



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

Date: Tuesday, 27 July 2021
Time: 3pm
Location: Meeting to be held by video conference
- public access by virtual audio stream

AGENDA

Council Meeting

27 July 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	11
	7.1 REVIEW OF ACTIONS	11
8	MAYORAL REPORT	18
	8.1 MAYORAL REPORT.....	18
9	COUNCILLORS' REPORT	19
	9.1 COUNCILLORS' REPORTS	19
10	DECISION REPORTS	22
	10.1 COMPLIANCE MANAGEMENT POLICY VERSION 2 FOR ADOPTION.....	22
	10.2 JUNE 2021 AUDIT AND RISK COMMITTEE MEETING OVERVIEW	28
	10.3 REVIEW OF DELEGATIONS, AUTHORISATIONS AND APPOINTMENTS	58
	10.4 ANNUAL INFRASTRUCTURE PROGRAM 2021-2022	161
	10.5 LODDON SHIRE COMMUNITY GRANTS PROGRAM 2021/2022 - GROUP 1....	165
	10.6 2021/22 HALL AND RECREATION RESERVE ALLOCATION	173
	10.7 FINANCE REPORT FOR THE QUARTER ENDING 30 JUNE 2021	181
	10.8 FEES AND CHARGES - WAIVER OR REDUCTION POLICY	202
	10.9 APPROVAL OF BUSINESS CONTINUITY MANAGEMENT POLICY	208
11	INFORMATION REPORTS	217
	Nil	
12	COMPLIANCE REPORTS	218
	12.1 VIDEO LIVESTREAMING OF COUNCIL MEETINGS.....	218
	12.2 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - INGLEWOOD COMMUNITY ELDERLY PERSONS UNITS - ADDITIONAL MEMBER	219
	12.3 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - WEDDERBURN COMMUNITY CENTRE - ADDITIONAL MEMBERS.....	221
	12.4 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS - INGLEWOOD TOWN HALL HUB - ADDITIONAL MEMBERS.....	223
	12.5 RECOGNITION OF COMMUNITY MEMBER.....	225
13	URGENT BUSINESS	226
14	CONFIDENTIAL ITEMS	227

14.1 REVIEW OF CONFIDENTIAL ACTIONS 227

OPENING COMMENT

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: Jude Holt, Acting Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council confirm:

1. The minutes of the Council Briefing of 24 June 2021.
2. The minutes of the Ordinary Council Meeting of 24 June 2021.
3. The minutes of the Confidential Council Meeting of 24 June 2021.
4. The minutes of the Council Forum of 13 July 2021.

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

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

File Number: 02/01/001

Author: Christine Coombes, Executive and Commercial Services Officer

Authoriser: Jude Holt, Acting Chief Executive Officer

Attachments: Nil

RECOMMENDATION

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

1. Council Briefing 24 June 2021.
2. Council Forum 13 July 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	24 June 2021
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Phil Pinyon, Chief Executive Officer Wendy Gladman, Director Community Wellbeing Deanne Caserta, Manager Financial Services Glenn Harvey, Manager Development and Compliance Lynne Habner, Manager Executive and Commercial Services
Items discussed.	<ol style="list-style-type: none"> 1. Water allocation trade for Skinners Flat Reservoir 2. Community Grants – Bridgewater Recreation Reserve 3. Planning permit application 5553 – 78-80 Burke Street, Newbridge 4. General business: <ul style="list-style-type: none"> • Fentons Creek Hall • Pyramid Hill Men’s Shed • Virtual meetings of Councils • Childcare in Loddon • Question received from a member of the public • Settlement Strategy
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

Assembly details	Forum
Date	13 July 2021
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Jude Holt, Acting Chief Executive Officer Wendy Gladman, Director Community Wellbeing Sharon Morrison, Director Corporate Services Lynne Habner, Manager Executive and Commercial Services Janine Jackson, Manager Organisation Development David Southcombe, Manager Assets and Infrastructure Kirsten Nichols, Governance Coordinator Michelle Hargreaves, Administration Officer Corporate Services Sarah Perry, Manager Community Support Deanne Caserta, Manager Financial Services Dja Dja Wurrung representatives Beverley McArthur MP – Member for Western Victoria Region
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. Vic Police - Local Safety Committee 4. Business Continuity Management Policy 5. Wedderburn Lions Civic Reception 6. Community Satisfaction Survey results 7. Dja Dja Wurrung Partnering with Loddon Shire to deliver Aspirations For Our Country 8. Beverley McArthur MP – Member for Western Victoria Region 9. Annual Infrastructure Program 2021-22 10. Compliance Management 11. Update on The Loddon Project – Community Vision and Council Plan first draft 12. 2021-22 Newsletter Allocations 13. 2021-22 Community Grants – Group 1 14. 2021/22 Hall and Recreation Reserve Allocation 15. Fees and Charges – Waiver or Reduction Policy 16. General business: <ul style="list-style-type: none"> • Overdue reviews of strategic documents and policies • Working with the community
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil

Councillor/officer left room	
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7 REVIEW OF ACTION SHEET

7.1 REVIEW OF ACTIONS

File Number: 02/01/002

Author: Christine Coombes, Executive and Commercial Services Officer

Authoriser: Jude Holt, Acting Chief Executive Officer

Attachments: 1. Action Sheet

RECOMMENDATION

That Council receive and note the action sheet.

CONFLICT OF INTEREST

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

REPORT

Refer attachment.

Action Sheets Report	Division: Council Committee: Officer:	Date From: Date To: Printed: Wednesday, 14 July 2021 8:28:23 AM
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Outstanding actions from previous meetings

Meeting	Officer/Director	Section	Subject
Council 23/02/2021	Morrison, Sharon Morrison, Sharon	Decision Reports	Version 2 of the Community Engagement Policy proposed for adoption
<p>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> <p>12 May 2021 9:59am Morrison, Sharon Business case for community engagement officer to be finalised.</p> <p>08 Jun 2021 12:49pm Morrison, Sharon Business case for community engagement officer to be finalised.</p> <p>13 Jul 2021 12:03pm Morrison, Sharon Business case for community engagement officer to be finalised.</p>			

Meeting	Officer/Director	Section	Subject
Council 24/06/2021	Gladman, Wendy Gladman, Wendy	Compliance Reports	Community Grants - Bridgewater Recreation Reserve
<p>RESOLUTION 2021/140</p> <p>Moved: Cr Wendy Murphy Seconded: Cr Linda Jungwirth</p>			

Division: Council	Date From:
Committee:	Date To:
Officer:	Printed: Wednesday, 14 July 2021 8:28:23 AM

Action Sheets Report

That Council allocates \$1980 from Council's unallocated 2020/21 Community Grant monies to the Bridgewater Recreation Reserve Committee of Management in support of their project to paint the interior of their clubrooms.

CARRIED

14 Jul 2021 7:52am Gladman, Wendy

The administrative processes to finalise this action have not commenced at the time of updating this action, the funds required from the 2020/21 financial year have been captured and carried forward into the 2021/22 financial year and the item will be actioned shortly.

Actions completed since last meeting

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

Division: Council	Date From:
Committee:	Date To:
Officer:	Printed: Wednesday, 14 July 2021 8:28:23 AM

Action Sheets Report

- 10 Aug 2020 11:44am Phillips, Steven**
Progress has been significantly hampered due to the current COVID – 19 restrictions and the desire for a face to face meeting with Coliban Water. Once restrictions allow, a face to face meeting with Coliban Water will be arranged.
- 01 Sep 2020 6:05pm Phillips, Steven**
This matter is scheduled on the September Council Forum agenda for discussion. The timing and circumstances for a meeting with Coliban Water remains a critical issue. It is important that Council is able to engage with them in a meaningful way about potential solutions that they may be able to assist with.
- 01 Oct 2020 6:17pm Phillips, Steven**
Following the discussion at the September Council Forum contact has been made with GHD for them to provide Council with a fee proposal to investigate the required works associated with actively maintaining the water level at Skinners Flat. The meeting with Coliban Water has not yet been scheduled.
- 09 Nov 2020 1:02pm Phillips, Steven**
GHD came back with a proposal to complete the Intermediate Inspection Report in October/November as it is due for review next year. This will provide them with sufficient information to report to Council with recommendations based on the findings. They have also been engaged to attend a Council Forum to discuss the report and its recommendations. The meeting with Coliban Water remains on hold to discuss opportunities to partner with Council on the provision of recreational water for Skinners Flat Reservoir.
- 07 Dec 2020 9:17am Phillips, Steven**
The Skinners Flat Reservoir Intermediate Dam Safety Inspection has been completed by GHD and its author will be attending the December Council Briefing for discussion on the matter. The meeting with Coliban Water to discuss opportunities to partner with Council on the provision of recreational water for Skinners Flat Reservoir remains on hold.
- 11 Jan 2021 6:22pm Phillips, Steven**
The Intermediate Dam Safety Inspection report was presented to Council by GHD at its December Forum. That report recommended further assessment of the impacts of flooding to the dam and spillway. Work on the further assessments necessary are being arranged so that a more complete picture can be utilised to establish cost estimates of the required works to ensure that the dam and spillway are safe and suitable for managing water levels of the Reservoir. Council officers will report back to Council once a cost estimate is established for the required works to support the safe use of the Reservoir. A meeting with Coliban Water executives has been arranged for early February 2021 to explore opportunities for Coliban and Council to partner on the provision of recreational water for Skinner Flat Reservoir. Council representatives attending this meeting will include Cr Mayor Beattie and Cr Holt as well senior Council Staff.
- 12 Feb 2021 11:22am Phillips, Steven**
On Friday 5 February Cr Mayor Beattie and Cr Holt and senior Council Staff met with Damian Wells CEO and Steve Healy Executive General Manager Climate and Population Adaption from Coliban Water to discuss opportunities to work together on the provision of recreational water to Skinners Flat. The meeting was productive with both parties committing to continue to work together on finding a solution. Coliban Water is going to investigate and provide a few options for a commercial leasing arrangement for Council to consider. Work is continuing on scoping the required works to the dam and spillway. It will take some time for the required information to be obtained and assessed. GHD have been engaged and should be able to provide Council with advice and cost estimates within the next 5 months.
- 09 Mar 2021 3:16pm Phillips, Steven**
Council is waiting on information for the following:
 - survey and assessment of the dam and spillway by GHD.
 - Coliban Water to complete its investigations into possible options for water leasing arrangements.
 No further actions taken at this stage until the above information is provided.
- 15 Apr 2021 10:28am Phillips, Steven**

Division: Council	Date From:
Committee:	Date To:
Officer:	Printed: Wednesday, 14 July 2021 8:28:23 AM

Action Sheets Report

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

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

04 Jun 2021 6:19pm Phillips, Steven
Coliban Water are drafting a letter of offer to be sent to council in the coming weeks. The offer will most likely be as discussed at the meeting held on Friday 5 February 2021. GHD continue their work on the Dam and spillway assessments.

12 Jul 2021 5:02pm Phillips, Steven - Completion
Action completed by Phillips, Steven

13 Jul 2021 9:18pm Phillips, Steven
On Wednesday 16 June 2021, Council received a letter from Coliban Water relating to an in-principal agreement for a water allocation trade for Skinners Flat Reservoir. Council discussed this matter at its June Briefing session. Council's in-principal agreement of the proposal has been conveyed to Coliban Water in a letter sent on Friday 25 June 2021.

Meeting	Officer/Director	Section	Subject
Council 24/06/2021	Harvey, Glenn Phillips, Steven	Decision Reports	PLANNING APPLICATION 5553 - 78-80 Burke Street, Newbridge
RESOLUTION 2021/134			
Moved: Cr Linda Jungwirth			
Seconded: Cr Gavan Holt			
That Council determines to issue a notice of decision to refuse planning application 5553 for the use and development of the land for a dwelling within the Farming Zone and Land Subject to Inundation Overlay.			
CARRIED			
13 Jul 2021 1:46pm Harvey, Glenn			
Notice of decision issued to refuse the application.			
13 Jul 2021 1:48pm Harvey, Glenn - Completion			
Action completed by Harvey, Glenn			

Meeting	Officer/Director	Section	Subject
Council 24/06/2021	Habner, Lynne Holt, Jude	Decision Reports	Skinners Flat Reservoir Master Plan

Division: Council	Date From:
Committee:	Date To:
Officer:	Printed: Wednesday, 14 July 2021 8:28:23 AM

[Action Sheets Report](#)

RESOLUTION 2021/135

Moved: Cr Gavan Holt
 Seconded: Cr Dan Straub

That Council receive and note the Skinners Flat Reservoir Master Plan, and:

- (a) pay particular attention to the pre-conditions that will influence a future Council decision about implementation of any of the options or actions contained in the Master Plan
- (b) communicate with key stakeholders and the community to advise Council's decision to note rather than implement the Master Plan immediately, due to (a).

CARRIED

28 Jun 2021 2:28pm Habner, Lynne
 Letter and email communication sent to previously engaged stakeholders, and media released to advise community of Council resolution.

28 Jun 2021 2:29pm Habner, Lynne - Completion
 Action completed by Habner, Lynne

Meeting	Officer/Director	Section	Subject
Council 24/06/2021	Hargreaves, Michelle Morrison, Sharon	Decision Reports	Section 65 Community Asset Committee - Revoke Instrument of Delegation - Bridgewater on Loddon Memorial Hall

RESOLUTION 2021/136

Moved: Cr Wendy Murphy
 Seconded: Cr Linda Jungwirth

That Council revoke the instrument of delegation to Bridgewater on Loddon Memorial Hall Community Asset Committee, resulting in the Community Asset Committee being dissolved, effective upon the signing of a Management Agreement with Bridgewater on Loddon Development Inc.

CARRIED

13 Jul 2021 12:03pm Hargreaves, Michelle - Completion
 Action completed by Morrison, Sharon

14 Jul 2021 8:39am Coombes, Christine
 Agreement being supplied to new committee.

Meeting	Officer/Director	Section	Subject
Council 24/06/2021	Caserta, Deanne	Decision Reports	Adoption of the 2021/22 Budget

Action Sheets Report	Division: Committee: Council Officer:	Date From: Date To: Printed: Wednesday, 14 July 2021 8:28:23 AM
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Morrison, Sharon

RESOLUTION 2021/137

Moved: Cr Dan Straub
 Seconded: Cr Wendy Murphy

1. That Council:

- (a) having advertised the Draft Budget and having received no submissions, adopt the 2021/22 Budget.
- (b) having advertised the Draft Fees and Charges Schedule and having received no submissions, adopt the 2021/22 Fees and Charges Schedule
- (c) subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges Schedule for the year 1 July 2021 to 30 June 2022.

CARRIED

24 Jun 2021 7:11pm Caserta, Deanne - Completion
 Action completed by Caserta, Deanne

07 Jul 2021 11:55am Coombes, Christine
 Documents sent for finalisation and publishing to website. Copies made available at Wedderburn Office.

Meeting	Officer/Director	Section	Subject
Council 24/06/2021	Caserta, Deanne Morrison, Sharon	Decision Reports	Adoption of the Revenue and Rating Plan

RESOLUTION 2021/138

Moved: Cr Wendy Murphy
 Seconded: Cr Gavan Holt

That Council, having advertised the Draft Revenue and Rating Plan and having received no submissions, adopt the Revenue and Rating Plan.

CARRIED

24 Jun 2021 7:11pm Caserta, Deanne - Completion
 Action completed by Caserta, Deanne

07 Jul 2021 11:56am Coombes, Christine
 Documents sent for finalisation and publishing to website. Copies made available at Wedderburn Office.

8 MAYORAL REPORT**8.1 MAYORAL REPORT**

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

RECOMMENDATION

That Council receive and note the Mayoral Report

REPORT

The Mayor will present a report at the meeting.

Cr Beattie**Rail Freight Alliance****Loddon Campaspe Councils****Murray River Group of Councils****Special Committees Of Council (Section 65 Community Asset Committees):**

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

DATE**Activity**

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

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

RECOMMENDATION

That Council receive and note the Councillors' reports

REPORT

Each Councillor will present a report at the meeting.

Cr Holt

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 COMPLIANCE MANAGEMENT POLICY VERSION 2 FOR ADOPTION**

File Number: 06/02/003
Author: Jude Holt, Acting Chief Executive Officer
Authoriser: Jude Holt, Acting Chief Executive Officer
Attachments: 1. Compliance Management Policy V2

RECOMMENDATION

That Council adopts version 2 of the Compliance Management Policy.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Version 1 of the Compliance Policy was adopted by Council 28 January 2014.

BACKGROUND

The need for a Compliance Policy was raised during an internal audit review that was presented to the Audit Committee in August 2013.

One of the actions in the review report stated "We recommend Council management establish and document policies and procedures to govern the Council's legislative compliance requirements and responsibilities."

ISSUES/DISCUSSION

The Compliance Management Policy has been updated to reflect the Australian Standard for Compliance Management Systems: AS/ISO 19600:2015.

COST/BENEFITS

The costs associated with the adoption of this policy are contained within the current operational budget. The benefits of adopting this policy is a commitment for managing and monitoring legislative compliance requirements and responsibilities.

RISK ANALYSIS

Without a Compliance Management Policy there is a risk that Council will breach or miss legislative requirements or responsibilities.

CONSULTATION AND ENGAGEMENT

This policy has been through the following levels of consultation: staff consultation, Policy Review Group, Management Executive Group and Audit and Risk Committee.



COMPLIANCE MANAGEMENT POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Director Corporate Services
INTERNAL COMMITTEE ENDORSEMENT:	Audit and Risk Committee
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	2
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Councillor code of conduct Staff and contractors code of conduct Risk management framework Risk management policy Governance framework
RELATED LEGISLATION:	Local Government Act 2020 All legislation and associated regulations that govern Council's activities
EVIDENCE OF APPROVAL:	<hr/> Signed by Chief Executive Officer
FILE LOCATION:	Document6

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

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



COMPLIANCE MANAGEMENT POLICY

1 PURPOSE

The purpose of this policy is to outline Loddon Shire Council's approach to compliance management.

2 SCOPE

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

3 POLICY

Council is committed to developing and maintaining a culture of effectively managing its compliance obligations. It will do this by:

- displaying its commitment to effective compliance management through the adoption of this policy
- implementing a compliance management program that assists staff in meeting compliance obligations and achieving desired behaviours.

This policy has been prepared with reference to the Australian Standard for Compliance Management Systems - Guidelines: AS/ISO 19600:2015 (the Standard), which outlines the principles for managing compliance.

In an ethical culture, employees and managers understand why doing the right thing is important to the organisation's long term viability. An ethical culture supports independent thinking employees and managers who make decisions consistent with the principles of good governance and the Council's values.

3.1 Compliance management program objectives and scope

The objective of the compliance management program is to establish an ongoing set of activities within the principles for managing compliance obligations that supports the implementation of this policy.

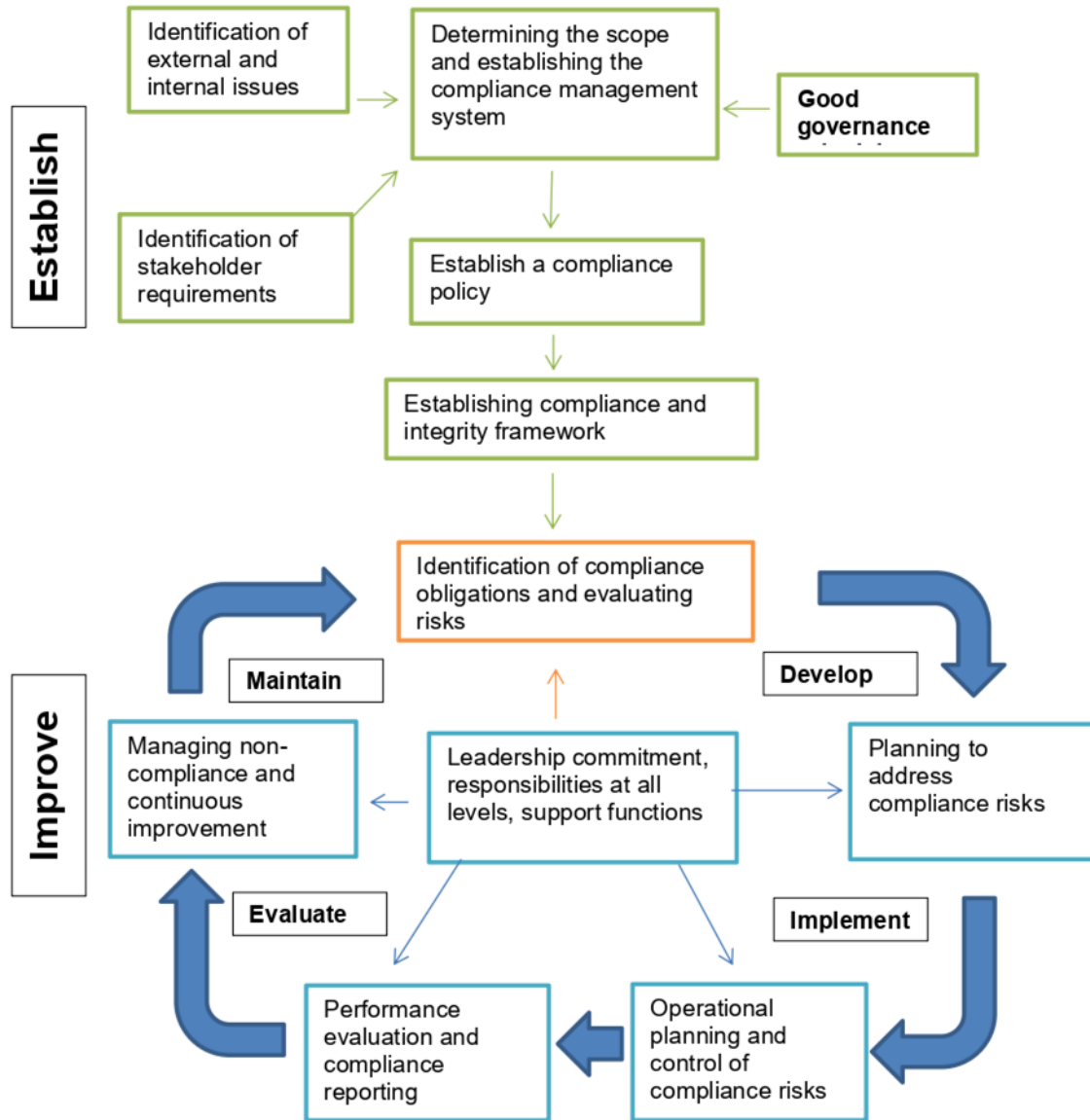
The scope of Council's compliance management program covers the elements in ISO19600:2015 and includes:

- understanding the organisation and its context
- understanding the needs and expectations of interested parties
- establishing the compliance management system
- identifying compliance obligations
- identifying, analysing and evaluating compliance risks
- promoting roles, responsibilities and authorities
- developing actions to address compliance risks
- developing compliance objectives and plan to achieve them
- establishing controls and procedures
- monitoring, measuring, analysing and evaluating the program
- providing stakeholders with assurance that Council is meeting its compliance obligations
- working with responsible officers to prevent nonconformity and noncompliance and put in place corrective actions where required
- continually improving the compliance management program.



COMPLIANCE MANAGEMENT POLICY

These elements are represented in the following flowchart.



This approach is adopted in line with the Australian Standard AS ISO 19600:2015 Compliance Management Systems – Guidelines. This is a high level structure to assist in the implementation of specific compliance and integrity related requirements in any management system. This flowchart is in line with the continuous improvement principle – “Plan- Do – Check – Act”.



COMPLIANCE MANAGEMENT POLICY

4 ROLES AND RESPONSIBILITIES

4.1 Council

Council is responsible for approving this policy, and will actively demonstrate a commitment to a compliance culture, with the aim of promoting good governance, accountability and transparency of decision making.

4.2 Audit and Risk Committee

The Audit and Risk Committee is responsible for endorsing this policy and recommending approval to the Council. It is also responsible for monitoring, reviewing and advising the Council on the standard of its compliance management system.

4.3 Chief Executive Officer

The Chief Executive Officer is responsible to Council for the management of compliance and integrity obligations.

4.4 Management Executive Group

The Management Executive Group is responsible for leading by example and demonstrating an active commitment to and support for the compliance management system.

4.5 Managers/Supervisors/Team Leaders

Managers, supervisors and team leaders are responsible for demonstrating an active commitment to and support for the compliance management system.

4.6 Director Corporate Services

The Director Corporate Services is responsible for maintaining this policy.

4.7 Governance

Corporate governance is responsible for establishing and demonstrating a good governance culture that ensures compliance across Council. Corporate governance is responsible for giving advice, education and support across the organisation.

4.8 Employees

In accordance with the Code of Conduct and the principle of respect for the rule of law, all Council employees should be conscientious in seeking to comply with relevant obligations in the course of their duties.

4.9 Responsible officers

Obligations are assigned to responsible officers who are required to:

- confirm that they are seeking, in the course of their operational activities, to ensure compliance with each obligation for which they are designated the responsible officer
- report on any incidents of non-compliance and any remedial action taken to address them, including any ongoing non-compliance issues
- maintain a sound knowledge of their designated obligations



COMPLIANCE MANAGEMENT POLICY

- ensure new obligations arising from, for example, common law, legislation changes, policies, procedures, investigations or audits are added to Council's compliance management software, if not added by the software provider
- arrange for the removal/archiving of any obsolete obligations from Council's compliance management software, if not removed by the software provider.

