ward leaflet for Terrick Ward election



LODDON
SHIRE




Loddon Shire Council elections
Terrick Ward
October 2020


At the close of nominations for the Terrick Ward election, one nomination was received for the single vacancy. Therefore, Dan Straub will be elected unopposed.

You are not required to vote.

Jenny Campbell, Election Manager
Information: 1300 116 409

vec.vic.gov.au

@electionvic   



Loddon Shire Council

Appendix 8: Daily breakdown of the general mail-out

Loddon Shire Council election			
6 October 2020	7 October 2020	8 October 2020	Total
1,955	1,955	1,840	5,750

Boort Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
477	477	448	1,402

Inglewood Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
523	523	493	1,539

Tarnagulla Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
474	474	445	1,393

Wedderburn Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
481	481	454	1,416

Appendix 8.1 Daily breakdown of the uncontested leaflet mail-out

Terrick Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
449	449	424	1,322

Loddon Shire Council

Appendix 9: Result information

Loddon Shire Council election

Boort Ward Count summary		
Enrolment:	1,401	
Formal votes:	1,164	
Informal votes:	39 (3.24% of the total votes)	
Voter turnout:	1,203 (85.87% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
BEATTIE, Neil Edward	594	51.03%
PATTISON, Ken	570	48.97%
Successful candidate		
BEATTIE, Neil Edward		

Inglewood Ward Count summary		
Enrolment:	1,539	
Formal votes:	1,275	
Informal votes:	15 (1.16% of the total votes)	
Voter turnout:	1,290 (83.82% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
CATTO, Glenn Andrew	339	26.59%
CONDLIFFE, Colleen Mary	441	34.59%
MURPHY, Wendy	495	38.82%
Successful candidate		
MURPHY, Wendy		

Loddon Shire Council

Tarnagulla Ward Count summary		
Enrolment:	1,394	
Formal votes:	1,150	
Informal votes:	23 (1.96% of the total votes)	
Voter turnout:	1,173 (84.15% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
SHAUNE-BOULD, Brook	180	15.65%
JUNGWIRTH, Linda	525	45.65%
ANGELO, Nick	445	38.70%
Successful candidate		
JUNGWIRTH, Linda		

Terrick Ward – uncontested election
STRAUB, Dan (Elected unopposed)

Wedderburn Ward Count summary		
Enrolment:	1,417	
Formal votes:	1,107	
Informal votes:	54 (4.65% of the total votes)	
Voter turnout:	1,161 (81.93% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
HOLT, Reginald Stanley Ormond	509	45.98%
HOLT, Gavan Lindsay	598	54.02%
Successful candidate		
HOLT, Gavan Lindsay		

Loddon Shire Council

Appendix 10: Election participation statistics

Note: Participation is measured by the number of marks on the roll as a percentage of total enrolment and can vary from turnout (total ballot papers counted as a percentage of total enrolment).

Loddon Shire Council election			
Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Loddon Shire Council general election	Comparator for 2016 Loddon Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	89.43%	85.54%	86.27%
aged 18 to 69 years old on election day	88.46%	84.91%	85.48%
aged 70 years and over on election day	92.20%	87.58%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	74.64%	67.40%	60.96%
Council total	86.54%	79.31%	84.12%

Boort Ward election		
Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Loddon Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	90.73%	86.27%
aged 18 to 69 years old on election day	88.90%	85.48%
aged 70 years and over on election day	95.36%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	70.88%	60.96%
Ward total	88.15%	84.12%

Loddon Shire Council

Inglewood Ward election

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Loddon Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	87.95%	86.27%
aged 18 to 69 years old on election day	86.52%	85.48%
aged 70 years and over on election day	92.50%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	77.83%	60.96%
Ward total	86.61%	84.12%

Tarnagulla Ward election

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Loddon Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	90.55%	86.27%
aged 18 to 69 years old on election day	90.99%	85.48%
aged 70 years and over on election day	89.27%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	76.86%	60.96%
Ward total	86.73%	84.12%

Wedderburn Ward election

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Loddon Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	88.75%	86.27%
aged 18 to 69 years old on election day	88.07%	85.48%
aged 70 years and over on election day	90.68%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	72.29%	60.96%
Ward total	84.69%	84.12%

Loddon Shire Council

Appendix 11: Complaints

Written complaints received by the VEC

Date	Nature of the complaint	Action taken by the VEC
26 September 2020	Allegation of potential breach of the law - External Agency as Regulator - Candidates and Parties (COVID-19)	Response provided
29 September 2020	General Question - VEC Administration (VEC Procedures)	Action taken and responded
5 October 2020	Allegation of potential breach of the law - External Agency as Regulator - Candidates and Parties (COVID-19)	Response provided
5 October 2020	Allegation of potential breach of the law - External Agency as Regulator - Candidates and Parties (Conduct of Candidate or Party)	Response provided
14 October 2020	Simple Complaint - Advertising or Election Material (Location of Signs)	Response provided
14 October 2020	General Question - Voting (Ballot Papers)	Response provided
2 November 2020	Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Misleading or Deceptive Information)	Response provided
5 November 2020	Suggestion - A Voting Centre or Election Office (VEC Procedures)	Improvement recommendation made



10.8 CEO EMPLOYMENT AND REMUNERATION POLICY

File Number: FOL
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: 1. Proposed CEO Employment and Remuneration Policy version 1

RECOMMENDATION

That Council adopt the CEO Employment and Remuneration Policy version 1.

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 draft policy was workshopped at the April Council Forum.

ISSUES/DISCUSSION

Section 45 of the Local Government Act 2020 states that a Council must develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy which must:

- provide for the Council to obtain independent professional advice in relation to the matters dealt with in the Chief Executive Officer Employment and Remuneration Policy; and
- provide for the following:
 - o The recruitment and appointment process
 - o Provisions to be included in the contract of employment
 - o Performance monitoring;
 - o An annual review; and
- include any other matters prescribed by the regulations.
- have regard to:
 - o any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and
 - o any determination that is currently in effect under section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executives employed in public service bodies.

A draft policy was workshopped with Councillors at the April Council Forum and the policy has been reviewed by Council industrial relations lawyers.

The attached policy is recommended for adoption.

COST/BENEFITS

The costs associated with the implementation of this policy include the cost of the independent professional advisor and cost of the inclusions in the CEO contract of employment.

RISK ANALYSIS

There is a risk that Council will develop a policy inconsistent with sector expectations due to Council being ahead of Local Government Victoria (LGV) which is facilitating co-design of the policy with councils later in the year. This risk is being minimised by seeking policies from other councils and also seeking advice from Council's industrial relations lawyers after Councillor consultation at the April forum. The review date for the policy has also been set at 1 year to enable updates arising from LGV co-design sessions.

CONSULTATION AND ENGAGEMENT

Councillors and key staff have been consulted prior to this policy being recommended for adoption. The Policy Review Group has reviewed the policy.



