



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

Date: Tuesday, 27 April 2021
Time: 3pm
Location: Loddon Shire Council Chambers
(entry from Peters Street),
behind Wedderburn office

AGENDA

Ordinary Council Meeting

27 April 2021

Order Of Business

1	OPENING AFFIRMATION	5
2	ACKNOWLEDGEMENT OF COUNTRY	5
3	APOLOGIES	5
4	DECLARATIONS OF CONFLICT OF INTEREST	5
5	PREVIOUS MINUTES	6
	5.1 CONFIRMATION OF MINUTES.....	6
6	ASSEMBLY OF COUNCILLORS	7
	6.1 RECORD OF ASSEMBLY OF COUNCILLORS	7
7	REVIEW OF ACTION SHEET	10
	7.1 REVIEW OF ACTIONS	10
8	MAYORAL REPORT	13
	8.1 MAYORAL REPORT.....	13
9	COUNCILLORS' REPORT	14
	9.1 COUNCILLORS' REPORTS	14
10	DECISION REPORTS	17
	10.1 PLANNING PERMIT APPLICATION 5631 - USE AND DEVELOPMENT OF THE LAND FOR A FREE RANGE INTENSIVE BROILER FARM.....	17
	10.2 AUDIT AND RISK COMMITTEE REMUNERATION REPORT	57
	10.3 FINANCE REPORT FOR THE PERIOD ENDING 31 MARCH 2021	59
	10.4 LETTER TO COUNCIL REGARDING PROPOSED SEALING OF STEWARTS RD AND GRANT ST NEWBRIDGE.....	74
	10.5 VERSION 6 OF COUNCILLOR CODE OF CONDUCT PROPOSED FOR ADOPTION	78
	10.6 SEEKING FEEDBACK FOR THE 2021/22 DRAFT ANNUAL BUDGET	108
	10.7 FEES AND CHARGES FOR THE YEAR 1 JULY 2021 TO 30 JUNE 2022	177
	10.8 DRAFT REVENUE AND RATING PLAN.....	204
11	INFORMATION REPORTS	235
	Nil	
12	COMPLIANCE REPORTS	236
	12.1 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - BOORT PARK.....	236
	12.2 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - INGLEWOOD COMMUNITY ELDERLY PERSONS UNITS	239
	12.3 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - YANDO PUBLIC HALL.....	241
	12.4 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - BRIDGEWATER ON LODDON MEMORIAL HALL	243
	12.5 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - KORONG VALE SPORTS CENTRE	245
13	GENERAL BUSINESS	247

14 CONFIDENTIAL ITEMS 248

14.1 REVIEW OF CONFIDENTIAL ACTIONS 248

14.2 C492 - GODFREY STREET CULVERT REPLACEMENT 248

14.3 VICTORIAN ENERGY COLLABORATION CONTRACT 248

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 23 March 2021.
2. The minutes of the Ordinary Council Meeting of 23 March 2021.
3. The minutes of the Confidential Council Meeting of 23 March 2021.
4. The minutes of the Council Forum of 13 April 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 23 March 2021.
2. Council Forum 13 April 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	23 March 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 David Price, Local Laws / Planning Compliance Officer Deanne Caserta, Manager Financial Services Glen Harvey, Manager Development and Compliance
Items discussed.	<ol style="list-style-type: none"> 1. Development of Community Local Law 2. Legislative changes to the structure of the Municipal Emergency Management Planning committees 3. Planning Permit Application 5571 – 1453 Wychitella Quambatook Road Terrapee 4. Fees and Charges schedule 2021/22 5. Signing of Councillor Code of Conduct 6. General business: <ul style="list-style-type: none"> • Pyramid Hill Community Centre • Livestream of Council meetings
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

Assembly details	Forum
Date	13 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 Deanne Caserta, Manager Financial Services Janine Jackson, Manager Organisational Development DELWP representative LG Valuations representative CT Management representative
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. Public comment on the Councillor Code of Conduct 4. CEO Employment and Remuneration Policy 5. Signing of Induction Declaration 6. 2021 Property Valuations 7. Revenue and rating plan – major revenue and rating principles discussion 8. Fees and Charges schedule 2021/22 9. Draft Annual Budget 2021/22 10. Service Planning 11. General business: <ul style="list-style-type: none"> • Nil
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 Committee: Morrison, Sharon Officer: Morrison, Sharon	Date From: Date To: Printed: Thursday, 15 April 2021 11:29:37 AM
--------------------------------------	--	---

Meeting	Officer/Director	Section	Subject
Council 23/02/2021	Morrison, Sharon Morrison, Sharon	Decision Reports	Version 2 of the Community Engagement Policy proposed for adoption
<p>RESOLUTION 2021/38</p> <p>Moved: Cr Wendy Murphy Seconded: Cr Dan Straub</p> <p>That Council:</p> <ol style="list-style-type: none"> 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. <p style="text-align: right;">CARRIED</p> <p>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.</p> <p>29 Mar 2021 5:37pm Morrison, Sharon Business case for community engagement officer to be finalised.</p> <p>15 Apr 2021 11:06am Morrison, Sharon Business case for community engagement officer to be finalised.</p>			

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>			

Action Sheets Report	Division: Council Committee: Morrison, Sharon Officer: Morrison, Sharon	Date From: Date To: Printed: Thursday, 15 April 2021 11:29:37 AM
--------------------------------------	--	---

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.

29 Mar 2021 5:37pm Morrison, Sharon
 Document to be listed for upcoming forum to review community feedback.

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.

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:			
<ol style="list-style-type: none"> 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 			
CARRIED			
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.			
15 Apr 2021 11:08am Morrison, Sharon Public comments not due until 23 April 2021.			

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 PLANNING PERMIT APPLICATION 5631 - USE AND DEVELOPMENT OF THE LAND FOR A FREE RANGE INTENSIVE BROILER FARM**

File Number: 45287420
Author: Carolyn Stephenson, Statutory / Strategic Planner
Authoriser: Glenn Harvey, Manager Development and Compliance
Attachments: 1. Decision Report 5613

RECOMMENDATION

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.

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 proposal has not been previously considered by Council.

BACKGROUND

The applicant seeks approval for the use and development of the land for a free range broiler farm and associated buildings and works.

The subject site is located at F Hills Road Boort, but is accessed via Osborne Road Boort and is zoned Farming with the Special Control Overlay 2. The subject property is currently used for agriculture.

ISSUES/DISCUSSION

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

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

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

Council has delegated authority to its Planning Officer to determine outcomes of applications, however it is Council's practice to make the final determination for applications which:

- receive one or more public objections
- and/or
- are to be recommended for refusal by the Planning Officer.

This application received five objections. A detailed decision report is included in Attachment 1 outlining the Planning officer's assessment and considerations in determining the recommendation to Council. The five objections along with a response from the applicant are included in that report.

COST/BENEFITS

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

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

The cost of inappropriate land use and development includes loss of amenity, inefficient use of infrastructure and environmental impacts. The benefit of appropriate land use and development is aesthetically appropriate development, economic development, land use that is compatible with land capability, sustainable infrastructure provision and enhancement of environmental values.

RISK ANALYSIS

The risks of Council not fulfilling its statutory obligation under the Act include:

- Inappropriate development which could endanger life and property.
- Council's reputation as a responsible authority.
- Breaches of the *Planning and Environment Act, 1987* requiring compliance action.

CONSULTATION AND ENGAGEMENT

Please refer to the decision report for further detail on the application including copies of the objections lodged and the response to the objections.

LODDON SHIRE COUNCIL

DECISION REPORT 5631: Use and development of the land for a free range broiler farm, ancilliary buildings and infrastructure, caretakers dwelling and removal of one tree.



CONTENTS

1	RECOMMENDATION	1
2	DISCUSSION	4
	2.1 Site & location.....	4
	2.2 Site history.....	5
	2.3 Proposal	6
	2.4 Loddon Planning Scheme.....	8
	2.4.1 Zone	8
	2.4.2 Overlays.....	8
	2.4.3 Relevant Particular Provisions	8
	2.4.4 State Planning Policy Framework.....	9
	2.4.5 Local planning Policy Framework.....	9
	2.4.6 Cultural Heritage	9
	2.1 Referrals.....	9
	2.2 Public notification.....	10
3	ASSESSMENT	10
	3.1.1 Planner assessment.....	10
	3.1.2 Loddon Planning Scheme	10
	3.1.3 Suitability of the site for the proposed land use	11
	3.1.4 Environmental and amenity impacts.....	11
	3.1.5 Provision of infrastructure.....	11
	3.1.6 Objections.....	11
4	CONCLUSION	12
	APPENDIX 1: Objections	13
	APPENDIX 2: Response to Objections	21

SUMMARY

Application Number:	5631
Applicant:	Southern Riverlands Poultry Property Pty Ltd Osborne Road, Boort
Subject Land:	CA 2A, 18, 18A Section F Parish of Boort
Owner:	Southern Riverlands Poultry Property Pty Ltd
Zone:	Farming
Overlay(s):	SCO2
Existing use:	Agriculture
Proposal:	Use and development of the land for a broiler farm – 400,000 birds. Development will include 8 sheds, office and amenities building, workshop, generator shed, caretakers dwelling and removal of one tree.

1 RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the use and development of land for a free range 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 following conditions:

Endorsed plans

1. Prior to the commencement of the development, the applicant must submit two sets of amended plans and documentation to the Responsible Authority for approval. These plans and documentation must be generally in accordance with Planning Report Application for Planning Permit – 8 Shed Free Range Broiler Farm Boort Farm 3 Report Number 3-101-19, June 2020 but be amended in the following way:
 - Show the location of the internal access road amended in accordance with the agreed extent of upgrade of Osborne Road.

Once approved, these plans will be endorsed and will form part of this permit.

2. The use and development of the land, as shown on the endorsed plan (s) and described in the endorsed document (s), must not be altered or modified for any reason without the prior written consent of the Responsible Authority.

Consolidation

3. Prior to the commencement of the use, CA 2A, 18, 18A Section F Parish of Boort must be consolidated to form a single lot. Should the internal access road for Farm 3 not be contained within the consolidated lot, a re-subdivision or boundary realignment will be required to ensure the access is located within the subject land.

Maximum birds

4. A maximum of 400,000 birds should not be exceeded on this site at any time.

Code of Practice

5. The use and development of the land must be practiced in accordance with the Victorian Code of Practice for Broiler Farm 2009 or as revised/updated.

Landscaping

6. The landscape area(s) shown on the endorsed plan(s) must be planted and maintained to the satisfaction of the Responsible Authority and once landscaped must not be used for any other purpose except with the prior written consent of the Responsible Authority.

Amenity

7. The subject land must be kept neat and tidy at all times and its appearance must not, in the opinion of the Responsible Authority, adversely affect the amenity of the locality.
8. The use and development of the land, including but not limited to, the transportation of materials, goods or commodities to or from the land; emissions of noise, odour, wastewater product, dust, feathers and the presence of vermin must not negatively affect the amenity of the surrounding area to the satisfaction of the Responsible Authority.

Drainage

9. The proposed building(s) and works must be drained to the on-site retention basin or dam to the satisfaction of the Loddon Shire as the responsible drainage authority.
10. No discharge is to occur from the retention basin.

Litter Spreading

11. Litter which has been used within the broiler sheds is not to be spread on the property.

Roads and access

12. The access point from Osborne Road to the subject property must be constructed by the developer in accordance with VicRoads Standard Truck Access To Rural Properties Type B.
13. Osborne Road, from the intersection with the access to Farm 1 to the property access for Farm 3, must be upgraded to accommodate unobstructed 25 metre B Double movements and be in accordance with VicRoads Standard Section 304.
14. All road works designs must be in accordance with Austroads Standards and be approved by Loddon Shire Council prior to construction commencing.
15. The road upgrade, intersection upgrade and associated drainage must be constructed to the satisfaction of the Responsible Authority at the cost of the developer.
16. The required upgrade to Osborne Road, access point and associated drainage works must be completed prior to the commencement of the use of the site for a broiler farm.
17. Heavy vehicles associated with the poultry farm use and development must only access the site via Quambatook Road, to Billings Road to Osborne Road. This requirement applies both during the construction phase and during operation of the poultry farm.
18. In the event of mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, appropriate measures must be implemented to minimise the problem to the satisfaction of the Responsible Authority.

Cultural Heritage

19. Prior to any work to extend the powerline to this site, a Cultural Heritage Management Plan (CHMP) must be prepared and approved. A copy of the approved CHMP must be provided to the Responsible Authority.
20. The water supply pipeline must be installed above the ground unless a CHMP is prepared and approved. A copy of the approved CHMP must be provided to the Responsible Authority.

Native vegetation

21. To offset the removal of 0.070 hectares of native vegetation the permit holder must secure a native vegetation offset, in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation* (DELWP 2017) as specified below:
22. General offset
 - A general offset of 0.017 general habitat units (GHU).
 - Located within the North Central Catchment Management Authority boundary or Loddon municipal district.
 - With a minimum strategic biodiversity score of at least 0.488.

The offset(s) secured must provide protection of at least **one** large tree.

23. Prior to the commencement of works, evidence that the required offset has been secured must be provided to the satisfaction of the Responsible Authority. This evidence is one or both of the following:

- An established first party offset site including a security arrangement signed by both parties, and a management plan detailing the 10 year management actions and ongoing management of the site and/or
 - Credit extract(s) allocated to the permit from the Native Vegetation Credit Register.
24. A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.

Baffled Lighting

25. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority such that no direct light is emitted outside the boundaries of the subject land.

Noise

26. Effective noise levels from the use of the premises must not exceed the recommended levels as set out in Noise from Industry in Regional Victoria (NIRV; EPA Publication 1411, 2011) or as amended.

Expiry

27. This permit will expire if any of the following applies:
- The development is not started within two years of the date of issue of this permit;
 - The development is not completed within four years of the date of issue of this permit;
 - The use is not commenced within four years of the date of issues of this permit;
 - The use is ceased for a continuous period of two years.

The time within which the development must be started or completed and the use must commence may, on written request, made before or within 6 months after the expiry of the permit, be extended by the Responsible Authority

EPA conditions

28. There must be no emissions of noise and/or vibrations from the premises which are detrimental to either of the following:
- the environment in the area around the premises; and
 - the wellbeing of persons and/or their property in the area around the premises.
29. A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose environmental hazard, to the satisfaction of the Responsible Authority.
30. The permit holder must ensure that nuisance dust and/or nuisance airborne particles must not be discharged or emitted beyond the boundaries of the premises
31. If at any time the Responsible Authority (RA) determines that the amenity of nearby residents is being adversely affected in the emission of any unreasonable level of odour from the site the permit holder must immediately and to the satisfaction of the RA take such action as is necessary to reduce those emissions to an acceptable level.
32. The permit holder must record details of all odour monitoring, log any odour complaints, and should make available any results/records on request by the RA.

Goulburn Murray Water

33. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).

34. The broiler sheds must be located at least 50m from all waterways and drainage lines.
35. Stormwater and drainage from hard stand areas and the areas around the sheds must be directed to a retention dam which must be designed with a capacity and freeboard to enable the run-off from a 1 in 10 year storm to be retained. Any overflow from the dam must not cause erosion.
36. All soil removed during construction of the dam must be reused, stabilized or vegetated on-site to ensure that no sediment can be transported off-site.
37. No contaminated run-off containing any waste material from within the sheds must be allowed to enter the retention dam or any waterways or be discharged off-site.
38. Stormwater from catchment unrelated to the shed development area must not be directed to the retention dam.
39. The floors of the sheds must be constructed with an impervious surface such as concrete or of clay compacted to achieve a design permeability of 1×10^{-9} m/sec. The shed must be designed to ensure that all litter can be retained within the shed until removal is required.
40. Contaminated litter removed from the sheds must be transported off site by an approved contractor to an approved site.
41. There must be no spent litter from the sheds stockpiled on the site. Any temporary storage areas for wet litter must have an impermeable base and bunding to ensure contaminated run-off does not discharge from the temporary storage area.
42. No land application of contaminated litter is to occur.
43. No washdown water is to be discharged from the sheds as a result of cleaning processes
44. All dead birds must be disposed of off-site or managed on-site to the satisfaction of the Environment Protection Authority.
45. All wastewater from the proposed manager's residence and amenities buildings must be treated and disposed of using EPA approved systems, installed, operated and maintained in compliance with the relevant EPA Code of Practice and Certificate of Conformity.
46. All wastewater disposal areas must be located at least 60m from any waterways.
47. The wastewater disposal areas must be kept free of all infrastructure including buildings, driveways, tanks and service trenching and must be planted with appropriate vegetation to maximise their performance. Stormwater must be diverted away.

Department of Environment Land Water and Planning

48. Before works start, a protection fence should be erected around all scattered trees to be retained within 15 metres of the works area. This fence should be erected at a minimum of:
 - 12 times the diameter of the tree trunk at 130cm above ground level (to a maximum distance of 15 metres) but no less than 2 metres from the base of the trunk, and 2 metres from remnant patches of native vegetation.
49. The fence must be constructed of star pickets/paraweb/or similar to the satisfaction of the Department of Environment, Land, Water and Planning and the responsible authority. The fence must remain in place until all works are completed to the satisfaction of the Department.

2 DISCUSSION

2.1 Site & location

Figure 1 shows the subject property that is located approximately 5 kilometres northwest of Boort Township. The property is cleared agricultural land and has been used for cropping and grazing. The site has a total area of approximately 130ha and consists of 3 parcels. The subject site is part of a larger property owned by the applicant, where two broiler farms have already

been developed. Farm 1 is shown in Figure 1 to the northeast of the subject site, Farm 2 is further to the north and can be seen in Figure 2. The nearest dwelling not within the same ownership is located approximately 1.7 kilometres to the south. A large proportion of the property is covered by the cultural sensitivity overlay which is related to waterways through the property.

Figure 1 – Subject site



2.2 Site history

Although there is no planning history for this subject site, planning permits have been granted for the use and development of adjoining land under the same ownership to the northeast for broiler farms of the same size as the current proposal. The two adjoining broiler farms can be seen in Figure 2, along with rural residential addresses (dwellings) indicated by red numbers.

Figure 2 Site locality



2.3 Proposal

The applicant seeks approval for the use and development of the land for a free range broiler farm and associated buildings and works. The broiler farm is defined as being a “farm cluster” as the prescribed buffer from the Victorian Broiler Farm Code of Practice overlaps with the buffer of another broiler farm.

The farm will employ 3-4 full time staff. The chickens are housed in sheds with deep litter bedding of rice hulls, shavings or straw. They are free range through the sheds and fenced outdoor area. They have access to an open perching system. The birds are grown out over a six week period, and following the removal of the birds the sheds are cleaned out over the period of a week before new birds are delivered.

The proposal includes the construction of:

- 8 eight broiler sheds (168 metres x 18 metres) that will house up to 400,000 chickens (50,000 each shed)
- managers / caretakers dwelling
- office and amenities building
- workshop
- generator shed
- stormwater retention basin (up to 60 megalitre capacity)
- grain silos for the storage of feed
- access road
- removal of one tree

Figure 3 Proposed site layout



Sheds

The 8 sheds are proposed to be 168 metres long, 18 metres in width and 4.6 metres high with approximately 35 metres of separation between each shed to be used for the outdoor free range area. The eastern and western ends of the sheds will be a 20 metres wide hard stand area used to access the sheds during the removal of litter. The sheds are setback 100 metres from the western and southern property boundary.

Landscaping

The proposal includes the creation of a 10 metre wide landscape buffer which surrounds the entire facility footprint in order to help protect the visual amenity of the area.

Drainage

Drainage will be managed via the storage of water in a retention basin. A cut off drain will be constructed to divert stormwater between each of the sheds to the retention basin.

Access and traffic

Traffic associated with the development will consist of 768 heavy vehicles movements annually for this farm. These vehicle movements will be associated with delivery of feed, bedding and chickens and the removal of waste and grown birds. Changeover of the sheds is 6-8 weekly so vehicle movement will peak during this time. There will be 3373 light vehicle movements annually.

The main vehicle traffic route will be via Boort Quambatook Road to Billings Road and onto Osborne Road. Billings Road has been upgraded to accommodate the poultry farm development to the south and north of Billings Road, along with a section of Osborne Road. Further upgrade may be required and the applicant is working with Council staff to resolve this. The proposed internal access road as set out on the site layout plan may be moved to the north to avoid the need for major road works within a low-lying section of Osborne Road.

Buffers

Page 7 of 13

The Victorian Code for Broiler Farms 2009 sets the standards for broilers farms. In particular it prescribes the required buffers. A poultry farm of the size proposed requires a buffer of 686 metres to the nearest sensitive use such as a dwelling. This buffer can be achieved, however not within the boundary of this property.

Tree removal

One large paddock tree is to be removed to accommodate the development. The applicant has submitted that they are unable to avoid this tree due to the need to maximise setback from the waterway/drainage line through the site. The proposal has avoided the need to remove other large trees on the site. The tree to be removed will be offset through the purchase of native vegetation credits.

2.4 Loddon Planning Scheme

2.4.1 Zone

The site is zoned Farming. The purpose of this zone is:

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

A broiler farm with more than 100 birds requires a planning permit within the Farming zone.

2.4.2 Overlays

The site is subject to Special Controls Overlay 2. This overlay relates to the Goulburn Murray Water connections and reconfigurations project and does not trigger any requirements for this proposal.

2.4.3 Relevant Particular Provisions

Clause 53.09 Poultry Farm sets out the requirements for a poultry farm. The purpose of this clause is:

- To facilitate the establishment and expansion of poultry farms, including broiler farms, in a manner that is consistent with orderly and proper planning and the protection of the environment.

An application to use land or construct a building or construct or carry out works for a broiler farm must comply with the Victorian Code for Broiler Farms 2009 (plus 2018 amendments). Before deciding on an application to use land or construct a building or construct or carry out works, in addition to the decision guidelines in Clause 65 of the Loddon Planning Scheme, the responsible authority must consider, as appropriate:

- The purpose of the relevant zone.
- The design, height, setback and appearance of the proposed buildings and works.
- The proposed landscaping.
- The need to protect amenity of existing uses on adjoining land.
- The impact of the use of the land on the surrounding area, including from the emission of noise, light, vibration, odour, dust, or waste products.
- The impact of the proposal on any wetlands, waterways or water bodies.

- The likely environmental impact on the natural physical features and biodiversity of the land, including consideration of any Nutrient Management Plan submitted with the application.
- Whether the development will support and enhance agricultural production.

2.4.4 State Planning Policy Framework

The relevant State Policy for the consideration of this application is 14.01-2S Sustainable agricultural land use. Its objective is:

- To encourage sustainable agricultural land use

There are a number of strategies listed in 14.01-2S, the relevant item for this application is:

- Facilitate the establishment and expansion of cattle feedlots, pig farms, poultry farms and other intensive animal industries in a manner consistent with orderly and proper planning and protection of the environment.

2.4.5 Local planning Policy Framework

The relevant Local Policies for the consideration of this application are:

- 21.04-4 Economic Development

Agriculture

- Support development that will provide for more sustainable, more intensive agriculture;
- Direct non soil based agricultural activity away from quality agricultural land;
- Protect and enhance the infrastructure of the Shire on which industry is dependant such as roads, rail, irrigation water and channels;
- Encourage appropriate and sustainable farm management practices;
- Encourage intensive animal industries to locate in isolated rural locations with sufficient buffers within the property boundary;
- Encourage the effective use of nutrients in wastes produced by intensive animal industries.

- 22.06 Intensive animal industries

The objectives of Clause 22.06 are:

- To ensure intensive animal industrial uses are suitably located.
- To ensure the use and development of land for intensive animal husbandry does not impact on the environment.
- To encourage quality design and appropriate siting of intensive animal husbandry developments.
- To protect and maintain residential amenity in urban areas.

2.4.6 Cultural Heritage

A CHMP is not required for the current proposal as a Broiler Farm is not a High Impact Activity. However, a CHMP has been prepared for the property in relation to the installation of powerline and water infrastructure associated with the proposal.

2.1 Referrals

In accordance with Section 55 of the *Planning and Environment Act 1987* and Clause 66 of the *Loddon Planning Scheme*, the application was referred to the following authorities for comment:

Page 9 of 13

Referral Authority	Type of Referral	Advice/ Comments/ Conditions
EPA	52	No objection subject to conditions as included in the Recommendation.
GMW	52	No objection subject to conditions as included in the Recommendation.
DELWP	52	No objection subject to conditions as included in the Recommendation.

2.2 Public notification

In accordance with Section 52 of the *Planning and Environment Act 1987*, public notice of the application was carried out in the following manner:

1. A notice was sent by ordinary mail to nearby owners, who were given a period of 14 days to comment on the application.

Five objections were received and are provided in Appendix 1. A response for the applicant to the objections can be found in Appendix 2.

The grounds of objection can be summarised as:

- Odour
 - Capacity of stormwater retention basin to retain run off on site and risk to water table
 - Visual amenity
 - Traffic
 - Light pollution
 - Noise
 - Rubbish
2. An applicant and objector meeting was held on site following the notice period. This provided the objectors an opportunity to explain their concerns to Council staff and the proponent. The applicant responded to the concerns raised and has since made some minor modifications to their operation to address several of them.

3 ASSESSMENT

3.1.1 Planner assessment

The officer's recommendation is to grant a notice of decision to approve planning application 5631. The recommendation is based on the considerations detailed below.

3.1.2 Loddon Planning Scheme

State and Local Planning Policy support the use and development of agricultural land for intensive animal industries, subject to the management of environmental risk. The tool to manage environmental risk for broiler farms is the Victorian Code for Broiler Farms 2009. The proposal complies with the code, as summarised by the following:

- The proposal meets all separation distances (to sensitive uses – 686 metres, to Residential Zone – 1000 metres and to boundary 100 metres) to ensure amenity impacts from noise, dust and odour are minimised. The proposal is approximately 1700 metres to

the nearest sensitive use, 5 kilometres from a residential zone and 100 metres from the property boundary.

- The proposed sheds are in excess of 100 metres from a waterway to ensure that contamination risk is minimised. Storm water will be contained and directed to a sealed retention basin that can accommodate a 1 in 10 year storm event.
- The buildings are not located in a prominent location and will be coloured in muted tones and as such impact on the visual amenity of the area will be minimised.
- Waste will not be stockpiled on site, as such odour and water contamination risk will be minimised.
- Hard stand areas will be provided at shed entrances, floors of sheds will be concrete and elevated 400 millimetres above natural surface to prevent storm water incursion and the leaching of nutrients into the soil.
- Landscaping buffer with trees will be provided around the sheds.
- Exterior security lighting will be directed into the site to minimise external impact.
- Mechanical equipment will be located within buildings to limit noise emissions.
- All weather internal access road will be provided, along with parking and loading areas.

3.1.3 Suitability of the site for the proposed land use

The proposed site is a largely cleared agricultural property, in a relatively isolated location. The site is not subject to flooding and can achieve the required buffer. The site is zoned Farming which is the appropriate zone for this use.

3.1.4 Environmental and amenity impacts

As minimal remnant native vegetation is to be removed, storm water can be retained on site and buffers can be achieved it is considered that the proposal will not have any significant environmental impact.

3.1.5 Provision of infrastructure

The section of Osborne Road to the property access point will need to be upgraded to accommodate the proposed traffic. Water and power is to be extended to the site.

3.1.6 Objections

Consideration of the objections is as follows:

- Odour

Odour impacts from the established farms has apparently been as a result of some operational issues during the set up phase. The applicant advisers that these issues have been rectified. Odour risk assessment has been conducted and identified the risk of odour from the farms. The Environmental Management Plan has identified actions to minimise odour risk. The farm meets the buffer required under the Code. A site inspection recently did not identify any odour from the farms. It is considered that under appropriate management the use can be conducted without the impact of offensive odour on surrounding land.

- Capacity of stormwater retention basin to retain run off on site and risk to water table

The stormwater capacity has been calculated to meet the site requirements for a 1 in 10-year rain event.

- Visual amenity

The site is in an isolated location, some 1.5 kilometres from the nearest dwelling. A 10 metre landscape buffer is proposed to screen the development.

- Traffic

The proposal will generate additional traffic on the main and local roads. This traffic will peak on a six weekly period at the change over of the sheds. Heavy vehicles will average 14 per week and light vehicles 9 per day.

- Light pollution

Lighting is required on site for security purposes. Conditions will be included on the permit to ensure that lighting is baffled to minimise spill beyond the immediate area. Landscaping, once established, will assist to reduce the visual impact of light from the site.

- Noise

The proposal will generate additional noise, however noise from the site is required to meet EPA Publication 1411 *Noise from Industry in Regional Victoria* (NIRV). Appropriate management and the distance to the nearest dwelling is considered to limit noise impacts to acceptable levels.

- Rubbish

The applicant is required to dispose of all waste appropriately.

- Flood risk on road

At the applicant/objector meeting, concerns were raised about a low-lying section of Osborne Road and the potential for access to the site during periods of flooding. Council is in discussion with the proponent about changing the access point and internal road location to avoid the need to undertake significant works on this section of Osborne Road.

The proponent has also advised on the following changes to their existing operation in response to concerns raised by the objectors:

- Generators are now disconnected greatly reducing background noise.
- External lights painted to reduce any glare at night.
- Sirens on farm 1 disconnected.
- Eco drum is now running properly, compost is dry with no offensive odour.
- Truck drivers have been instructed to turn exhaust brakes off.
- Majority of fans to be turned off during clean out.

4 CONCLUSION

The proposal is consistent with the purpose of the Farming Zone and State and Local Planning Policy. The Loddon Planning Scheme supports the development of intensive animal industries in isolated rural locations as an economic development opportunity. The proposal is a significant investment in agricultural production. The proposed broiler farm is considered to add agricultural diversity and value to the Shire. No significant environmental risks have been identified. The proponent has demonstrated that the proposal can be operated in accordance with the Victorian Code for Broiler Farms 2009.

APPENDIX 1: Objections



OBJECTION TO PLANNING APPLICATION

F	ID
File No.	
Return to	

The application being objected to SOUTHERN RIVERLANDS POULTRY

Planning application number: 5631 Proposal: USE & DEVELOPMENT OF LAND FOR POULTRY FARM

Reasons for objecting to the application

DEAR SIR/MADAM,

I AM OBJECTING TO THE PROPOSAL TO FURTHER DEVELOP THE EXISTING POULTRY FARM ON F HILLS ROAD BOORT. I ALONG WITH OTHER NEIGHBOURING LAND HOLDERS HAVE BECOME INCREASINGLY CONCERNED WITH THE SMELL & THE EFFECT ON THE ENVIRONMENT THIS DEVELOPMENT HAS ON US. THE MASSIVE SHEDS ARE BECOMING AN EYE SORE AND FURTHER EXPANSION WILL FURTHER ADD TO IT. I AM ALSO CONCERNED THAT DURING WET YEARS THE RUN OFF & EFFLUENT WILL END UP RUNNING INTO MY PROPERTY WHICH IS TO THE ~~EAST~~^{WEST} AND IS IN A LOW DEPRESSION. I AM NOT AGAINST SOME



OBJECTION TO PLANNING APPLICATION

DEVELOPMENT IN THE DISTRICT, BUT SURELY A BALANCE WITH THE ENVIRONMENT & LAND HOLDERS NEEDS TO BE TAKEN INTO ACCOUNT, CONSIDERING THIS IS ALREADY A MASSIVE OPERATION.

YOURS SINCERELY

Please attach an additional sheet if more room is required

Loddon Shire Council
41 High Street, Wedderburn, Victoria
PO Box 21, Wedderburn, Vic 3518
Telephone: (03) 5494 1200 Facsimile: (03) 5494 3003
Email: loddon@loddon.vic.gov.au
Web: www.loddon.vic.gov.au

Privacy statement
Personal information collected by Council is held securely and used in accordance with the Privacy and Data Protection Act 2014. Council may disclose this information to other organisations if required or permitted by legislation. Should you wish to access or modify this information, please contact Council on (03) 5494 1200 or email loddon@loddon.vic.gov.au

I am objecting to the granting of planning application 5631 for the development of 400,000 bird poultry farm because of the issue of odour.

I live less than two kilometres from their first 400,000 bird sheds and at times the smell is overpowering and offensive. Another eight sheds that are under construction and will most likely add to the problem, I think both these sites should be carefully monitored for odour over a prolonged period of time when they are in full production and only then and with fully consultation with surrounding land owners should the granting of any further planning approval be considered.

It also concerns' me that the first sheds have little capacity to contain storm water as the dam built for this purpose is being used periodically for water storage. These sheds have been built in a high run off area and, as they will eventually find out, a lot off water will accumulate in that area in a large rainfall event and most of this water will end up in neighbouring properties.

Regards

Reasons for objecting to the application:

My family's farmyard, where we spend a considerable part of our time is R2 on the permit application.

My Family's objection to the application is on a number of grounds as follows:

- currently from Broiler farms 1 & 2, on many occasions the smell experienced in my farmyard area is unpleasant (I have had visitors on multiple occasions comment on this also). So even though the proposed Broiler Farm 3 is further away from the first 2 built/being built, the cumulative effect will add to unpleasant smells reaching my farmyard particularly from the prevailing wind direction which will pick up odour from the proposed broiler farm as well as broiler farm one, straight towards my farmyard.
Spirecom's report on predicted odour level risk is just that, a prediction. Broiler Farms 1 & 2 make quite enough odour for me to put up with, without adding any more!

- sound pollution from Broiler Farms 1 & 2 are quite noisy many evenings, to add another farm will only make this worse.

- light pollution - broiler farms 1 & 2 emit considerable light in the evening and all night (say goodbye to watching sunsets), so to add another farm nearby will only amplify the effects.

- rubbish during construction blowing across my paddocks as experienced from Broiler Farm 1 & 2's construction is a nuisance (not very nice to have to get off the harvester to pick rubbish out of the front etc)

- extra traffic - Broiler farms 1 & 2 have contributed to a significant increase in traffic noise (used to be relatively quiet/peaceful roads particularly at night) to bring in feed, chickens, take out manure & chickens; another broiler farm using the same roads will mean even more traffic.

**OBJECTION TO PLANNING APPLICATION****Objectors details****The application being objected to**

Planning application number: ~~5613~~ 5631 Proposal: Further development of Poultry Farm.

Reasons for objecting to the application

We are objecting to the granting of application 5631- development of a further 8 chicken sheds at F Hills Road, Boort on the grounds of odour and environmental concerns.

Our house is located 2.7kms from the proposed facility and is one of 10 households in the immediate vicinity of the development. The odour from the existing sheds is, at times, overpowering and extremely unpleasant. This odour is evident when the wind is coming from the facility's direction and also on cool, still nights. This will be compounded by the completion of Farm 2 and exacerbated by the this proposed further expansion.

PTD

	<h2>OBJECTION TO PLANNING APPLICATION</h2>
---	--

Environmentally speaking, we have concerns with the high level of water retained in the run-off dam and its affect on the water table & in the surrounding saline areas.

In closing, please consider the families and businesses that have been here for generations and hopefully for generations to come. We wish to enjoy our lifestyle without impediment.

Sincerely

Please attach an additional sheet if more room is required

Loddon Shire Council
 41 High Street, Wedderburn, Victoria
 PO Box 21, Wedderburn, Vic 3518
 Telephone: (03) 5494 1200 Facsimile: (03) 5494 3003
 Email: loddon@loddon.vic.gov.au
 Web: www.loddon.vic.gov.au

Privacy statement
 Personal information collected by Council is held securely and used in accordance with the Privacy and Data Protection Act 2014. Council may disclose this information to other organisations if required or permitted by legislation. Should you wish to access or modify this information, please contact Council on (03) 5494 1200 or email loddon@loddon.vic.gov.au



OBJECTION TO PLANNING APPLICATION

Objectors details

The application being objected to

Planning application number: 5631 Proposal: Further Expansion of Chicken Farm North of Boort

Reasons for objecting to the application

If I remember correctly I think the original proposal for a chicken farm was for one 'farm' on one site. One 'farm' being a unit of 8 sheds. It appears that the chicken farm has now shifted its target and aims to be a much larger operation and has undergone massive expansion at a very fast pace and looks to continue that expansion. The rate of expansion and the granting of approval is a concern, as locals to the area (including ourselves) and even the residents of the township of Boort can't accurately judge the impact that the current 16-shed operation might have before granting approval to a further 8 sheds, bringing the total to 24. That is because the current approved 16 sheds are not in full operation and we have not been able to experience the impact across a year of operation. The following points have been points of concern to date, and I am concerned that the full impact of the current 16 sheds cannot be judged, as they have not been in full operation for a yearly cycle under different weather conditions. I have received no consultation on any of the below issues.

- Increased traffic on the Boort-Quambatook Road, particularly trucks. It has made the road much busier for traffic entering and exiting our property, we have put in another entry point.



OBJECTION TO PLANNING APPLICATION

- Traffic is often at odd hours and can be easily heard on still nights and mornings.
- Light pollution, the night sky landscape has changed now that there are lights on across the chicken farms 24 hours a day, 7 days a week. One of the nice things about living out of town was the quiet and the clear night skies. That is no longer.
- Smell; I would say this is my biggest concern. I have been around other intensive animal production systems and know that smell can be an issue. I have driven past the piles of chicken litter and know it has a very strong odour. I feel smell is going to be a hard one to judge until the current 16 sheds are up and running in full production across a year. I believe I have only once smelt the chicken farm when at home, that was on a calm evening. Maybe it was on a day a shed was getting cleaned out and the air settled on our place. How often would that occur when there are 24 sheds?
Would the smell affect the town of Boort? All answers that are unknown.
I am under the impression that others in the area have similar concerns.
I am more than happy to talk to someone about these concerns.

On a positive note, I take my hat off to the owners and managers of the chicken farm, they are having a serious crack, creating a few local jobs and their support of the local football club and club farm venture should be commended.

Please attach an additional sheet if more room is required

Loddon Shire Council
41 High Street, Wedderburn, Victoria
PO Box 21, Wedderburn, Vic 3518
Telephone: (03) 5494 1200 Facsimile: (03) 5494 3003
Email: loddon@loddon.vic.gov.au
Web: www.loddon.vic.gov.au

Privacy statement

Personal information collected by Council is held securely and used in accordance with the Privacy and Data Protection Act 2014. Council may disclose this information to other organisations if required or permitted by legislation. Should you wish to access or modify this information, please contact Council on (03) 5494 1200 or email loddon@loddon.vic.gov.au

APPENDIX 2: Response to Objections



To: **Carolyn Stephenson**

Senior Strategic/Statutory Land Use Planner

Loddon Shire Council

PO Box 21 Wedderburn VIC 3518 / 41 High St Wedderburn VIC 3518

Tel: (03) 5494 1228

Mail: cstephenson@loddon.vic.gov.au

Date: 10/02/2021

RE: Objection Letters – Planning Application 5631
Development of Free-Range Broiler farm at F Hills Road, Boort 3579.

Dear Carolyn

We thank you for being able to respond to the concerns in regard to the proposed development at F Hills Road, Boort 3579.

We are a bit surprised about the nature of the objections as Jarrod Trevanion, representative of the owners, has always been extremely approachable, and has only once been contacted by a neighbour (Verley's) in regard to rubbish from the building site, but has never been contacted by any other neighbours over the last 2 years in regard to any complaints or issues that might have impacted or concerned them.

SRP pride ourselves on being good neighbours and supportive members of the local community and have been in contact with neighbours since the commencement of the farm and no concerns have ever been raised directly with us.

Also, no Council representative has raised any complaints relating to any of the below list of complaints raised in regard to this application for Farm 3 at F Hills Road, Boort.

The broad-based grounds of objection include:

1. Odour
2. Stormwater containment on site
3. Visual amenity
4. Pollution
 - a. Light pollution at night
 - b. Noise
 - c. Traffic

- d. Rubbish being blown from the site.

We will try and list as closely as possible the general objections listed in the objection correspondence.

Item 1 - Odours:

Dead Bird Composter

Southern Riverlands Poultry Property have had an issue with the dead bird composting unit.

This system is new to Australia and selected because it provides the most efficient and environmentally friendly solution to dead bird management for the site.



Not the one on site. Just an advisory picture

Southern Riverlands Poultry purchased the eco drum composter from the US in April 2020 and have had it running since July 2020, normally with a purchase price of \$200,000 it would include a consultant to get the start-up/ commissioning done on this machine. Unfortunately, due to Covid-19 they could not assist.

The manager on farm one (1) has persisted on rectifying the start-up issues and had the unit running odour free late August 2020, however a breakdown in November 2020 and a delay on subsequent parts of 3 months out of the USA has created issues.

The composter is currently back in working order and we expect it to be again odour free within the fortnight.

While this unfortunate incident took place, mortalities have been stored in bins and taken offsite weekly since November by Cleanaway.

To add with the eco drum issues the dead bird freezer has also been offline sporadically for the last 8 weeks in the warmest part of the year.

Due to this each farm will now have its own working dead bird freezer moving forward so this issue doesn't arise again.

It may be worth noting that during the time of the Ecodrum breakdown, no odour was detected at the farm managers house onsite and no contractor visitors to the house reported any odour. The house is approximately 900 metres from site.

Poultry farm sheds

As discussed above, Riverlands Poultry is confident that the odour the neighbours may have detected is not from the poultry sheds and only potentially from the composting unit and or from alternative other sources in the area outside the SRP farm.

The EPA approved odour modelling (Calmet / Calpuff method - Probably the most stringent in the Country) that has been done, confirm that the Riverlands Poultry sheds, being free range, comply to the required odour standards.

The location of the sheds of which the nearest edge of the Free-Range Broiler farm site developments, to the nearest house, is in excess of 850m (R1). The recommended national separation distance from a broiler farm is 500m for free range and commercially grown poultry. Only free range birds are grown at the SRP site and these birds are at a lower density and therefore generate considerably less odour emissions.

Also, as per the plans and documentation that has been submitted as part of the planning application a landscaping plan with trees bushes and shrubs is to be planted between the adjacent properties and the sheds. This will further mitigate any odour that may occur.

Apart from the trees that has already been planted (1500 trees and shrubs) an additional 4,000 trees have been ordered and are currently being grown at Tulla Natives in Wakool NSW. These trees are due to be planted as an additional vegetive buffer around the farm shed sites in August 2021.

With the above factors taken into account and landscaping that is and still will be done, it is therefore reasonable to expect that the odour impacts will be well within acceptable limits.

The proposal meets the recommended separation distance of 686m as advised in the Victorian Broiler Code 2009 updated in 2018 and meets the requirements for Victorian EPA

guidelines for; Recommended separation distances for residual air / odour emissions, using the EPA approved odour modelling criteria and methodology.

No used litter from the sheds will be stored or spread on site. We have no control the fertilization methods used by other farmers in the area and manure spreading is a well established and used method across Australia.

The used litter is removed from the sheds and loaded on the vehicles as the sheds are cleaned out, thus ensuring the immediate removal of litter and the covering of transporting vehicles in practice will reduce the potential of odour impact on adjoining properties.

Item 2 – Storm water containment on site:

The operational conditions of the proposed broiler farm under the existing Victoria Code for Broiler Farms in conjunction with EPA, DSE, CMA and DPI mandate particular requirements about the design, construction, facilitation and operation of a broiler farm.

The only run off water that will come from the site is storm water. All storm water runoff from the sheds and immediate shed surrounds will be contained on the site of the development in a 1 in 10-year rain event.