5 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
AS19600:2015: Compliance management systems - Guidelines	This Australian Standard that was developed following a request from the Australian Competition and Consumer Commission. It provides principles for the development, implementation and maintenance of effective compliance programs within the public and private sector.
Compliance management system (CMS)	The compliance management system is the policies, operating procedures, strategic documents and information technology that assist Council in meeting all organisation's compliance obligations and compliance risks in relation to legislative reporting requirements, regulations, industry and internal codes of conduct.

6 HUMAN RIGHTS STATEMENT

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

7 REVIEW

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

10.2 JUNE 2021 AUDIT AND RISK COMMITTEE MEETING OVERVIEW

File Number: FOL/20/612

Author: Jude Holt, Acting Chief Executive Officer

Authoriser: Jude Holt, Acting Chief Executive Officer

Attachments: 1. **Minutes of Audit and Risk Committee Meeting held on 17 June 2021 - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(a) of the *Local Government Act 2020*. It contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

Pursuant to Section 66(2)(a) of the Local Government Act 2020, if released the information to be received, discussed or considered in relation to this agenda item, may result in the release of information which would result in unreasonable disclosure of Council business. **(under separate cover)**

2. **Audit Report "Desktop review of Occupational Health and Safety (ISO 45001:2018)" - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(a) of the *Local Government Act 2020*. It contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

Pursuant to Section 66(2)(a) of the Local Government Act 2020, if released the information to be received, discussed or considered in relation to this agenda item, may result in the release of information which would result in unreasonable disclosure of Council business. **(under separate cover)**

3. **2020 Annual Report of Audit and Risk Committee**

4. **Proposed Strategic Internal Audit Plan 2019-2023 (2021-2022 Focus)**

RECOMMENDATION

That Council:

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

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council was provided with a summary of the February 2021 Audit and Risk Committee Meeting at the Council Meeting held on 23 March 2021.

BACKGROUND

The Audit and Risk Committee was established under Section 53 of the Local Government Act 2020, which states that “A Council must establish an Audit and Risk Committee”, by Council resolution on 23 June 2020.

The committee is made up of four independent community members, and Cr Gavan Holt, as Council’s representative. At the Council Meeting on 19 November 2020, it was resolved that Councillor Beattie be the alternate Council representative in the event that Cr Holt is unable to attend the Audit and Risk Committee meeting. Council’s Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

The objectives of the Audit and Risk Committee are to:

- a) monitor the compliance of Council policies and procedures with
 - i. the overarching governance principles; and
 - ii. this Act and the regulations and any Ministerial directions
- b) monitor Council financial and performance reporting
- c) monitor and provide advice on risk management and fraud prevention systems and controls
- d) oversee internal and external audit functions.

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

ISSUES/DISCUSSION

The scheduled May 2021 Audit and Risk Committee meeting was deferred to 17 June 2021 due to availability of members and the impact of COVID-19 restrictions. The agenda for the 17 June 2021 meeting included the following:

- Rachele Tippett was officially welcomed as the newest appointment to the Audit and Risk Committee.

Decision Reports

- The draft Compliance Management Policy was provided for review and endorsed.
- The draft Annual Report of the Committee’s activities was provided for review.
- The internal audit report “Desktop Review of Occupational Health and Safety (ISO45001:2018)” was provided. The report noted that of the 28 items reviewed, 20 were compliant, seven were not compliant, and one was not applicable. Management has identified 12 areas for improvement which will be scheduled for completion.
- The Business Continuity Policy was reviewed and endorsed.
- The Business Continuity Framework and Business Continuity Plan were noted.
- The Financial Management Policy was reviewed; the Committee requested further work on the policy which will be returned to them for further consideration.
- The Audit and Risk Committee Charter was reviewed; the Committee requested further work on the Charter which will be returned to them for further consideration.
- The Strategic Internal Audit Plan 2020-2023 was approved by the Committee.

Compliance Reports

- The draft Governance Framework was reviewed and noted.
- Standing reports on any suspected and actual fraud, thefts, and corruption, and major lawsuits being faced by the Council was provided by the Chief Executive Officer.

- The quarterly report on Councillor expenses was provided.
- The quarterly report on Council's risk profile, significant changes and review of treatment plans for significant risks was reviewed.
- A presentation on the 2021/22 draft budget was provided.
- The Interim Management Letter for the year ended 30 June 2021 was provided by RSD Audit. The Committee congratulated the team on strong responses in the report.

Information Reports

- The Loddon Performance Framework was provided; the Committee provided feedback about the report and asked that amendments be made to it, ensuring the requirements of the Local Government Performance Reporting Framework (LGPRF) be met.
- The results of the Committee's self-assessment performance survey were provided. The Committee is seeking a review of the agenda and work plan to streamline meetings and the agenda papers.
- The Finance Report for the period ended 31 March 2021 was reviewed.
- Glenn Harvey, Manager Development and Compliance was the guest staff member for the meeting. Glenn provided an overview of his team's responsibilities.
- Progress with delivery of the strategic internal audit plan was discussed.
- The quarterly report on significant changes to key systems and their impact to Council's risk profile was provided.
- The quarterly report on regulatory and integrity agencies and VAGO was provided.
- An update on service planning and the review of the risk management framework was provided.
- A report regarding changes to LGPRF was provided.
- The annual insurance report was provided.
- The shell statements for the Financial Statements and Performance Statement were provided.

Next Review

- The internal audit scope for "Follow up of agreed actions from internal audit recommendations" was reviewed.

COST/BENEFITS

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

The benefits that the internal audit function provides Council are:

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

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

Nil



Audit and Risk Committee – 17/06/2021

2020 Annual Report

Introduction

This report is provided to Council in accordance with Audit and Risk Committee resolution 2021/5.

During 2020, the Audit and Risk Committee focussed on ensuring compliance with the new Local Government Act 2020. This included the preparation of a new Charter for adoption by Council together with the establishment of the Audit and Risk Committee, a replacement of the previous Audit Committee. The Audit and Risk Committee was also impacted by COVID-19 restrictions. Meetings were conducted online.

Committee

Committee membership

During the year the Committee consisted of:

Name	Full term	Notes
Mr Rod Baker	1 May 2016 to 30 April 2020 1 May 2020 to 30 April 2024	Re-appointed after advertising
Mr Alan Darbyshire	1 May 2017 to 30 April 2021	
Mr Rod Poxon	1 May 2018 to 30 April 2022	
Mr Jarrah O'Shea	1 May 2019 to 30 April 2023	

Councillor Gavan Holt was reappointed to the committee at the Statutory Meeting of Council held 7 November 2019. Councillor Neil Beattie is the alternate representative.

On 20 February 2020 Mr Rod Baker was nominated as Chair of the Committee; Council endorsed that nomination and appointed Mr Baker at the Ordinary Meeting of Council held on 25 February 2020. Mr Rod Baker's term expired 30 April 2020 and he was appointed to the Audit and Risk Committee after the position was advertised publicly.

On 14 May 2020 Mr Rod Baker was re-nominated as Chair of the Committee.

Committee attendances

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

	February 2020	May 2020	August 2020	November 2020	Total
Mr Rod Poxon	Yes	Yes	Yes	Yes	4 out of 4
Mr Rod Baker	Yes	Yes	Yes	Yes	4 out of 4
Mr Alan Darbyshire	Yes	Yes	Yes	Yes	4 out of 4

Page 1 of 4

Councillor	No	Yes – Gavan Holt	Yes – Gavan Holt	Yes – Gavan Holt	3 out of 4
Mr Jarrah O'Shea	Yes	Yes	Yes	Yes	4 out of 4
Total Members Attending	4	5	5	5	

Audit Program

In August 2020 the Audit Committee considered and approved the draft Strategic Internal Audit Plan 2019-2023 (2020-21 Focus).

The Committee agreed that audit reviews for the 2020/21 period should be:

- Swimming Pool Management (carry forward from 2019/20)
- Capital Project Management
- Desktop Review of OHS (including staff awareness survey) with a focus on recent 'manslaughter' changes
- Management of Recreation Reserves
- Asset Management and Maintenance
- Follow-up on status of management actions to address internal audit recommendations from agreed reports.

Internal audit reports

During 2020, the Committee received audit reports for reviews in relation to:

- Risk Management Framework (including awareness survey)
- Councillor Expenses
- Cash Handling
- Victorian Protective Data Security Standards
- Follow-up report for discussion with the Audit Committee and internal auditor

External audit management letter

The external audit strategy for the year ended 30 June 2020 was presented to the Committee at the February meeting.

The financial statements were presented to the Committee at the August 2020 meeting.

The end of financial year management letter was presented to the Committee at the November 2020 meeting.

Outstanding Internal Audit Recommendations

During 2020 the internal auditors changed the methodology for the outstanding internal audit recommendations review to an approach which considered the relevance of outstanding internal audit recommendations. This resulted in the following summary of outstanding recommendations as at April 2020 when the outstanding audit recommendations review was undertaken:

Previous internal audit reports	Outstanding Internal Audit Recommendations				
	Relevant	Partially relevant	Not relevant	Completed	Total
Review of Waste Management Planning	5	-	-	6	11
Review of Service Planning	3	-	-	-	3
Review of Human Resources Management and Payroll, incl. Data Analytics	4	2	1	5	12
Review of Councillor Expenses	1	-	-	4	5
Review of Purchases and Issues from Council Depot Stores (incl. purchases made on credit cards)	2	-	3	-	5
Review of Accounts Payable	3	-	-	-	3
Review of the Management of Privacy Responsibilities	8	-	-	2	10
Follow-up areas from May 2017 follow up areas	12	-	-	9	21
Review of Occupational Health and Safety	13	-	-	-	13
Review of Records Management	-	9	-	3	12
Review of the Whole-of-Life Costing	4	-	-	-	4
Total	55	11	4	29	99

There are many relevant and partially relevant outstanding recommendation progressing or completed since April 2020. An updated review of outstanding recommendations is completed annually and reported to Council after review by the Audit and Risk Committee.

Governance Activities

Meeting under Clause 5.3(e) of the Charter

Under Clause 5.3(e) of the Charter, the Committee may choose to hold a meeting without officers present. Due to COVID physical distancing restrictions, the Committee met by WebEx for May, August, November. Scheduling challenges resulted in the Committee resolving at the August meeting that the Chair contact the lead contact at both the internal and external auditors to discuss Council performance confidentially and report back to the committee members confidentially at the next meeting. The chair reported to the November 2020 meeting and the committee resolved to note the issues raised. The issues included the remote nature of internal and external audit in a COVID environment. The auditors were complimentary of the cooperation of staff during audits.

Audit Committee Survey

The Committee undertook a performance survey during the year and the results were presented for discussion and recommendation at the May 2020 Committee meeting.

The outcomes were very positive with 89.2% of responses in the “satisfactory” category.

The unsatisfactory/unsure responses related to:

- Reporting on business continuity and disaster recovery
- A framework for monitoring the multi-dimensional elements of corporate governance
- Reporting on compliance with legislation

The Committee noted the management responses to the concerns raised.

Audit Committee Charter

Version 9 of the Committee Charter was noted at the August 2020 after being adopted by Council on 23 June 2020 to ensure compliance with section 54 of the Local Government Act 2020.

Presentations by Council Officers

The Committee indicated that they would like regular presentations by Council officers in order to learn more about Council’s business and to hear from the people managing the various function of Council. During 2020 the Committee was addressed by:

Meeting	Council officer	Topic
February 2020	Manager Assets and Infrastructure, David Southcombe	Overview of Department
May 2020	Manager Executive and Commercial Services, Lynne Habner	Overview of Department
August 2020	Manager Community Wellbeing, Amy Holmes	Overview of Department
December 2020	Director Operations, Steve Phillips	Overview of Directorate

LODDON SHIRE COUNCIL

STRATEGIC INTERNAL AUDIT PLAN

2019 – 2023 (2021-22 Focus)



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Table of Contents

APPROACH.....	3
PROPOSED AUDIT PROGRAM (2020 – 2023).....	4
HIGH LEVEL SCOPES FOR PROPOSED (2020-2023) INTERNAL AUDIT REVIEWS	9
AUDITS PERFORMED (2015-2023).....	18
POTENTIAL FUTURE AUDIT AREAS	21
STAKEHOLDERS CONSULTED	22



APPROACH

The Strategic Internal Audit Plan (“SIAP”) was developed following consultation with the Loddon Shire Council (“LSC”) executive management team, Audit and Risk Committee members, review of LSC’s risk register and profile, and consideration of previous internal audit coverage.



- Team Support and Development;
- Information Technology;
- Infrastructure and Asset Management;
- Departmental Operational and Organisation-wide Audits; and
- Follow-up reviews.

Each of the proposed reviews has been linked to the relevant risks contained in LSC’s strategic risk register.

The plan will be reviewed at the end of each year and any other potential reviews may be selected based on changes to the organisational environment and Enterprise Risk Register at the time of review.

Internal Audit Reports

Internal audit reports will be presented to the ARC by the Partner and/or Internal Audit Manager at relevant Committee meetings.

The Internal Audit Program focuses on areas considered higher risk to LSC to maximise the effectiveness of the internal audit function. Reviews have been categorised in the following areas:

- LSC Governance;
- Financial Systems and Controls;



PROPOSED AUDIT PROGRAM (2020 – 2023)

Following consultation with LSC executive management, the following Internal Audit reviews are proposed for the 2020 - 2023 years.

DESCRIPTION	2019-20 (HOURS)	2020-21 (HOURS)	2021-22 (HOURS)	2022-23 (HOURS)	STRATEGIC RISK REGISTER REFERENCE
Governance					
Council Governance (incl. Council survey)			60		172, 185 and other Org. Risks
Risk Management Framework (incl. awareness survey)	<input checked="" type="checkbox"/>				All Risks
Fraud Corruption and Control Framework				45	45, 190 and other Org. Risks
Councillor Expenses	<input checked="" type="checkbox"/>				45, 190 and other Org. Risks
Financial Systems and Controls					
Cash Handling (Waste and S.86 Committees)	<input checked="" type="checkbox"/>				45 and other Org. Risks
Payroll (incl. data interrogation)				45	130, 45 and other Org. Risks
Infrastructure and Asset Management					



DESCRIPTION	2019-20 (HOURS)	2020-21 (HOURS)	2021-22 (HOURS)	2022-23 (HOURS)	STRATEGIC RISK REGISTER REFERENCE
Asset Management and Maintenance		50 (In progress)			45 and other Org. risks
Team Support and Development					
-					
Information Technology					
Victorian Protective Data Security Standards ("VDPSS")	<input checked="" type="checkbox"/>				Refer to org risks
Data Governance			50		130 and other Org. risks
Departmental / Operational and Organisation-wide Audits					
Desktop Review of Occupational Health and Safety (incl. staff awareness survey)		<input checked="" type="checkbox"/>			
Capital Project Management		<input checked="" type="checkbox"/>			45, 59 and other Org. risk
Contractor Appointment and Management				50	45 and other Org. risk
Events Management				45	133 and other Org. risk
Enforcement/Regulatory Activities (Buildings/Planning/Local Law etc)			50		130 and other Org. risks.



DESCRIPTION	2019-20 (HOURS)	2020-21 (HOURS)	2021-22 (HOURS)	2022-23 (HOURS)	STRATEGIC RISK REGISTER REFERENCE
Swimming Pool Management (new regulations) (Carried forward from 2019-20)		☑			130 and other Org. risks
Recreation Reserves Management		35 (In progress)			133 and other Org. risks
Management of Caravan Parks		35 (In progress)			45,130 and other Org. risks
Fleet Management (incl. fuel usage)			45		45 and other Org. risks
Follow-up review					
Follow-up on status of management actions to address internal audit recommendations from agreed reports.	☑	20 (In progress)	20	20	All risks
Internal Audit Management					
Development and administration of the Internal Audit program and attendance at Audit and Risk Committee meetings.	☑	10	15	15	-
Total Hours	☑	290	240	220	



LSC – RISK REGISTER – June 2021

Risk Number	Description	Risk level
7	Council does not have an effective Community Contacts database for access by all staff.	Low
32	There is a risk that Council will be financially unsustainable due to its strong reliance on grants to deliver services and capital works projects.	High
40	Council outsourcing responsibilities to outside organisations	Low
45	Failure to prevent fraud and corruption across the Council	Low
56	Reliance on ageing volunteers	Medium
57	Council's Ageing workforce	Medium
58	A natural catastrophes/disaster/climate change event	Medium
59	No Framework for Project Management	Medium
75	Council's high reliance on recurrent funding and specific purpose grants	Medium
76	Lack of local community consultation on projects	Low
77	Increase in regulatory compliance for Section 86 Committees	Low
79	Council's current financial assistance model for committees managing facilities	Low
80	Change in weather patterns affecting dry land farmers	Low
130	Changes in legislation	Medium
131	Inability to attract and retain skill staff	Low
132	Lack of capacity to collaborate towards shared goals	Medium
133	Changes in community expectations	High



149	Ageing population	Medium
172	Failure to give effect to the overarching governance principles in accordance with Section 9(2) of the Local Government Act 2020.	High
176	There is a risk that a pandemic will cause business continuity issues.	Medium
179	Climate change	High
180	Reduced productivity due to low digital literacy of staff	Medium
182	Failure to prevent and manage cyber incidents and cyber changes.	High
183	Failure to manage reputational risk	High
184	Failure to appropriately manage property and infrastructure.	High
185	Failure to provide effective governance	Medium
186	Failure to plan for business continuity.	Medium
187	Failure to provide effective HR and/or OHS management.	Medium
188	Failure to manage impacts on the environment	High
189	Failure to adequately undertake regulatory roles.	Medium
190	Failure to prevent theft, fraud and crime	Medium
191	Failure to plan for potential terrorism attacks	Medium
193	There is a risk of non-compliance with Modern Slavery laws when they become applicable to local government.	Low
196	There is a risk of sexual harassment.	Medium
197	Lack of external external CT cameras to deter or prevent break in, thefts or vandalism	Medium
198	Compliance with Land Use Activity Agreements	Medium
199	There is a risk that local laws cannot be enforced due to expiry of local laws.	High



HIGH LEVEL SCOPES FOR PROPOSED (2020-2023) INTERNAL AUDIT REVIEWS

DESCRIPTION	COMMENCEMENT DATE	HOURS
2021-22		
<p>Council Governance (incl. Council Survey)</p> <p>Governance is the way by which an organisation is held accountable. In Local Government, governance involves the ways in which the staff members are accountable to the Elected Council and the Elected members and staff members are accountable to the community.</p> <p>The <i>Local Government Act 2020</i> sets out a governance framework including policies, meeting procedures, public consultation requirements, reporting (financial and non-financial), and the roles and responsibilities within the Council.</p> <p>It is imperative that local governments review their own internal governance framework and processes. The objective of the review will be to identify the strengths and weaknesses of current governance structure and operations, and to make recommendations that it ensure that these reflect the Council's statutory functions and contemporary practice.</p> <p>More specifically, the objectives of the review will be to assess whether:</p> <ul style="list-style-type: none"> • The capability (i.e. qualifications, skills and experience base) of the Councillors, and practices/processes of the Council, to provide effective governance oversight; • The adequacy and comprehensiveness of the management framework overseeing Council governance (including strategic direction, presence of steering committees both organisational and Council-sub Committee, policies and procedures, risk management, key systems etc.); • The processes adopted by LSC to ensure the Council fulfils its legislative and regulatory compliance requirements relating to activities (i.e. <i>Local Government Act 2020</i>); 	2 nd August 2021	60



DESCRIPTION	COMMENCEMENT DATE	HOURS
<ul style="list-style-type: none"> Accountability mechanisms, leadership structures, and delegation protocols that relate to governance (i.e. roles and responsibilities, assessment of Council performance, delegations of authority, reviews against applicable external requirements, remedial actions to address any performance related matters etc.); and The adequacy of monitoring and reporting processes to provide LSC management and the Council with oversight over Council governance related matters and activities (i.e. nature, content, duration, quality and responsibility over reporting, sign-off against reports, incident reporting, linkage to targets/milestones linked to strategic plan/s, root cause analysis, follow-up actions, improvement opportunities, etc.). <p><i>Note: A key part of this review will be to undertake a governance questionnaire survey of Council members consisting of questions relating to the governance framework, communication, operations and the level and type of information and matters they receive. The results of the survey will be used to provide assurance where relevant and potential areas for improvement in Council governance practices.</i></p>		
<p>Data Governance</p> <p>Data governance is a quality control discipline for managing, using, improving and protecting organisational information. Effective data governance enhances the availability, integrity, and protection of an organisation's data by fostering cross-organisational collaboration and structured policymaking. Data governance ensures that data can be trusted and that people can be made accountable for any adverse event that happens because of low data quality or its breaches.</p> <p>Data governance at the local level for the Council's operations is an important management responsibility as the regulatory requirements are now more demanding around data privacy, personal information protection, data security, data lineage and historical data.</p> <p>Accordingly, this review will assess whether:</p> <ul style="list-style-type: none"> Adequate policies, standards, architecture, procedures, and metrics are in place for data governance at the Council; Council has established a clear direction for data quality, which is monitored and maintained; Effective processes are in place at the Council to track and enforce conformance to data policies, standards, architecture, and procedures; 	29 th November 2021	50



DESCRIPTION	COMMENCEMENT DATE	HOURS
<ul style="list-style-type: none"> • Current data governance processes at the Council conforms with the applicable compliance and privacy requirements; • Processes have been established to protect sensitive data through support for access management and security requirements; and • Relevant training and awareness program is in place for staff members. 		
<p>Fleet Management (incl. fuel usage)</p> <p>Effective fleet management requires effective controls and processes encompassing the entire life cycle of fleet assets. These processes would normally include a framework to govern fleet assets including appropriate policies, guidelines, controls and organisational responsibilities; processes to manage assets from initial decisions determining the need for an asset, throughout its acquisition, use and maintenance and through to its ultimate disposal; and systems, reports and measures to allow ongoing monitoring of fleet assets.</p> <p>The primary objective of this audit will be to assess whether:</p> <ul style="list-style-type: none"> • Fleet management policies, procedures and practices are adequate and comprehensive, and meet the needs of the Council (i.e. acquisition, allocation, repair and maintenance, replacement, authorised usage, disposal and employee contribution); • The fleet register is complete, accurate and up to date; • Council staff comply with fleet management policies and procedures (i.e. acquisition, allocation, repair and maintenance, replacement, authorised usage, disposal and employee contribution); • Clearly defined roles and responsibilities have been established and performance expectations set for the fleet management function; • Effective systems are in place for planned, preventative and response maintenance for all Council fleet; • An adequate programme of inspections is developed and adhered to for all fleet; • Council vehicles are maintained in a safe and roadworthy condition at all times when in use on the road; • Methodologies followed by Council in regard to the allocation of fleet is adequate; 	February 2022	45



DESCRIPTION	COMMENCEMENT DATE	HOURS
<ul style="list-style-type: none"> Employees engaged in fleet management are being adequately trained (e.g. to ensure the Council vehicles are optimally used etc); Adequate security controls are in place to prevent theft or vandalism of Council fleet (e.g. CCTV coverage etc); Adequate governance policies, procedures and practices are in place and operating effectively for the management of fleet including comprehensive reporting process for key stakeholders to receive timely, relevant and complete performance data (both operational and financial) on fleet management. <p>The scope of the review will include the governance structure around the management of the fleet, life cycle management, and performance management. There will also be a focus on fuel usage in response to the recent VAGO report presented to the Parliament.</p>		
<p>Enforcement /Regulatory Activities</p> <p>The objectives of the review will be to:</p> <ul style="list-style-type: none"> Assess the comprehensiveness and adequacy of enforcement/regulatory related policies, procedures and guidelines, specifically focusing on building and planning permits; Determine the Council's compliance in respect of the administration and enforcement of relevant Act requirements (i.e. <i>Planning and Environment Act 1987, Building Act 1993 and Building Regulations 2006</i> etc.) pertaining to the enforcement of building and planning permits; Identify where Council is not meeting these requirements (i.e. gaps in compliance); and Determine the adequacy of Council resources, documentation, monitoring and reporting practices in meeting the above enforcement requirements (with the view to Council formulating a policy position on why it is unable to meet compliance requirements in instances where it is non-compliant). 	<p>March 2022</p>	<p>50</p>
<p>Follow up of agreed actions from internal audit recommendations</p>	<p>June 2022</p>	<p>20</p>



DESCRIPTION	COMMENCEMENT DATE	HOURS
<p>To maximise the effectiveness of the internal audit process, it is important that the status of actions contained in management responses to internal audit recommendations are monitored by management and the Audit and Risk Committee. This will ensure they are implemented appropriately and in a timely manner.</p> <p>The objective of this review is to identify and inform the Audit and Risk Committee on the status of management actions addressing recommendations from internal audit reports contained in the previous Internal Audit Program. A selection of reports will be reviewed as part of the follow-up reviews, which will be agreed with management. The verification process will occur through observation, discussion with LSC officers and review of documentary evidence where relevant. A report will be presented to the Audit and Risk Committee showing the recommendations made in each report, the management actions to be adopted and the status of implementation based on our review.</p>		
<p>Internal Audit Management</p> <p>Attendance at Audit and Risk Committee meetings and Administration of the Internal Audit Program (including development and management of the annual Internal Audit Program).</p>	Ongoing	15
<p>Total Hours</p>		240