CHIEF EXECUTIVE OFFICER EMPLOYMENT AND REMUNERATION POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Organisation Development
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	1
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Recruitment and Selection Policy Equal Opportunity and Antidiscrimination Policy Staff Development Procedure Staff Development Review Policy Staff Relocation Expenses Policy Chief Executive Officer employment contract Chief Executive Officer performance indicators Procurement Government Policy on Executive Remuneration in Public Entities
RELATED LEGISLATION:	Local Government Act 1989 to the extent it continues to apply Local Government Act 2020 Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 Charter of Human Rights & Responsibilities Act 2006 Fair Work Act 2009 National Employment Standard Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 Equal Opportunity Act 2010 Gender Equality Act 2020
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: Document1

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

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



CHIEF EXECUTIVE OFFICER EMPLOYMENT AND REMUNERATION POLICY

1 PURPOSE

The purpose of this policy is to support the requirements of the Local Government Act 2020 by outlining the way in which Council manages the recruitment and appointment of the Chief Executive Officer (CEO), contractual inclusions, performance monitoring including annual reviews and general employment conditions.

This policy will also provide for an independent advisory mechanism to guide the activities outlined above.

Adhering to this policy ensures Council will apply good governance, transparency and consistency in all matters relating to the lifecycle of any CEO appointment.

2 SCOPE

This policy applies to activity undertaken by the CEO Employment Committee, Manager Organisation Development, any appointed Independent Advisor and candidates or incumbents of the Chief Executive Officer position.

3 POLICY

The employment cycle of a CEO is a core responsibility of the elected Council. This policy outlines the mechanisms which will support the Council in fulfilling its obligations regarding CEO employment and remuneration.

Council will carry out its functions relating to the appointment, remuneration, performance and contract of the CEO in accordance with the following best practice principles:

- Decision-making principles that are fair, transparent and applied consistently in comparable circumstances
- Decision-making criteria that are relevant, objective and available to the person subject to the decision
- Decisions and actions that are conducive to ongoing good governance
- Documentation that is clear and comprehensive to render decisions capable of effective review
- Employment decisions that are based on the proper assessment of an individual's work-related qualities, abilities and potential against the genuine requirements of the role
- Decisions to appoint a new CEO are based on competitive selection and open processes.
- Remuneration will be fair, reasonable and competitive having regard for market forces and Council's financial position.

4 INDEPENDENT ADVISORY MECHANISM AND ADMINISTRATIVE SUPPORT

The responsibility for meeting the obligations regarding CEO employment, performance and remuneration will be delivered through the establishment of a CEO Employment Committee. Administrative support will be provided by the Manager Organisation Development.



CHIEF EXECUTIVE OFFICER EMPLOYMENT AND REMUNERATION POLICY

The CEO Employment Committee will be chaired by the Mayor and include the following membership:

- Mayor (chair-person)
- Elected Councillors
- Independent Advisor.

The Independent Advisor will be a suitably qualified and experienced human resources professional (external consultant) who is not a Councillor or officer of a Council and who will join the CEO recruitment committee during the recruitment process.

4.1 Role of the Independent Advisor

The Independent Advisor will provide professional advice on:

- CEO remuneration
- shortlisting of candidates for recommendation to the CEO Employment Committee
- contract provisions (including any modifications to the position description)
- the preparation of an initial performance plan
- conducting reference/probity checks
- conducting psychometric testing.

4.2 Role of the Mayor and the elected Councillors

The Mayor and elected Councillors will:

- annually review the position description and agree on any modifications to this document
- engage an external consultant to provide independent professional advice
- set, monitor, and appraise the CEO performance against a performance plan annually
- consider and determine remuneration increases
- decide on a course of action when the CEO's contract is nearing its end
- establish a terms of reference for the committee that outline how often they will meet, and what will trigger the requirement for additional meetings.

4.3 Administrative support

The Manager Organisation Development will provide support to the Mayor and elected Councillors by:

- coordinating meetings of the committee when required to carry out the functions in this policy
- arranging preparation of the CEO contract of employment
- providing a mechanism for the CEO performance review process
- maintaining appropriate records regarding employment and performance
- obtaining formal advice if requested.

5 RECRUITMENT AND APPOINTMENT PROCESS

A quote will be obtained from specialist recruitment consultants to carry out the responsibilities in paragraph 4.1.

The Independent Advisor should be a specialist recruitment consultant with a proven track record of successful CEO appointments.



CHIEF EXECUTIVE OFFICER EMPLOYMENT AND REMUNERATION POLICY

In conjunction with the Independent Advisor, the CEO Employment Committee will develop and/or agree upon:

- the interview panel which will be made up of a minimum of three members of the CEO Employment Committee (including the Independent Advisor)
- the search and selection process and timeframe
- selection criteria based on the key accountabilities that the Independent Advisor will consider when preparing a list of candidates to be recommended for the CEO Employment Committee to interview
- a final shortlist to progress to interview (first and second round)
- remuneration arrangements that should be sufficient to attract, retain and motivate senior executives of the quality required, while not paying more than is necessary for this purpose
- a selection of interview questions that will respond to the key accountabilities of the role
- selection of the preferred candidate.

5.1 Following the selection of a preferred candidate

The Independent Advisor will:

- notify unsuccessful candidates
- in conjunction with the Manager Organisation Development arrange a contract of employment
- in conjunction with the CEO Employment Committee decide on the key performance indicators to develop an initial performance plan
- assist the Mayor with communication of appointment.

5.2 Considerations in regard to the contract of employment of the CEO

When considering the CEO contract Council must have regard to any matters prescribed by relevant regulations including remuneration, termination, re-appointment and other employment conditions based on industry benchmarks, any statement of wages policy issued by the Government of Victoria and any determination that is in effect under Section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019.

5.3 Term of appointment

The contract of employment should include a period of up to five years.

6 PERFORMANCE MONITORING AND ANNUAL REVIEW

The Councillors collectively should:

- in consultation with the CEO, identify and agree on the key performance indicators in the performance plan and the activities that the CEO should work towards achieving over a 12-month period
- ensure that the CEO is consulted and advised of the process
- ensure that the CEO is given the opportunity to present their self-assessment to the Council in regard to the performance plan
- inclusively have the opportunity to provide comments of appraisal on the CEO performance
- provide the collection and collation of feedback in relation to the CEO performance as measured against the performance plan to Manager Organisation Development
- review the CEO remuneration package as a component of the annual review in accordance with contract conditions



CHIEF EXECUTIVE OFFICER EMPLOYMENT AND REMUNERATION POLICY

- appoint a suitably qualified external consultant when required to seek advice around performance monitoring and evaluation including facilitating the review
- conduct the annual performance review of the CEO and make recommendations including
 - if the CEO meets the performance plan criteria
 - if there is a need to vary performance plan criteria, remuneration, or other terms and conditions of the contract.

7 PROTOCOL REGARDING CEO LEAVE AND APPOINTMENT OF ACTING CEO

7.1 Leave approval Chief Executive Officer

An application for annual leave, long service leave, personal leave or an extended absence is to be approved by the Mayor on behalf of Council. Approval by the Mayor removes the requirement for a report to Council and formal resolution.