The catchment is in place in accordance with approved plans and no effluent or run off from inside the sheds is possible.

Stormwater discharged from the roof is directed via channels to the proposed retention drainage areas.

As per the plans and documentation that has been submitted as part of the planning application, the storm water on site will be diverted (See plans proposed development) via open earthen drains into a 20 – 60 Mega litre storm water retention facility. These facility's bases are compacted to 10⁻⁹ ingress, making it impervious, so no water can get into the water table via this route. The water in this facility will be of normal storm water runoff quality as will be on your own property. With the proposed storm water storage containment facility, no adverse environmental impact will result from the proposed storm water management system. Stormwater will not be contaminated as a result of the nature of the proposal and the storm water will not be discharging into any known surface water bodies.

However, as has been advised in the letters of objection there is a concern that the site 1 sheds have little capacity left to contain storm water on site as the original storm water facility is currently being used to keep water for farm use.

We take this concern into consideration and thank the objectors that have raised this and will make sure that the storm water facilities for farm sites 2 and 3 will be kept empty to be ready for such a rain event, and that little to no water is discharged during a 1 in 10-year rain event.

Also, as per the advice / warning given by the objectors, and with council approval, we will develop an additional storm water retention basin at farm site 1 to act as an overflow of the current storm water retention facility that will be kept empty to accommodate and be ready for such a rain event, and that little to no water is discharged of the site during a 1 in 10-year rain event.

Effluent runoff / containment on site

In regard to any effluent runoff, the particular conditions that are salient to this includes:

- All shed floors to have an ingress index of less than 10^{-9} m / sec. (Concrete Floors) (Ingression index is the permeability of the base or surface and the ability of water to seep or penetrate the surface. A ingress (permeability) Index of 10^{-9} m / sec is literally a base that stops permeability of water)
- Litter is removed from the shed in a manner to ensure that there is minimal dispersal, and the material is confined and secured within the transport vehicle. Litter is removed off site in a covered vehicle.
- The cleaning of sheds does not produce any run of water or wastewater.
- The sheds are firstly dry cleaned – this means that all organic matter is firstly removed by mechanical means, then the sheds are dusted and swept, and this dry waste also removed.
- Then the sheds walls and roof are washed with a high-pressure low water washer.
 - Thus, very little water is used so that the concrete floors can dry out quickly.
 - Water used for shedding clean out at the end of each production cycle is contained within the shed, a practice considered by the EPA to be acceptable for quarantine measures thereby minimising potential ground water impacts.
 - Once this wash waste is dried up, the floors get swept again, and the last of the dried washdown detritus removed out of the shed and disposed of in a covered vehicle of site.
- The sheds are then disinfected by either a mist spray or fogging.
- The last step is the locking up of the empty clean sheds as an added measure of disinfection.

The above points will cumulatively result in a very low to highly unlikely risk that any potential pathogens / diseases organisms will exit the shed and contaminate surface water, or runoff waters that could impact on the adjoining properties.

The only run off water that will come from the site is storm water. All storm water runoff from the sheds and immediate shed surrounds will be contained on the site of the

development in a 1 in 10-year rain event. Should there be any nutrients in the runoff from sheds and surrounds the grassed overflow drains will filter nutrients.

Normal overland flow will not be hampered, and normal drainage will still take place as per the Catchment Management Authority regulations (Only the immediate area of the sheds has to be contained. Natural overland flow may not be restricted).

Item 3 – Visual Amenity:

We are aware that Broiler Poultry Farms could have the potential to be a visual intrusion on the landscape that may affect the aesthetic values of some members of the community.

The following points are means by which the potential visual impact of a development is being reduced:

- Appropriate building materials.
 - All of the buildings have been built with material with muted colours that blend into the surrounds.
- Landscaping
 - Appropriate landscaping including vegetation screens, has been planted and more tree and shrub screens is to be planted to screen the facilities from the neighbouring community, as evident by the ordering of the additional 4000 trees currently being grown at Tulla Natives in Wakool NSW.
 - Maintenance of existing vegetation
 - A landscape plan has been prepared to ensure the long-term effectiveness of landscaping proposals to screen poultry developments and associated structures.
 - Council requires as a condition of development consent that landscaping is to be well maintained at all times with dead or diseased plants to be replaced.
- Environmental health
 - Currently the farm sites have been heavily altered and modified for cropping and grazing.
 - With the development of the Free-Range broiler sites however, Southern Riverlands Poultry, is looking at planting several thousand trees in and around the Free-Range Broiler sites
 - Southern Riverlands Poultry believes that native vegetation is a crucial element in the health of the environment and their farms, therefore, Southern Riverlands Poultry has purchased significant revegetation offsets to accommodate the few trees that has been removed, as well as planting thousands of trees and planning to plant several thousand more trees on their property.
 - The planted stands of native vegetation have the potential to benefit Broiler Poultry Farms as they are incorporated into the design of farms through landscaping and visual screens and benefits the general Environmental health of the property by replacing the natural vegetation to some degree that has been removed in the past years of cropping and grazing operations.

Item 4 - Pollution:**a) Light pollution at night**

Southern Riverland Poultry designed the lighting as per most of the broiler shedding and as per the requirements of the processors.

As there was **NO** complaints about Light pollution at any stage, we were unfortunately unaware of this issue.

We will do an immediate reevaluation of the light spill and see how this can be limited by using appropriately designed fixtures on the outside of the sheds.

- All lighting used to illuminate the site for security and/or general purposes is to be shielded to avoid light spill.
- Southern Riverlands Poultry have instructed all farm managers to keep the main shed exterior lights off until this can be fitted with shields and movement sensors. This will ensure that the lights will only come on if movement is observed. This will also cut out a significant portion of light spill from the sheds.

b) Noise

The broiler sheds and air conditioning units are designed to limit noise emissions from the site.

As per the plans and documentation that has been submitted as part of the planning application (EMP), the noise level is well within the acceptable limits.

There would be some noise, mainly from fans and the increase in vehicular movement. EPA policy requires that noise from the proposed activity shall not exceed 45 dB (A) between the hours of 7am-7pm and 37 dB (B) between the hours of 7pm and 10pm and 32 dB (C) 10 pm to 7am. This has to be measured at the receptor (your residence). As the nearest receptor is in excess of 850m from the nearest fan, and noise levels measured at the fans of similar sheds being between 65 and 71 dB, measured 100m from the fans the fans have a noise level of 40dB, thus it is very unlikely that noise is an issue according to EPA guidelines – (NOISE FROM INDUSTRY IN REGIONAL VICTORIA - RECOMMENDED MAXIMUM NOISE LEVELS FROM COMMERCE, INDUSTRY AND TRADE PREMISES IN REGIONAL VICTORIA Publication 1411 October 2011 - Authorised and published by EPA Victoria)

A test was done from the Boort-Quambatook Road at near R1.

What is audible from there is the diesel generator at the channel. This generator will be switched off once Powercor has provided power at the channel and will only be used in case of power failures.

See extract of EMP for the site listed below:

NOISE

EMP Objective: To ensure that farm operations control transmission of unreasonable noise by using appropriate design, maintenance, and operating procedures.

Objectives	Resp. Entity	Performance Measure	Corrective Actions
2.6.1 Correct operation of all mechanical equipment, including shed fans, feed systems and other equipment minimises the offsite transmission of mechanical noise or vibration.	Producer	<ul style="list-style-type: none"> Equipment and electrical generators have effective noise suppressers / screens. Weekly inspections will confirm compliance. 	<ul style="list-style-type: none"> Correct any piece of faulty equipment that is exceeding the noise threshold. Incorporate visual alarms, pages, mobiles phone and house alarms where audible alarms may impact unreasonably on neighbours. Incorporate screening barriers and plantings to reduce noise.
2.6.2 Equipment is installed, operated, and maintained according to manufacturer's requirements or to the instructions from an appropriately qualified technical source.	Producer	<ul style="list-style-type: none"> Register of manufacturer instructions is available on the farm for all equipment with potential for off-site noise 	<ul style="list-style-type: none"> Correct any piece of faulty equipment that is exceeding the noise threshold.
2.6.3 Vehicle reversing is minimised, and visual alarms are used (subject to safety considerations also being met).	Producer	<ul style="list-style-type: none"> Farm layout and operational practices are designed to minimise reversing as much as is practical. 	<ul style="list-style-type: none"> Farm layout is designed for forward movement by vehicles as much as is practical.

<p>2.6.4 At night (10.00pm to 7.00am) only house alarms, visual alarms and pagers are used to minimise the occurrence and duration of noise affecting neighbours</p>	<p>Producer</p>	<ul style="list-style-type: none"> • Inspection confirms installation of house alarms, visual alarms, and paging systems. • Alarms are to be checked daily. 	<ul style="list-style-type: none"> • Incorporate visual alarms, pages, mobiles phone and house alarms where audible alarms may impact unreasonably on neighbours.
Objectives	Resp. Entity	Performance Measure	Corrective Actions
<p>2.6.5 Ventilation fans, tractors, farm vehicles, transport vehicles and other equipment are maintained, repaired, and operate to the manufacturer’s requirements.</p>	<p>Producer directly with relevant contractors</p>	<ul style="list-style-type: none"> • All equipment is to be inspected annually via an equipment checklist. • Equipment failures causing increased off-site noise are repaired within one week. Other equipment problems are repaired in a timely manner to prevent deterioration and occurrence of excessive offsite noise 	<ul style="list-style-type: none"> • Correct any piece of faulty equipment that is exceeding the noise threshold. • Incorporate screening barriers and plantings to reduce noise.
<p>2.6.6 Bird pick-up and broiler collection contractors have the equipment specified by processors and comply with procedures that minimise noise.</p>	<p>Producer</p>	<ul style="list-style-type: none"> • Noise control practices require the arrival, operation and departure of vehicles and crews to be conducted as quietly as possible. These are an identifiable part of the communications or contract with pick-up. 	<ul style="list-style-type: none"> • Inform and correct activities of pick-up contractors. • Discipline and restrict pick-up contractor’s activity as required.

2.6.7 Farm noise levels comply with the noise criteria specified in the planning permit.	Producer directly with relevant contractor	<ul style="list-style-type: none"> Where verified off-site noise complaints occur, the principles and measures outlined in the Australian Broiler Corporation Limited will be adopted and implemented. 	<ul style="list-style-type: none"> Inform and correct activities of pick-up contractors. Discipline and restrict pick-up contractor’s activity as required.
--	--	---	---

c) Traffic

Billings Road has been upgraded to accommodate the extra volume of vehicles specifically to service the farm sites.

Access to the property has been constructed to ensure there is no deterioration to the existing road pavement and with sufficient road width to allow for truck turning movements.

On the site the trucks will almost always move in a forward direction in and out of the farms including when loading birds. Adequate area is provided for the loading and unloading.

of articulated vehicles.

All internal roads, loading areas, parking areas and manoeuvring areas are maintained to allow all weather access.

The amount of extra traffic generated on the Boort-Quambatook Road by the developments are negligible.

However, we are committed to making sure that we adhere to the regulations.

See extract of EMP for the site listed below:

TRAFFIC, VEHICLES AND ROADS

EMP Objective: To maintain roads, gates and turning areas in good condition in order to prevent interference with other traffic or the generation of unreasonable off-site noise or dust.

Objectives	Resp. Entity	Performance Measure	Corrective Actions
2.4.1 Access to the farm is from Osborne Road via an all-weather road running	Producer	<ul style="list-style-type: none"> The all-weather road to the site Boort Farm 3 will be constructed 	

<p>parallel to the Eastern property boundary, through the property.</p>		<p>prior to the commencement of the free-range broiler production farm complex use.</p> <ul style="list-style-type: none"> • Compliance confirmed by inspection. 	
<p>2.4.2 The access point from Osborne Road will be constructed to the minimum standard for farm access in accordance with the VicRoads' Guidelines for Truck Access to Rural Properties, April 2006 with a 25 metre truck safe compartment area within the gateway area.</p>	<p>Producer</p>	<ul style="list-style-type: none"> • The access point and storage area has been constructed prior to the commencement of the farm use. • Compliance confirmed by inspection. 	
<p>2.4.3 The access point at Osborne Road and the vehicle safe compartment area is sealed.</p>	<p>Producer</p>	<ul style="list-style-type: none"> • The placing of the asphalt overlay at the access point and the sealing of the storage area has been completed prior to the commencement of the broiler farm use. • Compliance confirmed by inspection. 	
<p>Objectives</p>	<p>Resp. Entity</p>	<p>Performance Measure</p>	<p>Corrective Actions</p>

<p>2.4.4 The surface of access roads, loading areas and car parking spaces are surfaced with crushed rock and maintained to allow safe entry, all weather access and minimise generation of dust.</p>	<p>Producer</p>	<ul style="list-style-type: none"> • Inspection of road infrastructure will be undertaken at the completion of each batch. 	<ul style="list-style-type: none"> • Repairs or upgrades where needed will be completed prior to the next major period of truck movements.
<p>2.4.5 Road drains, storm water runoff areas and culverts etc., are maintained to ensure efficient functioning.</p>	<p>Producer</p>	<ul style="list-style-type: none"> • Annual inspection confirms compliance with planning permit requirements. 	<ul style="list-style-type: none"> • Repairs or upgrades where needed will be completed prior to the next major period of truck movements.
<p>2.4.6 All vehicles and machinery, including that used by contractors servicing the farm, are maintained to ensure that noise or emissions do not exceed the manufacturer’s specification.</p>	<p>Producer Producer directly with relevant contractor Producer</p>	<ul style="list-style-type: none"> • Where offsite vehicle noise has been identified as a concern, testing of vehicles by an appropriate acoustics engineer will occur to ensure compliance with the noise standards. • Registered vehicles will conform to Environmental Protection (Vehicle Emission) Regulations 1992 which incorporate Australian Design Rule 28 	<ul style="list-style-type: none"> • Inform and correct activities of drivers. • Discipline and restrict driver activity as required.

		<p>relating to noise performance.</p> <ul style="list-style-type: none"> Unregistered farm vehicles (with spark ignition engines) should generate no more than 90 dB(A) as determined by Schedule 6 of the Regulations. 	
Objectives	Resp. Entity	Performance Measure	Corrective Actions
2.4.7 If noise complaints are regularly received from neighbours, a register of all transport contractors and written confirmations from major firms of their noise controls will be maintained on farm.	Producer directly with relevant contractor	<ul style="list-style-type: none"> Where a verified off-site noise complaint occurs, the principles and measures outlined in the EPA guidelines will be adopted and implemented. Confirmation would cover these items and the use of effective noise mufflers on all vehicles 	<ul style="list-style-type: none"> Inform and correct activities of drivers. Discipline and restrict driver activity as required.
2.4.8 Farm layout and standing instructions to transport contractors ensure that all vehicles leave the property in a forward direction.	Producer directly with relevant contractor	<ul style="list-style-type: none"> These instructions are an identifiable part of contracts or communications with transport companies 	<ul style="list-style-type: none"> Inform and correct activities of drivers. Discipline and restrict driver activity as required.
2.4.9 Bird pick-up and broiler collection contractors are instructed and	Producer directly with pick up & other	<ul style="list-style-type: none"> Noise control is an identifiable part of transport 	<ul style="list-style-type: none"> Inform and correct activities of drivers.

<p>supervised to ensure bird pick-up and broiler collection associated activities completed during the night are undertaken with care to reduce the generation of noise During the time of pick up and loading activities (generally 8.30 pm to 7.00 am) the period that shed doors remain open will be minimised as far as practicable.</p>	<p>relevant contractors</p>	<p>company contracts and training. Pick up transport and crews are controlled by the processing company, but on the farm, the Producer must supervise and control.</p>	<ul style="list-style-type: none"> • Discipline and restrict driver activity as required.
<p>Objectives</p>	<p>Resp. Entity</p>	<p>Performance Measure</p>	<p>Corrective Actions</p>
<p>2.4.10 Vehicle speed limit of 40 kph applies on the farm and is implemented by training, signs and instructions to drivers in order to limit noise and dust levels.</p>	<p>Producer</p>	<ul style="list-style-type: none"> • Documentation of instructions to contractors, where needed, is maintained on farm • Confirmation will be via visual monitoring of vehicle movements, monthly inspection of signs and annual inspection of documented instructions. 	<ul style="list-style-type: none"> • Inform and correct activities of drivers. • Discipline and restrict driver activity as required.

<p>2.4.11 Contract transport drivers are aware of their responsibilities and are familiar with their transport accident emergency plan.</p>	<p>Producer directly with relevant contractors</p>	<ul style="list-style-type: none"> Emergency plans comply with industry emergency procedures and with VicRoads Transport Regulations 	<ul style="list-style-type: none"> Any serious accidents are handled under emergency plans that are in keeping with industry emergency procedures and Road Traffic Regulations
---	--	---	---

e. Rubbish being blown from the site.

The construction rubbish being blowing across the neighbours’ paddocks is unacceptable. We as Southern Riverlands Poultry sincerely apologise for this.

We will hold the construction crews liable and enforce the securing of all rubbish even during adverse climatic conditions. If not, the construction crew will be told to go and clean up the neighbouring properties that were affected.

I hope that we have suitably addressed your concerns in regard to this development and would welcome any input that you may have in the development that can enhance the business and operation of this agricultural business and at the same time be of benefit to us all.

Yours sincerely



Fernando Ferreira
 Director
 Spirecom Pty Ltd

6 Irrewarra Court, Seabrook VIC 3028, Australia
 M: +61 408 600 448
 E: fernando@spireco.com.au
 W: www.spirecomprojects.com.au

10.2 AUDIT AND RISK COMMITTEE REMUNERATION REPORT

File Number: 06/02/003
Author: Deanne Caserta, Manager Financial Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

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
2. maintains payment of an extra quarter remuneration to the Chair during a one year term
3. maintains a travel reimbursement for independent members of the Audit and Risk Committee, paid at the rate that Councillors are reimbursed for travel.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council was provided with an Audit and Risk Committee Remuneration Report at the Ordinary Meeting held on 28 April 2020, where Council resolved as follows:

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

BACKGROUND

The Consumer Price Index for All Groups – Melbourne for December Quarter 2020 to December Quarter 2021 seasonally adjusted is used as the guide for increases to Audit and Risk Committee remuneration annually. The indexation has been sourced from the Australian Bureau of Statistics and is 0.9%.

Application of 0.9% to the Audit and Risk Committee's current remuneration of \$485.00 per quarter calculates to \$489.37 per quarter. This report recommends that this amount be rounded to \$490.00 per quarter.

ISSUES/DISCUSSION

Last year's report confirmed Council's commitment of an extra quarterly payment to the Chair during a one-year term. This payment recognises the additional responsibility held by the Chair.

It also confirmed a travel reimbursement to be paid to independent members at the same rate as the Councillors' travel reimbursement.

This report recommends that the travel reimbursement and extra payment for the Chair be maintained.

COST/BENEFITS

There is a small financial cost to Council resulting from this report which can be accommodated within Council's budget.

RISK ANALYSIS

Council increases the likelihood of recruiting and retaining quality Audit and Risk Committee members by ensuring that remuneration is reviewed on a regular basis.

CONSULTATION AND ENGAGEMENT

Nil

10.3 FINANCE REPORT FOR THE PERIOD ENDING 31 MARCH 2021

File Number: 08/06/001

Author: Deanne Caserta, Manager Financial Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: 1. Finance Report for the period ending 31 March 2021

RECOMMENDATION

That Council:

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.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable result in the Council meeting occurring before the completion of the end of month finance procedures.

BACKGROUND

The Finance Report for the period ended 31 March 2021 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the adopted 2020/21 Budget, and includes operating results, capital expenditure and funding sources.

As discussed at the Council Forum, it is proposed that the finance report will be completed on a quarterly basis moving forward and will include Income Statement, Balance Sheet, Statement of Cash Flow and Statement of Capital Works.

The report this month does not provide explanation on budget timing variances as this timing work is not fully complete.

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

- splitting of parcels into new rateable assessments
- development of vacant or unproductive land (urban and rural)
- consolidation of separate rateable assessments into one assessment

- re-assessment of property valuations arising from objections to the initial valuation
- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title
- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)
- supplementary valuation corrections.

ISSUES/DISCUSSION

Budgeted Surplus - Council's budgeted cash surplus has increased by \$0.83M to \$2.47M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 81% of total budget. Revenue brought to account for March was \$0.5M (February was \$0.3M).

Income Statement (expenditure) - Council's operating expenditure is at 61% of total budget. Payments for this month totalled just over \$2.68M (\$2.49M in February).

Capital Works - The approved budget for capital works is \$2.47M and is 23% complete in financial terms for the current financial year (February was 20%).

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

Balance Sheet - Council has a cash total of \$39.9M with \$2.7M in general accounts. Total debtors at the end of March are \$2.95M (\$2.95M in February). Sundry debtors total \$1.28M with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$86K.

COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2020/21.

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

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

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

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

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

LODDON SHIRE COUNCIL

FINANCE REPORT FOR PERIOD ENDING 31 MARCH 2021



CONTENTS

INTRODUCTION	3
1 CASH SURPLUS POSITION	3
1.1 Budget revisions	3
2 STANDARD INCOME STATEMENT	3
2.1 Operating revenue	3
2.1.1 Statutory fees	4
2.1.2 Non-recurrent grants (operating)	4
2.1.3 Recurrent grants (capital)	4
2.1.4 Non-recurrent grants (capital).....	4
2.1.5 Interest income.....	4
2.2 Operating expenditure.....	5
2.2.1 Creditors.....	5
2.2.2 Contractors.....	6
2.2.3 Utilities.....	6
2.2.4 Payments	6
2.3 Operating surplus.....	6
2.4 Capital expenditure	6
3 STANDARD BALANCE SHEET	6
3.1 Cash	6
3.2 Receivables	7
3.2.1 Debtors.....	7
3.2.2 Rates debtors	7
3.2.3 Sundry debtors	8
3.2.4 Supplementary valuations	8
3.3 Water rights.....	8
APPENDIX 1: STANDARD INCOME STATEMENT	9
APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT	10
APPENDIX 3: NET RESULT BY SERVICE AREA	11
APPENDIX 3: NET RESULT BY SERVICE AREA (Continued)	12
APPENDIX 4: STANDARD BALANCE SHEET	13

INTRODUCTION

At the start of the financial year, Council implemented a new chart of accounts structure and as a result improvements will be gradually made to the monthly finance report to provide information in different formats to assist Councillors and the public to understand Council's current financial position.

During March 2021 finance staff have been busy progressing with the updated Revenue and Rating Plan, Fees and Charges Schedule, Annual Budget and Financial Plan. There will be presentations on these documents to Councillors in early April 2021.

1 CASH SURPLUS POSITION

1.1 Budget revisions

During March 2021, there have been a large amount of adjustments most of which are relating to expected savings identified in preparing for the Annual Budget for 2021/22.

As a result the cash surplus has increased from \$1,636,005 to \$2,467,938.

Details of all major adjustments are included in the table below:

Opening Surplus (Position as at 28 February 2021)	\$ 1,636,005
ADJUSTMENTS	
Additional drainage projects funded through reserve	\$ 429,000
Allowance for IT Salaries - reserve transfer	\$ 102,000
Reduction in expected legal costs	\$ 50,000
Reduction in costs to prepare plans and strategy documents	\$ 50,000
Additional costs related to COVID-19 requirements	-\$ 100,000
Additional income for planning application fees	\$ 50,000
Reduction in expected cost for project development	\$ 90,000
Other minor adjustments	\$ 160,933
Closing Surplus (Position as at 31 March 2021)	\$ 2,467,938

2 STANDARD INCOME STATEMENT

Budget revisions are up to date and timing of the budget has been underway with work to continue in this space. Variance reporting has been included in this monthly report where variations occur within the statements of 10% or \$30,000.

2.1 Operating revenue

Total revenue brought to account for the month of March was \$507K. The total income received is 81% of the total revised budget income for 2020/21.

2.1.1 Statutory fees

There is an increase in activity in both the planning and building permit departments and as a result, higher than expected fee income has been raised. This accounts for almost \$30K of the overall variation.

2.1.2 Non-recurrent grants (operating)

The main variation in this area relates to the Working for Victoria program where a reduction to the expected staffing numbers has been approved. This has resulted in a budget variation to reflect the updated grant approval amounts, and invoices that have already been raised will be adjusted to suit.

2.1.3 Recurrent grants (capital)

Grant income is raised when a specific milestone is met within a project agreement. Some projects are behind expected timing and others are ahead. The main variation in this area relates to Roads to Recovery of \$1.9M with a claim invoice yet to be raised for quarter one of the year.

2.1.4 Non-recurrent grants (capital)

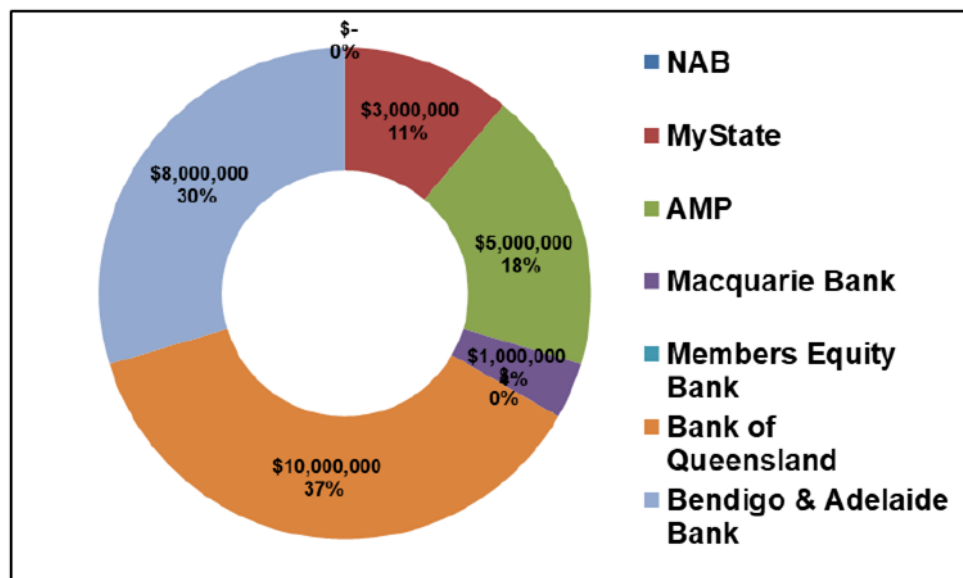
The main variation in this area relates to the \$2.4M grant tied to the Donaldson Park pavilion upgrade. The milestone for this project has not yet been met and as a result the invoice is still to be raised.

2.1.5 Interest income

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

The total investment interest received and accrued to date is \$226K. Rates interest amounts to \$14K. Year to date represents 77% of the total Revised Budget amount of \$295K.

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



Current investments:							
NAB	A1+AA-					\$ -	0.0%
MyState	A2/BBB+					\$ 3,000,000	11.1%
AMP	A2/BBB+					\$ 5,000,000	18.5%
Macquarie Bank	A1/A					\$ 1,000,000	3.7%
Members Equity Bank	A2/BBB					\$ -	0.0%
Bank of Queensland	A2/BBB					\$ 10,000,000	37.0%
Bendigo & Adelaide Bank	A2/BBB+					\$ 8,000,000	29.6%
Council Funds on Term Deposit						\$27,000,000	100%

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

LODDON SHIRE COUNCIL INVESTMENT SCHEDULE												
Bank	Establishment date	Status	Maturity date	Term (days)	Interest rate	Investment amount	Total interest receivable on TD	Interest accrual 2019/20	YTD accrued interest	Total interest accrual	YTD interest received	Total YTD interest earned
Bendigo & Adelaide Bank	31/12/2018	Closed	N/A	N/A	1.00%	\$ 1,000,000		\$ -	\$ -	\$ -	\$ 230	\$ 230
Members Equity Bank	28/05/2020	Closed	28/07/2020	61	0.95%	\$ 2,000,000	\$ 3,175	\$ 1,718	\$ -	\$ -	\$ 1,457	\$ 1,457
Members Equity Bank	28/05/2020	Closed	26/08/2020	90	1.10%	\$ 2,000,000	\$ 5,425	\$ 1,989	\$ -	\$ -	\$ 3,436	\$ 3,436
MyState	16/03/2020	Closed	16/09/2020	184	1.75%	\$ 2,000,000	\$ 17,644	\$ 10,164	\$ -	\$ -	\$ 7,479	\$ 7,479
MyState	15/04/2020	Closed	15/10/2020	183	1.75%	\$ 2,000,000	\$ 17,548	\$ 7,288	\$ -	\$ -	\$ 10,260	\$ 10,260
MyState	17/03/2020	Closed	19/10/2020	216	1.75%	\$ 2,000,000	\$ 20,712	\$ 10,068	\$ -	\$ -	\$ 10,644	\$ 10,644
Bank of Queensland	5/05/2020	Closed	5/11/2020	184	1.45%	\$ 2,000,000	\$ 14,619	\$ 4,449	\$ -	\$ -	\$ 10,170	\$ 10,170
AMP	25/05/2020	Closed	25/11/2020	184	1.65%	\$ 2,000,000	\$ 16,636	\$ 3,255	\$ -	\$ -	\$ 13,381	\$ 13,381
Bank of Queensland	28/05/2020	Closed	28/01/2021	245	1.15%	\$ 2,000,000	\$ 15,438	\$ 2,079	\$ -	\$ -	\$ 13,359	\$ 13,359
Members Equity Bank	18/05/2020	Closed	18/02/2021	276	1.20%	\$ 2,000,000	\$ 18,148	\$ 2,827	\$ -	\$ -	\$ 15,321	\$ 15,321
Bendigo & Adelaide Bank	26/08/2020	Closed	26/02/2021	184	0.65%	\$ 2,000,000	\$ 6,553	\$ -	\$ -	\$ -	\$ 6,553	\$ 6,553
Members Equity Bank	25/05/2020	Closed	25/03/2021	304	1.20%	\$ 2,000,000	\$ 19,989	\$ 2,367	\$ -	\$ -	\$ 17,622	\$ 17,622
Bank of Queensland	12/06/2020	Open	12/04/2021	304	1.05%	\$ 2,000,000	\$ 17,490	\$ 1,036	\$ 15,764	\$ 16,800	\$ -	\$ 15,764
AMP	5/05/2020	Open	5/05/2021	365	1.55%	\$ 2,000,000	\$ 31,000	\$ 4,756	\$ 23,271	\$ 28,027	\$ -	\$ 23,271
AMP	6/05/2020	Open	6/05/2021	365	1.55%	\$ 2,000,000	\$ 31,000	\$ 4,671	\$ 23,271	\$ 27,942	\$ -	\$ 23,271
Bank of Queensland	28/07/2020	Open	28/06/2021	335	0.85%	\$ 2,000,000	\$ 15,603	\$ -	\$ 11,458	\$ 11,458	\$ -	\$ 11,458
Bendigo & Adelaide Bank	6/10/2020	Open	2/08/2021	300	0.60%	\$ 1,000,000	\$ 4,332	\$ -	\$ 2,893	\$ 2,893	\$ -	\$ 2,893
Bendigo & Adelaide Bank	6/10/2020	Open	1/09/2021	330	0.60%	\$ 1,000,000	\$ 5,425	\$ -	\$ 2,893	\$ 2,893	\$ -	\$ 2,893
Bendigo & Adelaide Bank	19/10/2020	Open	14/09/2021	330	0.60%	\$ 2,000,000	\$ 10,849	\$ -	\$ 5,359	\$ 5,359	\$ -	\$ 5,359
Bank of Queensland	26/02/2021	Open	24/09/2021	210	0.32%	\$ 2,000,000	\$ 3,682	\$ -	\$ 579	\$ 579	\$ -	\$ 579
MyState	6/10/2020	Open	6/10/2021	365	0.70%	\$ 1,000,000	\$ 7,000	\$ -	\$ 3,375	\$ 3,375	\$ -	\$ 3,375
MyState	15/10/2020	Open	15/10/2021	365	0.70%	\$ 2,000,000	\$ 14,000	\$ -	\$ 6,405	\$ 6,405	\$ -	\$ 6,405
Bank of Queensland	26/02/2021	Open	25/10/2021	241	0.32%	\$ 2,000,000	\$ 4,226	\$ -	\$ 579	\$ 579	\$ -	\$ 579
Bank of Queensland	25/02/2021	Open	25/11/2021	273	0.35%	\$ 2,000,000	\$ 5,236	\$ -	\$ 652	\$ 652	\$ -	\$ 652
Macquarie Bank	25/02/2021	Open	23/12/2021	301	0.50%	\$ 1,000,000	\$ 4,123	\$ -	\$ 466	\$ 466	\$ -	\$ 466
Bendigo & Adelaide Bank	1/03/2021	Open	5/01/2022	310	0.30%	\$ 1,000,000	\$ 2,548	\$ -	\$ 247	\$ 247	\$ -	\$ 247
AMP	25/02/2021	Open	27/01/2022	336	0.75%	\$ 1,000,000	\$ 6,904	\$ -	\$ 699	\$ 699	\$ -	\$ 699
Bendigo & Adelaide Bank	1/03/2021	Open	1/02/2022	337	0.30%	\$ 1,000,000	\$ 2,770	\$ -	\$ 247	\$ 247	\$ -	\$ 247
Bendigo & Adelaide Bank	26/02/2021	Open	26/02/2022	365	0.30%	\$ 2,000,000	\$ 6,000	\$ -	\$ 542	\$ 542	\$ -	\$ 542
Total Interest on Investments								\$ 56,668	\$ 98,700	\$ 109,163	\$ 109,912	\$ 208,612
Interest on General Accounts												\$ 3,395
Total Interest												\$ 212,007
Interest transferred to/from externally funded projects												\$ -
Net interest on investments												\$ 212,007

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

2.2 Operating expenditure

Total operating expenditure for March 2021 was \$2.68M. The total expenditure for the month increases the total spend to 61% of the total revised budget expenditure for 2020/21.

2.2.1 Creditors

Creditors are currently at 55% of YTD Budget. The main variations where project expenditure has been delayed are:

- Bridgewater female change rooms of \$400K with the project yet to commence
- Councillor induction costs of \$40K, with process still underway
- election costs of \$120K with invoices for the work undertaken in 2020 still to be received
- various community planning projects that have not yet commenced.

2.2.2 Contractors

The main variations within the contractors expenditure relates to the timing of invoices that are received for cleaning, pool operations and waste contracts. This is expected to continue throughout the year where the invoices are not received in a timely manner for processing.

2.2.3 Utilities

The main variation within the utilities is power and water usage of swimming pools, usage less than expected.

2.2.4 Payments

During the month the following payments were made:

Creditor payments - cheque	\$4,147.39
Creditor payments - electronic funds transfer	\$906,382.90
Payroll (3 pays)	\$921,204.45
TOTAL	\$1,831,734.74

2.3 **Operating surplus**

The operating deficit to date is \$1.64M compared to a revised budget deficit amount of \$2.60M.

2.4 **Capital expenditure**

Total capital works expenditure for March was \$583K. The total revised budget amount for 2020/21 is \$26.8M, therefore capital works are 23% complete with 75% of the year elapsed.

The main variations within capital expenditure relate to:

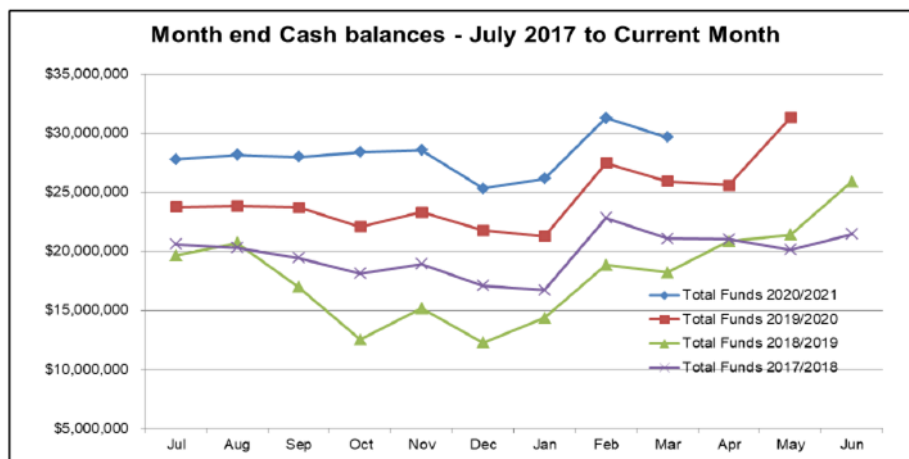
- building and property maintenance with the building asset management plan allocations now finalised and some works are underway, but others are still in the design phase
- major caravan park improvement works along with the purchase of caravan parks have a variation of \$1.32M with works commencing for the improvement program but a delay in finalisation of the sale with legislated gazetting requirements still to be completed
- various community planning projects of \$288K due to limited staff available in this department along with COVID-19 restrictions which have closed many community facilities temporarily.

3 **STANDARD BALANCE SHEET**

3.1 **Cash**

At the end of the month, Council's overall cash total was \$29.9M which includes a balance of \$2.7M in general accounts.

Month end balances for Council's cash, from July 2017 until the current month, are reflected in the following graph:



3.2 Receivables

3.2.1 Debtors

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

Debtor category	March 2020	December 2020	January 2021	February 2021	March 2021
Rates	1,177,988	8,296,264	7,211,150	1,642,503	1,281,191
Fire Services Property Levy	177,126	944,931	830,106	240,289	202,162
Total Rates & Fire Services Property Levy	1,355,114	9,241,195	8,041,256	1,882,793	1,483,352
Sundry debtors	811,810	1,859,881	2,288,315	1,089,472	1,278,864
Community loans/advances	2,400	1,200	1,200	1,200	1,200
Long term loans/advances	-	-	-	-	-
Employee superannuation	(1,095)	(1,343)	4,597	2,298	(0)
Magistrates court fines	100,319	100,319	100,319	100,319	100,319
LESS provision for doubtful debts	(118,887)	(127,248)	(127,248)	(127,248)	(127,248)
Total	2,149,661	11,074,004	10,308,439	2,948,834	2,736,487

3.2.2 Rates debtors

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

	March 2020 (2/4/2020)	December 2020 (7/1/2021)	January 2021 (4/2/2021)	February 2021 (4/3/2021)	March 2021 (1/4/2021)
2006/07 to 2016/17	\$ 48,620	\$ 33,852	\$ 33,142	\$ 33,265	\$ 33,404
2006/07 to 2016/17 FSPL	\$ 7,679	\$ 5,480	\$ 5,321	\$ 5,358	\$ 5,377
2017/18	\$ 38,754	\$ 24,640	\$ 23,823	\$ 23,949	\$ 23,803
2017/18 Fire Services Property Levy	\$ 7,508	\$ 5,396	\$ 5,378	\$ 5,318	\$ 5,108
2018/19	\$ 75,390	\$ 41,552	\$ 38,805	\$ 39,927	\$ 38,800
2018/19 Fire Services Property Levy	\$ 13,533	\$ 8,696	\$ 8,184	\$ 8,059	\$ 7,940
2019/20	\$ 1,021,842	\$ 149,238	\$ 139,249	\$ 134,214	\$ 122,312
2019/20 Fire Services Property Levy	\$ 141,790	\$ 25,228	\$ 23,794	\$ 22,796	\$ 21,091
2020/21		\$ 8,061,256	\$ 6,990,464	\$ 1,425,494	\$ 1,078,653
2020/21 Fire Services Property Levy		\$ 885,858	\$ 773,095	\$ 184,413	\$ 146,866
Sub-total: arrears	\$ 1,355,115	\$ 9,241,197	\$ 8,041,256	\$ 1,882,793	\$ 1,483,353
Current year (outstanding but not due)	\$ 1,021,842	\$ 8,061,256	\$ 6,990,464	\$ 1,425,494	\$ 1,078,653
Fire Services Property Levy	\$ 141,790	\$ 885,858	\$ 773,095	\$ 184,413	\$ 146,866
Total outstanding	\$ 1,163,639	\$ 8,947,115	\$ 7,763,559	\$ 1,609,907	\$ 1,225,518
<i>Summary</i>					
Rates in arrears	\$ 1,184,605	\$ 8,310,539	\$ 7,225,483	\$ 1,656,848	\$ 1,296,972
FSPL in arrears	\$ 170,510	\$ 930,658	\$ 815,773	\$ 225,945	\$ 186,381
Total arrears	\$ 1,355,115	\$ 9,241,197	\$ 8,041,256	\$ 1,882,793	\$ 1,483,353

3.2.3 Sundry debtors

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

Current	\$420,482	52%
30 days	\$265,529	33%
60 days	\$34,597	4%
90 + days	\$86,370	11%
Sub total routine debtors	\$806,978	100%
Government departments	\$381,581	
GST	\$90,305	
Total	\$1,278,864	
90 + days consists of:		
Community Wellbeing debtors	\$2,842	
Local community groups	\$913	
Others	\$82,615	
Total	\$86,370	

Total outstanding sundry debtors as at 31 March 2021 are \$1.28M.

The mainstream sundry debtors (\$807K) have been broken into the amount of time they have been outstanding. At the time of this report \$86K or 11% of that total has been outstanding for more than 90 days. All debtors are contacted as a matter of routine.

3.2.4 Supplementary valuations

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

Type	Number	Site Value Movement	Capital Improved Value Movement	NAV Value Movement
Objection	10	-\$ 577,000	-\$ 753,000	-\$ 37,650
TOTAL	10	-\$ 577,000	-\$ 753,000	-\$ 37,650

Valuation type	1 July 2020 Revaluation	Opening Balance	Supplementary Changes	Closing Balance
Site Value	\$ 1,556,194,900	\$ 1,649,983,500	-\$ 577,000	\$ 1,649,406,500
Capital Improved Value	\$ 2,354,772,700	\$ 2,498,397,300	-\$ 753,000	\$ 2,497,644,300
NAV	\$ 120,800,115	\$ 128,045,875	-\$ 37,650	\$ 128,008,225

There were supplementary valuations during March 2021.

The total rateable CIV at the end of March 2021 is just under \$2.50B.

3.3 **Water rights**

Council-owned water rights were valued at \$2.98M at 30 June 2020.

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

There have been no purchases to date this financial year, and no future purchases are budgeted for 2020/21.

