



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

Date: Tuesday, 22 March 2022
Time: 3pm
Location: Loddon Shire Council Chambers,
Wedderburn

AGENDA

Council Meeting

22 March 2022

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OPENING COMMENT

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

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

1 OPENING AFFIRMATION

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

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

5 PREVIOUS MINUTES**5.1 CONFIRMATION OF MINUTES**

File Number: 02/01/001

Author: Christine Coombes, A/Manager Executive and Commercial Services

Authoriser: Lincoln Fitzgerald, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council confirm:

1. The minutes of the Council Briefing of 22 February 2022.
2. The minutes of the Council Meeting of 22 February 2022.
3. The minutes of the Confidential Council Meeting of 22 February 2022.
4. The minutes of the Council Forum 8 March 2022.

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

6 ASSEMBLY OF COUNCILLORS**6.1 RECORD OF ADVISORY MEETINGS**

File Number: 02/01/001

Author: Christine Coombes, Executive and Commercial Services Officer

Authoriser: Lincoln Fitzgerald, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council note the record of the following advisory meetings :

1. Council Briefing 22 February 2022.
2. Council Forum 8 March 2022.

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

The record is therefore presented for Council's noting.

Meeting details	Briefing
Date	22 February 2022
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Lincoln Fitzgerald, Chief Executive Officer Wendy Gladman, Director Community Wellbeing Jude Holt, Acting Director Corporate Services Steven Phillips, Director Operations Lynne Habner, Manager Executive and Commercial Services Janine Jackson, Manager Organisation Development
Items discussed.	<ol style="list-style-type: none"> 1. Chief Executive Officer's 90 Day Reflection (CEO and Councillors only) 2. Victorian Local Government Women's Charter Annual Review 3. Lake Boort Scarred Trees Concept Masterplan 4. Progress with Annual Plan Actions for 2021/22 5. General business: <ul style="list-style-type: none"> • VAGO Audit of Fraud and Corruption in Community Grants • Motion for MAV State Council
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

Meeting details	Forum
Date	8 March 2022
Councillor Attendees	Cr Beattie Cr Holt Cr Jungwirth Cr Murphy Cr Straub
Staff/Stakeholder representatives	Lincoln Fitzgerald, Chief Executive Officer Wendy Gladman, Director Community Wellbeing Jude Holt, Acting Director Corporate Services Lynne Habner, Manager Executive and Commercial Services Deanne Caserta, Manager Financial Services Janine Jackson, Manager Organisation Development David Southcombe, Manager Assets and Infrastructure Daniel McQueen, Asset Management Coordinator Shelby Hutchinson, Tourism and Marketing Coordinator Amy Holmes, Manager Community Wellbeing Kate Pallister, Community Wellbeing Officer Victorian Goldfields World Heritage Listing representatives
Items discussed.	<ol style="list-style-type: none"> 1. Economic Development and Tourism Monthly Progress 2. Victorian Goldfields World Heritage Listing background 3. Review of the Financial Reserves Policy 4. Fees and Charges 2022/23 5. Draft Road Asset Management Plan 6. Draft Building Asset Management Plan 7. Disability Access and Inclusion Plan 8. Future Resourcing of specific Council Functions 9. General business: <ul style="list-style-type: none"> • Tarnagulla Ward Strategic Fund – Tarnagulla Recreation Reserve • Meeting with candidate for Ripon – Martha Haylett • Meeting with Stuart Grimley • Royal Hotel Inglewood • Bridgewater NDIS proposal from BOLD
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

7 REVIEW OF ACTION SHEET

7.1 REVIEW OF ACTIONS

File Number: 02/01/002
Author: Christine Coombes, Executive and Commercial Services Officer
Authoriser: Lincoln Fitzgerald, 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.

<p>Division: Committee: Officer:</p> <p>Action Sheets Report</p>	<p>Date From: Date To:</p> <p>Printed: Tuesday, 8 March 2022 10:23:36 AM</p>
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Actions completed since last meeting

Meeting	Officer/Director	Section	Subject
Council 22/02/2022	Jackson, Janine Holt, Jude	Decision Reports	VICTORIAN LOCAL GOVERNMENT WOMEN'S CHARTER
RESOLUTION 2022/21			
<p>Moved: Cr Linda Jungwirth Seconded: Cr Wendy Murphy</p> <p>That Council</p> <ol style="list-style-type: none"> 1. notes the history and progress of the Victorian Local Government Women's Charter ('the Charter') 2. reaffirms its commitment to the Charter 3. continues to progress actions in support of the Charter's three principles: gender equity, diversity and active citizenship; 4. appoint the following people as Charter Champions <ol style="list-style-type: none"> (a) Councillor Murphy: until the annual meeting of Council where appointments are made to various committees and advisory roles (b) Council officer: Casey Shelton (or other delegate as administratively necessary) until the next annual report on progress against the Victorian Local Government Women's Charter 5. authorises the Chief Executive Officer to continue to promote Council's Charter signatory status and display the Charter in Council premises and communications (including Council's website) 6. sends a copy of this report to the Victorian Local Governance Association (VLGA), notifying the VLGA of Council's reaffirmation of the Charter 7. supports the VLGA campaign to increase women's participation in local government as citizens, candidates and Councillors 8. requests that an annual report be provided to Council on progress against the Charter principles. 9. rotates the Charter Champion position among Councillors throughout the Council term. <p style="text-align: right;">CARRIED</p> <p>08 Mar 2022 9:11am Jackson, Janine 1. Noted by Council, 2. Council reaffirmed its commitment, 3. Actions will be progressed as part of the Gender Equality Action Plan, 4. Champions appointed as per resolution , 5. Copy of new Charter requested, 6. Copy of this report sent to the VLGA , 7. Ongoing , 8. Standing agenda item - ongoing, 9. as resolved by Council on an annual basis</p> <p>08 Mar 2022 9:16am Jackson, Janine - Completion Action completed by Jackson, Janine</p>			

Division: Committee: Officer:	Date From: Date To: Printed: Tuesday, 8 March 2022 10:23:36 AM
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Action Sheets Report

Meeting	Officer/Director	Section	Subject
Council 22/02/2022	Phillips, Steven Fitzgerald, Lincoln	Decision Reports	East Loddon Historical Society - Fee Waiver Application
RESOLUTION 2022/22			
Moved: Cr Gavan Holt Seconded: Cr Neil Beattie			
That Council resolve to waive the Planning Permit Application fee of \$1,337.70 for East Loddon Historical Society Inc.			
CARRIED			
07 Mar 2022 3:38pm Phillips, Steven			
The Planning Application fee waiver for the East Loddon Historical Society has been processed.			
07 Mar 2022 3:39pm Phillips, Steven - Completion			
Action completed by Phillips, Steven			

Meeting	Officer/Director	Section	Subject
Council 22/02/2022	Caserta, Deanne Holt, Jude	Decision Reports	Review of the Related Party Disclosures Policy v3
RESOLUTION 2022/23			
Moved: Cr Wendy Murphy Seconded: Cr Linda Jungwirth			
That Council adopts the Related Party Disclosures Policy v3.			
CARRIED			
01 Mar 2022 9:33am Caserta, Deanne			
Document finalised and published to Loddon website			
01 Mar 2022 9:33am Caserta, Deanne - Completion			
Action completed by Caserta, Deanne			

Meeting	Officer/Director	Section	Subject
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Action Sheets Report	Division: Committee: Officer:	Date From: Date To: Printed: Tuesday, 8 March 2022 10:23:36 AM
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Council 22/02/2022	Southcombe, David Phillips, Steven	Decision Reports	Bridges and Major Culverts Asset Management Plan
RESOLUTION 2022/24			
Moved: Cr Wendy Murphy Seconded: Cr Neil Beattie			
That Council adopts the Bridges and Major Culverts Asset Management Plan, with corrections made as requested.			
CARRIED			
07 Mar 2022 3:22pm Southcombe, David - Completion			
Plan has been uploaded to Council's website - Action completed by Southcombe, David			

Meeting	Officer/Director	Section	Subject
Council 22/02/2022	Southcombe, David Phillips, Steven	Decision Reports	Stormwater Drainage Asset Management Plan
RESOLUTION 2022/25			
Moved: Cr Neil Beattie Seconded: Cr Wendy Murphy			
That Council adopt the Stormwater Drainage Asset Management Plan.			
CARRIED			
07 Mar 2022 3:23pm Southcombe, David - Completion			
Plan has been uploaded to Council's website - Action completed by Southcombe, David			

<p>Division: Committee: Officer:</p> <p>Action Sheets Report</p>	<p>Date From: Date To:</p> <p>Printed: Tuesday, 8 March 2022 10:23:36 AM</p>
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Meeting	Officer/Director	Section	Subject
Council 22/02/2022	Coombes, Christine Fitzgerald, Lincoln	Decision Reports	Video Livestreaming of Council meetings
 RESOLUTION 2022/26			
Moved: Cr Linda Jungwirth			
Seconded: Cr Wendy Murphy			
That Council resolve to continue the Council meeting when:			
<ul style="list-style-type: none"> • video livestreaming technical difficulties occur • and/or due to the unavailability of staff. 			
CARRIED			
 01 Mar 2022 9:48am Coombes, Christine			
Details of the resolution have been notified to relevant Information Technology and Executive staff members for future reference.			
01 Mar 2022 9:50am Coombes, Christine - Completion			
Action completed by Coombes, Christine			

8 MAYORAL REPORT

8.1 MAYORAL REPORT

File Number: 02/01/001
Author: Christine Coombes, Executive and Commercial Services Officer
Authoriser: Lincoln Fitzgerald, 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 Straub

Loddon Campaspe Councils	
Murray River Group of Councils	
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

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

File Number: 02/01/001

Author: Christine Coombes, Executive and Commercial Services Officer

Authoriser: Lincoln Fitzgerald, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council receive and note the Councillors' reports

REPORT

Each Councillor will present a report at the meeting.

Cr Beattie

Rail Freight Alliance	
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

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 Women’s Charter	
Australia Day Committee	
Healthy Minds Network	
Special Committees Of Council (Section 65 Community Asset Committees):	
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

10 DECISION REPORTS**10.1 PLANNING APPLICATION 5725 - DEVELOPMENT OF A MAJOR PROMOTION SIGN AT LOT 2, BOORT-CHARLTON ROAD, BOORT**

File Number: FOL/21/6557
Author: Louise Johnston, Statutory Planning Coordinator
Authoriser: Glenn Harvey, Manager Development and Compliance
Attachments: 1. PA5725 - Development of a Major Promotion Sign

RECOMMENDATION

That Council determines to issue a Notice of Decision to refuse planning application 5725 for the development of a double sided, externally illuminated Major Promotion Sign subject to the following grounds:

- (1) The proposed sign is not consistent with the decision guidelines of Clause 52.05-8 of the Planning Scheme.
- (2) The sign is excessive and will have an unacceptable impact on the visual amenity and character of the area.
- (3) The sign will be out of character with the surrounding built form and will be visually intrusive in the low scale context of the site and surrounds.
- (4) The sign does not have any relationship to the subject site, streetscape and landscape.
- (5) The sign would compromise the operational efficiency of the road and poses an unacceptable road safety risk.

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

There have been no previous Council discussions on this matter.

BACKGROUND

The application was lodged on the 19th October, 2021 proposing to display a major promotion sign on the subject land.

The application was advertised to surrounding landowners; one objection has been received.

The application was referred to the Department of Transport, as the Manager of the adjoining arterial road. The Department of Transport have objected to the application based on the sign compromising the operational efficiency of the road and posing an unacceptable road safety risk because of its location.

ISSUES/DISCUSSION

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

A municipal council is obligated to enforce and administer the relevant Planning Scheme and must use the scheme to determine applications. The Loddon Planning Scheme is the relevant Planning Scheme for Council. An application is referred to Council for determination, which:

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

Pursuant to Section 52 of the Planning and Environment Act 1987, notices were sent to owners and occupiers of adjoining land as well as land opposite and surrounding the site. Council has received one objection as the result of the public notification process and the Officers Recommendation is to refuse the application as such, the matter is being brought to Council for determination. A decision report detailing this application has been prepared and can be found in Attachment 1.

COST/BENEFITS

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

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

RISK ANALYSIS

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

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

CONSULTATION AND ENGAGEMENT

Refer to the decision report for further detail on the application.

LODDON SHIRE COUNCIL

DECISION REPORT 5725 – Display of a double sided, externally illuminated major promotion sign at Lot 2 PS 612125, Boort-Charlton Road, Boort.



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SUMMARY

Application Number:	5725
Applicant:	James Course- Regional Billboard Co Pty Ltd
Subject Land:	Lot 2 PS 612125,
Owner:	Isaac & Roslyn Lanyon
Zone:	Industrial 1 Zone
Overlay(s):	Specific Control Overlay – Schedule 2
Existing use:	Vacant land - outbuildings
Proposal:	Display of a double sided, externally illuminated Major promotion sign

The following dot points provide a summary of the application:

- The application was lodged on the 19th October, 2021 proposing to display a major promotion sign on the subject land.
- The application was advertised to surrounding landowners; one objection has been received.
- The application was referred to the Department of Transport, as the Manager of the adjoining arterial road. The Department of Transport have objected to the application based on the sign compromising the operational efficiency of the road and posing an unacceptable road safety risk because of its location.

1 RECOMMENDATION

That the Responsible Authority having considered all matters which the Planning and Environment Act, 1987, requires it to consider, decides to issue a Notice of Decision to refuse planning application 5725 for the display of a double sided, externally illuminated major promotion sign at Lot 2 PS 612125 on the following grounds:

1. The proposed sign is not consistent with the decision guidelines of Clause 52.05-8 of the Planning Scheme.
2. The sign is excessive and will have an unacceptable impact on the visual amenity and character of the area.
3. The sign will be out of character with the surrounding built form and will be visually intrusive in the low scale context of the site and surrounds.
4. The sign does not have any relationship to the subject site, streetscape and landscape.
5. The sign would compromise the operational efficiency of the road and poses an unacceptable road safety risk.

2 DISCUSSION

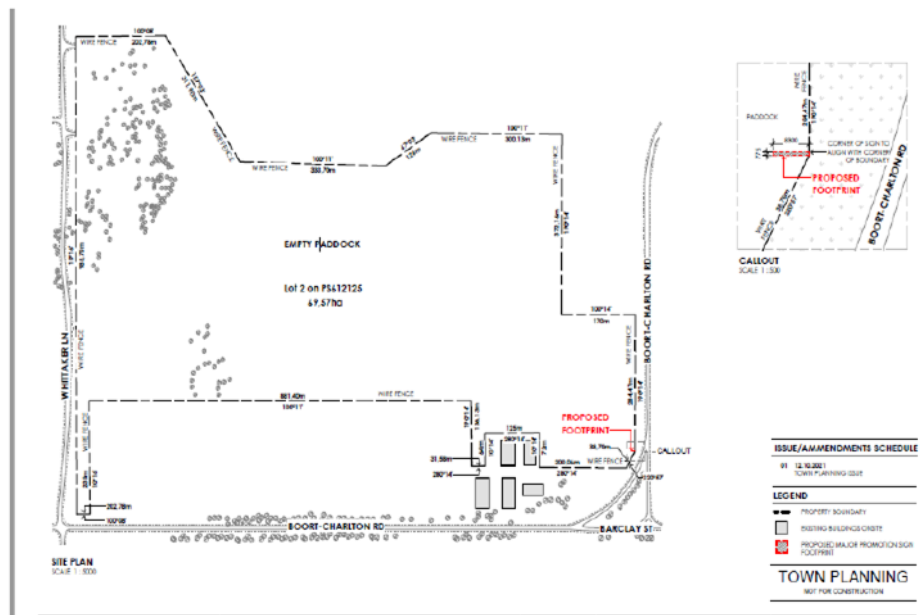
2.1 The Site & Locality

The site is known as Lot 2 PS 612125, being located on the western fringe of the Boort Township, on the Boort Charlton Road. The land is 69.5ha in size and is located within both the Farming Zone and Industrial 1 Zone under the Loddon Planning Scheme. The location of the proposed promotion

sign is within the Industrial 1 zoning of the land, adjoining the Boort-Charlton Road along the eastern boundary of the property, which is also located within Road Zone Category 1. The land contains a number of outbuildings but is largely vacant open land.