DESCRIPTION	COMMENCEMENT DATE	HOURS
2022-23		
<p>Fraud Corruption and Control</p> <p>The incidence of fraud can have a major impact on the operations and reputation of an organisation. An appropriate structural framework and sound operational procedures are required to mitigate the risk of fraud occurring and ensure appropriate action is taken in the event of a suspected fraud. Accordingly, LSC needs to be aware of areas susceptible to fraud and ensure that a sound control environment is in place.</p> <p>The objectives of this review will be to assist the LSC in:</p> <ul style="list-style-type: none"> • Examining the effectiveness and comprehensiveness of fraud policies, procedures and controls against the <i>Australian Standard 8001-2008 (Fraud and Corruption Control)</i>; • Assessing LSC's compliance with its current probity and fraud policy and control framework; • Identifying certain areas susceptible to fraud risk; • Assessing the effectiveness of controls in managing identified fraud risks; and • Detecting possible occurrence or indicators of fraud. <p><i>As part of this review, we will also conduct an assessment of fraud awareness at LSC through the use of a fraud control health check questionnaire on business units within the organisation.</i></p>	5 th September 2022	45
<p>Contractor Appointment and Management</p> <p>Organisations in both the public and private sectors are facing increasing pressure to reduce costs and improve financial and operational performance. New regulatory requirements, globalisation, increases in contract volumes and complexity have resulted in an increasing recognition of the importance and benefits of effective strategic procurement. The growing recognition of the need to improve procurement processes has also led to an increase in the adoption of more formal and structured procedures and an increase in the availability of software applications designed to address these needs.</p>	5 th December 2022	50



DESCRIPTION	COMMENCEMENT DATE	HOURS
<p>Recent IBAC investigations and reviews have exposed how procurement and contract management processes can be vulnerable to corruption.</p> <p>As such, it is important that robust procurement and contract management processes and controls exist within LSC.</p> <p>The objectives of this review will be to assess the following:</p> <ul style="list-style-type: none"> • Appropriate processes are undertaken to identify the need and method to procure goods and services (e.g. assess for value for money considerations); • Appropriate procurement and tendering policies, processes and practices have been established and are followed for the appointment of LSC contractors; • Existing procurement management policies and procedures provide an appropriate framework for LSC in managing its procurement function effectively and efficiently; • Existing contract management policies and procedures provide an appropriate framework for LSC in managing its contractual arrangements effectively and efficiently; and • Contracts are managed in accordance with existing policies and procedures. 		
<p>Events Management</p> <p>Council manages a large number of Council and community organised events within the municipal district throughout the year. Council plays a key role in providing support and regulating these events. It is important that a solid events management framework is present to ensure that Council achieves the economic, social, cultural and community benefits derived from events and that resources are appropriately focused and managed.</p> <p>The primary objectives of this review is to assess and evaluate the effectiveness and efficiency of internal controls embedded in the Event Management process, for approving and managing events organised by either Council or other organisations, either in/on Council owned or controlled facilities/land or in/on other non-Council controlled land (including Private Land) to ensure:</p> <ul style="list-style-type: none"> • Comprehensive event management strategy exists that is aligned with the Council Plan objectives and goals; • Comprehensive event management policies and practices exists and are implemented; 	6 th March 2023	45



DESCRIPTION	COMMENCEMENT DATE	HOURS
<ul style="list-style-type: none"> • Council adequately identifies relevant legislative/regulatory responsibilities for each event and reflects the same in the event plans and/or policies and procedures; • Event management policies and procedures are followed by Council management and staff; • Risks management processes are in place allow for effective events management; and • Post event analysis is appropriately performed, and adequate reporting mechanisms are in place. 		
<p>Payroll (incl. data interrogation)</p> <p>Comprehensive policies and procedures, adequate levels of internal control, and appropriate staff awareness of requirements are vital to ensure the effective operation and management of LSC’s financial systems, and to ensure the threat, and incidence, of fraud is mitigated. There are a number of key areas of LSC’s operations that by their very nature are highly susceptible to fraud. Payroll is one of those areas.</p> <p>This internal audit will assess the appropriateness of LSC’s policy and procedure framework, the strength of controls embedded in LSC’s Payroll related systems, and the level of compliance with requirements by LSC’s staff.</p> <p>The objective of this review will be to evaluate the risk and internal control environment governing payroll at LSC. More specifically we will assess the following:</p> <ul style="list-style-type: none"> • Adequate and comprehensive policies and procedures exist over the payroll function; • Controls exist for the proper authorisation of payroll transactions, including pay rates and rate changes, payroll adjustments, employee master file changes and leave; • Controls are in place to ensure the accuracy of payroll calculations and leave for relevant periods, including comparison of work performed to payments made and deductions; • Employee records provide accurate information regarding employee entitlements, including leave; • The payroll system and associated controls include system access and segregation of duties, salary account postings to the general ledger, electronic transfer of funds to employee bank accounts, and review of exceptions; and • Identification and management of payroll related fraud risks. 	8 th May 2023	45



DESCRIPTION	COMMENCEMENT DATE	HOURS
<p>We will conduct sample testing across all key systems to ensure that internal controls are operating appropriately, and that staff are complying with requirements.</p> <p>A comprehensive data analytics exercise over 12 months to provide assurance over the completeness and accuracy of payroll related data (including data contained in the employee Masterfile). All transactions will be tested for the 12-month period 1 May 2022 to 30 April 2023.</p>		
<p>Follow up of agreed actions from internal audit recommendations</p> <p>To maximise the effectiveness of the internal audit process, it is important that the status of actions contained in management responses to internal audit recommendations are monitored by management and the Audit and Risk Committee. This will ensure they are implemented appropriately and in a timely manner.</p> <p>The objective of this review is to identify and inform the Audit and Risk Committee on the status of management actions addressing recommendations from internal audit reports contained in the previous Internal Audit Program. A selection of reports will be reviewed as part of the follow-up reviews, which will be agreed with management. The verification process will occur through observation, discussion with LSC officers and review of documentary evidence where relevant. A report will be presented to the Audit and Risk Committee showing the recommendations made in each report, the management actions to be adopted and the status of implementation based on our review.</p>	15 th May 2023	20
<p>Internal Audit Management</p> <p>Attendance at Audit and Risk Committee meetings and Administration of the Internal Audit Program (including development and management of the annual Internal Audit Program).</p>	Ongoing	15
Total Hours		220



AUDITS PERFORMED (2015-2023)

DESCRIPTION	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Financial Systems and Controls								
Contractor Appointment and Management								<input checked="" type="checkbox"/>
Financial Controls Data Interrogation - Accounts Payable and Accounts Receivable			<input checked="" type="checkbox"/>					
Cash Handling (Waste & S.86 Committee)					<input checked="" type="checkbox"/>			
Payroll (incl. data Interrogation.)								<input checked="" type="checkbox"/>
Team Support and Development								
Workforce Development and Succession Planning	<input checked="" type="checkbox"/>							
Human Resources				<input checked="" type="checkbox"/>				
Occupational Health and Safety			<input checked="" type="checkbox"/>					
Information Technology								
Business Continuity and Disaster Recovery	<input checked="" type="checkbox"/>							
Victorian Protective Data Security Standards Better Practice					<input checked="" type="checkbox"/>			
Data Governance							<input checked="" type="checkbox"/>	
Infrastructure and Asset Management								
Whole of Life Costing			<input checked="" type="checkbox"/>					



DESCRIPTION	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Asset Management and Maintenance						<input checked="" type="checkbox"/>		
Building Management	<input checked="" type="checkbox"/>							
Governance								
Council Governance (including survey)							<input checked="" type="checkbox"/>	
Management of Privacy Responsibilities		<input checked="" type="checkbox"/>						
Risk Management Framework					<input checked="" type="checkbox"/>			
Fraud and Corruption Control Framework								<input checked="" type="checkbox"/>
Councillors' Expenses					<input checked="" type="checkbox"/>			
Departmental / Operational and Organisation-wide Audits								
Desktop Review of Occupational Health and Safety (incl. staff awareness survey)						<input checked="" type="checkbox"/>		
Purchases and Issue of Stores from council depots (incl. purchases on credit cards)		<input checked="" type="checkbox"/>						
Records Management			<input checked="" type="checkbox"/>					
Waste Management Planning				<input checked="" type="checkbox"/>				
Service Planning				<input checked="" type="checkbox"/>				
Capital Project Management						<input checked="" type="checkbox"/>		
Events Management								<input checked="" type="checkbox"/>



DESCRIPTION	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Enforcement/Regulatory Activities (Buildings/Planning/Local Law etc)							<input checked="" type="checkbox"/>	
Swimming Pool Management (new regulations)						<input checked="" type="checkbox"/>		
Recreation Reserves Management						<input checked="" type="checkbox"/>		
Management of Caravan Parks						<input checked="" type="checkbox"/>		
Fleet Management (incl. fuel cards)							<input checked="" type="checkbox"/>	
Follow-up Review								
Follow-up on the status of management actions proposed to address internal audit recommendations from agreed reports.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



POTENTIAL FUTURE AUDIT AREAS

Audit Areas
Community Engagement
Grants and Contributions Framework
Property, Leasing and Licensing
Asset Management (focus on data)
Long-Term Financial Planning
Service Planning and Review Methodology
COVID-19 Post Learnings



STAKEHOLDERS CONSULTED

We consulted the following stakeholders during the development of the Strategic Internal Audit Plan:

Name	Title
Phil Pinyon	Chief Executive Officer
Cheryl McKinnon	Mayor
Rod Baker	Chair – Audit and Risk Committee
Sharon Morrison	Director – Corporate Services

10.3 REVIEW OF DELEGATIONS, AUTHORISATIONS AND APPOINTMENTS

File Number: fol/19/126337
Author: Lynne Habner, Manager Executive and Commercial Services
Authoriser: Jude Holt, Acting Chief Executive Officer
Attachments:

1. S6 Instrument of Delegation to members of Council staff
2. S18 Instrument of sub-delegation under the Environment Protection act 2017
3. Revocation of Instrument of Appointment and Authorisation

RECOMMENDATION

That Council

1. In the exercise of the powers conferred by the legislation referred to in the attached instruments of delegation, resolves that:
 - (a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instruments of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
 - (b) On the coming into force of the instruments all previous Council 'S6 Instruments of Delegation to Members of Council Staff' are revoked.
 - (c) The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
2. Revokes the existing Appointment and Authorisation in the attached Revocation of Instrument of Appointment and Authorisation.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The updates contained in this report have not been discussed by Council.

BACKGROUND

In order for Council officers to effectively and efficiently discharge their duties, specific delegations, authorisations and appointments are required under a variety of Acts.

Council is required to review its delegations within 12 months after a general election. In addition, due to the ever-changing nature of legislation, Council has subscribed to a service by Maddocks legal firm that regularly reviews all applicable delegations, authorisations and appointments, so revised delegations are submitted to Council more frequently.

ISSUES/DISCUSSION

The attached amended delegations have been updated in accordance with most recent advice provided by Maddocks.

The attached Revocation of Appointment and Authorisation is submitted for approval as a result of the retirement of the previous Chief Executive Officer. An instrument of Appointment and Authorisation for the Acting Chief Executive Officer was approved by Council on 8 June 2021.

COST/BENEFITS

Adoption of the recommendation will not have any financial impacts.

RISK ANALYSIS

Adoption of the recommendation will ensure that council staff are able to act on behalf of Council under the various pieces of legislation. If current delegations and appointments and authorisations are not in place, actions of a council officer exercising those powers could be legally challenged.

CONSULTATION AND ENGAGEMENT

The supervisors of the relevant staff were consulted about the changes to be made.

S6 Instrument of Delegation - Members of Staff

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

Abbreviation	Position
AA	Administrative Assistant
AOO	Administrative Officer - Operations
AMC	Asset Management Coordinator
AMW	Assistant Manager Works
CEO	Chief Executive Officer
DMERO	Deputy Municipal Emergency Resource Officer
DE	Design Engineer
DCW	Director Community Wellbeing
DCS	Director Corporate Services
DOP	Director Operations
FA	Financial Accountant
GISAO	GIS and Assets Officer
LLO	Local Laws Officer
LLPCO	Local Laws/Planning Compliance Officer
MAI	Manager Assets and Infrastructure
MDC	Manager Development and Compliance
MFS	Manager Financial Services
MOD	Manager Organisation Development
MW	Manager Works
MBS	Municipal Building Surveyor
MERO	Municipal Emergency Resource Officer
PMC	Project Management Coordinator
PHO	Public Health Officer

Abbreviation	Position
R	Ranger
RC	Revenue Collector
SPHO	Senior Public Health Officer
SStatPO	Senior Statutory Planning Officer
StratSPO	Strategic/Statutory Planning Officer
TL	Team Leader
TLTS	Team Leader Townscape Services
TO	Technical Officer
WPO	Wastewater Project Officer
WC	Works Coordinator

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 27 July 2021; and

3.2 the delegation:

3.2.1 comes into force immediately;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Jude Holt
A/Chief Executive Officer
Loddon Shire Council

Delegation Sources

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Environment Protection Act 1970
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

S6 Instrument of Delegation - Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	CEO	Where Council is a Class B cemetery trust
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	CEO	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	CEO	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	CEO	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	CEO	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	CEO	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	CEO	
s 15(1) and (2)	Power to delegate powers or functions other than those listed	CEO	
s 15(4)	Duty to keep records of delegations	CEO	
s 17(1)	Power to employ any persons necessary	CEO	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CEO	
s 17(3)	Power to determine the terms and conditions of employment or engagement	CEO	Subject to any guidelines or directions of the Secretary

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 18(3)	Duty to comply with a direction from the Secretary	CEO	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	CEO	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	CEO	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	CEO	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	CEO	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	CEO	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	CEO	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	CEO	Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	CEO	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	CEO	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	CEO	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s.18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	CEO	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	CEO	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	CEO	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	CEO	Where Council is a Class A cemetery trust
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	CEO	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	CEO	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	CEO	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	CEO	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	CEO	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	CEO	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 19	Power to carry out or permit the carrying out of works	CEO	
s 20(1)	Duty to set aside areas for the interment of human remains	CEO	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CEO	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	CEO	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CEO	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	CEO	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	CEO	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	CEO	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	CEO	Provided the street was constructed pursuant to the Local Government Act 1989
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	CEO	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	CEO	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	CEO	

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 60(2)	Power to charge fees for providing information	CEO	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	CEO	
s 64B(d)	Power to permit interments at a reopened cemetery	CEO	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	CEO	The application must include the requirements listed in s 66(2)(a)-(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	CEO	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	CEO	
s 70(2)	Duty to make plans of existing place of interment available to the public	CEO	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	CEO	
s 71(2)	Power to dispose of any memorial or other structure removed	CEO	
s 72(2)	Duty to comply with request received under s 72	CEO	
s 73(1)	Power to grant a right of interment	CEO	
s 73(2)	Power to impose conditions on the right of interment	CEO	
s 75	Power to grant the rights of interment set out	CEO	

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	in s 75(a) and (b)		
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	CEO	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	CEO	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	CEO	
s 80(2)	Function of recording transfer of right of interment	CEO	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	CEO	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	CEO	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	CEO	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CEO	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	CEO	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	CEO	Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or;	CEO	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.		extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	CEO	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	CEO	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	CEO	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	CEO	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	CEO	
s.86(5)	duty to provide notification before taking action under s.86(4)	CEO	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	CEO	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	CEO	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	CEO	
s 91(1)	Power to cancel a right of interment in accordance with s 91	CEO	
s 91(3)	Duty to publish notice of intention to cancel right of interment	CEO	

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	CEO	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	CEO	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CEO	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	CEO	
s 100(1)	Power to require a person to remove memorials or places of interment	CEO	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	CEO	
s 100(3)	Power to recover costs of taking action under s 100(2)	CEO	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CEO	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	CEO	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	CEO	
s 103(1)	Power to require a person to remove a building for ceremonies	CEO	

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	CEO	
s 103(3)	Power to recover costs of taking action under s 103(2)	CEO	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	CEO	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CEO	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	CEO	
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	CEO	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	CEO	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	CEO	
s 108	Power to recover costs and expenses	CEO	
s 109(1)(a)	Power to open, examine and repair a place of interment	CEO	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	CEO	Where the holder of right of interment or responsible person cannot be found

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	CEO	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	CEO	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	CEO	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	CEO	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CEO	
s 112	Power to sell and supply memorials	CEO	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	CEO	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	CEO	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CEO	
s 119	Power to set terms and conditions for interment authorisations	CEO	
s 131	Function of receiving an application for cremation authorisation	CEO	

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	CEO	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	CEO	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	CEO	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	CEO	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	CEO	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	CEO	
s 151	Function of receiving applications to inter or cremate body parts	CEO	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	CEO	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CEO	
sch 1 cl 8(8)	Power to regulate own proceedings	CEO	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CEO	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 1A cl 8(8)	Power to regulate own proceedings	CEO	Where Council is a Class A cemetery trust Subject to cl 8

Domestic Animals Act 1994			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	DOP, LLO, LLPCO, MDC, R	Council may delegate this power to a Council authorised officer

Environment Protection Act 1970			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 53M(3)	Power to require further information	DOP, PHO, SPHO	
s 53M(4)	Duty to advise applicant that application is not to be dealt with	PHO, SPHO	
s 53M(5)	Duty to approve plans, issue permit or refuse permit	PHO, SPHO	Refusal must be ratified by Council or it is of no effect
s 53M(6)	Power to refuse to issue septic tank permit	PHO, SPHO	Refusal must be ratified by Council or it is of no effect
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	PHO, SPHO	Refusal must be ratified by Council or it is of no effect

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	PHO, SPHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	PHO, SPHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	MDC, PHO, SPHO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	PHO, SPHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	PHO, SPHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	PHO, SPHO	If s 19(1) applies

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DOP, PHO, SPHO	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	DOP, PHO, SPHO	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	PHO, SPHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	PHO, SPHO, WPO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	PHO, SPHO, WPO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	PHO, SPHO, WPO	Where Council is the registration authority
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	PHO, SPHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	PHO, SPHO,	Where Council is the registration authority

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		WPO	authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	DOP, PHO, SPHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	PHO, SPHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	PHO, SPHO, WPO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	PHO, SPHO, WPO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	PHO, SPHO, WPO	Where Council is the registration authority
	Power to register, renew or transfer registration	PHO, SPHO	Where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 36A	Power to accept an application for registration or notification using online portal	PHO, SPHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 36B	Duty to pay the charge for use of online portal	SPHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	PHO, SPHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	CEO	Where Council is the registration authority Not delegated - fees are fixed by Council
s 38A(4)	Power to request a copy of a completed food safety program template	PHO, SPHO, WPO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	PHO, SPHO, WPO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	PHO, SPHO	Where Council is the registration authority

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	PHO, SPHO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	PHO, SPHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	PHO, SPHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	PHO, SPHO, WPO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	PHO, SPHO	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	PHO, SPHO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	PHO, SPHO, WPO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the	PHO,	Where Council is the registration

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	food safety program type used for the food premises	SPHO	authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 38G(2)	Power to require the proprietor of the food premises to comply with any requirement of the Act	PHO, SPHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 39A	Power to register, renew or transfer food premises despite minor defects	PHO, SPHO	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	PHO, SPHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	PHO, SPHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	PHO, SPHO	Where Council is the registration authority
s 40F	Power to cancel registration of food premises	PHO, SPHO	Where Council is the registration authority

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	PHO, SPHO	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	PHO, SPHO	Where Council is the registration authority
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	PHO, SPHO	Where Council is the registration authority

Heritage Act 2017			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO	<p>Must first obtain Executive Director's written consent</p> <p>Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation</p>

Heritage Act 2017			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			Not delegated - power remains with CEO

Local Government Act 1989			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	Final decision is by Council through adoption of the Fees and Charges Schedule.

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	DOP, MDC	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	MDC	
s 4H	Duty to make amendment to Victoria Planning Provisions available	MDC	
s 4I	Duty to keep Victorian Planning Provisions	MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	and other documents available		
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DOP, MDC	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	DOP, MDC	
s 8A(5)	Function of receiving notice of the Minister's decision	MDC	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	DOP, MDC	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO	Not delegated - power remains with CEO
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	DOP, MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s19 of the Planning and Environment (Planning Schemes) Act 1996)	MDC	
s 12B(1)	Duty to review planning scheme	MDC	
s 12B(2)	Duty to review planning scheme at direction of Minister	MDC	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	MDC	
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	MDC	
s 17(1)	Duty of giving copy amendment to the planning scheme	MDC	
s 17(2)	Duty of giving copy s 173 agreement	MDC	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 18	Duty to make amendment etc. available	MDC	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	MDC	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	MDC	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	DOP, MDC	
s 21(2)	Duty to make submissions available	MDC	
s 21A(4)	Duty to publish notice	MDC	
s 22	Duty to consider all submissions	MDC	Except submissions which request a change to the items in s 22(5)(a) and (b)

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	MDC	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DOP, MDC	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	MDC	
s 26(1)	Power to make report available for inspection	DOP, MDC	
s 26(2)	Duty to keep report of panel available for inspection	MDC	
s 27(2)	Power to apply for exemption if panel's report not received	DOP, MDC	
s 28	Duty to notify the Minister if abandoning an amendment	MDC	Note: the power to make a decision to abandon an amendment cannot be delegated
s 30(4)(a)	Duty to say if amendment has lapsed	MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(b)	Duty to provide information in writing upon request	MDC	
s 32(2)	Duty to give more notice if required	MDC	
s 33(1)	Duty to give more notice of changes to an amendment	MDC	
s 36(2)	Duty to give notice of approval of amendment	MDC	
s 38(5)	Duty to give notice of revocation of an amendment	MDC	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	MDC	
s 40(1)	Function of lodging copy of approved amendment	MDC	
s 41	Duty to make approved amendment available	MDC	
s 42	Duty to make copy of planning scheme	MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	available		
s 46AW	Function of being consulted by the Minister	CEO, DOP	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	CEO	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	MDC, SStatPO, StratSPO	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	DOP, MDC, SStatPO, StratSPO	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	DOP, MDC, SStatPO, StratSPO	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	CEO	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	CEO	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	CEO	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	CEO	
s 46GP	Function of receiving a notice under s 46GO	CEO	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	CEO	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	CEO	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	CEO	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	CEO	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	CEO	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	CEO	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CEO	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	CEO	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	CEO	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CEO	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CEO	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	CEO	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	CEO	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in	CEO	Where Council is the collecting

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	accordance with the Local Government Act 2020		agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	CEO	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	DOP, MDC, SStatPO, StratSPO	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	CEO	Where Council is the development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	DOP, MDC, MFS, RC, SStatPO, StratSPO	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide	CEO	Where Council is the collecting

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW		agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	DOP, FA, MDC, MFS, SStatPO, StratSPO	<p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	CEO	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>
s 46GZA(1)	Duty to keep proper and separate accounts and records	CEO	Where Council is the development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	DOP, MDC, SStatPO, StratSPO	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	CEO	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	DOP, MDC	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	CEO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	DOP, FA, MDC, MFS, SStatPO, StratSPO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months	DOP, MDC,	Where Council is the development agency under an approved

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MFS	infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	CEO	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	CEO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	CEO	Where Council is the collection agency under an approved

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	DOP, MDC	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	CEO	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for	CEO	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	which the amount is adjusted under s 46LB (2)		
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DOP	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CEO	Not delegated - power remains with CEO
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DOP	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	DOP, MDC	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DOP	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DOP	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of	CEO	Not delegated - power remains with

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	levy payable		CEO
s 46Q(1)	Duty to keep proper accounts of levies paid	MFS	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency	DOP, FA, MDC, MFS	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	DOP, MDC	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DCS	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	DOP, FA, MDC, MFS	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	DOP	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	DOP	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	DCS	
s 46QD	Duty to prepare report and give a report to the Minister	DOP, MDC	Where Council is a collecting agency or development agency
s 47	Power to decide that an application for a planning permit does not comply with that Act	DOP, MDC	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	MDC	
s 49(2)	Duty to make register available for inspection	MDC	
s 50(4)	Duty to amend application	MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 50(5)	Power to refuse to amend application	DOP, MDC	
s 50(6)	Duty to make note of amendment to application in register	MDC, SStatPO, StratSPO	
s 50A(1)	Power to make amendment to application	DOP, MDC, SStatPO, StratSPO	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DOP, MDC, SStatPO, StratSPO	
s 50A(4)	Duty to note amendment to application in register	MDC, SStatPO, StratSPO	
s 51	Duty to make copy of application available for inspection	MDC, SStatPO, StratSPO	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	MDC, SStatPO, StratSPO	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	MDC, SStatPO, StratSPO	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	MDC, SStatPO, StratSPO	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	MDC, SStatPO, StratSPO	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	MDC, SStatPO, StratSPO	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	MDC, SStatPO, StratSPO	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	MDC, SStatPO, StratSPO	
s 52(3)	Power to give any further notice of an application where appropriate	DOP, MDC, SStatPO, StratSPO	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DOP, MDC, SStatPO, StratSPO	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	DOP, MDC, SStatPO, StratSPO	
s 54(1)	Power to require the applicant to provide more information	DOP, MDC, SStatPO, StratSPO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	MDC, SStatPO, StratSPO	
s 54(1B)	Duty to specify the lapse date for an application	MDC, SStatPO, StratSPO	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DOP, MDC, SStatPO, StratSPO	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	MDC, SStatPO, StratSPO	
s 55(1)	Duty to give copy application, together with	MDC,	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	the prescribed information, to every referral authority specified in the planning scheme	SStatPO, StratSPO	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DOP, MDC	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	MDC, SStatPO, StratSPO	
s 57(5)	Duty to make available for inspection copy of all objections	MDC, SStatPO, StratSPO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	MDC, SStatPO, StratSPO	
s 57A(5)	Power to refuse to amend application	DOP, MDC	
s 57A(6)	Duty to note amendments to application in register	MDC, SStatPO, StratSPO	
s 57B(1)	Duty to determine whether and to whom notice should be given	MDC, SStatPO, StratSPO	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	MDC, SStatPO, StratSPO	
s 57C(1)	Duty to give copy of amended application to referral authority	MDC, SStatPO, StratSPO	
s 58	Duty to consider every application for a permit	MDC, SStatPO, StratSPO	
s 58A	Power to request advice from the Planning Application Committee	DOP, MDC	
s 60	Duty to consider certain matters	MDC, SStatPO, StratSPO	
s 60(1A)	Duty to consider certain matters	DOP, MDC, SStatPO, StratSPO	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DOP, MDC, SStatPO, StratSPO	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit	DOP, MDC, SStatPO,	The permit must not be inconsistent with a cultural heritage management plan under the