APPENDIX 1: STANDARD INCOME STATEMENT

Element	2020/21 Original Budget	2020/21 Revised Budget	2020/21 YTD Revised Budget	2020/21 YTD Actuals	2020/21 YTD Percentage Variance
Income					
69 - Statutory Fees	277,532	334,432	268,603	298,951	111%
70 - Fees & Charges	1,464,986	1,510,543	1,161,790	1,204,699	104%
71 - Contribution	100,000	490,000	60,833	70,000	115%
73 - Interest	375,200	295,000	212,503	226,362	107%
77 - Reimbursements	277,411	297,411	221,395	183,563	83%
80 - Rates	11,461,007	11,520,410	11,380,225	11,459,157	101%
81 - Non Recurrent Grants (Operating)	152,766	2,733,224	1,528,934	2,132,095	139%
82 - Recurrent Grants (Operating)	6,299,505	6,324,362	4,778,236	4,770,097	100%
83 - Recurrent Grants (Capital)	2,387,726	3,291,999	2,292,724	51,564	2%
84 - Non Recurrent Grants (Capital)	0	9,650,566	5,807,653	1,892,786	33%
90 - VicRoads	510,474	512,033	383,899	380,843	99%
Total Income	23,306,607	36,959,980	28,096,795	22,670,117	81%
Expenses					
01 - Labour	11,492,803	12,287,261	9,255,758	9,126,692	99%
04 - Creditors	8,898,234	13,884,359	10,192,130	5,634,006	55%
05 - Stores	70,286	61,172	46,641	0	0%
06 - Fuel	1,051,376	905,045	691,001	538,687	78%
07 - Contractors	1,797,721	1,858,943	1,409,295	1,145,416	81%
08 - Depreciation	9,666,789	9,666,789	7,250,067	7,250,092	100%
09 - Utilities	533,565	523,418	416,199	309,602	74%
25 - Grants Expenditure	361,400	371,954	365,571	294,988	81%
45 - Bad Debts Expense	0	0	0	7,610	0%
63 - Reversal of Impairment Losses	0	0	0	(32)	0%
Total Expenses	33,872,174	39,558,941	29,626,662	24,307,061	82%
Net Result Surplus / (Deficit)	(10,565,567)	(2,598,961)	(1,529,867)	(1,636,945)	107%

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

APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT

Element	2020/21 Original Budget	2020/21 Revised Budget	2020/21 YTD Revised Budget	2020/21 YTD Actuals	2020/21 YTD Percentage Variance
Funding Decisions					
88 - Reserves Transfer From	6,466,816	18,921,207	0	0	0%
89 - Reserves Transfer To	(2,341,772)	(2,469,630)	0	0	0%
74 - Asset Sales (Capital)	471,181	867,071	794,089	738,659	93%
Total Funding Decisions	4,596,225	17,318,648	794,089	738,659	93%
Capital Expenditure					
12 - Economic Development	0	0	0	6,800	0%
21 - Caravan Parks	7,500	2,010,437	1,507,824	185,134	12%
31 - Aged Care Services	0	0	0	3,000	0%
40 - Community Support	0	31,335	23,499	41,664	177%
41 - Community Planning - Boort	0	1,105	828	0	0%
42 - Community Planning - Inglewood	50,000	153,685	112,498	0	0%
43 - Community Planning - Tarnagulla	50,000	91,683	66,260	21,174	32%
44 - Community Planning - Terricks	50,000	20,848	15,633	2,888	18%
45 - Community Planning - Wedderburn	50,000	25,000	18,747	0	0%
47 - Grants & Community Planning	750,000	4,808,189	87,714	87,270	99%
49 - Swimming Pools	0	15,101	15,100	0	0%
65 - Information Technology	185,000	185,000	138,753	111,413	80%
71 - Council Engineering and Technical Services	0	50,000	0	0	0%
72 - Project & Contract Management	2,555,132	12,912,503	7,483,439	3,354,516	45%
73 - Roads to Recovery	2,387,726	3,574,197	2,828,640	1,026,772	36%
75 - Local Laws and Animal Management	0	102,121	76,590	0	0%
82 - Building & Property Maintenance	535,000	785,983	582,907	109,553	19%
84 - Fleet	522,000	1,618,140	1,195,668	1,072,395	90%
90 - Parks & Townships	100,000	90,310	67,734	10,904	16%
98 - Waterways Management	0	288,781	204,085	3,513	2%
Total Capital Expenditure	7,242,358	26,764,418	14,425,919	6,036,996	42%
Non Cash Adjustments					
08 - Depreciation	9,666,789	9,666,789	7,250,067	7,250,092	100%
45 - Bad Debts Expense	0	0	0	7,610	0%
63 - Reversal of Impairment Losses	0	0	0	(32)	0%
Total Non Cash Adjustments	9,666,789	9,666,789	7,250,067	7,257,670	100%
Accumulated surplus bought forward	3,640,629	4,845,880	0	0	100%
Net Cash Surplus / (Deficit)	95,718	2,467,938	(7,911,630)	322,389	-4%

APPENDIX 3: NET RESULT BY SERVICE AREA

Service Area	2020/21 Full Year Budget	2020/21 Total Revised Budget	2020/21 YTD Revised Budget March	2020/21 YTD Actuals March	2020/21 YTD Percentage Revised Variance March
11 - Administration and Management	2,881,065	3,243,082	2,494,407	2,005,869	19.59%
12 - Economic Development	93,510	(75,242)	(199,709)	(334,486)	67.49%
13 - Council Administration	1,106,573	964,583	693,099	363,299	47.58%
14 - Library Services	216,502	216,502	162,378	206,563	-27.21%
15 - Media	0	39,000	23,336	30,637	-31.29%
21 - Caravan Parks	(60,165)	1,328,449	1,100,736	(27,666)	102.51%
22 - Loddon Discovery Tours	83	101	101	(1,177)	1268.32%
23 - Tourism	346,479	366,219	261,421	253,447	3.05%
31 - Aged Care Services	622,547	1,656,055	621,562	546,992	12.00%
32 - Elderly Persons Units	(15,795)	(16,152)	(7,599)	8,310	-209.35%
33 - Rural Access	25,000	145,653	109,242	1,880	98.28%
34 - Seniors	43,048	43,097	40,126	(4,856)	112.10%
40 - Community Support	950,577	1,192,183	944,955	416,194	55.96%
41 - Community Planning - Boort	0	134,684	96,849	0	100.00%
42 - Community Planning - Inglewood	50,000	186,478	139,860	73	99.95%
43 - Community Planning - Tarnagulla	50,000	283,402	212,553	85,930	59.57%
44 - Community Planning - Terricks	50,000	122,932	92,196	6,493	92.96%
45 - Community Planning - Wedderburn	50,000	258,543	193,905	23,902	87.67%
46 - Emergency Management	16,447	16,313	13,735	4,658	66.08%
47 - Grants & Community Planning	821,891	2,526,850	(1,808,070)	251,848	-113.93%
48 - Municipal Health & Wellbeing	8,500	159,522	118,323	34,784	70.60%
49 - Swimming Pools	538,314	561,758	557,021	340,192	38.93%
50 - Maternal and Child Health	193,733	307,402	232,332	(44,034)	118.95%
51 - Early Years	148,236	426,207	231,339	18,210	92.13%
52 - Boort Pre School	0	(0)	(2,357)	13,333	-665.68%
53 - Dingee Pre School	(0)	0	(3,936)	3,639	-192.45%
54 - Inglewood Pre School	0	(0)	(6,480)	28,716	-543.14%
55 - Pyramid Hill Pre School	0	(0)	(2,106)	3,693	-275.37%
56 - Wedderburn Pre School	0	(0)	(1,928)	(5,362)	178.13%
57 - Immunisation	0	0	0	0	0.00%
59 - Youth	6,560	14,012	10,550	(11,750)	211.37%

APPENDIX 3: NET RESULT BY SERVICE AREA (Continued)

Service Area	2020/21 Full Year Budget	2020/21 Total Revised Budget	2020/21 YTD Revised Budget March	2020/21 YTD Actuals March	2020/21 YTD Percentage Revised Variance March
60 - Corporate Governance	166,163	278,675	224,676	89,586	60.13%
61 - Financial Services	(10,176,944)	(23,603,012)	(1,734,654)	(1,815,323)	4.65%
62 - Rates & Property	(9,641,826)	(9,734,935)	(9,642,919)	(9,682,132)	0.41%
63 - Customer Service	293,129	293,726	230,784	180,155	21.94%
64 - Information Management	230,218	217,234	157,430	131,128	16.71%
65 - Information Technology	889,092	944,213	715,124	604,714	15.44%
66 - Human Resources & Development	728,156	703,717	530,958	299,410	43.61%
67 - Risk Management	443,711	416,921	381,346	396,260	-3.91%
71 - Council Engineering & Technical Services	231,555	331,271	237,833	122,994	48.29%
72 - Project & Contract Management	2,535,338	5,273,156	4,339,738	1,338,538	69.16%
73 - Roads to Recovery	0	944,007	891,820	1,026,772	-15.13%
74 - Building Regulation	72,870	68,985	52,633	21,317	59.50%
75 - Local Laws and Animal Management	372,730	520,373	381,379	51,828	86.41%
76 - Public Health	99,957	93,140	59,872	41,343	30.95%
77 - Strategic & Statutory Planning	145,483	96,557	78,973	5,784	92.68%
80 - Air Strips	9,393	9,131	7,169	3,161	55.91%
82 - Building & Property Maintenance	1,370,585	1,829,452	1,378,338	637,713	53.73%
84 - Plant and Fleet	(2,023,737)	(1,514,078)	(1,059,997)	(1,725,295)	62.76%
86 - Gravel Pits	(86,567)	(73,905)	(56,483)	(43,350)	-23.25%
88 - Management & Administration	512,411	512,643	386,156	376,916	2.39%
90 - Parks & Townships	1,171,430	1,054,619	812,082	580,137	28.56%
92 - Roads	4,201,610	4,495,326	3,388,213	3,461,615	-2.17%
94 - DoT Routine Maintenance Contract	(75,783)	(160,235)	(113,676)	(163,562)	43.88%
96 - Waste Management	244,353	235,819	(150,453)	(511,464)	239.95%
98 - Waterways Management	47,849	197,630	97,447	30,034	69.18%
Grand Total	(95,718)	(2,467,938)	7,911,630	(322,389)	104.07%

APPENDIX 4: STANDARD BALANCE SHEET

	March 2021 As per trial balance	June 2020 As per financial statements	March 2020 As per trial balance
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	\$29,866,563	\$30,326,446	\$26,132,387
Trade and other receivables	\$2,735,219	\$807,408	\$2,113,831
Financial assets	\$172,654	\$462,212	\$19,430
Inventories	\$27,291	\$26,782	\$27,234
Non-current assets classified as held for sale	\$540,076	\$540,076	\$556,091
TOTAL CURRENT ASSETS	\$33,341,802	\$32,162,924	\$28,848,973
NON-CURRENT ASSETS			
Trade and other receivables	\$1,268	\$1,268	\$2,397
Financial assets	\$275,436	\$275,336	\$361,466
Intangible assets	\$2,979,650	\$2,979,650	\$2,702,545
Property, infrastructure, plant and equipment	\$355,540,973	\$362,791,061	\$351,631,620
TOTAL NON-CURRENT ASSETS	\$358,797,327	\$366,047,315	\$354,698,028
TOTAL ASSETS	\$392,139,129	\$398,210,239	\$383,547,001
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	\$850,149	\$1,339,196	\$310,540
Trust funds and deposits	\$1,249,786	\$356,380	\$480,272
Provisions	\$3,082,246	\$2,622,435	\$2,297,465
Interest bearing loans and borrowings	\$0	\$0	\$0
TOTAL CURRENT LIABILITIES	\$5,182,182	\$4,318,011	\$3,088,277
NON-CURRENT LIABILITIES			
Provisions	\$1,716,013	\$1,716,013	\$1,797,418
Interest bearing loans & borrowings	\$0	\$0	\$0
TOTAL NON-CURRENT LIABILITIES	\$1,716,013	\$1,716,013	\$1,797,418
TOTAL LIABILITIES	\$6,898,195	\$6,034,024	\$4,885,695
NET ASSETS	\$385,240,935	\$392,176,215	\$378,661,307
EQUITY			
Accumulated Surplus	\$83,983,052	\$90,918,332	\$91,508,200
Asset Revaluation Reserve	\$278,439,144	\$278,439,144	\$265,442,673
Other Reserves	\$22,818,739	\$22,818,739	\$21,710,435
TOTAL EQUITY	\$385,240,935	\$392,176,215	\$378,661,307

10.4 LETTER TO COUNCIL REGARDING PROPOSED SEALING OF STEWARTS RD AND GRANT ST NEWBRIDGE

File Number: FOL/19/127662

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Letter to Council regarding proposed sealing of Stewarts Rd and Grant St Newbridge

RECOMMENDATION

That Council:

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.

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 has not been discussed by Council previously.

BACKGROUND

Jenny Stewart of Newbridge has sent a letter to Cr Linda Jungwirth as the Councillor for Tarnagulla Ward, containing the township of Newbridge. The letter is written on behalf of, and signed by, property owners and permanent residents of Grant Street Newbridge and Stewarts Road Newbridge.

The letter is not strictly in the form of a petition/joint letter in accordance with the Governance Rules, however Council may wish to deal with it in the same manner as provided for in the Rules.

Clause 63 of Council's Governance Rules provides for how a petition or joint letter is dealt with:

63. Petitions and joint letters

- (1) *A member of the public may give a petition or a joint letter to a Councillor, the Chief Executive Officer or the delegated officer.*
- (2) *A petition or joint letter must:*
 - (a) *state the name of the person forwarding the petition and an address to which notice of Council's response may be forwarded;*
 - (b) *contain the name, address and signature of each person signing the petition or letter;*
 - (c) *clearly state the request or describe the action that the Council is asked to do on each page of the petition or in the joint letter (whichever is applicable);*

- (d) *not include any statement that is offensive, defamatory or disrespectful to Council;*
 - (e) *be legible;*
 - (f) *not contain alterations; and*
 - (g) *not have any letters or other documents attached to it.*
- (4) *A petition or joint letter that complies with subclause (2) must be tabled at an ordinary Council meeting at the first reasonable opportunity.*
- (5) *A petition or joint letter may be tabled by any Councillor or by the Chief Executive Officer. It does not have to be tabled by the person to whom it was given.*
- (6) *A petition or joint letter tabled at a Council meeting must lay on the table until the next ordinary meeting of the Council and no motion, other than to receive the petition or joint letter may be accepted by the Chairperson unless the Council resolves to deal with it earlier.*

ISSUES/DISCUSSION

The letter formally lodges the property owners' strong objection to the sealing of Grant Street and Stewarts Road. The letter is attached to this report, and lists several reasons for the objection.

The Governance Rules require a petition or joint letter to lay on the table until the next ordinary meeting of Council. No motion may be accepted other than to receive it "*unless the Council resolves to deal with it earlier*".

This report provides information to Council for consideration should it wish to deal with the matter at this meeting.

It is understood that a property owner has been making representations to Council staff about dust and traffic along these roads, and the community may have become aware of the owner's requests for the road to be sealed.

Council staff advise that there are currently no plans to seal the roads identified in the letter (Grant Street and Stewarts Road). The roads at this location fit within the service standards of Council's Road Asset Management Plan and are maintained in accordance with its Road Management Plan.

COST/BENEFITS

There are no costs associated with the matters raised in this report.

RISK ANALYSIS

No significant risks have been identified with the matters in this report.

CONSULTATION AND ENGAGEMENT

Relevant Council staff have been consulted in the preparation of this report.

2131 Wimmera Highway Newbridge 3551
7th March 2021

To Loddon Shire Council,

We, the property owners and permanent residents of Grant Street, Newbridge and Stewarts road Newbridge, would like to formally lodge our **STRONG OBJECTION** to the sea'ing of GRANT Street Newbridge and STEWARTS road Newbridge.

We do not want the road sealed for numerous reasons, which we have listed below: •

- It will take away from the charming country feel that our area has. We purchased our properties to live in a country area and accepted the area, including dirt roads when we purchased the property. Many of the residents here have lived here for 30+ years and are satisfied with the current road conditions. Sealing is not required.
- Despite what has been inaccurately reported, Grant Street and Stewarts Road Newbridge has minimal traffic and minimal truck use. Sealing these roads are a complete waste of council money and resources.
- There are many other roads within Loddon Shire that are of higher priority for sealing, for example Newbridge – Tarnagulla road and Ryan Street that services Newbridge Landfill. This road has a heavier traffic flow on a weekly basis, including rubbish trucks and cars towing trailers of rubbish. Sealing and maintaining this road is higher priority and will benefit more drivers as well as making a high traffic road safer.
- Sealing Grant Street and Stewarts road will increase the value of our properties which in turn will increase our rates. We pay enough in rates as it is.
- Sealing a quiet back street like Grant Street and Stewarts road will attract hoon drivers using the bitumen road for drag racing and burnouts.
- Sealing Grant Street and Stewarts road Newbridge will encourage a lot more lost drivers following gps navigation and result in increased traffic. We only get one lost driver every three weeks. We believe this will increase to three or more drivers per day. If local traffic only Signs are erected d-rivers turning around at night will shine lights on our windows.

We did not lobby for Grant Street and Stewarts Road Newbridge to be sealed and we strongly oppose it being forced upon us without proper Council consultation. We feel that council has made the decision for us based on the complaining of one vexatious complainant resident that does not represent the majority of the residents affected.

Yours Sincerely

LS
SW
BS
GD
J
J
RB
Stewart
JGD
RBB

...
Les & Jenny Stewart 0428 387 317 - Stewarts road Newbridge

Les Stewart 0428387317

...
Steven Wait - Stewarts road Newbridge

Steven Wait 54387417

...
Steven & Rose Biscoe - 25 Grant street Newbridge

Steven Biscoe 0432306814.

...
Glen Deveson
15 Grant ST Newbridge (0413 698791)

Steven Biscoe
Lot 3 GRANT ST NEWBRIDGE 54387442

...
Rose Biscoe
25 Grant st Newbrish 54387442

Teresa SIEMMA 31 GRANT ST
NEWBRIDGE *Teresa* 0402079969

Risto SIEMMA 31 GRANT ST
NEWBRIDGE *Risto* 0423167241

Jenny Stewart Stewarts road Newbridge
Jenny Stewart- 0437 184 271

Trevor Diss. Urquhart St Newbridge. 0425 780366

LORNA STEWART 03 54387313 *LB Stewart*

10.5 VERSION 6 OF COUNCILLOR CODE OF CONDUCT PROPOSED FOR ADOPTION

File Number: fol/19/101
Author: Sharon Morrison, Director Corporate Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: 1. Draft Councillor Code of Conduct version 6

RECOMMENDATION

That Council adopt version 6 of the Councillor Code of Conduct.

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

Public comment on a draft of version 5 of the Councillor Code of Conduct was discussed at the April 2021 Forum.

BACKGROUND

At the Council meeting in January 2021, Council resolved to advertise for public comment a draft of version 5 of the Councillor Code of Conduct (Code).

Feedback was received and changes made to the draft. The feedback and proposed changes were discussed partly at the February Forum and then in full at the February Briefing. Due to the amount of feedback received and the imperative for the adoption of a Councillor Code of Conduct before 24 February 2021, it was resolved to adopt the version of the Councillor Code of Conduct advertised for public comment on 23 February and to list the public comment for further discussion at a future forum of Council to ensure there was adequate time for consideration of feedback by Councillors.

At the April Forum, Councillors further considered the public comments and tracked changes.

ISSUES/DISCUSSION

Council received public comment from three individuals. The feedback received has largely been incorporated into version 6 attached to this report. Councillors have received a copy of all feedback in the February Councillor Briefing and the April Council Forum.

The feedback not incorporated into version 6 relates to:

- the scope of the Code. A number of comments suggested expanding the Code to cover behaviour in a Councillor's personal life. These suggestions have not been incorporated. Section 139(2) of the Local Government Act 2020 states that the purpose of the Councillor Code of Conduct is to include the standards of conduct expected to be observed **by Councillors in the course of performing their duties and functions as Councillors**...Extending the scope of the Code to personal life was considered beyond the requirements of the Act and potentially contrary to the intention of the Act.
- the application of the Media and Social Media Policy. A comment expressed concern that the Media and Social Media Policy should not prevent Councillors speaking out on issues. The Media and Social Media Policy is currently under review. This comment will be considered as part of the review.
- use of resources during elections. Concern was expressed about Councillors endorsing candidates at an election. A similar matter is currently the subject of VCAT proceedings.

Council will await the outcome of the proceedings before further considering any changes in relation to this comment.

Version 6 of the Code is based on a better practice version promoted by Local Government Victoria with changes as a result of public comment. The draft version 6 is attached and recommended for adoption.

COST/BENEFITS

No provision is made in the annual budget for costs associated with managing the Code. The benefit of having a Code is setting clear expectations, and establishing clear processes for the management of councillor conduct and compliance with the 2020 Act.

RISK ANALYSIS

The risk of non-compliance with section 139 of the 2020 Act is addressed with the adoption of a Code consistent with the requirements of the Act.

CONSULTATION AND ENGAGEMENT

There is no deliberative engagement requirement for the Councillor Code of Conduct under the 2020 Act however a short period for public comment was undertaken between 29 January and 12 February 2021 to provide an opportunity for the public to provide feedback on the draft Code.

LODDON SHIRE COUNCIL

COUNCILLOR CODE OF CONDUCT



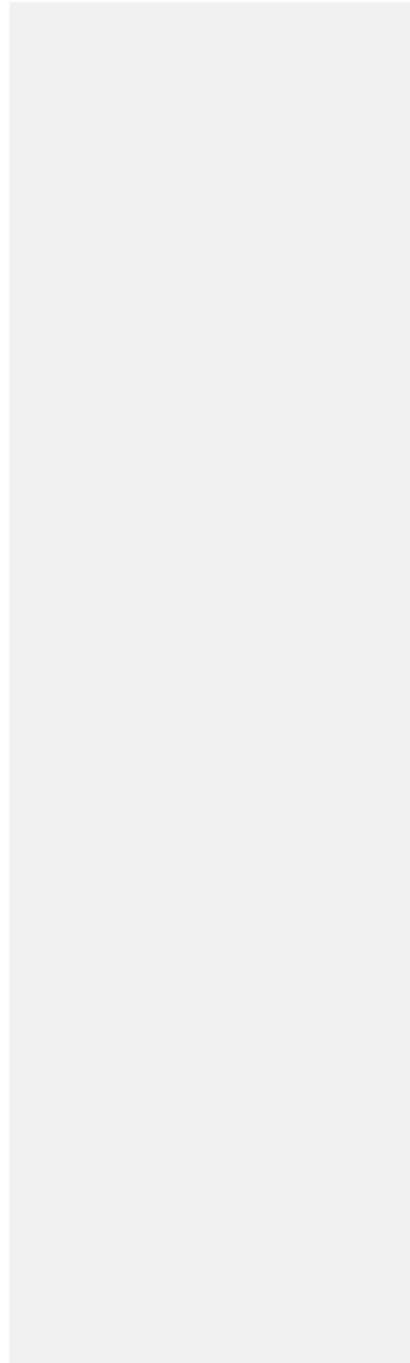
DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	<u>ApprovedDraft</u>
POLICY OWNER POSITION:	Chief Executive Officer
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	<u>23/02/2021</u>
VERSION NUMBER:	<u>56</u>
REVIEW DATE:	<u>23/08/2021</u>
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Councillor Expenses and Support Policy Gift Policy
RELATED LEGISLATION:	Local Government Act 2020 Local Government (Governance and Integrity) Regulations 2020 Charter of Human Rights and Responsibilities Act 2006 Equal Opportunity Act 2010
EVIDENCE OF APPROVAL:	_____ Signed by Chief Executive Officer
FILE LOCATION:	K:\EXECUTIVE\Strategies policies and procedures\Strategies - adopted PDF and Word\COUNCILLOR CODE OF CONDUCT v5.docx
Strategic documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire Internet to ensure that the version you are using is up to date.	
This document is available in alternative formats (e.g. larger font) if requested.	

Contents

1	PURPOSE	5
2	BUDGET IMPLICATIONS	5
3	RISK ANALYSIS	5
4	INTRODUCTION	5
5	COMMITMENT	5
6	KEY ROLES AND RESPONSIBILITIES	7
	6.1 Roles	7
	6.2 Councillor / Organisation Relationship	8
	6.3 Role of a Councillor	8
	6.4 Role of the Mayor	9
	6.5 Role of the Deputy Mayor	10
	6.6 Role of the Chief Executive Officer	10
7	VALUES AND BEHAVIOURS	11
	7.1 Values	11
	7.2 Behaviours	11
8	STANDARDS OF CONDUCT	12
	8.1 Standard 1: Treatment of others	12
	8.2 Standard 2: Performing the role of Councillor	13
	8.3 Standard 3: Compliance with good governance measures	13
	8.4 Standard 4: Councillor must not discredit or mislead Council or public	14
	8.5 Standard 5: Standards do not limit robust political debate	14
9	SPECIFIC COUNCILLOR CONDUCT OBLIGATIONS	15
	9.1 Communication and Decision Making	15
	9.2 Gifts, Benefits or Hospitality	15
	9.3 Conflict of Interest	15
	9.4 Use of Council Resources	16
	9.5 Council's Planning Process	16
	9.6 Interacting with Children and Young People	16
	9.7 Elections	16
	9.8 Reporting Unethical Behaviour	17
10	IMPROPER CONDUCT	17
	10.1 Misuse of position	17
	10.2 Directing a member of Council staff	18
	10.3 Confidential information	18
11	DISPUTE RESOLUTION OPTIONS	19
	11.1 Self-resolution	19
	11.2 Mayoral negotiation	19
	11.2.1 Dispute between Councillors	19
	11.2.2 Dispute between Councillor/s and the Mayor	20
	11.3 External mediation	20
12	INTERNAL ARBITRATION PROCESS	22
	12.1 Making an Application	22
	12.2 Principal Councillor Conduct Registrar must examine application	23
	12.3 Arbiter must refer certain applications	23

12.4 Sanctions that may be imposed by an arbiter on finding of misconduct 23
12.5 No Applications during Election Period 24
13 REQUEST FOR COUNCILLOR CONDUCT PANEL..... 25
14 DECLARATION..... 28



1 PURPOSE

The Councillor Code of Conduct (Code) sets out legal requirements under the Local Government Act 2020 (the Act) and minimum standards of conduct for councillors in their role as Loddon Shire Councillors.

This Code endeavours to foster positive working relations between Councillors to enable them to work together in the best interests of the community, and mandates Councillor conduct designed to build public confidence in the integrity of local government.

In accordance with section 139(2) of the Act, the purpose of the Councillor Code of Conduct is to include the standards of conduct expected to be observed by Councillors in the course of performing their duties and functions as Councillors, including prohibiting discrimination, harassment (including sexual harassment) and vilification.

2 BUDGET IMPLICATIONS

There are no direct budget implications arising from adoption of this Code.

3 RISK ANALYSIS

If this Code is followed, reputational and legal risks will be minimised.

4 INTRODUCTION

As custodians of the Loddon Shire Council (Council), Councillors hold a unique and important role within Victoria. They have been democratically elected to provide leadership for the good governance of the municipality and the local community as recognised in the **Local Government Act 2020 (the Act)**. This Act describes how the Council will be accountable in the performance of its functions, the exercise of expected standards of conduct and behaviour and the use of resources.

The community expects its Council to provide fair, accurate and unbiased advice, to act responsively and to manage assets efficiently. To assist in meeting these expectations **section 139 of the Act** requires councils to adopt a code of conduct to be observed by Councillors.

Accordingly, Council operates under two codes of conduct – one for Councillors and one for staff, volunteers and contractors. The two codes are clearly linked, with common principles, but they also distinguish the expectations of Councillors as elected representatives, from those of staff, volunteers and contractors who are engaged by the Council.

5 COMMITMENT

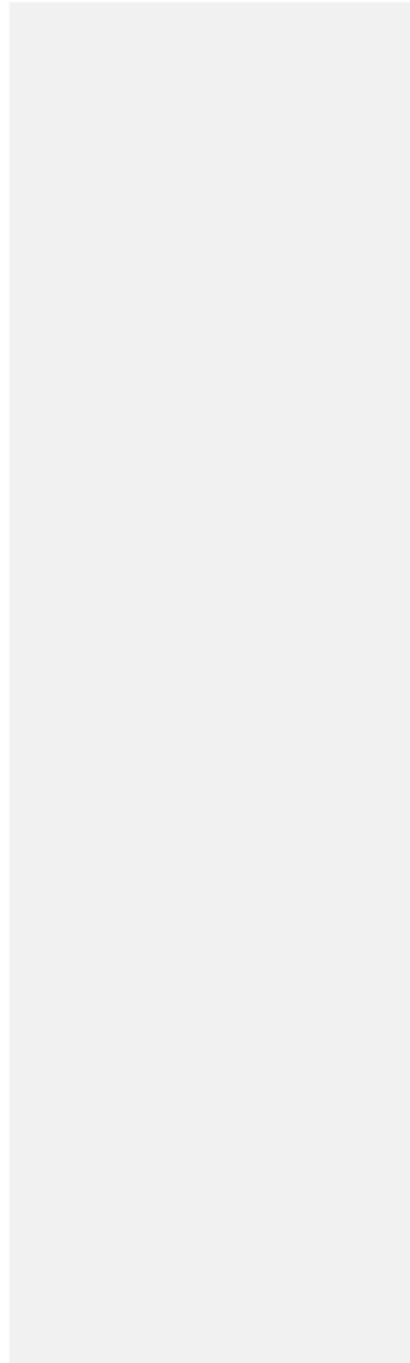
At Council, the elected Councillors are committed to work together in the best interests of the people within the Loddon Shire, to the highest standard of behaviour and to discharge their responsibilities to the best of their skill and judgement.

As part of this commitment, all Councillors will adhere to conduct principles, values and behaviours outlined in the Code. A commitment to working together constructively will enable the achievement of Loddon's vision in a manner that is consistent with the core values.

Councillors are committed to the Standards of Conduct outlined in this Code.

The Code sets out:

- Part 1. Councillor Charter;
- Part 2. Standards of Conduct, and
- Part 3. Dispute resolution processes.



Part 1 Councillor Charter

6 KEY ROLES AND RESPONSIBILITIES

6.1 Roles

An understanding and agreement of the different roles within Council helps achieve good governance. The key roles are outlined below.

Council comprises five Councillors who are democratically elected by the community, in accordance with the **Local Government Act 2020**.

The primary role of the Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. Council must perform its role in accordance with the Overarching Governance Principles.

Section 9 of the Act: Overarching governance principles and supporting principles

- (1) A Council must in the performance of its role give effect to the overarching governance principles.
- (2) The following are the overarching governance principles—
 - (a) Council decisions are to be made and actions taken in accordance with the relevant law;
 - (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
 - (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
 - (d) the municipal community is to be engaged in strategic planning and strategic decision making;
 - (e) innovation and continuous improvement is to be pursued;
 - (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
 - (g) the ongoing financial viability of the Council is to be ensured;
 - (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
 - (i) the transparency of Council decisions, actions and information is to be ensured.
- (3) In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—
 - (a) the community engagement principles;
 - (b) the public transparency principles;
 - (c) the strategic planning principles;
 - (d) the financial management principles;
 - (e) the service performance principles.

6.2 Councillor / Organisation Relationship

The Council consists of democratically elected Councillors (the electoral arm) and the organisation/staff (the operational arm).

Good governance is dependent on how well the relationship between the electoral arm and the operational arm works, as well as mutual respect and understanding between Councillors and officers in relation to their respective roles, functions and responsibilities.

Councillors need to be aware of the requirements of section 124 of The Act and must not intentionally direct, or seek to direct, a member of Council staff in the exercise of their duties. This provision also applies in respect of officer reports presented to Council and on directing staff under delegation or as an Authorised Officer. It is important to note that section 124 applies to Councillors even when acting in a group outside formal Council or delegated committee meetings such as at Councillor Briefings (Assemblies of Councillors).

To achieve good governance, clear and effective communication protocols for Councillors and Council staff are essential. The following applies to Councillor/staff relationships:

- Councillors acknowledge that the CEO is responsible for all administrative and staff matters and that all staff are answerable to the CEO, therefore Councillors' primary point of communication should be with the CEO.
- Councillors will refrain from using their position to improperly influence members of staff in their duties or functions, or to gain an advantage for themselves or others.
- Councillors will treat staff in a professional and respectful manner at all times.
- Councillors will provide and maintain a working environment that is safe and without risks to health and take appropriate measures to eliminate discrimination, sexual harassment or victimisation so far as is reasonably practicable.
- Councillors seeking information on a specific matter should do so via the CEO or the relevant Director.
- Contact with Managers is appropriate where Councillors are seeking clarification or further specific information on a particular matter.
- Councillors are to lodge resident or Councillor requests with either Customer Service or the Executive and Commercial Services Officer for logging into the Customer Request Management (CRM) system
- Councillors will declare any relationship with a staff member that may be perceived to be a conflict of interest:

6.3 Role of a Councillor

A Councillor's role is to represent their community and advocate on their behalf. They are a valuable link between the community and Council and are key to facilitating communication with the community and encouraging engagement with the activities of Council.

There is an expectation that Councillors will make decisions that will benefit and be in the best long term interest of the whole community. Council has a statutory responsibility to represent all people who live, participate and invest within the municipality.

Councillors are responsible in establishing and maintaining the good governance of the Council.

Councillors determine Council policies and set the strategic direction of the Council. Councillors have a key advocacy and leadership role. Councillors appoint, manage and support the Chief Executive Officer of the organisation to deliver the strategic objectives of the Council. The CEO is responsible for management and administration. The organisation is responsible for the

implementation of Council policy and decisions, service delivery and providing professional advice to Councillors.

Councillors collectively as a Council, have responsibility for:

- a) determining high level strategic directions, policy and service delivery programs;
- b) facilitating and encouraging the planning and development of the Shire;
- c) advocating on behalf of the local community to various stakeholders and governments;
- d) representing all citizens and creating a viable and sustainable future; and
- e) undertaking duties and responsibilities as authorised under the Act.

Councillors should not be involved in the operational decisions of the organisation or its services and, in adherence with the Act will not misuse their position to direct staff.

The Mayor is the leader who is required to provide guidance to Councillors in establishing and promoting appropriate standards of conduct.

Councillor Commitment

As Councillors in good faith we undertake to comply with the various provisions of the Act and with this Code of Conduct.

We respect and recognise the role of the Mayor and will work co-operatively with the Mayor in the performance of their role.

Section 28 Role of a Councillor

- 1) The role of every Councillor is—
 - a) to participate in the decision making of the Council; and
 - b) to represent the interests of the municipal community in that decision making; and
 - c) to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.
- 2) In performing the role of a Councillor, a Councillor must—
 - a) consider the diversity of interests and needs of the municipal community; and
 - b) support the role of the Council; and
 - c) acknowledge and support the role of the Mayor; and
 - d) act lawfully and in accordance with the oath or affirmation of office; and
 - e) act in accordance with the standards of conduct; and
 - f) comply with Council procedures required for good governance.
- 3) The role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer.

6.4 Role of the Mayor

The Mayor is the elected leader of the Council. A key role of the Mayor is to facilitate good relationships between Councillors, Councillors and the Chief Executive Officer and Executive Management Team. The Mayor sets the tone and style of behaviour, practice and projection of the Council working with, supporting and coordinating the team of Councillors.

The primary roles and responsibilities of the Mayor include: (section 18 LGA).

Section 18 Role of Mayor

1. The role of the Mayor is to—
 - a) chair Council meetings; and
 - b) be the principal spokesperson for the Council; and
 - c) lead engagement with the municipal community on the development of the Council Plan; and

- d) report to the municipal community, at least once each year, on the implementation of the Council Plan; and
- e) promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct; and
- f) assist Councillors to understand their role; and
- g) take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer; and
- h) provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings; and
- i) perform civic and ceremonial duties on behalf of the Council.

6.5 Role of the Deputy Mayor

Where a Deputy Mayor is appointed, the role of the Deputy Mayor is to give effective support to the Mayor and Councillors during the day-to-day function of Council.

The Deputy Mayor must undertake the role of the Mayor if:

- the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
- the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
- the office of Mayor is vacant.

6.6 Role of the Chief Executive Officer

The Chief Executive Officer (CEO) has a number of statutory responsibilities and is accountable to the Mayor and Councillors for delivering Council's strategies and services. The CEO is responsible for the operations of the Council, to provide professional, relevant and timely information and support to the Council.

Section 46(1) of the Act states that the CEO is responsible for:

- a) supporting the Mayor and the Councillors in the performance of their roles; and
- b) ensuring the effective and efficient management of the day to day operations of the Council.

Section 46(2) goes on to say that this responsibility includes the following—

- ensuring that the decisions of the Council are implemented without undue delay;
- ensuring that the Council receives timely and reliable advice about its obligations under this Act or any other Act;
- supporting the Mayor in the performance of the Mayor's role as Mayor;
- setting the agenda for Council meetings after consulting the Mayor
- when requested by the Mayor, reporting to the Council in respect of the implementation of a Council decision;
- carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the Workplace Injury Rehabilitation and Compensation Act 2013.

Councillor Commitment

We undertake to respect the functions of the Chief Executive Officer and to comply with the policies, practices and protocols defining appropriate arrangements for interaction between Council staff and Councillors that are put in place by the Chief Executive Officer.

7 VALUES AND BEHAVIOURS

7.1 Values

As community and civic leaders, Councillors commit to lead by example and promote the highest standard in the way Council business is conducted.

On 26 June 2018, adopted revised supporting statements for the Council values and in doing so endorsed the existing values.

VALUES
Loddon Shire is guided by the following values in everything it does.

We strive for:

- LEADERSHIP**
We work towards achieving our vision while demonstrating our values.
- RESPECT**
We treat everyone with respect and dignity at all times.
- INTEGRITY**
We are open, honest and fair.
- ACCOUNTABILITY**
We will be consistent and responsible in our actions.
- IMPARTIALITY**
We make decisions based on being informed without fear, favour or bias.

7.2 Behaviours

In workshops on 17 November and 17 December 2020, Councillors agreed on the following behaviours:

- We are curious and listen to others perspectives.
- We respectfully let others know our perspectives.
- We keep our conversations in the room.
- We own council decisions.
- We take the time to prepare for our meetings.
- We make our time available to one another.
- We are “present” in the situation.

Councillor Commitment

- We undertake to act in **accordance with agreed behaviours** a manner that sets an **example to our community of the values set out in 7.1 and in accordance with agreed behaviours set out in 7.2.**

Part 2 Councillor Conduct Standards

8 STANDARDS OF CONDUCT

The Act places obligations on Councillors in relation to way they should act. The Act also prohibits certain conduct by Councillors and prescribes penalties for Councillors who contravene these provisions.

The Councillor Conduct Framework is aimed at ensuring Councillors conduct themselves in accordance with standards expected. This includes the Values and Behaviours Councillors collectively set and outlined in *the Code*.

Section 139 of the Local Government Act 2020 requires a Councillor code of conduct to include the standards of conduct prescribed by the regulations expected to be observed by Councillors.

8.1 Standard 1: Treatment of others

A Councillor must, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that the Councillor—

- (a) takes positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the Equal Opportunity Act 2010; and
- (b) supports the Council in fulfilling its obligation to achieve and promote gender equality; and
- (c) does not engage in abusive, obscene or threatening behaviour in their dealings with members of the public, Council staff and Councillors; and
- (d) in considering the diversity of interests and needs of the municipal community, treats all persons with respect and has due regard for their opinions, beliefs, rights and responsibilities.

Councillor Commitment

- We will respect and promote the human rights set out in the Charter of Human Rights and Responsibilities and undertake to understand how they apply to our work.
- We will contribute to ensuring that the workplace is an environment where people are treated fairly and with respect and are free from all forms of unlawful discrimination and inappropriate workplace behaviours, such as sexual harassment, victimisation, bullying, harassment and occupational violence.
- We will be fair, objective and respectful in our dealings with other Councillors, staff and the community.

8.2 Standard 2: Performing the role of Councillor

A Councillor must, in performing the role of a Councillor, do everything reasonably necessary to ensure that the Councillor performs the role of a Councillor effectively and responsibly, including by ensuring that the Councillor—

- (a) undertakes any training or professional development activities the Council decides it is necessary for all Councillors to undertake in order to effectively perform the role of a Councillor; and
- (b) diligently uses Council processes to become informed about matters which are subject to Council decisions; and
- (c) is fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and
- (d) represents the interests of the municipal community in performing the role of a Councillor by considering and being responsive to the diversity of interests and needs of the municipal community.

Councillor Commitment

- We will perform our duties diligently, impartially and responsibly, acting in good faith and in the interest of Council and the community.
- We will refrain from any form of conduct which may cause a reasonable person unwarranted offence or embarrassment.
- We will show respect at all times when dealing with others, community, customers, other Councillors and staff at all levels. Any grievances or differences of opinion will be raised in an appropriate forum and in accordance with Council policies.

8.3 Standard 3: Compliance with good governance measures

A Councillor, in performing the role of a Councillor, to ensure the good governance of the Council, must diligently and properly comply with the following—

- (a) any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors;
- (b) the Council expenses policy adopted and maintained by the Council under section 41 of the Act;
- (c) the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act;
- (d) any directions of the Minister issued under section 175 of the Act.

Councillor Commitment

- We will act in accordance with the principles of good governance.
- We will impartially exercise responsibilities in the interests of the local community.
- We will not improperly seek to confer an advantage or disadvantage on any person.

8.4 Standard 4: Councillor must not discredit or mislead Council or public

- 1) In performing the role of a Councillor, a Councillor must ensure that their behaviour does not bring discredit upon the Council.
- 2) In performing the role of a Councillor, a Councillor must not deliberately mislead the Council or the public about any matter related to the performance of their public duties.

Councillor Commitment

- We will act honestly and avoid actions or conduct that will or are likely to mislead or deceive a person.
- We will accept each individual's differences, values, culture and beliefs.
- We will always listen to the views and ideas of other people.

8.5 Standard 5: Standards do not limit robust political debate

Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.

Councillor Commitment

- We will contribute to and debate items with respect in the Council Chamber.
- We will accept the final Council decision.

8.6 Breach of standards

An allegation of breach of any of standards 1 to 5 will be managed pursuant to Part 4 of this Code.

9 SPECIFIC COUNCILLOR CONDUCT OBLIGATIONS

9.1 Communication and Decision Making

As representatives of the community, Councillors have a primary responsibility to be responsive to community views and to adequately communicate the attitudes and decisions of Council.

There may be times when individual Councillors disagree with a majority decision of Council. Individual Councillors are entitled to express their own independent views; however, this should not be done in a way that reflects negatively on other individual Councillors or the Council as a whole.

Council will be open and transparent in its decision making and encourage community participation in Council Meetings.

To ensure constructive decision-making and communication of Council decisions, Councillors will:

- commit to making all decisions impartially and in the best interests of the community
- make fair and unbiased decisions by adhering to the principles of natural justice
- consider a person's interests which may be affected by a Council decision
- regularly attend meetings of Council, actively and openly participating in the decision-making process, striving to achieve the best outcome for the community
- seek approval of Council for leave of absence from council Meetings
- observe Council's Media [Comment and Press release Guidelines and social media policy](#)
- respect the views of the individual in debate, however, also accept that decisions are to be based on a majority vote
- not make allegations which are personally offensive, derogatory or defamatory
- treat all matters on individual merit and base decision making on facts.

Media and Social media

Councillors need to ensure that they follow the Media and Social Media Policy adopted by Council.

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

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

9.2 Gifts, Benefits or Hospitality

Councillors should avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment. Councillors must be aware of their responsibilities relating to gifts, hospitality and benefits. The Councillor Gift Policy provides further guidance on gifts including prohibited gifts.

9.3 Conflict of Interest

Each Councillor is required to identify, manage and disclose any conflicts of interest they may have. Councillors therefore recognise the importance of fully observing the requirements of the Loddon Shire Council Governance Rules in regard to the disclosure of conflicts of interest and will comply with requirements of the Governance Rules in regard to conflicts of interest. Upon identifying a conflict of interest, Councillors will follow the procedures as set out in Governance Rules.

9.4 Use of Council Resources

At Loddon, Councillors recognise the need to exercise appropriate prudence in the use of Council resources and that they are used solely in the public interest. This includes:

- a) maintaining appropriate security over Council property, facilities and resources provided to assist them in performing their role; and adhering to any guidelines or policies that have been established for the use of Councillor resources and facilities
- b) not using public funds or resources in a manner that is improper or unauthorised;
- c) not using Council resources, including staff, equipment and/or intellectual property for electoral or other purposes;
- d) ensuring that all expense claims are accurate, are supported by the relevant documentation and strictly relate to Council business.