There are existing sheds and industrial use located to the south of the site and on the eastern side of the Boort-Charlton Road. Otherwise land use around the site is generally a mix of agricultural (to the north, west and south of the Boort-Charlton Rd) and vacant township zoned land to the east of the Boort-Charlton Road heading in towards the township of Boort.

Figure 1- Site Location- source application documents



2.2 Site History

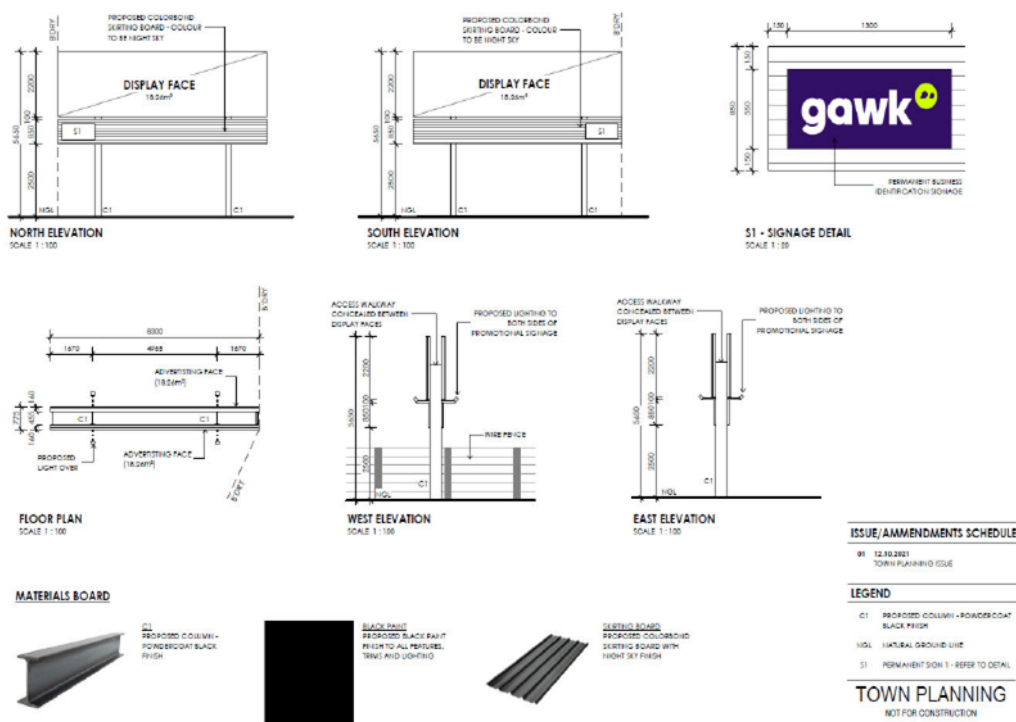
Planning permit 4291 was issued 23 January, 2008 for a two lot subdivision of the land. This subdivision created the lot now subject of the current application.

2.3 Proposal

The proposal seeks approval for the erection and display of a double sided, externally illuminated, major promotion sign including the display of third-party advertising within the proposed advertising area. The sign dimensions include 18.26m² (8,300 x 2,200) display face on both sides of the sign, a proposed colourbond skirting board 850mm x 8,300 colour to be night sky at the base of the display face and a permanent 0.27m² 'Gawk' business Identification sign on the skirting board to the left of the display face. Therefore, having a total advertising area will be 18.53m².

The sign would have an overall height of 5,650mm from ground level, the display face being located 2,500mm from ground level. The sign would be located with the faces of the sign facing north and south with the eastern edge of the sign hard up along the eastern boundary of the land, within the south eastern corner of the land adjoining the Boort-Charlton Road.

Figure 2- proposed sign (Source: Application Plans)



In relation to the requirement for a Cultural Heritage Management Plan, under the provisions of the Aboriginal Heritage Act 2006 and the Aboriginal Heritage Regulations 2018, a CHMP is required for an activity if:

- all or part of the activity area for the activity is an area of cultural heritage sensitivity; and
- all or part of the activity is a high impact activity.

The land is located an area of cultural heritage sensitivity and the activity (erection of a sign) is not a high impact activity therefore a CHMP is not required.

2.4 Loddon Planning Scheme

2.4.1 Zone

The subject site is within the Industrial 1 Zone. The purpose of the Industrial 1 Zone is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities.

Clause 33.01-5 refers to signs and signage is included within Category 2 of the sign requirements of Clause 52.05. A major promotion sign is a permit required sign.

2.4.2 Overlay

The subject site is affected by Specific Control Overlay- Schedule 2. The proposed sign does not trigger any permit requirements under this overlay.

2.4.3 Relevant Particular Provisions

52.05- Signs

The Purpose includes:

- To regulate the development of land for signs and associated structures.
- To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character.
- To ensure signs do not contribute to excessive visual clutter or visual disorder.
- To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.

Decision Guidelines at Clause 52.05-8 require consideration of a range of matters for all signs including the following:

- The character of the area including:
 - The sensitivity of the area in terms of the natural environment, heritage values, waterways and open space, rural landscape or residential character.
 - The compatibility of the proposed sign with the existing or desired future character of the area in which it is proposed to be located.
- Impacts on views and vistas:
 - The potential to obscure or compromise important views from the public realm.
 - The potential to dominate the skyline.
- The relationship to the streetscape, setting or landscape:
 - The proportion, scale and form of the proposed sign relative to the streetscape, setting or landscape.
 - The position of the sign, including the extent to which it protrudes above existing buildings or landscape and natural elements.
 - The ability to screen unsightly built or other elements.
 - The ability to include landscaping to reduce the visual impact of parts of the sign structure.
- The relationship to the site and building:
 - The scale and form of the sign relative to the scale, proportion and any other significant characteristics of the host site and host building.
 - The extent to which the sign displays innovation relative to the host site and host building.
 - The extent to which the sign requires the removal of vegetation or includes new landscaping.
- The impact of structures associated with the sign:
 - The extent to which associated structures integrate with the sign.
- The impact of any illumination:
 - The impact of glare and illumination on the safety of pedestrians and vehicles.
 - The impact of illumination on the amenity of nearby residents and the amenity of the area.
 - The potential to control illumination temporally or in terms of intensity.
- The impact of any logo box associated with the sign:
 - The extent to which the logo box forms an integral part of the sign through its position, lighting and any structures used to attach the logo box to the sign.
 - The suitability of the size of the logo box in relation to its identification purpose and the size of the sign.
- The need for identification and the opportunities for adequate identification on the site or locality

- The impact on road safety. A sign is a safety hazard if the sign:
 - Obstructs a driver's line of sight at an intersection, curve or point of egress from an adjacent property.
 - Obstructs a driver's view of a traffic control device, or is likely to create a confusing or dominating background that may reduce the clarity or effectiveness of a traffic control device.
 - Could dazzle or distract drivers due to its size, design or colouring, or it being illuminated, reflective, animated or flashing.
 - Is at a location where particular concentration is required, such as a high pedestrian volume intersection.

There are also additional decision guidelines applicable specifically to major promotion signs including the effect of the proposed sign on the following:

- Significant streetscapes, buildings and skylines.
- The visual appearance of a significant view corridor, viewline, gateway location or landmark site identified in a framework plan or local policy.
- Residential areas and heritage places.
- Open space and waterways.

When determining the effect of a proposed major promotion sign, the following locational principles must be taken into account:

- Major promotion signs are encouraged in commercial and industrial locations in a manner that complements or enhances the character of the area.
- Major promotion signs are discouraged along forest and tourist roads, scenic routes or landscaped sections of freeways.
- Major promotion signs are discouraged within open space reserves or corridors and around waterways.
- Major promotion signs are discouraged where they will form a dominant visual element from residential areas, within a heritage place or where they will obstruct significant viewlines.
- In areas with a strong built form character, major promotion signs are encouraged only where they are not a dominant element in the streetscape and except for transparent feature signs (such as neon signs), are discouraged from being erected on the roof of a building.

2.4.4 Permit trigger

Signs within the Industrial 1 Zone fall within Category 2 of Clause 52.05 (Signs) of the scheme.

Category 2 relates to office and industrial, and are designated as low limitation with a purpose:

- *To provide for adequate identification signs and signs that are appropriate to office and industrial areas.*

A major promotion sign is defined as:

A sign which is 18 square metres or greater that promotes goods, services, an event or any other matter, whether or not provided, undertaken or sold or for hire on the land or in the building on which the sign is sited

A major promotion sign is a permit required sign in Category 2.

2.4.5 Restrictive Covenant

No restrictive covenants exist on this site.

2.4.6 Planning Policy Framework

The following section considers the relevant sections of the Planning Policy Framework for this application.

Clause 15.01- Built Environment

At Clause 15.01-1 Urban design this policy includes the objective:

'To create urban environments that are safe, functional and provide good quality environments with a sense of place and cultural identity.

Relevant strategies for achieving this objective include:

- *Require development to respond to its context in terms of urban character, cultural heritage, natural features, surrounding landscape and climate.*
- *Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads*
- *Promote good urban design along and abutting transport corridors.*

Clause 15.01-6S Design for rural areas

Objectives include:

To ensure development respects valued areas of rural character.

Relevant Strategies include:

- *Ensure that the siting, scale and appearance of development protects and enhances rural character.*
- *Protect the visual amenity of valued rural landscapes and character areas along township approaches and sensitive tourist routes by ensuring new development is sympathetically located.*
- *Site and design development to minimise visual impacts on surrounding natural scenery and landscape features including ridgelines, hill tops, waterways, lakes and wetlands.*

Clause 18.02-4S: Roads

Objectives include:

To facilitate an efficient and safe road network that integrates all movement networks and makes best use of existing infrastructure.

Relevant Strategies:

Plan and develop the road network to:

- Ensure people are safe on and around roads.
- Improve people's perceptions of safety on and around roads.

2.4.7 Local Planning Policy Framework

The following section gives consideration to the relevant sections of the Local Planning Policy Framework for this application.

21.04-1 Community and Settlement

Its objective includes:

- To encourage development of attractive and functional townships.

The strategies include:

- Support development of the towns in accordance with town structure plans;
- Improve and enhance the gateways to the townships;

2.5 Referrals

Referral Authority	Type of Referral	Advice/ Comments/ Conditions
DOT	52	Objection on the following grounds: <i>The proposed sign compromises the operational efficiency of the road and poses an unacceptable road safety risk because it is at a location where particular concentration is required, as it is located on a curve and at an intersection where drivers are required turn or merge.</i>

The application was referred to the Department of Transport who have provided an objection to the application based on the sign posing an unacceptable road safety risk because of its location on the bend of a road and at an intersection where drivers are required to turn or merge.

In its response, the department has advised that it may reconsider supporting approval of a permit if the proposed sign was relocated a minimum of 200 metres further north from the south eastern boundary, nearer to the north eastern boundary of the subject land. It goes on to say that, the amendment to the plans would remove the road safety risk of a sign installed at a location where particular concentration is required for road users.

The Applicant has not sought to amend the application and therefore Council must make a decision on the current application.

2.6 Public Notification

The application is not exempt from the notice requirement. Pursuant to Section 52 of the Planning and Environment Act 1987, the following forms of advertising were undertaken:

- Notices were sent to owners and occupiers of adjoining land (including opposite and surrounding).

One objection was received to the application. The following summarises that objection and provides the Planning Officers commentary:

- *The planning report submitted with the application states that the land falls within the Township Zone and the land is vacant land which is not correct.*

The subject land is located within two zones, the Farming Zone and the Industrial 1 Zone, not the Township Zone and the land is developed with a number of outbuildings.

- *The application mischaracterises the character of the area around the site and the extent and nature of signage in the area.*

Officers would agree with this assessment of the location of the sign and lack of any built form around the location of the sign as demonstrated in the report.

- *The application describes that the land to the south as farm land and does not recognise the existing industrial use and development including a Caretakers dwelling which is located approximately 100 metres from the location of the sign.*

The land directly to the south of the subject site is located within the Industrial 1 Zone and developed with industrial buildings including a care takers dwelling approved by planning permit

5576. The location of the sign is approximately 220m north east of the approved caretakers dwelling.

- *The sign is contrary to the decision guidelines of Clause 52.05.*

Officers agree that the sign is contrary to the decision guidelines at Clause 52.05, particularly as they relate to Major Promotion Signs as demonstrated in the report

- *There is concern that the sign would not advertise businesses that are not local or small, as the application states, how will this be enforced?*

Once a sign is approved, there would be no control by Council to manage the content of what is advertised on the sign.

3 ASSESSMENT

3.1.1 Planner assessment

The officer's recommendation is to refuse the application for a major promotion sign at this location based on the considerations detailed below.

Is the sign acceptable when considered against the policy framework of the Planning Scheme?

Advertising signage has a significant visual impact on the built environment and rural landscape within the municipality. Advertising signage is often erected in locations that are inappropriate and have no physical relationship with the advertised material, as is the case with this application.

Clause 52.05-8 require consideration of a range of matters that must be considered when determining any application for a proposed sign. These include:

- The character of the area.
- Impacts on view and vistas
- The relationship to the streetscape, setting or landscape.
- The relationship to the site and building.
- The impact of any illumination and
- The impact on road safety.

There are also additional decision guidelines applicable to major promotion signs including the effect of the proposed major promotion sign on the following:

- Significant streetscapes, buildings and skylines.
- The visual appearance of a significant view corridor, viewline, gateway location or landmark site identified in a framework plan or local policy.
- Residential areas and heritage places.
- Open space and waterways.

When determining the effect of a proposed major promotion sign, the following locational principles must be taken into account:

- Major promotion signs are encouraged in commercial and industrial locations in a manner that complements or enhances the character of the area.
- Major promotion signs are discouraged along forest and tourist roads, scenic routes or landscaped sections of freeways.
- Major promotion signs are discouraged within open space reserves or corridors and around waterways.
- Major promotion signs are discouraged where they will form a dominant visual element from residential areas, within a heritage place or where they will obstruct significant viewlines.

The application site is located within industrial zoned land where signs are encouraged. The location of the sign on the Boort-Charlton Road is not a designated tourist or forest road, scenic route or landscaped section of the highway, is not within an open space reserve or waterway and there are no identified significant view lines.

The key issue with this application and its location, is whether the sign is located in a manner 'which complements or enhances the character of the area' as required by the first dot point above.

It is considered that the proposed major promotion sign would detract from this rural landscape setting and would be a dominate feature of the location. In addition, there are a number of State and Local polices that aim to enhance town entrances and encourage design, signage and landscape treatments that enhance the sense of arrival in the Shire's townships.

The location for the promotion sign is located in a rural landscape setting. The sign has been purposely located on the boundary of the land adjoining the arterial road to maximize its visibility when travelling along this section of the road. The sign would be located on a vacant section of the land, not having any existing structures or features close by. All adjacent and adjoining industrial development and activities found along the Boort-Charlton Road are modest rural industries, low key and all located having sufficient setbacks from the road boundary. It is acknowledged that the industrial zoning of the land and the subject site may be developed in line with the expectation of the current zoning, however at present, this site is located within a rural landscape setting.