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	application	StratSPO	Aboriginal Heritage Act 2006
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DOP, MDC, SStatPO, StratSPO	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	MDC	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DOP, MDC, SStatPO, StratSPO	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DOP, MDC, SStatPO, StratSPO	
s 62(2)	Power to include other conditions	DOP, MDC, SStatPO, StratSPO	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DOP, MDC, SStatPO, StratSPO	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved	DOP, MDC, SStatPO,	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	infrastructure contributions plan	StratSPO	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	DOP, MDC	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DOP, MDC, SStatPO, StratSPO	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	DOP, MDC, SStatPO, StratSPO	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	DOP, MDC, SStatPO, StratSPO	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DOP, MDC, SStatPO, StratSPO	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	MDC, SStatPO, StratSPO	This provision applies also to a decision to grant an amendment to a permit - see s 75

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 64(3)	Duty not to issue a permit until after the specified period	DOP, MDC, SStatPO, StratSPO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	MDC, SStatPO, StratSPO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DOP, MDC, SStatPO, StratSPO	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	MDC, SStatPO, StratSPO	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	MDC, SStatPO, StratSPO	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	MDC, SStatPO, StratSPO	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	MDC, SStatPO, StratSPO	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	MDC, SStatPO, StratSPO	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	MDC, SStatPO, StratSPO	
s 69(1A)	Function of receiving application for extension of time to complete development	MDC, SStatPO, StratSPO	
s 69(2)	Power to extend time	DOP, MDC, SStatPO, StratSPO	
s 70	Duty to make copy permit available for inspection	MDC, SStatPO, StratSPO	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 71(1)	Power to correct certain mistakes	DOP, MDC, SStatPO, StratSPO	
s 71(2)	Duty to note corrections in register	MDC, SStatPO, StratSPO	
s 73	Power to decide to grant amendment subject to conditions	DOP, MDC, SStatPO, StratSPO	
s 74	Duty to issue amended permit to applicant if no objectors	DOP, MDC, SStatPO, StratSPO	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	MDC, SStatPO, StratSPO	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	MDC, SStatPO, StratSPO	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	MDC, SStatPO, StratSPO	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	MDC, SStatPO, StratSPO	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	MDC, SStatPO, StratSPO	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	DOP, MDC, SStatPO, StratSPO	
s 83	Function of being respondent to an appeal	DOP, MDC	
s 83B	Duty to give or publish notice of application for review	MDC, SStatPO, StratSPO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DOP, MDC, SStatPO, StratSPO	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is	DOP, MDC, SStatPO,	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	made for review of a failure to grant a permit	StratSPO	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	MDC, SStatPO, StratSPO	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	DOP, MDC, SStatPO, StratSPO	
s 84AB	Power to agree to confining a review by the Tribunal	DOP, MDC	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	DOP, MDC, SStatPO, StratSPO	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO	Not delegated - power remains with CEO
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DOP, MDC, SStatPO, StratSPO	
s 91(2)	Duty to comply with the directions of VCAT	DOP, MDC, SStatPO, StratSPO	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DOP, MDC, SStatPO, StratSPO	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	MDC, SStatPO, StratSPO	
s 93(2)	Duty to give notice of VCAT order to stop development	MDC, SStatPO, StratSPO	
s 95(3)	Function of referring certain applications to the Minister	CEO	Not delegated - power remains with CEO
s 95(4)	Duty to comply with an order or direction	DOP, MDC, SStatPO, StratSPO	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	DOP, MDC	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO	Not delegated - power remains with CEO
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of	DOP, MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	proposed amendment		
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DOP, MDC	
s 96F	Duty to consider the panel's report under s 96E	MDC	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	DOP, MDC	
s 96H(3)	Power to give notice in compliance with Minister's direction	DOP, MDC	
s 96J	Power to issue permit as directed by the Minister	DOP, MDC	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	DOP, MDC, SStatPO, StratSPO	
s 97C	Power to request Minister to decide the application	CEO	Not delegated - power remains with CEO
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DOP, MDC, SStatPO, StratSPO	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	MDC, SStatPO, StratSPO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	MDC, SStatPO, StratSPO	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	MDC, SStatPO, StratSPO	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	MDC	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	MDC	
s 97Q(2)	Function of being heard by VCAT at hearing	CEO	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	of request for amendment or cancellation of certificate		Not delegated - power remains with CEO
s 97Q(4)	Duty to comply with directions of VCAT	MDC	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	MDC	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO	Not delegated - power remains with CEO
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	MDC	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO	Not delegated - power remains with CEO
s 103	Power to reject a claim for compensation in certain circumstances	CEO	Not delegated - power remains with CEO
s.107(1)	function of receiving claim for compensation	CEO	Not delegated - power remains with CEO
s 107(3)	Power to agree to extend time for making claim	CEO	Not delegated - power remains with CEO

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 114(1)	Power to apply to the VCAT for an enforcement order	DOP, LLPCO, MDC	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	MDC	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DOP, LLPCO, MDC	
s 123(1)	Power to carry out work required by enforcement order and recover costs	DOP, LLPCO, MDC	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DOP, MDC	Except Crown Land
s 129	Function of recovering penalties	MFS	
s 130(5)	Power to allow person served with an infringement notice further time	DOP, MDC	
s 149A(1)	Power to refer a matter to the VCAT for determination	DOP, MDC	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DOP, MDC	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in	CEO	Where Council is the relevant planning authority Not delegated - power remains with CEO

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)		
s 171(2)(f)	Power to carry out studies and commission reports	DOP, MDC	
s 171(2)(g)	Power to grant and reserve easements	CEO	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	CEO	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO	Not delegated - power remains with CEO
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO	Where Council is the relevant responsible authority

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	DOP, MDC	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	DOP, MDC	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DOP, MDC	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DOP, MDC	
s 178A(1)	Function of receiving application to amend or end an agreement	MDC	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	MDC	
s 178A(5)	Power to propose to amend or end an agreement	DOP, MDC	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	MDC	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	MDC	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	MDC	
s 178C(4)	Function of determining how to give notice under s 178C(2)	MDC	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	MDC	
s.178E(2)(a)	Power to amend or end the agreement in	DOP,	If no objections are made under s

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	accordance with the proposal	MDC	178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DOP, MDC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	DOP, MDC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DOP, MDC	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DOP, MDC	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	DOP, MDC	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	DOP, MDC	After considering objections, submissions and matters in s 178B

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	MDC	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	MDC	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	MDC	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	MDC	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	DOP, MDC	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	MDC	
s 179(2)	Duty to make available for inspection copy agreement	MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	MDC	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DOP, MDC	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	MDC	
s 182	Power to enforce an agreement	DOP, LLPCO, MDC	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	MDC	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	DOP, MDC	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	MDC	
s 184F(3)	Duty to inform the principal registrar if the	MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement		
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	MDC	
s 184G(2)	Duty to comply with a direction of the Tribunal	MDC	
s 184G(3)	Duty to give notice as directed by the Tribunal	MDC	
s 198(1)	Function to receive application for planning certificate	MDC, SStatPO, StratSPO	
s 199(1)	Duty to give planning certificate to applicant	MDC, SStatPO, StratSPO	
s 201(1)	Function of receiving application for declaration of underlying zoning	MDC	
s 201(3)	Duty to make declaration	MDC	

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	DOP, MDC	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	DOP, MDC	Does not apply to the refusal of any permit application or amendment
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DOP, MDC, SStatPO, StratSPO	
	Power to give written authorisation in accordance with a provision of a planning scheme	DOP, MDC, SStatPO, StratSPO	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DOP, MDC	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	DOP, MDC	

Residential Tenancies Act 1997

Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	DCW	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	CEO	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	DCW	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	DCW	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier

Residential Tenancies Act 1997			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 142D	Function of receiving notice regarding an unregistered rooming house	PHO, SPHO, WPO	
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	PHO, SPHO	
s 142G(2)	Power to enter certain information in the Rooming House Register	PHO, SPHO	
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	PHO, SPHO	
s 206AZA(2)	Function of receiving written notification	CEO	Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 207ZE(2)	Function of receiving written notification	CEO	Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 311A(2)	Function of receiving written notification	CEO	
s 317ZDA(2)	Function of receiving written notification	CEO	
s 518F	Power to issue notice to caravan park regarding emergency management plan if	PHO, SPHO	

Residential Tenancies Act 1997			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	determined that the plan does not comply with the requirements		
s 522(1)	Power to give a compliance notice to a person	MBS, MDC, PHO, SPHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO	Not delegated - power remains with CEO
s 525(4)	Duty to issue identity card to authorised officers	MOD	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	MBS, MDC, PHO, SPHO	
s 526A(3)	Function of receiving report of inspection	PHO, SPHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO	Not delegated - power remains with CEO

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	CEO	Obtain consent in circumstances specified in s 11(2) Not delegated - power remains with the CEO
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	DOP, GISAO, MAI	
s 11(9)(b)	Duty to advise Registrar	GISAO	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	AMC, MAI	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	AMC, MAI	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	CEO	Where Council is the coordinating road authority Not delegated - power remains with the CEO
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	DOP, MAI	Power of coordinating road authority where it is the discontinuing body

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	MAI	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	MAI	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	CEO	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies <hr/> Not delegated - power remains with the CEO
s 12(10)	Duty to notify of decision made	MAI	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	CEO	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate <hr/> Not delegated - power remains

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			with the CEO
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	MAI	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO	Not delegated - power remains with CEO
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO	Not delegated - power remains with CEO
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO	Not delegated - power remains with CEO
s 15(2)	Duty to include details of arrangement in public roads register	MAI	
s 16(7)	Power to enter into an arrangement under s 15	CEO	Not delegated - power remains with CEO
s 16(8)	Duty to enter details of determination in public roads register	MAI	

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 17(2)	Duty to register public road in public roads register	MAI	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO	Where Council is the coordinating road authority Not delegated - power remains with the CEO
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	MAI	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CEO	Where Council is the coordinating road authority Not delegated - power remains with the CEO
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	MAI	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CEO	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2) Not delegated - power remains with the CEO
s 18(3)	Duty to record designation in public roads register	MAI	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	MAI	
s 19(4)	Duty to specify details of discontinuance in public roads register	MAI	
s 19(5)	Duty to ensure public roads register is available for public inspection	MAI	
s 21	Function of replying to request for information or advice	MAI	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO	Not delegated - power remains with the CEO
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	DCS	
s 22(5)	Duty to give effect to a direction under s 22	MAI	
s 40(1)	Duty to inspect, maintain and repair a public road.	AMC, AMW, MAI, MW, PMC, TL, WC	

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	AMW, DOP, MAI, MW, TL, WC	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CEO	Not delegated - power remains with CEO
s 42(1)	Power to declare a public road as a controlled access road	CEO	Power of coordinating road authority and sch 2 also applies Not delegated - power remains with the CEO
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	CEO	Power of coordinating road authority and sch 2 also applies Not delegated - power remains with the CEO
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	CEO	Where Council is the coordinating road authority If road is a municipal road or part thereof Not delegated - power remains with the CEO
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	CEO	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			specified a freight road Not delegated - power remains with the CEO
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	AMC, AMW, MAI, MW, PMC	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	AMC, MAI	
s 49	Power to develop and publish a road management plan	CEO	Not delegated - power remains with CEO
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO	Not delegated - power remains with CEO
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO	Not delegated - power remains with CEO
s 54(2)	Duty to give notice of proposal to make a road management plan	AMC	
s 54(5)	Duty to conduct a review of road management	AMC	

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	plan at prescribed intervals		
s 54(6)	Power to amend road management plan	CEO	Not delegated - power remains with CEO
s 54(7)	Duty to incorporate the amendments into the road management plan	AMC	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	AMC	
s 63(1)	Power to consent to conduct of works on road	AA, AMC, AMW, AOO, DE, DOP, GISAO, MAI, MERO, MW, PMC, TL, TLTS, TO, WC	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DMERO, MERO	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	AMC, AMW, GISAO, MAI, MERO,	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		MW, PMC, TL, TLTS, TO, WC	
s 66(1)	Power to consent to structure etc	DOP, LLPCO, MAI, MDC	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	LLPCO, MAI, MDC	Where Council is the coordinating road authority
s 67(3)	Power to request information	DOP, MAI, MDC	Where Council is the coordinating road authority
s 68(2)	Power to request information	DOP, MAI, MDC	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO	Not delegated - power remains with CEO
s 72	Duty to issue an identity card to each authorised officer	MOD	
s 85	Function of receiving report from authorised officer	DOP	
s 86	Duty to keep register re s 85 matters	DOP	

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 87(1)	Function of receiving complaints	CEO	Not delegated - power remains with CEO
s 87(2)	Duty to investigate complaint and provide report	CEO	Not delegated - power remains with CEO
s 112(2)	Power to recover damages in court	CEO	Not delegated - power remains with CEO
s 116	Power to cause or carry out inspection	DOP, MAI, MW	
s 119(2)	Function of consulting with the Head, Transport for Victoria	MAI, MW	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	AMC, AMW, DOP, MAI, MW, PMC	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	MAI, MW	
s 121(1)	Power to enter into an agreement in respect of	AMC, DE, DMERO,	

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	works	DOP, GISAO, MAI, MERO, MW, PMC, TL, TLTS, WC	
s 122(1)	Power to charge and recover fees	AMC, AMW, DE, DOP, MAI, MFS, MW, PMC, WC	
s 123(1)	Power to charge for any service	AMC, AMW, AOO, DE, DOP, GISAO, MAI, MW, PMC, TO, WC	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CEO	Not delegated - power remains with CEO
sch 2 cl 3(1)	Duty to make policy about controlled access roads	CEO	Not delegated - power remains with CEO
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO	Not delegated - power remains with CEO
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	MAI	

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 5	Duty to publish notice of declaration	GISAO, MAI	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	MAI, MW	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	MAI, MW	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	MAI, MW	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	MAI, MW	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	MAI, MW	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DOP, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DOP, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	MAI, MW	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	DOP, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	MAI, MW	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	DOP, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	MAI, MW	Where Council is the infrastructure manager

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(1)	Power to consent to proposed works	AMC, AMW, DE, DMERO, DOP, GISAO, MAI, MERO, MW, PMC, TL, TLTS, TO, WC	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	AMC, DE, DOP, GISAO, MAI, TO	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	AMC, DE, DOP, GISAO, MAI, TO	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	AA, AMC, AMW, DE, DMERO, DOP, GISAO, MAI, MERO, MW, PMC, TL, TLTS, TO, WC	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	AMC, DE, DOP, GISAO, MAI, TO	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	AMC, DE, DOP, GISAO, MAI, TO	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	AMC, DE, DOP, GISAO, MAI, TO	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	AMC, DE, DOP, GISAO, MAI, TO	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	AMC, DE, DOP, GISAO, MAI, TO	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DOP, MAI	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DOP, GISAO, MAI	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	MAI	Where Council is the responsible road authority

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	MAI	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	MAI	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 24	Duty to ensure that cemetery complies with depth of burial requirements	CEO	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	CEO	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	CEO	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	CEO	

Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	CEO	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	CEO	
r 30(2)	Power to release cremated human remains to certain persons	CEO	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	CEO	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	CEO	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	CEO	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	CEO	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	CEO	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	CEO	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	CEO	

Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	CEO	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	CEO	
r 40	Power to approve a person to play sport within a public cemetery	CEO	
r 41(1)	Power to approve fishing and bathing within a public cemetery	CEO	
r 42(1)	Power to approve hunting within a public cemetery	CEO	
r 43	Power to approve camping within a public cemetery	CEO	
r 45(1)	Power to approve the removal of plants within a public cemetery	CEO	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	CEO	
r 47(3)	Power to approve the use of fire in a public cemetery	CEO	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	CEO	
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	CEO	
sch 2 cl 4	Power to approve the carrying out of an activity	CEO	See note above regarding

Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	referred to in rules 8, 16, 17 and 18 of sch 2		model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	CEO	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	CEO	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	CEO	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	CEO	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	CEO	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	CEO	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	CEO	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	CEO	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	CEO	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	CEO	See note above regarding model rules

Cemeteries and Crematoria Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	CEO	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	CEO	See note above regarding model rules

Planning and Environment Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	MDC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	DOP, MDC, SStatPO, StratSPO	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	MDC	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the	MDC, SStatPO, StratSPO	where Council is not the responsible authority but the relevant land is within Council's

Planning and Environment Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	document available for inspection free of charge		municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	MDC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DOP	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	DOP, MDC, SStatPO, StratSPO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 7	Function of entering into a written agreement with a caravan park owner	PHO, SPHO	
r 10	Function of receiving application for registration	PHO, SPHO	
r 11	Function of receiving application for renewal of registration	MDC, SPHO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	PHO, SPHO	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DOP, PHO, SPHO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	PHO, SPHO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MDC, SPHO	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	MDC, SPHO	
r 12(4) & (5)	Duty to issue certificate of registration	PHO, SPHO	
r 14(1)	Function of receiving notice of transfer of ownership	PHO, SPHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 14(3)	Power to determine where notice of transfer is displayed	PHO, SPHO	
r 15(1)	Duty to transfer registration to new caravan park owner	PHO, SPHO	
r 15(2)	Duty to issue a certificate of transfer of registration	PHO, SPHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	PHO, SPHO	
r 17	Duty to keep register of caravan parks	PHO, SPHO	
r 18(4)	Power to determine where the emergency contact person's details are displayed	PHO, SPHO, WPO	
r 18(6)	Power to determine where certain information is displayed	PHO, SPHO, WPO	
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	PHO, SPHO	
r 22(2)	Duty to consult with relevant emergency services agencies	PHO, SPHO	
r 23	Power to determine places in which caravan park owner must display a copy of emergency	PHO, SPHO,	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	procedures	WPO	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	PHO, SPHO, WPO	
r 25(3)	Duty to consult with relevant floodplain management authority	PHO, SPHO	
r 26	Duty to have regard to any report of the relevant fire authority	PHO, SPHO	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	PHO, SPHO	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MBS, MDC, PHO, SPHO	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MBS, MDC, PHO, SPHO	
r 41(4)	Function of receiving installation certificate	MBS, MDC, PHO, SPHO	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	DOP, MBS, MDC, PHO,	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		SPHO	
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	DOP, MBS, MDC, PHO, SPHO	

Road Management (General) Regulations 2016			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	AMC, MAI	
r 9(2)	Duty to produce written report of review of road management plan and make report available	AMC, MAI	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	AMC, MAI	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	AMC, MAI	
r 13(1)	Duty to publish notice of amendments to road management plan	AMC, MAI	where Council is the coordinating road authority

Road Management (General) Regulations 2016			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	AMC, MAI	
r 16(3)	Power to issue permit	AMC, AOO, DE, DOP, GISAO, MAI, TO	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	AMC, DE, DOP, MAI	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	DOP, MDC	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	AMC, AOO, DE, GISAO, MAI, RC, TO	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	AMC, AMW, DMERO, DOP, LLO, LLPCO, MAI, MERO, MW, R, TL, TLTS, WC	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	DOP	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court,	CEO	

Road Management (General) Regulations 2016			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	expenses from person responsible		Not delegated - power remains with CEO

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	AMC, DE, DOP, GISAO, MAI, TO	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	DOP, MAI, MW	Where Council is the coordinating road authority

S18 INSTRUMENT OF SUB-DELEGATION UNDER THE ENVIRONMENT PROTECTION ACT 2017

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the Environment Protection Act 2017 ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described in column 3 of the Schedule;
2. record that references in the Schedule are as follows

Abbreviation	Position
DOP	Director Operations
MDC	Manager Development and Compliance
PHO	Public Health Officer
SPHO	Senior Public Health Officer

3. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on 27 July 2021 pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
 - 4.1 comes into force immediately;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
 - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
 - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - 5.1.2 noise from the construction, demolition or removal of residential premises;
6. the delegate must not determine the issue, take the action or do the act or thing:
 - 6.1.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 6.1.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council;

6.1.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

6.1.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Jude Holt
A/Chief Executive Officer
Loddon Shire Council

Delegation Sources

- Environment Protection Act 2017

S18 Instrument of Sub-Delegation under the Environment Protection Act 2017

Environment Protection Act 2017			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 271	Power to issue improvement notice	PHO, SPHO	
s 272	Power to issue prohibition notice	PHO, SPHO	
s 279	Power to amend a notice	PHO, SPHO	
s 358	Functions of the Environment Protection Authority	DOP, MDC, PHO, SPHO	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	DOP, MDC, PHO, SPHO	
s 359(2)	Power to give advice to persons with duties or obligations	DOP, MDC, PHO, SPHO	

DRAFT Revocation of Instrument of Appointment and Authorisation

The following Instrument of Appointment and Authorisation is revoked, effective immediately:

Date of instrument	authorising	under the following Acts
25/8/2020	Philip Leonard Pinyon–CEO	Local Government Act 1989

Date of Council resolution: 27/7/2021

10.4 ANNUAL INFRASTRUCTURE PROGRAM 2021-2022

File Number: FOL/19/432630

Author: David Southcombe, Manager Assets and Infrastructure

Authoriser: Steven Phillips, Director Operations

Attachments: 1. **Appendix 1 - Program Summary**

2. **Appendix 2 - Project List - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(g(ii)) of the *Local Government Act 2020*. It contains 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.

Project estimates may affect contractor prices **(under separate cover)**

3. **Appendix 3 - Project list, without cost estimates (under separate cover)**

RECOMMENDATION

That Council adopt the Annual Infrastructure Program 2021 - 2022.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The 2020-2021 Annual Infrastructure Program was discussed at the July 2021 Council Forum.

BACKGROUND

Every year Council allocates and spends significant funds on capital infrastructure projects. Council continually carries out scoping of new infrastructure projects and maintains a rolling program of these projects. The rolling program is a database that forms the basis of the elements of the Annual Infrastructure Program. Each project is assessed using a scoring matrix relevant to the type of infrastructure as part of the scoping process. This score assists in the development of the Annual Infrastructure Program by providing a level of prioritisation for each of the projects.

In preparing the program several factors need to be given consideration, including the prioritisation score, availability of funds and capacity for delivery. Council has adopted several strategic documents that must also be taken into consideration when preparing the Annual Infrastructure Program. Primarily these are the:

- Council Plan
- long term financial plan
- asset management plans
- road register.

The 2021-2022 Annual Infrastructure Program has been developed in accordance with the following expenditure requirements of:

- Federal Government Roads to Recovery (R2R) funding of \$2.38 million
- Federal Government Local Roads and Community Infrastructure (LRCI) Program, Round 2, unallocated funding of \$20,000
- Council funds totalling \$1.58 million.

A budget summary of the 2021–2022 Annual Infrastructure Program expenditure by category is included in Attachment 1.

ISSUES/DISCUSSION

Adoption of the proposed program will allow the Council to undertake the following:

- Local Road Gravel Resheet
Funding of \$318,788 has been proposed to resheet and/or treat approximately 7.9 km of the gravel road network.
- Local Road Shoulder Resheet
Funding of \$146,821 has been proposed to resheet approximately 9.8 km (length is inclusive of both sides) of the gravel shoulders.
- Local Road Reconstruction (LRC) – Asset Preservation
Funding of \$699,829 has been allocated for the renewal of sections of Tandarra-Serpentine Road, Wedderburn-Wedderburn Junction Road, and Prairie Road.
- Local Road Reconstruction (LRC) – Amenity
Funding of \$100,336 has been proposed to seal Potters Hill Lane, Market Street and Nixon Street in Inglewood.
- Local Road Reconstruction (LRC) – Safety
Funding of \$150,600 has been proposed for three safety projects to improve road safety. The projects include removing hazardous trees adjacent the road shoulder on Dunns Road Kamarooka North, improving the safety of Lily Street Bridgewater on the corner before the Laucke Flour Mill, and installing signage to indicate load limited structures around the Shire.
- Township street improvement (TSI)
Funding of \$412,816 has been proposed to replace 460 metres of footpath in Wedderburn and Tarnagulla, and replace a section of kerb and channel in Grant Street Inglewood. Details of the individual projects are provided in attachment 2.
- Urban & Township Drainage
Funding of \$281,500 has been proposed for urban and township drainage projects. Two of these projects are associated with alleviating known drainage issues in Korong Vale and Inglewood. An additional allocation has been provided to allow the completion of investigation and design of the Skinners Flat Reservoir dam and spillway restoration.
- Local bridges and culverts
Funding of \$210,000 has been proposed for a box culvert replacement on Gladfield Road Pyramid Hill. This culvert has degraded in condition and requires replacement.
- Reseals
Funding of \$1,067,920 has been proposed to reseal and final seal approximately 41 km of the sealed road network.
- Parks and Gardens
Funding of \$105,000 has been proposed towards four projects. These are the replacement of the barbecue and shelter at the Pyramid Hill Lions East Park, an allocation for tree replacements across the Shire, an allocation to continue the public bin replacement program, and an allocation for the installation of tanks at the Mitiamo Recreation Reserve for water supply.
- Buildings
Funding of \$492,376 is allocated for a number of building projects. This includes renewing the septic at a number of sites in Tarnagulla, replacing the septic at a Dingee EPU, and a building emergency works allocation.