The Council Expenses Policy provides further guidance on the use of council resources.

9.5 Council's Planning Process

Councillors must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion or situation where there may be a suspicion or perception of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

In exercising land use planning, development assessment and other regulatory functions, Councillors must ensure that no action, statement or communication between themselves and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

When proposing to meet with a planning permit applicant, either for the purpose of discussing the application or where the application is likely to become a topic of discussion, Councillors should seek a meeting via the Manager Development and Compliance to ensure a Council planning officer is present.

9.6 Interacting with Children and Young People

Council prides itself on being a child safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation.

Councillors must be aware of their responsibilities outlined in Council's Child Safe Policy and be clear about processes for reporting and acting on concerns or reports of abuse or neglect of a child.

Councillors will respect, listen to and promote the rights of children and ensure behaviour and interactions with children are age appropriate, respectful and adhere to the behavioural expectations outlined in the Child Safe standards.

9.7 Elections

Councillors are committed to fair and democratic Council elections and therefore adopt and endorse the practices and legislative requirements set out in Council's Election Period Policy incorporated in the Loddon Governance Rules and the LGA respectively.

State and Federal Elections

Councillors are required to follow any guidelines issued in relation to Candidature of Councillors in State or Federal Elections. These include the Municipal Association of Victoria's Policy position regarding Candidature of Councillors in State or Federal Elections or Local Government

Page 16 of 28

Victoria guidelines.

9.8 Reporting Unethical Behaviour

Councillors commit to upholding and promoting the highest standards in their day-to-day interactions. Councillors should report, to the relevant authority or person, behaviour that violates any law, rule or regulation or represents corrupt conduct, mismanagement of Council resources, misuse of position or is a danger to health, safety or to the environment.

9.9 Disclosure of breach

In the event that a councillor becomes aware of a breach of this Code of Conduct by either themselves or another Councillor, they must immediately advise the Mayor of the Loddon Shire Council. Where appropriate, the Mayor will advise other Councillors within 24 hours and report the matter to the next Council meeting.

9.10 Breach of obligations 9.1 to 9.8

An allegation of breach of any of obligations 9.1 to 9.8 will be managed pursuant to Part 4 of this Code of Conduct.

10 IMPROPER CONDUCT

There are specific types of conduct that are expressly prohibited by the Act. Councillors acknowledge that, in many cases a breach of a specific provision in the Act may be subject to prosecution in a Court.

10.1 Misuse of position

Councillors acknowledge and agree to adhere to their responsibilities under **section 123** of the Act:

- 1) A person who is, or has been, a councillor or member of a delegated committee must not misuse their position –
 - a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
 - b) to cause, or attempt to cause, detriment to the Council or another person.

An offence against section 123(1) is an indictable offence.

- 2) For the purposes of this section circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a delegated committee include -
 - a) making improper use of information acquired as a result of the position the person held or holds; or
 - b) disclosing information that is confidential information; or
 - c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or
 - d) exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or
 - e) using public funds or resources in a manner that is improper or unauthorised; or
 - f) participating in a decision on a matter in which the person has a conflict of interest.

This section:

- a) has effect in addition to, and not in derogation from, any Act or law relating to the criminal or civil liability of Councillors or members of delegated committees; and

Page 17 of 28

- b) does not prevent the institution of any criminal or civil proceedings in respect of that liability.

10.2 Directing a member of Council staff

Councillors must not use their position to influence Council staff in the performance of their public or professional duties to obtain a private benefit for themselves or for somebody else.

Councillors must not take advantage (or seek to take advantage) of their status or position with or of functions they perform for Council in order to obtain a private benefit for themselves or for any other person or body.

Councillors acknowledge and agree to comply with their obligations in regard to improper direction and improper influence **section 124** of the Act.

Section 124 Directing a member of Council staff

A Councillor must not intentionally direct, or seek to direct, a member of Council staff:

- (a) in the exercise of a delegated power, or the performance of a delegated duty or function of the Council; or
- (b) in the exercise of a power or the performance of a duty or function exercised or performed by the member as an authorised officer under this Act or any other Act; or
- (c) in the exercise of a power or the performance of a duty or function the member exercises or performs in an office or position the member holds under another Act; or
- (d) in relation to advice provided to the Council or a delegated committee, including advice in a report to the Council or delegated committee.

Penalty: 120 Penalty units

10.3 Confidential information

Councillors have access to council information necessary for them to carry out their roles properly. However, a Councillor must remain impartial and must not use council information to gain advantage for themselves or any other person. Information is 'confidential' for the purposes of the Act if it is:

- provided for a closed council or delegated committee meeting;
- designated confidential by resolution of a council or delegated committee; and
- designated confidential by the CEO

Information discussed at a closed meeting is confidential. Unless the information is already publicly available, Councillors must not talk about anything discussed at the meeting with people who were not present. (section 125 of the LGA).

Part 3 Dispute Resolution

11 DISPUTE RESOLUTION OPTIONS

Councillors have an individual and collective responsibility to try every avenue possible to resolve disputes in house and to prevent them escalating further.

This dispute resolution procedure is intended to be used:

1. when Councillors have been unable to resolve an interpersonal conflict and where the situation is unduly affecting the operation of the Council or
2. to manage complaints or concerns regarding the behaviour of Councillors from the public or Council staff, which are taken up by a Councillor or group of Councillors on behalf of the complainant.

It is not intended to resolve differences in policy or decision-making, which are appropriately resolved through discussion and voting in Council and Committee Meetings.

Where the dispute arises from a complaint generated by a member of the public or Council staff, access to the dispute resolution process under this Code is only possible where a Councillor or group of Councillors takes up the complaint about another Councillor on behalf of the complainant. In all other circumstances, refer to the Complaints against Councillors Policy.

Loddon Shire Council's grievance resolution procedure comprises three components, namely:

- 1) Self-resolution
- 2) Mayoral negotiation
- 3) External mediation

11.1 Self-resolution

Councillors must take personal responsibility and endeavour to resolve their differences in an informal, but at all times, courteous and respectful manner, recognising that they have been elected to represent the best interests of the community.

11.2 Mayoral negotiation

11.2.1 Dispute between Councillors

If the informal resolution process between the Councillors is unsuccessful, the Mayor should be involved as soon as practically possible to convene a meeting of the parties.

A dispute referred for Mayoral negotiation may relate to:

- an interpersonal conflict between Councillors where the conflict is or is likely to affect the operations of the Council; or
- an alleged contravention of the Councillor Code of Conduct.

The party requesting the Mayoral negotiation meeting is to provide the Mayor with the name of the other Councillor and the details of the dispute in writing. The written request is to indicate that it is for a "Mayoral negotiation" dispute resolution process. Where the request relates to an alleged contravention of the Councillor Code of Conduct, the request must:

- specify the name of the Councillor alleged to have contravened the Code;
- specify the provision(s) of the Code that is alleged to have been contravened;

- include evidence in support of the allegation;
- name the Councillor appointed to be their representative where the request is made by a group of Councillors; and
- be signed and dated by the requestor or the requestor's representative.

Within 5 working days of receipt of the complaint, the Mayor will:

- provide written acknowledgment of receipt of the complaint to the Complainant;
- provide a copy of the complaint to the Councillor concerned; and
- attempt to facilitate a resolution and convene a meeting.

The Mayor may call upon the Councillor Conduct Officer (CCO)¹ for advice and guidance at this point in the process.

The role of the Mayor at the meeting is to provide guidance to Councillors about what is expected of a Councillor including in relation to the role of a Councillor under section 28 of the Act, and the observation of the Councillor Standards of Conduct and the Councillor Code of Conduct.

The Mayor is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties. Where one party does not comply with the agreement, the other party has recourse to external mediation.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties. Where the dispute remains unresolved, the parties should progress to external mediation.

11.2.2 Dispute between Councillor/s and the Mayor

In the event that the dispute involves the Mayor, the Deputy Mayor or other Councillor nominated by Council resolution, will perform the role of the Mayor in facilitating discussions between the parties in dispute and liaising with the CCO.

11.3 External mediation

If reconciliation of the dispute is not possible after Mayoral negotiation, it is the responsibility of the Mayor to seek assistance from an external mediator to resolve the dispute, preferably with the active support of the parties to the dispute, who must be informed of such a decision in any circumstance.

A Councillor or a group of Councillors may make an application for a dispute to be referred for external mediation whether or not the dispute has been the subject of "self-resolution".

The applicant is to submit a written application to the CCO setting out the name of the Councillor and the details of the dispute. The application is to indicate that the application is for an "external mediation". Where the application relates to an alleged contravention of the Councillor Code of Conduct, the application must:

- specify the name of the Councillor alleged to have contravened the Code
- specify the provision(s) of the Code that is alleged to have been contravened
- include evidence in support of the allegation
- name the Councillor appointed to be their representative where the application is made by a group of Councillors and
- be signed and dated by the applicant or the applicant's representative.

¹ The appointed Councillor Conduct Officer is the Director Corporate Services.

The applicant is to notify the other party of the request and provide him or her with a copy of the application either at the same time that it is submitted to the CCO or as soon as practical thereafter.

The CCO is to ascertain (in writing) whether or not the other party is prepared to attend an "external mediation". If the other party declines to participate in an external mediation, he or she is to provide their reasons for doing so in writing to the Councillor Conduct Officer. These reasons may be taken into account if the matter is, subsequently, the subject of an application for a Councillor Conduct Panel.

If the other party declines to participate in an external mediation, this does not constitute a contravention of this Councillor Code of Conduct.

If the other party agrees to participate in an external mediation, the CCO is to advise the applicant, the Mayor and Chief Executive Officer immediately.

The CCO is to engage the services of an external mediator to conduct the mediation at the earliest practicable opportunity.

The mediator is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties. Where one party does not comply with the agreement, the other party has recourse to the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties. Where the dispute remains unresolved, the applicant has recourse to the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

PART 4 BREACHES OF THE PRESCRIBED STANDARDS OF CONDUCT

12 INTERNAL ARBITRATION PROCESS

Section 141 – Internal Arbitration Process

- (1) The internal arbitration process applies to any breach of the prescribed standards of conduct.
- (2) The following applies to an internal arbitration process—
- a) any processes prescribed by the regulations, including any application process;
 - b) the arbiter must ensure that parties involved in internal arbitration process are given an opportunity to be heard by the arbiter;
 - c) the arbiter must ensure that a Councillor who is a party to an internal arbitration process does not have a right to representation unless the arbiter considers that representation is necessary to ensure that the process is conducted fairly;
 - d) any requirements prescribed by the regulation

12.1 Making an Application

An application for an internal arbitration process to make a finding of misconduct against a Councillor may be made by—

- the Council following a resolution of the Council; or
- a Councillor or a group of Councillors.

An application under section 143 of the Act must be made within 3 months of the alleged misconduct occurring.

An application under section 143 must be given to the Principal Councillor Conduct Registrar in the manner specified by the Principal Councillor Conduct Registrar in any guidelines published under section 149(1)(c).

The prescribed process for an application for internal arbitration must include:

- the name of the Councillor alleged to have breached the standards of conduct; and
- the clause of the standards of conduct that the Councillor is alleged to have breached; and
- the misconduct that the Councillor is alleged to have engaged in that resulted in the breach; and
- after receiving an application under section 143 of the Act, the Councillor Conduct Officer provides the application to the Councillor who is the subject of the application.

An arbiter appointed to hear a matter subject to an application must

- a) conduct the hearing with as little formality and technicality as the proper consideration of the matter permits; and
- b) ensure that the hearing is not open to the public.

An arbiter—

- a) may hear each party to the matter in person or solely by written or electronic means of communication; and
- b) is not bound by the rules of evidence and may be informed in any manner the arbiter sees fit; and
- c) may at any time discontinue the hearing if the arbiter considers that
 - i) the application is vexatious, misconceived, frivolous or lacking in substance; or

- ii) the applicant has not responded, or has responded inadequately, to a request for further information.

12.2 Principal Councillor Conduct Registrar must examine application

- 1) The Principal Councillor Conduct Registrar, after examining an application under section 143, must appoint an arbiter to the Council to hear the matter if the Principal Councillor Conduct Registrar is satisfied that—
- 2)
 - a) the application is not frivolous, vexatious, misconceived or lacking in substance; and
 - b) there is sufficient evidence to support an allegation of a breach of the Councillor Code of Conduct as specified in the application.
- 3) The Principal Councillor Conduct Registrar must reject an application if the Principal Councillor Conduct Registrar is not satisfied under subsection (1)(a) or (b).
- 4) The rejection of an application by the Principal Councillor Conduct Registrar under this section does not prevent a further application being made under section 143 in respect of the same conduct by a Councillor that was the subject of the rejected application.
- 5) Information provided to an arbiter or produced by an arbiter for the purpose of an internal arbitration process, other than the findings and the reasons, is confidential information.

12.3 Arbiter must refer certain applications

- 1) If, at any time before, during or after the hearing of an application for an internal arbitration process, the arbiter believes that the conduct that is the subject of the application for an internal arbitration process appears to involve serious misconduct and would more appropriately be dealt with as an application under section 154, the arbiter must refer the matter in writing to the Principal Councillor Conduct Registrar.
- 2) If the Principal Councillor Conduct Registrar receives a referral under subsection (1), the Principal Councillor Conduct Registrar must notify the parties to the application for an internal arbitration process that the matter has been referred by the arbiter.

12.4 Sanctions that may be imposed by an arbiter on finding of misconduct

- 1) If after completing the internal arbitration process, the arbiter determines that a Councillor has failed to comply with the prescribed standards of conduct, the arbiter may make a finding of misconduct against the Councillor.
- 2) If an arbiter has made a finding of misconduct against a Councillor, the arbiter may do any one or more of the following—
 - a) direct the Councillor to make an apology in a form or manner specified by the arbiter;
 - b) suspend the Councillor from the office of Councillor for a period specified by the arbiter not exceeding one month;
 - c) direct that the Councillor be removed from any position where the Councillor represents the Council for the period determined by the arbiter;
 - d) direct that the Councillor is removed from being the chair of a delegated committee for the period determined by the arbiter;
 - e) direct a Councillor to attend or undergo training or counselling specified by the arbiter.

- 3) The arbiter must provide a written copy of the arbiter's decision and statement of reasons to—
 - a) the Council; and
 - b) the applicant or applicants; and
 - c) the respondent; and
 - d) the Principal Councillor Conduct Registrar.
- 4) Subject to subsection (5), a copy of the arbiter's decision and statement of reasons must be tabled at the next Council meeting after the Council received the copy of the arbiter's decision and statement of reasons and recorded in the minutes of the meeting.
- 5) If the arbiter's decision and statement of reasons contains any confidential information, the confidential information must be redacted from the copy tabled under subsection (4).

12.5 No Applications during Election Period

An application cannot be made for an internal arbitration procedure during the election period for a general election. Any internal arbitration procedure that is in progress is to be suspended during the election period for a general election.

If the respondent to an application for an internal arbitration procedure is not returned to office as a Councillor in the election, the application lapses. If the respondent is returned to office in the election, the application may resume if:

- the application was made by the Council and the Council so resolves; or
- the application were made by a group of Councillors and any one (or more) of those Councillors who has been returned to office wishes to proceed with the application; or
- the applicant (individual Councillor) is returned to office and wishes to proceed with the application.

13 REQUEST FOR COUNCILLOR CONDUCT PANEL

A Councillor Conduct Panel may hear an application that alleges serious misconduct by a Councillor.

Section 3 of the Act defines serious misconduct as:

- a) the failure by a Councillor to comply with the Council's internal arbitration process;
- b) the failure by a Councillor to comply with a direction given to the Councillor by an arbiter under section 147;
- c) the failure of a Councillor to attend a Councillor Conduct Panel hearing in respect of that Councillor;
- d) the failure of a Councillor to comply with a direction of a Councillor Conduct Panel;
- e) continued or repeated misconduct by a Councillor after a finding of misconduct has already been made in respect of the Councillor by an arbiter or by a councillor Conduct Panel under section 167(1)(b);
- f) bullying by a Councillor of another Councillor or member of Council staff;
- g) conduct by a Councillor that is conduct of the type that is sexual harassment of a Councillor or a member of Council staff;
- h) the disclosure by a Councillor of information the Councillor knows, or should reasonably know, is confidential information;
- i) conduct by a Councillor that contravenes the requirement that a Councillor must not direct, or seek to direct, a member of Council staff;
- a-j) the failure by a Councillor to disclose a conflict of interest and to exclude themselves from the decision making process when required to do so in accordance with this Act.

The Principal Councillor Conduct Registrar² manages the establishment of Councillor Conduct Panels.

All applications (supported with evidence) to establish a panel to hear allegations of misconduct or serious misconduct must go to the registrar. The panel must be established if the registrar is satisfied that the application is not frivolous or misconceived or lacking in substance, is supported by evidence and council processes have been fully exhausted or are not appropriate.

Section 154 Application to Councillor Conduct Panel

- 1) A Councillor Conduct Panel may hear an application that alleges serious misconduct by a Councillor.
- 2) Subject to subsection (4), an application for a Councillor Conduct Panel to make a finding of serious misconduct against a Councillor may be made by—
 - a) the Council following a resolution of the Council to make an application to a Councillor Conduct Panel under this subsection in respect of a Councillor's conduct; or
 - b) a Councillor or a group of Councillors; or
 - c) the Chief Municipal Inspector.
- 3) An application under subsection (2) must be made within 12 months of the alleged serious misconduct occurring.
- 4) An application for a Councillor Conduct Panel to make a finding of serious misconduct against a Councillor that alleges that the Councillor has failed to disclose a conflict of interest may only be made by the Chief Municipal Inspector.
- 5) An application made under this section must be given to the Principal Councillor Conduct Registrar in the manner specified by the Principal Councillor Conduct Registrar in any guidelines published under section 149(1)(n).
- 6) An application made under this section must—
 - a) specify the ground or grounds for the application; and
 - b) set out—

² The registrar is appointed by the Secretary to the Department

- (i) the circumstances, actions or inactions of the Councillor who is the subject of the application that are alleged as constituting serious misconduct; and
 - (ii) the particulars of any evidence of those circumstances, actions or inactions of the Councillor that are alleged as constituting the serious misconduct; and
 - c) specify—
 - (i) any steps taken by Council to resolve the matter that is the subject of the application and the reason why the matter was not resolved by the taking of those steps; or
 - (ii) if the Council did not take any steps to resolve the matter that is the subject of the application, the reason why the Council did not take any steps to resolve the matter.
- 7) If an application is made under this section by the Council or a group of Councillors, the application must state the name and address of the Councillor whom the Council or the group of Councillors has appointed as representative of the Council or the group of Councillors.

APPENDIX 1 ADDITIONAL CONDUCT PROVISIONS

Further to the above statutory requirements, Councillors will obey the law, relevant regulations, policies and procedures including the following:

- a) **Equal Opportunity Act 2010** - refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a Councillor.
- b) The **Charter of Human Rights and Responsibilities 2006** - act compatibly, give proper consideration and take human rights into account when making decisions
- c) **Occupational Health and Safety Act 2004** - have regard to the principles of health and safety. Councillors have the status of employees under the OH&S Act and should ensure that they contribute to a healthy and safe workplace. Councillors should be particularly mindful of this in their interactions with Council Officers.
- d) **Privacy & Data Protection Act 2014** - recognise the requirements of the regarding access, use and release of personal information which also applies to Councillors as individuals and the **Loddon Privacy Policy**
- e) **Governance Rules** (incorporating Election period Policy) - act in accordance with guidelines for the election of the Mayor, the role of the Mayor, the procedures governing the conduct of Council Meetings and set the rules of behaviour for those participating in or present at Council Meetings, provides for Conflict of Interest declaration processes and conduct during an election period.
- f) **Council Expense Policy** - act in accordance with administrative procedures for reimbursement of necessary out of pocket expenses incurred while performing duties as a Councillor or delegated committee member.
- g) **Councillor Gift Policy** - act in accordance with clear guidelines to ensure that Councillors, staff and contractors are not compromised in the performance of their duties by accepting gifts or benefits which may result in a sense of obligation or could be interpreted as an attempt to influence.
- h) **Records Management Policy** - act in accordance with the regulatory recordkeeping requirements under the *Public Records Act 1973*. Information created by Councillors, whilst acting in an official capacity as a Councillor, must be kept as a record and registered into the record keeping system.

COUNCIL ADOPTION

This Code of Conduct was adopted at the Council Meeting of the Loddon Shire Council held on 23 February 2021.

All Councillors made a written declaration witnessed by the CEO that they have read the Councillor Code of Conduct and declared to abide by the Code at all times.

14 DECLARATION

I hereby declare that I have read the Councillor Code of Conduct for Loddon Shire Council adopted on 23 February 2021 and declare that I will abide by this Code.

Signed:

Cr Neil Beattie	Date.../.../2021
Cr Wendy Murphy	Date.../.../2021
Cr Dan Straub	Date.../.../2021
Cr Gavan Holt	Date.../.../2021
Cr Linda Jungwirth	Date.../.../2021

Witness: Chief Executive Officer

Phil Pinyon	Date.../.../2021
-------------------	------------------

10.6 SEEKING FEEDBACK FOR THE 2021/22 DRAFT ANNUAL BUDGET

File Number: 07/01/001
Author: Deanne Caserta, Manager Financial Services
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: 1. Draft 2021/22 Annual Budget

RECOMMENDATION

That Council:

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:
 - Rural Production to have a differential rate 12% lower than the General (Residential, Commercial and Other) differential rate
3. agree that the above distribution of rates raised demonstrates fairness and equity across the municipality
4. implement a differential rate to be struck between categories of Rural Production and General as follows:
 - General (Residential, Commercial and Other) - 0.003579 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).

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council was presented with the 2021/21 Draft Annual Budget at a Council Forum on 13 April 2021.

BACKGROUND

The 2021/22 Draft Annual Budget has been prepared in draft following discussions with Councillors and senior officers.

Council has once again used the Best Practice Guide 'Model Budget' to assist with developing the budget. The Executive Summary is based on this model and has been prepared to provide an explanation of the major components of the budget.

A number of financial reports have also been developed outlining expected income and expenditure for all areas of Council in 2021/22, and comparing these to the forecast actual results for 2020/21.

The Draft Annual Budget includes:

- the continuation of a strong cash position

- the continuation of the Community Planning program
- projects and initiatives included in Council's various strategic plans
- no new borrowings
- continuation of the use of discretionary reserves.

Council's rating increase for 2021/22 is in line with the Victorian State Government's Rate Capping Policy which has been set at 1.5% on the 2020/21 forecast budget rate income. Council has discretion over increases relating to garbage and recycling charges, and has included in the draft budget an increase of 10.0% to assist in ensuring a cost neutral position for waste collection services.

The Draft Annual Budget was developed during COVID-19. It is acknowledged that the Draft Annual Budget may change to respond to future COVID-19 relief and recovery efforts.

ISSUES/DISCUSSION

Subject to Council approval, the Draft Budget will be advertised seeking feedback. Council will receive submissions until close of business on Friday 29 May 2020.

It is proposed that Council consider any feedback received at the Council Forum to be held on Tuesday 8 June 2021 and formally adopt the Draft Annual Budget at the Ordinary Meeting of Council to be held on Tuesday 22 June 2021.

COST/BENEFITS

The benefits to Council and the community are that a consultative budget process complies with the Local Government Act 1989 and the Local Government Act 2020, the budget provides a measure for accurate planning, and ensures that Council can deliver services and projects included in the document.

RISK ANALYSIS

The risk to Council of not considering and then advertising the Draft Annual Budget is that it will not comply with requirements under the Local Government Act 1989 and the Local Government Act 2020.

There is also a risk that the Draft Annual Budget may change as a result of Council's response to COVID-19 relief and recovery efforts. Submissions may be made by the public about suggested relief and recovery efforts. In addition, any significant changes to the Adopted Budget will be the subject of a report to Council in the future.

CONSULTATION AND ENGAGEMENT

The Community Engagement Policy outlines community engagement as an ongoing dialogue with our community to identify civic issues and opportunities and assist Council with planning and informed decision-making.

The feedback and input from community engagement promotes:

- transparency in decision making
- relationship building with communities and stakeholders
- increase community and stakeholder capacity to understand issues facing Council.

Council acknowledges and adheres to the Community Engagement Principles contained in section 56 of the Act. The principles guide community engagement practices and processes

LODDON SHIRE COUNCIL

BUDGET FOR YEAR ENDED 30 JUNE 2022





**LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022**

CONTENTS

	Page
Mayor introduction	3
CEO introduction	4
Economic assumptions	5
1 Link to the Integrated Planning and Reporting Framework	6
2 Services and service performance indicators	9
3 Financial statements	18
4 Notes to the financial statements	28
4.1 Comprehensive income statement	28
4.2 Balance sheet	38
4.3 Statement of changes in equity	40
4.4 Statement of cash flows	50
4.5 Capital works program	52
5 Financial performance indicators	62
6 Fees and charges schedule	64
B Audit committee financials	65



LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2022

MAYOR INTRODUCTION

The Councillors and I are pleased to present the 2021/22 Budget to the community. Due to the timing of the adoption of the new Council Plan, this budget continues with our Council Plan 2017-21 vision of "A prosperous, vibrant and engaged community" and focuses on the five key themes in that Council Plan:

- Population
- Economic prosperity
- Liveability
- Sustainability
- High performance organisation.

When approved by Council, the Council Plan 2021-25 (Year 1), will set out Council's strategic plan to deliver our vision over the full term of the Council. As this is the first year of the current Council term, the focus over the next year will be on the planning and design activities required to deliver the new commitments and on maintaining existing services.

The budget details the resources required over the next year to fund a large range of services Council provides to the community. It also includes details of proposed capital expenditure allocations to improve and renew our Shire's road infrastructure, buildings and other operational assets.

As Councillors, it is our job to listen to community opinions and understand your priorities. During and following the Council elections in 2020 we have consistently heard that Council's services are valued by the community, and that Council also needs to be financially responsible. In response, Council has continued an organisation wide approach to identifying savings and organisational improvements that provide increased value for money to ratepayers.

The budget includes a rate increase of 1.50 per cent. This is in line with the Fair Go Rates System which has capped rate increases by Victorian Councils. Council has also identified a number of significant cost and revenue impacts during the budget process which it has had to take into consideration. These include:

- the changes in financial support provided by the Victorian Government within the Home and Community Care area
- assessing the demand for services from the community
- Council's desire to continue to support Community Planning to drive strategic outcomes from a community level.

Some of the highlights contained in the 2021/22 Budget include:

- full funding of Council's ongoing commitment of community planning of \$750K
- an increased commitment to investment in information technology
- strong investment in local road and related infrastructure maintenance
- \$300K allocation for works associated with the Building Asset Management Plan
- continued support for the aged services and early years programs
- capital expenditure program of \$6.92 million
- no loan repayment,s with Council remaining debt free
- continuation of a strong cash position.

This budget was developed through a rigorous process of consultation and review and Council endorses it as financially responsible. I encourage the community to read through this document, in conjunction with the Council Plan 2021-25 once developed.

Cr. Neil Beattie
Mayor



LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2022

CEO INTRODUCTION

Council has prepared a budget for 2021/22 which continues its alignment to the vision in the Council Plan 2017-21. It seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this within rate increase limits mandated by the State Government.

1 Key things we are funding

- ongoing delivery of services to the Loddon Shire Council community
- continued investment in capital projects (\$6.92M). This includes roads (\$3.07M); urban and road drainage (\$0.35M); footpaths (\$0.24M) and recreational, leisure and community facilities (\$1.33M).

2 Rates and charges increase

- the average rate rise will be 1.5% in line with the order by the Minister for Local Government on 21 December 2020 under the Fair Go Rates System
- since 2018/19, each year is a revaluation year, therefore, valuations will be as per the General Revaluation dated 1 January 2021, undertaken by valuers appointed by the Valuer General
- the waste service charges will increase by 10.0% per collection item, which offsets increases in the cost of kerbside waste and recycling disposal along with new licencing requirements
- refer to Section 4.1.1 for further details.

3 Key statistics

Total revenue is \$28.04 million (2020/21 \$37.09 million)

Total operating expenditure is \$34.41 million (2020/21 \$39.10 million)

Cash result is \$0.40 million surplus (\$2.99 million surplus in 2020/21)
(Refer Capital Expenditure Statement in Appendix D)

Note: This is the net funding result after considering the funding requirements to meet reserve transfers.

Capital works program of \$6.92 million (\$26.84 million in 2020/21) funded by:

- \$2.15 million from Council operations
- \$2.12 million from reserves
- No borrowings
- \$0.26 million from asset sales
- \$2.39 million from external grants.

I am pleased to present this Budget to the Loddon community and recommend that it be read in conjunction with other key documents including the Rating and Revenue Plan and the Schedule of Fees and Charges.

Phil Pinyon
Chief Executive Officer



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

ECONOMIC ASSUMPTIONS

	Notes	Forecast	Budget	Projections			Trend +/-
		Actual 2020/21	2021/22	2022/23	2023/24	2024/25	
Rate cap increase	1	2.00%	1.50%	1.50%	1.50%	1.50%	O
Population growth		0.00%	0.00%	0.00%	0.00%	0.00%	O
Investment interest rate		0.25%	0.75%	1.00%	1.00%	1.00%	+
Borrowing interest rate		N/A	N/A	N/A	N/A	N/A	O
Consumer Price Index	2	1.90%	0.70%	0.70%	0.70%	0.70%	O
User fees	3	2.00%	1.50%	1.50%	1.50%	1.50%	O
Grants - recurrent		1.90%	2.00%	2.00%	2.00%	2.00%	O
Grants - non-recurrent		0.00%	0.00%	0.00%	0.00%	0.00%	O
Contributions		0.00%	0.00%	0.00%	0.00%	0.00%	O
Proceeds from sale of assets		Nil	Nil	Nil	Nil	Nil	O
Finance costs		1.90%	0.70%	0.70%	0.70%	0.70%	O
Other revenue		1.90%	0.70%	0.70%	0.70%	0.70%	O
Employee costs	4	3.00%	3.00%	3.00%	3.00%	3.00%	O
Contractors and materials		1.90%	0.70%	0.70%	0.70%	0.70%	O
Utilities	5	5.00%	5.00%	5.00%	5.00%	5.00%	O
Bad and doubtful debts		0.00%	0.00%	0.00%	0.00%	0.00%	O
Depreciation		2.50%	2.50%	2.50%	2.50%	2.50%	O
Other expenses		1.90%	0.70%	0.70%	0.70%	0.70%	O

Notes to assumptions

1 *Rate cap increase* - Council increases the rate cap each year in line with the rate set by the Minister as outlined in the Revenue and Rating Plan.

2 *Consumer Price Index* - Based on the rates published in the December to December year for Melbourne.

3 *User fees* - Council increases the user fees in line with the rate cap set each year set by the Minister and as outlined in the Revenue and Rating Plan.

4 *Employee costs* - Council increases employee costs in line with the current published EA plus 1% allowance for movement within the bands.

5 *Utilities* - This category is increased by a higher rate in line with increasing costs incurred from utility providers and also to offset increased water charges as a result of streetscape and other recent and planned park beautification projects.



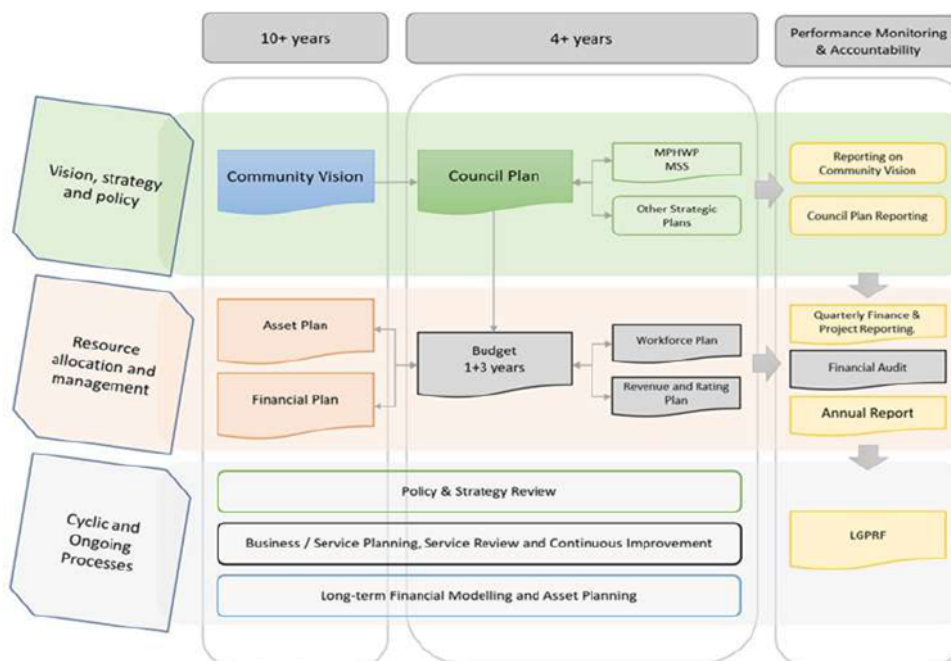
**LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022**

1 LINK TO THE INTEGRATED PLANNING AND REPORTING FRAMEWORK

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Job, Precincts and Regions

The timing of each component of the integrated planning and reporting framework is critical to the successful achievement of the planned outcomes.



LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2022

1. LINK TO THE INTEGRATED PLANNING AND REPORTING FRAMEWORK (Continued)

1.1.2 Key planning considerations - Service level planning

Although councils have a legal obligation to provide some services - such as animal management, local roads, food safety and statutory planning - most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works. Community consultation needs to be in line with a councils adopted Community Engagement Policy and Public Transparency Policy.

1.2 Our purpose

Our vision

"Loddon Shire Council's vision is to be a prosperous, vibrant and engaged community"

Our mission

"Its mission is to enhance the sustainability and liveability of Loddon Shire"

Our values

Leadership

We work towards achieving our vision while demonstrating our values.

Integrity

We are open, honest and fair.

Accountability

We will be consistent and responsible in our actions.

Impartiality

We will make decisions based on being informed without fear, favour or bias.

Respect

We treat everyone with respect and dignity at all times.



**LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022**

**1. LINK TO THE INTEGRATED PLANNING AND REPORTING
FRAMEWORK (Continued)**

1.3 Strategic objectives

The 2017-2021 Council Plan identified five high level strategic themes and strategic objectives. Due to the timing of the development of the budget and Council Plan the strategic themes and strategic objectives for this budget will continue to be the 2017-2021 themes. These are:

Population - Grow and invigorate Loddon's population.

Economic prosperity - Support development of a prosperous and diverse economy.

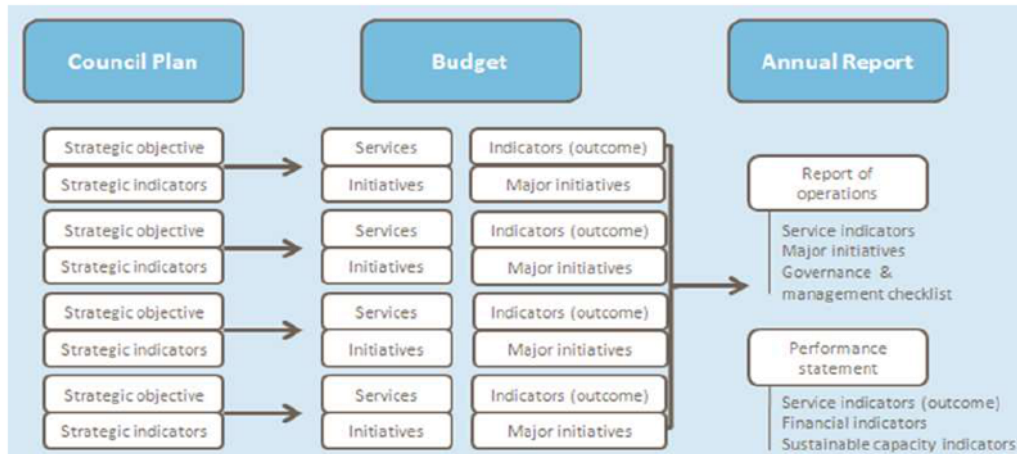
Liveability - Develop attractive, vibrant and well-serviced communities.

Sustainability - Provide leadership which contributes to the sustainability of our region.

High performance organisation - Implement frameworks which enable sound decision making and support a high performing and customer-focused organisation.

2 SERVICES AND SERVICE PERFORMANCE INDICATORS

This section provides a description of the services and initiatives to be funded in the Budget for the 2021/22 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council’s operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

2.1 Strategic themes and objectives

The following provides a brief outline of the strategic themes and objectives from the Council Plan.

2.1.1 Strategic theme 1 - Population

Objective:

Grow and invigorate Loddon's population

Key priorities:

- a) population growth and diversity - develop a more balanced and sustainable demographic profile
- b) quality childcare services - optimise the potential for all residents to pursue employment opportunities and lifestyle choices
- c) infrastructure, amenities and services - support community needs with high standard infrastructure, facilities, services and programs
- d) attractive housing policies - encourage population growth by improving the ease of transition for new residents
- e) public transport services - improve the mobility and accessibility of residents to lifestyle needs and choices.

Services

Service area	Surplus/(deficit) \$	Income \$	Expenditure \$
Library services	218,018	-	218,018
Aged care services	623,929	1,405,549	2,029,478
Elderly persons units	(15,252)	66,616	51,364
Rural access	-	-	-
Seniors	93,958	11,435	105,393
Municipal health and wellbeing	6,500	1,000	7,500
Maternal and child health	90,046	197,866	287,912
Early years	154,032	51,256	205,288
Boort Pre School	-	124,827	124,827
Dingee Pre School	-	138,736	138,737
Inglewood Pre School	-	119,411	119,412
Pyramid Hill Pre School	-	116,930	116,931
Wedderburn Pre School	-	121,234	121,234
Immunisation	39,475	1,000	40,475
Youth	6,000	24,500	30,500
Building regulation	79,424	84,668	164,092
Total	1,296,129	2,465,030	3,761,161

Major initiatives

- refer to Council Plan

Other initiatives

- refer to Council Plan



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

2.1 Strategic themes and objectives (continued)

2.1.2 Strategic theme 2 - Economic prosperity

Objective:

Support development of a prosperous and diverse economy

Key priorities:

- a) tourism - realise Loddon's tourism potential by supporting and promoting our natural, historical and cultural assets
- b) economic development - encourage economic development by providing support which facilitates business initiatives and growth
- c) water security - secure adequate water access to maintain the viability of diverse economic activities
- d) economic infrastructure - support the delivery of key public infrastructure that facilitates improved economic returns
- e) business capability - facilitate improvement in the business capabilities of Loddon traders and entrepreneurs.

Services

Service area	Surplus/(deficit) \$	Income \$	Expenditure \$
Economic development	155,547	35,705	191,252
Caravan parks	(68,499)	391,201	322,702
Loddon Discovery Tours	1	24,191	24,192
Tourism	392,662	-	392,662
Roads to recovery	(2,387,726)	2,387,726	-
Roads	2,848,582	3,755,930	6,604,512
DoT Routine Maintenance Contract	(70,741)	510,705	439,964
Total	869,825	7,105,459	7,975,284

Major initiatives

- refer to Council Plan

Other initiatives

- refer to Council Plan



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

2.1 Strategic themes and objectives (continued)

2.1.3 Strategic theme 3 - Liveability

Objective:

Develop attractive, vibrant and well-serviced communities

Key priorities:

- a) township appearance - ensure our townships are presented to a high standard
- b) community engagement - build relationships and foster community engagement, pride and resilience
- c) lifestyle infrastructure - provide quality infrastructure which supports the desired lifestyles of our residents
- d) water security - secure adequate water access with supports lifestyle needs and recreational choices.

Services

Service area	Surplus/(deficit) \$	Income \$	Expenditure \$
Community support	1,218,901	-	1,218,901
Grants and community planning	277,000	-	277,000
Swimming pools	584,638	-	584,638
Council engineering and technical services	215,080	20,349	235,429
Project and contract management	78,151	-	78,151
Local laws and animal management	307,232	67,597	374,829
Public health	110,943	48,502	159,445
Strategic and statutory planning	184,349	76,122	260,471
Air strips	9,239	-	9,239
Building and property maintenance	868,024	2,618	870,642
Plant and fleet	(2,239,046)	140,000	(2,099,046)
Gravel pits	(77,962)	130,185	52,223
Parks and townships	937,141	-	937,141
Total	2,473,689	485,374	2,959,063

Major initiatives

- refer to Council Plan

Other initiatives

- refer to Council Plan



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

2.1 Strategic themes and objectives (continued)

2.1.4 Strategic theme 4 - Sustainability

Objective:

Provide leadership which contributes to the sustainability of our region

Key priorities:

- a) economic sustainability - ensure the ongoing economic viability of Loddon Shire Council operations
- b) environmental sustainability - deliver adequate, efficient and sustainable environment and waste management services
- c) social sustainability - actively promote policies and activities which facilitate community health, harmony and engagement.

Services

Service area	Surplus/(deficit) \$	Income \$	Expenditure \$
Emergency management	16,508	7,004	23,512
Waste management	(5,137)	1,882,183	1,877,046
Waterways management	59,222	-	59,222
Total	70,593	1,889,187	1,959,780

Major initiatives

- refer to Council Plan

Other initiatives

- refer to Council Plan



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

2.1 Strategic themes and objectives (continued)

2.1.5 Strategic theme 5 - High performance organisation

Objective:

Implement frameworks which enable sound decision making and support a high performing and customer-focused organisation

Key priorities:

- a) financial management - practise responsible and sustainable financial behaviours
- b) quality customer service - improve communication with community and customers
- c) IT infrastructure - improve internal and external service delivery
- d) leadership and representation - deliver results in line with the direction of Council
- e) organisational development - develop the necessary culture and capabilities to achieve Council's strategic and operational objectives
- f) compliance and reporting - meet our legislative requirements and improve internal efficiencies.

Services

Service area	Surplus/(deficit) \$	Income \$	Expenditure \$
Administration and management	2,886,685	-	2,886,685
Council administration	484,363	50,000	534,363
Media	78,868	-	78,868
Corporate governance	156,199	3,100	159,299
Financial services	4,819,964	5,821,732	10,641,696
Rates and property	(9,844,944)	10,093,037	248,093
Customer service	301,088	-	301,088
Information management	254,152	-	254,152
Information technology	893,475	-	893,475
Human resources and development	646,456	40,280	686,736
Risk management	456,315	82,895	539,210
Management and administration	534,853	-	534,853
Total	1,667,474	16,091,044	17,758,518

Major initiatives

- refer to Council Plan

Other initiatives

- refer to Council Plan



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

2.2 Service performance outcome indicators

These service performance outcome indicators are those prescribed in accordance with the Regulations and are reported within Council's Performance Statement.