It is considered that the proposed sign would not enhance or complement the character of the area. The proposed sign would be visually intrusive in a location that is described as a rural setting. The land is generally flat, it is presently rural, located amongst an open rural setting. Whilst the area and location may not be identified in the planning scheme as a high value area, it has the qualities of a rural landscape area that is of value, being one of the town entrances into the township of Boort, and this value should not be diminished with the erection of a major promotion sign.

The land has an openness found in rural areas, including low open fences and views beyond the site. The proposed sign, proposed to a height of 5.6m and a length of 8.3m, would be out of context with the surrounding character and not identify with any of the existing built form in this area. The sign will appear isolated, be visually dominate and out of character in this location.

The proposed major promotion sign is not considered to respond well to the decision guidelines outlined above. The proposed sign would have a significant visual impact on the site due to its placement within a vacant rural landscape, not having any connection with any existing built form and purposely being visually dominate in this setting, not having any appropriate built form to mitigate its visual impact on the area.

There are numerous VCAT decisions in relation to major promotion signs where the application has not been supported on industrial zoned land, based on the proposed major promotion sign not 'complementing or enhancing the character of the area', being the key issue why a permit was not issued. The following VCAT decisions have similar context and parallels to the current application in terms of the locational principles outlined in Clause 52.05-8.

In 'Total Outdoor Media Pty Ltd v Mitchell SC [2019] VCAT 1569 (8 October 2019)', an application for a major promotion sign, Member Wilson stated:

"The physical setting results in the buildings on the review site appearing low scale, especially viewed from the north. The commercial building on the north-west corner of Willowmavin Road and Northern Highway, although more apparent in the streetscape, is nevertheless setback from the road frontages. I do not agree with the applicant that the buildings near and on the review site will frame the proposed sign. Instead, I find the sign, with its relatively large size, will appear as a visually dominant element in its setting and cannot be said to complement or enhance the character of the area."

In *Course v Central Goldfields SC [2019] VCAT 1439 (14 October 2019)*, Member Templar stated:

"I find that the industrial zoning of the land in itself is not sufficient to justify the establishment of a promotion sign on the review site. Whilst the zoning of the land does lend some level of support for such a sign, the physical context of the review site and its immediate surrounds must also be taken into consideration.

Whilst it could be considered that the broader area is somewhat mixed in character, from the photographs tendered at the hearing, assisted by my site inspection, the immediate context of the review site is one of open rural aspect backdropped by canopy trees with modest residential development. There is a distinct absence of prominent built form with most of the existing built form being low-set and well setback from the highway pavement, particularly to the north where there is a service road and intervening median with native trees. Existing industrial development is also generally well setback from respective site frontages.

Whilst promotion signs are by nature required to be prominent, I am not persuaded that the proposed sign is compatible with the existing character of the area. Given the absence of any built form on the review site or in close proximity nearby, coupled with its location at the frontage boundary, size and overall height, it will stand-alone as a dominant visual element along this part of the highway."

4 CONCLUSION

The purpose of Clause 52.05, as well as the general and major promotion sign specific decision guidelines, are all important considerations in assessing whether a permit should be granted for a major promotion sign.

The proposed major promotion sign is not considered to respond well to the decision guidelines outlined above. The proposed sign would have a significant visual impact on the site due to its placement within a vacant rural landscape, not having any connection with any existing built form and purposely being visually dominate in this setting, not having any appropriate built form to mitigate its visual impact on the area. It is considered that the proposed major promotion sign would be detriment to the character of this rural setting and should not be supported at this location. In addition, the sign would posing an unacceptable road safety risk because of its location on the bend of a road, as acknowledged by the Road Manager, the Department Of Transport.

APPENDIX 1- OBJECTION

1. The land is not a Township Zoned property as described on page 3. The land falls within two zones, neither of which are the Township Zone. Part of the site is in the Farming Zone, and the balance in the Industrial 1 Zone. The sign is proposed within the Industrial 1 Zone.
2. The site plans identify the land as vacant. This is an inaccurate description of the existing site conditions. The site contains farm buildings within the part of the site zoned Farming as clearly identified in the aerial photographs of the site:



The submission also variously describes the site as being used consistently with the Township zoning (page 3), describes the site as being utilised for agricultural purposes (page 3) and describes the site as an “average sized lots in this farming precinct”.

3. Page 3 of the submission states “*The property is covered mostly by open terrain which is utilised for agricultural purposes*”, and then goes on to state “*The subject site currently has a small amount of signage. The site has some existing signage – which is all business identification signage mounted to the wall and freestanding.*” Appendix 4 later correctly states “*The subject site has no existing signage.*”
There is no signage on the application site. The applicants submission totally mischaracterises the nature of the site.
 The site has the appearance of a rural / agricultural property. It is not urban in appearance or character.
4. Page 4 of the submission describes our property, the adjoining land to the south, as “farm land” Again, this totally mischaracterises our property, and in turn the context of the application site. Our property:

1. Falls within the Industrial 1 Zone
2. Is used for haymaking and storage and machinery storage
3. Is also used for a Caretaker’s house. This was approved by Council on 24 November 2020 and part of planning permit 5576.

Page 6 of the submission states that there are no residential properties that would be affected by the proposal.

The Caretaker’s house on our property is sited ~ 100 metres from the proposed sign. We have concerns about the impact of a large, illuminated promotion sign proximate to our Caretaker’s house.

Land in the Township Zone (a residential zone under the Victorian Planning Provisions) is also situated ~ 90 m south east of the site, and ~ 160 m north east of the site. The signage is in a prominent location from these zones, with the Township Zone at the south residentially developed.

The statement on page 6 that “*The site was carefully selected due to its location within the farming and industrial precinct in Boort. This ensures the effects on the surrounding properties is minimal. There are no residentially zoned properties that will be affected at all*” and page 13 “*It is located in a key farming/industrial area and is not in close proximity to any sensitive uses*” do not have adequate regard to the site context and have not been substantiated.

5. Page 5 of the submission states *“As one would expect in an area with industry– signage is very common. This signage is the key source of colour and vitality in this precinct. This signage is small-medium scale business identification and promotion signage. These signs are a mixture of wall mounted, and freestanding signs. Images of typical signage are shown in Appendix 5”*. Appendix 5 then makes a contradictory, though more accurate statement that *“this stretch of Boort-Charlton Road has little signage.”* It also states that *“The signage that is in the area is small-medium scale business identification and promotion signage”*. There is no promotion signage in the vicinity of the site.
- The application represents a mischaracterisation of the nature and extent of signage in the locality.
- Appendix 5, that is intended to illustrate the “common” signage in the locality identifies just two signs.
- One is a free standing business identification sign generally opposite the site with an area of less than 2 m², which is being used as justification for an illuminated, two sided, major promotion sign with an advertising area of over 18 m² on each side!
- The other sign is a promotion sign situated at 55 Godfrey Street Boort. To suggest this sign represents the *“frequency of signage in the area – a clear theme...”* is incorrect as:
1. It is situated 1.4 km from the application site.
 2. It is situated in the Township Zone, within the Commercial Area of the Boort Township as identified in the Boort Structure Plan.
 3. It is sited on a building, not a free standing sign and presents to the railway line.
 4. Is not illuminated.
 5. Is not in an area characterised by industrial and agricultural land uses.
6. The perspective photographs are deliberately misleading and seek to reduce the perceived scale of the signs by including a large vehicle in the foreground of each picture and setting the sign in the background of the sign. This gives the appearance of the sign being smaller in scale than the vehicles / recessive in the landscape which is not the case for signs that are greater than 18 m² in advertising area.
7. The decision guidelines of Clause 52.05 require the responsible authority to consider the following with respect to all signs:
6. The character of the area including:
 1. The sensitivity of the area in terms of the natural environment, heritage values, waterways and open space, rural landscape or residential character.
 2. The compatibility of the proposed sign with the existing or desired future character of the area in which it is proposed to be located.
 3. The cumulative impact of signs on the character of an area or route, including the need to avoid visual disorder or clutter of signs.
 4. The consistency with any identifiable outdoor advertising theme in the area.
 7. Impacts on views and vistas:
 1. The potential to obscure or compromise important views from the public realm.
 2. The potential to dominate the skyline.
 3. The potential to impact on the quality of significant public views.
 4. The potential to impede views to existing signs.
 8. The relationship to the streetscape, setting or landscape:
 1. The proportion, scale and form of the proposed sign relative to the streetscape, setting or landscape.
 2. The position of the sign, including the extent to which it protrudes above existing buildings or landscape and natural elements.

3. The ability to screen unsightly built or other elements.
4. The ability to reduce the number of signs by rationalising or simplifying signs.
5. The ability to include landscaping to reduce the visual impact of parts of the sign structure.

The proposal represents an unacceptable outcome with respect to its form, scale and illumination having regard to the nature of use and development in the immediately surrounding area and the rural landscape quality of the entrance to Boort.

9. The decision guidelines of Clause 52.05 require the responsible authority to consider the following with respect to major promotion signs:
10. The effect of the proposed major promotion sign on:
 1. Significant streetscapes, buildings and skylines.
 2. The visual appearance of a significant view corridor, viewline, gateway location or landmark site identified in a framework plan or local policy.
 3. Residential areas and heritage places.
 4. Open space and waterways.
11. When determining the effect of a proposed major promotion sign, the following locational principles must be taken into account:
 1. Major promotion signs are encouraged in commercial and industrial locations in a manner that complements or enhances the character of the area.
 2. Major promotion signs are discouraged along forest and tourist roads, scenic routes or landscaped sections of freeways.
 3. Major promotion signs are discouraged within open space reserves or corridors and around waterways.
 4. Major promotion signs are discouraged where they will form a dominant visual element from residential areas, within a heritage place or where they will obstruct significant viewlines.
5. In areas with a strong built form character, major promotion signs are encouraged only where they are not a dominant element in the streetscape and except for transparent feature signs (such as neon signs), are discouraged from being erected on the roof of a building. A Major promotion sign is permitted in the Industrial 1 Zone subject to planning approval only. Being in an industrial zone is not sufficient justification to support an application for a Major promotion sign.
The proposed sign is clearly not appropriate to the rural character of the area and will not complement or enhance the character of the area, and should not be supported.
12. The application states that "*The proposed sign will primarily be used to advertise local businesses. This can have very positive impacts on the local economy. We have a track record of displaying local businesses on our sign In Bridgewater.*" It is unclear how / whether this statement can be enforced. What would stop the sign being used to advertise businesses that are not small, local business?

I strongly object to the application and respectfully request that Council refuse the application.

10.2 AUDIT AND RISK COMMITTEE MEETING HELD ON 24 FEBRUARY 2022

File Number: FOL/20/612

Author: Jude Holt, Acting Director Corporate

Authoriser: Lincoln Fitzgerald, Chief Executive Officer

Attachments: 1. **Audit and Risk Committee Meeting (Unconfirmed) Minutes - 24 February 2022 - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(h) of the *Local Government Act 2020*. It contains confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).

The Audit and Risk Committee Meetings are held in camera. **(under separate cover)**

RECOMMENDATION

That Council receive and notes the unconfirmed minutes of the Audit and Risk Committee Meeting held on 24 February 2022.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council is provided with the minutes of the Audit and Risk Committee Meetings for information following each meeting.

BACKGROUND

The February 2022 Audit and Risk Committee Meeting was held after the February 2022 Council Meeting; therefore, this is the first opportunity to provide the minutes to Council.

ISSUES/DISCUSSION

The unconfirmed minutes of the Audit and Risk Committee held on 24 February 2022 are attached for receiving and noting.

COST/BENEFITS

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.

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.

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

10.3 APPOINTMENT OF CHAIR AND INDEPENDENT COMMITTEE MEMBER OF THE AUDIT AND RISK COMMITTEE

File Number: FOL/20/612
Author: Jude Holt, Acting Director Corporate
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council:

1. Upon recommendation of the Audit and Risk Committee, appoint Mr Rodney Baker as the Chair of the Audit and Risk Committee until a Council resolution is passed appointing a new Chair; and
2. Reappoint Mr Rod Poxon as an independent member of the Committee until 30 April 2026.

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 approves the appointment of the Chair of the Audit and Risk Committee annually.

Annually, the term of one independent committee member expires to ensure succession for the committee.

BACKGROUNDAppointment of Chair:

Clause 5.4 (Chairperson) of the Audit and Risk Committee Charter v10 states:

- *"The Chairperson of the Committee must be an independent member*
- *Council will appoint the Chairperson of the Committee*
- *If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending members"*.

Appendix 1: Terms of Appointment of the Audit and Risk Committee Charter v10 states:

"...the term of the current Chair is to 28 February 2022 or the date of the Ordinary Meeting in February 2022 where resolution for appointment of Chair for the new term will be made, whichever is the earlier."

Appointment of Independent Member:

Clause 5.1 (Composition) and 5.2 (Independent Members) state:

"The Committee will consist of five members appointed by Council, four of whom must be Independent members.

Independent members will be appointed for four-year terms

Independent members may be reappointed for two additional four-year terms, subject to satisfactory performance, that is, a maximum of 12 years."

ISSUES/DISCUSSION

Appointment of Chair:

This year the Council Meeting for February (22nd) was held prior to the Audit and Risk Committee Meeting (24th); therefore, the Chair appointment by Council could not be formalised at the February 2022 Council Meeting.

In order to progress the appointment of Chair the Chief Executive Officer facilitated an election at the Audit and Risk Committee Meeting on 24 February 2022, and the Committee resolved “that Mr Rodney Baker be elected Chair of the Audit and Risk Committee for 2022.”

Mr Baker has been a member of Council’s Audit and Risk Committee since 1 May 2012 and has been Chair of the Committee since 25 February 2020.

The recommendation in this report to appoint Mr Baker remains silent on the end date. The Charter will be reviewed to eliminate any potential reoccurrence of this year’s appointment. (i.e. The Charter states the appointment ends on 28 February 2022; however, Council could not appoint at the February 2022 Council Meeting as the Audit and Risk Committee Meeting fell after the Council Meeting date).

Appointment of Independent Member:

Each year the four-year term of one independent committee member expires. This rolling expiry date supports transition of knowledge and continuity as new members are appointed.

In 2022, the term of Independent Committee Member Mr Rod Poxon will conclude. Mr Poxon was appointed as an Independent Committee Member on 1 May 2015 (for a three-year term) and is current finalising his second (four-year) term with the committee. If reappointed this will be his final term.

Mr Poxon has been an active and committed contributor to the Audit and Risk Committee, and is seeking a third term. The Chief Executive Officer has consulted with Councillor Holt, the Council appointed representative for the Committee, and the Mayor regarding options available and the performance of Mr Poxon. Both support Mr Poxon’s appointment for a third and final term.

COST/BENEFITS

The benefit of an annual election is providing all Committee Members with the opportunity to lead the Committee in its work for and on behalf of Council.

Clause 5.2.5 states that remuneration is paid to each independent member as approved by Council from time to time. At the Council Meeting on 27 April 2021, Council resolved to increase the quarterly remuneration paid to independent members of the Audit and Risk Committee to \$490, effective the quarter commencing 1 May 2021, with the Chair received one additional quarterly payment for the year in recognition of the increased workload for that role.

RISK ANALYSIS

An annual appointment of Chair provides all committee members with the opportunity to lead the Committee, and reduces people risk around succession.

CONSULTATION AND ENGAGEMENT

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

In forming a recommendation to Council regarding reappointment of the independent committee member, Mr Rod Poxon, staff have consulted with the Councillor appointed representative and Mayor regarding the options available and performance of the committee member.