COST/BENEFITS

The Annual Infrastructure Program is a significant part of Council's annual expenditure. The current proposed Program totals \$3,985,985. The benefit of the proposed expenditure is that it will allow Council to maintain safe public infrastructure and decrease annual liability over all asset classes. Better roads, better public facilities and improved bridges are the key outcomes of the proposed program which aligns with the strategic objective of "Support development of a prosperous and diverse economy" as stipulated in Council Plan 2017–2021.

RISK ANALYSIS

One of the risks identified with the proposed program is cost overrun. The estimated cost of each project has been evaluated based on current unit rates, industry practice and contingencies. The likelihood of the risk is unlikely and the consequence is minor as per Council's risk matrix. The risk is thus deemed to be low.

The other risk identified is the delay in delivering projects. This has become a greater risk recently due to the large amount of stimulus funding directed at infrastructure projects and the delays associate with contractor availability and the lead time of material deliveries.

CONSULTATION AND ENGAGEMENT

The program has been developed in consultation with Council staff, in particular the Assets & Infrastructure Department, the Works Department, and the Community Support Department. Other stakeholders and community members make contributions to the rolling program throughout the year via works requests and onsite meetings and visits conducted by staff.

Loddon Shire Council Annual Infrastructure Program 2021 - 2022
Budget Summary

Works Category	Draft Budget 2021-2022	Proposed Expenditure 2021-2022
Local Road Gravel Resheet		
Council Funded (72)	\$ 356,619	\$ 158,723
Roads to Recovery Standard (73)		\$ 160,065
Subtotal	\$ 356,619	\$ 318,788
Local Road Shoulder Resheet		
Council Funded (72)	\$ -	\$ -
Roads to Recovery Standard (73)		\$ 146,821
Subtotal	\$ -	\$ 146,821
Local Road Construction - Asset Preservation		
Council Funded (72)	\$ 311,734	\$ -
Roads to Recovery Standard (73)	\$ 916,004	\$ 699,829
Subtotal	\$ 1,227,738	\$ 699,829
Local Road Construction - Amenity		
Council Funded (72)	\$ 121,449	\$ -
Roads to Recovery Standard (73)		\$ 100,336
Subtotal	\$ 121,449	\$ 100,336
Local Road Construction - Safety		
Council Funded (72)	\$ 132,490	\$ 150,600
Roads to Recovery Standard (73)		\$ -
Subtotal	\$ 132,490	\$ 150,600
Township Street Improvements		
Council Funded (72)	\$ -	\$ 412,816
Roads to Recovery Standard (73)	\$ 240,814	\$ -
Subtotal	\$ 240,814	\$ 412,816
Urban & Township Drainage		
Council Funded (72)	\$ 350,000	\$ 281,500
Roads to Recovery Standard (73)		\$ -
Subtotal	\$ 350,000	\$ 281,500
Local Bridges & Culverts		
Council Funded (72)	\$ -	\$ -
Roads to Recovery Standard (73)	\$ 146,701	\$ 210,000
Others		\$ -
Subtotal	\$ 146,701	\$ 210,000
Road Reseals		
Council Funded (72)	\$ -	\$ -
Roads to Recovery Standard (73)	\$ 1,084,207	\$ 1,067,920
Subtotal	\$ 1,084,207	\$ 1,067,920
Parks and Gardens (Townscape Services)		
Council Funded (72)	\$ 50,000	\$ 85,000
Local Roads and Community Infrastructure Program (72)		\$ 20,000
Subtotal	\$ 50,000	\$ 105,000
Buildings		
Council Funded (72)	\$ 265,000	\$ 492,376
Subtotal	\$ 265,000	\$ 492,376
TOTAL	\$ 3,975,018	\$ 3,985,985
FUNDING		
Council Funded (72)	\$ 1,587,292	\$ 1,581,015
Roads to Recovery Standard (73)	\$ 2,387,726	\$ 2,384,971
Local Roads and Community Infrastructure Program (72)		\$ 20,000
	Total Renewal	\$ 3,212,368
	Total Upgrade	\$ 461,517
	Total New	\$ 312,100

10.5 LODDON SHIRE COMMUNITY GRANTS PROGRAM 2021/2022 - GROUP 1

File Number: DOC/21/68671
Author: Sarah Perry, Manager Community Support
Authoriser: Wendy Gladman, Director Community Wellbeing
Attachments: 1. Loddon Shire Community Grants Program - Group 1 Attachment

RECOMMENDATION

That Council endorse the allocation of \$61,683 in grants to Group 1 applications under the 2021/22 Loddon Shire Community Grants Scheme as outlined in the attachment provided with this report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Information on the Community Grant applications received for the 2021/22 allocation was provided to Council at the 13 July 2021 Council Forum.

BACKGROUND

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

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

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

Applications have been assessed against the following criteria:

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

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

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

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

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

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

Additionally:

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

ISSUES/DISCUSSION

In total 28 applications requesting financial assistance to the approximate value of \$166,000 were received. Of these 28 applications, six applications had full and complete application documentation and have been assessed.

Seven (7) applications had minor errors which Council officers were able to rectify, with consent from applicants, to be included in the first round of assessments.

Of the 13 compliant applications, 12 have been recommended for funding totalling \$61,683.00. One complete application, Boort Pre-School, has not been recommended for funding. The Boort Pre-school Committee applied for funding to complete a professional landscape design for the pre-school. This application is deemed ineligible as it falls under the following ineligibility criteria:

- curriculum based activities or where the activity is confined to the school or kindergarten, including groups and organisations proposing to work with schools and kindergartens (excluding shared facility use by community groups for their specific activity; for example, local cricket clubs using school ovals).

The remaining 15 applications required the submission of further information. As per the Community Grant guidelines, applicants were given an additional two week timeframe to submit any outstanding information and/or documentation. It is anticipated that nine of these applications will be brought before Council at the August Forum and Meeting.

Of the incomplete applications, this leaves a total of six applications that have not been recommended for funding. These applicants did not submit the required documentation and/or information to allow Council officers to assess the applications against the community grant guidelines.

The six applications are:

- Boort Tennis Club
- Dingee Bowling Club Inc.
- Tarnagulla Community Centre
- The Kooyoora Women's Network
- Wedderburn Community House (Pioneer Hut Repairs)
- Wedderburn Community House (Scoop and Scuttlebutt Newsletter and Welcome Kit).

COST/BENEFITS

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

The total applied for under the 2021-2022 Community Grants Scheme - Group 1 is within the allocated \$183,746 amount. The total funding recommended for Group 1 allocated is \$61,683, leaving a total of \$122,063 available for Group 2 applications.

RISK ANALYSIS

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

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

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

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

CONSULTATION AND ENGAGEMENT

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

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

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

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Community Grants Summary: 2021-2022						
Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
Boort Ward						
Boort Angling Club	Boort Angling Club Improvements Program 2021	Stage 1. Construct and Install Doors to the adjacent room of the main Club Room Stage 2. Prepare and Paint the Exterior of the entire Building Stage 3. Install glass sliding doors, plus a 2.8 metre cladded partition wall. Stage 4. Installation of stainless steel sink and associated plumbing work in back room (BBQ area) Stage 5. Run new electrical circuit to outside BBQ area, remove and replace lighting in main club room	\$10,590	\$7,060	\$3,530	\$7,060
Boort Lakeside Croquet Club Inc.	Chairs and Tables for Boort Croquet Club	The Boort Lakeside Croquet Club seeks a grant to update its aging furniture. The existing tables and chairs are old and have become worn and unsafe.	\$1,300	\$866	\$434	\$866
Boort Memorial Hall Community Asset Committee	Safety First	The aim of the project is to provide a safe and efficient environment for the public to use the facility with a more diverse array of electronic equipment. This will be achieved by replacing fragile and failing power points supported by improved wiring infrastructure alongside increased access to power sources within the auditorium and stage.	\$9,900	\$6,600	\$3,300	\$6,600
Boort Total			\$21,790	\$14,526	\$7,264	\$14,526

Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
Inglewood Ward						
Inglewood Riding Club Inc.	Arena Repair	Repairing and upgrading existing riding arena that went into disrepair due to COVID and incorrect drainage. Arena needs to be upgraded by scraping off existing surface and a base and drainage laid down professionally to make the arena safe for all users and enabling the grounds to be used all year round by all horse riders within the municipality and to enable the club to increase its membership	\$12,750	\$8,500	\$4,250	\$8,500
Campbell's Forest Hall Community Asset Committee	Security	The Campbell's Forest Hall has been broken into 3 times in the last 18 months. It is the asset committee's responsibility to ensure the security of the building and its contents. Following the advice of Victorian Police we will purchase two solar security cameras and locate these to capture footage at the two entry points and windows of the hall.	\$1,517	\$1,083	\$506	\$1,011
Inglewood Total			\$14,267	\$9,583	\$4,756	\$9511

Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
Tarnagulla Ward						
Arnold Cricket Club	Arnold Cricket Club - 5 Year Plan (PHASE 2)	<p>PHASE 2: Upgrades to practice pitch and centre wicket</p> <p>a) Replacing of synthetic grass on practice wicket. Widening of pitch to be Cricket Australia compliant for safety.</p> <p>b) Removal of centre wicket. Concrete and synthetic surface.</p> <p>c) Laying of new centre wicket slab in modified location. New synthetic wicket to be laid on slab.</p> <p>d) Approval from the Council (Loddon Council)/DELWP.</p>	\$8,994	\$4,000	\$4,994	\$4,000
Newbridge Recreation Reserve Committee of Management Inc.	Extending the Newbridge Recreation Reserve Security System	<p>On the 3rd March 2021, the Newbridge Recreation Reserve multi-function room was damaged by the theft of an overhead projector. The thief turned off the power supply to the facility, repositioned furniture and tore down the projector taking with it part of our ceiling and extensively damaging support framing, wiring and electrical cabling. It was at that time we found rodents had eaten through the main cabling in the Administration Room and that our cameras weren't operational.</p> <p>With consultant recommendations we have had to replace the damaged security system. We would like to extend the security camera network so we can monitor activity around the reserve which if required can be provided to police.</p>	\$8,790	\$5,850	\$2,940	\$5,850
Newbridge Recreation Reserve Committee of Management Inc.	Tennis Club Shade Shelter	<p>To build a Shade Shelter at the Southern End of the Tennis Courts. Our cover over the playground has highlighted the need for shelter for tennis players, spectators and campers watching tennis. We can't encroach upon the road side verge of the courts but we can build a shelter on the southern end of the courts. This project is to provide suitable shelter for spectators, players and visitors during the day.</p>	\$17,179	\$10,000	\$7,179	\$10,000
Rheola Public Cemetery	Machinery Acquisition	<p>Mowers required so that Trustees/members can maintain the cemetery in an acceptable condition</p>	\$7,050	\$4,700	\$2,350	\$4,700
Tarnagulla & District Golf Club Incorporated	Safety Screens	<p>The golf course has safety screens located around the course. The safety screens are intended to reduce the likelihood of users being struck by wayward golf balls. The existing safety screens are in a state of disrepair, they are made of timber and chicken wire. However, the mesh over time has corroded and has holes in it that are too large. The timber is rotting and sagging and insufficient to support the structure.</p> <p>We are proposing to replace the existing safety screens with new metal and mesh structures. We are proposing to have new safety screens located at the 6th tee, 7th tee, 8th tee (women & juniors) and 9th tee (women & juniors). These will likely prevent players who are teeing off being struck by wayward balls. This will improve the golf course in terms of safety and looks.</p>	\$3,340	\$2,225	\$1,115	\$2,225
Tarnagulla Total			\$45,353	\$26,775	\$18,578	\$26,775

Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
Terrick Ward						
No applications in Group 1						
Terricks Total			\$0	\$0	\$0	\$0

Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
Wedderburn Ward						
Wedderburn Historical Records Museum Inc.	Historical Heating and Cooling	Installation of 2 x 7kW split system inverters and a 5kW solar panel system. Job includes the upgrade of the current electrical switchboard.	\$13,336	\$8,836	\$4,445	\$8,891
Wedderburn Mechanics and Literary Institute Community Asset Committee	First aid kits and Defibrillator	2 x First Aid kits in cabinets and 1 x Defibrillator with cabinet. The intention is to have one First Aid kit in each kitchen within the hall complex. The Defib machine will be mounted for easy access by users of the hall and also by members of the public as there is no Defib down this end of town.	\$2,970	\$1,980	\$990	\$1,980
Wedderburn Total			\$16,306	\$10,816	\$5,435	\$10,871

TOTAL						\$61,683
						Total recommended funding at this stage

Applications assessed as ineligible for funding						
Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
Boort Pre-School	Boort Pre-School Landscape Design	To obtain a complete and professional Landscape Design for the Boort Pre-School. The process will include site visits, consultation sessions with both committee members, staff and other interested parties. The detailed plan will include hard landscaping and planting suggestions. The following will also be incorporated into the design - replacement irrigation system, integrated playground and nature play components, soil testing and recommendations for products, suppliers and colour selection. This set design will allow incoming committees to have a plan for the future which can be implemented in stages as funding allows.	\$8,800	\$5,866	\$2,934	\$0
Applications assessed as ineligible for funding (applicants did not submit all required information to be assessed)						
Applicant	Project Title	Project description	Total project cost	Amount requested	Community contribution	Recommended allocation
Boort Tennis Club	Shade upgrade	Our objective is to upgrade our current shaded area- which is a large seating area and also children's playground which is currently not UV safe, has deteriorated in the sun and needs iron replaced to ensure it is sun safe and weather protected.	\$8,500	\$5,666	\$2,834	\$0
Dingee Bowling Club Inc.	Alfresco Shelter and BBQ Area	Concrete floor area of Alfresco BBQ area, Dingee Bowling Club.	\$6,080	\$4,000	\$2,080	\$0
Tarnagulla Community Centre	Kitchen Upgrade	We would like financial assistance to upgrade a portion of our kitchen facilities. Currently the kitchen is suitable more for domestic use than more full-time use. We urgently need to upgrade to a commercial dishwasher and sink. We also need to install an under-sink grease trap. This will include adjustment of the current benchtop where these appliances sit.	\$8,437	\$5,624	\$2,813	\$0
Wedderburn Community House Inc.	Pioneer Hut repairs	The Pioneer Hut located in the gardens at the Wedderburn Community Centre, has been a popular tourist attraction since being built in the early 2000's by volunteers and Work For the Dole participants. It portrays life in the gold rush era, built using traditional wattle and daub techniques. It was repaired around 8 years ago, but is now in desperate need of further repairs to walls and roof. Repairs need to be completed before the structure is beyond help.	\$9,000	\$6,000	\$3,000	\$0
Wedderburn Community House Inc.	Scoop & Scuttlebutt newsletter 2021 and Welcome kit	Scoop & Scuttlebutt has been keeping the local Wedderburn community connected for 6 years now. Mailed free of charge to 830 households across the region, it is the go to place for events, contacts, training opportunities, job vacancies and much more. To ensure the information reaches every household in the area, it is necessary to do mail outs, as not everyone comes into town, especially older residents and those without transport. The new Welcome Kit provides new residents to the area with all the information on services, clubs, community groups, sporting clubs, Shire services and businesses available to them, to ensure they feel welcomed and well connected right from the start.	\$6,590	\$3,300	\$3,290	\$0
The Kooyoora Women's Network	Railway Station Building & Grounds Improvement	We have an invoice for 5 new Toshiba split systems, heating and cooling, to be installed into the rooms which we will lease out to other community groups. The current arrangements, based on the age of the building and the high ceilings, mean that the rooms are cold in winter and very hot in summer.	\$15,000	\$10,000	\$5,000	\$0

10.6 2021/22 HALL AND RECREATION RESERVE ALLOCATION

File Number: DOC/21/68763
Author: Sarah Perry, Manager Community Support
Authoriser: Wendy Gladman, Director Community Wellbeing
Attachments: 1. 2021/22 Hall and Recreation Reserve Allocation

RECOMMENDATION

That Council:

1. approves the increase for the 2021/22 Hall and Recreation Reserve Allocation by the rate cap of 1.5% as set by the Minister for Local Government
2. approves the annual Hall and Recreation Reserve Allocation increase for all future years to be by the rate cap as set annually by the Minister for Local Government
3. notes that the Tarnagulla Recreation Reserve has been re-categorised to a Category 7 Active Reserve as there are no current active clubs
4. notes that Boort Gun Club will not receive an allocation until they notify Council of resumed operations.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Information on the Hall and Recreation Reserves 2021/22 was provided to Council at the 13 July Council Forum.

BACKGROUND

Council provides an annual allocation to public halls and reserves to assist Committees of Management with the ongoing operation and maintenance costs of their facilities.

The guiding policy platform, the Public Hall and Reserve Allocation Policy, has expired and will be incorporated into the Community Support Policy review.

In previous years, the Hall and Recreation Reserve Allocation has been calculated annually based on the Melbourne Consumer Price Index (CPI) June Quarter to June Quarter. Last financial year, the Melbourne CPI increased by only 0.3%. As the indexation was very low, the decision was made to increase the allocations for 2020/2021 by 2%.

A classification matrix provides the criteria for facility classification and the allocation calculation.

Code	Facility	Allocation
1	Playground	No allocation
2A	Hall (Major facility in a highly populated area)	Per facility
2B	Hall (Main facility in a medium populated area)	Per facility
2C	Hall (Main facility in a low populated area OR secondary facility)	Per facility
2D	Sports Stadium (Indoor)	Per facility
3	Paddock	No allocation

Code	Facility	Allocation
4	Unused Recreational Reserve	No allocation
5	Passive Recreation/Public Open Space	No allocation
6A	Main Active Reserve (Major facility in a highly populated area)	Base allocation and then additional amount per activity
6B	Main Active Reserve (Main facility in medium populated area)	Base allocation and then additional amount per activity
7	Active Reserve	Per reserve
8	Memorial Area	No allocation
9	Non Council Responsibility (private land etc)	No allocation

ISSUES/DISCUSSION

This report seeks Council's consideration that the Hall and Recreation Reserve Allocation be amended to be calculated for the 2021/2022 financial year and future years based on the rate cap allocation for that year, and not on the current consumer price index (CPI) rate.

The rate cap uses both CPI and wage inflation/efficiency factors when determining the cap increase. Council determined this year to increase the Fees and Charges Schedule based on rate cap rather than CPI.

This change will provide certainty with annual increases as it is a more accurate reflection of the economy's performance than CPI alone. Additionally, the rate cap percentage increase is available to officers earlier than the CPI calculation allowing pre-preparation of the Hall and Recreation Reserve Allocations, and improving the timeliness of funds distribution.

To provide Councillors with the expected increases if this recommendation is adopted, the table in attachment 1 outlines the 2021/2022 allocation for each facility.

Each year a review of the facilities is undertaken to determine active status. This review informs eligibility to receive the allocations and under which category. It is recommended that Boort Gun Club and the Tarnagulla Recreation Reserve vary their category and eligibility, respectively.

Organisation	Review	Recommendation
Tarnagulla Recreation Reserve	Previous years the reserve has been a category 6B. There are currently no active clubs.	The reserve is now categorised as a 7 (active reserve)
Boort Gun Club	The club is currently not active, and did not receive an allocation for the 2020/2021 financial year.	Club is not currently active therefore it is not eligible for allocation. Should the club become active it can be included again as a category 7.

With the above changes in place, the following table provides the list of the current facility categories used to inform the allocations provided:

Halls	Category
Hall (Major facility in a highly populated area)	
Boort Memorial Hall	2A
Inglewood Public Hall	2A
Pyramid Hill Memorial Hall	2A
Wedderburn Public Hall	2A
Newbridge Public Hall	2A
Hall (Main facility in a medium populated area)	
Calivil Hall	2B
Dingee Memorial Hall	2B
Eddington Public Hall	2B
Korong Vale Public Hall	2B
Laanecoorie Public Hall	2B
Mitiamo Public Hall – EL Historical Society	2B
Bridgewater Public Hall	2B
Serpentine Public Hall	2B
Tarnagulla Public Hall	2B
Hall (Main facility in a low populated area OR secondary facility)	
Arnold Public Hall & Library Reserve	2C
Boort James Boyle Hall	2C
Campbell's Forest Public Hall	2C
Derby Public Hall	2C
Durham Ox Hall	2C
East Loddon Community Centre	2C
Fenton's Creek Hall	2C
Jarklin Public Hall	2C
Kingower Development & Tourism Inc (Hall)	2C
Powlett Hall & Recreation Reserve	2C
Pyramid Hill C.E.R.T Hall	2C
Boort RSL Hall	2C
Rheola Hall	2C
Woodstock Public Hall & Recreation Reserve	2C
Yando Public Hall & Recreation Reserve	2C
Yarrowalla Community Centre	2C
East Loddon Scout Hall	2C

Sports Stadium	Category
Sports Stadium (Indoor)	
Boort Community Centre	2D
East Loddon Sports Centre	2D
Pyramid Hill Indoor Sports Centre	2D
Wedderburn Indoor Stadium	2D
Main Active Reserves	Category
Main Active Reserve (Major facility in a highly populated area)	
Boort Park	6A
Inglewood Recreation Reserve	6A
Pyramid Hill Mitchell Park	6A
Wedderburn Donaldson Park	6A
Main Active Reserve (Main facility in medium populated area)	
Boort Aerodrome	6B
Bridgewater Recreation Reserve	6B
Calivil Recreation Reserve	6B
Korong/Vale Community Recreation Reserve	6B
Mitiamo Recreation Reserve	6B
Newbridge Recreation Reserve	6B
Serpentine Recreation Reserve	6B
Active Reserve	Category
Active Reserve	
Arnold Recreation Reserve	7
Bears Lagoon Tennis Club & Recreation Reserve	7
Boort Bowling Club	7
Boort Croquet Club	7
Boort Angling Club	7
Boort Ski Club	7
Boort Tennis Club	7
Bridgewater Bowling Club	7
Bridgewater Golf Course	7
Dingee Bowling Club	7
Dingee Recreation Reserve	7
Dingee Tennis Courts	7

Eddington Golf Course	7
Inglewood Riding Club	7
Inglewood Bowling Club	7
Inglewood Golf Course	7
Kingower Recreation Reserve	7
Korong Vale Golf Course	7
Mitiamo Golf Course	7
Pyramid Hill Bowling Club	7
Pyramid Hill Fire Brigade	7
Pyramid Hill Golf Course	7
Pyramid Hill Quarter Horse Club	7
Pyramid Hill Tennis Courts	7
Rheola Memorial Reserve	7
Serpentine Lawn Bowls	7
Serpentine Tennis Courts	7
Tarnagulla Golf Course	7
Tarnagulla Recreation Reserve	7
Wedderburn Golf Course	7
Wedderburn Market Square	7
Woodstock Recreation Reserve	7
Yarrawalla Recreation Reserve	7

Based on the allocation matrix with an increase of 1.5%, the allocation category rates for comparison are as follows (all figures rounded to nearest dollar):

Category	Facility	2020-2021 Allocation	2021-2022 Allocation
2A	Hall - Major facility in a highly populated area	\$ 2,523	\$ 2,561
2B	Hall - Main facility in a highly populated area	\$ 1,071	\$ 1,087
2C	Hall - Main facility in a low populated area OR secondary facility	\$ 520	\$ 528
2D	Sports Stadium (Indoor)	\$ 2,523	\$ 2,561
6A	Main Active Reserve - Major facility in a highly populated area.	\$ 3,364	\$ 3,415
6A	Main Active Reserve - Additional Activity Rate	\$ 1,346	\$ 1,366
6B	Main Active Reserve - Major facility in a medium populated area.	\$ 1,682	\$ 1,707
6B	Main Active Reserve - Additional Activity Rate	\$ 844	\$ 857
7	Active Reserve	\$ 520	\$ 528

COST/BENEFITS

The 2020/21 hall and reserve allocation budget was increased by 2% and rounded to provide \$127,000 available funds in the 2020/21 budget. An increase in the 2021/22 allocation as per the rate cap percentage would see a total estimated cost of \$126,898, rounded to provide a budget of \$127,000. The overall allocation total has reduced by \$121 from the 2020/21 total due mainly to the reduction in allocation to Tarnagulla Recreation Reserve upon moving categories.

Hall and recreation facilities play an important role in our communities, all managed by volunteers, and all currently facing extraordinary circumstances relating to the usage of their facilities due to the ongoing pandemic response. Whilst this may have reduced some of the operating costs, many facilities will also have faced a significant reduction in income through the closures experienced throughout the various COVID19 restriction periods and will face increased requirements to operate in a COVID safe environment as they deal with varying levels of restrictions.

The hall and reserve allocation has been included in the annual budget. The increase to the allocation will be met by the existing budget.

RISK ANALYSIS

The 2019 to 2020 June to June Melbourne CPI increased by only 0.3%. The decision was made to increase the 2020/2021 allocations by 2% in response to the pressures exerted by COVID-19 on the volunteer facility managers. It was envisaged that there would be a return to CPI increases for 2021/22.

However the March to March CPI increase for Melbourne was only 0.8%. Ongoing pressures from COVID-19 response and significant increases in prices of services and materials over this time presents risks to ongoing financial viability to volunteer facility managers if the Melbourne CPI continues to be the metric by which the allocations are increased annually. It appears the CPI is not truly reflective of the current economic environment.