Indicator	Performance measure	Computation
Governance		
Satisfaction	Satisfaction with Council Decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the
Statutory planning		
Decision making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Roads		
Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads
Libraries		
Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100
Waste collection		
Waste diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Aquatic facilities		
Utilisation	Utilisation of aquatic facilities (The number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
Animal management		
Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

2.3 Service performance outcome indicators (continued)

Indicator	Performance measure	Computation
Food safety		
Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100
Maternal and child health		
Participation	Participation in the MCH service (percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x 100
Participation	Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100

2.4 Reconciliation with budgeted operating result

Activity	Surplus/(deficit) \$	Income \$	Expenditure \$
Administration and management	2,886,685	-	2,886,685
Economic development	155,547	35,705	191,252
Council administration	484,363	50,000	534,363
Library services	218,018	-	218,018
Media	78,868	-	78,868
Caravan parks	(68,499)	391,201	322,702
Loddon Discovery Tours	1	24,191	24,192
Tourism	392,662	-	392,662
Aged care services	623,929	1,405,549	2,029,478
Elderly persons units	(15,252)	66,616	51,364
Rural access	-	-	-
Seniors	93,958	11,435	105,393
Community support	1,218,901	-	1,218,901
Community planning - Boort	-	-	-
Community planning - Inglewood	-	-	-
Community planning - Tarnagulla	-	-	-
Community planning - Terricks	-	-	-
Community planning - Wedderburn	-	-	-
Emergency management	16,508	7,004	23,512



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

2 SERVICES AND SERVICE PERFORMANCE INDICATORS (Continued)

2.4 Reconciliation with budgeted operating result (continued)

Activity	Surplus/(deficit) \$	Income \$	Expenditure \$
Grants and community planning	277,000	-	277,000
Municipal health and wellbeing	6,500	1,000	7,500
Swimming pools	584,638	-	584,638
Maternal and child health	90,046	197,866	287,912
Early years	154,032	51,256	205,288
Boort Pre School	-	124,827	124,827
Dingee Pre School	-	138,736	138,737
Inglewood Pre School	-	119,411	119,412
Pyramid Hill Pre School	-	116,930	116,931
Wedderburn Pre School	-	121,234	121,234
Immunisation	39,475	1,000	40,475
Youth	6,000	24,500	30,500
Corporate governance	156,199	3,100	159,299
Financial services	(5,088,495)	5,821,732	733,237
Rates and property	189,499	58,594	248,093
Customer service	301,088	-	301,088
Information management	254,152	-	254,152
Information technology	893,475	-	893,475
Human resources and development	646,456	40,280	686,736
Risk management	456,315	82,895	539,210
Council engineering and technical services	215,080	20,349	235,429
Project and contract management	78,151	-	78,151
Roads to recovery	(2,387,726)	2,387,726	-
Building regulation	79,424	84,668	164,092
Local laws and animal management	307,232	67,597	374,829
Public health	110,943	48,502	159,445
Strategic and statutory planning	184,349	76,122	260,471
Air strips	9,239	-	9,239
Building and property maintenance	868,024	2,618	870,642
Plant and fleet	(2,239,046)	140,000	(2,099,046)
Gravel pits	(77,962)	130,185	52,223
Management and administration	534,853	-	534,853
Parks and townships	937,141	-	937,141
Roads	2,848,582	3,755,930	6,604,512
DoT Routine Maintenance Contract	(70,741)	510,705	439,964
Waste management	1,802,239	74,807	1,877,046
Waterways management	59,222	-	59,222
Total	8,311,071	16,194,274	24,505,347
Expenses added in:			
Depreciation			9,908,459
Surplus/(deficit) before funding sources			18,219,530
Funding sources added in:			
Rates and charges revenue			(10,034,443)
Waste charge revenue			(1,807,376)
Operating surplus/(deficit) for the year			6,377,711



LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2022

3 FINANCIAL STATEMENTS

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2021/22 has been supplemented with projections to 2024/25.

This section includes the following financial statements prepared in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

- 3.1 Comprehensive Income Statement
- 3.2 Balance Sheet
- 3.3 Statement of Changes in Equity
- 3.4 Statement of Cash Flows
- 3.5 Statement of Capital Works
- 3.6 Statement of Human Resources
- 3.7 Statement of Reserves



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

3 FINANCIAL STATEMENTS (Continued)

3.1 COMPREHENSIVE INCOME STATEMENT
FOR THE FOUR YEARS ENDED 30 JUNE 2025

	NOTES	Forecast	Budget	Projections		
		Actual 2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$
Income						
Rates and charges	4.1.1	11,520,410	11,841,819	11,877,398	12,064,026	12,253,611
Statutory fees and fines	4.1.2	334,432	279,467	281,416	283,377	285,353
User fees	4.1.3	1,510,543	1,496,306	1,507,673	1,531,878	1,556,663
Grants - operating	4.1.4	9,057,586	10,967,809	11,017,608	11,096,376	11,175,725
Grants - capital	4.1.4	13,076,677	2,387,726	3,470,226	4,393,559	2,990,445
Contributions - monetary	4.1.5	490,000	-	40,000	-	-
Reimbursements	4.1.6	297,411	252,259	233,996	234,899	235,809
Regional Roads Victoria	4.1.7	512,033	510,705	517,646	521,271	524,920
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		-	-	-	-	-
Other income	4.1.8	295,000	300,000	325,000	325,000	325,000
Total income		37,094,092	28,036,091	29,270,963	30,450,386	29,347,526
Expenses						
Employee costs	4.1.9	13,911,405	13,649,014	13,884,095	14,170,295	14,561,317
Materials and services	4.1.10	15,183,159	10,519,882	9,872,150	9,855,008	10,410,054
Bad and doubtful debts		-	-	-	-	-
Depreciation	4.1.11	9,666,789	9,908,459	10,156,219	10,410,068	10,670,298
Borrowing costs		-	-	-	-	-
Finance costs - leases		-	-	-	-	-
Other expenses	4.1.12	334,239	336,449	338,682	340,927	343,189
Total expenses		39,095,592	34,413,804	34,251,146	34,776,298	35,984,858
Surplus/(deficit) for the year		(2,001,500)	(6,377,713)	(4,980,183)	(4,325,912)	(6,637,332)
Other comprehensive income						
Other comprehensive income		-	-	-	-	-
Total comprehensive result		(2,001,500)	(6,377,713)	(4,980,183)	(4,325,912)	(6,637,332)



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

3 FINANCIAL STATEMENTS (Continued)

3.2 BALANCE SHEET
FOR THE FOUR YEARS ENDED 30 JUNE 2025

	NOTES	Forecast	Budget	Projections		
		Actual 2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$
Assets						
Current assets						
Cash and cash equivalents		11,473,914	8,593,620	3,532,563	(822,972)	(4,309,091)
Trade and other receivables		719,793	539,463	563,886	587,384	565,236
Other financial assets		2,439,574	2,439,574	2,439,574	2,439,574	2,439,574
Inventories		25,443	24,171	22,962	21,814	20,723
Non-current assets classified as held for sale		540,076	540,076	540,076	540,076	540,076
Total current assets	4.2.1	15,198,800	12,136,904	7,099,061	2,765,876	(743,482)
Non-current assets						
Trade and other receivables		-	-	-	-	-
Property, infrastructure, plant and equipment		391,009,750	399,495,168	411,742,195	424,334,264	434,195,824
Right of use assets		-	-	-	-	-
Intangible assets		276,604	276,604	276,604	276,604	276,604
Total non-current assets	4.2.1	391,286,354	399,771,772	412,018,799	424,610,868	434,472,428
Total assets		406,485,154	411,908,676	419,117,860	427,376,744	433,728,946
Liabilities						
Current liabilities						
Trade and other payables		514,245	373,586	354,592	355,284	373,249
Trust funds and deposits		338,561	321,633	305,551	290,274	276,760
Provisions		2,476,204	2,399,811	2,319,783	2,237,980	2,153,796
Interest bearing loans and borrowings	4.2.4	-	-	-	-	-
Lease liabilities		-	-	-	-	-
Total current liabilities	4.2.2	3,329,010	3,095,030	2,979,926	2,883,538	2,803,805
Non-current liabilities						
Provisions		2,081,495	2,386,417	2,706,033	3,034,952	3,375,191
Interest bearing loans and borrowings	4.2.4	-	-	-	-	-
Lease liabilities		-	-	-	-	-
Total non-current liabilities	4.2.2	2,081,495	2,386,417	2,706,033	3,034,952	3,375,191
Total liabilities		5,410,505	5,481,447	5,685,959	5,918,490	6,178,996
NET ASSETS		401,074,649	406,427,229	413,431,901	421,458,254	427,549,950
Equity						
Accumulated surplus		104,673,508	98,721,758	94,907,695	91,196,040	84,347,155
Asset revaluation reserve		289,339,078	301,069,371	313,054,226	325,406,491	338,136,519
Other reserves		7,062,063	6,636,100	5,469,980	4,855,723	5,067,276
TOTAL EQUITY	4.2.4	401,074,649	406,427,229	413,431,901	421,458,254	427,550,950



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

3 FINANCIAL STATEMENTS (Continued)

3.3 STATEMENT OF CHANGES IN EQUITY
FOR THE FOUR YEARS ENDED 30 JUNE 2025

2021 Forecast Actual	Total \$	Accumulated surplus \$	Revaluation reserve \$	Other reserves \$
Balance at beginning of the financial year	379,179,745	90,213,334	265,442,674	23,523,737
Surplus/ (deficit) for the year	(2,001,500)	(2,001,500)	-	-
Net asset revaluation increment / (decrement)	23,896,404	-	23,896,404	-
Transfer to other reserves	-	(2,469,630)	-	2,469,630
Transfer from other reserves	-	18,931,307	-	(18,931,307)
Balance at end of financial year	401,074,649	104,673,511	289,339,078	7,062,060

2022 Budget	Total \$	Accumulated surplus \$	Revaluation reserve \$	Other reserves \$
Balance at beginning of the financial year	401,074,649	104,673,508	289,339,078	7,062,063
Surplus/ (deficit) for the year	(6,377,713)	(6,377,713)	-	-
Net asset revaluation increment / (decrement)	11,730,293	-	11,730,293	-
Transfer to other reserves	-	(1,944,500)	-	1,944,500
Transfer from other reserves	-	2,370,463	-	(2,370,463)
Balance at end of financial year	406,427,229	98,721,758	301,069,371	6,636,100

2023 Projection	Total \$	Accumulated surplus \$	Revaluation reserve \$	Other reserves \$
Balance at beginning of the financial year	406,427,229	98,721,758	301,069,371	6,636,100
Surplus/ (deficit) for the year	(4,980,183)	(4,980,183)	-	-
Net asset revaluation increment / (decrement)	11,984,855	-	11,984,855	-
Transfer to other reserves	-	(2,229,224)	-	2,229,224
Transfer from other reserves	-	2,470,734	-	(2,470,734)
Balance at end of financial year	413,431,901	93,983,085	313,054,226	6,394,590

2024 Projection	Total \$	Accumulated surplus \$	Revaluation reserve \$	Other reserves \$
Balance at beginning of the financial year	413,431,901	93,983,085	313,054,226	6,394,590
Surplus/ (deficit) for the year	(4,325,912)	(4,325,912)	-	-
Net asset revaluation increment / (decrement)	12,352,265	-	12,352,265	-
Transfer to other reserves	-	(2,125,629)	-	2,125,629
Transfer from other reserves	-	1,798,628	-	(1,798,628)
Balance at end of financial year	421,458,254	89,330,173	325,406,491	6,721,591

2023 SRP	Total \$	Accumulated surplus \$	Revaluation reserve \$	Other reserves \$
Balance at beginning of the financial year	421,458,254	89,330,173	325,406,491	6,721,591
Surplus/ (deficit) for the year	(6,637,332)	(6,637,332)	-	-
Net asset revaluation increment / (decrement)	12,730,028	-	12,730,028	-
Transfer to other reserves	-	(2,046,311)	-	2,046,311
Transfer from other reserves	-	1,896,987	-	(1,896,987)
Balance at end of financial year	427,550,950	82,543,518	338,136,519	6,870,915



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

3 FINANCIAL STATEMENTS (Continued)

3.4 STATEMENT OF CASH FLOWS
FOR THE FOUR YEARS ENDED 30 JUNE 2025

	NOTES	Forecast	Budget	Projections		
		Actual 2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$
Cash flows from operating activities						
Receipts						
Rates and charges		11,502,907	12,058,414	11,940,051	12,090,435	12,326,060
Statutory fees and fines		366,654	302,973	284,718	286,695	293,275
User fees		1,707,256	1,606,855	1,527,362	1,551,941	1,597,763
Grants - operating		9,238,738	11,187,165	11,237,960	11,318,304	11,399,240
Grants - capital		12,715,593	2,435,481	3,539,631	4,481,430	3,050,254
Contributions - monetary		499,800	-	40,800	-	-
Interest received		340,475	300,000	325,000	325,000	325,000
Trust funds and deposits taken		-	-	-	-	-
Other receipts		858,974	778,223	766,675	771,293	775,944
Net GST refund/payment		(166,317)	(141,370)	(120,165)	(102,140)	(86,819)
Operating receipts		37,064,080	28,527,741	29,542,032	30,722,958	29,680,717
Payments						
Employee costs		(12,386,977)	(11,854,606)	(12,065,629)	(12,306,902)	(12,648,048)
Materials and services		(16,756,406)	(12,560,956)	(11,787,758)	(11,789,132)	(12,383,039)
Trust funds and deposits repaid		(17,819)	(16,928)	(16,082)	(15,277)	(14,514)
Short-term, low value and variable lease payments		-	-	-	-	-
Other payments		(311,110)	(313,162)	(315,228)	(317,309)	(319,405)
Operating payments		(29,472,312)	(24,745,652)	(24,184,697)	(24,428,620)	(25,365,006)
Net cash provided by/(used in) operating activities	4.4.1	7,591,768	3,782,089	5,357,335	6,294,338	4,315,711
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(26,445,468)	(6,663,583)	(10,418,392)	(10,649,873)	(7,801,830)
Decrease in term deposits		-	-	-	-	-
Loans and advances made		-	-	-	-	-
Payments of loans and advances		1,168	1,200	-	-	-
Net cash provided by/(used in) investing activities	4.4.2	(26,444,300)	(6,662,383)	(10,418,392)	(10,649,873)	(7,801,830)
Cash flows from financing activities						
Finance costs		-	-	-	-	-
Repayment of lease liabilities		-	-	-	-	-
Net cash provided by (used in) financing activities	4.4.3	-	-	-	-	-
Net increase/(decrease) in cash and cash equivalents		(18,852,532)	(2,880,294)	(5,061,057)	(4,355,535)	(3,486,119)
Cash and cash equivalents at the beginning of the year		30,326,446	11,473,914	8,593,620	3,532,563	(822,972)
Cash and cash equivalents at the end of the year		11,473,914	8,593,620	3,532,563	(822,972)	(4,309,091)



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

3 FINANCIAL STATEMENTS (Continued)

**3.5 STATEMENT OF CAPITAL WORKS
 FOR THE FOUR YEARS ENDED 30 JUNE 2025**

	NOTES	Forecast	Budget	Projections		
		Actual 2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$
Capital works areas						
Land and buildings		2,929,877	277,500	1,512,500	1,702,500	407,500
Office furniture and equipment		185,000	175,000	120,000	128,000	128,000
Plant and equipment		1,703,140	1,427,920	2,498,233	1,960,104	1,706,155
Footpaths		1,405,444	240,814	242,178	220,510	216,343
Roadworks		10,201,868	3,069,204	3,592,167	3,762,656	3,810,221
Urban and road drainage		3,262,164	350,000	380,000	520,000	350,000
Recreation, leisure and community facilities		5,165,611	1,330,000	2,040,000	1,650,000	750,000
Parks, open space and streetscapes		1,989,091	50,000	538,000	1,023,500	865,500
Other infrastructure		-	-	-	-	-
Total capital works	4.5.1	26,842,195	6,920,438	10,923,078	10,967,270	8,233,719
Represented by:						
New asset expenditure		2,666,462	1,602,920	2,618,233	2,088,104	1,834,155
Asset renewal expenditure		14,363,665	3,987,518	5,202,345	5,590,166	4,884,064
Asset expansion expenditure		6,126,623	100,000	1,722,500	1,669,000	765,500
Asset upgrade expenditure		3,685,445	1,230,000	1,380,000	1,620,000	750,000
Total capital works expenditure		26,842,195	6,920,438	10,923,078	10,967,270	8,233,719

	Forecast	Budget	Projections		
	Actual 2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$
Expenditure type					
Labour	313,226	248,001	359,319	386,460	395,019
Creditors	10,810,399	4,240,157	7,049,083	6,325,353	4,609,376
Contractors	15,718,570	2,432,280	3,514,676	4,255,457	3,229,324
Total capital works expenditure	26,842,195	6,920,438	10,923,078	10,967,270	8,233,719

	Forecast	Budget	Projections		
	Actual 2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$
Funding sourced represented by					
Grants / contributions	8,846,921	2,387,726	3,510,226	4,393,559	2,990,445
Council cash	3,894,538	2,277,292	3,334,619	3,335,607	3,071,619
Reserves	13,704,009	1,998,566	3,573,546	2,920,706	1,739,766
Sale of assets	396,727	256,854	504,687	317,398	431,889
Total capital works expenditure	26,842,195	6,920,438	10,923,078	10,967,270	8,233,719



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

3 FINANCIAL STATEMENTS (Continued)

**3.6 STATEMENT OF HUMAN RESOURCES
 FOR THE FOUR YEARS ENDED 30 JUNE 2025**

	Forecast	Budget	Projections		
	Actual 2020/21		2021/22	2022/23	2023/24
	\$	\$	\$	\$	\$
Staff expenditure					
Employee labour - operating	13,598,179	13,401,013	13,524,776	13,783,835	14,166,298
Employee labour - capital	313,226	248,001	359,319	386,460	395,019
Total staff expenditure*	13,911,405	13,649,014	13,884,095	14,170,295	14,561,317
Staff numbers EFT**	EFT	EFT	EFT	EFT	EFT
Employees	143.17	145.72	145.72	145.72	145.72
Total staff numbers EFT	143.17	145.72	145.72	145.72	145.72

* Excludes employee oncost

** Equivalent Full Time

A summary of human resources expenditure categories according to the organisation structure of Council is included below:

Directorate	Budget 2021/22	Permanent Full Time	Permanent Part Time
Staff cost			
Executive and commercial services	1,410,049	1,020,953	389,096
Community wellbeing	3,356,143	958,869	2,397,274
Corporate services	1,959,501	1,468,503	490,998
Operations	6,675,320	6,259,873	415,447
Total permanent staff expenditure	13,401,013	9,708,198	3,692,814
Casuals and other expenditure	-		
Capitalised labour costs	248,001		
Total expenditure	13,649,014		

A summary of the number of equivalent full time (EFT) Council staff in relation to the above expenditure is included below:

Department	Budget 2021/22	Permanent Full Time	Permanent Part Time
Staff EFT			
Executive and commercial services	9.88	6.00	3.88
Community wellbeing	37.58	9.00	28.58
Corporate services	19.72	14.00	5.72
Operations	73.54	69.00	4.54
Total permanent staff EFT	140.72	98.00	42.72
Casuals and other	0.00		
Capitalised labour	5.00		
Total EFT	145.72		



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

3 FINANCIAL STATEMENTS (Continued)

3.6 STATEMENT OF HUMAN RESOURCES (Continued)
FOR THE FOUR YEARS ENDED 30 JUNE 2025

	Budget 2021/22 \$	Projections		
		2022/23 \$	2023/24 \$	2024/25 \$
Executive and commercial services				
Permanent - Full time				
- Female	588,194	605,840	624,015	642,735
- Male	432,759	445,742	459,114	472,887
Permanent - Part time				
- Female	340,358	350,569	361,086	371,918
- Male	48,738	50,200	51,706	53,258
Total executive and commercial services	1,410,049	1,452,351	1,495,921	1,540,799
Community support				
Permanent - Full time				
- Female	518,541	534,097	550,120	566,623
- Male	440,328	453,538	467,144	481,158
Permanent - Part time				
- Female	2,203,944	2,270,063	2,338,164	2,408,309
- Male	193,330	199,130	205,104	211,257
Total community support	3,356,143	3,456,827	3,560,532	3,667,348
Corporate services				
Permanent - Full time				
- Female	945,657	974,027	1,003,248	1,033,345
- Male	522,846	538,531	554,687	571,328
Permanent - Part time				
- Female	490,998	505,727	520,899	536,526
- Male	-	-	-	-
Total corporate services	1,959,501	2,018,286	2,078,834	2,141,199
Operations				
Permanent - Full time				
- Female	461,878	475,734	490,006	504,706
- Male	5,797,995	6,052,987	6,104,254	6,253,295
Permanent - Part time				
- Female	307,479	316,703	326,204	335,991
- Male	107,968	111,207	114,543	117,979
Total Operations	6,675,320	6,956,631	7,035,007	7,211,971
Casuals, temporary and other expenditure	-	-	-	-
Capitalised labour costs	248,001	359,319	386,460	395,019
Total staff expenditure	13,649,014	13,884,095	14,170,295	14,561,317



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

3 FINANCIAL STATEMENTS (Continued)

3.6 STATEMENT OF HUMAN RESOURCES (Continued)
FOR THE FOUR YEARS ENDED 30 JUNE 2025

	Budget 2021/22 EFT	Projections		
		2022/23 EFT	2023/24 EFT	2024/25 EFT
Executive and Commercial Services				
Permanent - Full time				
- Female	4.00	4.00	4.00	4.00
- Male	2.00	2.00	2.00	2.00
Permanent - Part time				
- Female	3.42	3.42	3.42	3.42
- Male	0.46	0.46	0.46	0.46
Total Executive and Commercial Services	9.88	9.88	9.88	9.88
Community Support				
Permanent - Full time				
- Female	5.00	5.00	5.00	5.00
- Male	4.00	4.00	4.00	4.00
Permanent - Part time				
- Female	26.34	26.34	26.34	26.34
- Male	2.24	2.24	2.24	2.24
Total Community Support	37.58	37.58	37.58	37.58
Corporate Services				
Permanent - Full time				
- Female	9.00	9.00	9.00	9.00
- Male	5.00	5.00	5.00	5.00
Permanent - Part time				
- Female	5.72	5.72	5.72	5.72
- Male	0.00	0.00	0.00	0.00
Total Corporate Services	19.72	19.72	19.72	19.72
Operations				
Permanent - Full time				
- Female	5.00	5.00	5.00	5.00
- Male	64.00	64.00	64.00	64.00
Permanent - Part time				
- Female	3.16	3.16	3.16	3.16
- Male	1.39	1.39	1.39	1.39
Total Operations	73.54	73.54	73.54	73.54
Casuals, temporary and other expenditure	0.00	0.00	0.00	0.00
Capitalised labour costs	5.00	5.00	5.00	5.00
Total staff expenditure	145.72	145.72	145.72	145.72



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

3 FINANCIAL STATEMENTS (Continued)

3.7 STATEMENT OF RESERVES
FOR THE FOUR YEARS ENDED 30 JUNE 2025

	NOTES	Forecast	Budget	Projections		
		Actual 2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$
Discretionary						
Capital expenditure reserve		-	-	-	-	-
Caravan park development reserve		97,072	158,072	97,273	4,552	59,778
Community planning reserve		771,000	771,000	771,000	771,000	771,000
Gravel and sand pit reserve		400,000	400,000	400,000	400,000	400,000
Heritage loan scheme reserve		100,000	100,000	100,000	100,000	100,000
Land and buildings reserve		455,274	575,274	295,274	295,274	340,274
Lake Boort water reserve		14,069	14,069	14,069	14,069	14,069
Major projects reserve		153,996	153,996	153,996	153,996	153,996
Reserves improvement reserve		100,000	100,000	100,000	100,000	100,000
Superannuation liability reserve		1,200,000	1,000,000	1,000,000	1,000,000	1,000,000
Unightly premises enforcement reserve		100,000	100,000	100,000	100,000	100,000
Unspent grants reserve		-	-	-	-	-
Waste management reserve		300,000	300,000	300,000	300,000	300,000
Boundary and township signage		100,000	100,000	100,000	100,000	100,000
Economic development reserve		204,535	169,535	114,535	(11,465)	102,535
Fleet replacement reserve		563,334	680,714	619,845	633,104	550,293
Information technology reserve		668,123	506,226	506,226	506,226	506,226
Plant replacement reserve		1,488,281	1,354,835	639,383	224,588	298,726
Professional development reserve		15,616	21,616	27,619	33,619	39,619
Swimming pool major projects reserve		200,000	-	-	-	-
Units reserve		60,000	60,000	60,000	60,000	60,000
Urban drainage reserve		70,760	70,760	70,760	70,760	70,760
Total discretionary reserves	4.3.2	7,062,060	6,636,097	5,469,980	4,855,723	5,067,276



LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive income statement

4.1.1 Rates and charges

Rates and charges are required by the Act and Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2021/22 the FGRS cap has been set at 1.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 1.5% in line with the rate cap.

This will raise total rates and charges for 2021/22 of \$11.84 million.

4.1.1 (a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	Forecast Actual 2021/22 \$	Budget 2020/21 \$	Change \$	Change %
General rates*	8,610,070	8,721,118	111,048	1.3%
Municipal charge*	1,276,081	1,313,325	37,244	2.9%
Garbage charge	1,201,281	1,331,810	130,529	10.9%
Kerbside recycling charge	432,978	475,566	42,588	9.8%
Total rates and charges	11,520,410	11,841,819	321,409	2.8%
Interest on rates and charges	20,000	25,000	5,000	25.0%

* These items are subject to the rate cap established under the FGRS.

4.1.1 (b) The rate in the dollar to be levied as general rates under Section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2020/21 cents/\$CIV	2021/22 cents/\$CIV	Change
General	0.3928	0.3579	-8.9%
Rural	0.3457	0.3150	-8.9%



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.1 Comprehensive income statement (continued)

4.1.1 (c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2020/21 \$	2021/22 \$	Change
General	2,508,770	2,528,635	0.8%
Rural	6,055,651	6,192,483	2.3%
Total amount to be raised by rates	8,564,421	8,721,118	1.8%

4.1.1 (d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2020/21 number	2021/22 number	Change
General	4,248	4,329	1.9%
Rural	3,585	3,594	0.3%
Total number of assessments	7,833	7,923	1.1%

4.1.1 (e) The basis of valuation is the Capital Improved Value (CIV).

4.1.1 (f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2020/21 \$	2021/22 \$	Change
General	638,611,200	706,447,400	10.6%
Rural	1,751,676,500	1,965,965,700	12.2%
Total value of land	2,390,287,700	2,672,413,100	11.8%

4.1.1 (g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of charge	Per rateable property 2020/21 \$	Per rateable property 2021/22 \$	Change
Municipal	221	225	1.8%

4.1.1 (h) The estimated total amount to be raised by municipal charges compared with the previous financial year

Type of charge	2020/21 \$	2021/22 \$	Change
Municipal	1,269,866	1,313,325	3.4%



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.1 Comprehensive income statement (continued)

4.1.1 (i) The rate or unit amount to be levied for each type or service rate or charge under Section 162 of the Act compared with the previous financial year

Type of charge	Per rateable property 2020/21 \$	Per rateable property 2021/22 \$	Change
Garbage collection 140 litre	322	354	9.9%
Garbage collection 240 litre	437	481	10.1%
Kerbside recycling 240 litre	122	134	9.8%

4.1.1 (j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of charge	2020/21 \$	2021/22 \$	Change
Garbage charge	1,195,816	1,331,810	11.4%
Kerbside recycling charge	430,904	475,566	10.4%
Total	1,626,720	1,807,376	11.1%

4.1.1 (k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2020/21 \$	2021/22 \$	Change
General rates	8,610,070	8,721,118	1.3%
Municipal charge	1,276,081	1,313,325	2.9%
Garbage and kerbside recycling charge	1,634,259	1,807,376	10.6%
Total rates and charges	11,520,410	11,841,819	2.8%

4.1.1 (l) Fair Go Rates System Compliance

Loddon Shire Council is fully compliant with the State Government's Fair Go Rates System. The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2020/21 \$	2021/22 \$
Total rates base	9,641,458	9,886,151
Number of rateable properties	7,833	7,923
Base average rate	1,230.88	1,247.78
Maximum rate increase (set by State Government)	2.00%	1.50%
Capped average rate	1,255.49	1,266.50
Maximum general rates and municipal charges revenue	9,834,287	10,034,443
Budgeted general rates and municipal charges revenue	9,834,287	10,034,443



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.1 Comprehensive income statement (continued)

4.1.1 (m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- the making of supplementary valuations
- the variation of returned levels of value (e.g. valuation objections)
- changes in use of land such that rateable land becomes non-rateable land and vice versa
- changes in use of land such that general rateable land becomes rural rateable land and vice versa.

4.1.1 (n) Differential rates

The existing rating structure comprises one differential rate (rural properties) and a rate for general properties (residential and commercial). These rates are structured in accordance with the requirements of Section 161 "Differential Rates" of the Local Government Act.

The rate and amount of rates payable in relation to land in each category of differential are:

- a general rate of 0.3579 cents in the dollar of CIV for all rateable general properties
- a rural rate of 0.3150 cents in the dollar of CIV for all rateable rural properties.

Each differential rate will be determined by multiplying the Capital Improved Value of the rateable land by the relevant cents in the dollar indicated above.

For the 2021/22 Budget, Council has defined a differential rate split of 12%, with rural rates having a rate in the dollar of 88% of the general rate. Council considers this as a fair allocation of rates across property types.

Under the Cultural and Recreation Lands Act 1963, provision is made for a Council to grant a rating concession to any "recreational lands" which meet the test of being "rateable land" under the Local Government Act 1989. Council has exempted all rateable recreation land from the payment of rates.

4.1.2 Statutory fees and fines

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Rates and property	13,592	13,687	95	0.7%
Risk management	11,558	11,639	81	0.7%
Building regulation	80,114	80,668	554	0.7%
Local laws and animal management	54,545	54,926	381	0.7%
Public health	49,030	42,425	(6,605)	-13.5%
Strategic and statutory planning	125,593	76,122	(49,471)	-39.4%
Total statutory fees and fines	334,432	279,467	(5,494)	-16.4%

Statutory fees relate mainly to fees and fines levied in accordance with legislation and include Public Health and Wellbeing Act 2008 registrations, Planning and Environment Act 1987 registrations, Building Act 1993 registrations, the Country Fire Authority Act 1958 registrations, and Domestic (Feral and Nuisance) Animals Act 1994 registrations. Increases in statutory fees are made in accordance with legislative requirements.



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.1 Comprehensive income statement (continued)

4.1.3 User fees

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Economic development	37,946	35,705	(2,241)	-5.9%
Caravan parks	388,482	391,201	2,719	0.7%
Loddon Discovery Tours	24,023	24,191	168	0.7%
Tourism	10,710	-	(10,710)	-100.0%
Aged care services	483,647	517,227	33,580	6.9%
Elderly persons units	66,616	66,616	-	0.0%
Seniors	8,800	8,835	35	0.4%
Emergency management	6,955	7,004	49	0.7%
Municipal health and wellbeing	1,500	1,000	(500)	-33.3%
Early years	2,300	2,300	-	0.0%
Pre-schools	157,479	127,380	(30,099)	-19.1%
Corporate governance	2,601	3,100	499	19.2%
Financial services	3,045	3,066	21	0.7%
Human resources and development	40,280	40,280	-	0.0%
Risk management	3,969	3,997	28	0.7%
Council engineering and technical services	20,208	20,349	141	0.7%
Building regulation	4,000	4,000	-	0.0%
Building and property maintenance	2,500	2,618	118	4.7%
Gravel pits	93,667	130,185	36,518	39.0%
Roads	39,697	39,975	278	0.7%
Waste management	112,118	67,277	(44,841)	-40.0%
Total user fees	1,510,543	1,496,306	(14,237)	-0.9%

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include home and community care services, caravan park fees, gravel pit fees and royalties, Loddon Discovery Tour fees, rental from Council owned properties, and private works. A detailed listing of statutory fees and Council charges is available on Council's web site and can also be inspected at Council's customer service centre. In setting the budget, the key principle for determining the level of user charges has been to ensure that increases do not exceed CPI increases or market levels. Council has many varied sources of user charges.

4.1.4 Grants

Grants are required by the Act and Regulations to be disclosed in Council's annual budget.

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	7,289,745	11,547,347	4,257,602	58.4%
State funded grants	14,844,518	1,808,188	(13,036,330)	-87.8%
Total grants received	22,134,263	13,355,535	(8,778,728)	-39.7%



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.1 Comprehensive income statement (continued)

4.1.4 Grants (Continued)

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
(a) Operating grants				
Recurrent - Commonwealth Government				
VLGGC - local roads	1,800,368	3,640,955	1,840,587	102.2%
VLGGC - general	2,725,075	5,518,666	2,793,591	102.5%
Recurrent - State Government				
Aged care services	853,461	888,325	34,864	4.1%
Seniors	51,493	2,600	(48,893)	-95.0%
Maternal and child health	197,491	197,866	375	0.2%
Early years	45,810	48,956	3,146	6.9%
Pre-schools	466,757	469,849	3,092	0.7%
Immunisation	-	1,000	1,000	#DIV/0!
Youth	24,500	24,500	-	0.0%
Rates and property	44,595	44,907	312	0.7%
Human resources and development	2,500	-	(2,500)	-100.0%
Risk management	-	5,000	5,000	#DIV/0!
Local laws and animal management	12,583	12,671	88	0.7%
Public health	6,032	6,074	42	0.7%
Roads	75,000	75,000	-	0.0%
Waste management	7,477	7,529	52	0.7%
Waterways management	11,220	-	(11,220)	-100.0%
Total recurrent grants	6,324,362	10,943,898	4,619,536	73.0%
Non-recurrent State Government				
Administration and management	1,092,908	-	(1,092,908)	-100.0%
Economic development	10,000	-	(10,000)	-100.0%
Aged care services	2,500	-	(2,500)	-100.0%
Community support	132,770	-	(132,770)	-100.0%
Grants and community planning	162,000	-	(162,000)	-100.0%
Early years	7,167	-	(7,167)	-100.0%
Pre-schools	-	23,911	23,911	#DIV/0!
Human resources and development	72,000	-	(72,000)	-100.0%
Risk management	45,599	-	(45,599)	-100.0%
Project and contact management	800,000	-	(800,000)	-100.0%
Local laws and animal management	250,000	-	(250,000)	-100.0%
Waste management	8,280	-	(8,280)	-100.0%
Waterways management	150,000	-	(150,000)	-100.0%
Total non-recurrent grants	2,733,224	23,911	(2,709,313)	-99.1%
Total operating grants	9,057,586	10,967,809	1,910,223	21.1%



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.1 Comprehensive income statement (continued)

4.1.4 Grants (Continued)

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
(b) Capital grants				
Recurrent - Commonwealth Government				
Roads to Recovery	2,764,302	2,387,726	(376,576)	-13.6%
Recurrent - State Government				
Nil	-	-	-	0.0%
Total - recurrent capital grants	2,764,302	2,387,726	(376,576)	-13.6%
Non-recurrent - Commonwealth Government				
Nil	-	-	-	0.0%
Non-recurrent - State Government				
Caravan parks	611,809	-	(611,809)	-100.0%
Grants and community planning	2,624,670	-	(2,624,670)	-100.0%
Projects and contract management	7,025,896	-	(7,025,896)	-100.0%
Waste management	50,000	-	(50,000)	-100.0%
Total - non-recurrent capital grants	10,312,375	-	(10,312,375)	-100.0%
Total - capital grants	13,076,677	2,387,726	(10,688,951)	-81.7%

Operating Grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers.

Capital Grants include all monies received from State and Federal sources for the purposes of funding the capital works program.

4.1.5 Contributions

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Monetary	490,000	-	(490,000)	100.0%
Non-monetary	-	-	-	0.0%
Total contributions	490,000	-	490,000	100.0%

Contributions relate to monies paid by community groups and external parties towards capital and recurrent related projects.

4.1.6 Reimbursements

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Council administration	50,000	50,000	-	0.0%
Risk management	107,411	62,259	(45,152)	-42.0%
Plant and fleet	140,000	140,000	-	0.0%
Total reimbursements	297,411	252,259	(45,152)	-15.2%

Reimbursements include diesel fuel rebates from the Taxation Office, insurance rebates, Workcover reimbursements, and training reimbursements.



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.1 Comprehensive income statement (continued)

4.1.7 Regional Roads Victoria

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Approved maintenance	6,644	20,523	13,879	208.9%
Provisional sum items	9,453	12,738	3,285	34.8%
Routine maintenance	495,936	477,444	(18,492)	-3.7%
Total Vic Roads	512,033	510,705	(1,328)	-0.3%

Council's contract with Regional Roads Victoria includes an "as of right" amount for routine maintenance works.

4.1.8 Other income

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Interest	275,000	275,000	-	0.0%
Reversal of impairment losses	-	-	-	0.0%
Total other income	275,000	275,000	-	0.0%

Other income relates to a range of items such as interest revenue on investments and rate arrears.

4.1.9 Employee costs

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Wages and salaries	12,287,261	12,052,504	(234,757)	-1.9%
Workcover	296,177	311,500	15,323	5.2%
Superannuation	1,223,878	1,181,010	(42,868)	-3.5%
Fringe benefits tax	104,089	104,000	(89)	-0.1%
Total employee costs	13,911,405	13,649,014	(262,391)	-1.9%

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employee superannuation, rostered days off, Workcover premium and Fringe Benefits Tax for all salaries and wages. Salaries and wages that relate to capital works are not included in operating expenditure but is included in the tables below for full transparency.



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.1 Comprehensive income statement (continued)

4.1.10 Materials, services and contracts

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Administration and management	909,499	536,684	(372,815)	-41.0%
Economic development	443,048	191,252	(251,796)	-56.8%
Council administration	388,745	226,583	(162,162)	-41.7%
Library services	216,502	218,018	1,516	0.7%
Media	39,000	39,000	-	0.0%
Caravan parks	314,602	318,890	4,288	1.4%
Loddon Discovery Tours	20,378	20,396	18	0.1%
Tourism	132,068	135,403	3,335	2.5%
Aged care services	1,135,302	303,360	(831,942)	-73.3%
Elderly persons units	44,222	44,935	713	1.6%
Rural access	145,653	0	(145,653)	-100.0%
Seniors	65,347	66,211	864	1.3%
Community support	652,077	408,254	(243,823)	-37.4%
Emergency management	19,592	19,726	134	0.7%
Grants and community planning	1,689,049	277,000	(1,412,049)	-83.6%
Municipal health and wellbeing	161,022	7,500	(153,522)	-95.3%
Swimming pools	495,042	532,043	37,001	7.5%
Maternal and child health	240,913	94,784	(146,129)	-60.7%
Early years	331,344	53,595	(277,749)	-83.8%
Pre-schools	88,704	89,857	1,153	1.3%
Immunisation	-	4,321	4,321	100.0%
Youth	38,512	30,500	(8,012)	-20.8%
Corporate Governance	173,859	40,595	(133,264)	-76.7%
Financial services	159,220	171,839	12,619	7.9%
Rates and property	56,849	74,069	17,220	30.3%
Customer service	109,016	109,839	823	0.8%
Information management	141,090	174,489	33,399	23.7%
Information technology	378,970	495,133	116,163	30.7%
Human resources and development	416,653	309,371	(107,282)	-25.7%
Risk management	392,681	389,256	(3,425)	-0.9%
Council engineering and technical services	298,612	232,476	(66,136)	-22.1%
Project and contract management	186,549	78,151	(108,398)	-58.1%
Building regulation	35,801	42,024	6,223	17.4%
Local laws and animal management	508,888	51,997	(456,891)	-89.8%
Public health	29,390	35,557	6,167	21.0%
Strategic and statutory planning	26,132	30,460	4,328	16.6%
Air strips	8,364	8,449	85	1.0%
Building and property maintenance	867,832	642,304	(225,528)	-26.0%
Plant and fleet	(2,900,435)	(2,434,442)	465,993	-16.1%
Gravel pits	14,759	38,475	23,716	160.7%
Management and administration	72,000	72,000	-	0.0%
Parks and townships	438,341	387,271	(51,070)	-11.7%



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.1 Comprehensive income statement (continued)

4.1.10 Materials, services and contracts

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Roads	4,116,517	4,012,697	(103,820)	-2.5%
DOT routine maintenance contract	184,175	185,961	1,786	1.0%
Waste management	1,830,374	1,695,433	(134,941)	-7.4%
Waterways management	66,901	58,166	(8,735)	-13.1%
Total materials, services and contracts	15,183,159	10,519,882	(4,663,277)	-30.7%

Materials, services and contracts include the purchase of consumables, payments to contractors for the provision of services and utility costs.

4.1.11 Depreciation

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Roads	5,279,870	5,411,866	131,997	2.5%
Buildings	1,870,253	1,917,010	46,756	2.5%
Plant and equipment	1,296,797	1,329,217	32,420	2.5%
Bridges	350,435	359,196	8,761	2.5%
Urban drains	240,887	246,909	6,022	2.5%
Furniture and equipment	112,331	115,139	2,808	2.5%
Footpaths	190,195	194,950	4,755	2.5%
Kerb and channel	123,765	126,859	3,094	2.5%
Landfills	168,496	172,708	4,212	2.5%
Street furniture	31,264	32,046	782	2.5%
Quarries	2,496	2,559	62	2.5%
Total depreciation	9,666,789	9,908,459	241,670	2.5%

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains.

4.1.12 Other expenses

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Change \$	Change %
Councillors' emoluments	248,000	249,610	1,610	0.6%
Internal audit remuneration	44,969	45,281	312	0.7%
External audit remuneration	41,270	41,558	288	0.7%
Impairment of interest free loans	-	-	-	0.0%
Total other expenses	334,239	336,449	2,210	0.7%

Other expenses include councillors' costs, auditors' remuneration and other minor expenses.



LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.2 Balance sheet

4.2.1 Assets

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less. These balances are projected to decrease by \$2.9 million during the year mainly due to the expectation to have most capital projects complete by 30 June.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are not expected to change significantly in the budget. Long term debtors (non-current) relating to loans to community organisations will decrease slightly in accordance with agreed repayment terms.

Other assets includes items such as prepayments for expenses that Council has paid in advance of service delivery, inventories or stocks held for sale or consumption in Council's services and other revenues due to be received in the next 12 months.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all land, buildings, roads, vehicles, equipment, etc. which has been built up by Council over many years. The \$8.5 million increase in this balance is attributable to the net result of the capital works program (\$26.84 million in 2020/21 and \$6.92 million in 2021/22), depreciation of assets (\$9.67 million in 2020/21 and \$9.91million in 2021/22) and the income through sale of property, plant and equipment.

Investments in associates and joint ventures represents Council's equity in the North Central Regional Goldfields Library. The change in equity has been inconsistent in the past with some years increasing and other years decreasing, so for budgeting purposes, the equity has not been changed. Non-current assets held for resale is land and/or buildings that Council can confidently state will be sold within a short period of time.

4.2.2 Liabilities

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are budgeted to reduce by \$0.14 million in 2021/22 levels due to a reduction in material and services costs incurred during the financial year.

Employee benefits include accrued long service leave, annual leave and rostered days off owing to employees. These employee entitlements are expected to decrease by \$0.08 million (current liability) and increase by \$0.30 million (non current liability) due to increases in employee service years.