7.2 Appointment of a person as Acting CEO

- If the period of leave is five days or less, then the CEO is able to make the appointment under delegation.
- If the period of leave is more than five days and less than four weeks, then the CEO is expected to liaise with the Mayor prior to making the appointment under delegation.
- If the period of leave is to exceed four weeks in a continuous period, then Council will deal with the appointment of the Acting CEO via a report and by formal resolution. Council could appoint either of the following to the position of Acting CEO:
 - one of the Directors of Council
 - a suitably qualified and experienced individual as a short term contract.

8 NON-COMPLIANCE

Failure to comply with this policy may constitute a breach of the CEO's contract of employment, s45 of the Local Government Act 2020 which could be reviewed / investigated by the Local Government inspectorate, and/or the Fair Work Act 2009.

9 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
CEO	Chief Executive Officer
Contract	Chief Executive Officer Employment Contract
Council	Loddon Shire Council
Councillor	Mayor or Councillor as defined by the Act
Independent Advisor	A consultant with specialist expertise in recruitment and remuneration.
Interview panel	Body who conduct formal interview of shortlisted candidates
External consultant	A consultant with specialist expertise in performance monitoring and evaluation.
Remuneration	Salary and salary equivalents
The Act	Local Government Act 2020



CHIEF EXECUTIVE OFFICER EMPLOYMENT AND REMUNERATION POLICY

10 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.

11 REVIEW

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

11 INFORMATION REPORTS**11.1 2021 PROPERTY VALUATIONS**

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

RECOMMENDATION

That Council receives and notes the 2021 Property Valuations report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Nil.

BACKGROUND

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

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

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

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

ISSUES/DISCUSSION

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

Stage 1 – Preparation – Due 31 July 2020 – Consists of general planning and preparation for the revaluation

Stage 2 - Analysis – Due 31 December 2020 – Consists of data collection, analysis and value level setting

Stage 3 – Application – Due 28 February 2021 – Consists of the valuation of all properties

Stage 4 – Review – Due 30 April 2021 – Consists of quality checks, exception reporting, final adjustments.

VGV has re-appointed Council's previous external contractor, LG Valuations Pty Ltd to undertake the valuation process for Loddon. This valuation process is now complete and certification was recommended by the Minister on 10 May 2021.

Below is the approved data comparison from 2020 and 2021.

	Residential	Commercial	Rural	Non-Rateable	Total
Number of assessments	2,902	279	4,743	225	8,149
2021 Capital Improved Value	\$456,032,100	\$195,314,800	\$2,021,104,200	\$39,862,400	\$2,712,313,500
2020 Capital Improved Value	\$417,014,200	\$179,092,500	\$1,813,836,600	\$39,216,500	\$2,449,159,800
% variance	109%	109%	111%	102%	111%

COST/BENEFITS

The revaluation process has a budgetary allocation each year.

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

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

RISK ANALYSIS

By undertaking the revaluation process Council is ensuring:

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

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

CONSULTATION AND ENGAGEMENT

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

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

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 third 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 3 (01/01/2021 – 31/03/2021)						
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	18	18	0	0	100.0%	498
Loddon Goldfields	28	27	1	0	96.4%	730
Total	46	45	1	0	97.8%	1228

During the third quarter of 2020 – 2021 financial year, 97.8% of the programmed inspections were completed according to the schedule.

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

Table 2: Defect rectification summary report

Quarter 3 (01/01/2021 – 31/03/2021)								
Work Group	Number of Defects				Compliant with RMP			
	Adhoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	50	118	528	696	692	4	0	99.4%
Loddon Plains	7	18	563	588	588	0	0	100.0%
Shire Wide	15	14	390	419	417	2	0	99.5%
Townscape Services	22	7	43	72	70	2	0	97.2%
Total	94	157	1524	1775	1767	8	0	99.5%

Table 2 comprises a summary of defects that have been identified through programmed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as adhoc work actions. During the third quarter of 2020 – 2021 financial year, 99.5% of all date imposed defects were completed before their due date. This is 0.5% 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 programmed 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 3 (01/01/2021 – 31/03/2021)										
Work Group	Number of Grading Work Actions					Compliant with scheduled timeframes				Programmed Localities
	Roads Inspected	Roads Graded	Defects	Requests	Total	Yes	No	Not completed	%	
Loddon Goldfields	724	94	4	1	823	823	0	0	100.0%	30
Loddon Plains	380	195	2	13	590	590	0	0	100.0%	25
Shire Wide	0	0	0	1	1	1	0	0	100.0%	0
Total	1104	289	6	15	1414	1414	0	0	100.0%	55

The data in Table 3 indicates that 1414 grading work actions were completed for the third quarter of 2020 – 2021 financial year. There is no set level of compliance for the maintenance grading program in the RMP.

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

Chart 1: Maintenance Grading Program



COST/BENEFITS

The year to date actual expenditure to the end of third quarter of 2020 – 2021 financial year of the Local Road Maintenance Program is \$3,461,615. The expenditure for the third quarter was \$917,957.

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

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

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

11.3 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 March - 2021
2. Other Projects - March 2021

RECOMMENDATION

That Council note the update on progress of the Annual Infrastructure Program 2020-2021 and Other Projects as at the end of March 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 third quarter of 2020-2021 financial year, providing an update on the progress of the Annual Infrastructure Program. The statuses of other projects that are delivered by the Assets & Infrastructure Department but are not part of the Annual Infrastructure Program are also included in the report.

BACKGROUND

This report is produced quarterly and is provided to Council for the purpose of reporting progress of the Annual Infrastructure Program and other projects that the Assets & Infrastructure Department is responsible for delivering. The information in this report covers progress up until the end of March 2021.

ISSUES/DISCUSSIONAnnual Infrastructure Program

Attachment 1 provides a progress summary of the Annual Infrastructure Program for the Third quarter of the 2020-2021 financial year.

Other Projects

In addition to the Annual Infrastructure Program, the Assets & Infrastructure Department is responsible to oversee the delivery of a number of different projects. Attachment 2 provides a summary of the other projects at the end of third quarter of 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 is \$10,839,558 as reported in the February 2021 Council report. The expenditure for the third quarter is \$2,068,330 and \$4,646,684 for the year to date.

Attachment 1 gives a summary of progress of individual projects within this program as at 31 March 2021.

The Assets & Infrastructure Department is currently managing other significant projects covered in Attachment 2 which are in different stages of progress. The combined value of such projects is in excess of \$3.83 million. Expenditure to date on these projects is \$660,013.