10.4 ANNUAL INFRASTRUCTURE PROGRAM, AMENDMENT TO PROJECT ALLOCATIONS

File Number: FOL/19/432620

Author: David Southcombe, Manager Assets and Infrastructure

Authoriser: Steven Phillips, Director Operations

Attachments: 1. **Proposed Additional funding allocation - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(a) and (g(ii)) 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; AND private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

(under separate cover)

RECOMMENDATION

That Council approve the proposed changes to the project allocations outlined in the Attachment.

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 Annual Infrastructure Program was adopted at the July 2021 Council Meeting.

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.

An estimate of the project cost is undertaken as part of scoping up projects. Project estimates are based on construction unit rates or estimates developed by consultants and/or Council engineers. Occasionally project estimates need to be reviewed after tendering for projects or due to increased costs due to specific project requirements that were not accounted for as part of estimates.

A number of existing projects require a review of their allocations to allow them to be delivered. The total value as well as many of the adjustments being greater than 10% of each projects allocation require approval for them at Council level.

ISSUES/DISCUSSION

All of the projects requiring adjustment to their budget allocations are still required to be undertaken. The following projects require a review of their budget allocation to allow their delivery.

Prairie Road reconstruction

This Local Road Reconstruction project requires significant additional funding due to a change in the subbase structure. The costs associated with the chemical stabilisation of the subbase was significantly under estimated when the project was scoped. Without additional funds the project

will be delivered with a substandard subbase, resulting in a road that will have a reduced asset life. The Council's Works Department is completing this project.

Lily Street upgrade

This Local Road Construction Safety project requires significant increase to complete. Council has sort three quotations for this project. To date it has received two responses. Of the two responses both are significantly higher than the estimated cost at the time the project was scoped. The additional funding is required to complete this project.

The attachment details the current and proposed allocations. No overall increase to the total allocation for the Annual Infrastructure Program is proposed.

COST/BENEFITS

There is no change to the overall allocation for the Annual Infrastructure Program. The proposed additional funding will be allocated from savings in other projects within the Program.

RISK ANALYSIS

There is minimal risks associated with the proposed changes to the project allocations. There is sufficient funding within the Annual Infrastructure Program. It is unlikely that additional Council funding will be required for the remainder of the Program.

CONSULTATION AND ENGAGEMENT

The updated allocations for each project were developed after consultation with Council officers from the Assets & Infrastructure team and Works Department.

10.5 LAKE BOORT FORESHORE RECREATION PRECINCT PROJECT

File Number: DOC/22/25194
Author: Sarah Perry, Manager Community Support
Authoriser: Wendy Gladman, Director Community Wellbeing
Attachments: Nil

RECOMMENDATION

That Council:

1. endorse the staging of the Lake Boort Foreshore Recreation Precinct Project as follows:
 - a) stage 1 - Boort Bowls Club Inc Synthetic Turf Project
 - b) stage 2 - Design of Lake Boort Foreshore Recreation Precinct Project which will include costing estimates and identification of potential external funding opportunities
 - c) stage 3 - Construction of Lake Boort Foreshore Recreation Precinct Project as identified in the stage 2 design
2. approve the funding application from Boort Bowls Club for the amount of \$301,970 to deliver stage 1:
 - a) with the funds allocated from the Lake Boort Foreshore Recreation Precinct Project budget
 - b) and subject to a funding agreement signed and executed by the CEO on behalf of Council
3. confirm Stages 2 and 3 are to be completed as a single project, planned and delivered in line with Council's Annual Plan timeline.

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 Boort Ward Strategic Fund was allocated to the Boort Foreshore Sporting Precinct by Council resolution at the September 2020 Ordinary Council meeting. Without any detailed plans in place, the intention was to return the final plans for the precinct to Council for approval prior to the project commencing.

Staging of the project was discussed at the February 2022 Council Forum.

BACKGROUND

It is understood that the project scope includes, bowls club synthetic green, tennis courts fencing and lighting and the installation of a pump park and basketball half court (using a portion of the current tennis courts). There may be additional works identified at the Croquet Club as planning progresses. To more accurately reflect the scope of the project, the project title has been revised to Lake Boort Foreshore Recreation Precinct Project.

Staging the project would create three distinct stages, identified as follows:

Stage 1 being the replacement of the Boort Bowls Club irrigated turf with a suitable synthetic alternative. It was discussed at the Forum that subject to an application process and execution of a funding agreement, this project could be funded from the Lake Boort Foreshore Recreation Precinct Project (the Project) budget for immediate delivery.

The proposed timing of Stage 1 will allow the installation of synthetic turf before the next bowls season.

Stage 2 being the planning, design and costing of the pump track and basketball half-court, tennis fencing and lighting and potentially works at the croquet club. There may be additional works to support these identified elements such as footpaths and drainage.

Stage 3 being the funding and construction of the works as identified in Stage 2.

ISSUES/DISCUSSION

This report relates to the decision to separate the project into three stages and commit funds from the Project budget to complete Stage 1, being the Boort Bowls Club (the Club) synthetic turf installation.

The Club will install a World Bowls approved synthetic surface at the Bowls Club, with the project costing \$301,970 ex GST. The Club have registered for GST and have committed to covering the GST component of the project. The Club have also committed to taking responsibility for any cost overruns.

If the proposed staging arrangement were approved by Council including Stage 1 being funded prior to the design stage, the Club will be required to enter into a formal funding agreement, with specific milestones and acquittal requirements. The project and payment milestones have been provided by the Club as per their application for funding.

The application has been assessed by a panel of Council officers and has been deemed to be satisfactory. There are no funding guidelines available to direct the assessment panel, rather the application is deemed compliant, as sufficient information has been provided to enable an understanding of the project particulars, to develop a funding agreement and to assess the planned delivery of the project. This model of funding the project delivery has been considered as the project is being delivered on an existing like for like footprint with a low risk of unidentified issues.

The project has the following timing and payment milestones as provided by the Club:

Schedule - Strategic Fund Contribution (application form)	Payment (%)	Payment (\$)	Start	Completion date	Milestone Date	Milestone Requirement
Place Order	30%	\$90,591	31/03/22	1/04/22	1/04/22	Executed Funding Agreement
Commencement	15%	\$45,295	1/05/22	19/05/22	19/05/22	Site Visit - CSD
Delivery of Playing Surface	40%	\$120,788	20/05/22	10/06/22	10/6/22	Milestone Report & Site Visit
Practical Completion	10%	\$30,197	15/06/22	18/06/22	18/06/22	Completion Report
Final Approval	5%	\$15,099	3/06/22	1/07/22	20/06/22	Acquittal Report

These timing and payment milestones will be included in the funding agreement. Any variations to the timing and payment milestones will need to be submitted by the club in writing and agreed by both parties.

COST/BENEFITS

A competed application for funding has been submitted by the Boort Bowls Club Inc. They have requested funding of a total of \$301,970. The project delivery cost is \$301,970 excl GST, noting that the GST component will be covered by the club. The club have advised they are now registered for GST.

The Project budget currently has \$500,000 available. Following the allocation of funding for stage 1 of the project, the remaining funds will support the planning component of stage 2 and any unspent funds held to attract identified external funding opportunities to deliver the remaining components of the project (stage 3).

Stage 1 will require some administration and supervision by Council officers. Council will not be providing resources to deliver the project.

RISK ANALYSIS

The risk of the project delivery exceeding the expected price, due to unexpected circumstances or situations, has been identified which may result in the Club returning to Council seeking additional funds to complete the project. The Club have indicated that they have mitigated this risk through the arrangements in place with the contractor and accept that they are responsible for any project overspend.

Stage 1 has been brought forward of the Annual Plan timeline of 2022/2023, which may create an expectation from the community that stage 3 will immediately follow the delivery of stage 1 without undertaking the planning identified as stage 2. The planning phase (stage 2) will provide important information on scope, complexity, design and cost (particularly identifying additional external funding that will need to be sourced). As an example of the complexity involved, the pump track is to be located within an extended Nolens Park and is adjacent to an area subject to localised flooding, the design of the project will need to be considered carefully not to exacerbate known issues.

The removal of funds from the strategic fund balance reduces the co-contribution available to attract external funding and may result in delays to the delivery of the rest of the project whilst the required level of funding is sourced.

The Club have also identified a risk to their ongoing operations through ageing and loss of volunteers, which are required to contribute significant time and energy in maintaining the current turf green. As synthetic turf has a life span, it has been recommended that the Club continue to bank funds to cover the cost associated with future replacement of the synthetic surface.

CONSULTATION AND ENGAGEMENT

The Boort Community Planning Committee have discussed, and are supportive of, the proposal to stage the Lake Boort Foreshore Recreation Project; with stage 1 being the delivery of the Bowls Club synthetic surface.

The Club has completed the planning to support the delivery of stage 1 of the Lake Boort Foreshore Recreation Project. Council staff have not been involved in the development of the synthetic turf project beyond providing consent for the works as per the Boort Bowls Club Inc. Management Agreement requirements.

10.6 DISABILITY ACCESS AND INCLUSION PLAN 2018-21 EXTENSION

File Number:	FOL/19/432362
Author:	Kate Pallister, Wellbeing Officer
Authoriser:	Amy Holmes, Manager Community Wellbeing
Attachments:	1. Disability Access and Inclusion Plan DAIP 2018-21 extension Action Plan 2022
	2. Disability Access and Inclusion Plan DAIP 2018-21 - progress, review and recommendations for extensions 2022

RECOMMENDATION

That Council endorse the extension of the Disability Access and Inclusion Plan 2018-21 for a period of 12 months, and approve the proposed 2022 Action Plan.

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 presented with an update on the Disability, Access and Inclusion Plan 2018-21 at the Council Forum held 8 March 2022. This included a report on the progress of the 2018-20 Action Plan; review and recommendations based on the actions included in both the 2018-20 and 2020-21 Action Plans; and a draft Action Plan for 2022.

BACKGROUND

The 2018-21 Disability, Access and Inclusion Plan (DAIP) has built on the success of previous reports, which have seen Council make considerable steps towards embracing accessibility and inclusion in its organisational values.

While it has now reached the end of its four-year term, Council did not have capacity to develop a new DAIP prior to the end of this term due to a number of factors, including disruptions and service redirections resulting from lockdowns, and the absence of an Officer working solely in the accessibility and inclusion space.

ISSUES/DISCUSSION

Disability is complex and recognises the interaction between a person and the community in which they live. Some people's support and accommodation requirements can increase over time, whereas some can fluctuate or be episodic.

At least 7.4% of Loddon Shire's population need help in their day-to-day lives due to disability, with almost 76% of these residents over the age of 75. Additionally, 13.5% of the population provides unpaid care to a person with a disability, long term illness or old age. However, this figure increases taking into consideration temporary disabilities as well as the Shire's ageing population, many of whom do not identify as "having a disability", and therefore are not reflected in demographic statistics.

While barriers to individuals reaching their full potential can be physical and technical, it is often societal attitudes that impose barriers, rather than the "disability" itself. The DAIP is Council's commitment to continue to reduce these barriers, so that all individuals in Loddon Shire have equal opportunity to improve their quality of life and achieve optimal health and wellbeing outcomes.

The 2018-21 DAIP identified six key outcomes that address the needs of people with a disability in the Loddon Shire community and strategies that fit within Council’s area of influence to help achieve these outcomes over the four years of the Plan. Action Plans were developed to guide Council staff to achieve each strategy and ensure the plan is implemented efficiently and effectively over its four years.

In the second half of 2021, progress against previous years’ Action Plans were reported and feasibility for delivery in 2022 determined. The following proposed Action Plan includes priority actions from the previous Action Plans that have not yet been completed. There are 13 items outlined within this Action Plan- situated within five of the six key outcomes- which Council will endeavour to deliver within the next 12 months. The complete Action Plan is attached, indicating responsible staff and partners in achieving these actions.

Outcome	Strategy	Actions
The Loddon Shire’s built and natural environments are accessible and people with a disability are able to move around and get to the places they want to go.	We will ensure new developments and infrastructure are built to the principles of universal design, planning beyond the Access Standards to meet community needs.	Deliver training to increase awareness and understanding of universal design principles for all relevant staff.
	We will work to increase the accessibility of our built and natural environments to reduce the physical barriers experienced by people with a disability.	Undertake activities to identify high use buildings and public toilets within the Loddon Shire, with the vision to determine the compliance of identified buildings and the budget required to improve their accessibility (Disability Discrimination Act). To inform a business case and budget bid for the 22/23 financial year.
	We will support our residents to maintain their independence to get about town.	Implement the Outdoor Style Guide. Identify the need and locations for new mobility scooter and wheelchair recharge points. Investigate whether the EV charging points implemented during the Charging the Regions project are able to charge mobility scooters and wheelchairs and promote as such.
People with a disability are engaged in flexible and sustainable employment within the Loddon Shire and have opportunities to develop and succeed.	We will offer opportunities for people with a disability to increase their skills and confidence in the workplace.	Investigate the feasibility of a targeted work experience program for people with a disability within various Council departments.
People with a disability can access the information they need to make informed decisions and choices and contribute to leading, shaping and influencing the Loddon Shire.	We will continue to improve our communication and information approaches to ensure that people with a disability can access information and know what is happening in their community.	Deliver training to staff on how to write in plain and easy English. Promote the use of the Communications Plan template to staff, to be used in liaison with Council’s Media Officer.
	We will ensure our community	Upload the plain and easy English

	engagement approaches are accessible and inclusive of people with a disability and ensure all Loddon Shire residents have the opportunity to have their say.	versions of the 2018-2021 DAIP to Council's website.
People with a disability, their families and carers are able to connect and participate in activities that are aligned to their interests and identities, and experience a high level of wellbeing in all aspects of their life.	We will continue to improve access to and from activities, services and events for people with a disability in the Loddon Shire community and reduce isolation.	Advocate for improved and accessible public transport systems. Explore potential partnerships and funding opportunities for transport programs to events, activities and towns outside of the Loddon Shire for accessing services.
	We will lead and work with others to increase opportunities for people with a disability, their families and carers to connect and feel supported in the Loddon Shire community.	Compile a list of available local support groups for carers and publish on Council's website.
People with a disability feel welcome and safe, and are as recognised and respected as any other resident in the Loddon Shire.	We will promote the importance of inclusion for all and provide information and education about good models of inclusive practices and approaches.	Run an annual internal International Day of People with Disability event to promote positive stories of disability that increase awareness and inclusion in the workplace.
		Disability awareness will become part of the Position Description in all new positions and Personal Development.

COST/BENEFITS

The Disability Access and Inclusion Plan (DAIP) reflects Council's commitment to continue to reduce barriers experienced by people with disability. Reducing these barriers means that more people are able to access and participate in services, employment and social activities within the Loddon Shire community. Not having access to services, employment and social activities can significantly affect a person's health and wellbeing and therefore addressing these barriers can reduce the demand on health services, increase employment rates, and increase the Shire's social capital.

The funding for the Rural Access Officer role is no longer provided by the State Government. A Wellbeing Officer position (0.6EFT) forms part of the Community Wellbeing directorate and Access Inclusion is within the remit of this position.

The 13 items outlined within the proposed 2022 Action Plan can be achieved using existing resources and will not require additional funding.

RISK ANALYSIS

The DAIP supports Council in achieving its obligations under international, federal and state legislation, plans and policies, namely:

- United Nations Convention of the Rights of Persons with Disabilities 2006

- Disability Discrimination Act 1992
- Disability Strategy 2021-31
- Building Code of Australia 2013
- Charter of Human Rights and Responsibilities Act 2006
- Equal Opportunity Act 2010
- Local Government Act 2020
- Disability Act 2006 (Section 38)
- Disability Amendment Act 2012 (revises the Disability Act 2006)
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Plan 2019-23
- Absolutely Everyone, State Disability Plan 2017-20.