4.2.3 Equity

Total equity always equals net assets and is made up of the following components:

- asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations
- other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the accumulated surplus of the Council to be separately disclosed
- accumulated surplus which is the value of all net assets less reserves that have accumulated over time. \$5.95 million is the decrease in accumulated surplus results directly from the surplus for the year. This is offset by an amount of \$0.43 million net is budgeted to be transferred to other reserves from accumulated surplus. This reflects the usage of Council's reserves to partly fund the capital works program and other specified projects. This is a transfer between equity balances and does no impact on the total balance of equity.



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.2 Balance sheet (continued)

4.2.4 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast Actual 2020/21 \$	Budget 2021/22 \$
Total amount borrowed as at 30 June of the prior year	-	-
Total amount to be borrowed	-	-
Total amount projected to be redeemed	-	-
Total amount proposed to be borrowed as at 30 June	-	-

In developing the Financial Plan, borrowings may be identified as an important funding source for capital works programs. In the past Council has borrowed to finance large projects and since then has been in a phase of debt reduction. This has resulted in a reduction in debt servicing costs, but has meant that cash and investment reserves have been used as an alternate funding source to maintain robust capital works programs.

In general, Council has adopted a policy to remain debt free except for situations where funding was required to deliver significant capital projects. The Council has elected to not borrow any further funds at this time.

In 2015/16 final loan payments were made which finalises all of Council's borrowings.

For the 2021/22 year, Council has decided not to take out any new borrowings.

4.2.5 Leases by category

As a result of the introduction of AASB16 Leases, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual 2020/21 \$	Budget 2021/22 \$
Right-of-use assets	-	-
Property	-	-
Total right-of-use assets	-	-
Lease liabilities		
Current lease liabilities	-	-
Land and buildings	-	-
Total current lease liabilities	-	-
Non-current lease liabilities	-	-
Land and buildings	-	-
Total non-current lease liabilities	-	-
Total lease liabilities	-	-

Where the interest rate applicable to a lease is not expressed in the lease agreements, Council applied the average incremental borrowing rate in the calculation of lease liabilities. The current incremental borrowing rate is 0.25%



**LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022**

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.3 Statement of changes in equity

4.3.1 Reserves

Council undertakes reserves budgeting in order to provide for future expenditure while reducing the impact of purchases on the current year budget.

The following reserves are currently in use by Council:

Capital expenditure reserve

The Capital Expenditure Reserve is used to set aside funds that have been budgeted for capital works projects in one financial year but will not be fully expended by the end of that year. The funds will be transferred to the reserve in the budget year, and transferred from the reserve in the following financial year, or in the year that the funds are expended for the specific project.

Caravan park development reserve

The Caravan Park Development Reserve has been established to assist with funding major projects at Council's caravan parks. Council transfers to the reserve annually the surplus on operations of its caravan parks, and transfers from the reserve the cost of major projects undertaken at Council's caravan parks during the year.

Community planning reserve

The Community Planning Reserve has been established for situations where projects are budgeted in one year but for various reasons are unable to be delivered and are therefore deferred until the following year.

GSP reserve

The Gravel and Sand Pit (GSP) Reserve is used to fund land purchase, development and restoration of gravel and sand pits used by Council for the extraction of gravel. The budgeted surplus on operations of the pits is transferred to the reserve annually, to a maximum reserve level of \$400K and the cost of purchasing new sites, development and restoration of the pits is transferred from the reserve.

Heritage loan scheme reserve

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

Land and buildings reserve

The Land and Buildings Reserve is used to fund the acquisition of land and buildings. Funds received from the sale of Council owned land and buildings are transferred to the reserve.

Lake Boort water reserve

The Lake Boort Water Reserve was established with funds generated from sale of water allocations not required for immediate use in Little Lake Boort. The reserve is used to purchase replacement water at an appropriate time, or may be used for other purposes specific to Lake Boort.

Major projects reserve

The Major Projects Reserve is used to assist with the funding of major projects identified by Council. Council transfers funds to the reserve annually an amount determined during the budget process as sufficient to fund the major projects program and transfers the funds required to finance major works undertaken at Council's discretion.



LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.3 Statement of changes in equity (continued)

4.3.1 Reserves (continued)

Reserves improvement reserve

The Reserves Improvement Reserve is an allocation of funds used to provide interest free loans to community groups. Usually there are no transfers to or from this reserve.

Unfunded superannuation liability reserve

The Unfunded Superannuation Liability Reserve is used to repay any potential unfunded superannuation liability arising from the LAS Defined Benefits Plan Scheme. Council transfers to the reserve amounts allocated in the budget, and transfers from the reserve payments made to Vision Super Pty. Ltd. for the unfunded superannuation liability.

Unseen premises enforcement provision reserve

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

Unspent contributions reserve

The Unspent Contributions Reserve is used to set aside contributions received for a specific purpose in one financial year that will not be expended until a later financial year. The funds will be transferred to the reserve in the year the funds are received, and transferred from the reserve in the year that the funds are expended for that purpose.

Unspent grants reserve

The Unspent Grants Reserve has been established for situations where Council has received funding via an external party and those funds remain unspent at the end of the financial year.

Waste management reserve

The Waste Management Reserve has been established to assist with the cost of strategic projects, compliance and long term planning for Council's landfills and transfer stations. Council transfers to the reserve annually \$10 per kerbside collection levy (or a pro-rata amount for a pro-rata collection), to a maximum level of \$300K. Council transfers from the reserve the cost of strategic projects, compliance and long term planning within Council landfills and transfer stations.

Boundary and Township Signage

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

Economic development reserve

The Economic Development Reserve is used to set aside funds to assist with economic development initiatives that Council wishes to financially support. Council transfers to the reserve a set amount determined during the budget process and transfers from the reserve the cost of economic development initiatives within the year.

Fleet replacement reserve

The Fleet Replacement Reserve is used to fund the replacement of office vehicles. Council transfers to the reserve a fixed amount annually and transfers from the reserve the net cost of fleet purchases for the year.



**LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022**

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.3 Statement of changes in equity (continued)

4.3.1 Reserves (continued)

Information technology reserve

The Information Technology Reserve is used to set aside monies for the purchase of information technology assets. The reserve outlines the annual cost of information technology for Council and the amounts required to be set aside in reserve for future asset purchases. It is capped to a maximum reserve level of \$800K.

Plant replacement reserve

The Plant Replacement Reserve is used to fund plant purchases. Council transfers to the reserve a fixed amount annually and transfers from the reserve the net cost of plant purchases for the year.

Professional development reserve

The Professional Development Reserve is used to fund professional development undertaken by executive officers of Council. An annual allocation is provided to each officer and that amount is transferred to the reserve annually, while the cost of professional development undertaken during the year is transferred from the reserve.

Swimming Pool Major Projects Reserve

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

Units reserve

The Units Reserve is used to fund the purchase or improvement of Council owned elderly persons' units. The surplus generated from rental income is transferred to the reserve annually. The cost of major improvements is transferred from the reserve annually.

Urban drainage reserve

The Urban Drainage Reserve is used to fund urban drainage works in the towns within the Shire. Council transfers to the reserve annually a budgeted amount, and transfers from the reserve the cost of urban drainage works for the year.



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.3 Statement of changes in equity (continued)

4.3.2 Transfers to and from reserves

The following is a summary of the projected reserves position for the year ended 30 June 2020:

2020/21 reserves - as per projected forecast				
Name of reserve	Balance at 1 July 2020 \$	Transfers to reserves \$	Transfers from reserves \$	Balance at 30 June 2021 \$
Capital expenditure reserve	6,244,527	-	6,244,527	-
Caravan park development reserve	49,393	70,179	22,500	97,072
Community planning reserve	2,007,039	-	1,236,039	771,000
Gravel and sand pit reserve	400,000	-	-	400,000
Heritage loan scheme reserve	100,000	-	-	100,000
Land and buildings reserve	(15,070)	470,344	-	455,274
Lake Boort water reserve	24,069	-	10,000	14,069
Major projects reserve	153,996	-	-	153,996
Reserves improvement reserve	100,000	-	-	100,000
Superannuation liability reserve	898,808	301,192	-	1,200,000
Unightly premises enforcement	100,000	-	-	100,000
Unspent contributions reserve	-	-	-	-
Unspent grants reserve	8,714,548	-	8,714,548	-
Waste management reserve	300,000	-	-	300,000
Boundary and township signage	83,206	16,794	-	100,000
Economic development reserve	371,740	100,000	267,205	204,535
Fleet replacement reserve	640,954	227,380	305,000	563,334
Information technology reserve	800,000	185,000	316,877	668,123
Plant replacement reserve	1,486,953	917,741	916,413	1,488,281
Professional development reserve	9,616	6,000	-	15,616
Swimming pool major projects reserve	150,000	50,000	-	200,000
Units reserve	60,000	-	-	60,000
Urban drainage reserve	843,958	125,000	898,198	70,760
TOTAL	23,523,737	2,469,630	18,931,307	7,062,063



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.3 Statement of changes in equity (continued)

4.3.2 Transfers to and from reserves (continued)

The following is a summary of the budgeted reserves position for the year ended 30 June 2021:

2021/22 reserves - as per budget				
Name of reserve	Balance at 1 July 2021 \$	Transfers to reserves \$	Transfers from reserves \$	Balance at 30 June 2022 \$
Capital expenditure reserve	-	-	-	-
Caravan park development reserve	97,072	68,500	7,500	158,072
Community planning reserve	771,000	-	-	771,000
Gravel and sand pit reserve	400,000	-	-	400,000
Heritage loan scheme reserve	100,000	-	-	100,000
Land and buildings reserve	455,274	120,000	-	575,274
Lake Boort water reserve	14,069	-	-	14,069
Major projects reserve	153,996	-	-	153,996
Reserves improvement reserve	100,000	-	-	100,000
Superannuation liability reserve	1,200,000	-	200,000	1,000,000
reserve	100,000	-	-	100,000
Unspent contributions reserve	-	-	-	-
Unspent grants reserve	-	-	-	-
Waste management reserve	300,000	-	-	300,000
Boundary and township signage	100,000	-	-	100,000
Economic development reserve	204,535	100,000	135,000	169,535
Fleet replacement reserve	563,334	200,000	82,620	680,714
Information technology reserve	668,123	150,000	311,897	506,226
Plant replacement reserve	1,488,281	900,000	1,033,446	1,354,835
Professional development reserve	15,616	6,000	-	21,616
Swimming pool major projects reserve	200,000	50,000	250,000	-
Units reserve	60,000	-	-	60,000
Urban drainage reserve	70,760	350,000	350,000	70,760
TOTAL	7,062,060	1,944,500	2,370,463	6,636,100

By including the above transfers from reserves it is expected that reserve levels decrease by approximately \$0.43 million, leaving a balance of \$6.64 million in the reserves account.

4.3.3 Details of reserves

The following schedule provides details of each of the reserve transfers for 2020/21:

Capital expenditure reserve			
Opening balance			-
ADD transfer to reserve			
Nil	N/A	-	-
LESS transfer from reserve			
Nil	N/A	-	-
Closing balance			-



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.3 Statement of changes in equity (continued)

4.3.3 Details of reserves (continued)

Caravan park development reserve			
Opening balance			97,072
ADD transfer to reserve			
Surplus of caravan park operations		68,500	68,500
LESS transfer from reserve			
Tree works		(7,500)	(7,500)
Closing balance			158,072
Community planning reserve			
Opening balance			771,000
ADD transfer to reserve			
Nil		-	-
LESS transfer from reserve			
Nil		-	-
Closing balance			771,000
GSP restoration reserve			
Opening balance			400,000
ADD transfer to reserve			
Nil		-	-
LESS transfer from reserve			
Nil		-	-
Closing balance			400,000
Heritage Loan Scheme Reserve			
Opening balance			100,000
ADD transfer to reserve			
Nil		-	-
LESS transfer from reserve			
Nil		-	-
Closing balance			100,000
Land and buildings reserve			
Opening balance			455,274
ADD transfer to reserve			
Sale and land and buildings		120,000	120,000
LESS transfer from reserve			
Nil			-
Closing balance			575,274



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.3 Statement of changes in equity (continued)

4.3.3 Details of reserves (continued)

Lake Boort water reserve			
Opening balance			14,069
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			14,069
Major projects reserve			
Opening balance			153,996
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			153,996
Reserves improvement reserve			
Opening balance			100,000
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			100,000
Superannuation liability reserve			
Opening balance			1,200,000
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Not required - COVID-19 response		(200,000)	(200,000)
Closing balance			1,000,000
Unightly premises enforcement provision			
Opening balance			100,000
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			100,000



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.3 Statement of changes in equity (continued)

4.3.3 Details of reserves (continued)

Unspent contributions reserve			
Opening balance			-
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			-
Unspent grants reserve			
Opening balance			-
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			-
Waste management reserve			
Opening balance			300,000
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			300,000
Boundary and township entrance signage			
Opening balance			100,000
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			100,000
Economic development reserve			
Opening balance			204,535
ADD transfer to reserve			-
Yearly allocation		100,000	100,000
LESS transfer from reserve			-
Project scoping		(15,000)	-
Economic development strategy		(120,000)	(135,000)
Closing balance			169,535



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.3 Statement of changes in equity (continued)

4.3.3 Details of reserves (continued)

Fleet replacement reserve			
Opening balance			563,334
ADD transfer to reserve			
Annual allocation to reserve		200,000	200,000
LESS transfer from reserve			
Net cost of fleet replacement		(82,620)	(82,620)
Closing balance			680,714
Information technology reserve			
Opening balance			668,123
ADD transfer to reserve			
Annual allocations for major purchases		150,000	150,000
LESS transfer from reserve			
Server replacement		(50,000)	
Photocopier / scanner		(10,000)	
Project management software		(30,000)	
PC replacement		(115,000)	
IT salaries		(106,897)	(311,897)
Closing balance			506,226
Plant replacement reserve			
Opening balance			1,488,281
ADD transfer to reserve			
Annual allocation to reserve		900,000	900,000
LESS transfer from reserve			
Net cost of plant replacement		(1,033,446)	(1,033,446)
Closing balance			1,354,835
Professional development reserve			
Opening balance			15,616
ADD transfer to reserve			
Annual allocation		6,000	6,000
LESS transfer from reserve			
Nil		-	-
Closing balance			21,616
Swimming pool major projects reserve			
Opening balance			200,000
ADD transfer to reserve			
Annual allocation to reserve		50,000	50,000
LESS transfer from reserve			
Capital works program		(250,000)	(250,000)
Closing balance			-



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.3 Statement of changes in equity (continued)

4.3.3 Details of reserves (continued)

Units reserve			
Opening balance			60,000
ADD transfer to reserve			-
Nil		-	-
LESS transfer from reserve			-
Nil		-	-
Closing balance			60,000
Urban drainage reserve			
Opening balance			70,760
ADD transfer to reserve			-
Annual allocation		350,000	350,000
LESS transfer from reserve			-
Drainage program		(350,000)	(350,000)
Closing balance			70,760

4.3.4 Equity

Total equity always equals net assets and is made up of the asset revaluation reserve, other reserves and the accumulated surplus.

4.3.5 Working capital

Working capital is the excess of current assets above current liabilities. The calculation recognises that although Council has current assets, some of those assets are committed to the future settlement of liabilities and therefore are not available for discretionary spending.

Some of Council's cash assets are restricted in that they are required by legislation to be held in reserve for specific purposes or are held to fund carry forward capital works from the previous financial year.

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Variance \$
Current assets	15,198,800	12,136,904	3,061,896
Current liabilities	3,329,010	3,095,030	233,980
Working capital	11,869,790	9,041,874	2,827,916
Intended allocation assets			
- Discretionary reserves	(7,062,063)	(6,636,100)	(425,963)
- Long service leave	(2,054,807)	(2,154,807)	100,000
Restricted allocation assets			
- Trust funds and deposits	(338,561)	(321,633)	(16,928)
Unrestricted working capital	2,414,359	(70,666)	2,485,025

In addition to the restricted assets above, Council is also projected to hold \$6.64 million in discretionary reserves at 30 June 2020. Although not restricted by a statutory purpose, Council has made decisions regarding the future use of these funds and unless there is a Council resolution, these funds are to be used for those earmarked purposes.



LODDON SHIRE COUNCIL BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.4 Statement of cash flows

This section of the report analyses the expected cash flows from the operating, investing and financing activities of Council for the 2021/22 year. Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

4.4.1 Net cash flows provided by / (used in) operating activities

Operating activities - Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.

The decrease in cash flows from operating activities is due mainly to an increase in operating costs offset by a decrease in grants. This is partially offset by a slight increase in rates and charges, which includes an increase in rates of 1.5% and garbage related charges of 10.0%.

4.4.2 Net cash flows provided by / (used in) investing activities

Investing activities - Refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment.

The decrease in payments for investing activities represents a decrease in capital works expenditure. Term deposits are also expected to decrease.

4.4.3 Net cash flows provided by / (used in) financing activities

Financing activities - Refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities include repayment of the principle component of loan repayments for the year.

Council's borrowings were fully extinguished in the 2015/16 financial year. No new are borrowings are budgeted in 2021/22.

4.4.4 Cash and cash equivalents at the end of the year

Overall, total cash and investments is forecast to decrease by \$2.88 million to \$8.59 million as at 30 June 2022, although the cash position will be determined by a number of factors including collection of outstanding amounts during the year, payment cycle for Council's creditors and movement in trust funds.

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement above indicates that Council is estimating at 30 June 2022 it will have unrestricted cash and investments of \$0.5 million, which has been restricted as shown in the following table.



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.4 Statement of cash flows (continued)

4.4.4 Cash and cash equivalents at the end of the year (continued)

	Ref	Forecast Actual 2020/21 \$	Budget 2021/22 \$	Variance \$
Total cash and investments		11,473,914	8,593,620	(2,880,294)
Intended allocation assets				
Long service leave	4.4.5	(2,054,807)	(2,154,807)	(100,000)
Discretionary reserves	4.4.6	(7,062,060)	(6,636,100)	425,960
Restricted allocation assets				
Trust funds and deposits		(338,561)	(321,633)	16,928
Unrestricted cash adjusted for discretionary reserves	4.4.7	2,018,486	(518,920)	(2,537,406)

4.4.5 Long service leave

Council has continued to treat funds set aside for employees long service leave as restricted cash. The increase in the variance is due to increased years of service by employees and increases in wage rates through the enterprise bargaining agreement.

4.4.6 Discretionary reserves

These funds are shown as a discretionary reserve as, although not restricted by a statutory purpose, Council has made decision regarding the future use of these funds and unless there is a Council resolution these funds should be used for those earmarked purposes. The decisions about future use of these funds has been reflected in Council Plan and any changes in future use of the funds will be made in the context of the future funding requirements set out in the plan.

4.4.7 Unrestricted cash and investments

These funds are free of all specific Council commitments and represent funds available to meet daily cash flow requirements, unexpected short term needs and any budget commitments which will be expended in the following year such as grants and contributions. Council regards these funds as the minimum necessary to ensure that it can meet its commitments as and when they fall due without borrowing further funds.



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2021/22 year.

The capital works projects are grouped by class and include the following:

- new works for 2021/22
- works carried forward from the 2020/21 year.

4.5.1 New works by asset expenditure type

Capital works area	Project cost	Asset expenditure types			
		New \$	Renewal \$	Upgrade \$	Expansion \$
Property					
Land	-	-	-	-	-
Land improvements	5,000	-	5,000	-	-
Total land	5,000	-	5,000	-	-
Buildings	-	-	-	-	-
Building improvements	272,500	-	272,500	-	-
Total buildings	272,500	-	272,500	-	-
Total property	277,500	-	277,500	-	-
Plant and equipment					
Plant, machinery and equipment	1,427,920	1,427,920	-	-	-
Computers and telecommunications	175,000	175,000	-	-	-
Fixtures fittings and furniture	-	-	-	-	-
Total plant and equipment	1,602,920	1,602,920	-	-	-
Infrastructure					
Roads	2,922,503	-	2,922,503	-	-
Bridges	146,701	-	146,701	-	-
Footpaths	240,814	-	240,814	-	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	1,330,000	-	-	1,230,000	100,000
Parks, open space and streetscapes	50,000	-	50,000	-	-
Other infrastructure	-	-	-	-	-
Total infrastructure	5,040,018	-	3,710,018	1,230,000	100,000
Total new works	6,920,438	1,602,920	3,987,518	1,230,000	100,000



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.5 Capital works program (continued)

4.5.2 New works by funding source

Capital works area	Project cost	Funding sources			
		Grants / contributions \$	Reserves \$	Council funded \$	Sale of assets \$
Property					
Land	-	-	-	-	-
Land improvements	5,000	-	-	5,000	-
Total land	5,000	-	-	5,000	-
Buildings	-	-	-	-	-
Building improvements	272,500	-	7,500	265,000	-
Total buildings	272,500	-	7,500	265,000	-
Total property	277,500	-	7,500	270,000	-
Plant and equipment					
Plant, machinery and equipment	1,427,920	-	1,116,066	55,000	256,854
Computers and telecommunications	175,000	-	175,000	-	-
Fixtures fittings and furniture	-	-	-	-	-
Total plant and equipment	1,602,920	-	1,291,066	55,000	256,854
Infrastructure					
Roads	2,922,503	2,000,211	121,449	800,843	-
Bridges	146,701	146,701	-	-	-
Footpaths	240,814	240,814	-	-	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	1,330,000	-	350,000	980,000	-
Parks, open space and streetscapes	50,000	-	-	50,000	-
Other infrastructure	-	-	-	-	-
Total infrastructure	5,040,018	2,387,726	821,449	1,830,843	-
Total new works	6,920,438	2,387,726	2,120,015	2,155,843	256,854



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.5 Capital works program (continued)

4.5.3 Works carried forward from the 2020/21 year by asset expenditure type

Capital works area	Project cost	Asset expenditure types			
		New \$	Renewal \$	Upgrade \$	Expansion \$
Property					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
Total land	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	-	-	-	-	-
Total buildings	-	-	-	-	-
Total property	-	-	-	-	-
Plant and equipment					
Plant, machinery and equipment	-	-	-	-	-
Computers and telecommunications	-	-	-	-	-
Fixtures fittings and furniture	-	-	-	-	-
Total plant and equipment	-	-	-	-	-
Infrastructure					
Roads	-	-	-	-	-
Bridges	-	-	-	-	-
Footpaths	-	-	-	-	-
Drainage	-	-	-	-	-
Recreation, leisure and community facilities	-	-	-	-	-
Parks, open space and streetscapes	-	-	-	-	-
Other infrastructure	-	-	-	-	-
Total infrastructure	-	-	-	-	-
Total carried forward works	-	-	-	-	-



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.5 Capital works program (continued)

4.5.4 Works carried forward from the 2020/21 year by funding source

Capital works area	Project cost	Funding sources			
		Grants / contributions \$	Reserves \$	Council funded \$	Sale of assets \$
Property					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
Total land	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	-	-	-	-	-
Total buildings	-	-	-	-	-
Total property	-	-	-	-	-
Plant and equipment					
Plant, machinery and equipment	-	-	-	-	-
Computers and telecommunications	-	-	-	-	-
Fixtures fittings and furniture	-	-	-	-	-
Total plant and equipment	-	-	-	-	-
Infrastructure					
Roads	-	-	-	-	-
Bridges	-	-	-	-	-
Footpaths	-	-	-	-	-
Drainage	-	-	-	-	-
Recreation, leisure and community facilities	-	-	-	-	-
Parks, open space and streetscapes	-	-	-	-	-
Other infrastructure	-	-	-	-	-
Total infrastructure	-	-	-	-	-
Total carried forward works	-	-	-	-	-



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.5 Capital works program (continued)

4.5.4 Summary of planned capital works expenditure by asset type

Capital works 2022/23	Project cost	Asset expenditure types			
		New \$	Renewal \$	Upgrade \$	Expansion \$
Property					
Land	-	-	-	-	-
Land improvements	505,000	-	-	-	505,000
Total land	505,000	-	-	-	505,000
Buildings	600,000	-	-	600,000	-
Building improvements	407,500	-	407,500	-	-
Total buildings	1,007,500	-	407,500	600,000	-
Total property	1,512,500	-	407,500	600,000	505,000
Plant and equipment					
Plant, machinery and equipment	2,498,233	2,498,233	-	-	-
Computers and telecommunications	120,000	120,000	-	-	-
Fixtures fittings and furniture	-	-	-	-	-
Total plant and equipment	2,618,233	2,618,233	-	-	-
Infrastructure					
Roads	3,442,679	-	3,442,679	-	-
Bridges	149,488	-	149,488	-	-
Footpaths	242,178	-	242,178	-	-
Drainage	380,000	-	350,000	30,000	-
Recreation, leisure and community facilities	2,040,000	-	290,000	750,000	1,000,000
Parks, open space and streetscapes	538,000	-	320,500	-	217,500
Other infrastructure	-	-	-	-	-
Total infrastructure	6,792,345	-	4,794,845	780,000	1,217,500
Total capital works 2022/23	10,923,078	2,618,233	5,202,345	1,380,000	1,722,500



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.5 Capital works program (continued)

4.5.4 Summary of planned capital works expenditure by asset type (continued)

Capital works 2023/24	Project cost	Asset expenditure types			
		New \$	Renewal \$	Upgrade \$	Expansion \$
Property					
Land	-	-	-	-	-
Land improvements	595,000	-	-	-	595,000
Total land	595,000	-	-	-	595,000
Buildings	700,000	-	-	700,000	-
Building improvements	407,500	-	407,500	-	-
Total buildings	1,107,500	-	407,500	700,000	-
Total property	1,702,500	-	407,500	700,000	595,000
Plant and equipment					
Plant, machinery and equipment	1,960,104	1,960,104	-	-	-
Computers and telecommunications	128,000	128,000	-	-	-
Fixtures fittings and furniture	-	-	-	-	-
Total plant and equipment	2,088,104	2,088,104	-	-	-
Infrastructure					
Roads	3,610,328	-	3,610,328	-	-
Bridges	152,328	-	152,328	-	-
Footpaths	220,510	-	220,510	-	-
Drainage	520,000	-	350,000	170,000	-
Recreation, leisure and community facilities	1,650,000	-	-	750,000	900,000
Parks, open space and streetscapes	1,023,500	-	849,500	-	174,000
Other infrastructure	-	-	-	-	-
Total infrastructure	7,176,666	-	5,182,666	920,000	1,074,000
Total capital works 2023/24	10,967,270	2,088,104	5,590,166	1,620,000	1,669,000



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.5 Capital works program (continued)

4.5.4 Summary of planned capital works expenditure by asset type (continued)

Capital works 2024/25	Project cost	Asset expenditure types			
		New \$	Renewal \$	Upgrade \$	Expansion \$
Property					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
Total land	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	407,500	-	407,500	-	-
Total buildings	407,500	-	407,500	-	-
Total property	407,500	-	407,500	-	-
Plant and equipment					
Plant, machinery and equipment	-	-	-	-	-
Computers and telecommunications	128,000	128,000	-	-	-
Fixtures fittings and furniture	1,706,155	1,706,155	-	-	-
Total plant and equipment	1,834,155	1,834,155	-	-	-
Infrastructure					
Roads	3,654,998	-	3,654,998	-	-
Bridges	155,223	-	155,223	-	-
Footpaths	216,343	-	216,343	-	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	750,000	-	-	750,000	-
Parks, open space and streetscapes	865,500	-	100,000	-	765,500
Other infrastructure	-	-	-	-	-
Total infrastructure	5,992,064	-	4,476,564	750,000	765,500
Total capital works 2024/25	8,233,719	1,834,155	4,884,064	750,000	765,500



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.5 Capital works program (continued)

4.5.5 Summary of planned capital works expenditure by funding source

Capital works 2022/23	Project cost	Funding sources			
		Grants / contributions \$	Reserves \$	Council funded \$	Sale of assets \$
Property					
Land	-	-	-	-	-
Land improvements	505,000	-	505,000	-	-
Total land	505,000	-	505,000	-	-
Buildings	600,000	282,500	317,500	-	-
Building improvements	407,500	-	7,500	400,000	-
Total buildings	1,007,500	282,500	325,000	400,000	-
Total property	1,512,500	282,500	830,000	400,000	-
Plant and equipment					
Plant, machinery and equipment	2,498,233	-	1,973,546	20,000	504,687
Computers and telecommunications	120,000	-	120,000	-	-
Fixtures fittings and furniture	-	-	-	-	-
Total plant and equipment	2,618,233	-	2,093,546	20,000	504,687
Infrastructure					
Roads	3,442,679	1,996,060	-	1,446,619	-
Bridges	149,488	149,488	-	-	-
Footpaths	242,178	242,178	-	-	-
Drainage	380,000	-	350,000	30,000	-
Recreation, leisure and community facilities	2,040,000	840,000	300,000	900,000	-
Parks, open space and streetscapes	538,000	-	-	538,000	-
Other infrastructure	-	-	-	-	-
Total infrastructure	6,792,345	3,227,726	650,000	2,914,619	-
Total capital works 2022/23	10,923,078	3,510,226	3,573,546	3,334,619	504,687



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.5 Capital works program (continued)

4.5.5 Summary of planned capital works expenditure by funding source

Capital works 2023/24	Project cost	Funding sources			
		Grants / contributions \$	Reserves \$	Council funded \$	Sale of assets \$
Property					
Land	-	-	-	-	-
Land improvements	595,000	500,000	95,000	-	-
Total land	595,000	500,000	95,000	-	-
Buildings	700,000	282,500	417,500	-	-
Building improvements	407,500	-	7,500	400,000	-
Total buildings	1,107,500	282,500	425,000	400,000	-
Total property	1,702,500	782,500	520,000	400,000	-
Plant and equipment					
Plant, machinery and equipment	1,960,104	-	1,622,706	20,000	317,398
Computers and telecommunications	128,000	-	128,000	-	-
Fixtures fittings and furniture	-	-	-	-	-
Total plant and equipment	2,088,104	-	1,750,706	20,000	317,398
Infrastructure					
Roads	3,610,328	2,014,888	-	1,595,440	-
Bridges	152,328	152,328	-	-	-
Footpaths	220,510	220,510	-	-	-
Drainage	520,000	133,333	350,000	36,667	-
Recreation, leisure and community facilities	1,650,000	600,000	300,000	750,000	-
Parks, open space and streetscapes	1,023,500	490,000	-	533,500	-
Other infrastructure	-	-	-	-	-
Total infrastructure	7,176,666	3,611,059	650,000	2,915,607	-
Total capital works 2023/24	10,967,270	4,393,559	2,920,706	3,335,607	317,398



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

4 NOTES TO THE FINANCIAL STATEMENTS (Continued)

4.5 Capital works program (continued)

4.5.5 Summary of planned capital works expenditure by funding source

Capital works 2024/25	Project cost	Funding sources			
		Grants / contributions \$	Reserves \$	Council funded \$	Sale of assets \$
Property					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
Total land	-	-	-	-	-
Buildings	-	-	-	-	-
Building improvements	407,500	-	7,500	400,000	-
Total buildings	407,500	-	7,500	400,000	-
Total property	407,500	-	7,500	400,000	-
Plant and equipment					
Plant, machinery and equipment	1,706,155	-	1,254,266	20,000	431,889
Computers and telecommunications	128,000	-	128,000	-	-
Fixtures fittings and furniture	-	-	-	-	-
Total plant and equipment	1,834,155	-	1,382,266	20,000	431,889
Infrastructure					
Roads	3,654,998	2,135,546	-	1,519,452	-
Bridges	155,223	155,223	-	-	-
Footpaths	216,343	216,343	-	-	-
Drainage	350,000	-	350,000	-	-
Recreation, leisure and community facilities	750,000	-	-	750,000	-
Parks, open space and streetscapes	865,500	483,333	-	382,167	-
Other infrastructure	-	-	-	-	-
Total infrastructure	5,992,064	2,990,445	350,000	2,651,619	-
Total capital works 2024/25	8,233,719	2,990,445	1,739,766	3,071,619	431,889



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

5 FINANCIAL PERFORMANCE INDICATORS

Indicator	Measure	Notes	Actual	Forecast	Budget	Trend
			2019/20	2020/21	2021/22	+/-
Operating position						
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	-8.06%	-22.75%	-21.85%	-
Liquidity						
Working capital	Current assets / Current liabilities	2	744.86%	456.56%	392.14%	-
Unrestricted cash	Unrestricted cash / Current liabilities		3.10%	60.63%	-16.77%	-
Obligations						
Loan and borrowings	Interest bearing loans and borrowings / Rate revenue	3	0.00%	0.00%	0.00%	O
Loan and borrowings	Interest and principal repayments on interest bearing loans and borrowings / Rate revenue		0.00%	0.00%	0.00%	O
Indebtedness	Non-current liabilities / Own source revenue		11.85%	15.24%	17.15%	O
Asset renewal	Asset renewal and upgrade expenses / Asset depreciation	4	57.71%	186.71%	52.66%	-
Stability						
Rates concentration	Rates revenue / Adjusted underlying revenue	5	38.60%	41.09%	42.13%	+
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.49%	0.48%	0.44%	-
Efficiency						
Expenditure level	Total expenses / No. of property assessments		\$3,949	\$4,991	\$4,344	O
Revenue level	Total rate revenue / No. of property assessments		\$1,227	\$1,262	\$1,266	O



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

5 FINANCIAL PERFORMANCE INDICATORS (Continued)

Indicator	Measure	Notes	Strategic Resource Plan Projections			Trend
			2022/23	2023/24	2024/25	+/-
Operating position						
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	-21.85%	-22.26%	-24.67%	O
Liquidity						
Working capital	Current assets / Current liabilities	2	238.23%	95.92%	-26.52%	-
Unrestricted cash	Unrestricted cash / Current liabilities		-150.94%	-288.67%	-431.84%	+
Obligations						
Loan and borrowings	Loans and borrowings / Rate revenue	3	0.00%	0.00%	0.00%	O
Loan and borrowings	Interest and principal repayments on interest bearing loans and borrowings / Rate revenue		0.00%	0.00%	0.00%	O
Indebtedness	Non-current liabilities / Own source revenue		19.34%	21.37%	23.41%	+
Asset renewal	Asset renewal expenses / Asset depreciation	4	64.81%	69.26%	52.80%	+
Stability						
Rates concentration	Rates revenue / Adjusted underlying revenue	5	42.26%	42.41%	42.45%	O
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.44%	0.43%	0.43%	O
Efficiency						
Expenditure level	Total expenses / No. of property assessments		\$4,323	\$4,389	\$4,542	+
Revenue level	Residential rate revenue / No. of residential property assessments		\$1,299	\$1,308	\$1,328	+

Key to forecast trend:

- + Forecasts improvement in Council's financial performance / financial position indicator
- O Forecasts that Council's financial performance / financial position indicator will be steady
- Forecasts deterioration in Council's financial performance / financial position indicator

Notes to indicators

1 *Adjusted underlying result* - An indicator of the sustainable operating result required to enable Council to continue provide core services and meet its objectives. Improvement in financial performance is expected over the period, although continued losses means reliance on Council's cash reserves or increased debt to maintain services.

2 *Working capital* - The proportion of current liabilities represented by current assets. Working capital is forecast to decrease in future years as cash and cash equivalents decrease.

3 *Debt compared to rates* - Council has repaid its final loan liability in 2015/16.

4 *Asset renewal* - This percentage indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates that Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

5 *Rates concentration* - Reflects the extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates that Council will become more reliant on rate revenue compared to all other revenue sources.



**LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022**

6 FEES AND CHARGES SCHEDULE

Council's fees and charges schedule contains the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and service provided during the 2021/22 year.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

This full document is located on Council's website.



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

APPENDIX B - AUDIT COMMITTEE FINANCIALS

In 2002 Council's Audit and Risk Committee created a reporting format that it considered appropriate for reporting Council's results on a monthly basis. That format has been used by Council since then.

The following reports show the 2020/21 Forecast Actuals, the 2021/22 Budgets, and the variance between the two.

The reports include:

- Comprehensive Income Statement by expense type
- Comprehensive Income Statement by key direction area
- Capital Expenditure Statement

COMPREHENSIVE INCOME STATEMENT BY EXPENSE TYPE

	Forecast actual 2020/21 \$	Budget 2021/22 \$	Variance \$
Revenues from ordinary activities			
Rates and charges	11,520,410	11,841,819	321,409
Statutory and user fees	1,844,975	1,775,773	(69,202)
Operating grants	9,057,586	10,967,809	1,910,223
Capital grants	13,076,677	2,387,726	(10,688,951)
Operating contributions	490,000	-	(490,000)
Capital contributions	-	-	-
Regional Roads Victoria	512,033	510,705	(1,328)
Reversal of impairment losses	-	-	-
Reimbursements	297,411	252,259	(45,152)
Interest	295,000	300,000	5,000
Total revenues	37,094,092	28,036,091	(9,058,001)
Expenses from ordinary activities			
Labour	12,287,261	12,052,504	(234,757)
Materials and services	14,424,942	9,375,758	(5,049,184)
Contracts	1,858,943	2,180,963	322,020
Utilities	523,418	559,671	36,253
Depreciation	9,666,789	9,908,459	241,670
Interest expense	-	-	-
Other expenses	334,239	336,449	2,210
Total expenses	39,095,592	34,413,804	(4,681,788)
Net (gain) / loss on sale of assets	-	-	-
Surplus / (deficit) for the year	(2,001,500)	(6,377,713)	(4,376,213)



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

APPENDIX B - AUDIT COMMITTEE FINANCIALS (Continued)

COMPREHENSIVE INCOME STATEMENT BY KEY DIRECTION AREA

	Forecast actual 2020/21 \$	Budget 2021/22 \$	Variance \$
Revenues from ordinary activities			
Rates and charges	11,520,410	11,841,819	321,409
Operating grants	9,057,586	10,967,809	1,910,223
Capital grants	13,076,677	2,387,726	(10,688,951)
Operating contributions	490,000	-	(490,000)
Capital contributions	-	-	-
User fees	1,844,975	1,775,773	(69,202)
Reimbursements	297,411	252,259	(45,152)
Reversal of impairment losses	-	-	-
Regional Roads Victoria	512,033	510,705	(1,328)
Interest	295,000	300,000	5,000
Total revenues	37,094,092	28,036,091	(9,058,001)
Expenses from ordinary activities			
Commercial services	1,267,720	1,040,180	(227,540)
Executive	3,585,070	1,878,369	(1,706,701)
Aged care	3,151,821	2,186,235	(965,586)
Community support	3,713,614	2,111,551	(1,602,063)
Early years	1,649,124	1,185,315	(463,809)
Corporate services	735,355	558,995	(176,360)
Financial services	10,593,757	10,889,789	296,032
Information management	1,270,173	1,448,716	178,543
Organisational development	1,403,955	1,225,946	(178,008)
Assets and infrastructure	1,373,638	1,358,166	(15,472)
Development and compliance	1,514,830	1,244,746	(270,084)
Works	8,836,534	9,285,795	449,261
Total expenses	39,095,592	34,413,805	(4,681,788)
Net (gain) / loss on sale of assets	-	-	-
Surplus / (deficit) for the year	(2,001,500)	(6,377,714)	(4,376,213)



LODDON SHIRE COUNCIL
BUDGET FOR THE YEAR ENDED 30 JUNE 2022

APPENDIX B - AUDIT COMMITTEE FINANCIALS (Continued)

CAPITAL EXPENDITURE STATEMENT

	Forecast actual 2020/21 \$	Budget 2021/22 \$	Variance \$
Surplus / (deficit) for the year-as per income statement	(2,001,500)	(6,377,714)	(4,376,213)
Less non-cash income			
Reversal of impairment losses	-	-	-
Add non-cash expenditure			
Net gain on sale of assets	-	-	-
Loan interest accrued	-	-	-
Depreciation	9,666,789	9,908,459	241,670
Total funds available for capital expenditure	7,665,289	3,530,745	- 4,134,544
Capital expenditure, transfers and loans			
Commercial services	2,010,437	7,500	(2,002,937)
Community support	5,146,946	1,230,000	(3,916,946)
Information management	185,000	175,000	(10,000)
Assets and infrastructure	16,614,477	3,795,018	(12,819,459)
Development and compliance	102,121	-	(102,121)
Works	2,783,214	1,712,920	(1,070,294)
Total capital works	26,842,195	6,920,438	(19,921,757)
Transfers to reserves	2,469,630	1,944,500	(525,130)
Loan repayments	-	-	-
Total capital, transfers and loans	29,311,825	8,864,938	(20,446,887)
Capital expenditure, transfers and loans will be financed by:			
Asset sales	867,071	376,854	(490,217)
Transfers from reserves	18,921,207	2,370,463	(16,550,744)
Accumulated cash surplus brought forward from previous year	4,845,880	2,987,622	(1,858,258)
Total financing of capital, transfers, and loans	24,634,158	5,734,939	(18,899,219)
Total accumulated cash surplus	2,987,622	400,746	(2,586,876)

10.7 FEES AND CHARGES FOR THE YEAR 1 JULY 2021 TO 30 JUNE 2022

File Number: 07/01/006
Author: Deanne Caserta, Manager Financial Services
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: 1. Draft Fees and Charges Schedule 2021/2022

RECOMMENDATION

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.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

A draft Schedule was submitted for consideration at the Council Forum held on 13 April 2021.

BACKGROUND

Each year, as a part of the budget process, a Fees and Charges Schedule is prepared and submitted for approval by Council. This year it is proposed that the Fees and Charges for the year 1 July 2021 to 30 June 2022 be advertised together with the draft budget, so that the community is able to see the whole suite of Council finances in context.

ISSUES/DISCUSSION

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

The approach to the 2021/22 schedule was to index fees and charges in line with the 1.5% rate cap advised by the Minister for Local Government for 2021/22. This decision is guided by the principles located within the Revenue and Rating Plan currently in draft by Council. This indexation rate last year was 2.0%.

Some cost areas within the Fees and Charges Schedule have had an increase of more than 1.5% due to rounding to nearest dollars (or five dollars).

There is also a nil increase to swimming pool fees, however a concession rate has now been included.

COST/BENEFITS

The schedule of fees and charges will help to raise an equitable contribution of revenue towards the cost of service delivery.