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	Expenditure	% Activity	Comments
Local Road Resheet	LRS0817	Mincha North Rd	Resheet 1.1km x 4.6m x 100mm	\$ 24,353	100%	Complete
	LRS1011	Ervin's Road	Resheet 1.50km x 4.6m x 100mm	\$ 33,561	100%	Complete
	LRS1152	Barraport East Rd	Resheet 1.2km x 4.7m x 100mm	\$ 44,123	100%	Complete
	LRS1160	Thomas Rd	Resheet 1.1km x 4.6m x 100mm		100%	Not Required
	LRS1171	Raywood Durham Ox Rd	Resheet 2.6km x 4.6m x 100mm	\$ 60,145	100%	Complete
	LRS1177	Leeds Rd	Resheet 2.46km x 4.6m x 100mm	\$ 22,105	100%	Complete
	LRS1185	Twiggs La	Resheet 0.43km x 4.5m x 100mm	\$ 12,698	100%	Complete
	LRS1189	Coonoor-Gower Road	Resheet 1.3 km x 4.7m x 100mm	\$ 30,157	100%	Complete
	LRS1194	Berrimal-Nine Mile Road	Resheet 1.1 km x 4.7m x 100 mm	\$ 36,247	100%	Complete
	LRS1195	Gowar Logan Rd	Resheet 1.0 km x 4.7 m x 100 mm	\$ 26,335	100%	Complete
	LRS1196	Gowar Berrimal Rd	Resheet 0.8 kms x 4.7 m x 100 mm	\$ 25,782	100%	Complete
	LRS1197	Gowar Logan Rd	Resheet 2.9 km x 4.7 m x 100 mm	\$ 67,380	100%	Complete
	LRS1211	Nixons Rd	Resheet 1.0 km x 4.7m x 100 mm	\$ 17,813	100%	Complete
	LRS1212	Northlands Rd	Resheet 1.8 km x 4.7m x 100mm	\$ 42,937	100%	Complete
	LRS1227	Lagoona Rd	Provide all weather access to GMW pump station	\$ 50,384	100%	Complete
LRS1228	Wet Lane, Walker Lane & Wattle Drive	Resheet 4.7 km x 4.7m x 100 mm			Quarter 4	
Local Road Shoulder Sheet	LRSS0347	Korong Vale Kinypanial Rd	Shoulder resheet 1.1km x 1.8m x 100mm x 2 sides	\$ 27,156	100%	Complete
	LRSS0350A	Dingee Rochester Rd	Shoulder resheet and seal 1.58km x 1.5m x 100mm x 2 sides	\$ 64,619	100%	Complete
In Asset	LRC0484	Echuca Serpentine Rd	Rehabilitation and widening of existing pavement and seal	\$ 448,423	100%	Complete
	LRC0485	Echuca Serpentine Rd	Rehabilitation and widening of existing pavement and seal	\$ 409,521	100%	Complete

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
Local Road Constructive Preservation	LRC0486	Bridgewater Raywood Rd	Rehabilitation and widening of existing pavement and seal	\$ 523,652	100%	Complete
	LRC0487	Bridgewater Raywood Rd	Rehabilitation and widening of existing pavement and seal		5%	Quarter 3-4 & 1 of next year
	LRC0496	Laanecoorie-Newbridge Rd	Rehabilitation and widening of existing pavement and seal	\$ 4,121	2%	Quarter 3-4
	LRC0514	White Pitt Rd	Upgrade and seal 0 - 3.2km	\$ 56,829	20%	Quarter 3-4
	LRC0507	Dalziels Road and Perry Rd	Reconstruction and Sealing of 1.6km of Dalziels Rd and Perr Rd	\$ 374,532	100%	Complete
Local Road Construction - Amenity	AMN 033	S/R Avenue of Honour, Pyramid Hill	Sealing of local township road beside residential property to reduce dust	\$ 20,719	25%	Quarter 4
	AMN 034	McGillvray St, Pyramid Hill	Sealing of local township road beside residential property to reduce dust	\$ 8,603	100%	Complete
	AMN 035	Bramley St, Pyramid Hill	Sealing of local township road beside residential property to reduce dust	\$ 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	\$ 8,603	100%	Complete
	AMN 038	Chapel St Wedderburn	Sealing of local township road Ch 0.0 - 0.98km	\$ 3,506	33%	Quarter 4
	AMN 039	Gordon St, Boort	Sealing of local township road Ch 0.317 - 0.356km			Quarter 4
	AMN 040	Jubilee St, Boort	Sealing of local township road Ch 0.355 - 0.365km	\$ 777	10%	Quarter 4
	AMN 042	Ryan St, Newbridge	Sealing of local township road Ch 0.74 - 1.205km	\$ 3,495	20%	Quarter 4
	AMN 043	Southey St & Deebie St, Inglewood	Sealing of local township road Ch 0.0-0.13 & 0.811-1.137km	\$ 1,102	10%	Quarter 4
	AMN 037	Lane b/h E of High St, Wedderburn	Sealing of local township road			Quarter 4

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
Safety	SAF0034	Yorkshire Road Bridge Guardrail Upgrade	Approach guardrail is too low and existing terminals are non complainant making this a safety issue	\$ 22,010	100%	Complete
Township St Improvement	TSI0386	Lakeview St Boort	Kerb and Channel King St to Weaver St (West Side)			Contracted, Quarter 4
	TSI0400	Andrews St Boort	160m Kerb & Channel			Contracted, Quarter 4
	TSI0412	Barber Street Pyramid Hill	Construct new footpath on Eastern side of Barber Street.			Contracted, Quarter 4
	TSI0438	Lyon St. Newbridge	Construct new concrete footpath from edge of existing bitumen path outside hotel heading West to Nelson St			Contracted, Quarter 4
	TSI0456	Sullivan St Inglewood	230m x 1.5m footpath on one side			Contracted, Quarter 4
	TSI0460	Godfrey Street Pedestrian Bridge	Install footbridge / Boardwalk over Nardoo Creek	\$ -		Combianed with LBCC0421
	TSI0495	Southey St Inglewood	130m x 1.5m footpath on west side			Contracted, Quarter 4
	TSI0496	Belmont St Inglewood	230m x 1.5m footpath on one side			Contracted, Quarter 4
	TSI0498	Belmont St Inglewood	330m x 1.5m footpath on one side			Contracted, Quarter 4
	TSI0499	Armstrong St Boort	180m x 1.5m footpath on one side			Contracted, Quarter 4
	TSI0500	Armstrong St Boort	145m x 1.5m footpath on one side			Contracted, Quarter 4
	TSI0501	McMillans Rd	170m x 1.5m footpath West Side			Contracted, Quarter 4
	TSI0502	Nelson St	210m x 1.5m footpath East side			Contracted, Quarter 4
	TSI0303	Kiniry St Boort	Carry Over - Footpath, new kerb and channel, underground drainage	\$ 216,683	100%	Completed - October 2020