The Minister for Local Government has set the rate cap at 1.5% for 2021/22. The rate cap considers CPI and wage inflation/efficiency factors and appears to be a truer reflection of the economic performance of Victoria. If the wrong metric for annual increases is chosen, this may result in allocations that stifle management and maintenance of facilities due to under resourcing.

CONSULTATION AND ENGAGEMENT

There has been no external consultation or engagement undertaken.

Attachment 1: Hall and recreation allocations – rate comparison

Halls	Category	2020-2021 Allocation	2021-2022 Allocation @ 1.5%
Boort Memorial Hall	2A	\$2,523	\$2,561
Inglewood Public Hall	2A	\$2,523	\$2,561
Pyramid Hill Memorial Hall	2A	\$2,523	\$2,561
Wedderburn Public Hall	2A	\$2,523	\$2,561
Newbridge Public Hall	2A	\$2,523	\$2,561
Calivil Hall	2B	\$1,071	\$1,087
Dingee Memorial Hall	2B	\$1,071	\$1,087
Eddington Public Hall	2B	\$1,071	\$1,087
Korong Vale Public Hall	2B	\$1,071	\$1,087
Laanecoorie Public Hall	2B	\$1,071	\$1,087
Mitiamo Public Hall – Historical Society	2B	\$1,071	\$1,087
Bridgewater Public Hall	2B	\$1,071	\$1,087
Serpentine Public Hall	2B	\$1,071	\$1,087
Tarnagulla Public Hall	2B	\$1,071	\$1,087
Arnold Public Hall & Library Reserve	2C	\$520	\$528
Boort James Boyle Hall	2C	\$520	\$528
Campbell's Forest Public Hall	2C	\$520	\$528
Derby Public Hall	2C	\$520	\$528
Durham Ox Hall	2C	\$520	\$528
East Loddon Community Centre	2C	\$520	\$528
Fenton's Creek Hall	2C	\$520	\$528
Jarklin Public Hall	2C	\$520	\$528
Kingower Development & Tourism Inc. (Hall)	2C	\$520	\$528
Powlett Hall & Recreation Reserve	2C	\$520	\$528
Pyramid Hill C.E.R.T Hall	2C	\$520	\$528
Boort RSL Hall	2C	\$520	\$528
Rheola Hall	2C	\$520	\$528
Woodstock Public Hall & Recreation Reserve	2C	\$520	\$528
Yando Public Hall & Recreation Reserve	2C	\$520	\$528
Yarrowalla Community Centre	2C	\$520	\$528
East Loddon Scout Hall	2C	\$520	\$528
Total		\$31,094	\$31,564

Sports Stadium	Category	2020-2021 Allocation	2021-2022 Allocation @ 1.5%
Boort Community Centre	2D	\$2,523	\$2,561
East Loddon Sports Centre	2D	\$2,523	\$2,561
Pyramid Hill Indoor Sports Centre	2D	\$2,523	\$2,561
Wedderburn Indoor Stadium	2D	\$2,523	\$2,561
Total		\$10,093	\$10,244

Main Active Reserves	Category	2020-2021 Allocation	2021-2022 Allocation @ 1.5%
Boort Park	6A	\$11,439	\$11,611
Inglewood Recreation Reserve	6A	\$8,748	\$8,879
Pyramid Hill Mitchell Park	6A	\$6,056	\$6,147
Wedderburn Donaldson Park	6A	\$11,439	\$11,611
Boort Aerodrome	6B	\$2,526	\$2,564
Bridgewater Recreation Reserve	6B	\$5,059	\$5,135
Calivil Recreation Reserve	6B	\$5,903	\$5,992
Korong/Vale Comm Rec Reserve	6B	\$3,371	\$3,421
Mitiamo Recreation Reserve	6B	\$3,371	\$3,421
Newbridge Recreation Reserve	6B	\$5,059	\$5,135
Serpentine Recreation Reserve	6B	\$4,215	\$4,278
Tarnagulla Recreation Reserve		\$2,526	\$0
Total		\$69,712	\$68,194

Active Reserve	Category	2020-2021 Allocation	2021-2022 Allocation @ 1.5%
Arnold Recreation Reserve	7	\$520	\$528
Bears Lagoon Tennis Club & Recreation Reserve	7	\$520	\$528
Boort Bowling Club	7	\$520	\$528
Boort Croquet Club	7	\$520	\$528
Boort Gun Club	7	\$0	\$0
Boort Angling Club	7	\$520	\$528
Boort Ski Club	7	\$520	\$528
Boort Tennis Club	7	\$520	\$528
Bridgewater Bowling Club	7	\$520	\$528
Bridgewater Golf Course	7	\$520	\$528
Dingee Bowling Club	7	\$520	\$528
Dingee Recreation Reserve	7	\$520	\$528
Dingee Tennis Courts	7	\$520	\$528
Eddington Golf Course	7	\$520	\$528
Inglewood Riding Club	7	\$520	\$528
Inglewood Bowling Club	7	\$520	\$528
Inglewood Golf Course	7	\$520	\$528
Kingower Recreation Reserve	7	\$520	\$528
Korong Vale Golf Course	7	\$520	\$528
Mitiamo Golf Course	7	\$520	\$528
Pyramid Hill Bowling Club	7	\$520	\$528
Pyramid Hill Fire Brigade	7	\$520	\$528
Pyramid Hill Golf Course	7	\$520	\$528
Pyramid Hill Quarter Horse Club	7	\$520	\$528
Pyramid Hill Tennis Courts	7	\$520	\$528
Rheola Memorial Reserve	7	\$520	\$528
Serpentine Lawn Bowls	7	\$520	\$528
Serpentine Tennis Courts	7	\$520	\$528
Tarnagulla Golf Course	7	\$520	\$528
Tarnagulla Recreation Reserve	7	\$0	\$528
Wedderburn Golf Course	7	\$520	\$528
Wedderburn Market Square	7	\$520	\$528
Woodstock Recreation Reserve	7	\$520	\$528
Yarrowalla Recreation Reserve	7	\$520	\$528
Total		\$16,120	\$16,896

Total Allocations		\$127,019	\$126,898
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10.7 FINANCE REPORT FOR THE QUARTER ENDING 30 JUNE 2021

File Number: 08/06/001
Author: Deanne Caserta, Manager Financial Services
Authoriser: Jude Holt, Acting Chief Executive Officer
Attachments: 1. Finance Report - 30 June 2021

RECOMMENDATION

That Council:

1. receives and notes the 'Finance Report for the quarter ending 30 June 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.

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 report was presented and adopted in April 2021 which recommended that Council now be provided with finance reports on a quarterly basis. The only exception is when changes to the Council Meeting timetable result in the Council Meeting occurring before the completion of the end of month finance procedures.

BACKGROUND

The Finance Report for the period ended 30 June 2021 includes standard quarterly 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. The report now also includes a cash flow statement and the community planning program financials.

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 \$0.50M to \$2.97M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 91% of total budget. Revenue brought to account for the quarter was \$15.4M (March report was \$0.5M).

Income Statement (expenditure) - Council's operating expenditure is at 85% of total budget. Payments for this quarter totalled just over \$8.9M (March report was \$2.68M).

Capital Works - The approved budget for capital works is \$2.68M and is 35% complete in financial terms for the current financial year (March report was 23%).

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 \$36.3M with \$13.3M in general accounts. Total debtors at the end of June are \$21.31M (\$2.74M at the end of March). Sundry debtors total \$1.08M with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$30K.

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 QUARTER ENDING 30 JUNE 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	3
2.1.2 Fees and charges	3
2.1.3 Contributions	3
2.1.4 Reimbursements	3
2.1.5 Recurrent grants (capital)	3
2.1.6 Non-recurrent grants (capital)	4
2.1.7 Interest income	4
2.2 Operating expenditure	5
2.2.1 Creditors	5
2.2.2 Contractors	5
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	8
3.2.3 Sundry debtors	8
3.2.4 Supplementary valuations	9
3.3 Water rights	9
APPENDIX 1: STANDARD INCOME STATEMENT	10
APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT	11
APPENDIX 3: NET RESULT BY SERVICE AREA	12
APPENDIX 3: NET RESULT BY SERVICE AREA (Continued)	13
APPENDIX 4: STANDARD BALANCE SHEET	14
APPENDIX 5: CASH FLOW STATEMENT	15
APPENDIX 6: COMMUNITY PLANNING FINANCIALS	16
APPENDIX 6: COMMUNITY PLANNING FINANCIALS (Continued)	17
APPENDIX 7: FULL CAPITAL WORKS	18
APPENDIX 7: FULL CAPITAL WORKS (Continued)	19

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 finance report to provide information in different formats to assist Councillors and the public to understand Council's current financial position.

In March 2021, Council resolved to receive comprehensive finance reports on a quarterly basis. This is the first report in accordance with this resolution.

It is important to note that this report has been generated showing expenditure and income prior to any end of year adjustments. The process of finalising the 2020/21 financials will continue to progress until the external auditors undertake end of financial year audit in August.

1 CASH SURPLUS POSITION

1.1 Budget revisions

During April 2021, Councillors were presented with a Draft Budget that included a cash deficit position. Scenarios were discussed to reduce the deficit and as a result adjustments were made in both the current and future budget years. This had an impact on the current cash surplus increasing it from \$2,467,938 to \$2,965,872.

2 STANDARD INCOME STATEMENT

Variance reporting has been included in this report where variations occur within the statements of 10% or \$30,000.

2.1 Operating revenue

Total revenue brought to account for the quarter was \$15.4M. The total income raised is 91% of the total revised budget income for 2020/21.

2.1.1 Statutory fees

There has been a significant increase in permit activity in both the planning and building departments, and as a result higher than expected fee income has been raised. This accounts for almost \$56K of the overall variation.

2.1.2 Fees and charges

The main variation to budget was an increase of \$164K for the Bridgewater Caravan Park, due to lifting of restrictions which has seen a significant increase to visitors to the park.

2.1.3 Contributions

Contributions that are behind budget include \$300K for the Donaldson Park project and \$100K for Lake Boort Park project with invoices to be raised once each project is completed.

2.1.4 Reimbursements

Reimbursements are behind budget by \$55K or 19%. The main variation to budget is in WorkCover claims, which has lower expenses to offset.

2.1.5 Recurrent grants (capital)

Recurrent grants for capital are behind budget by \$898K or 26%. The main variations to budget are Road to Recovery of \$377K where the income claimed was lower than expected and the Caravan Park improvement project of \$521K with an invoice expected to be raised in the next month with the next milestone almost met.

2.1.6 Non-recurrent grants (capital)

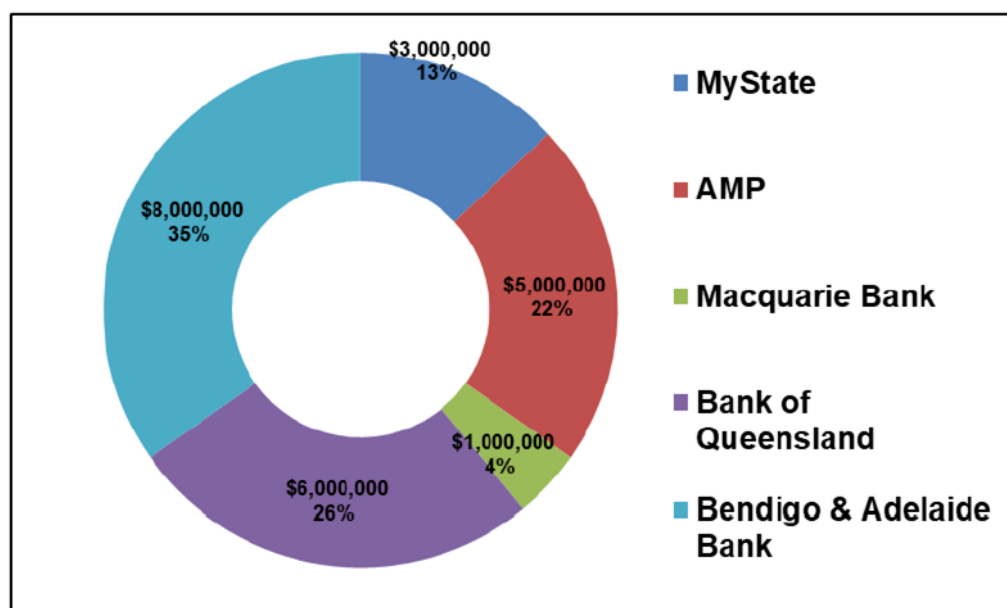
The main variation in this area relates to the \$2.9M grant tied to the Donaldson Park Pavilion upgrade. The milestone for this project has not yet been met and as a result the invoice is still to be raised.

2.1.7 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 \$279K. Rates interest amounts to \$29K. Year to date represents 95% 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	13.0%
AMP	A2/BBB+				\$ 5,000,000	21.7%
Macquarie Bank	A1/A				\$ 1,000,000	4.3%
Members Equity Bank	A2/BBB				\$ -	0.0%
Bank of Queensland	A2/BBB				\$ 6,000,000	26.1%
Bendigo & Adelaide Bank	A2/BBB+				\$ 8,000,000	34.8%
Council Funds on Term Deposit					\$23,000,000	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	Closed	12/04/2021	304	1.05%	\$ 2,000,000	\$ 17,490	\$ 1,036	\$ -	\$ -	\$ 16,455	\$ 16,455
AMP	5/05/2020	Closed	5/05/2021	365	1.55%	\$ 2,000,000	\$ 31,000	\$ 4,756	\$ -	\$ -	\$ 26,244	\$ 26,244
AMP	6/05/2020	Closed	6/05/2021	365	1.55%	\$ 2,000,000	\$ 31,000	\$ 4,671	\$ -	\$ -	\$ 26,329	\$ 26,329
Bank of Queensland	28/07/2020	Closed	28/06/2021	335	0.85%	\$ 2,000,000	\$ 15,603	\$ -	\$ -	\$ -	\$ 15,603	\$ 15,603
Bendigo & Adelaide Bank	6/10/2020	Open	2/08/2021	300	0.60%	\$ 1,000,000	\$ 4,932	\$ -	\$ 4,389	\$ 4,389	\$ -	\$ 4,389
Bendigo & Adelaide Bank	6/10/2020	Open	1/09/2021	330	0.60%	\$ 1,000,000	\$ 5,425	\$ -	\$ 4,389	\$ 4,389	\$ -	\$ 4,389
Bendigo & Adelaide Bank	19/10/2020	Open	14/09/2021	330	0.60%	\$ 2,000,000	\$ 10,849	\$ -	\$ 8,351	\$ 8,351	\$ -	\$ 8,351
Bank of Queensland	26/02/2021	Open	24/09/2021	210	0.32%	\$ 2,000,000	\$ 3,682	\$ -	\$ 2,174	\$ 2,174	\$ -	\$ 2,174
MyState	6/10/2020	Open	6/10/2021	365	0.70%	\$ 1,000,000	\$ 7,000	\$ -	\$ 5,121	\$ 5,121	\$ -	\$ 5,121
MyState	15/10/2020	Open	15/10/2021	365	0.70%	\$ 2,000,000	\$ 14,000	\$ -	\$ 9,896	\$ 9,896	\$ -	\$ 9,896
Bank of Queensland	26/02/2021	Open	25/10/2021	241	0.32%	\$ 2,000,000	\$ 4,226	\$ -	\$ 2,174	\$ 2,174	\$ -	\$ 2,174
Bank of Queensland	25/02/2021	Open	25/11/2021	273	0.35%	\$ 2,000,000	\$ 5,236	\$ -	\$ 2,397	\$ 2,397	\$ -	\$ 2,397
Macquarie Bank	25/02/2021	Open	23/12/2021	301	0.50%	\$ 1,000,000	\$ 4,123	\$ -	\$ 1,712	\$ 1,712	\$ -	\$ 1,712
Bendigo & Adelaide Bank	1/03/2021	Open	5/01/2022	310	0.30%	\$ 1,000,000	\$ 2,548	\$ -	\$ 995	\$ 995	\$ -	\$ 995
AMP	25/02/2021	Open	27/01/2022	336	0.75%	\$ 1,000,000	\$ 6,904	\$ -	\$ 2,568	\$ 2,568	\$ -	\$ 2,568
Bendigo & Adelaide Bank	1/03/2021	Open	1/02/2022	337	0.30%	\$ 1,000,000	\$ 2,770	\$ -	\$ 995	\$ 995	\$ -	\$ 995
Bendigo & Adelaide Bank	26/02/2021	Open	26/02/2022	365	0.30%	\$ 2,000,000	\$ 6,000	\$ -	\$ 2,038	\$ 2,038	\$ -	\$ 2,038
AMP	6/05/2021	Open	1/04/2022	330	0.55%	\$ 2,000,000	\$ 9,945	\$ -	\$ 1,658	\$ 1,658	\$ -	\$ 1,658
AMP	5/05/2021	Open	5/05/2022	365	0.70%	\$ 2,000,000	\$ 14,000	\$ -	\$ 2,148	\$ 2,148	\$ -	\$ 2,148
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Interest on Investments								\$ 56,668	\$ 51,005	\$ 51,005	\$ 194,542	\$ 245,547
Interest on General Accounts											\$ 4,781	\$ 4,781
Total Interest											\$ 250,328	\$ 250,328
Interest transferred to/from externally funded projects											\$ -	\$ -
Net interest on investments											\$ 250,328.04	\$ 250,328.04

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. These are adjusted during the year-end financial report process if required.

2.2 Operating expenditure

Total operating expenditure for the quarter was \$8.9M. The total expenditure for the quarter increases the total spend to 85% of the total revised budget expenditure for 2020/21.

2.2.1 Creditors

Creditors are currently at 41% of YTD Budget. The main variations where project expenditure has been delayed are:

- Bridgewater female change rooms of \$272K with the project commenced, but construction still underway
- various community planning projects of \$593K that have not yet commenced
- various strategy development and implementation projects of \$512K
- home and community care carry over allocation of \$704K.

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 and the Wedderburn Office where there was lower usage less than expected. This is partially offset by increased usage at the caravan parks and standpipes.

2.2.4 Payments

During the month the following payments were made:

Creditor payments - cheque	\$446.50
Creditor payments - electronic funds transfer	\$1,046,117.59
Payroll (2 pays)	\$604,720.15
TOTAL	\$1,651,284.24

2.3 **Operating surplus**

As a result of the variances as explained in the previous pages, the operating surplus to date is \$4.92M compared to a revised budget surplus amount of \$2.62M.

2.4 **Capital expenditure**

Total capital works expenditure for the quarter was \$3.42M. The total revised budget amount for 2020/21 is \$26.8M. The total actual capital works is \$9.46M or 35% complete at year end.

The main variations within capital expenditure relate to:

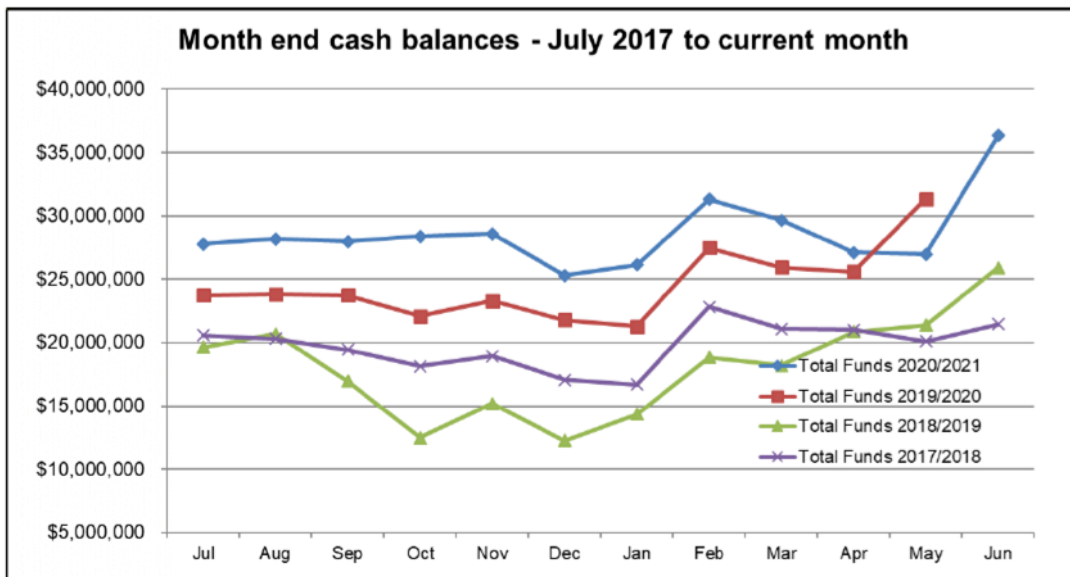
- building and property maintenance with the building asset management plan allocations now finalised and some works are underway, but others are still in the design phase
- purchase of caravan parks have a variation of \$778K with a delay in finalisation of the sale with legislated gazetting requirements still to be completed
- various community planning projects of \$769K due to challenges in delivering community projects in a COVID-19 restricted environment with many community facilities closed temporarily
- Donaldson Park Pavilion project of \$3.3M which is in planning phase
- Lake Boort projects of \$686K with works underway but still some major construction items to be delivered.

3 **STANDARD BALANCE SHEET**

3.1 **Cash**

At the end of the month, Council's overall cash total was \$36.3M, which includes a balance of \$13.3M 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 2021	April 2021	May 2021	June 2021
Rates	1,281,191	1,113,298	442,765	166,196
Fire Services Property Levy	202,162	184,500	113,886	87,769
Total Rates & Fire Services Property Levy	1,483,352	1,297,798	556,651	253,965
Sundry debtors	1,278,864	1,468,783	1,490,325	1,084,503
Community loans/advances	1,200	1,200	1,200	-
Long term loans/advances	-	-	-	-
Employee superannuation	(0)	6,639	3,341	-
Magistrates court fines	100,319	96,810	96,810	96,810
LESS provision for doubtful debts	(127,248)	(127,248)	(127,248)	(127,248)
Total	2,736,487	2,743,982	2,021,079	1,308,031

3.2.2 Rates debtors

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

Rating year	March 2021 (1/4/2021)	April 2021 (4/5/2021)	May 2021 (1/5/2021)	June 2021 (1/6/2021)
2006/07 to 2016/17	\$ 33,404	\$ 33,601	\$ 33,344	\$ 31,283
2006/07 to 2016/17 FSPL	\$ 5,377	\$ 5,375	\$ 5,358	\$ 5,130
2017/18	\$ 23,803	\$ 22,793	\$ 19,768	\$ 18,094
2017/18 Fire Services Property Levy	\$ 5,108	\$ 5,086	\$ 4,821	\$ 4,685
2018/19	\$ 38,800	\$ 38,731	\$ 37,774	\$ 35,413
2018/19 Fire Services Property Levy	\$ 7,940	\$ 7,969	\$ 7,893	\$ 7,748
2019/20	\$ 122,312	\$ 113,015	\$ 96,584	\$ 86,323
2019/20 Fire Services Property Levy	\$ 21,091	\$ 20,014	\$ 17,943	\$ 16,129
2020/21	\$ -	\$ -	\$ 494,908	\$ 11,268
2020/21 Fire Services Property Levy	\$ -	\$ -	\$ 61,744	\$ 37,892
Sub-total: arrears	\$ 257,834	\$ 246,584	\$ 780,137	\$ 253,965
Current year (outstanding but not due)	\$ 1,078,653	\$ 920,604	\$ -	\$ -
Fire Services Property Levy	\$ 146,866	\$ 130,611	\$ -	\$ -
Total outstanding	\$ 1,225,518	\$ 1,051,215	\$ -	\$ -
<i>Summary</i>				
Rates in arrears	\$ 1,296,972	\$ 1,128,743	\$ 682,378	\$ 182,381
FSPL in arrears	\$ 186,381	\$ 169,055	\$ 97,759	\$ 71,584
Total arrears	\$ 1,483,353	\$ 1,297,798	\$ 780,137	\$ 253,965

3.2.3 Sundry debtors

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

Current	\$147,472	68%
30 days	\$21,858	10%
60 days	\$17,277	8%
90 + days	\$30,054	14%
Sub total routine debtors	\$216,661	100%
Government departments	\$609,875	
GST	\$257,967	
Total	\$1,084,503	
90 + days consists of:		
Community Wellbeing debtors	\$3,484	
Local community groups	\$166	
Others	\$26,403	
Total	\$30,054	

Total outstanding sundry debtors as at 30 June 2021 are \$1.08M.

The mainstream sundry debtors (\$217K) have been broken into the amount of time they have been outstanding. At the time of this report, \$30K or 14% 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	107	\$ 1,895,800	\$ 5,257,800	\$ 245,600
TOTAL	107	\$ 1,895,800	\$ 5,257,800	\$ 245,600

There were 107 supplementary valuations during the final quarter of 2020/21.