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

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

LODDON SHIRE COUNCIL

DRAFT FEES AND CHARGES FOR THE YEAR 1 JULY 2021 TO 30 JUNE 2022



DOCUMENT INFORMATION

DOCUMENT TYPE: Strategic document

DOCUMENT STATUS: Draft

POLICY OWNER POSITION: Manager Financial Services

INTERNAL COMMITTEE ENDORSEMENT: Not applicable

APPROVED BY: Council

DATE ADOPTED:

VERSION NUMBER: 1

REVIEW DATE: 30/06/2022

DATE RESCINDED:

RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:

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

EVIDENCE OF APPROVAL:

Chief Executive Officer

FILE LOCATION: K:\FINANCE\Budget\2020-21\Fees and Charges\STR
Fees and Charges 2020-21 v2.docx

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

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

CONTENTS

1	PURPOSE	1
2	BUDGET IMPLICATIONS	1
3	FEES AND CHARGES	1
	3.1 Building fees	1
	3.1.1 Building fees	1
	3.2 Caravan parks	3
	3.2.1 Bridgewater Public Caravan Park.....	3
	3.2.2 Pioneer Caravan Park – Wedderburn.....	5
	3.3 Rental properties	7
	3.3.1 Elderly persons units.....	7
	3.4 Public health	7
	3.4.1 Food Act registration fees	7
	3.4.2 Public Health and Wellbeing Act registration fees	9
	3.4.3 Residential Tenancies Act and Regulations (caravan parks).....	9
	3.4.4 Environment Protection Act application fees	9
	3.5 Aged and disability services.....	10
	3.5.1 Home and community care for younger people program	10
	3.5.2 Commonwealth home support program	11
	3.5.3 Transport for aged service clients	11
	3.5.4 Brokered services: linkages, post-acute care, aged care packages, carer support services, WorkCover	12
	3.5.5 Capped account limits.....	12
	3.5.6 Department of Veteran Affairs	12
	3.6 Local laws.....	13
	3.6.1 Domestic Animals Act 1994	13
	3.6.2 Domestic Animals Act 1994 - reduced fee criteria	13
	3.6.3 Impounding of Livestock Act 1994.....	14
	3.6.4 Local Law No. 4 – Environment (2015) infringements	14
	3.6.5 Local Law No. 2 - Street and Roads (Amendment No 2 2010) infringements	14
	3.6.6 Environment Protection Act 1970 penalties	14
	3.6.7 Country Fire Authority Act 1958	14
	3.6.8 Local Law No. 5 – Livestock (2005)	14
	3.6.9 Domestic Animals Act 1994	14
	3.6.10 Local Law No. 2 – Streets and Roads - Part 4	14
	3.6.11 Local laws permits	14
	3.6.12 Clearing fire hazard blocks	15
	3.7 Town planning	15
	3.7.1 Planning fees	15
	3.8 Swimming pools	16

3.8.1 Pool fees.....	16
3.9 Roads.....	17
3.9.1 Road reinstatement fees.....	17
3.9.2 Application for consent to work within municipal road reserve.....	17
3.10 Tourism.....	18
3.10.1 Loddon Discovery Tours.....	18
3.10.2 Loddon Valley Website.....	18
3.11 Waste management.....	18
3.11.1 Domestic waste, e-waste and recyclables.....	18
3.11.2 Tyres.....	19
3.12 Miscellaneous.....	19
3.12.1 Rates.....	19
3.12.2 Photocopying, faxing and printing.....	19
3.12.3 Private works.....	19
3.12.4 Insurance.....	20
3.12.5 Freedom of information requests.....	20
3.12.6 Water charges.....	20
3.12.7 Senior citizens room hire.....	20
3.12.8 Other room hire.....	21
3.12.9 Boat launching fees.....	22

1 PURPOSE

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

2 BUDGET IMPLICATIONS

The fees and charges included in the document will be incorporated into Council's 2020/2021 Budget.

3 FEES AND CHARGES

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

PLEASE NOTE: M or D determines the type of fee or charge as below:
M = Mandatory and is set by another organisation/government department
D = Discretionary and is set by Council

3.1 Building fees

3.1.1 Building fees

Building fees	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
New dwellings, dwelling additions, sheds, carports, veranda	Application	D	Yes	\$500.00 (Cost Of Building Works (COBW) / \$200.00)
Fences, retaining walls and swimming pools (including safety barriers)	Application	D	Yes	\$450.00
Other classes - fee will be determined depending on type of building e.g. factory, retail shop, workshop etc.	Application	D	Yes	On request
Demolitions	Application	D	Yes	\$525.00
Re-erection of a dwelling	Application	M	Yes	\$900.00 + (COBW / \$200.00)
Retention of building works (Works less than \$5,000)	Application	D	Yes	\$520.00
Retention of building works (Works more than \$5,000)	Application	D	Yes	\$1,035.00
Additional inspections	Inspection	D	Yes	\$195.00
Extensions of time on permits	Application	D	Yes	\$275.00

Building fees	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Application to register swimming pool	Application	M	No	\$31.80
Swimming pool archive search fee	Application	M	No	\$47.20
Lodgement of swimming pool certificate of compliance	Lodgement	M	No	\$20.40
Lodgement of swimming pool certificate of non-compliance	Lodgement	M	No	\$385.00
Swimming pool safety barrier inspection fee	Initial inspection	D	Yes	\$505.00
Swimming pool safety barrier inspection fee	Additional inspection	D	Yes	\$195.00
State Building Levy	Application	M	No	0.128%
Re-erection of a dwelling – bond / surety	Application	D	No	\$10,000.00
Lodgement fee (Section 30)	Lodgement	M	No	\$121.90
Property information	Per application	M	No	\$47.20
Report and consent fee	Application	M	No	\$290.40
Minor amendment fee	Application	D	Yes	\$100.00
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$87.00
Application under section 29A of the Building Act 1993	Application	M	No	\$85.20
Point of discharge for stormwater	Application	M	No	\$144.70
Inspection compliance report	Application	D	Yes	\$505.00
PoPE fee with a paid entry event (per event)	Application	D	Yes	\$623.00
Temporary structure within paid entry PoPE event	Application	D	Yes	\$121.00
PoPe fee with a free entry event (per event)	Application	D	Yes	\$311.00
Temporary structure within free entry PoPE event	Application	D	Yes	\$60.00
Application for Protection of Public Regulation 116(4)	Application	M	No	\$294.70
Application to build above or below Public Facilities Regulation 134(2)	Application	M	No	\$290.40

3.2 Caravan parks

3.2.1 Bridgewater Public Caravan Park

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2021/2022 Proposed fee
Cabins				
Cabin (peak period)	Per night 2 people	D	Yes	\$140.00
Cabin additional persons	Per night per person	D	Yes	\$10.00
Cabin (off peak period)	Per night 2 people	D	Yes	\$118.00
Additional person	Per night per person	D	Yes	\$10.00
Sites				
Powered site (peak period)	Per night 2 people	D	Yes	\$42.00
Additional persons	Per night per person	D	Yes	\$6.00
Powered site (off peak period)	Per night 2 people	D	Yes	\$37.00
Additional persons	Per night per person	D	Yes	\$6.00
Powered site (peak period)	Per week 2 people	D	Yes	\$186.00
Additional persons	Per person per night for the week	D	Yes	\$6.00
Powered site (off peak period)	Per week 2 people	D	Yes	\$160.00
Additional persons	Per person per night for the week	D	Yes	\$6.00
Unpowered site (peak period)	Per night 2 people	D	Yes	\$32.00
Additional persons	Per night per person	D	Yes	\$6.00
Unpowered site (off peak period)	Per night 2 people	D	Yes	\$27.00
Additional persons	Per night per person	D	Yes	\$6.00
Unpowered site	Per week 2 people	D	Yes	\$129.00
Additional persons	Per person per night for the week	D	Yes	\$6.00
Other				
Washing machine use	Per cycle	D	Yes	\$6.00
Tumble dryer	Per cycle	D	Yes	\$2.00

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

3.2.2 Pioneer Caravan Park – Wedderburn

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2021/2022 Proposed fee
Deluxe cabin self-contained	Per night 2 people	D	Yes	\$129.00
Deluxe cabin self-contained	Per week 2 people	D	Yes	\$755.00
Additional to two people staying	Per person per night	D	Yes	\$16.00
Deluxe cabin	Per night 2 people	D	Yes	\$98.00
Deluxe cabin per week	Per week 2 people	D	Yes	\$565.00
Deluxe cabin - more than 2 people staying	Per person per night additional to above	D	Yes	\$16.00
Standard cabin	Per night 2 people	D	Yes	\$87.00
Standard cabin per week	Per week 2 people	D	Yes	\$477.00
Standard cabin – additional to 2 people staying	Per person per night additional to above	D	Yes	\$11.00
Powered sites				
Overnight fee	Per night 2 people	D	Yes	\$22.00
Weekly fee	Per week 2 people	D	Yes	\$103.00
Additional to 2 people staying	Per person per night	D	Yes	\$6.00
Unpowered sites				
Overnight fee	Per night 2 people	D	Yes	\$17.00
Weekly fee	Per week 2 people	D	Yes	\$103.00
Additional to 2 people staying at an unpowered site	Per person per night	D	Yes	\$6.00
Permanent resident				
Weekly fee (GST @ 5.5%)	Per week	D	Yes	\$68.00
Annual fee (GST @ 5.5%)	Per year	D	Yes	\$3,385.00
Power charges - as per tariff supplied by electrical supplier	As metered	D	Yes	

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2021/2022 Proposed fee
Annual tenant				
Annual fee - holiday caravan site	Per year	D	Yes	\$1,179.00
Power charges - as per tariff supplied by electrical supplier	As metered	D	Yes	As metered
Other				
Washing machine	Per cycle	D	Yes	\$6.00
Tumble dryer	Per cycle	D	Yes	\$2.00
Storage	Per week	D	Yes	\$12.00
Shower	Per shower	D	Yes	\$8.00

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

3.3 Rental properties

3.3.1 Elderly persons units

Elderly persons units	Unit rate	M or D	Is GST applicable ?	2021/2022 Proposed fee
Dingee				
Unit 1	Per week	D	No	\$96.00
Unit 2	Per week	D	No	\$96.00
Unit 3	Per week	D	No	\$96.00
Unit 4	Per week	D	No	\$96.00
Unit 5	Per week	D	No	\$96.00
Pyramid Hill				
Unit 1	Per week	D	No	\$82.00
Unit 2	Per week	D	No	\$89.00
Unit 3	Per week	D	No	\$82.00
Unit 4	Per week	D	No	\$82.00
Serpentine				
Unit 1	Per week	D	No	\$96.00
Unit 2	Per week	D	No	\$96.00
Unit 3	Per week	D	No	\$96.00
Unit 4	Per week	D	No	\$96.00
Unit 5	Per week	D	No	\$96.00

3.4 Public health

3.4.1 Food Act registration fees

Food premises	Unit rate	M or D	Is GST applicable ?	2021/2022 Proposed fee
Businesses				
Registration of premises (class 1)	Each	D	No	\$389.00
Registration of premises (class 2)	Each	D	No	\$300.00
Registration of premises (class 3)	Each	D	No	\$187.00
Notification of premises (class 4)				
Not permitted under the Food Act 1984	Each	M	No	N/A
Temporary Food Premises – 12 month registration	For the year			50% of applicable class fee
Temporary Food Premises – Short Term Registration	For registration period			25% of applicable class fee

Food premises	Unit rate	M or D	Is GST applicable ?	2021/2022 Proposed fee
Temporary Food Premises - with a Fixed Premises registered with Loddon Shire	For the Year			25% of applicable class fee
Mobile Food Premises - Business	For the year			As per class fee above
Mobile Food Premises - with a Fixed Premises registered with Loddon Shire	For the year			25% of applicable Class registration Fee
Community Groups				
Community group with Liquor Licence Fixed Premises (class 2)	Each	D	No	\$160.00
Community group without Liquor Licence Fixed Premises (class 2)	Each	D	No	\$111.00
Community group with Liquor Licence Fixed Premises (class 3)	Each	D	No	\$100.00
Community group without Liquor Licence Fixed Premises (class 3)	Each	D	No	\$75.00
Notification of premises (class 4) Not permitted under the Food Act 1984	Each	M	No	N/A
Temporary Food Premises – Community Group (yearly and short term fee)	For the year	D	No	\$28.00
Temporary Food Premises – Community Group with a Fixed Premises	For the year	D	No	No charge
Mobile Food Premises – Community Group	For the year	D	No	\$28.00
All Groups				
Inspection and report	Each	D	Yes	\$207.00
Transfer of registration (includes mandatory inspection charge)	Each	D	No	\$192.00
Late payment of annual registration fee (additional charge added to annual registration fee)	Each	D	No	50% of applicable fee
Additional inspection fee (applied to each subsequent inspection beyond the 3 allowed in each registration year)	Each	D	Yes	\$207.00

3.4.2 Public Health and Wellbeing Act registration fees

Health premises	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Registration of premises (prescribed accommodation)	Each	D	No	\$215.00
Registration of health premises (undertaking 1 activity)	Each	D	No	\$153.00
Registration of health premises (undertaking 2 or more activities)	Each	D	No	\$176.00
Registration of low risk premises (life time registration unless premises relocates)	Each	D	No	\$153.00
Swimming Pools (class 1)	Each	D	No	\$209.00
Inspection and report	Each	D	Yes	\$207.00
Late payment of annual registration fee	Each	D	No	50% of applicable fee
Transfer of registration	Each	D	No	50% of applicable fee

3.4.3 Residential Tenancies Act and Regulations (caravan parks)

Caravan parks	Unit rate	M or D	Is GST applicable ?	2021/2022 Proposed fee
Registration - as per schedule in regulations	Per site	M	No	As set within Regulation
Transfer of premises - as per schedule in regulations	Each	M	No	As set within Regulation
Transfer inspection report	Each	D	Yes	\$207.00
Application to install a moveable dwelling / rigid annex	Each	D	Yes	\$71.00

3.4.4 Environment Protection Act application fees

Onsite Wastewater Management	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Installation of new onsite wastewater management system or significant alterations	Each	D	No	As set within Regulation
Minor amendments to recently issued permits and completion of expired permit without inspection	Each	D	No	As set within Regulation
Permit extension - 1 year	Each	D	No	As set within Regulation

Onsite Wastewater Management	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Alteration to an existing onsite wastewater management system	Each	D	No	As set within Regulation
Inspection fee	Each	D	Yes	\$207.00
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$87.00

- The Environment Protection regulations are due to commence on 1 July 2021 as part of the regulations a range of onsite wastewater management fees will be introduced

3.5 Aged and disability services

3.5.1 Home and community care for younger people program

Aged care services	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Home care – low	Per hour	D	No	\$6.36
Home care – medium	Per hour	D	No	\$16.16
Home care – high	Per hour	D	No	\$36.32
Personal care – low	Per hour	D	No	\$4.80
Personal care – medium	Per hour	D	No	\$9.80
Personal care – high	Per hour	D	No	\$40.60
Respite care – low	Per hour	D	No	\$3.28
Respite care – medium	Per hour	D	No	\$4.96
Respite care – high	Per hour	D	No	\$37.36
Negotiated fee variation – home care	Per hour	D	No	\$2.58
Negotiated fee variation – personal care	Per hour	D	No	\$1.56
Meals on wheels – low and medium	Per meal	D	No	\$9.88
Meals on wheels – high	Per meal	D	No	\$12.16
Property maintenance – low	Per hour	D	No	\$12.96
Property maintenance – medium	Per hour	D	No	\$19.48
Property maintenance – high	Per hour	D	No	\$51.60
Property maintenance – mod construction	Per hour	D	No	\$24.92
Planned activity group – core	Per session	D	No	\$8.16
Planned activity group – high	Per session	D	No	\$8.16

3.5.2 Commonwealth home support program

Home support program	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Domestic assistance – low	Per hour	D	No	\$6.36
Domestic assistance – medium	Per hour	D	No	\$16.16
Domestic assistance – high	Per hour	D	No	\$36.32
Personal care – low	Per hour	D	No	\$4.80
Personal care – medium	Per hour	D	No	\$9.52
Personal care – high	Per hour	D	No	\$40.60
Flexible respite – low	Per hour	D	No	\$3.28
Flexible respite – medium	Per hour	D	No	\$4.96
Flexible respite – high	Per hour	D	No	\$37.36
Meals on wheels – low and medium	Per meal	D	No	\$9.72
Meals on wheels – high	Per meal	D	No	\$12.16
Meals – other	Per meal	D	No	\$9.72
Home maintenance – low	Per hour	D	No	\$12.76
Home maintenance – medium	Per hour	D	No	\$19.16
Home maintenance – high	Per hour	D	No	\$51.52
Home maintenance – mod construction	Per hour	D	No	\$24.92
Social support – group	Per session	D	No	\$8.00
Social support – individual	Per session	D	No	\$8.00

3.5.3 Transport for aged service clients

Transport for aged service clients	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Transport within town	Per trip	D	No	\$5.70
Transport under 20km to destination	Per trip	D	No	\$11.20
Transport 20-50km to destination	Per trip	D	No	\$22.60
Transport 50-100km to destination	Per trip	D	No	\$34.00
Transport 100-150km to destination	Per trip	D	No	\$45.20
Transport over 150km to destination	Per trip	D	No	\$56.60

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

Services	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Home care	Per hour	D	Yes	\$53.38
Personal care	Per hour	D	Yes	\$53.38
Respite care	Per hour	D	Yes	\$53.38
Weekend personal / respite care	Per hour	D	Yes	\$105.34
Property maintenance	Per hour	D	Yes	\$68.88
Meals on wheels	Per meal	D	Yes	\$14.44
Travel	Per km	D	Yes	\$1.26
Annual home safety check	Per check	D	Yes	\$57.87

3.5.5 Capped account limits

Capped account limits	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Client monthly account - single - 4 week account cycle	Per month	D	No	\$250.00
Client monthly account - single - 5 week account cycle	Per month	D	No	\$312.00
Client monthly account - single - 6 week account cycle	Per month	D	No	\$375.00
Client monthly account - double - 4 week account cycle	Per month	D	No	\$446.00
Client monthly account - double - 5 week account cycle	Per month	D	No	\$557.00
Client monthly account - double - 6 week account cycle	Per month	D	No	\$669.00

3.5.6 Department of Veteran Affairs

Department of Veterans Affairs	Unit rate per client	M or D	Is GST applicable?	2021/2022 Proposed fee
Home care	Per hour	M	Yes	\$64.68
Personal care	Per hour	M	Yes	\$80.03
Personal care – weekend	Per hour	M	Yes	\$98.34
Respite care	Per hour	M	Yes	\$62.04
Respite care – weekend	Per hour	M	Yes	\$81.51
Emergency respite	Per hour	M	Yes	\$66.06
Emergency respite – weekend	Per hour	M	Yes	\$74.36
Property maintenance	Per hour	M	Yes	\$66.61
Co-payment – average of all fees	Per session	M	No	\$5.00

3.6 Local laws

3.6.1 Domestic Animals Act 1994

Animal registration period 1 April 2021 to 31 March 2022

Domestic animals	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Registration fee - unsterilized animal	Per animal	D	No	\$125.00
Registration fee - unsterilized animal - pensioners' concession	Per animal	D	No	50% of above fee
Registration fee - reduced fee (refer criteria)	Per animal	D	No	\$31.00
Registration fee - reduced fee (refer criteria) - pensioners' concession	Per animal	D	No	50% of above fee
Registration fee - dangerous / menacing or restricted breed dog (no reduced fee available under S 15(7) of the Act)	Per animal	D	No	\$125.00
Impounding of dog or cat	Per animal	D	No	\$76.50
Annual licence fee for Domestic Animal Business Registration	Per licence	D	No	\$156.00
Transfer from another council (registration must be for current period)	Per animal	D	No	Nil

3.6.2 Domestic Animals Act 1994 - reduced fee criteria

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

3.6.3 Impounding of Livestock Act 1994

Livestock	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Sheep or goat (per head, up to 10 head)	Impoundment	D	No	\$76.70
Sheep or goat (per head, more than 10)	Impoundment	D	No	\$1.50
Sheep or goat (per head)	Daily feeding	D	Yes	\$2.50
Sheep or goat (per head)	Daily feeding	D	Yes	\$2.50
Horse, cow or ram (per head)	Impoundment	D	No	\$76.70
Horse, cow or ram(per head)	Daily feeding	D	Yes	\$11.40
Other livestock (per head)	Impoundment	D	No	\$76.70
Other livestock (per head)	Daily feeding	D	Yes	\$11.40

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

3.6.4 Local Law No. 4 – Environment (2015) infringements3.6.5 Local Law No. 2 - Street and Roads (Amendment No 2 2010) infringements3.6.6 Environment Protection Act penalties3.6.7 Country Fire Authority Act 19583.6.8 Local Law No. 5 – Livestock (2005)3.6.9 Domestic Animals Act 19943.6.10 Local Law No. 2 – Streets and Roads - Part 4

Local laws permits	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Division one – Advertising signs	Per sign	D	No	\$53.80
Division two – Trading from road	Per day	D	No	\$53.80
Division three – Display of goods	Per site	D	No	\$53.80
Division four – Street furniture and outdoor eating	Per permit	D	No	\$28.40
Outdoor area public liability insurance	Per permit	D	No	\$11.70

3.6.11 Local laws permits

Local laws permits	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
All other local laws permits	Per permit	D	No	\$27.40

3.6.12 Clearing fire hazard blocks

Fire hazard blocks	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Clearing of fire hazards – blocks	Per block	D	Yes	At cost plus \$110.00 admin fee plus GST

3.7 **Town planning**3.7.1 Planning fees

Permits	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Use only	Application	M	No	\$1,318.10
VicSmart applications (confirm with Planning Officer if your application qualifies)				
Less than \$10,000	Application	M	No	\$199.95
More than \$10,001	Application	M	No	\$429.50
Application to subdivide or consolidate land (as permitted by VicSmart regulations)	Application	M	No	\$199.95
Single dwelling and ancillary to dwelling (based on value of development)				
Less than \$10,000	Application	M	No	\$199.95
\$10,001 to \$100,000	Application	M	No	\$629.40
\$100,001 to \$500,000	Application	M	No	\$1,288.45
\$500,001 to \$1,000,000	Application	M	No	\$1,392.15
\$1M > \$2M	Application	M	No	\$1,495.80
Other development (based on value of development)				
\$10,001 to \$100,000	Application	M	No	\$1,147.75
\$100,001 to \$1,000,000	Application	M	No	\$1,547.65
\$1M to \$5M	Application	M	No	\$3,413.70
\$5M to \$15M	Application	M	No	\$8,700.85
\$15M to \$50M	Application	M	No	\$25,658.30
\$50M to \$100M	Application	M	No	\$57,670.15
Subdivision				
To subdivide an existing building	Application	M	No	\$1,318.10
To subdivide land into 2 lots	Application	M	No	\$1,318.10
To subdivide land into <u>more than 2</u> lots	Application	M	No	\$1,318.10 per 100 lots
To remove a restriction (within the meaning of the Subdivision Act 1988) over land	Application	M	No	\$1,318.10
To create, vary or remove a restriction within the meaning of the Subdivision Act 1988, or to create or remove a right of way	Application	M	No	\$1,318.10

Permits	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
To create, vary or remove an easement other than a right of way, or to vary or remove a condition in the nature of an easement in a Crown grant.	Application	M	No	\$1,318.10
Secondary consent	Application	M	No	\$195.10
Extension of time to permit	Application	M	No	\$200.00
Certification of plan of subdivision	Application	M	No	\$174.75
Alteration of a plan under Section10(2) prior to Certification	Application	M	No	\$111.05
Amendment of a certified plan under section11(1) of the Act	Application	M	No	\$140.70
Planning enquiry	Application	D	Yes	\$42.70
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$87.30

3.8 Swimming pools

3.8.1 Pool fees

Pool fees	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
*Concession cards accepted: Heath Care, Student, Veterans Affairs, Victorian Carers, Pension and Seniors Cards				
Season tickets				
Family	Per season	D	Yes	\$132.00
Family concession*	Per season	D	Yes	\$105.00
Adult	Per season	D	Yes	\$77.00
Adult concession*	Per season	D	Yes	\$62.00
Child	Per season	D	Yes	\$51.00
Entrance fees				
Family (for 1 or 2 adults and their dependent children under 18)	Per entry	D	Yes	\$10.50
Family concession*	Per entry	D	Yes	\$8.50
Adult	Per entry	D	Yes	\$5.00
Adult concession*	Per entry	D	Yes	\$4.00
Child	Per entry	D	Yes	\$2.50
School groups	Per entry	D	Yes	\$1.30
Adult - non-swimmer	Per entry	D	Yes	Nil
Companion Card holder	Per entry	D	Yes	Nil
Child - non-swimmer	Per entry	D	Yes	Nil
One lifeguard in attendance	Per hour	D	Yes	\$19.70

Pool fees	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Two lifeguards in attendance	Per hour	D	Yes	\$58.90
Swimming lessons / exercise classes				
One lifeguard in attendance	Per hour	D	Yes	\$19.70
Two lifeguards in attendance	Per hour	D	Yes	\$58.90
Out of session hire				
Includes one lifeguard	Per hour	D	Yes	\$51.00
For profit – during public operating hours				
Lane hire / per lane	Per hour	D	Yes	\$11.00 first hour \$6.00 every hour after

3.9 Roads

3.9.1 Road reinstatement fees

Roads	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Minimum charge	Event	D	Yes	\$118.80
Sealed pavement (surface only)	Per m ²	D	Yes	\$146.20
Unsealed pavement	Per m ²	D	Yes	\$97.50
Trench off pavement	Per m ²	D	Yes	\$48.80
Footpath (100-200mm concrete)	Per m ²	D	Yes	\$156.30
Footpath (other sealed asphalt)	Per m ²	D	Yes	\$156.30

3.9.2 Application for consent to work within municipal road reserve

Roads	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Fee structure determined pursuant to the Roads Management (Works and Infrastructure) 2015 Regulations. Current fee unit rate is available at www.vicroads.vic.gov.au	Application	M	Yes	See relevant legislative document

3.10 Tourism

3.10.1 Loddon Discovery Tours

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

3.10.2 Loddon Valley Website

Website	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Subscription	Per year	D	Yes	\$55.90

3.11 Waste management

3.11.1 Domestic waste, e-waste and recyclables

Waste, e-waste and recyclables	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Minimum Fee	Min. charge	D	Yes	\$10.00
General waste (up to 4m ³)	Per m ³	D	Yes	\$31.00
Recyclable materials (up to 1m ³)	Per m ³	D	Yes	Nil
Recyclable materials (1m ³ to 4m ³)	Per m ³	D	Yes	\$7.00
Domestic green waste (up to 4m ³)	Per m ³	D	Yes	\$13.00
Refrigerators, freezers, and air conditioners (e-waste)	Each	D	Yes	\$18.00
Televisions and computer monitors (e-waste)	Each	D	Yes	\$14.00
Uncontaminated bricks and concrete (up to 4m ³)	Per m ³	D	Yes	\$33.00
Mattress (single)	Each	D	Yes	\$13.00
Mattress (double or larger)	Each	D	Yes	\$18.00
Metals (up to 4m ³)	Per m ³	D	Yes	Nil
Cars (complete or close)	Each	D	Yes	\$28.00

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

3.11.2 Tyres

Tyres	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Car tyre	Each	D	Yes	\$13.00
Car tyre on rim	Each	D	Yes	\$30.00
4 wheel drive / light truck tyre	Each	D	Yes	\$17.00
Truck tyre	Each	D	Yes	\$35.00
Super single tyre	Each	D	Yes	\$55.00
Truck tyre on rim	Each	D	Yes	\$55.00
Small tractor tyre	Each	D	Yes	\$128.00
Large tractor tyre	Each	D	Yes	\$212.00

3.12 **Miscellaneous**3.12.1 Rates

Rates	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Land information certificates	Application	M	No	\$27.00
Rates search	Application	D	Yes	\$53.80

3.12.2 Photocopying, faxing and printing

Photocopying, faxing and printing	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Black and white - single sided	Per page	D	Yes	\$0.80
Black and white - double sided	Per page	D	Yes	\$1.20
Colour - single sided	Per page	D	Yes	\$1.20
Colour - double sided	Per page	D	Yes	\$1.60
Fax – Send first page	First page	D	Yes	\$2.20
Fax – Send subsequent pages	Subsequent	D	Yes	\$1.20
Fax – Receive per page	Per page	D	Yes	\$0.70

3.12.3 Private works

Private works	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
For community groups	Per job	D	Yes	At cost
For private residents	Per job	D	Yes	At cost plus 30%

3.12.4 Insurance

Public Liability Insurance	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Casual hirer's of Council Owned or Controlled Facilities – limit \$10M	Per hire	D	Yes	\$12.00
Casual hirer's of Council Owned or Controlled Facilities – limit \$20M	Per hire	D	Yes	\$15.00
Performers/Stallholders/Artists/Buskers/Street Stalls/Participants – limit \$10M	Per event	D	Yes	\$25.00
Performers/Stallholders/Artists/Buskers/Street Stalls/Participants – limit \$20M	Per event	D	Yes	\$40.00
Permit holders – limit \$10M	Per trader	D	Yes	\$15.00
Permit holders – limit \$20M	Per trader	D	Yes	\$20.00

3.12.5 Freedom of information requests

Freedom of information	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Freedom of information requests	Per request	M	No	\$29.60
FOI search charge	Hourly	M	No	\$21.70
FOI supervision charge	Quarter hourly	M	No	\$5.45

3.12.6 Water charges

Water	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Water via standpipes (Inglewood, Tarnagulla, Mitiamo, Pyramid Hill and Wedderburn)	Per kilolitre	D	No	\$5.30
Emergency water supply point - Bridgewater (non-potable water)	Per kilolitre	D	No	\$3.35
Truck wash facility use	Per minute	D	No	\$1.00

3.12.7 Senior citizens room hire

Room hire	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Community group session	Per session	D	Yes	\$17.00
Private / commercial session	Per session	D	Yes	\$73.00
Government session	Per session	D	Yes	\$44.00
Daily government rate	Per day	D	Yes	\$86.00
Weekly government rate	Per week	D	Yes	\$114.00
Monthly government rate	Per month	D	Yes	\$425.00

3.12.8 Civic offices room hire

Room hire	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Large meeting rooms in Wedderburn Office or Council Chambers in Serpentine				
Community group session	Per session	D	Yes	\$26.00
Private / government session	Per session	D	Yes	\$50.00
Daily government rate	Per day	D	Yes	\$100.00
Weekly government rate	Per week	D	Yes	\$163.00
Monthly government rate	Per month	D	Yes	\$435.00
Small meeting room in Wedderburn Office (sits up to 4 people)				
Community group session	Per session	D	Yes	\$13.00
Private / government session	Per session	D	Yes	\$25.00
Daily government rate	Per day	D	Yes	\$50.00
Weekly government rate	Per week	D	Yes	\$87.00
Monthly government rate	Per month	D	Yes	\$325.00

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

3.12.9 Committee managed facilities room hire

These charges are retained by the committee of management to cover the costs of maintaining the facility.

Fees for each community asset committee are being finalised and will be available on Council's website. These will be reviewed and updated by each committee of management on an ongoing basis.

Committee
Boort Aerodrome Community Asset Committee
Boort Memorial Hall Community Asset Committee
Boort Park Community Asset Committee
Bridgewater on Loddon Memorial Hall Community Asset Committee
Campbells Forest Hall Community Asset Committee
Donaldson Park Community Asset Committee
East Loddon Community Centre Community Asset Committee
Hard Hill Tourist Reserve Community Asset Committee
Inglewood Community Elderly Persons Units Community Asset Committee
Inglewood Community Sports Centre Community Asset Committee
Inglewood Town Hall Hub Community Asset Committee
Jones Eucalyptus Distillery Site Community Asset Committee
Korong Vale Mechanics Hall Community Asset Committee
Korong Vale Sports Centre Community Asset Committee
Little Lake Boort Community Asset Committee
Pyramid Hill Memorial Hall Community Asset Committee
Pyramid Hill Swimming Pool Kiosk Community Asset Committee

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
Yando Public Hall Community Asset Committee

3.12.10 Boat launching fees

Boat launching fees	Unit rate	M or D	Is GST applicable?	2021/2022 Proposed fee
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per season	D	Yes	Nil
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per month	D	Yes	Nil
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per day	D	Yes	Nil
Boat launching fees at Bridgewater Caravan Park	Per season	D	Yes	Nil
Boat launching fees at Bridgewater Caravan Park	Per day	D	Yes	Nil

For 2019/20, 2020/21 and 2021/22, no boat launching fees will be charged. The revenue is covered by the Boat Launching and Parking Fees Abolition Program provided by the State Government and is to be reviewed in subsequent years.

10.8 DRAFT REVENUE AND RATING PLAN

File Number: 09/04/001
Author: Deanne Caserta, Manager Financial Services
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: 1. Draft Revenue and Rating Plan v1

RECOMMENDATION

That Council approves the Draft Revenue and Rating Plan for the purposes of public exhibition.

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 November 2020 briefing, Council was informed of a nine step process for the development of the Revenue and Rating Plan.

Since this time, Council has completed five of these nine steps with the public consultation (step 6) now reached.

BACKGROUND

In 2017, Council established the first Rating Strategy (the Strategy) and conducted a review of the document in April 2019. The Strategy expires in 2021.

This document included the basic principles for rate collection within Council and replaced the information that was previously published within the Annual Budget to ensure Council's position remained transparent and available to all ratepayers.

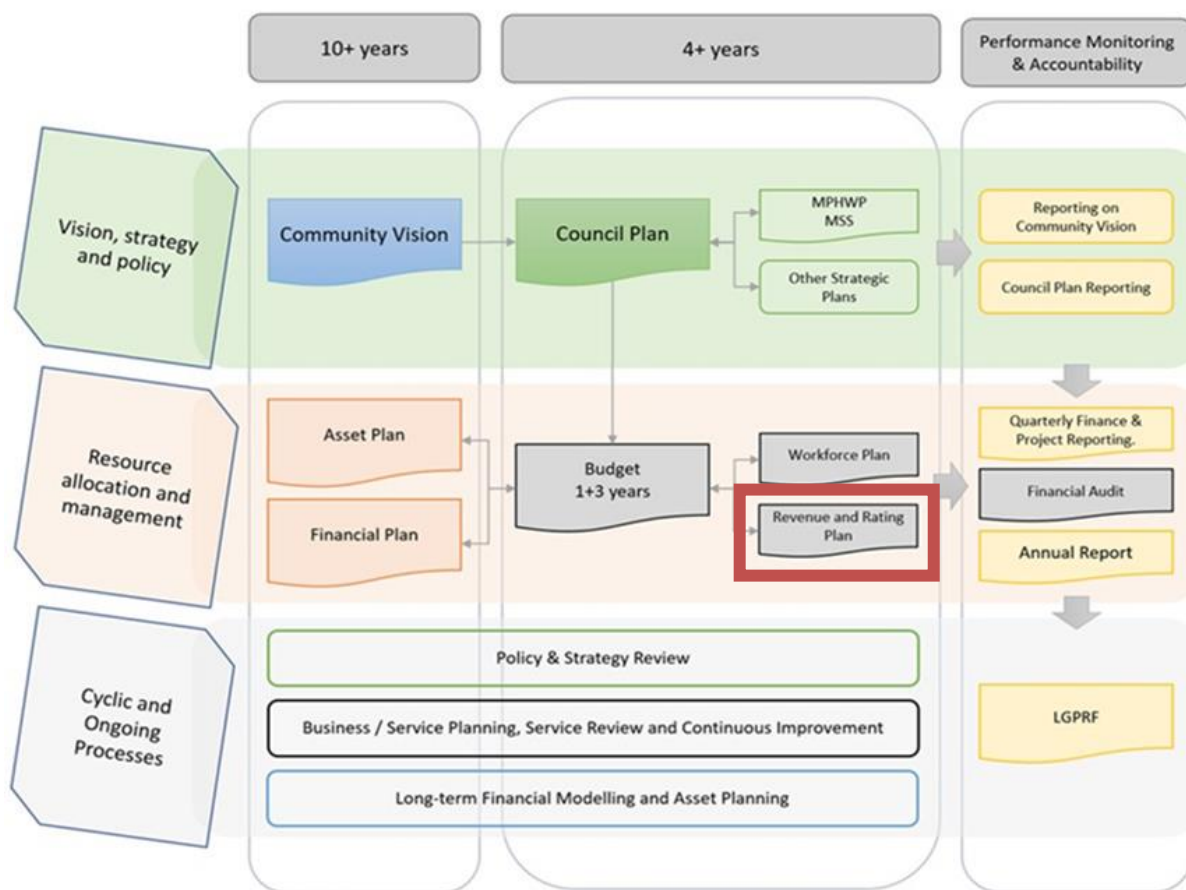
The Local Government Act 2020 (LGA 2020) requires each Council to prepare a Revenue and Rating Plan (Plan) to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

This will see Council build on the current Strategy and add to the required revenue components.

ISSUES/DISCUSSION

The purpose of the Plan is to determine the most appropriate and affordable revenue and rating approach for Loddon Shire Council which, in conjunction with other income sources, will adequately finance the objectives in the Council Plan.

This Plan is an important part of Council's integrated planning and reporting framework, all of which helps Council achieve its vision. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Job, Precincts and Regions

This Plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

In particular, this Plan will set out decisions that Council has made in relation to rating options available to it under the LGA 2020 to ensure fair and equitable distribution of rates across property owners.

It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

The Plan does not set revenue targets for Council; it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

COST/BENEFITS

The Plan will be used to guide Council in making decisions around the setting of rates, municipal charges and fees and the equitable distribution of these fees and charges for future long term Financial Plans and Annual Budgets.

RISK ANALYSIS

The principles of good governance require Council to provide ongoing or periodic monitoring and review of the impact of major decisions. It is essential that Council evaluates, on a regular basis, the legislative objectives to which it must have regard and those other objectives which Council determines are relevant.

Council is seeking to fully document its objectives and approach to the raising of revenue and rates in line with its goal of providing transparency in its decision-making.

CONSULTATION AND ENGAGEMENT

The document has been subject to the normal approval process of Policy Review Group, and Council Forum prior to presentation in the Council Meeting Agenda.

If endorsed, Council will place this document out for public consultation along with seeking feedback from the community reference group for a period of 28 days before recommending adoption.



REVENUE AND RATING PLAN 2021-2025



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	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:	Annual Budget Council Plan Financial Plan Fees and Charges Schedule
RELATED LEGISLATION:	Local Government Act 1989 Local Government Act 2020 Valuation of Land Act 1960 Local Government Revenue and Rating Plan – Better Practice Guide 2021
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: K:\FINANCE\Strategies\Rating and Revenue Plan\STR Revenue and Rating Plan v1 - DRAFT.docx

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

CONTENTS

1	PURPOSE	1
2	INTRODUCTION	2
3	COMMUNITY ENGAGEMENT	3
4	BUDGET IMPLICATIONS	3
	4.1 Annual Budget and Financial Plan	3
	4.2 Rate cap	3
	4.3 Increases to discretionary fees and charges	4
5	RISK ANALYSIS	4
6	LOCAL GOVERNMENT ACT 2020	4
	6.1 Section 89: Strategic Planning Principles.....	4
	6.2 Section 93: Revenue and Rating Plan	4
	6.3 Section 101: Financial Management Principles.....	5
	6.4 Section 106: Service Performance Principles	5
	6.5 Section 94: Budget	5
7	LOCAL GOVERNMENT (PLANNING AND REPORTING) REGULATIONS 2020	6
8	RATING SYSTEM REVIEW	6
9	RATES PROCESS	6
10	RATING LEGISLATION	7
	10.1 General rates under Section 158	8
	10.2 Municipal charges under Section 159	8
	10.3 Service rates and charges under Section 162.....	8
	10.4 Special rates and charges under Section 163.....	8
	10.5 Exempt properties	9
11	RATING PRINCIPLES	9
	11.1 Taxation principles.....	9
	11.2 Rates and charges revenue principles	10
12	VALUATION METHODOLOGY	10
	12.1.1 Capital Improved Value (CIV)	10
	12.1.2 Site Value (SV)	11
	12.1.3 Net Annual Value (NAV)	12
	12.2 Recommended valuation base	12
	12.3 Property valuations	13
	12.3.1 Supplementary valuations	13
	12.3.2 Objections to property valuations	13
13	DECLARING RATES AND CHARGES	14
	13.1 Uniform rate.....	14
	13.2 Differential rates	14
14	OBJECTIVE OF COUNCIL'S DIFFERENTIAL RATES	15
	14.1 General Rate	15
	14.2 Rural Rate	15
	14.3 Advantages of a differential rating system	16

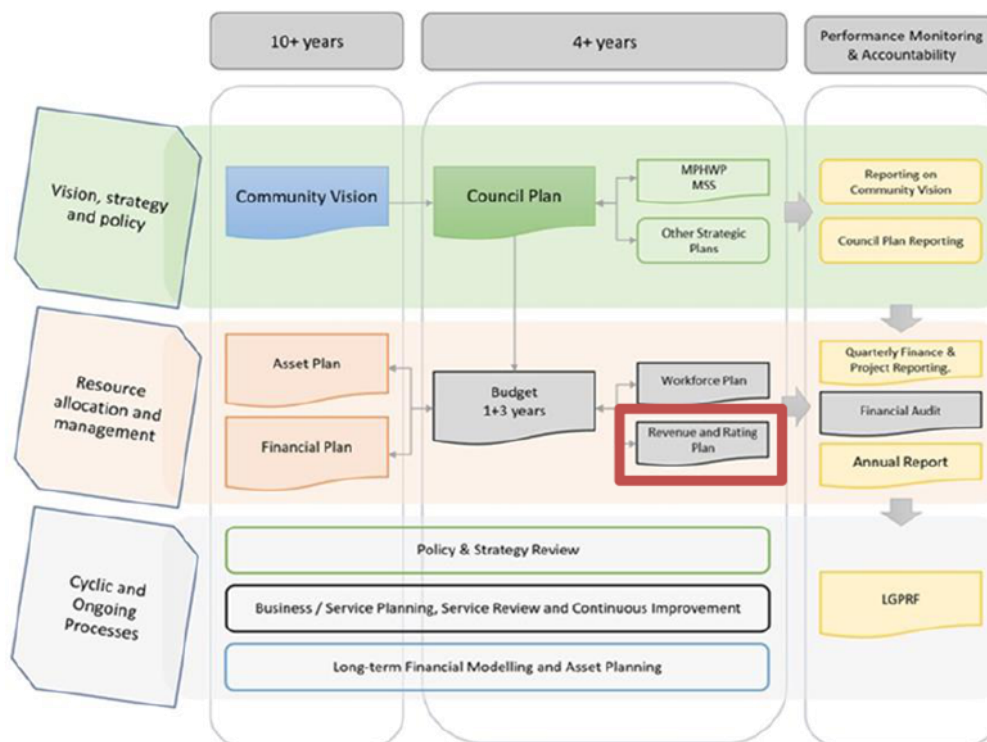
14.4	Disadvantages of a differential rating system.....	16
14.5	Council's intention	16
15	MUNICIPAL CHARGE	17
15.1	Council's intention	17
16	SPECIAL CHARGE SCHEMES	17
17	SERVICE RATES AND CHARGES.....	18
18	COLLECTION AND ADMINISTRATION OF RATES AND CHARGES	18
18.1	Payment options.....	18
18.2	Interest on arrears and overdue rates	19
18.3	Pensioner rebates	19
18.4	Financial Hardship Policy.....	19
18.5	Debt recovery	19
19	PAYMENT IN LIEU OF RATES.....	20
20	FIRE SERVICES PROPERTY LEVY	20
21	STATUTORY FEES, FINES AND USER CHARGES	20
21.1	User fees	20
21.2	Statutory fees and fines	22
21.2.1	Penalty units	22
21.2.2	Fee units.....	22
22	OTHER INCOME.....	22
22.1	Grant revenue.....	23
22.2	Contributions	23
22.3	Reimbursements	23
22.4	Interest on investments.....	23
22.5	Borrowings	24

1 PURPOSE

The Local Government Act 2020 (LGA 2020) requires each Council to prepare a Revenue and Rating Plan (Plan) to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

The purpose of the Plan is to determine the most appropriate and affordable revenue and rating approach for Loddon Shire Council which in conjunction with other income sources will adequately finance the objectives in the Council Plan.