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
	TSI0443	High Street Wedderburn	Carry Over - Footpath, kerb and channel, underground drainage. Café to Police station			Contracted, Quarter 4
Local Bridges and Culverts	LBCC0260	Arnold West Inglewood	Install RC apron d/s side		100%	Complete
	LBCC0262	Woolshed Flat Rd	Install 450mm dia RCP x 12.2m x 2 Wing walls.		100%	Complete
	LBCC0278	Gredgwin East Rd	Replace existing 300mm RCP	\$ 1,155	100%	Complete
	LBCC0296	Jarklin West Rd (SN086)	Concrete Patching, Deck Sealing & Beaching		100%	Not Required
	LBCC0297	Jarklin West Rd (SN086)	Guard Rail		10%	Commenced
	LBCC0365	Main St, Laanecoorie	Replace existing culvert with 375mm dia RCP with endwalls on both sides	\$ -	100%	Completed in 2018
	LBCC0370	Pickles Rd	Replace box culvert	\$ 233		Quarter 2/3
	LBCC0371	Barraport West Rd	Replace existing culvert with a larger one	\$ -	100%	Completed in Flood Program
	LBCC0372	Barraport West Rd	Existing 375mm culvert needs replacing with a larger culvert	\$ -	100%	Completed in Flood Program
	LBCC0379	Baileys Rd Bridge	Replace bridge			Contracted, Quarter 4
	LBCC0385	Aitkens Rd Bridge Replacement (SN92)	Replace with Stone floodway replacement and 2 reinforced box culverts 5m width and length improvements.	\$ 98,644	100%	Complete
	LBCC0395	Prairie West Road Culvert Replacement	Culvert Replacement		20%	Commenced
	LBCC0411	Miles Rd at the Intersection with Jarklin - Yarrowalla Rd Calivil	Culvert Replacement		100%	Complete
	LBCC0421	Godfrey St Bridge	Replace culvert and upgrade			Contracted, Quarter 4
	LBCC0382	Pyramid Hill culvert replacements	Carry over - Replace culverts at Kelly st and Coliban Access entrance	\$ 218,156	100%	Complete April
LBCC0380	Sloans Rd Bridge	Carry Over - Bridge replacement and upgrade	\$ 615,570	100%	Complete - October 2020	

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
Reseals	20/38 Projects	Multiple	Spray Seal Contract - 20 sites - 38 segments - 157,548m2		100%	Complete May
	Urban Drainage	TSD0144	Victoria Street Pyramid Hill	Installation of pit and pipe to remove pooling water in front of swimming pool	\$ 18,260	100%
TSD0148		Arnold Rd Bridgewater	Existing pipe is damaged			Quarter 4
TSD0149		Inglewood Tennis Club Building Drainage	Upgrade drainage	\$ 17,887	100%	Complete
TSD0172		Canning Street Culvert Replacement	Replacement of damaged culvert	\$ 3,917	100%	Complete
TSD0173		Skinnners Flat Safety Manual and Site Investigation	Develop a safety manual and engage consultant to inspect reservoir and recommend safety upgrades		10%	Quarter 4
TSD0174		Heales St Drainage	Improve drainage in Heales St	\$ 131,523	100%	Complete
TSD0150		Old Inglewood Reservoir	Carry Over - Safety upgrades	\$ 536,061	95%	Final sign offs being completed.
Parks and Gardens	PGC025	Public Place Bin Renewal and Street Furniture Upgrade	Complete rollout of replacement public place bins	\$ 8,991	25%	Quarter 4
	PGC028	Boort Park Playground Footpath	Footpath installation			Quarter 4
	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.			Quarter 3/4
	PGC031	Korong Vale Recreation Reserve Old Toilet Removal	Remove decommissioned brick toilet block south of the bowling green	\$ 8,401	100%	Complete

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
A	PGC032	Progress Park Newbridge Upgrade	Install a BBQ and shelter			Quarter 4
	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			Quarter 2/3
	PGC035	Boort Sprinkler Replacement	Replacement of sprinkler system			Quarter 3/4
	BLD047	Inglewood Botanic Gardens	Septic tank and field replacement			Quarter 4
	BLD048	Inglewood Town Hall	Install deck in atrium			Quarter 3
	BLD052	Pyramid Hill Memorial	Damp course replacement			Quarter 4
	BLD060	Building Emergency Works Allocation	Allowance for emergency works	\$ 3,241	5%	Quarter 1-4
	BLD066	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.			On hold
	BLD067	Allocation for updating Building floor plans	Providing new floor plan drawings for nominated list of buildings	\$ 6,417	100%	Complete
	BLD068	Building Compliance audits & minor rectification	Undertake 12 x buildings audits (1 per month) & minor rectification works	\$ 25,708	100%	Complete
	BLD069	Serpentine Public Toilets	New septic field (rest stop toilets)	\$ 1,676	10%	Quarter 2
	BLD072	Boort Court House	Paint exterior and drainage paving of Boort Courthouse building	\$ 21,914	100%	Complete
	BLD073	Boort Tennis Club	Replace guttering		100%	Complete
BLD078	Boort Memorial Hall	Foundation restumping	\$ 6,440	50%	Quarter 4	

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
Buildings	BLD079	Boort Croquet Club	Water supply from pool upgrade			Quarter 4
	BLD081	Inglewood Rec Reserve Clubroom	Repaint exterior	\$ 28,024	100%	Complete
	BLD085	Wedderburn Senior Citizens	Remove partial wall left of front verandah			Quarter 3
	BLD086	Yando public hall	Replace distribution board	\$ 3,962	100%	Complete
	BLD087	Yando public hall	Paint exterior, windows and fascias	\$ 11,813	100%	Complete
	BLD040	Tarnagulla Public Toilets	Replace waste water system	\$ 1,883	10%	Quarter 4
	BLD090	Pyramid Hill Preschool	Replace split system	\$ 1,676	100%	Complete
	BLD091	Soldiers Memorial Park Bandstand	Finish refurbishment works	\$ 4,415	100%	Complete
	BLD092	Eddington Public Toilets	Replace floor tiles and cubicle doors	\$ 2,657	25%	Quarter 3
	BLD093	Tarnagulla Public Toilets	Install floor tiles and replace cubicle doors			Quarter 4
	BLD094	Boort Court House public toilets	Revinyl floor	\$ 16,184	100%	Complete
	BLD095	Wedderburn depot lunch room	Replace air con	\$ 6,515	100%	Complete
	BLD011	Wedderburn Community Centre Roof Leaks	Fix roof	\$ 8,884	100%	Complete
	BLD046	Eddington Public Hall - New Septic System	Carry Over - Septic Tank and field replacement	\$ 2,657	5%	Quarter 4
	BLD023	Bridgewater Caravan Park	Carry Over - Termite protection of rear toilets and camp kitchen	\$ 4,202	100%	Complete
	BLD007	Asbestos removals	Asbestos audits	\$ 49,646	20%	Ongoing
	BLD028	Wedderburn Mechanics Institute	Carry Over - Replace roof on wings	\$ 1,576	100%	Complete
BLD045	Bridgewater Recreation Reserve	Carry Over - Tank installation	\$ 6,833	100%	Complete	