Valuation type	1 July 2020 Revaluation	Opening Balance	Supplementary Changes	Closing Balance
Site Value	\$ 1,556,194,900.00	\$ 1,649,406,500.00	\$ 1,895,800.00	\$1,651,302,300.00
Capital Improved Value	\$ 2,354,772,700.00	\$ 2,497,644,300.00	\$ 5,257,800.00	\$2,502,902,100.00
NAV	\$ 120,800,115.00	\$ 128,008,225.00	\$ 245,600.00	\$ 128,253,825.00

The total rateable CIV at the end of June 2021 is just now just over \$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	334,432	423,057	127%
70 - Fees & Charges	1,464,986	1,510,543	1,510,543	1,745,588	116%
71 - Contribution	100,000	490,000	490,000	81,375	17%
73 - Interest	375,200	295,000	295,000	279,162	95%
77 - Reimbursements	277,411	297,411	297,411	242,192	81%
80 - Rates	11,461,007	11,520,410	11,520,410	11,521,258	100%
81 - Non Recurrent Grants (Operating)	152,766	2,733,224	2,733,224	2,714,292	99%
82 - Recurrent Grants (Operating)	6,299,505	10,941,672	10,941,672	11,297,564	103%
83 - Recurrent Grants (Capital)	2,387,726	3,426,111	3,426,111	2,528,435	74%
84 - Non Recurrent Grants (Capital)	0	9,650,566	9,650,566	6,722,351	70%
90 - VicRoads	510,474	512,033	512,033	563,517	110%
Total Income	23,306,607	41,711,402	41,711,402	38,118,791	91%
Expenses					
01 - Labour	11,492,803	12,287,261	12,287,261	12,029,861	98%
04 - Creditors	8,898,234	13,421,010	13,421,010	7,905,139	59%
05 - Stores	70,286	61,172	61,172	1,418	2%
06 - Fuel	1,051,376	905,045	905,045	807,944	89%
07 - Contractors	1,797,721	1,858,943	1,858,943	1,664,909	90%
08 - Depreciation	9,666,789	9,666,789	9,666,789	9,959,894	103%
09 - Utilities	533,565	523,418	523,418	491,984	94%
25 - Grants Expenditure	361,400	371,954	371,954	335,185	90%
45 - Bad Debts Expense	0	0	0	2,891	0%
63 - Reversal of Impairment Losses	0	0	0	(32)	0%
Total Expenses	33,872,174	39,095,592	39,095,592	33,199,193	85%
Net Result Surplus / (Deficit)	(10,565,567)	2,615,810	2,615,810	4,919,598	188%

*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	18,921,207	17,600,734	0%
89 - Reserves Transfer To	(2,341,772)	(7,086,940)	(7,086,940)	(22,598,391)	0%
74 - Asset Sales (Capital)	471,181	867,071	867,071	1,046,295	121%
Total Funding Decisions	4,596,225	12,701,338	12,701,338	(3,951,362)	-31%
Capital Expenditure					
12 - Economic Development	0	0	0	0	0%
21 - Caravan Parks	7,500	2,010,437	2,010,437	1,084,523	54%
31 - Aged Care Services				3,000	0%
40 - Community Support	0	31,335	31,335	0	0%
41 - Community Planning - Boort	0	1,105	1,105	0	0%
42 - Community Planning - Inglewood	50,000	153,685	153,685	0	0%
43 - Community Planning - Tarnagulla	50,000	91,683	91,683	21,174	23%
44 - Community Planning - Terricks	50,000	20,848	20,848	2,273	11%
45 - Community Planning - Wedderburn	50,000	25,000	25,000	0	0%
47 - Grants & Community Planning	750,000	4,808,189	4,808,189	237,221	5%
49 - Swimming Pools	0	15,101	15,101	0	0%
65 - Information Technology	185,000	185,000	185,000	114,858	62%
71 - Council Engineering and Technical Services	0	50,000	50,000	0	0%
72 - Project & Contract Management	2,555,132	12,856,168	12,856,168	4,678,004	36%
73 - Roads to Recovery	2,387,726	3,708,309	3,708,309	1,777,415	48%
75 - Local Laws and Animal Management	0	102,121	102,121	0	0%
82 - Building & Property Maintenance	535,000	785,983	785,983	173,666	22%
84 - Fleet	522,000	1,618,140	1,618,140	1,341,845	83%
90 - Parks & Townships	100,000	90,310	90,310	17,480	19%
98 - Waterways Management	0	288,781	288,781	4,013	1%
Total Capital Expenditure	7,242,358	26,842,195	26,842,195	9,455,472	35%
Non Cash Adjustments					
08 - Depreciation	9,666,789	9,666,789	9,666,789	9,959,894	103%
45 - Bad Debts Expense	0	0	0	2,891	0%
63 - Reversal of Impairment Losses	0	0	0	(32)	0%
Total Non Cash Adjustments	9,666,789	9,666,789	9,666,789	9,962,753	103%
Accumulated surplus brought forward	3,640,629	4,845,880	4,845,880	4,845,880	100%
Net Cash Surplus / (Deficit)	95,718	2,987,622	2,987,622	6,321,397	212%

TO NOTE: This table includes variations to the actual reserve movements that have been finalised after the period roll over was completed. The transfers to reserves was budgeted to be \$7.09M, where the actual is expected to be \$22.6M, a variation of \$ \$15.51M. A large proportion of this is due to carry over of capital projects that are either not complete or not commenced. It also includes various unexpended operating grants received during the year. These have not been reflected in the Balance Sheet or Cash Flow Statement.

The surplus position is expected to be a total of \$6.32M (\$1.48M after removing carried forward surplus of \$4.86M).

Page 11 of 19

APPENDIX 3: NET RESULT BY SERVICE AREA

Service Area	2020/21 Full Year Budget	2020/21 Total Revised Budget	2020/21 YTD Revised Budget June	2020/21 YTD Actuals June	2020/21 YTD Percentage Revised Variance June
11 - Administration and Management	2,881,065	3,243,082	3,243,082	3,068,643	5.38%
12 - Economic Development	93,510	(75,242)	(75,242)	(596,082)	692.22%
13 - Council Administration	1,106,573	644,583	644,583	477,136	25.98%
14 - Library Services	216,502	216,502	216,502	206,563	4.59%
15 - Media	0	39,000	39,000	38,567	1.11%
21 - Caravan Parks	(60,165)	1,328,449	1,328,449	855,133	35.63%
22 - Loddon Discovery Tours	83	101	101	(1,329)	1419.80%
23 - Tourism	346,479	366,219	366,219	335,550	8.37%
31 - Aged Care Services	622,547	1,512,706	1,512,706	616,193	59.27%
32 - Elderly Persons Units	(15,795)	(16,152)	(16,152)	8,353	-151.71%
33 - Rural Access	25,000	145,653	145,653	2,071	98.58%
34 - Seniors	43,048	43,097	43,097	(1,078)	102.50%
40 - Community Support	950,577	1,192,183	1,192,183	588,042	50.68%
41 - Community Planning - Boort	0	134,684	134,684	0	100.00%
42 - Community Planning - Inglewood	50,000	186,478	186,478	73	99.96%
43 - Community Planning - Tarnagulla	50,000	283,402	283,402	88,126	68.90%
44 - Community Planning - Terricks	50,000	122,932	122,932	5,878	95.22%
45 - Community Planning - Wedderburn	50,000	258,543	258,543	34,242	86.76%
46 - Emergency Management	16,447	16,313	16,313	(69,888)	528.42%
47 - Grants & Community Planning	821,891	2,526,850	2,526,850	(2,269,382)	189.81%
48 - Municipal Health & Wellbeing	8,500	159,522	159,522	52,076	67.35%
49 - Swimming Pools	538,314	561,758	561,758	476,498	15.18%
50 - Maternal and Child Health	193,733	307,402	307,402	(62,941)	120.48%
51 - Early Years	148,236	426,207	426,207	(38,524)	109.04%
52 - Boort Pre School	0	(0)	(0)	0	-100.00%
53 - Dingee Pre School	(0)	0	0	0	100.00%
54 - Inglewood Pre School	0	(0)	(0)	0	-100.00%
55 - Pyramid Hill Pre School	0	(0)	(0)	0	-100.00%
56 - Wedderburn Pre School	0	(0)	(0)	0	-100.00%
57 - Immunisation	0	0	0	0	0.00%
59 - Youth	6,560	14,012	14,012	(15,900)	213.48%

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 June	2020/21 YTD Actuals June	2020/21 YTD Percentage Revised Variance June
60 - Corporate Governance	166,163	278,675	278,675	205,145	26.39%
61 - Financial Services	(10,176,944)	(21,745,035)	(21,745,035)	(5,286,988)	-75.69%
62 - Rates & Property	(9,641,826)	(9,734,935)	(9,734,935)	(9,687,274)	-0.49%
63 - Customer Service	293,129	293,726	293,726	257,512	12.33%
64 - Information Management	230,218	217,234	217,234	162,244	25.31%
65 - Information Technology	889,092	944,213	944,213	787,649	16.58%
66 - Human Resources & Development	728,156	703,717	703,717	397,943	43.45%
67 - Risk Management	443,711	416,921	416,921	418,672	-0.42%
71 - Council Engineering & Technical Services	231,555	331,271	331,271	209,087	36.88%
72 - Project & Contract Management	2,535,338	5,216,821	5,216,821	953,714	81.72%
73 - Roads to Recovery	0	944,007	944,007	(610,310)	164.65%
74 - Building Regulation	72,870	68,985	68,985	(13,362)	119.37%
75 - Local Laws and Animal Management	372,730	520,373	520,373	175,398	66.29%
76 - Public Health	99,957	93,140	93,140	74,270	20.26%
77 - Strategic & Statutory Planning	145,483	96,557	96,557	11,270	88.33%
80 - Air Strips	9,393	9,131	9,131	3,161	65.38%
82 - Building & Property Maintenance	1,370,585	1,829,452	1,829,452	844,324	53.85%
84 - Plant and Fleet	(2,023,737)	(1,514,078)	(1,514,078)	(2,135,960)	41.07%
86 - Gravel Pits	(86,567)	(73,905)	(73,905)	(169,441)	129.27%
88 - Management & Administration	512,411	512,643	512,643	520,623	-1.56%
90 - Parks & Townships	1,171,430	1,054,619	1,054,619	833,695	20.95%
92 - Roads	4,201,610	2,637,349	2,637,349	2,441,875	7.41%
94 - DoT Routine Maintenance Contract	(75,783)	(160,235)	(160,235)	(269,823)	68.39%
96 - Waste Management	244,353	235,819	235,819	(433,388)	283.78%
98 - Waterways Management	47,849	197,630	197,630	38,770	80.38%
Grand Total	(95,718)	(2,987,622)	(2,987,622)	(6,473,176)	116.67%

APPENDIX 4: STANDARD BALANCE SHEET

	June 2021 As per trial balance	June 2021 As per revised budget	June 2020 financial statements	June 2020 As per trial balance
ASSETS				
CURRENT ASSETS				
Cash and cash equivalents	\$36,507,957	\$15,997,678	\$30,326,446	\$25,800,586
Trade and other receivables	\$1,349,476	\$544,937	\$807,408	\$1,944,825
Financial assets	\$235,647	\$268,402	\$462,212	\$78,239
Inventories	\$24,118	\$25,443	\$26,782	\$27,234
Non-current assets classified as held for sale	\$551,584	\$540,076	\$540,076	\$556,091
TOTAL CURRENT ASSETS	\$38,668,782	\$17,376,536	\$32,162,924	\$28,406,975
NON-CURRENT ASSETS				
Trade and other receivables	\$1,268	\$1,268	\$1,268	\$2,397
Financial assets	\$275,436	\$275,336	\$275,336	\$380,028
Intangible assets	\$2,979,650	\$2,979,650	\$2,979,650	\$2,702,545
Property, infrastructure, plant and equipment	\$353,252,695	\$390,469,674	\$362,791,061	\$351,025,707
TOTAL NON-CURRENT ASSETS	\$356,509,049	\$393,725,928	\$366,047,315	\$354,110,677
TOTAL ASSETS	\$395,177,830	\$411,102,464	\$398,210,239	\$382,517,652
LIABILITIES				
CURRENT LIABILITIES				
Trade and other payables	\$938,467	\$514,246	\$1,339,196	\$162,746
Trust funds and deposits	\$365,171	\$338,561	\$356,380	\$472,946
Provisions	\$3,038,508	\$2,476,204	\$2,622,435	\$237,724
Interest bearing loans and borrowings	\$0	\$0	\$0	\$0
TOTAL CURRENT LIABILITIES	\$4,342,146	\$3,329,011	\$4,318,011	\$873,416
NON-CURRENT LIABILITIES				
Provisions	\$1,716,013	\$2,081,495	\$1,716,013	\$1,797,418
Interest bearing loans & borrowings	\$0	\$0	\$0	\$0
TOTAL NON-CURRENT LIABILITIES	\$1,716,013	\$2,081,495	\$1,716,013	\$1,797,418
TOTAL LIABILITIES	\$6,058,159	\$5,410,506	\$6,034,024	\$4,804,834
NET ASSETS	\$389,119,672	\$405,691,959	\$392,176,215	\$377,712,819
EQUITY				
Accumulated Surplus	\$87,428,757	\$104,663,508	\$90,918,332	\$90,559,711
Asset Revaluation Reserve	\$278,872,176	\$289,339,078	\$278,439,144	\$265,442,673
Other Reserves	\$22,818,739	\$11,689,373	\$22,818,739	\$21,710,436
TOTAL EQUITY	\$389,119,672	\$405,691,959	\$392,176,215	\$377,712,819

APPENDIX 5: CASH FLOW STATEMENT

	2020/21 Adopted Budget	2020/21 Revised Budget	2020/21 YTD Actual
Cash flows from operating activities			
Rates and charges	11,753,037	11,369,005	10,886,620
Statutory fees and fines	241,737	357,419	394,203
User fees	1,655,746	1,665,700	1,664,184
Grants - operating	6,479,316	13,948,394	14,292,093
Grants - capital	2,537,481	12,715,593	8,813,184
Contributions - monetary	102,000	499,800	83,003
Reimbursements and subsidies	803,643	858,974	855,165
Interest received	375,200	340,475	324,637
Net GST refund (payable)	(140,859)	(166,317)	(0)
Trust funds and deposits taken	(16,186)	(17,819)	8,791
Payments to employees	(12,386,285)	(12,388,176)	(11,933,952)
Payments to suppliers	(11,923,413)	(17,067,516)	(10,794,247)
Bad debts expense	-	-	(2,891)
Net cash provided (used in) investing activities	(518,583)	12,115,532	14,590,788
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	(6,891,177)	(26,445,468)	(8,409,277)
Loans and advances to community organisations	1,200	1,168	-
Net cash provided by (used in) investing	(6,889,977)	(26,444,300)	(8,409,277)
Cash flows from financing activities			
Repayment of interest bearing loans and borrowings	-	-	-
Borrowing costs	-	-	-
Net cash provided by (used in) financing activities			-
Net increase/(decrease) in cash and cash equivalents	(7,408,560)	(14,328,768)	6,181,511
Cash and cash equivalents at the beginning of the financial year	17,434,648	30,326,446	30,326,446
Cash and cash equivalents at the end of the financial year	10,026,088	15,997,678	36,507,957

APPENDIX 6: COMMUNITY PLANNING FINANCIALS (Continued)

Terrick Community Plans					ACTUALS			BUDGET		
YEAR	LEDGER	LEDGER	JOB CODE	PROJECT	2020/21 FINANCIAL YEAR			2020/21 FINANCIAL YEAR		
					INCOME	XPENDITUR	NET COST	INCOME	XPENDITUR	NET COST
				Income						
				Unspent Allocation from Previous Years	\$72,932	\$0	\$72,932	\$72,932	\$0	\$72,932
				This Year's Allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
				Equity Adjustment	\$0	\$0	\$0	\$0	\$0	\$0
				Strategic Fund	\$0	\$0	\$0	\$0	\$0	\$0
				Total Amount Available	\$122,932	\$0	\$122,932	\$122,932	\$0	\$122,932
				LESS Expenditure for the Year						
2010/11	16279	2244218665XX	CP4100012244218665	Pyramid Hill Rural Water Community Areas	\$0	\$0	\$0	\$0	\$7,091	\$7,091
2017/18	26849	2244958680XX	CP4170012244958680	Pyramid Hill Memorial Hall Power Upgrade	\$0	\$2,273	\$2,273	\$0	\$2,273	\$2,273
2018/19	18352	2244218665XX	CP4180022244218665	Dingee EPU Feasibility Study	\$0	\$0	\$0	\$0	\$12,000	\$12,000
2018/19	27907	2244958680XX	CP4160012244958680	P/H Lions Park Redevelopment	\$0	\$3,605	\$3,605	\$0	\$18,575	\$18,575
2019/20	18712	2244218665XX	CP4200012244218665	Mtiamo Sporting Rooms Flood Upgrade	\$0	\$0	\$0	\$0	\$10,000	\$10,000
2019/20	18713	2244218665XX	CP4200022244218665	Dingee Memorial Hall Toilet	\$0	\$0	\$0	\$0	\$20,000	\$20,000
2020/21		2244218665XX	CP4210012244218665	Calvil Rec BBQ & Shelter	\$0	\$0	\$0	\$0	\$35,000	\$35,000
2020/21		2244218665XX	CP4210022244218665	Dingee Hall Disabled Toilet	\$0	\$0	\$0	\$0	\$14,388	\$14,388
2020/21		2244218665XX	CP4210032244218665	East Loddon Community Centre Elec Wiring	\$0	\$0	\$0	\$0	\$3,605	\$3,605
				CURRENT	\$0	\$0	\$0	\$0	\$0	\$0
				Terrick Community Plans Unallocated	\$0	\$5,878	\$5,878	\$0	\$122,932	\$122,932
				Total Expenditure for the Year	\$0	\$5,878	\$5,878	\$0	\$122,932	\$122,932
				Total Amount Not Spent at the End of the Year, and Available for Next Year			\$17,054			\$0

Wedderburn Community Plans					ACTUALS			BUDGET		
YEAR	LEDGER	LEDGER	JOB CODE	PROJECT	2020/21 FINANCIAL YEAR			2020/21 FINANCIAL YEAR		
					INCOME	XPENDITUR	NET COST	INCOME	XPENDITUR	NET COST
				Income						
				Unspent Allocation from Previous Years	\$208,543	\$0	\$208,543	\$208,543	\$0	\$208,543
				This Year's Allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
				Equity Adjustment	\$0	\$0	\$0	\$0	\$0	\$0
				Movement in Wards	\$0	\$0	\$0	\$0	\$0	\$0
				Strategic Fund	\$0	\$0	\$0	\$0	\$0	\$0
				Total Amount Available	\$258,543	\$0	\$258,543	\$258,543	\$0	\$258,543
				Expenditure						
2016/17	16912	2245219490XX	CP5160012245219490	Wedderburn Town Entry	\$0	\$24,242	\$24,242	\$0	\$33,310	\$33,310
2016/17	16913	2245219490XX	CP5160022245219490	Wedderburn Caravan Park	\$0	\$0	\$0	\$0	\$50,000	\$50,000
2018/19	27909	2245959500XX	CP5180012245959500	Wedderburn Caravan Park Redevelopment	\$0	\$0	\$0	\$0	\$25,000	\$25,000
2020/21		2245219490XX	CP5210012245219490	Wedderburn Birds Eye View	\$0	\$10,000	\$10,000	\$0	\$10,000	\$10,000
				CURRENT	\$0	\$0	\$0	\$0	\$140,233	\$140,233
				Total Expenditure for the Year	\$0	\$34,242	\$34,242	\$0	\$258,543	\$258,543
				Total Amount Not Spent at the End of the Year, and Available for Next Year			\$224,301			\$0

APPENDIX 7: FULL CAPITAL WORKS

Cost Centre	2020/21 Full Year Budget	2020/21 Total Revised Budget	2020/21 YTD Revised Budget June	2020/21 YTD Actuals June	2020/21 YTD Revised Variance June
11 - Commercial Services	7,500	2,010,437	2,010,437	1,084,523	925,914
21 - Caravan Parks	7,500	2,010,437	2,010,437	1,084,523	925,914
1890 - Caravan Park-Capital	7,500	7,500	7,500	0	7,500
1910 - Caravan Park Improvement Prog	0	1,209,615	1,209,615	1,084,523	125,092
1921 - Caravan Park Purchase	0	778,322	778,322	0	778,322
1922 - Caravan Park Entrance	0	15,000	15,000	0	15,000
21 - Aged Care	0	0	0	3,000	(3,000)
31 - Aged Care Services	0	0	0	3,000	(3,000)
6885 - Property Maintenance Operating	0	0	0	3,000	(3,000)
22 - Community Support	950,000	5,146,946	5,146,946	260,668	4,886,278
40 - Community Support	0	31,335	31,335	0	31,335
8830 - Trails Signage	0	31,335	31,335	0	31,335
41 - Community Planning - Boort	0	1,105	1,105	0	1,105
1355 - Boort Community Plans-Capital	0	1,105	1,105	0	1,105
42 - Community Planning - Inglewood	50,000	153,685	153,685	0	153,685
4315 - Inglewood Comm Plans-Capital	50,000	153,685	153,685	0	153,685
43 - Community Planning - Tarnagulla	50,000	91,683	91,683	21,174	70,509
8620 - Tarnagulla Community Plans - C	50,000	91,683	91,683	21,174	70,509
44 - Community Planning - Terricks	50,000	20,848	20,848	2,273	18,575
8680 - Terrick Community Plan-Capital	50,000	20,848	20,848	2,273	18,575
45 - Community Planning - Wedderburn	50,000	25,000	25,000	0	25,000
9500 - Wedderburn Comm Plans-Capital	50,000	25,000	25,000	0	25,000
47 - Grants & Community Planning	750,000	4,808,189	4,808,189	237,221	4,570,968
1477 - Boort Park Grants	0	4,489	4,489	0	4,489
2340 - Community Plans Strategic Fund	250,000	500,000	500,000	0	500,000
3000 - Donaldson Park Grants	0	3,311,232	3,311,232	0	3,311,232
4520 - Inglewood Sports Centre Grants	0	112,468	112,468	158,602	(46,134)
4745 - Lake Boort Projects	500,000	760,000	760,000	73,769	686,231
7252 - Pyramid Hill Com Centre Grants	0	120,000	120,000	4,850	115,150
49 - Swimming Pools	0	15,101	15,101	0	15,101
6500 - Pool Capital Works	0	15,101	15,101	0	15,101
33 - Information Management	185,000	185,000	185,000	114,858	70,142
65 - Information Technology	185,000	185,000	185,000	114,858	70,142
4607 - ICT Rural Council Project	0	0	0	100,583	(100,583)
6180 - PC Replacement	185,000	185,000	185,000	14,275	170,725

APPENDIX 7: FULL CAPITAL WORKS (Continued)

Cost Centre	2020/21 Full Year Budget	2020/21 Total Revised Budget	2020/21 YTD Revised Budget June	2020/21 YTD Actuals June	2020/21 YTD Revised Variance June
41 - Assets & Infrastructure	4,942,858	16,614,477	16,614,477	6,455,420	10,159,057
71 - Council Engineering & Technical Services	0	50,000	50,000	0	50,000
8260 - Skinners Flat Water Supply	0	50,000	50,000	0	50,000
72 - Project & Contract Management	2,555,132	12,856,168	12,856,168	4,678,004	8,178,164
1590 - Bridges & Culverts Cap Works	0	1,001,294	1,001,294	381,555	619,739
3025 - Drainage Capital Works	350,000	1,723,459	1,723,459	922,653	800,806
3585 - Flood Mitigation PH	0	1,148,000	1,148,000	0	1,148,000
3586 - Flood Mitigation Brt	0	340,465	340,465	0	340,465
3655 - Footpaths Capital Works	0	1,058,868	1,058,868	562,886	495,982
4650 - Kerb & Channel Capital Works	0	166,576	166,576	0	166,576
5670 - Minor Plant & Equip-Capital	15,000	15,000	15,000	0	15,000
6435 - Plant Replacement	880,900	0	0	0	0
7250 - Pyramid Hill Streetscape	0	1,610,000	1,610,000	89,396	1,520,604
7345 - Recreation Reserve Mowers	35,000	70,000	70,000	0	70,000
7585 - Road Amenity Capital Works	0	397,084	397,084	57,193	339,891
7600 - Road Construction Capital Work	163,229	4,524,306	4,524,306	2,375,370	2,148,936
7630 - Road Resheets Capital Works	1,033,723	426,709	426,709	263,271	163,438
7645 - Road Resheets Preparation Work	62,280	0	0	0	0
7660 - Road Safety Capital Works	0	359,407	359,407	0	359,407
8200 - Signage Maintenance & Improve	15,000	15,000	15,000	25,679	(10,679)
73 - Roads to Recovery	2,387,726	3,708,309	3,708,309	1,777,415	1,930,894
1590 - Bridges & Culverts Cap Works	143,965	1,775,594	1,775,594	556,179	1,219,415
3025 - Drainage Capital Works	0	50,240	50,240	7,415	42,825
3655 - Footpaths Capital Works	278,928	180,000	180,000	0	180,000
7585 - Road Amenity Capital Works	129,892	0	0	0	0
7600 - Road Construction Capital Work	968,995	381,327	381,327	105,665	275,662
7620 - Road Reseals	0	723,259	723,259	651,933	71,326
7630 - Road Resheets Capital Works	324,730	411,309	411,309	361,406	49,903
7660 - Road Safety Capital Works	162,365	100,000	100,000	22,010	77,990
7675 - Road Shoulder Sheet Cap Works	378,851	86,580	86,580	72,809	13,771
42 - Development & Compliance	0	102,121	102,121	0	102,121
75 - Local Laws and Animal Management	0	102,121	102,121	0	102,121
6735 - Pound Livestock	0	102,121	102,121	0	102,121
44 - Works	1,157,000	2,783,214	2,783,214	1,537,004	1,246,210
82 - Building & Property Maintenance	535,000	785,983	785,983	173,666	612,317
1575 - BRIC Office Operations	0	13,608	13,608	0	13,608
1725 - Building Asset Project-Capital	530,000	767,375	767,375	171,341	596,034
2520 - Council Property Fencing	5,000	5,000	5,000	2,325	2,675
84 - Plant and Fleet	522,000	1,618,140	1,618,140	1,341,845	276,295
3550 - Fleet Replacement	522,000	522,000	522,000	303,400	218,600
6435 - Plant Replacement	0	1,096,140	1,096,140	1,038,445	57,695
90 - Parks & Townships	100,000	90,310	90,310	17,480	72,830
6270 - Plan & Strategy Implementation	100,000	90,310	90,310	17,480	72,830
98 - Waterways Management	0	288,781	288,781	4,013	284,768
1835 - Bridgewater Foreshore S2	0	288,781	288,781	4,013	284,768
Grand Total	7,242,358	26,842,195	26,842,195	9,455,472	17,386,723

10.8 FEES AND CHARGES - WAIVER OR REDUCTION POLICY

File Number: FOL/19/432511
Author: Deanne Caserta, Manager Financial Services
Authoriser: Jude Holt, Acting Chief Executive Officer
Attachments: 1. Fees and Charges - Waiver or Reduction Policy v1
2. Fees and Charges - Waiver or Reduction Application Form

RECOMMENDATION

That Council adopts the Fees and Charges – Waiver or Reduction Policy v1.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council discussed the Fees and Charges – Waiver or Reduction Policy v1 (the Policy) at the 13 July 2021 Council Forum and provided some further feedback on the development.