This Plan is an important part of Council's integrated planning and reporting framework, all of which is created to help Council achieve its vision. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Job, Precincts and Regions

This Plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

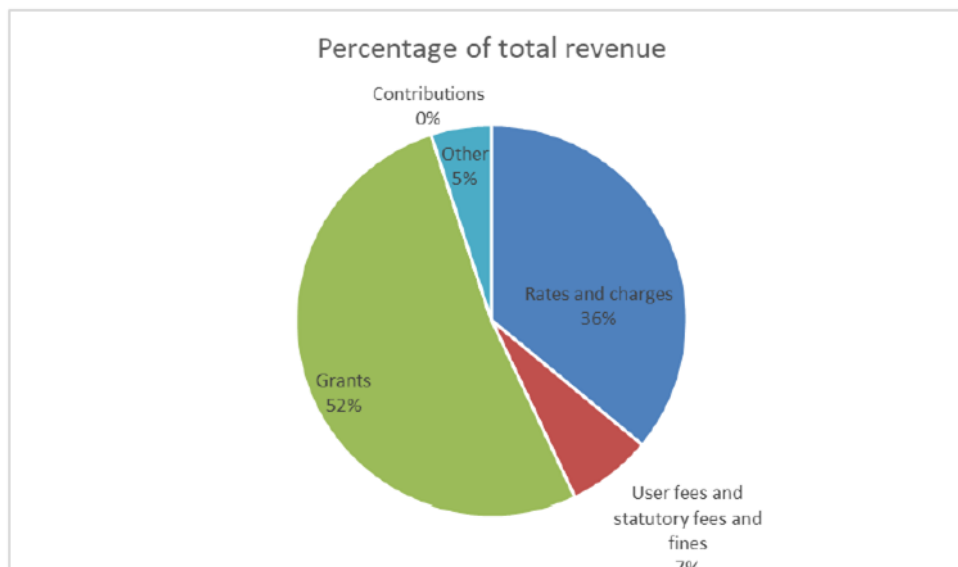
In particular, this Plan will set out decisions that Council has made in relation to rating options available to it under LGA 2020 to ensure fair and equitable distribution of rates across property owners.

It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this Plan does not set revenue targets for Council; it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

2 INTRODUCTION

Council provides a number of services and facilities to our local community. In order to do so Council must collect revenue to cover the cost of providing these services and facilities.



Source: Essential Services Commission 2019-20 Fact Sheet

Council's revenue sources includes:

- rates and charges
- waste and garbage charges
- grants
- statutory fees and fines
- user fees
- other revenue.

Rates are one of Council's significant revenue sources making up roughly one third of Council's annual income.

The introduction of rate capping under the Victorian Government's Fair Go Rates System (FRGS) has brought a renewed focus to Council's long term financial sustainability. The FRGS continues to restrict Council's ability to raise revenue above the rate cap unless an application is made to the Essential Services Commission for variation.

Maintaining service delivery levels and investing in community assets remain key priorities for Council. This Plan will provide options to help achieve these priorities.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, councils

Page 2 of 24

usually have no control over service pricing. However, in relation to other services, Council has the ability to set a fee or charge and will set that fee based on the principles outlined in this Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to delivery of Council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the obligations the grants create in the delivery of services or infrastructure.

3 COMMUNITY ENGAGEMENT

The Plan outlines Council's decision making process on how revenues are calculated and collected. The following public consultation process will be followed to ensure due consideration and feedback is received from relevant stakeholders.

Revenue and Rating Plan community engagement process:

- draft Plan prepared by officers
- draft Plan placed on exhibition at Council Meeting (April) for a period of 28 days and calling for public submissions
- distribution to Community Reference Group for comment
- community engagement through local news outlets and social media
- hearing of public submissions (June)
- draft Revenue and Rating Plan (with any revisions) presented to Council Meeting (June) for adoption.

4 BUDGET IMPLICATIONS

4.1 Annual Budget and Financial Plan

The Plan will be used to guide Council in making decisions around the setting of rates and municipal charges and the equitable distribution of these charges in future Financial Plans and Annual Budgets.

Each year Council develops a Financial Plan using relevant industry indexation rates. These rates are applied consistently over the 10 year plan with further work completed around forecast capital works programs and the ongoing cost of adopted plans and strategies.

In developing the Annual Budget, the financials set out in year one of the Financial Plan are used as a base. From this base, each income and expenditure stream are analysed in greater detail to ensure further accuracy of the results. Council will make a decision around what increase to the overall income will apply to fees, rates and charges, taking into consideration any other factors such as service levels, cost of delivery, rate capping and waste management costs.

4.2 Rate cap

In 2016/17 the state government introduced the 'Fair Go Rates System' placing a cap on rates for all Victorian councils. In December each year the Minister for Local Government determines what the rate cap will be for the following year. Variations to this can only be obtained through a submission to the Essential Services Commission. Council has previously not applied for a variation, but will need to consider each financial year if a variation submission is required to deliver the levels of services and capital works program identified for that forthcoming year.

Page 3 of 24

4.3 Increases to discretionary fees and charges

Each year a review is undertaken to determine the appropriate increase to be applied to the base fees and charges of Council.

This increase will follow indexation of the mandated rate cap determined by the Minister in December each year.

Some cost areas within the Fees and Charges Schedule will have an increase higher than the set increase for the year due to rounding or the requirement to allow for an hourly rate.

There will also be circumstances where Council will increase or maintain charges and these will be at the recommendation of Council officers or Council decision.

5 RISK ANALYSIS

The principles of good governance require Council to provide ongoing or periodic monitoring and review of the impact of major decisions. It is essential that Council evaluates, on a regular basis, the legislative objectives to which it must have regard and those other objectives which Council determines are relevant.

Council fully documents its objectives and approach to the raising of revenue in line with its goal of providing transparency in its decision-making.

Council is required to also ensure it fully complies with all Acts or Regulations set and the adoption of this Plan by 30 June after a general election is set out as a requirement under Section 93 of the LGA 2020.

The Plan also mitigates risk by providing transparency to the community around decisions made by Council when making decisions relating to rates and revenue.

6 LOCAL GOVERNMENT ACT 2020

The Local Government Act 2020 (LGA 2020) includes principles and specific requirements relevant to the development of a Revenue and Rating Plan. Key provisions are included below.

6.1 Section 89: Strategic Planning Principles

- (1) A Council must undertake the preparation of its Council Plan and other strategic plans in accordance with the strategic planning principles.
- (2) The following are the strategic planning principles –
 - a. an integrated approach to planning, monitoring and performance reporting is to be adopted;
 - b. strategic planning must address the Community Vision (Section 88);
 - c. strategic planning must take into account the resources needed for effective implementation;
 - d. strategic planning must identify and address the risks to effective implementation;
 - e. strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.

6.2 Section 93: Revenue and Rating Plan

A Council must prepare and adopt a Revenue and Rating Plan by the next 30 June after a general election for a period of at least the next four financial years.

6.3 Section 101: Financial Management Principles

- (1) The following are the financial management principles –
 - a. revenue, expenses, assets and liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans
 - b. financial risks must be monitored and managed prudently having regard to economic circumstances
 - c. financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community
 - d. accounts and records that explain the financial operations and financial position of the Council must be kept.
- (2) For the purposes of the financial management principles, financial risk includes any risk relating to the following –
 - a. the financial viability of the Council
 - b. the management of the current and future liabilities of Council
 - c. the beneficial enterprises of the Council.

6.4 Section 106: Service Performance Principles

- (1) A Council must plan and deliver services to the municipal community in accordance with the service performance principles.
- (2) The following are the service performance principles –
 - a. services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community
 - b. services should be accessible to the members of the municipal community for whom the services are intended
 - c. quality and costs standards for services set by the Council should provide good value to the municipal community
 - d. a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring
 - e. service delivery must include a fair and effective process for considering and responding to complaints about service provision.

6.5 Section 94: Budget

Section 94(2) of LGA 2020 states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include (amongst other things):

- (a) the total amount that the Council intends to raise by rates and charges;
- (b) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
- (c) a description of any fixed component of the rates, if applicable;
- (d) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the LGA 1989;
- (e) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the LGA 1989.

Section 94(3) of the LGA 2020 also states that Council must ensure that, if applicable, the budget also contains a statement –

- (a) that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
- (b) that the Council has made an application to the Essential Services Commission for a special order and is waiting for the outcome of the application; or
- (c) that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year.

7 LOCAL GOVERNMENT (PLANNING AND REPORTING) REGULATIONS 2020

The Local Government (Planning and Reporting) Regulations 2020 (the Regulations) came into operation on 24 October 2020. The Regulations define a Revenue and Rating Plan as follows:

Revenue and Rating Plan means a Revenue and Rating Plan prepared by a Council under Section 93 of the LGA 2020.

Schedule 1 of the Regulations requires the governance and management checklist included in the report of operations in a council's Annual Report to include the Revenue and Rating Plan as an item. The checklist confirms whether the Revenue and Rating Plan has been adopted by Council, and if so on what date.

8 RATING SYSTEM REVIEW

In 2019 the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, at the time of publication of this Plan the recommended changes have not yet been implemented, and timelines to make these changes have not been announced.

9 RATES PROCESS

Rates are property taxes that allow Council to raise revenue to fund essential public services to cater to their municipal population. Importantly, it is a taxation system that includes flexibility for councils to utilise different tools in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

Council can establish a rating structure comprised of three key elements. These are:

- **General rates** – Based on property values (Capital Improved Valuation methodology), which are indicative of capacity to pay and form the central basis of rating under the Local Government Act 1989;
- **Service charges** – A 'user pays' component for Council services to reflect the benefits provided by Council to ratepayers who benefit from a service; and
- **Municipal charge** – A 'fixed rate' portion per property to cover some of the administrative costs of Council.

Striking a proper balance between these elements will help to improve equity in the distribution of the rate burden across residents.

Council makes a further distinction when applying general rates by applying rating differentials based on the purpose for which the property is used. That is, whether the property is used for general (includes residential, commercial/industrial, manufacturing and recreational) or farming purposes. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, taking into account the benefits and access to infrastructure that those properties receive within the local community.

The Council rating structure comprises two differential rates:

- residential / general
- farming / rural

Page 6 of 24

These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Local Government Act 1989 (LGA 1989), and the Ministerial Guidelines for Differential Rating 2013.

'Differential' is classified as the distinction between individuals or classes.

The differential rates are currently set as follows:

- residential / general rate – 100%
- farming / rural rate - 88% of general rate.

Council also levies a municipal charge. The municipal charge is a minimum rate per property and declared for the purpose of covering some of the administrative costs of Council. In applying the municipal charge, Council ensures that each rateable property in the municipality makes a contribution.

The formula for calculating general rates, excluding any additional charges, arrears or additional supplementary rates is:

- Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type).

'Rate in the dollar' is determined by calculating the total amount of money to be raised in general rates and this is divided by the total value of all rateable properties. The resulting figure is called 'the rate in the dollar'. The council determines the amount to be paid in rates by applying the rate in the dollar to the assessed value of each property.

The rate in the dollar for each rating differential category is included in Council's Annual Budget.

Rates and charges are an important source of revenue, accounting for approximately one third of the operating revenue received by Council. The collection of rates is an important factor in funding Council services.

Planning for future rate increases is therefore an important component of the long-term financial planning process and plays a significant role in ensuring that service delivery can continue and is in line with the increasing cost.

Council is aware of the balance between rate revenue (as an important income source) and community sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates System, all rate increases are capped to a rate declared by the Minister for Local Government, which is announced in December for the following financial year.

Council currently utilises a service charge to fully recover the cost of Council's waste services and provide for future landfill rehabilitation costs. The garbage service charge is not capped under the Fair Go Rates System, and Council will continue to allocate surplus funds from this charge towards the provision of waste services.

10 RATING LEGISLATION

The legislative framework set out in the LGA 1989 determines Council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

This Plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners, however, the total value of rate revenue and rating differential amounts will be determined in the Annual Budget.

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed later in this document.

Section 155 of the LGA 1989 provides that Council may declare rates and charges on rateable land as set out below.

In raising Council rates, Council is required to use the valuation of the rateable property to levy rates. Section 157 (1) of the LGA 1989 provides Council with three choices in terms of which valuation base to utilise. They are: Site Valuation (SV), Capital Improved Valuation (CIV) and Net Annual Value (NAV).

The advantages and disadvantages of the respective valuation basis are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be contained in the Council's Annual Budget as required by LGA 2020.

10.1 General rates under Section 158

General rates are applied using a differential rate where variable amounts in the dollar are paid depending on a property's rating category. Council considers 'that the differential rate will contribute to the equitable and efficient carrying out of its functions' (Section 161 (1) (b)).

10.2 Municipal charges under Section 159

Council may apply a municipal charge, and under the legislation is not required to specify what is covered by the charge.

This is a flat charge, levied on all properties (with some minor exceptions) within the municipal boundary. Council's total revenue from this charge in a financial year cannot be more than one fifth (20%) of the total revenue raised through the rating system.

Single farm enterprise exemptions apply to the municipal charge, which means that where farmers own and farm more than one property as a single farm enterprise they can apply for exemption from all but one of the properties.

10.3 Service rates and charges under Section 162

Council may raise service rates and charges for any of the following services:

- the provision of a water supply
- the collection and disposal of refuse
- the provision of sewerage services
- any other prescribed service.

Council currently applies a service charge for the collection and disposal of refuse on properties that fall within the collection area. Council's objective is to fully recover the costs of the waste management and waste removal function.

10.4 Special rates and charges under Section 163

Council may declare a special rate or charge or a combination of both for the purposes of:

- defraying any expenses, or
- repaying with interest any advance made, or debt incurred or loan raised, by Council.

There are detailed procedural requirements that Council needs to follow to introduce a special rate or charge, including how Council can apply funds derived from this source.

Section 185 of the LGA 1989 provides rights to the Victorian Civil and Administrative Tribunal (VCAT) in relation to the imposition of a special rate or charge. VCAT has wide powers, which could affect the viability of a special rate or charge. It can set the rate or charge completely aside if it is satisfied that certain criteria are not met.

Council must prove that special benefit exists to those that are being levied the rate or charge.

10.5 Exempt properties

Under the Cultural and Recreation Lands Act 1963, provision is made for Council to grant a rating concession to any 'recreational lands' which meet the test of being 'rateable land' under the LGA 1989. Council has resolved that all rateable recreation land will be exempt from the payment of rates.

Other persons and organisations that do not currently pay council rates include churches, charities, private schools, water catchment authorities and Returned Services Leagues.

11 RATING PRINCIPLES

11.1 Taxation principles

When developing a rating strategy, in particular with reference to differential rates, a Council should give consideration to the following good practice taxation principles:

- wealth tax
- equity
- efficiency
- simplicity
- benefit
- capacity to pay
- diversity.

Wealth tax

The wealth tax principle implies that the rates paid are dependent upon the value of a ratepayer's real property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

Equity

Horizontal equity – ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).

Vertical equity – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a 'relativity' dimension to the fairness of the tax burden).

Efficiency

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

Simplicity

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

Benefit

The extent to which there is a nexus between consumption/benefit and the rate burden.

Capacity to pay

The capacity of ratepayers or groups of ratepayers to pay rates.

Diversity

The capacity of ratepayers within a group to pay rates.

The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

11.2 Rates and charges revenue principles

Property rates will:

- be reviewed annually
- not change dramatically from one year to next and
- be sufficient to fund current expenditure commitments and deliverables outlined in the Council Plan, Financial Plan and Asset Plan.

Differential rating should be applied as equitably as is practical and will comply with the Ministerial Guidelines for Differential Rating 2013.

12 VALUATION METHODOLOGY

In raising Council rates, Council is required to use the valuation of the rateable property to levy rates.

Section 157 (1) of the LGA 1989 provides Council with three choices in terms of which valuation base to utilise. They are:

- **site valuation** – value of land only
- **capital improved valuation** – value of land and improvements upon the land
- **net annual value** – rental valuation based on the CIV.

In 2002 Council resolved to apply CIV as the basis of calculating rates, on the grounds that it provides the most equitable distribution of rates across the municipality. This is the most widely used valuation base across Victoria, but Council does have the opportunity to review its rating structure each year as part of the budget process.

12.1.1 Capital Improved Value (CIV)

Capital Improved Value is the most commonly used valuation base by local government with over 90% of Victorian councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

Section 161 of the LGA 1989 provides that a Council may raise any general rates by the application of a differential rate if –

- a) it uses the capital improved value system of valuing land and
- b) it considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a council does not utilise CIV, it may only apply limited differential rates in relation to rural land, urban rural land or residential use land.

Page 10 of 24

Advantages of using Capital Improved Value (CIV)

- CIV includes all property improvements, and hence is often supported on the basis that it more closely reflects 'capacity to pay'. The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- With the increased frequency of valuations (previously two year intervals, now annual intervals) the market values are more predictable and has reduced the level of objections resulting from valuations.
- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.
- Most councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils.
- The use of CIV allows council to apply differential rates which greatly adds to council's ability to equitably distribute the rating burden based on ability to afford council rates. CIV allows council to apply higher rating differentials to the commercial and industrial sector that offset residential rates.

Disadvantages of using CIV

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

12.1.2 Site Value (SV)

There are currently no Victorian councils that use this valuation base. With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in a Council context would cause a shift in rate burden from the industrial/commercial sectors onto the residential sector, and would hinder council's objective of a fair and equitable rating system.

There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on quarter acre residential blocks. In many ways, it is difficult to see an equity argument being served by the implementation of site valuation in the Council.

Advantages of Site Value

- There is a perception that under SV, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case.
- Scope for possible concessions for urban rural land and residential use land.

Disadvantages of using Site Value

- Under SV, there will be a significant shift from the industrial/commercial sector onto the residential sector of council. The percentage increases in many cases would be in the extreme range.
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (eg. rural land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of site value.

Page 11 of 24

- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The community may have greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by council's customer service and property revenue staff each year.

12.1.3 Net Annual Value (NAV)

There are currently only a small number Victorian councils that use this valuation base. NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is loosely linked to capital improved value for residential and rural properties. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of residential and rural properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and rural properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and rural ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

12.2 Recommended valuation base

In choosing a valuation base, councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a council was to choose the former, under the LGA 1989 it must adopt either of the CIV or NAV methods of rating.

Council applies Capital Improved Value (CIV) to all properties within the municipality to take into account the fully developed value of the property. This basis of valuation takes into account the total market value of the land plus buildings and other improvements.

Differential rating allows (under the CIV method) council to shift part of the rate burden from some groups of ratepayers to others, through different 'rates in the dollar' for each class of property.

Section 161 of the LGA 1989 provides that a Council may raise any general rates by the application of a differential rate if –

- a) It uses the capital improved value system of valuing land and
- b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Once the Council has declared a differential rate for any land, the Council must:

- (a) specify the objectives of the differential rates
- (b) specify the characteristics of the land which are the criteria for declaring the differential rate.

The purpose is to ensure that Council has a sound basis on which to develop the various charging features when determining its revenue strategies and ensure that these are consistent with the provisions of the LGA 1989.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

12.3 Property valuations

The Valuation of Land Act 1960 is the principle legislation in determining property valuations. Under the Valuation of Land Act 1960, the Victorian Valuer-General conducts property valuations on an annual basis. Loddon Shire Council applies a Capital Improved Value (CIV) to all properties within the municipality to take into account the full development value of the property. This basis of valuation takes into account the total market value of the land including buildings and other improvements.

The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation.

Council needs to be mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in council rates remain affordable and that rating 'shocks' are mitigated to some degree.

Previously a requirement of the Valuation of Land Act 1960 was that all rateable properties within a municipality be revalued every two years. Commencing for the rating year 2019/20, properties are now to be valued annually, with the process being managed direct by the Valuer-General Victoria. At the time of each general revaluation it is necessary to determine the effects of any movements in property values on the total rate to be raised, and accordingly, the rate in the dollar of CIV.

12.3.1 Supplementary valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary valuations and advises council on any valuation and Australian Valuation Property Classification Code (AVPCC) changes.

Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Objections to supplementary valuations can be lodged in accordance with Part 3 of the Valuation of Land Act 1960. Any objections must be lodged with Council within two months of the issue of the supplementary rate notice.

12.3.2 Objections to property valuations

Part 3 of the Valuation of Land Act 1960 provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing to Council. Property owners also have the ability to object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via Council) or within two months of receipt of their Land Tax Assessment (via the State Revenue Office).

13 DECLARING RATES AND CHARGES

Section 158 of the LGA 1989 provides that Council must at least once in respect of each financial year declare:

1. the amount which Council intends to raise by way of general rates, municipal charges, service rates and service charges
2. whether the general rates will be raised by application of:
 - a. a uniform rate, or
 - b. differential rates (if Council is permitted to do so under Section 161(1))
 - c. urban rural rates or residential use rates (if Council is permitted to do so under Section 161A).

These are quite different in application and have different administrative and appeal mechanisms that need to be taken into account.

13.1 Uniform rate

Section 160 of the LGA 1989 stipulates that if Council declares that general rates will be raised by the application of a uniform rate, Council must specify a percentage as the uniform rate. Rates will be determined by multiplying that percentage by the value of the land. Council has decided not to apply this option.

13.2 Differential rates

Under the LGA 1989, Council is entitled to apply for differential rates **provided it uses Capital CIV** as its base for rating.

Section 161 outlines the regulations relating to differential rates which includes:

1. Council may raise rates and general rates by the application of a differential rate if it uses the capital improved value system of valuing land.
2. If Council declares a differential rate for any land, Council must specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of Council's functions and must include the following:
 - a. a definition of the types of classes of land which are subject to the rate and statements of the reasons for the use and level of that rate.
 - b. an identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in Council's district).
 - c. specification of the characteristics of the land, which are the criteria for declaring the differential rate.

The highest differential rate allowed is no more than four times the lowest differential rate in the municipal district.

Council has adopted differential rating as it considers that differential rating contributes to the equitable distribution of the rating burden. Differential rating allows particular classes of properties to be assessed with rates at different amounts from the general rate set for the municipality. Differential rating allows Council to shift part of the rate burden from some groups of ratepayers to others, through different 'rates in the dollar' for each class of property.

14 OBJECTIVE OF COUNCIL'S DIFFERENTIAL RATES

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

14.1 General Rate

Definition

General land is any rateable land which does not have the characteristics of rural rate.

Objectives

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined general rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

Types and classes

Rateable land having the relevant characteristics described below:

- (a) used primarily for residential purposes; or
- (b) any land that is not defined as rural rate.

Use of rate

The differential rate will be used to fund items of expenditure described in the Annual Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of rate

100% of General Rate.

14.2 Rural Rate

Definition

Any land which is 'Farm Land' within the meaning of Section 2 (1) of the Valuation of Land Act 1960.

- (a) 'Farm Land' means any rateable land that is 2 or more hectares in area;
- (b) used primarily for primary producing purposes from its activities on the land; used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and that is used by a business –
 - that has a significant and substantial commercial purpose of character
 - that seeks to make a profit on a continuous or repetitive basis from its activities on the land, and
 - that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

Objectives

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Rural Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services with considerations to maintain agriculture as a major industry in the municipal district, to facilitate the longevity of the

rural sector and achieve a balance between providing for municipal growth and retaining the important agricultural economic base.

Types and classes

Rural land having the relevant characteristics described to be used primarily for primary production purposes.

Use of rate

The differential rate will be used to fund items of expenditure described in the Annual Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of rate

88% of the General Rate.

14.3 Advantages of a differential rating system

The advantages of utilising a differential rating system summarised below are:

- There is greater flexibility to distribute the rate burden between all classes of property, and therefore link rates with the ability to pay and reflecting the tax deductibility of rates for commercial and industrial premises.
- Differential rating allows Council to better reflect the investment required by Council to establish infrastructure to meet the needs of the commercial and industrial sector.
- It allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome (e.g. farming enterprises).
- It allows Council discretion in the imposition of rates to facilitate and encourage appropriate development of its municipal district in the best interest of the community. (i.e. vacant commercial properties still attract the commercial differential rate).

14.4 Disadvantages of a differential rating system

The disadvantages in applying differential rating summarised below are:

- The justification of the differential rate can at times be difficult for the various groups to accept giving rise to queries and complaints where the differentials may seem to be excessive.
- Differential rates can be confusing to ratepayers, as they may have difficulty understanding the system. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups.
- Differential rating involves a degree of administrative complexity as properties continually shift from one type to another (e.g. residential to commercial) requiring Council in some circumstances to request a supplementary valuation to update its records. Ensuring the accuracy/integrity of Council's data base is critical to ensure that properties are correctly classified into their right category.
- Council may not achieve the objectives it aims for through differential rating. For example, Council may set its differential rate objectives to levy a higher rate on land not developed, however it may be difficult to prove whether the rate achieves those objectives.

14.5 Council's intention

Council's position from 2002/03 was targeted at a rate distribution of 70:30 for Rural (70) and General (30) properties.

From 2014/15 Council had defined a differential rate split of 11%, with rural having a rate in the dollar of 89% of the general rate. Council considered this as a fair allocation of rates across property types at that time.

For the 2019/20 Budget, Council agreed to change the differential from 11% to 12%, being a modest adjustment to take account of the valuations changes that have shown a higher increase in rural valuations compared to residential valuations.

For the 2021/22 Budget, Council agreed to continue with the current differential rate split of 12% after reviewing valuation increases for both of the categories.

For future budgets, where the valuation increases are much higher for one property class over the other, it may be necessary to review the differential split during the budget process to ensure the fair allocation of rates remains.

15 MUNICIPAL CHARGE

Another principle rating option available to councils is the application of a municipal charge. Under Section 159 of the LGA 1989, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Under the LGA 1989, a council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the council's total revenue from the municipal charge and the revenue from general rates (total rates).

The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of council's administrative costs can be seen as an equitable method of recovering these costs.

15.1 Council's intention

Council has a set municipal charge applied to each eligible property. This is increased in line with the rate cap indexation set by the Minister and is rounded for ease of application.

16 SPECIAL CHARGE SCHEMES

The LGA 1989 recognises that councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the LGA 1989) that allows councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared on the basis of any criteria specified by the council in the rate (Section 163 (2)). In accordance with Section 163 (3), council must specify:

- (a) the wards, groups, uses or areas for which the special rate or charge is declared; and

Page 17 of 24

- (b) the land in relation to which the special rate or special charge is declared;
- (c) the manner in which the special rate or special charge will be assessed and levied; and
- (d) details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is proof 'special benefit' applies to those being levied. For example, they could be used to fund co-operative fire prevention schemes. This would ensure that there were no 'free-riders' reaping the benefits but not contributing to fire prevention.

Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

17 SERVICE RATES AND CHARGES

Section 162 of the LGA 1989 provides Council with the opportunity to raise service rates and charges for any of the following services:

- (a) the provision of a water supply
- (b) the collection and disposal of refuse
- (c) the provision of sewage services
- (d) any other prescribed service.

Council currently applies a service charge for the collection and disposal of refuse on urban properties (compulsory) and rural properties (optional) and providing waste services for the municipality (street litter bins for instance). Council retains the objective of setting the service charge for waste at a level that fully recovers the cost of the waste services, including providing for the cost of rehabilitation of Council's landfill once it reaches the end of its useful life.

Council currently utilises a service charge to fully recover the cost of Council's waste services and provide for future landfill rehabilitation costs. The garbage service charge is not capped under the Fair Go Rates System, and Council will continue to allocate surplus funds from this charge towards the provision of waste services.

It is recommended that Council retain the existing waste service charge – should Council elect not to have a waste service charge, this same amount would be required to be raised by way of an increased general rate – meaning that residents in higher valued properties would substantially pay for the waste service of lower valued properties.

Whilst this same principle applies for rates in general, the mix of having a single fixed charge combined with valuation driven rates for the remainder of the rate invoice provides a balanced and equitable outcome.

18 COLLECTION AND ADMINISTRATION OF RATES AND CHARGES

18.1 Payment options

In accordance with section 167(1) of the LGA 1989 ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below:

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Council offers a range of payment options including:

Page 18 of 24

- in person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash)
- online via Council's ratepayer portal, direct debit (on prescribed instalment due dates or weekly / fortnightly /monthly)
- BPAY
- Australia Post (over the counter, over the phone via credit card and on the internet)
- by mail (cheques and money orders only).

18.2 Interest on arrears and overdue rates

Interest is charged on all overdue rates in accordance with Section 172 of the LGA 1989. The interest rate applied is fixed under Section 2 of the Penalty Interest Rates Act 1983, which is determined by the Minister and published by notice in the Government Gazette.

18.3 Pensioner rebates

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this claims may be approved by the relevant government department.

18.4 Financial Hardship Policy

It is acknowledged that various ratepayers may experience financial hardship for a whole range of issues and that meeting rate obligations constitutes just one element of a number of difficulties that may be faced. The purpose of the Financial Hardship Policy is to provide options for ratepayers facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship.

Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral.

Ratepayers seeking to apply for such provision will be required to submit the necessary information outlined in the Financial Hardship Policy which is available at the Council offices, on the Council website or which can be posted upon request.

18.5 Debt recovery

Council makes every effort to contact ratepayers at their correct address but it is the ratepayers' responsibility to properly advise Council of their contact details. The LGA 1989 Section 230 and 231 requires both the vendor and buyer of property, or their agents (e.g. solicitors and or conveyancers), to notify Council by way of notice of disposition or acquisition of an interest in land.

In the event that an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest. In the event that the account remains unpaid, Council may take legal action without further notice to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with the LGA 1989 Section 181.

19 PAYMENT IN LIEU OF RATES

Established under section 94(6A) of the Electrical Industry Act (EI Act), the Payment in Lieu of Rates (PiLoR) framework allows for councils and electricity generators to negotiate annual payments. Council intends to consider the use of this framework with regard to future electricity generation developments within the Shire.

A methodology currently exists under this section for estimating payments and applies to all coal, gas, solar, hydro and wind generators. The methodology combines a fixed charge with a variable charge based on the capacity of the power station in megawatts. More guidance around the PiLoR framework is available at <https://www.energy.vic.gov.au/renewable-energy/community-energy>.

20 FIRE SERVICES PROPERTY LEVY

Under the Fire Services Property Levy Act 2012, introduced as a result of recommendations by the Victorian Bushfires Royal Commission (VBRC), the Fire Services Property Levy (FSPL) was introduced to fund operations of the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA). From July 2013 a fire services property levy applied to all private property owners – including persons and organisations that do not currently pay council rates, such as churches, charities, private schools, water catchment authorities and Returned Services Leagues. A number of Council properties are also subject to the fire levy.

A set fixed charge is applied all for applicable residential properties and other property types such as industrial, commercial and farms.

A further variable component is applicable and is based on cents per \$1,000 of CIV and is determined by land category.

Pensioner discounts are available for current eligible recipients of council rate concessions. These ratepayers receive a reduction of the FSPL.

The FSPL is collection by Council on behalf of the state government. All funds collected from the FSPL are paid direct to the state government. Council receives a small administrative fee for administering this charge on an annual basis.

21 STATUTORY FEES, FINES AND USER CHARGES

Fees and charges set by Council include statutory fees and fines, along with user fees.

21.1 User fees

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure.

Examples of user fees and charges include:

- kindergarten and childcare fees
- pool visitation and membership fees
- waste management fees
- aged and Health Care service fees

Page 20 of 24

- leases and facility hire fees.

The provision of infrastructure and services form a key part of Council's role in supporting the local community. In providing these, Council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.

Councils must also comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

In providing services to the community, Council must determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided on the basis of one of the following pricing methods:

- (a) Market Price
- (b) Full Cost Recovery Price
- (c) Subsidised Price

Market pricing (a) is where Council sets prices based on the benchmarked competitive prices of alternate suppliers. In general market price represents full cost recovery plus an allowance for profit. Market prices will be used when other providers exist in the given market, and Council needs to meet its obligations under the government's Competitive Neutrality Policy.

It should be noted that if a market price is lower than Council's full cost price, then the market price would represent Council subsidising that service. If this situation exists, and there are other suppliers existing in the market at the same price, this may mean that Council is not the most efficient supplier in the marketplace. In this situation, Council will consider whether there is a community service obligation and whether Council should be providing this service at all.

Full cost recovery price (b) aims to recover all direct and indirect costs incurred by Council. This pricing should be used in particular where a service provided by council benefits individual customers specifically, rather than the community as a whole. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

Subsidised pricing (c) is where Council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (i.e. Council provides the service free of charge) to partial subsidies, where Council provides the service to the user with a discount. The subsidy can be funded from Council's rate revenue or other sources such as Commonwealth and state funding programs. Full Council subsidy pricing and partial cost pricing should always be based on knowledge of the full cost of providing a service.

As per the Victorian Auditor General's Office report 'Fees and charges – cost recovery by local government' recommendations, Council has developed a user fee pricing policy to help guide the fair and equitable setting of prices. The policy outlines the process for setting fee prices and includes such principles as:

- both direct and indirect costs to be taken into account when setting prices
- accessibility, affordability and efficient delivery of services must be taken into account, and
- competitive neutrality with commercial providers.

Council will develop a table of fees and charges as part of its Annual Budget each year. Proposed pricing changes will be included in this table and will be communicated to stakeholders before the budget is adopted, giving them the chance to review and provide valuable feedback before the fees are locked in.

21.2 Statutory fees and fines

Statutory fees and fines are those which Council collects under the direction of legislation or other government directives. The rates used for statutory fees and fines are generally advised by the state government department responsible for the corresponding services or legislation, and generally councils will have limited discretion in applying these fees.

Examples of statutory fees and fines include:

- planning and subdivision fees
- building and Inspection fees
- infringements and fines
- land information certificate fees.

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

21.2.1 Penalty units

Penalty units are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

One penalty unit is currently \$165.22, from 1 July 2020 to 30 June 2021.

The rate for penalty units is indexed each financial year so that it is raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

21.2.2 Fee units

Fee units are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the Supreme Court registrar of probates is 1.6 fee units.

The value of one fee unit is currently \$14.81. This value may increase at the beginning of a financial year, at the same time as penalty units.

The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

22 OTHER INCOME

Other than those outlined above there are a number of other funding streams available to Council. These include but are not limited to:

- grant revenue (capital, operating, recurrent, non-recurrent)
- contributions
- reimbursements
- interest on investments
- borrowings.

These are collated by category and are included in the Financial Plan, Annual Budget and Financial Statements.

22.1 Grant revenue

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its financial plan, Council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision and does not lead to the distortion of Council Plan priorities.

Grant assumptions are then clearly detailed in Council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

22.2 Contributions

Contributions represent funds received by Council, usually from non-government sources, and are usually linked to projects.

Contributions can be made to Council in the form of either cash payments or asset hand-overs.

Examples of contributions include:

- monies collected from developers under planning and development agreements
- monies collected under developer contribution plans and infrastructure contribution plans
- contributions from user groups towards upgrade of facilities
- assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

Contributions linked to developments can be received well before any Council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements.

22.3 Reimbursements

Reimbursements include diesel fuel rebates from the Taxation Office, insurance rebates, Workcover reimbursements, and training reimbursements. It also includes Council's contract with Regional Roads Victoria includes an 'as of right' amount for routine maintenance works.

22.4 Interest on investments

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed per council's investment policy, which seeks to earn the best return on funds, whilst minimising risk.

22.5 Borrowings

Whilst not currently a source of income, borrowings can be an important cash management tool in appropriate circumstances. Loans can only be approved by Council resolution. The following financial sustainability principles are recommended to be applied to new borrowings:

- borrowings must only be applied for where it can be proven that repayments can be met in the Financial Plan
- borrowings must not be used to fund ongoing operations
- borrowings are appropriate for funding large capital works where the benefits are provided to future generations.
- Council will maintain its debt at levels which are sustainable, with:
 - indebtedness <60% of rate and charges revenue, and
 - debt servicing cost <5% of total revenue (excluding capital revenue).

11 INFORMATION REPORTS

Nil

12 COMPLIANCE REPORTS**12.1 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - BOORT PARK**

File Number: FOL/20/7162
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Boort Park Section 65 Community Asset Committee, effective upon the receipt of advice from the Committee of the name of their Booking Officer.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report. Some staff members do have an involvement in the subject matter of the report by virtue of their volunteer commitment to the Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Boort Park Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. For community based committees, at least 6 community representatives are preferred. For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

Clause 7.6 states that:

At the annual meeting each year nominations shall be called for proposed members of the Committee. The Committee must then elect from its proposed members the following office bearers:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

Boort Park is an organisation based committee with representatives from each of the stakeholder groups. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Neil Beattie	Chairperson
Karen Coutts	Secretary / Treasurer – Community representative
Jacquie Verley	Deputy Chair – Community representative
	Booking officer
Madeleine Scott	Boort Agricultural and Pastoral Society
Marjory Potter	Boort Agricultural and Pastoral Society
Alister Knight	Boort Cricket Club
Damien Balzer	Boort Cricket Club
Tim Byrne	Boort District Harness Racing Club
Ray Stomann	Boort District Harness Racing Club
Gordon Parker	Boort Football Club
Kane Arnold	Boort Football Club
Chelsea Challis-Broad	Boort Hockey Club
Jacquie Challis	Boort Hockey Club
Kristen Gooding	Boort Netball Club
April Griffiths	Boort Netball Club
Tom Bleicher	Boort P12 College
Lee Anne Sherwell	Boort P12 College
John Nelson	Committee member
Barry Kennedy	Committee member

The Council representative for this committee is Cr Neil Beattie.

The committee has not nominated a booking officer as required by the instrument of delegation and recommended by the auditors following a recent incident, despite requests to do so. Accordingly, it is recommended that Council appoints the persons named above, effective on the receipt of advice from the Committee of the name of their booking officer. The effect of this is that the no persons are appointed until Council receives the name of a booking officer.

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 65 Community Asset Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

The community asset committee has provided Council with the list of proposed committee members and their positions.

**12.2 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS -
INGLEWOOD COMMUNITY ELDERLY PERSONS UNITS**

File Number: FOL/20/7156
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council:

1. appoints the persons named in this report as members of the Inglewood Community Elderly Persons Units Section 65 Community Asset Committee, effective immediately, and
2. notes the change of Community Wellbeing staff from voting members of the Committee to ex-officio members of the Committee.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Inglewood Community Elderly Persons Units Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. For community based committees, at least 6 community representatives are preferred. For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

Clause 7.6 states that:

At the annual meeting each year nominations shall be called for proposed members of the Committee. The Committee must then elect from its proposed members the following office bearers:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

Inglewood Community Elderly Persons Units is an organisation-based committee with representatives from each of the stakeholder groups. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Organisation
Tracey Wilson(Secretary)	Inglewood and Districts Health Services
Dallas Coghill	Inglewood and Districts Health Services
Robert Condliffe (Chair/Treasurer)	Inglewood Lions Club
Frank Stoel	Inglewood Lions Club
Trevor Puckey (Vice chair/treasurer)	Inglewood and Districts Health Services
Colleen Condliffe	Community member
Booking officer	Not applicable

The Council representative for this committee is Cr Wendy Murphy.

Previously the Committee has had two members of Loddon Shire Council Community Wellbeing Department. This report confirms that Community Wellbeing staff are ex-officio members of the Committee, and are accordingly to be invited to all meetings but have no voting rights.

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 65 Community Asset Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

The community asset committee has provided Council with the list of proposed committee members and their positions.

12.3 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - YANDO PUBLIC HALL

File Number: FOL/20/7145
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Yando Public Hall Section 65 Community Asset Committee, effective immediately.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report. Some staff members do have an involvement in the subject matter of the report by virtue of their volunteer commitment to the Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members Yando Public Hall Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. For community based committees, at least 6 community representatives are preferred. For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

Clause 7.6 states that:

At the annual meeting each year nominations shall be called for proposed members of the Committee. The Committee must then elect from its proposed members the following office bearers:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

Yando Public Hall is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Craig Slatter	Chair
Ashley Gawne	Deputy Chair
Roslyn Gawne	Secretary /Treasurer
Bradley Haw	Booking officer
Paul Haw	Committee Member
Karen Haw	Committee Member

The Council representative for this committee is Cr Neil Beattie.

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 65 Community Asset Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

The community asset committee has provided Council with the list of proposed committee members and their positions.

12.4 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - BRIDGEWATER ON LODDON MEMORIAL HALL

File Number: FOL/20/7161
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Bridgewater on Loddon Memorial Hall Section 65 Community Asset Committee, effective immediately.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report. Some staff members do have an involvement in the subject matter of the report by virtue of their volunteer commitment to the Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Bridgewater on Loddon Memorial Hall Community Asset Committee on 27 January 2021.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. For community based committees, at least 6 community representatives are preferred. For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

Clause 7.6 states that:

At the annual meeting each year nominations shall be called for proposed members of the Committee. The Committee must then elect from its proposed members the following office bearers:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

Bridgewater on Loddon Memorial Hall is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Shannon Brown	Chair
Graham Morse	Deputy Chair
Christine Wattie	Secretary
Kathy Bowen	Treasurer
Leanne Edwards	Booking officer
Ainsley McPherson	Committee Member
Colleen Condliffe	Committee Member
Dave Booth	Committee Member
David Edwards	Committee Member
Eddy Iob	Committee Member
Graham Hosking	Committee Member
Graham Morse	Committee Member
Jenny Hosking	Committee Member
Lorna Booth	Committee Member
Steve Brown	Committee Member

The Council representative for this committee is Cr Wendy Murphy.

This committee is transitioning to incorporation. A management agreement will be prepared and the instrument of delegation rescinded when incorporation is confirmed.

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 65 Community Asset Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

The community asset committee has provided Council with the list of proposed committee members and their positions.

12.5 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - KORONG VALE SPORTS CENTRE

File Number: FOL/20/7152
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Korong Vale Sports Centre Section 65 Community Asset Committee, effective immediately.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report. Some staff members do have an involvement in the subject matter of the report by virtue of their volunteer commitment to the Community Asset Committee or the volunteer commitment by their family members.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Korong Vale Sports Centre Community Asset Committee on 25 August 2020.

BACKGROUND

Under section 65 of the Local Government Act 2020 (Act) Councillors establish community asset committees and appoint their members. Under section 47 of the Act the CEO issues their instrument of delegation.

Clause 7.1 of the instrument of delegation establishes the composition of the committee. Clause 7.2.1 provides for the appointment of the member by name by resolution of Council for a term of one year. For community based committees, at least 6 community representatives are preferred. For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

Clause 7.6 states that:

At the annual meeting each year nominations shall be called for proposed members of the Committee. The Committee must then elect from its proposed members the following office bearers:

- chair
- deputy chair (not mandatory, but recommended)
- secretary
- treasurer*
- booking officer*
- general members

*The treasurer and booking officer must not be the same person.

Clause 7.2.4 states that Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which their annual meeting occurs.

ISSUES/DISCUSSION

Korong Vale Sports Centre is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Joan Earl	Chair and booking officer
Robert Day	Deputy chair
Faye Day	Secretary/ Treasurer
John Murnane	Community member
Andrew Day	Community member
Judy Matthews	Community member
Peter Gibson	Community member

The Council representative for this committee is Cr Neil Beattie.

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 65 Community Asset Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Clause 7.3 of the instrument of delegation provides for the removal of any committee member. This clause could be used to mitigate risk.

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

The community asset committee has provided Council with the list of proposed committee members and their positions.

13 GENERAL BUSINESS

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 C492 - Godfrey Street Culvert Replacement

This matter is considered to be confidential under Section 3(1)(a) and (g(ii)) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

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 prejudice the commercial position of Council and/or disadvantage a private business, as various negotiations remain pending.

14.3 Victorian Energy Collaboration Contract

This matter is considered to be confidential under Section 3(1)(a) and (g(ii)) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage

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 25 May 2021 at 3pm.

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

Confirmed this.....day of..... 2021

.....