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
	BLD053	Wedderburn Office	Carry Over - Evacuation safety alert system	\$ 2,798	100%	Complete
	BLD098	Boort Public Carpark	Carry Over - Install dump point		100%	Complete
	BLD003	Boort James Boyle Hall	Carry Over - Replace guttering	\$ 5,837	100%	Complete
	BLD099	Boort James Boyle Hall	Sound shell gutter replacement			Quarter 4
	BLD088	Tarnagulla Golf Club	Carry Over - Replace septic field and new pump well	\$ 27,549	100%	Complete
	BLD010	Wedderburn Harness Racing	Carry Over - Termite treatment of tote building	\$ 1,364	100%	Complete
	BLD030	Boort Memorial Hall, Boort Pool & Boort	Carry Over - Replace asbestos clad switchboards		100%	Complete
	BLD027	Korong Vale Public Toilets - pipe upgrade	Carry Over - Upgrade sewer pipes			Quarter 4
	BLD037	Boort Courthouse	Carry Over - rear entrance steps	\$ 17,377	100%	Complete
	BLD001	Serpentine EPU pathsd at front entrance	Carry Over - Replace concrete path	\$ 6,981	100%	Complete
	BLD004	Inglewood Town Hall Water contamination	Carry Over - New irrigation system, match new water supply.	\$ 5,703	100%	Complete
	BLD096	East Loddon Community Centre - Paint exterior	Carry Over - Paint exterior	\$ 6,981	10%	Quarter 4

Attachment 2: Other Projects 2020 - 2021

Project no	Project Description	Expenditure	Responsible Office	Activity %	Comments
1	Boort Levee	\$ 138,345	PMC, PO	25%	Council continuing negotiations with Dja Dja Wurrung.
2	Pyramid Hill Drainage Strategy and Drainage data capture	\$ 26,730	PMC, PO	55%	Draft strategy completed. Multi-year approach. To be included in flood consultation.
5	Wedderburn township entrance sign	\$ -	MAI	25%	Commenced
6	Our Regions, Our Rivers (Caravan Parks)	\$ 447,438	PMC, PO, MEC	75%	Amenity blocks to be installed in May 2021
7	Pyramid Hill Flood Mitigation Works		PMC, PO	10%	Community consultation to commence with Drainage Strategy consultation.
9	Little Lake Boort walking track	\$ 47,500	PMC, PO, MCS	100%	Complete - May 2021
10	Bridgewater Female Friendly Changerooms		PMC, PO, MCS	25%	Construction commenced April 2021
11	Pedestrian crossing - Coutts St, Boort		PO, MAI	10%	Finalising design

Responsible Officer

PMC	Project Management Coordinator
PO	Project Officer/Engineer
MAI	Manager Assets and Infrastructure
BMO	Building Maintenance Officer
MEC	Manager Executive and
MCS	Manager Community Support

11.4 QUARTERLY LOCAL LAWS AND PLANNING COMPLIANCE ACTIVITY REPORT

File Number: FOL19/115192
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 third 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
- assessment of properties for potential fire risk/fire prevention measures
- control of roadside activities, occupation and utilisation
- investigate planning scheme breaches and enforce planning permit conditions
- intervention in public nuisance issues.

ISSUES/DISCUSSIONAdministrative and fire prevention

Table 1 provides a summary of administrative actions undertaken.

Table 1: Administrative activities

Quarter 3 (1 January 2021 – 31 March 2021)			
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Local law permits issued
No. actions	2	4	8

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

Unightly properties

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

Table 2: Summary of unsightly properties activities

Quarter 3 (1 January 2021 – 31 March 2021)																
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borong	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural/Other	Total
No. identified from previous report period	3	0	4	2	4	2	15	7	3	2	2	2	1	0	0	47
No. resolved during quarter	1	0	1	1	2	2	0	4	0	0	2	1	1	0	0	15
New action commenced	0	0	2	0	4	2	4	0	1	2	4	0	1	0	0	20
No. currently pursuing	2	0	5	1	6	2	19	3	4	4	4	1	1	0	0	52
Progress Activities																
Site meeting / discussion held	2	0	2	2	7	3	6	2	2	3	1	1	1	0	0	32
Letter to comply issued	0	0	0	1	5	0	4	0	1	2	2	0	1	0	0	16
Occupier has commenced clean-up work	1	0	1	1	4	3	5	3	2	2	2	2	0	0	0	26
Notice to comply issued	0	0	0	0	1	0	4	0	1	2	2	0	0	0	0	10
Contractor engaged for clean-up work	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Achieving resolution of unsightly property issues can be difficult, with many property owners committing to attend to the issue and in some cases starting the process of cleaning up only to relapse. This requires an approach of escalation of interventions until compliance is reached. Many of these issues involve longstanding patterns of behaviour that will require continual intervention and time to establish significant change in individual's behaviour in order for lasting compliance to be reached.

Animal management

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

Table 3: Summary of animal management activities

Quarter 3 (1 January 2021 – 31 March 2021)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
No. of actions	6	1	1	25	20	46

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

Table 4: Impoundment activities

Quarter 3 (1 January 2021 – 31 March 2021)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	-	-	-	0
Dogs	10	6	4	0
Cats	2	-	2	0
Feral Animals	-	-	-	28
Total	12	6	6	28

Planning Compliance and Enforcement

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

Table 5: Planning compliance and enforcement activities

Quarter 3 (1 January 2021 – 31 March 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	6	2	0	4	4
Native vegetation removal without a permit	7	1	0	3	5
Breach of planning permit	2	0	0	0	2
Dog breeding / animal keeping	2	1	0	0	3
Land used as a store without planning permit	1	0	0	0	1
Occupation of a shed without a planning permit	6	0	0	1	5
Total	24	4	0	8	20

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

COST/BENEFITS

The expenditure for the third quarter of 2020-2021 financial year for the local laws and compliance activities contained within this report is \$56,777. 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.

11.5 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 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 second 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/DISCUSSIONCurrent Strategic Planning Projects

Table 1 provides a summary of current strategic planning projects and the activities undertaken as part of these projects during the third quarter of the 2020-2021 financial year.

Table 1: Current Strategic Planning Projects

Current Strategic Planning Projects Quarter 3 (1 Jan 2021 – 31 March 2021)			
Project	Tasks undertaken during the quarter	Future tasks	Estimated project completion
Planning Scheme Review	Preparation of a draft is well underway, however due to current workloads in Statutory Planning and staff vacancies in Planning and Building, work on this project has been delayed.	Circulation to policy review committee. Presentation and adoption of report by Council. Submission of report to Minister for Planning.	Completion of strategic planning projects is uncertain until a statutory planner is employed.