If Council does not see the DAIP to completion, it will be at risk for non-compliance and discrimination against people with disabilities and/or their carers/family members.

See page 11 and 12 of the DAIP 2018-21, for a detailed risk analysis of not implementing the plan.

CONSULTATION AND ENGAGEMENT

Progress of the 2018-21 DAIP was reported and feasibility for action implementation in 2022 determined in consultation with staff at departmental level.

LODDON SHIRE COUNCIL

DISABILITY ACCESS AND INCLUSION PLAN ACTION PLAN, 2022



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Community Support
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	Choose an item.
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Disability Access and Inclusion Plan 2018-21 Council Plan 2021-25 Municipal Public Health and Wellbeing Plan 2021-25 Recreation Strategy 2015-20
RELATED LEGISLATION:	United Nations Convention of the Rights of Persons with Disabilities 2006 - ratified in Australia July 2008. Commonwealth Disability Discrimination Act 1992 Australia's Disability Strategy 2021-31 Building Code of Australia 2013 Victorian Charter of Human Rights and Responsibilities Act 2006 - 1 January 2008 Victorian Disability Act 2006 Victorian Disability Amendment Act 2012 (revises the Disability Act 2006) Equal Opportunity Act 2010 Local Government Act 2020 Absolutely Everyone, State Disability Plan 2017-20
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: Document5

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

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PURPOSE

The Disability, Access and Inclusion Plan (DAIP) 2018-21 has now reached the end of its term. Due to a number of factors, including disruptions and service redirections resulting from lockdowns, Council has decided to extend this Plan to the end of 2022, alongside the development of a new DAIP during this period.

Annual Action Plans have been developed to guide Council staff on what needs to be done to achieve each strategy of the DAIP and ensure it is implemented efficiently and effectively. Progress against previous years' Action Plans were reported and feasibility for delivery in 2022 determined in consultation with staff at departmental level. This Action Plan includes priority actions from the previous DAIP action plans that have not yet been completed. There are 13 items outlined within this Action Plan, which Council will endeavour to deliver in 2022.

This Action Plan should be read in conjunction with the Disability Access and Inclusion Plan (DAIP) 2018-2021.

ACTION PLAN

Priority area: accessible Council buildings and infrastructure

Outcome	Strategy	Actions	Responsible staff	Partner/s
The Loddon Shire's built and natural environments are accessible and people with a disability are able to move around and get to the places they want to go.	We will ensure new developments and infrastructure are built to the principles of universal design, planning beyond the Access Standards to meet community needs.	Deliver training to increase awareness and understanding of universal design principles for all relevant staff.	Manager Organisation Development	Loddon Leaders
	We will work to increase the accessibility of our built and natural environments to reduce the physical barriers	Undertake activities to identify high use buildings and public toilets within the Loddon Shire, with the vision to determine the compliance of identified buildings and the budget required to improve their accessibility (Disability Discrimination Act). To inform	Manager Assets and Infrastructure	

Outcome	Strategy	Actions	Responsible staff	Partner/s
	experienced by people with a disability.	a business case and budget bid for the 22/23 financial year.		
	We will support our residents to maintain their independence to get about town.	Implement the Outdoor Style Guide.	Manager Community Support and Manager Community Wellbeing	Manager Assets and Infrastructure
		Identify the need and locations for new mobility scooter and wheelchair recharge points. Investigate whether the EV charging points implemented during the Charging the Regions project are able to charge mobility scooters and wheelchairs and promote as such.	Manager Community Support and Manager Community Wellbeing	

Priority area: equal employment opportunities

Outcome	Strategy	Actions	Responsible staff	Partner/s
People with a disability are engaged in flexible and sustainable employment within the Loddon Shire and have opportunities to develop and succeed.	We will offer opportunities for people with a disability to increase their skills and confidence in the workplace.	Investigate the feasibility of a targeted work experience program for people with a disability within various Council departments.	Manager Organisation Development	Manager Community Support and Manager Community Wellbeing

Priority area: accessible communication and engagement

Outcome	Strategy	Actions	Responsible staff	Partner/s
People with a disability can access the information they need to make informed decisions and choices and contribute to leading, shaping and influencing the Loddon Shire.	We will continue to improve our communication and information approaches to ensure that people with a disability can access information and know what is happening in their community.	Deliver training to staff on how to write in plain and easy English.	Manager Organisation Development	
		Promote the use of the Communications Plan template to staff, to be used in liaison with Council's Media Officer.	Manager Executive and Commercial Services	Loddon Leaders
	We will ensure our community engagement approaches are accessible and inclusive of people with a disability and ensure all Loddon Shire residents have the opportunity to have their say.	Upload the plain and easy English versions of the 2018-2021 DAIP to Council's website.	Manager Community Wellbeing	Manager Executive and Commercial Services

Priority area: inclusive community participation

Outcome	Strategy	Actions	Responsible staff	Partner/s
People with a disability, their families and carers are able to connect and	We will continue to improve access to and from activities, services and	Advocate for improved and accessible public transport systems.	Manager Community Support	Manager Community Wellbeing

participate in activities that are aligned to their interests and identities, and experience a high level of wellbeing in all aspects of their life.	events for people with a disability in the Loddon Shire community and reduce isolation.	Explore potential partnerships and funding opportunities for transport programs to events, activities and towns outside of the Loddon Shire for accessing services.	Manager Community Wellbeing	Manager Community Support
	We will lead and work with others to increase opportunities for people with a disability, their families and carers to connect and feel supported in the Loddon Shire community.	Compile a list of available local support groups for carers and publish on Council's website.	Manager Community Wellbeing and Manager Community Support	Manager Executive and Commercial Services

Priority area: respectful and safe communities

Outcome	Strategy	Actions	Responsible staff	Partner/s
People with a disability feel welcome and safe, and are as recognised and respected as any other resident in the Loddon Shire.	We will promote the importance of inclusion for all and provide information and education about good models of inclusive practices and approaches.	Run an annual internal International Day of People with Disability event to promote positive stories of disability that increase awareness and inclusion in the workplace.	Manager Organisation Development	Manager Community Wellbeing
		Disability awareness will become part of the Position Description in all new positions and Personal Development.	Manager Organisation Development	Manager Community Wellbeing

**LODDON SHIRE COUNCIL
DISABILITY ACCESS AND INCLUSION PLAN 2018-2021
PROGRESS, REVIEW AND RECOMMENDATIONS**



Purpose

The Disability Access and Inclusion Plan 2018-21 (DAIP) has six guiding outcomes that Council, in partnership with all its citizens, State and Federal governments and other organisations, will work towards to build a truly inclusive community. Council has identified 15 strategies that state how it will work to achieve each outcome, and annual action plans have been developed to guide Council on what needs to be done to achieve each of these strategies.

As the DAIP has reached the end of its term, the following report will outline each of its strategies and their actions; present an update on the status on, and outcome of, each of the actions; and provide recommendations for Council going forward.

This report should be read in conjunction with the DAIP 2018-21.

1. Accessible services, programs and events

Desired outcome: People with a disability have the same opportunities to participate in services, programs and events in the Loddon Shire as everyone else.

Strategy	Action	Responsible staff	Partners	Progress/outcome	Status/recommendation
We will ensure our services are accessible and flexible to meet the changing needs of people with a disability, their families and carers.	Investigate the feasibility of a six week rotation of Customer Service and Community Service staff to each area of the Shire, such as a Council road show or via regular staff attendance at community/ neighbourhood houses.	Manager Information and Business Transformation	Loddon Leaders	Investigated and deemed non-feasible.	Remove.
	Review the level of Customer Service currently offered, considering the needs of people with differing communication needs.	Manager Information and Business Transformation			Ongoing.
	We will update our website software to ensure compatibility with the latest Web Content Accessibility Guidelines (WCAG).	Manager Information and Business Transformation	Loddon Leaders	Complete- website is W3C compliant.	Remove.
We will support events in the Loddon Shire to be accessible and welcoming to people with a disability.	Update the Event Management Guide to include minimum requirements for event accessibility.	Manager Organisation Development	Manager Community Wellbeing	Complete- Council has provided an updated link for an accessible events guide which outlines requirements of the physical environment eg. toilets, ramps, signage, placement of vans, etc.	Remove.
	Investigate the need for a Loddon Shire accessible event guide and resource kit to be developed.	Manager Community Support	Manager Community Wellbeing	Investigated and determined not currently feasible. City of Greater Bendigo are happy for Council to adapt their 2019 Accessible Events Guide.	Remove. Consider for next plan.

	Update Council’s Community Support Policy to ensure events funded through the Community Grants Program have a minimum accessibility component.	Manager Community Support		As per Community Support policy (3.2) community grants are considerate of the need to provide access to all. For example, the need of disabled and/or other special needs groups.	Remove.
	Provide advice and documentation distributed to external event holders with recommendations on how to be accessible and inclusive through tourism communications and marketing channels.	Manager Executive and Commercial Services	Manager Community Support and Manager Community Wellbeing	Ongoing via: - Loddon Valley Tourism monthly newsletter (available on Council’s website and hard copy mailed) - Scoop & Scuttlebutt newsletter - Korong newsletter - Noticeboard at Community Neighbourhood House (CNH) - Local Paper (with funding) - Bendigo Regional Tourism website - Inclusive Towns website (no longer funded but website still available).	Ongoing.
	Explore potential delivery of training every two years to raise awareness and provide support to event organisers re: event accessibility.	Manager Community Support		Deemed not feasible to deliver such training.	Remove.

2. Accessible Council buildings and infrastructure

Desired outcomes: Loddon Shire’s built and natural environments are accessible and people with a disability are able to move around and get to the places they want to go.

Strategy	Action	Responsible	Partners	Progress/outcome	Status/recommendation
We will work with our community to understand what physical barriers are experienced by people with a disability in our built and natural environment.	Investigate the use of a mobile number for community members to raise requests via text message.	Manager Information and Business Transformation	Loddon Leaders	Deemed non-feasible. Council has a number of other accessible options, such as calling reception and web forms on Council’s website.	Remove.
	Investigate the integration of the Snap, Send, Solve app into Merit (Council’s customer request system).	Manager Information and Business Transformation	Manager Works	Deemed non-feasible- a number of councils are moving away from the paid service. Council still receives and registers requests.	Remove.
	Promote to community how to raise a customer request through social media, local newsletters, local newspapers, or on noticeboards.	Manager Executive and Commercial Services	Manager Information and Business Transformation	Ongoing via: - Council’s website - Scoop & Scuttlebutt newsletter - Korong newsletter - Noticeboard at CNH - Local Paper (with funding) - Mayor’s column.	Ongoing.
	Explore partnerships with post offices to keep customer request forms with return paid envelopes will become part of the Customer Service Strategy update due in 2020.	Manager Information and Business Transformation		Deemed irrelevant as Council pursues a more digital approach. New website enables multiple methods of completing forms, and Community Houses can assist with filling in forms online.	Remove.

<p>We will ensure new developments and infrastructure are built to the principles of universal design, planning beyond the Access Standards to meet community needs.</p>	<p>Universal design principles are to be included as a requirement to be considered in all applicable infrastructure projects.</p>	<p>Manager Assets and Infrastructure</p>		<p>Universal design principles were included in the Bridgewater Foreshore and Inglewood Swimming Pool projects and in Activating Open Spaces Plan strategy.</p>	<p>Ongoing.</p>
	<p>A statement regarding the consideration of universal design principles is to be included within professional service agreements, and as part of contract management framework development.</p>	<p>Manager Assets and Infrastructure</p>		<p>All new buildings must comply with universal design principles.</p>	<p>Ongoing.</p>
	<p>Deliver an annual training program to increase awareness and understanding of universal design principles for all relevant staff.</p>	<p>Manager Organisation Development</p>	<p>Loddon Leaders</p>	<p>Training was last delivered in 2018, and planned to be delivered again in 2022.</p>	<p>Deliver training in 2022.</p>
	<p>Explore the feasibility of engaging an access consultant for projects over the value of \$100,000 versus training an internal staff member to be a qualified access auditor. If determined feasible, to inform business case and budget bid for the 19/20 financial year.</p>	<p>Manager Assets and Infrastructure</p>		<p>Accessibility is already considered in such projects.</p>	<p>Remove.</p>
<p>We will work to increase the accessibility of our built and natural environments to reduce the physical</p>	<p>Undertake activities to identify high use buildings and public toilets within the Loddon Shire, with the vision to determine the compliance of identified buildings and the budget required to improve their</p>	<p>Manager Assets and Infrastructure</p>		<p>Budget bid estimated to be achieved by June 2022, and plan to engage a student over summer 2022-23 to complete.</p>	<p>Complete in 2022.</p>

<p>barriers experienced by people with a disability.</p>	<p>accessibility (Disability Discrimination Act). To inform a business case and budget bid for the 19/20 financial year.</p>				
<p>We will support our residents to maintain their independence to get about town.</p>	<p>Street furniture and mobility scooter parking bays that are accessible and compliant with universal design principles are to be considered as part of streetscape development plans.</p>	<p>Manager Assets and Infrastructure</p>	<p>Manager Community Support</p>	<p>Universal design principles are considered as part of streetscape development plans using the Style Guides and Active Open Strategy included in the Bridgewater Foreshore and Inglewood Swimming Pool. Streetscape furniture is installed where possible. Development of an Outdoor Style Guide is underway.</p>	<p>Implement the Outdoor Style Guide in 2022.</p>
	<p>Identify the need and locations for new mobility scooter and wheelchair recharge points and implement new points where required.</p>	<p>Manager Community Support and Manager Community Wellbeing</p>		<p>This action was an ongoing part of Inclusive Towns. There's a page on Council's website that lists the recharge sites on Council's website, with regular review.</p>	<p>Investigate whether EV points implemented during the Charging the Regions project are able to charge mobility scooters and wheelchairs and promote as such. Roll over this action to next plan.</p>
<p>We will support private businesses and people working in the building sector to understand the importance of and</p>	<p>Partner with City of Greater Bendigo to continue to implement the Inclusive Towns project to encourage and support local businesses to make changes to increase their accessibility.</p>	<p>Manager Community Wellbeing</p>	<p>Manager Community Support</p>	<p>Inclusive Towns was led by City of Greater Bendigo where the Loddon Shire contributed \$10,000 to continue in Wedderburn in 2019. Previously Bridgewater, Inglewood and Boort participated. Funding for the project ceased December 2019 but the website is still available to the public.</p>	<p>Remove.</p>

<p>improve their accessibility.</p>	<p>Invite all key design and construction related contractors (e.g. civil designers, building surveyors, project managers) that Council has previously engaged to attend annual training on the Access Standards and universal design principles (see Action 4.3).</p>				
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3. Equal employment opportunities

Desired outcomes: People with a disability are engaged in flexible and sustainable employment within the Loddon Shire and have opportunities to develop and succeed.

Strategy	Action	Responsible	Partners	Progress/outcome	Status/recommendation
<p>We will lead and work with others to increase local employment opportunities for people with a disability.</p>	<p>Partner with local Disability Employment Service providers to identify potential job opportunities for people with disability within Council.</p>	<p>Manager Organisation Development</p>	<p>Manager Community Support and Manager Community Wellbeing</p>	<p>Two traineeship positions under the Champions for Change program were originally identified (Cert II Horticulture and Cert II Civil Maintenance). Due to the lack of applications for these positions, Council is now recruiting for a Cert II Business Administration trainee.</p>	<p>Ongoing.</p>
	<p>Promote Loddon Shire Council as a disability friendly workplace; advertising vacant positions with local Disability Employment Service providers, offering support to applicants and flexible work arrangements.</p>	<p>Manager Organisation Development</p>		<p>Council’s Workforce Plan and Recruitment and Selection Policy must ensure and measure diversity and inclusiveness as per Local Government Act. Council offers flexible arrangements and</p>	<p>Ongoing.</p>

				accommodates the needs of all staff.	
	Partner with the City of Greater Bendigo to continue to implement the Inclusive Towns project to encourage and support local businesses to employ people with a disability.	Manager Community Support		The Inclusive Towns website contains Job Access, and incentives and resources for businesses to employ people with a disability.	Remove- funding has ceased.
We will offer work experience opportunities for people with a disability to increase their skills and confidence in the workplace.	As part of the Work Experience Policy review, consider the inclusion of a targeted work experience program for people with a disability within various Council departments.	Manager Organisation Development	Manager Community Wellbeing	This policy was adopted in December 2020.	Investigate feasibility of this action in 2022.