BACKGROUND

This policy provides guidance for requests to waive or refund various types of fees and charges.

This policy should be read in conjunction with Council's Fees and Charges Schedule (FCS) in order to be fully informed of governance frameworks applicable to fees and charges procedures.

The policy applies to any not for profit organisation, incorporated association or unincorporated community group which provides a community benefit to Council and wish to apply to have a fee and/or charge waived or reduced.

This Policy does not apply to Council rates and rebates.

ISSUES/DISCUSSION

This is a new policy which has been developed to assist staff in determining eligibility and outline the process for when fees and charges can be reduced or waived.

Due to this being an introductory policy to this topic it has a one year review timeline.

COST/BENEFITS

There will be minor fee reduction or waiver costs for those claims that fit the guidelines stated within the policy. This will provide a financial offset benefit to those community groups.

RISK ANALYSIS

The policy identifies conditions where a reduction or fee waiver will apply, a process to follow and an applicable form.

CONSULTATION AND ENGAGEMENT

The document has been subject to the normal approval process of the Loddon Leaders, Policy Review Group and Management Executive Group prior to presentation in the Council Meeting Agenda. Councillors were provided with an overview of the policy at the 13 July 2021 Council Forum.



FEES AND CHARGES – WAIVER OR REDUCTION POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	1
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Fees and Charges Schedule Community Support Policy
RELATED LEGISLATION:	Local Government Act 2020
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: K:\FINANCE\Policies\Draft\POL Fees and charges - waiver or reduction v1 - LL comments.docx

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

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



FEES AND CHARGES – WAIVER OR REDUCTION POLICY

1 PURPOSE

This policy provides guidance for requests to waive or refund various types of fees and charges.

This policy should be read in conjunction with Council's Fees and Charges Schedule (FCS) in order to be fully informed of governance frameworks applicable to fees and charges procedures.

2 SCOPE

The policy applies to any not for profit organisation, incorporated association or unincorporated community group which provides a community benefit to the Shire and wishes to apply to have a fee and/or charge waived or reduced.

This policy does not apply to Council rates and rebates. Please see Council's relevant rating policies for guidelines concerning rates and relief for ratepayers.

3 POLICY

Council regularly receives requests from community groups to provide funding support in the form of fee waivers or reductions for a large range of programs, projects, events or initiatives.

Implementation of this policy will ensure that responses to fee waivers and reductions are managed consistently. It will also ensure that responses consider community need within Council's strategic priorities and community benefit.

3.1 Categories

Fees and charges are categorised into two key components. The process for allowing a fee waiver or reduction is reliant upon whether the charge is statutory or discretionary in nature.

3.1.1 Statutory fees and charges

Statutory fees and charges are those that are set and regulated by legislation. These fees are non-discretionary and must align with the relevant statute or current Ministerial advice. This fee type cannot be waived or reduced.

3.1.2 Discretionary fees and charges

Discretionary fees and charges are not regulated by legislation and are set by Council's through the adoption of the FCS annually.

3.2 Fee types

3.2.1 General fees

General fees, such as photocopying and faxing charges are set by Council as part of its annual budget process.

Under section 77 of the Local Government Act 2020, Council or a delegated officer has the power to reduce, waive or refund in whole or in part of the fees.

For eligible applicants, a reduced fee is recommended to be set at the cost to Council of providing the service / product.



FEES AND CHARGES – WAIVER OR REDUCTION POLICY

3.2.2 Local laws fees

The permit fees under Council's Local Laws are set by Council as part of its annual budget process.

Each of these Laws contain a clause which states that *Council may waive, reduce or alter a fee or charge with or without conditions.*

Requests are often made to waive the permit fee for fundraising activities provided that the applicant is an eligible organisation or group and the activity will result in a community benefit.

3.2.3 Building permit fees

Building permit fees are set by Council as part of its annual budget process. Council is also required to charge building permit applicants a levy which is set by the State Government and passed on to them.

Requests are often made to waive or reduce building permit fees for projects undertaken by community groups. It may also be beneficial where the works are grant funded and the group is trying to maximise the dollars spent on physical works. While the building permit fee is discretionary and may be waived or reduced for eligible organisations or groups, the levy is set by the State Government therefore cannot be waived or reduced.

3.2.4 Planning permit fees

Planning permit fees are set in the Planning and Environment (Fees) Regulations 2000. Section 13(1) of the Regulations outlines the circumstances in which Council, as the Responsible Authority, may waive or rebate planning permit fees, and states that the reasons for doing so must be recorded in writing.

Requests are often made to waive planning permit fees for projects undertaken, provided that the applicant for the planning permit is an eligible organisation or group, and the activity will result in a community benefit.

3.2.5 Waste management fees

Waste management fees for the disposal of waste at Council landfills and transfer stations are set by Council as part of its annual budget process.

Requests are often made by community groups wanting free waste or green waste disposal after activities such as clean up days or community group working bees. These activities are reliant on volunteers and do not incur any income for the group involved. Provided that the group can demonstrate it is an eligible organisation or group, and the activity will result in a community benefit, the waste disposal fee may be reduced or waived.

3.3 **Application and assessment**

Request must be made via the Fee Waiver / Reduction Application Form.

Each application will be assessed by the relevant departmental manager or director. All authorisations must comply with the relevant instruments of delegation levels.

Applications with a cost to Council threshold at or under \$200 can be approved by the relevant departmental manager.



FEES AND CHARGES – WAIVER OR REDUCTION POLICY

Applications between \$200 and \$500 threshold are reviewed and approved by the relevant Director.

Applications between \$500 and \$1,000 threshold are reviewed and approved by the Chief Executive Officer.

Applications over \$1,000 threshold are reviewed by the Chief Executive Officer and submitted to Council for approval via a formal resolution.

It is considered more efficient for all parties if a fee can be waived at the time of lodgement of the permit application, rather than it being paid and rebated after.

4 CONFLICT OF INTEREST

If a staff member involved in the process has a conflict of interest, whether it be actual, potential or perceived, they will be required to declare the conflict and remove themselves from the process. Another staff member at a similar or higher delegation level will be required to assess and approve the application in the absence of the conflicted staff member.

5 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Organisation or group	A not-for-profit, incorporated association or community group that is based in the Shire or has demonstrated links to communities in the Shire.
Community benefit	A demonstrated community need in the Shire which aligns with Council's strategic priorities.

6 HUMAN RIGHTS STATEMENT


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

7 REVIEW

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

8 ATTACHMENTS

Fee Waiver / Reduction Application Form



FEE WAIVER / REDUCTION APPLICATION

This form is to be used by any organisation or group which provides a community benefit to the Shire to apply for a fee or charge to be waived or reduced. This does not apply to Council rates and rebates.

The group must confirm that is a non-for-profit, incorporated association or community group that is based in the Shire or has a demonstrated link to communities in the Shire. The community benefit is a demonstrated community need in the Shire that aligns with Council's strategic priorities.

Organisation requesting fee waiver

Postal address (if new or update required)

Street address or PO Box _____

Town _____ State _____ Postcode _____

Type of fee (select all relevant items)	Dollar amount of requested waiver / reduction	
	Scheduled fee	Requested fee
General		
Local laws		
Building permit		
Planning permit		
Waste management		

Details

Activity to be undertaken:	
Benefit of activity to community:	
Location of activity:	

Person submitting request

Signature:	Date:
Print name:	Position:

OFFICE USE ONLY

Date received:	Reviewed by:
Conflict of interest exists: Y / N	If yes, conflict reason:
Approval granted:	Amount to be charged:
Loddon Shire Council 41 High Street, Wedderburn, Victoria PO Box 21, Wedderburn, Vic 3518 Telephone: (03) 5494 1200 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 <i>Privacy and Data Protection Act 2014</i> . 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

10.9 APPROVAL OF BUSINESS CONTINUITY MANAGEMENT POLICY

File Number: FOL/19/101
Author: Jude Holt, Acting Chief Executive Officer
Authoriser: Jude Holt, Acting Chief Executive Officer
Attachments: 1. Business Continuity Policy V3

RECOMMENDATION

That the Council, upon recommendation of the Audit and Risk Committee, approves the Business Continuity Policy V3.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council was provided with an overview of the policy at the Council Forum held on 13 July 2021.

BACKGROUND

Council activated its Business Continuity Plan (the plan) in response to the declaration of a global pandemic despite the Business Continuity Framework not identifying pandemic as a trigger for activation of the plan.

ISSUES/DISCUSSION

Council activated its Business Continuity Plan (the plan) in response to the declaration of a global pandemic despite the Business Continuity Framework not identifying pandemic as a trigger for activation of the plan.

To capitalise on the learnings during the Council's activation of the plan in response to the pandemic, Council recently engaged Elasticus to conduct a review of Council's business continuity documentation including its policy, plan and framework.

Elasticus found that:

“Generally, the process outlined in the Business Continuity Plan is well structured and can be effectively implemented.

The Business Resilience Framework for both documentation and organisation is well structured, consistent with standards and best practice, although there are a few inconsistencies in terms of key personnel, stakeholders and contact information.”

The report then went on to identify major enhancement recommendations:

#	Action	Status
	Business Continuity Framework	
1	All key roles and responsibilities have a designated person in that role, together with a minimum of one identified and similarly skilled alternate.	Complete

#	Action	Status
2	Contact information should either be kept in the plans or centrally in a directory for use in both internal and external communications.	Complete
3	That the leader of the Business Continuity (BC) Team should be a senior executive in either Operations or Risk Management.	Complete
4	That there should be consistency in the roles and responsibilities for each defined role in the BC Team.	Complete
Business Impact Analysis		
5	That the Business Impact Analysis (BIA) should be reviewed and amended to reflect a more objective analysis. There are a number of options for collecting the data, but we would recommend a facilitated workshop.	Complete
6	That after the analysis any revision of the Tier 1 – 4 risks and impacts will require specific Maximum Tolerable Periods of Disruption (maximum time business activities can be disrupted before the impact becomes unacceptable), Recovery Point Objectives (data loss in time), and Recovery Time Objectives (downtime).	Complete
7	That all identified key departments appoint at least one alternate to take responsibility should the incumbent be unavailable for whatever reason.	Complete
8	That where there are internal and/or external dependencies, they should be noted in the BIA so that the resulting BC Plan takes them into account.	Complete
9	That following the BIA a BCP representative/contact is appointed as an additional activity and is trained appropriately in the principles and practice of Business Continuity.	Commenced
Business Continuity Plan		
10	Update the plan at business unit/function level with information on: <ul style="list-style-type: none"> • Key Resources and Dependencies • Alternates to lead persons in the unit • Subject Matter Experts required in support of the BC Team • Updated location information, where applicable 	Complete

#	Action	Status
11	Create a separate Loddon Shire Council Crisis Communication Procedure and contact information list for: <ul style="list-style-type: none"> • Key internal personnel • Other internal personnel • Essential Loddon Shire Council contacts • Suppliers and customers • Key external contacts – government departments, industry groups, partner organisations 	Complete
	Other recommendations	
12	Establish and update cycle for various plan content: <ul style="list-style-type: none"> <input type="checkbox"/> BIA and BCP - Changes to key personnel and critical function information [priority content] <ul style="list-style-type: none"> <input type="checkbox"/> Every 1 – 3 months <input type="checkbox"/> Post testing - Changes to process, strategies, work instructions, appendices <ul style="list-style-type: none"> <input type="checkbox"/> Quarterly for short tests <input type="checkbox"/> Annually for full tests 	Complete
	Other actions not listed in Elasticus recommendations	
	Update of Business Continuity Policy	Complete (after approval by Council)

RESOURCING

The implementation of this policy is currently resourced by the Organisation Development Department.

COST/BENEFITS

Costs for the Elasticus review were contained within the operational budget. The cost to implement the policy is staff time.

RISK ANALYSIS

There was a risk that the Council's business continuity approach did not respond to best practice or meet the needs of Council's changing service delivery practices. This risk has been addressed by engaging business continuity professionals to provide advice on Council's areas for improvement. The second risk is being addressed by implementing the recommended actions in the above table.

CONSULTATION AND ENGAGEMENT

Draft 2 of the policy was discussed at the Management Executive Group on 24 March 2021. The policy was also subject to internal consultation and the Policy Review Group. Key stakeholders have been consulted on the Elasticus report and its recommendations throughout implementation of the actions.

The Audit and Risk Committee endorsed this version of the policy at its meeting on 17 June 2021, and endorsed it for presentation to the Council for approval.

The committee also suggested that only one directorate undergo a detailed business impact assessment each year which will be incorporated into the policies' supporting documentation.



BUSINESS CONTINUITY MANAGEMENT POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Organisation Development
INTERNAL COMMITTEE ENDORSEMENT:	Audit and Risk Committee
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	3
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Business Continuity Management Plan Business Continuity Management Framework Council Risk Register IT Disaster Recovery Plan Municipal Emergency Management Plan Municipal Pandemic Plan
RELATED LEGISLATION:	Business Continuity Institute Good Practice Guidelines – 2018 Edition ISO 22301:2019 Business Continuity Management Systems ISO 31000:2018 Risk Management
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: \\lods02\profiles\$\smorrison\Documents\POL Business Continuity Management Policy 202110122.docx
Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire website (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.

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



BUSINESS CONTINUITY MANAGEMENT POLICY

1 PURPOSE

The purpose of this policy is to outline Loddon Shire Council's (Council) approach to business continuity management (BCM).

2 SCOPE

This policy applies to all Council staff involved in preparing for or responding to a disaster or disruptive event.¹

3 POLICY

Council is committed to building the capability of the organisation to continue delivery of services at acceptable predefined levels following disasters and disruptive incidents. It will do this by:

1. maintaining a current Business Continuity Management Policy
2. defining the scope of the business continuity program
3. establishing governance for business continuity
4. assigning roles and responsibilities
5. developing the business continuity program

This policy has been developed in line with the Business Continuity Institute (BCI) Good Practice Guidelines 2018 edition and ISO 22301:2019 (ISO22301) Security and resilience - Business Continuity Management Systems- Requirements.

3.1 Business continuity program objectives and scope

The objective of the business continuity program is to establish an ongoing set of activities within the BCM lifecycle that supports the implementation of the business continuity policy.

3.1.1 Scope of the business continuity program

The scope of Council's business continuity program covers the elements of the BCM lifecycle and includes:

- reviewing this policy in accordance with the review statement in this policy and related documents
- reviewing the scope of the business continuity program as part of reviewing this policy
- reviewing the governance of the program as part of reviewing this policy
- reviewing roles and responsibilities of the program as part of reviewing this policy
- implementing and reviewing the program as part of reviewing this policy
- raising awareness about business continuity through communication
- encouraging buy-in from interested parties
- ensuring required competencies and skills are in place
- ensuring appropriate training and learning opportunities are provided
- identification of critical business functions
- development of business continuity plans for critical business functions

¹Certain disaster situations may require an Emergency Service agency response. Under these circumstances, any direction provided by an authorised person of an Emergency Service agency must be followed without exception or regard to this policy.



BUSINESS CONTINUITY MANAGEMENT POLICY

- assisting business critical functions in determining solutions to business continuity requirements
- advocating for the implementation of identified and agreed solutions
- ensuring training, testing, assessing, practising and improving of the business continuity capability of the organisation.

3.1.2 Identifying critical business functions

The scope of the business continuity program will include services defined by Council as critical business functions. Each critical business function will have a business continuity plan which applies the BCM methodology contained in the BCM Framework for the continuation of the service to a minimum acceptable level during a disruption.

Critical business functions are identified by conducting a business impact analysis (BIA). BIA is a process that identifies an organisation's critical functions, processes and the resources required to restore business operations in the event of a disaster or disruption. Council will use the BCI Good Practice Guidelines (GPG, 2018) to underpin its BIA process.

More detail about Council's business critical functions is contained in the Business Continuity Framework and Plan.

3.2 **Governance**

The Manager Organisation Development is responsible for the implementation of this policy.

The Risk Management Committee is responsible for monitoring the business continuity program.

The policy will be approved by Council at the recommendation of the Audit and Risk Committee.

The implementation of the policy will be monitored by the Management Executive Group.

3.3 **Roles and responsibilities**

The Risk Management Committee will:

- oversee, advise and manage the Business Continuity Program, making recommendations, and reporting to MEG
- assess and regularly review the Business Continuity Program to ensure compliance with this policy and best practise BCM principles.

The Manager Organisation Development will:

- act as the business continuity plan owner by ensuring that the business continuity plan adequately reflects the organisation's business continuity capability
- act as the business continuity professional by developing and delivering an effective business continuity program including facilitating and co-ordinating development of business continuity plan.

Department managers will:

- communicate the implications of departmental changes that may impact the Business Continuity Program
- collect information for BIA
- develop, implement and maintain department plans on behalf of the business continuity plan owner
- conduct and participate in exercises.



BUSINESS CONTINUITY MANAGEMENT POLICY

Employees will acknowledge roles and responsibilities in relation to business continuity including the need to:

- recognise an incident or crisis
- alert incident or crisis responders
- escalate action to the incident or crisis management team
- respond appropriately to specific threats
- respond appropriately when evacuated from the site
- understand relevant plan and associated roles and responsibilities.

3.4 Measurement and review

The success of business continuity management will be measured against each element of the BCM lifecycle including the following measures:

- whether the policy is current
- the extent to which business continuity has been incorporated into risk management committee agenda
- an initial BIA has been conducted for each department within the past 3 years
- percentage of BIAs with business continuity solutions approved by MEG
- percentage of approved solutions implemented within approved timeframe
- business continuity test has been conducted in the past 12 months.

3.5 Approval and communication

Following the adoption of this policy by Council, all staff will be informed of its adoption.

4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Business Continuity Management (BCM)	A process for building the capability of the organisation to continue delivery of services at acceptable predefined levels following disasters and disruptive incidents
Business Continuity Plan (BCP)	An approved and tested document with instructions/actions that provide guidance on critical business functions' restoration to minimise the impact of a significant disruption.
Business Impact Analysis (BIA)	A series of analyses to determine business function criticality and to gather information about their dependencies and resource requirements.
Critical business functions	Critical business functions are business functions, or part thereof, identified as essential for the continuance of the organisation and achievement of its critical objectives.
Risk management	Risk management is the process of planning, organising, directing and controlling the resources and activities of the organisation in order to minimise the adverse consequences to Council and community at the least possible cost in accordance with AS/NZS ISO 31000:2018.



BUSINESS CONTINUITY MANAGEMENT POLICY

Term	Definition
Significant disruption	Significant disruption means a sudden, unplanned event causing significant inconvenience, damage or loss.

5 HUMAN RIGHTS STATEMENT

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

6 REVIEW

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

11 INFORMATION REPORTS

Nil

12 COMPLIANCE REPORTS**12.1 VIDEO LIVESTREAMING OF COUNCIL MEETINGS****File Number:** FOL/21/28**Attachments:** Nil**MOTION**

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

RATIONALE

Currently Loddon Shire stream our Ordinary Council Meetings but only by audio. Most other Councils video stream the meetings. Our seven adjoining council areas of Buloke, Central Goldfields, Gannawarra, Campaspe, Bendigo, Mount Alexander and Northern Grampians all use video for live streaming.

I note that in the 2020 Community Satisfaction Survey, while the overall satisfaction score for Consultation and Engagement was higher than the Statewide result, Inglewood and Tarnagulla residents gave the lowest score for Consultation and Engagement.

As the Tarnagulla Ward Councillor responding to what my community is telling me, I see video streaming as an easy step to improve communication and bring us in line with what is standard practice for most Local Government Areas.

I move that Loddon Shire Council video stream all Ordinary Council Meetings beginning with the August meeting due to be held on 24 August 2021.

I, Cr Linda Jungwirth, commend this Notice of Motion to Council.

**12.2 SECTION 65 COMMUNITY ASSET COMMITTEE MEMBERSHIP DETAILS -
INGLEWOOD COMMUNITY ELDERLY PERSONS UNITS - ADDITIONAL MEMBER**

File Number: FOL/20/7156
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the representative listed in this report as members of the Inglewood Community Elderly Persons Units 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.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Inglewood Community Elderly Persons Units Community Asset Committee on 27 April 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

Inglewood Community Elderly Persons Units is an organisation-based committee with representatives from each of the stakeholder groups. The previous representative, Tracey Wilson, is no longer working for Inglewood and Districts Health Service. It is recommended that the list of members be changed to list the roles of representatives from Inglewood and Districts Health Service to provide flexibility in membership as required. The proposed updated membership list is:

Name	Organisation
CEO or their delegate (Secretary)	Inglewood and Districts Health Service
Director of Clinical and Community Services or their delegate	Inglewood and Districts Health Service
Robert Condliffe (Chair/Treasurer)	Inglewood Lions Club
Frank Stoel	Inglewood Lions Club
Trevor Puckey (Vice Chair/Treasurer)	Inglewood Lions Club
Colleen Condliffe	Community member
Booking officer	Not applicable

The Council representative for this committee is Cr Wendy Murphy.

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 -
WEDDERBURN COMMUNITY CENTRE - ADDITIONAL MEMBERS**

File Number: FOL/20/7148
Author: Michelle Hargreaves, Administration Officer
Authoriser: Jude Holt, Acting Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council appoints the additional persons named in this report as members of the Wedderburn Community 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 Wedderburn Community Centre 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

Wedderburn Community Centre is an organisation based committee with representatives from each of the stakeholder groups. The committee is seeking to update their representatives to the committee due to changes in personnel at Inglewood & Districts Health Service and Loddon Shire. The updated list is set out below:

Name	Organisation
Jacko Schanksea	Community Member
Pat Lee-Saunders	Community Member
Richard Stephenson	Community Member
Finance Manager of Inglewood & Districts Health Service (IDHS), or their delegate (Treasurer)	Inglewood & Districts Health Service
CEO of IDHS, or their delegate	Inglewood & Districts Health Service
Amy Holmes	Loddon Shire Council Community
Brooke Arnold (Deputy Chair)	Loddon Shire Council Community
Faith Cooper	Loddon Shire Council Tourism
Shelby Hutchinson (Secretary)	Loddon Shire Council Tourism
Coralie Lockhart (Booking officer)	Wedderburn Community House
Marg Van Veen (Chair)	Wedderburn Community House

The Council representative for this committee is Cr Gavan Holt.

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 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 -
INGLEWOOD TOWN HALL HUB - ADDITIONAL MEMBERS**

File Number: FOL/20/7165
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the additional persons named in this report as members of the Inglewood Town Hall Hub 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 Inglewood Town Hall Hub Community Asset Committee on 27 January 2021 with an additional member appointed 23 February 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

Inglewood Town Hall Hub is a community based committee with preferred representation requiring at least six community representatives. The following are additional nominated representatives for the committee, in addition to the appointments made at the January and February 2021 meeting:

Name	Position
Lisa Calandro	Treasurer
Kirsten Ward	Secretary

The Council representative for this committee is Cr Wendy Murphy.

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 RECOGNITION OF COMMUNITY MEMBER

File Number: FOL/21/28

Attachments: Nil

MOTION

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

RATIONALE

It's vital that Council and community work together to create strong communities.

The Newbridge Social Club, together with members of the Newbridge community, have requested a letter of acknowledgment be sent to Graeme Erbs in recognition of his contribution to the town over many years.

Mr Erbs has been heavily involved with Newbridge through the Newbridge Progress Association, which he co-founded, the Newbridge Planning Committee, the Newbridge Social Club and is actively involved with organising the annual Australia Day events.

Council recognises the importance of volunteering and, as such, I move that a letter of recognition be sent to Mr Erbs to thank him for his ongoing contribution to the community.

I, Cr Linda Jungwirth commend this Notice of Motion to Council.

13 URGENT BUSINESS

In accordance with Council's Governance Rules, Clause 53 provides that at a scheduled or special meeting of Council, business that is not included in the agenda notice must only be considered if no more than one Councillor is absent and the Council resolves that the matter is urgent.

Despite this requirement, a matter that is not included in the agenda notice must not be considered at a Council meeting if it will:

- (a) directly and significantly affect the exercise of a person's rights;
- (b) alter the Council Plan or the budget; or
- (c) commit the Council to expenditure exceeding \$20,000.

14 CONFIDENTIAL ITEMS**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 66(1) and 66(2)(a) of the Local Government Act 2020:

14.1 REVIEW OF CONFIDENTIAL ACTIONS

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

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

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 24 August 2021 at Wedderburn commencing at at 3pm.

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

Confirmed this.....day of..... 2021

.....