Planning Scheme Amendment – Bridgewater Flood controls	Advice sought from NCCMA regarding progress as Council is partnering with them for this amendment.	Exhibition of the planning scheme amendment. Dates have not yet been set due to the situation with COVID-19.	TBA
Planning Scheme Amendment – Dunolly Flood controls	Advice sought from NCCMA regarding progress as Council is partnering with them for this amendment.	Exhibition of the planning scheme amendment. Dates have not yet been set due to the situation with COVID-19.	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.	Preparation of a draft is well underway, however due to current workloads in Statutory Planning and staff vacancies in Planning and Building, work on this project has been delayed.	Publish on Council website.	TBA
Industrial Land Strategy. A recommendation of the Settlement Strategy was to undertake an Industrial Strategy to ensure a suitable supply of industrial land as employment is key to population growth.	A draft contract brief to engage a consultant to assist in the development of an Industrial Land Strategy is ready for distribution to suitable consultants.	Distribute contract brief to suitable consultants with an invitation to submit a fee proposal.	TBA
Heritage loan policy	Preparation of a draft that provides conditions and criteria for applications is well underway, however due to current workloads in Statutory Planning and staff vacancies in Planning and Building, work on this project has been delayed.	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	Assisting DELWP staff with the translation and review of draft documents.	Review of final document by Council staff.	June 2021

translation is policy neutral.			
Investigate development of Stage 2 of Ridge Street residential development.	A contact brief is being prepared.	Invitation to submit fee proposal to be distributed.	TBA
Undertake detailed investigation of identified residential growth opportunities in the priority towns to determine yield and estimated development cost.	A contract brief is being prepared.	Seek tenders for the project.	TBA

The strategic planner has primarily been involved in statutory planning tasks over the past six months due to the resignation of the senior planner last year. Limited time has been available for strategic planning due to the need to focus on a number of significant statutory planning applications, including Bears Lagoon Piggery, Boort Poultry Farm and Bridgewater avionics. Activities in Strategic Planning have also been inhibited due to the Manager Development & Compliance performing the role of Municipal Building Surveyor. Staff members are prioritising the processing of permit applications over other activities. These two staff vacancies are currently open for recruitment.

COST/BENEFITS

The expenditure for the third quarter of the 2020-2021 financial year for the strategic planning activities contained within this report is \$ 5,603

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 in the quarter

RECOMMENDATION

That Council receive and note the planning application and permit activity report for January – March 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 third 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/DISCUSSIONPlanning permit activities

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

Timeframes

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

Table 1 provides a summary of the average timeframes in which the Development and Compliance Department assessed and issued Planning Permits during the third quarter of the 2020-2021 financial year and compares these to the Victorian rural average.

Table 1: Average timeframes for decisions

Quarter 3 of the 2020/2021 financial year			
Month	Average gross days to determine	Completed within 60 days	Rural average completed within 60 days
January	69	80%	69%
February	85	83%	69%
March	69	62%	69%
	Total Quarterly average	75%	69%

During the third quarter of the 2020-2021 financial year 75% of all Planning Permit applications were assessed and issued within the timeframes as set in the Planning & Environment Act 1987. This is 19% below the first quarter result for this financial year of 94%. The lower result is largely due to the Senior Planning Officer role vacancy. Council's remaining Planning staff, Junior Planning Officer (part time) and Strategic Planning Officer (part time) are prioritising the processing of permit applications in order to limit impacts on the community. The Manager Development & Compliance is also filling the role of Municipal Building Surveyor further impacting Council's ability to process applications. Recruitment for the two vacant positions continues.

COST/BENEFITS

The expenditure for the third quarter of 2020-2021 financial year of the statutory planning activities contained within this report is \$25,251. 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 applications completed in the quarter

1 January 2021 - 31 March 2021

Decisions
26

App. Number	Lodged	Site Address	Locality	Status	Development Description	Applicant Name	Applicant Organisation
4925	23/12/2020	Calder Highway	Bridgewater	Application Complete	Proposed amendments is for the inclusion of an Office and Staff Room.	Brent Williams	Brent Williams and Associates
5517	11/02/2020	25 Gladstone Street	Tarnagulla	Lapsed	Use of land for a domestic animal husbandry- dog breeding	Elaine Soane	
5542	14/05/2020	58 Fantasy Road	Bridgewater	Application Complete	The use and development of land for a dwelling, development of the site for an aircraft hangar, use of land for industry (aircraft maintenance - very small ultralights and rotorcraft, up to and including turbine commuter aircraft) and creation of access to a road in a Road Zone Category 1	Spire	
5563	26/02/2021	181 Carrs Road	Bears Lagoon	Application Complete	We applied for 1 machinery shed with the intention to build a second machinery shed without walls(hence not mentioned in the first application) The second shed shown on the plans will now have walls therefore requiring the planning permit to be amended.	Tweed Pastoral Holdings	
5565	11/08/2020	Lyons Street	Newbridge	Application Complete	Development of a dwelling.	Shane Muir Consulting Engineers Pty Ltd	
5570	31/08/2020	15 O'Neil Street	Pyramid Hill	Application Complete	Subdivide land into 2 Lots	Price Merrett Consulting Pty Lt	
5571	9/09/2020	1453 Wychitella-Quambatook Road	Terrapee	Application Complete	Earthworks to reinstate historic roadside drainage	NJC Irrigation Solutions	
5599	18/02/2021	5 Joffre Street	Mitiamo	Application Complete	Wanting to change hours of operation from 9am to 11 pm in condition 2 of the permit	Jill Ramskill	
5617	30/11/2020	205 Cornish Road	Kinypanial	Application Complete	Single Dwelling	Carlie Turnbull	
5622	19/11/2020	Royal Hotel, 67 Brooke Street	Inglewood	Application Complete	Demolition of existing street verandah and repairs to the building facade to match existing, including painting.	Jika Jika Land Pty Ltd	
5623	17/12/2020	255 Rothackers Road	Serpentine	Application Complete	Buildings and works (farm shed) in an LSIO	GK Building Services	
5624	17/12/2020	56 Clifden Lane	Wedderburn	Application Complete	Buildings and works associated with a section 2 use	GK Building Services	