4. Accessible communication and engagement

Desired outcome: People with a disability can access the information they need to make informed decisions and choices and contribute to leading, shaping and influencing the Loddon Shire.

Strategy	Action	Responsible	Partners	Progress/outcome	Status/recommendation
We will continue to improve our communication and information approaches to ensure that people with a disability can access information and know what is happening in their community.	Develop a communication plan template to support staff to consider which media to use for their intended audience, such as audio (radio, video); visual (AUSLAN, pictures); written (easy or plain English, Braille); online (social media, website); or other methods (community newsletters, talking to community groups).	Manager Executive and Commercial Services and Manager Organisation Development	Manager Community Support	Complete- this template has been developed in consultation with staff.	Remove.
	Promote and encourage more community groups to register their contact information on the Loddon Shire Council’s website to increase use of non-formal communication methods and support ‘word of mouth’ promotion.	Manager Information and Business Transformation	Community Support		Ongoing.
	Send out quarterly promotions to encourage community to subscribe to Loddon Shire Council’s website, social media pages etc.	Manager Executive Services	Manager Community Support		Ongoing.
	Engage community members to review the website and make recommendations to make it more user friendly from a community perspective.	Manager Information and Business Transformation	Manager Executive Services	All pages on Council’s website give the ability to lodge and provide feedback on the site. Some feedback has been received.	Ongoing.

	Work with local Neighbourhood Houses to ensure they have and know where to access information about the Loddon Shire Council to include in welcome material for new residents to Loddon Shire.	Manager Information and Business Transformation	Manager Community Support	Advised this may be something that can be incorporated if another project arises with similar aims.	Ongoing.
	Deliver training to staff on how to write in Plain English and Easy English, alternating each year.	Manager Organisation Development		Training delivered in 2019 and 2020, and added to 2022-2023 calendar.	Deliver training in 2022-2023.
	Include accessibility guidelines in the Signage Style Guide.	Manager Community Support		Each town has their own style guide based on guidelines by Australian Standards, VicRoads and Tourism Victoria.	Remove.
	Develop a shorter plain English version and an easy English version of the Disability Access and Inclusion Plan.	Manager Community Support	Manager Executive and Commercial Services	Both were developed but are not available on website.	Upload to website 2022. Develop plain and easy English versions of the next plan.
We will ensure our community engagement approaches are accessible and inclusive of people with a disability and ensure all Loddon Shire residents have	Promote the use of the communications plan template to staff, to be used in liaison with Council's Media Officer.	Manager Executive Services		Staff have been advised of the availability of the template.	Ongoing.
	Raise awareness of the importance of community engagement through Loddon Leaders Network meetings and the staff newsletter.	Manager Executive Services and Manager Information and Business Transformation			Ongoing.

the opportunity to have their say.	Finalise development of the Community Engagement Framework/Policy.	Manager Executive Services and Manager Community Support		Complete.	Remove.
	Develop training for staff on effective community engagement/consultation raising awareness about the Community Engagement Framework once finalised. To be included in the 18/19 Training Calendar.	Manager Organisation Development		Complete- the consultants who developed the Community Engagement Framework delivered training in May 2021.	Ongoing.
	Investigate the feasibility of extending the internal Disability Access and Inclusion Steering Group to include community members with a disability. Develop a report to Council outlining the findings with recommendations. If determined to be feasible, develop a proposal to seek endorsement from Council.	Manager Community Wellbeing	Manager Community Support	Funding changes had an impact on retaining an Access and Inclusions Officer to follow this action up.	Revive the Steering Group for the development and implementation of the next plan.

5. Inclusive community participation

Desired outcome: People with a disability, their families and carers are able to connect and participate in activities that are aligned to their interests and identities, and experience a high level of wellbeing in all aspects of their life.

Strategy	Action	Responsible	Partners	Progress/outcome	Status/recommendation
We will continue to improve access to and from activities, services and events for people with a disability in the Loddon Shire community and reduce isolation.	Continue to advocate for improved and accessible public transport systems.	Manager Community Wellbeing	Manager Community Support		Ongoing.
	Explore potential partnerships through the Loddon Campaspe Regional Transport Working Group for transport programs to events, activities and towns outside of the Loddon Shire for accessing services. Explore possible grant opportunities.	Manager Community Wellbeing	Manager Community Support		Ongoing.
We will lead and work with others to increase opportunities for people with a disability, their families and carers to connect and feel supported in the Loddon Shire community.	Identify opportunities and explore delivery of programs/support for people with a disability to participate and build connections in their local community, such as Know Your Neighbour & Come & Try days.	Manager Community Support and Community Wellbeing	Manager Information and Business Transformation		Ongoing
	Explore the feasibility of support groups for carers and seek appropriate grants to support the delivery.	Manager Community Support		Discussions were had with Health Services and a number of support groups are already operating.	Remove. Compile a list of available support groups and publish on website in 2022.
	Neighbourhood Houses are welcoming and inclusive to all members of the community. They have good relationships and partnerships with other community organisations including disability service provider NDIS; and offer cost-effective programs and activities.	Manager Community Wellbeing	Manager Community Support	Advised that as Neighbourhood Houses are a separate entity, Council can only provide advice if requested or required.	Remove. Work with Neighbourhood Houses when requested or required.

6. Respectful and safe communities

Desired outcome: People with a disability feel welcome and safe, and are as recognised and respected as any other resident in the Loddon Shire.

Strategy	Action	Responsible	Partners	Progress/outcome	Status/recommendation
We will promote the importance of inclusion for all and provide information and education about good models of inclusive practices and approaches.	Conduct disability awareness activities in the community through workshops with community groups and clubs.	Manager Community Support			
	Run an annual internal International Day of People with Disability event to promote positive stories of disability that increase awareness and inclusion in the workplace.	Manager Organisation Development	Manager Community Wellbeing	Promotion of this day internally is part of the staff health and wellbeing calendar, and externally via social media, but have not held an event.	Investigate feasibility in 2022.
	Disability awareness will become part of the Position Description in all new positions and Personal Development.	Manager Organisation Development	Manager Community Wellbeing	In progress.	Complete in 2022.
We will ensure our residents with a disability do not experience discrimination in the Loddon Shire.	The delivery of diversity and inclusion training that focuses on unconscious bias to raise staff understanding of diversity, Human Rights and what discrimination is. Review of the trial is to potentially inform an ongoing business case and budget bid.	Manager Organisation Development		Complete. Human Rights and Disability awareness training is mandatory on induction. Cultural awareness training will be delivered from 2022.	Remove.

Implementation and evaluation plan

The below table reviews the three monitoring and evaluation strategies Council identified during the planning stage.

Strategy	Action	Responsible	Partners	Progress/outcome	Status/recommendation
We will meet our legislative requirements.	Register the Plan with the Australian Human Rights Commission.	Manager Community Support		Yet to complete.	Register the next plan.
	Include a report on the Plan’s progress in the Loddon Shire Council Annual Report.	Manager Community Support	Director Corporate Services	Complete.	Ongoing.
We will be accountable to our community and implement the plan with good governance.	Regularly monitor and support implementation of the Action Plan through the Disability Access and Inclusion Steering Group.	Manager Community Support		Funding changes had an impact on retaining an Access and Inclusions Officer to follow this action up.	Revive the Steering Group for the development of the next plan.
	Develop a monitoring and evaluation template for all lead departments to report on the progress of their actions every 6 months.	Manager Community Support	All lead departments	Complete.	Develop a new template for following plan’s action plan.
	Publish annual updates on the Loddon Shire Council website.	Manager Community Wellbeing and Manager Community Support		Funding changes had an impact on retaining an Access and Inclusions Officer to follow up.	Publish an update when the next plan is being developed.
We will operate with a lens of continuous improvement to ensure we are doing our best for people	Conduct a review of the Action Plan in the last month of each year of the Plan to assess progress, make appropriate changes and develop new actions to form the next year’s Action Plan.	Manager Community Wellbeing and Manager Community Support	All lead departments	Complete.	Ongoing.

with a disability in the Loddon Shire community.	Provide annual progress reports to Council through internal reporting processes.	Manager Community Wellbeing and Manager Community Support		Complete.	Ongoing.
	Undertake a comprehensive review and evaluation of the Plan in the last quarter, to inform the development of the new Plan.	Manager Community Wellbeing and Manager Community Support		Complete.	Ongoing.
	Report to Council on the efficacy of this Plan, with future recommendations and priorities for action by the end of 2021.	Manager Community Wellbeing and Manager Community Support		Complete.	Ongoing.

10.7 ROAD ASSET MANAGEMENT PLAN

File Number: FOL/19/432732
Author: David Southcombe, Manager Assets and Infrastructure
Authoriser: Steven Phillips, Director Operations
Attachments: 1. Road Asset Management Plan

RECOMMENDATION

That Council adopts the Road Asset Management Plan.

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 Road Asset Management Plan was discussed at the March 2022 Council Forum.

BACKGROUND

Council's current Road Asset Management Plan (RAMP) was adopted in March 2017. The first version of the plan was developed and adopted in 2008. The RAMP has been reviewed and updated as part of preparing for the completion of the Asset Plan. The Asset Plan is required by the Local Government Act 2020 and must be adopted by 30 June 2022.

The road network is the largest asset class at Council by value and quantity. The network was valued at \$375,393,062 in 2020/21 values and comprises approximately 4,700km of sealed, gravel, and formed roads. This Asset Management Plan is informed through the conducting of formal condition inspections of all sealed and gravel roads, which are undertaken on a five-year cycle.

The RAMP outlines key elements involved in managing Council's road assets. It combines management, financial, engineering and technical practices to ensure that the level of service required by the community is provided at the lowest long-term cost and is within the limits of Council's fiscal constraints.

ISSUES/DISCUSSION

Only minor updates and a review of the renewal modelling and recommended funding strategy were undertaken in the development of this version of the RAMP. The updates that were undertaken include:

- references to legislation, e.g. Local Government Act 2020
- asset data such as road lengths, condition graphs, and age graphs
- effective asset lives as part of the modelling, sealed pavement life was increased from 90 to 120 years, gravel shoulders and gravel pavement was increased from 30 to 32 years
- the funding strategy was reviewed with the preferred option being the current Financial Plan allocations minus an allocation for new assets in other programs e.g. increasing the footpath network.

The review of the funding strategy is the most impactful change undertaken as it affects the future direction of Council in regards to renewing or upgrading road assets. The funding strategy comprises two main components, these are:

1. maintenance and operations expenditure which is recommended as per the existing Financial Plan,
2. capital renewal and capital new or upgrade from which adjustments were made versus the current Financial Plan.

The following table shows the proposed funding strategy.

Table 1 – Proposed renewal and new/upgrade funding for road assets

Budget Year	Maintenance & operations expenditure (\$)	Capital renewal (\$)					Capital new or upgrade (\$)				Total annual capital expenditure (\$)
		Sealed pavement	Sealed surface	Gravel shoulder	Unsealed pavement	K & C	K & C	Amenity Program	Safety Program	Other	
21-22	6,295,694	4,905,633	723,259	86,580	838,018	166,576	0	397,084	459,407	0	7,576,557
22-23	6,385,040	1,243,513	1,130,667	194,156	405,419	85,995	30,000	78,831	90,093	300,000	3,558,674
23-24	6,477,869	1,369,169	1,027,403	202,040	458,325	58,449	30,000	120,957	120,957	300,000	3,687,300
24-25	6,579,619	1,402,659	1,074,384	210,081	517,874	63,733	30,000	75,000	75,000	300,000	3,748,731
25-26	6,669,388	1,638,857	1,121,578	218,282	586,791	69,193	30,000	75,000	75,000	300,000	4,114,701
26-27	6,768,598	1,778,469	1,167,733	226,649	670,447	74,834	30,000	75,000	75,000	300,000	4,398,132
27-28	6,877,595	1,814,161	1,192,770	237,316	683,185	76,825	30,000	75,000	75,000	300,000	4,484,257
28-29	6,989,222	1,850,530	1,218,283	248,249	696,166	78,855	30,000	75,000	75,000	300,000	4,572,083
30-31	7,103,516	1,887,580	1,244,280	259,453	709,393	80,923	30,000	75,000	75,000	300,000	4,661,629
31-32	7,220,631	1,925,353	1,270,771	270,941	722,872	83,031	30,000	75,000	75,000	300,000	4,752,968

A summary of the changes versus the previous version of the RAMP and the current Financial Plan is provided below.

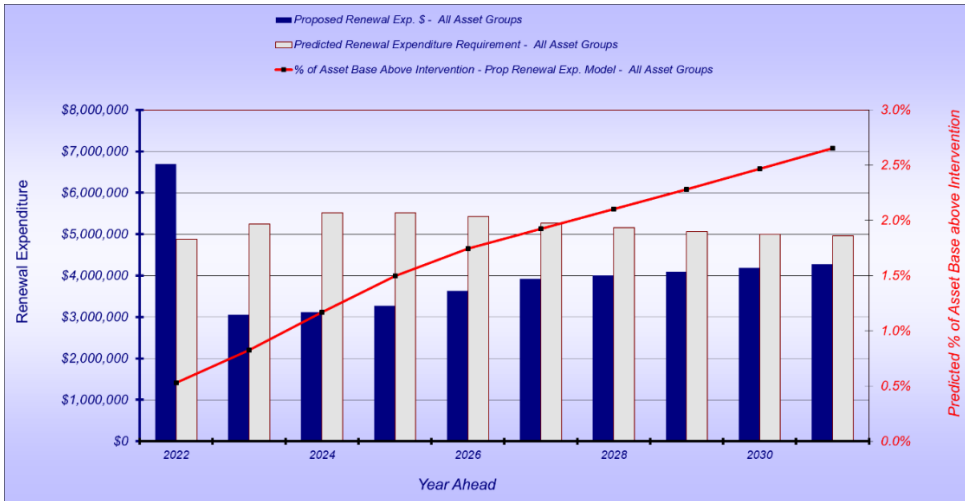
A reduction in renewal funding of \$300,000 per annum for sealed pavements from 2022/23 onwards. This allocation has been redirected to the Other category in capital new or upgrade and can be used for new footpaths. This will result in the percentage of sealed pavements being above the condition intervention score increasing from 0.5% to 3% after 10 years. Refer Figure 2 in the Appendix for details. While redirecting \$300,000 from sealed pavements to new assets such as footpaths is projected to increase the percentage of sealed pavements above the condition intervention level, this will be managed in two ways:

- continuing regular condition assessment of sealed pavements to monitor their condition
- continuing to apply for grant funding to reduce the renewal gap.

A reduction in the renewal funding of \$150,000 per annum for sealed surface renewals from 2023/24 onwards. This has been reallocated to the capital new or upgrade program in the amenity program and safety program as \$75,000 per annum for each to allow these programs to continue which are due to finish in 2023/24 as per the current Financial Plan. This will not result in any material change in condition of sealed surfaces in 10 years. Refer Figure 3 in the Appendix for details.

The following Figure 1 looks at only the renewal expenditure for the combined road assets. The modelling forecasts that \$52.03 million is required for road renewals over the next 10 years. The proposed funding is \$40.27 million. Adopting the proposed funding strategy could result in a slight degradation in the combined road assets condition intervention score over time. That is the model indicates that the condition intervention level will rise from 0.6% in year 1 to 2.6% at year 10. This is within an acceptable limit for managing assets and does not represent a significant impact to the current level of service.

Figure 1 – Renewal projections for roads



COST/BENEFITS

The cost of maintaining Council’s road network in adequate condition over the next 10 financial years is \$112.92 million. This comprises \$67.37 million for operations and maintenance and \$45.55 million for capital expenditure. The benefits of this are numerous including supporting the free movement by road, improving the safety for road users, and supporting a number of industries within Council boundaries.

RISK ANALYSIS

The adoption of the Road Asset Management Plan will minimise Council’s risks associated with managing all of these assets.

The two highest risks on Council’s roads have been identified as vehicle accidents on narrow sealed roads and vehicle accidents on heavily trafficked unsealed roads. Adopting and managing road assets in accordance with the RAMP along with the Road Management Plan will minimise and control these risks.

CONSULTATION AND ENGAGEMENT

The draft RAMP has been discussed with internal stakeholders on a number of occasions. This includes Loddon Leaders and other staff who have had opportunities to review the outcomes of both plans and provide feedback.

APPENDIX

Figure 2 – Renewal projections for sealed pavements

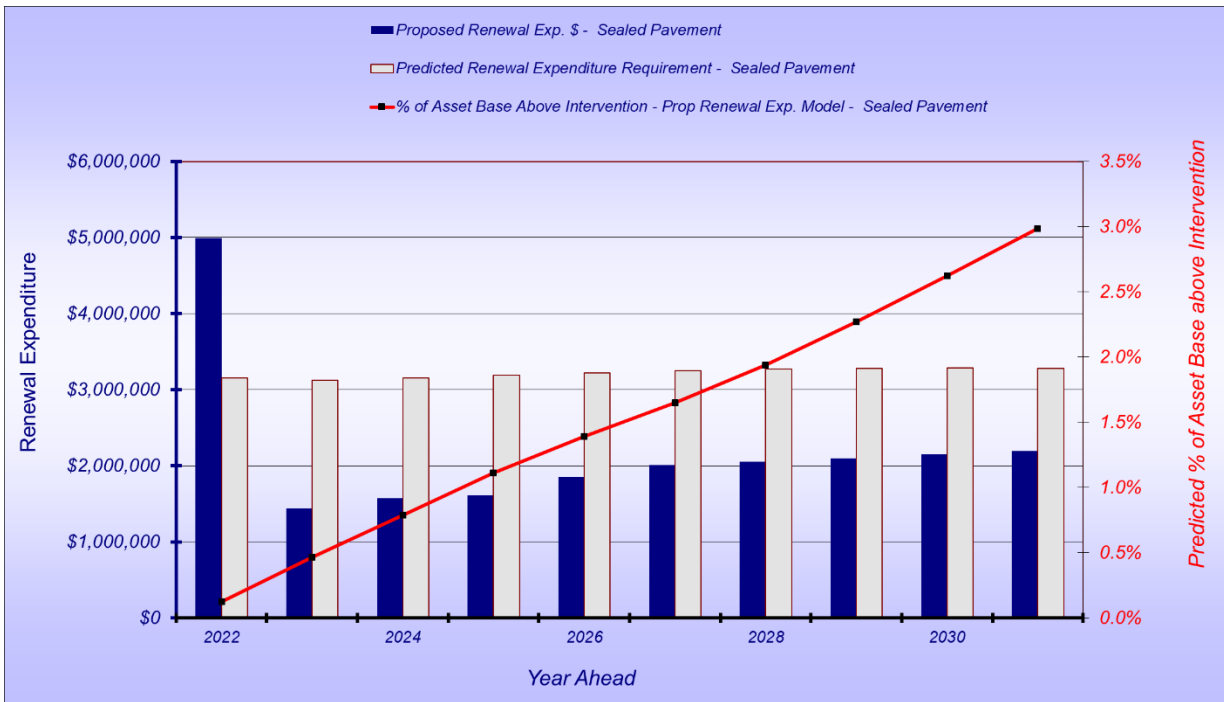
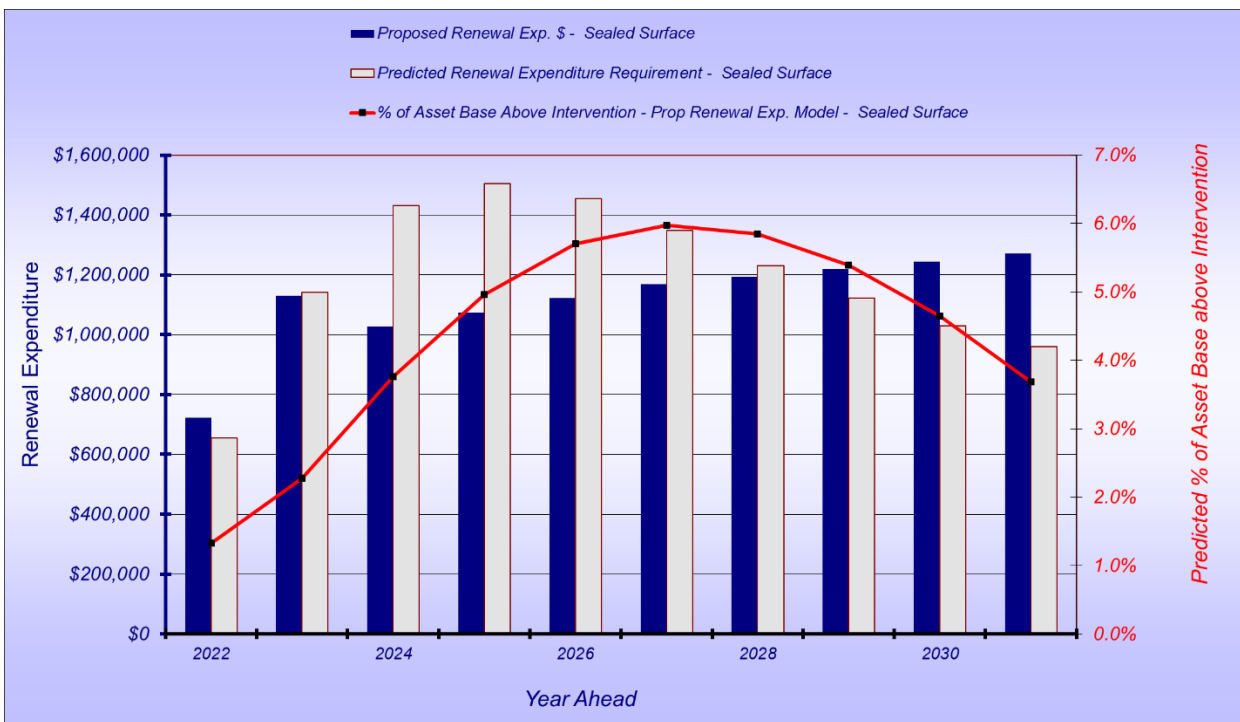


Figure 3 – Renewal projections for sealed surfaces



LODDON SHIRE COUNCIL

ROAD ASSET MANAGEMENT PLAN 2021-2025



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
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DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Council plan 2021-2025 Asset Management Strategy 2011 Road Management Plan 2018 Asset Management Policy 2020
RELATED LEGISLATION:	Road Management Act 2004
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: TBA

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

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

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1 PURPOSE

This Road Asset Management Plan outlines key elements involved in managing Council's urban and rural road assets. It combines management, financial, engineering and technical practices to ensure that the level of service required by user groups is provided at the lowest long term cost to the community within the limits of any fiscal constraints that may be imposed by Council.

The specific purpose of the plan is to:

- demonstrate responsible stewardship of road assets managed by Council
- provide a basis for customer consultation to determine the appropriate levels of service
- support financial planning
- assist Council in determining priorities for the maintenance, renewal, upgrade or new construction of roads.

2 BUDGET IMPLICATIONS

The adoption of this plan predicts a required expenditure effort of \$11,292,220 per annum averaged over the 10 year life of the plan. This includes new, upgraded and renewal capital works on road, street and kerb and channel assets averaging \$4,555,503 per year.

Maintenance and operations expenditure continues to be funded under Local Road Maintenance in the budget. The budget bid is prepared annually by the Manager Operations. It is expected that this will on average be \$6,736,717.

Council is able to adequately fund all of the maintenance, operations and capital expenditure requirements of this plan within the current Financial Plan allocations.

3 RISK ANALYSIS

Generally the majority of risks associated with road management relate to maintenance and operational matters which are dealt with in Council's Road Management Plan.

Funding the renewal and upgrade of assets outlined in this plan will ensure Council's road assets remain in good condition which will minimise financial liabilities associated with future high renewal costs and maintain the roads in a safe condition.

4 INTRODUCTION

4.1 Background

4.1.1 Plan format

This plan is part of Council’s overall asset management plan suite as described below:

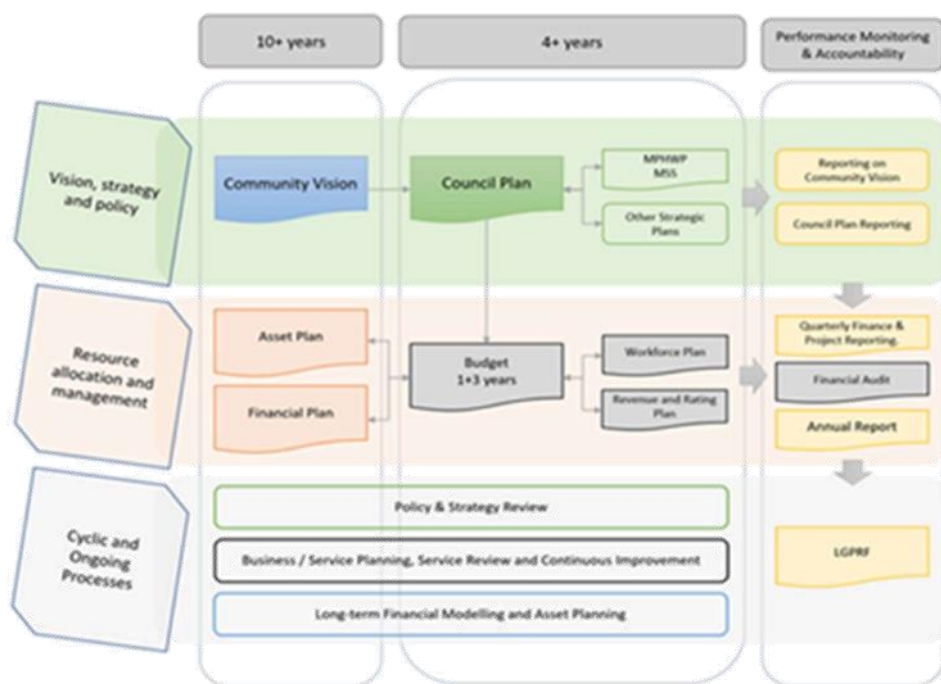
- Part A – General Information: Background or information common to all assets
- Part B – Roads
- Part C – Buildings
- Part D – Footpaths
- Part E – Parks
- Part F – Bridges
- Part G – Urban Drainage.

This plan comprises an asset management plan and several attachments.

4.1.2 Relationship with other strategic documents

The figure below shows the relationship of this plan with other council strategic documents.

Figure 1 Relationship with strategic documents



4.1.3 Infrastructure assets included in the plan**Table 1: Assets included in this plan**

Asset category	Asset component
Urban sealed roads	Urban road formation
	Urban sealed pavement
	Urban sealed surface
	Kerb & channel
Rural sealed roads	Rural road formation
	Rural sealed pavement
	Rural sealed surface
	Shoulders
Unsealed roads (urban & rural)	Road formation
	Unsealed road pavement
Traffic control & road related infrastructure	Traffic control & road related infrastructure

This revised asset management plan includes the addition of kerb and channel assets which have not previously been included in any existing asset management plan.

4.1.4 Assets not included in this plan

Assets specifically excluded from this plan include those located on:

- boundary roads allocated to the adjoining municipality. However in some instances the agreements may allow for cost sharing of specified capital works on the roads. Such works will only be carried out if agreement exists between the municipalities concerned
- arterial roads that are declared as such pursuant to section 14 of the Road Management Act 2004. Often these roads were historically referred to as either State Highways or Main Roads. Arterial roads perform a regional link function and as such they usually traverse more than one municipality.
- roads on Crown land which are not included within Councils road register e.g. state forest roads and tracks
- rail crossings components for which Council is not the responsible authority as per Safety Interface Agreement
- utility services
- private vehicle crossings/driveways as covered in the Road Management Plan in section 5.5.1 "Driveways"
- overhanging vegetation from private land
- nature strips
- bridges and major culverts
- water authority bridges and structures
- footpaths
- tracks on "unused roads" ("paper roads").

4.1.5 Boundary roads

Council's road network connects to those of seven adjoining municipalities identified as follows:

- Gannawarra Shire
- Campaspe Shire
- City of Greater Bendigo
- Mount Alexander Shire
- Central Goldfields Shire
- Northern Grampians Shire
- Buloke Shire.

Boundary Agreements with adjoining municipalities were formulated and adopted in the late 1990's. Because all boundary roads are rural in nature there are no assets, such as footpaths, on the same section of boundary road reserve where operational responsibility needs to be shared. A more practical approach was adopted, with agreements being reached to equitably allot operational responsibility for full road width for specific sections of boundary road to each municipality.

The sections of boundary roads for which Loddon is the Operational Road Authority are included in Loddon Shire Council's Register of Public Roads.

The boundary with Northern Grampians Shire is the centre of the Avoca River, over which there are several bridges. Northern Grampians Shire undertakes the operational responsibilities for these bridges, with costs being equally shared with Loddon Shire Council.

Part of the boundary with Campaspe Shire is the western bank of the Bendigo Creek. The bridges over the Bendigo Creek are solely in Campaspe Shire. Thus Campaspe Shire Council is the Coordinating and Operational Road Authority for those structures.

4.1.6 Key stakeholders in this plan

Stakeholders in this asset management plan and their role as either a customer or other interested party are tabled below.

Table 2: Stakeholder roles

Stakeholder	Role in this plan
Private car drivers, cyclists, pedestrians, motorised buggy users	Customer
Industrial and commercial operators and other transport services	Customer
Public transport services	Customer
School bus services	Customer
Bicycle user groups	Customer
Road authorities/ Government Departments (Department of Transport, DELWP)	Other interested party
Land developers	Other interested party
Road safety organisations	Other interested party

4.1.7 Asset responsibility

The Asset Responsibility Matrix in appendix C of Council's Asset Management Strategy lists the officers:

- with any road asset responsibility, or
- who have an involvement in the relevant service delivery related to the assets included in this plan.

Council services which utilise the assets included in this plan are:

- road transport
- home and community care
- tourism
- economic development
- community & recreation

4.1.8 Works on roads by others

Works within road reserves by public utilities

Council manages the road reserve areas but utility owners have legal rights of access to open the road to install and maintain their assets. Works on the road reserve by utilities are controlled using the consent process under the Road Management (Works and Infrastructure) Regulations 2015.

Works within road reserves by companies or individuals

From time to time private companies or individuals need to excavate in or bore under a road reserve. Council requires the issue of a Works Within Road Reserve permit for such work. Permits when issued incorporate a list of conditions which allow Council to control how the work is carried out and to ensure the quality of restoration.

Private vehicle crossings/driveways

Council requires the issue of a Works Within Road Reserve permit for the construction of vehicle crossings between the road and the property boundary.