App. Number	Lodged	Site Address	Locality	Status	Development Description	Applicant Name	Applicant Organisation
5625	30/11/2020	65 Dalziels Road	Bears Lagoon	Application Complete	Replacement of existing conventional pig housing and effluent ponds with deep litter housing and composting of spent bedding.	Livestock Environmental and Planning	
5627	17/12/2020	46 Sullivan Street	Inglewood	Application Complete	Subdivision of Land	Messervier Pty Ltd	
5628	17/12/2020	3855 Loddon Valley Highway	Serpentine	Application Complete	Use and development of the land for a dwelling, decommissioning of old dwelling and construction of a pool	Penno Drafting and Design	
5630	21/12/2020	Woolshed Flat Road	Woolshed Flat	Application Complete	Use of the land for gold mining	Peter Lawrence	
5632	2/02/2021	413 Quambatook-Wychitella Road	Lake Marmal	Application Complete	Buildings and works (hay shed) with a floor area of more than 130 metres squared	Entegra Signature Structures	
5635	17/12/2020	10 Albert Street	Pyramid Hill	Application Complete	2 Lot Subdivision	Mrs Helen Fraser	
5636	22/12/2020	675 Boort-Kurting Road	Powlett Plains	Application Complete	Buildings and works less than 100 metres from a designated waterway	GK Building Services	
5637	5/01/2021	139 Hollands Lane	Newbridge	Application Complete	Buildings and works less than 5 metres from boundary and less than 20 metres from road	Jonathan Holland	
5638	4/01/2021	Lot 1 Nardoo Court	Wedderburn	Application Complete	Shed	Geoff Burnside	Turf Engineering P/L
5641	26/02/2021	19 Owen Street	Eddington	Application Complete	buildings and works under an ESO	Dr Design (Vic) Pty Ltd	
5642	11/02/2021	73 Commercial Road	Tarnagulla	Application Complete	Buildings and works (replacement of veranda) under the heritage overlay	Mrs Doreen Ramm	
5645	16/02/2021	2568 Wedderburn-Dunolly Road	Rheola	Application Complete	Buildings and works less than 100 metres from a designated waterway	Amandah Downie	GK Building Services
5646	16/02/2021	7039 Calder Highway	Wedderburn	Application Complete	Buildings and works (shed) less than five metres from a property boundary	Amandah Downie	GK Building Services
5655	12/03/2021	38 Camp Street	Bridgewater	Application Complete	Buildings and works (carport) heritage overlay	Rohanne Treloar	

Applications being processed in the quarter

1 January 2021 - 31 March 2021

Number of Applications
30

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 loccction of retarding basin.	Tim Martin	
5295	6/05/2021	1164 Inglewood-Rheola Road	Kingower	Advertising	Liquor License for an 'extension a red line plan'	Mark Gilmore	Both Banks Vineyard Kingower ssllff
5312	7/05/2021	Lot 16 O'Briens Drive	Moliagul	Lodged	To erect 2 Flyover covers	Rodney McEwin	
5407	10/12/2018	16 Park Street	Bridgewater on Loddon	Further Information	Landscaping and 2 Lot Subdivision	Dave Edwards	
5419	26/01/2019	135 Old Logan-Burkes Flat Road	Burkes Flat	Advertising Complete	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 reenactment 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	
5553	23/06/2020	78-80 Burke Street	Newbridge	Ready For Decision	Use and development of the land for two (2) dwellings	Shane Muir Consulting Engineers Pty Ltd	
5573	15/10/2020	Arnold Newbridge Road	Arnold	Further Information	Use and development of land for a dwelling and dog breeding	Miroslav Brestovac	
5587	13/05/2021	3673 Pyramid-Yarraberb Road	Raywood	Further Information	Amending from habitable outbuilding to second dwelling	Anthony Jenkin	Outlier Studio
5611	5/11/2020	6-12 North Street	Inglewood	Further Information	Two lot subdivision	Bernie Koolstra	
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
5643	12/02/2021	109 Bendigo-Maryborough Road	Eddington	Planner Assessment	Single dwelling and new cross over **RDZ1	Melanie Nicholls	
5644	16/02/2021	10-16 Camp Street	Bridgewater	Referred	2 Lot Subdivision	Peter Mitchell	c/o Total Property Developments

5648	2/03/2021	114 Godfrey Street	Boort	Advertising	Use of the land for a retail premises and development of car parking	Ian Lanyon	Simply Tomatoes
5649	26/02/2021	262 Barraport-Minmindle Road	Barraport	Further Information Complete	Removal of 12 trees to be able to install lateral irrigator	Simon Henderson	
5650	29/03/2021	143 Rooneys Lane	Dunolly	Ready for Meeting	Use and development of the land for a dwelling	David Boyce	
5651	17/03/2021	112 Playfair Street	Eddington	Advertising	Dog Breeding Business	Diamond Maw	
5652	10/03/2021	Tarnagulla Road	Inglewood	Further Information	Licensed Wild Game Pet Meat Processing Facility	David Preece	Campaspe Meat Company Pty Ltd
5654	15/03/2021	26 Peppercorn Way	Serpentine	Planner Assessment	Rebranding of business identification signage	Grace Moses	SLR Consulting Australia Pty Ltd
5656	26/03/2021	Boort-Kerang Road	Boort	Further Information	two lot subdivision	Andrew Merrett	Price Merrett Consulting
5659	26/04/2021	83 Bennetts Road	Raywood	Referred	Single story extension to an existing dwelling	Mathew Woolley	Emotive Builders
5663	23/04/2021	Lot 1 Tatchell Road	Glenloch East	Referral	Removal of native vegetation	Leigh Parry	
5664	3/05/2021	4562 Calder Highway	Inglewood	Advertising	Rebranding business identification signage	Jason Holmes	The Retail Group Pty Ltd
5668	5/05/2021	722 Inglewood North Road	Powlett Plains	Advertising	Use and development of the land for a dwelling	Xavier Meade	
5669	13/05/2021	81 Peppercorn Lane	Bridgewater on Loddon	Lodged	Buildings and works in the FZ, less than 100 metres from a RDZ1	Stacey Tunley	Entegra Signature Structures
5670	13/05/2021	Leichardt Road	Leichardt	Allocated	Use of the land for storage facility and loading/unloading associated with industry	Stacey Tunley	Entegra Signature Structures

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

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

ISSUES/DISCUSSION

Throughout the third quarter of the 2020-2021 financial year, items of significance relating to the activity of Council's Building Services Staff 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 & 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 last quarter of the 2019-2020 financial year and the three quarters of 2020-21. 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

	Quarter 4 2019-20 (01/4/2020 – 30/6/2020)	Quarter 1 2020-21 (01/07/2020 – 30/09/2020)	Quarter 2 2020-21 (01/10/2020 – 31/12/2020)	Quarter 3 2020-21 (01/01/2021 – 31/03/2021)
No. of new Permits	33	50	51	44
Value of Works	\$2,944,362.81	\$4,297,563.41	\$10,199,564.50	\$2,467,359.00

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

	Quarter 4 2019-20 (01/04/2020 – 30/06/2020)	Quarter 1 2020-21 (01/07/2020 – 30/09/2020)	Quarter 2 2020-21 (01/10/2020 – 31/12/2020)	Quarter 3 2020-21 (01/01/2021 – 31/03/2021)
Certificates of final inspection	40	33	30	18
Occupancy Permits	16	2	8	17

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	0	0	0	0	0	0	0
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	1
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 & 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 second quarter of the 2020-2021 financial year for building services activities was \$43,043 and the third quarter was \$ 18,744. The reduction in expenditure is due to the vacant Municipal Building Surveyor position.

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

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 / inspection 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 & 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 REVIEW OF CONFIDENTIAL ACTIONS

This matter is considered to be confidential under Section 3(1)(h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).

Pursuant to section 66(5)(b) of the Local Government Act 2020, if released the information to be received, discussed or considered in relation to this agenda item, may disclose confidential meeting information, being the records of meetings closed to the public under section 66(2)(a)

14.2 Appointment of Audit and Risk Committee member

This matter is considered to be confidential under Section 89(2)((a)) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 22 June 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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