Dja Dja Wurrung Land Use Agreement

The recent establishment of the Recognition and Settlement Agreement (RSA) and associated Land Use Agreement (LUA) with the Dja Dja Wurrung clans, establishes additional obligations for parties undertaking works within the Road Reserve. The LUA spells out which activities within the road reserve are considered exempt from notification or negotiation with the Dja Dja Wurrung.

While assessing or planning works within the road reserve, reference should be made to the LUA so as to determine any additional approval requirements. This applies for Council controlled, agency, government or private works. Separate protocols and requirements for seeking Dja Dja Wurrung comment or approval on proposed works are being developed.

4.2 Goals and objectives

Council Plan strategies that may influence this plan are listed below.

Table 3: Council plan strategies

Document	Section	Strategy	2017-21 Priorities	Key projects
Council Plan 2021-2025	Strategy	A sustainable built and natural environment	Plan for future facilities and infrastructure that meet community need	Finalise asset management plans and long term strategies for Council assets

4.3 Abbreviations and definitions

Abbreviations used in this plan are defined in the table below.

Table 4: Abbreviations

Abbreviation	Meaning
AADT	Average annual daily traffic
CV	Commercial vehicles – trucks exceeding 4.5 tonne gross vehicle mass

IDM	Infrastructure Design Manual
GST	Goods and services tax
MAV	Municipal Association of Victoria
TBD	To be determined
vpd	Vehicles per day - is the average annual traffic per 24 hour day typically measured by axle counters

5 LEVELS OF SERVICE

Road assets serve the community and enable:

- movement of people and goods
- access to properties
- provision for non-vehicular users (pedestrians and cyclists)
- provision of parking space
- use of transport corridors for service provision (water supply, wastewater, communications and energy).

With the use of this broad description of service as a guide, a key objective of this plan is to define the levels of service.

Levels of service in this section will be used to:

- inform stakeholders of the type and level of service offered by Loddon Shire Council on its road network
- formulate life cycle management strategies to deliver the defined levels of service
- enable stakeholders to assess suitability, affordability and equity of the services offered.

The levels of service outlined in this section are based on:

- research or anecdotal expression of community expectations
- strategic and corporate goals
- legislative requirements
- standards and codes of practice.

5.1 Community engagement and expectations

5.1.1 Background and customer engagement undertaken

5.1.1.1 *Relevant annual customer engagement survey*

The results of the Community Satisfaction Survey that refer to assets included in this plan are provided in Appendix 1 "Results of community satisfaction survey".

It can be seen from the survey that 50% of survey respondents were satisfied with the condition of sealed roads and 48% were satisfied with the maintenance of unsealed roads.

5.1.1.2 Current and previous community engagement

Current and previous engagement undertaken by Council is included in the table below.

Table 5: Current and previous engagement

Audience/Technique
Customer requests
Annual Community satisfaction surveys
Community workshop on roads - 20 March 2013

The key customer expectations relating to the assets included in this plan are summarised below.

Table 6: Customer expectations

Audience/technique/date	Expectations/comments/outcomes/issues
Draft expectations developed from the Regional Asset Service project which council participated in under the auspices of the MAV.	Sealed road provided
	Trafficable gravel road network provided
	Kerb & Channel (K&C) provided in urban areas
	All weather access provided
	A safe road network is available
	Wider seal widths
Customer requests	Improvement in the grading or resheeting of gravel roads
Community Satisfaction Survey	Improvement and more frequent grading of gravel roads
Community workshop on roads	More frequent grading of gravel roads

5.1.1.3 Community engagement plan

Community engagement not proposed for the development of this plan but will be considered on future reviews.

5.2 Legislative requirements

Legislation or regulations which impact on this plan are:

- Road Management Act 2004
- Transport Act 1983
- Road Safety Act 1986 (Amended 2004)
- Ministerial Code of Practice – Road Management Plans - September 2004
- Road Management Act 2004 Code of Practice – Operational Responsibilities for Public Roads - December 2004
- Road Management Act 2004 Code of Practice – Management of Road & Utility Infrastructure in Road Reserves – December 2004
- Council's Local Law No 2 "Streets and Roads 2010"
- Roads to Recovery Act 2000
- Subdivisions Act 1988
- Disability Discrimination Act 1992
- Catchment & Land Protection Act 1994
- Flora and Fauna Guarantee Act 1988
- Environment Protection & Biodiversity Conservation Act 1999
- Building Codes
- Water Act 1989
- Aboriginal Heritage Act 2006

- Aboriginal Heritage Amendment Act 2016
- Dja Dja Wurrung Recognition and Settlement Agreement 2012

Council will meet its legislative and statutory obligations concerning the care and maintenance of local roads.

5.3 Current levels of service

5.3.1 Asset functional hierarchy

The objective of developing an asset hierarchy is to provide a suitable framework for assets, which divides the asset base into appropriate classifications. The hierarchy is based on a combination of asset function and asset type.

The intent of the asset hierarchy is to provide the framework in which data is collected, information is reported and decisions are made.

The road hierarchy adopted and detailed in Council's Road Management Plan is defined in the following table.

Table 7 Road and street hierarchy

Hierarchy code	Hierarchy name	Function	Comments
Rural roads (R) & Township Streets (T)			
RSC & TSC	Sealed Collector	Sealed Collector roads distribute traffic between arterials and access roads.	Connecting roads traditionally accommodating higher volumes of traffic or providing efficient access, or an alternative, to the arterial network.
RSA & TSA	Sealed Access	Sealed Access roads provide primary access to residential properties, other developments or facilitate service or tourist traffic.	Usually accommodate high to medium traffic volumes and service multiple residential properties.
RGC & TGC	Gravel Collector	Gravel Collector roads distribute traffic between arterials and primary access roads.	Gravel connecting roads generally accommodating moderate traffic volumes.
RGA & TGA	Gravel Access	Gravel Access roads provide primary access to residential properties, other developments or facilitate service traffic, tourist traffic, school buses, or milk tanker traffic.	Lower use roads primarily used for access to groups or individual residential properties.
RGM & TGM	Minor Gravel	Minor Gravel Roads provide access to non-residential/developed properties or alternative access to residential properties.	Low use gravel roads providing access to rural (non-residential) properties.
RF & TF	Formed	Formed roads provide access to undeveloped non-residential properties.	Earthen roads providing dry weather access.
RUF & TUF	Unformed	Unformed roads generally providing access to rural properties.	There is no formation, wheel tracks at best.
RFA	Fire Access	Rural Fire Access roads provide access for firefighting purposes.	Generally located on 'unused' road reserves.

5.3.2 Classification by importance

The order of importance of the hierarchies is as in the Loddon Shire road and street hierarchy table above.

5.3.3 Classification for renewal forecasting

Table 8: Classification by urban/rural location

Location	Description
Urban	Roads with urban type cross section consisting of seal, kerb and channel and nature strip. Generally located within built up areas e.g. concentration of 5 or more residential properties and located within 80km/hr or less speed restricted zones.
Rural	Roads with rural type cross section consisting of seal, shoulders and table drains.

5.3.4 Classification by traffic use

Table 9: Classification by traffic use

Classification	Description
High traffic	>5000vpd urban, >1000 vpd rural
Moderate traffic	500-5000 vpd urban, 100-1000 vpd rural
Low traffic	<500 vpd urban, <100 vpd rural

* Note: Traffic classifications have been adopted in line with the Victorian Grants Commission (VGC) reporting framework. This is to apply a consistent assessment benchmark across Victoria for the purposes of calculating apportionment of available road funding.

5.3.5 Classification for Victoria Grants Commission

Table 10: Road types

Classification	Description
Kerbed Road	Kerb on one or both sides of the road
Unkerbed Road	Roads without kerbs on either side of road

Strategic routes are defined in the following table.

Table 11: Strategic routes

Classification	Description/definition
Kerbed road strategic route	bus route road > 500vpd road with at least 50 trucks/day
Unkerbed road strategic route	bus route road >100vpd with at least 10 trucks/day road >100vpd with average grade at least 6% road >100vpd in drip or flood irrigated horticultural or agricultural area

Definitions are as follows:

- Bus route: Includes both normal scheduled public transport route as well as special school only routes.

- Truck route: Designed to accommodate class 3 to class 12 vehicles.

5.3.6 Classification by purpose

Table 12: Classification by purpose

Classification
Public road
Restricted access road (emergency services only)
Private road or driveway

5.3.7 Community and technical service levels

Levels of service provided by this plan are driven by customer expectation and historic practices modified to suit available funding.

Table 13: Levels of service provided by this plan

Service: Roads – transport vehicle access				Assets utilised: Urban & rural sealed roads, gravel and natural surface roads	
Customer expectation	Service indicator	Community levels of service		Technical levels of service	
		Community measure	Community target	Technical measure	Technical target
Access to rural residences and Developments	Accessibility via all-weather road	Customer requests for upgrade to all weather access standard	Zero per annum upgrade requests that satisfy technical levels of service target	Access to all weather standard	One existing all weather access will be maintained to the entrance of occupied rural dwellings and intensive industries.

Service: Roads – transport vehicle access				Assets utilised: Urban & rural sealed roads, gravel and natural surface roads	
Customer expectation	Service indicator	Community levels of service		Technical levels of service	
		Community measure	Community target	Technical measure	Technical target
					When considering planning development approvals in a Farming Zone Council will: <ol style="list-style-type: none"> 1. Wherever possible guide the placement of the new development to utilise the existing all weather road network. 2. allow a road upgrade provided: <ol style="list-style-type: none"> a) the extent of the upgrade is minimised and <ol style="list-style-type: none"> b) the works are at full cost of the developer

Service: Roads – transport vehicle access				Assets utilised: Urban & rural sealed roads, gravel and natural surface roads	
Customer expectation	Service indicator	Community levels of service		Technical levels of service	
		Community measure	Community target	Technical measure	Technical target
Access for school buses	Accessibility via all-weather road	Customer requests for upgrade to all weather access standard	Zero per annum upgrade requests that satisfy technical levels of service target	Access to all weather standard	Existing approved school bus routes will be retained as all-weather access roads Any amendment or adjustment to bus routes requires consultation with Public Transport Victoria (PTV). Where upgrade of roads to all-weather standards are required to facilitate route amendments, funding for required works will be sought from PTV.
Access for tourists to places of special interest or recreation	Accessibility via all-weather road	Customer requests for upgrade to all weather access standard	Zero per annum upgrade requests that satisfy technical levels of service target	Access to all weather standard	Council approved tourist routes as detailed on self-drive CDs will be retained as all-weather access roads. Any upgrade of roads to an all-weather standard will require a business case demonstrating the benefit to Council of providing access to the nominated tourist attraction and associated funding strategy to facilitate required works.

Service: Roads – transport vehicle access				Assets utilised: Urban & rural sealed roads, gravel and natural surface roads	
Customer expectation	Service indicator	Community levels of service		Technical levels of service	
		Community measure	Community target	Technical measure	Technical target
Access to rural undeveloped properties (e.g. farming land)	Accessibility via dry weather access road	Customer requests for upgrade to dry weather access standard	No target but use requests received from community in planning works	Access to dry weather standard	One existing dry weather access will be maintained to the nearest property boundary utilising an existing minor gravel, formed or unformed road.
Access to urban properties	Accessibility by all-weather access	Customer requests for upgrade to all weather access standard	Zero per annum upgrade requests that satisfy technical levels of service target	Access to all weather standard	All weather access to township residences will be provided to minimum standard of TGA. Council is required to fund all upgrade works required in the Township Zone pursuant to the Planning Scheme (even for new developments).
Kerb and channel provided in urban areas	Availability of kerb and channel	Customer requests for K&C	No target but use requests in developing Township Street Improvement program	Demonstrated need for K&C to protect road related or private assets. Consideration also given to cost imposition for maintaining swale or table drain systems.	K & C used to resolve drainage issues. Kerb & channel may be constructed under "Township Street Improvement program". Subject to available funding. Kerb & channel works may also be undertaken as special charge schemes.
Availability of sealed road network	Sealed road available	Customer requests for upgrade to sealed pavement	No target but use requests in developing upgrade programs	Demonstrated need for constructing and sealing a road. Factors taken into consideration	Existing sealed network is functional. Extension of sealed road network will not generally be undertaken.

Service: Roads – transport vehicle access				Assets utilised: Urban & rural sealed roads, gravel and natural surface roads	
Customer expectation	Service indicator	Community levels of service		Technical levels of service	
		Community measure	Community target	Technical measure	Technical target
				in determining suitability of sealed surface treatment include: - frequency and cost of maintaining gravel surface - amenity impacts - Safety - traffic volume and makeup e.g. No. of CV's - Potential future usage	Rural unsealed roads with AADT>100 vpd may be considered for construction and sealing subject to detailed evaluation. In Rural Living Zone unsealed roads may be upgraded to a sealed surface in "Asset preservation, safety or amenity programs." Funding is not guaranteed. In Rural Living Zone unsealed roads may be upgraded to a sealed surface under a special charge scheme. Township streets may be upgraded to a sealed surface in asset preservation, safety or amenity programs". Funding is not guaranteed. Upgrade may be undertaken as special charge schemes.
Wider sealed roads	Amenity and safety	Customer requests for shoulder works, edge repairs and drop offs	No targets but used in developing upgrade and safety programs	Demonstrate need	Sealed pavement widening may be considered on single lane rural seal where AADT>200 vpd or >35 CVs per day.

Service: Roads – transport vehicle access				Assets utilised: Urban & rural sealed roads, gravel and natural surface roads	
Customer expectation	Service indicator	Community levels of service		Technical levels of service	
		Community measure	Community target	Technical measure	Technical target
Quality, affordable roads	Roads rehabilitated in timely manner	Roads rehabilitated within documented intervention standards	Road users perceive the Council road network as being functional and safe.	Strategy to deliver affordable road network	Less than 2% of roads throughout the network exceed specified intervention standards
					Rural sealed roads with ≥ 50 vpd or ≥ 10 CV's per day will be renewed when they reach intervention levels or satisfy other conditions within Council's project scoping documents and rolling program e.g. eligibility for upgrade.
					Rural sealed roads with <50 vpd and <10 CV per day may be renewed subject to the process in 8.7.2.2 "Process for handling renewal of low traffic rural sealed roads."
					Sealed surfaces will be resealed in accordance with prioritisation criteria per 8.7.2.4 reseals. Sealed surfaces with <50 vpd will be resealed provided the sealed pavement has significant remaining life.

Service: Roads – transport vehicle access				Assets utilised: Urban & rural sealed roads, gravel and natural surface roads	
Customer expectation	Service indicator	Community levels of service		Technical levels of service	
		Community measure	Community target	Technical measure	Technical target
					<p>RGC, RGA, TGA gravel roads will be resheeted when they reach intervention standard and satisfy other requirements in Council's project scoping documents and rolling program.</p> <p>RGM and TGM hierarchy roads will not be resheeted. They will be left to degrade into formed only roads.</p> <p>Chemical and mechanical stabilization may be carried out during maintenance for minor gravel roads with history of high frequency maintenance.</p> <p>K & C will be replaced when it reaches intervention or satisfies other conditions in Council's scoping documents and rolling program.</p>

Service: Roads – transport vehicle access				Assets utilised: Urban & rural sealed roads, gravel and natural surface roads	
Customer expectation	Service indicator	Community levels of service		Technical levels of service	
		Community measure	Community target	Technical measure	Technical target
Quality, affordable roads	Road maintenance, renewal and upgrading carried out in an efficient, cost effective manner	Cost of maintenance and capital works	Road maintenance and capital works delivered within 10% of annual budget	Strategy to deliver affordable road network	<p>Detailed scoping documents will be maintained for all eligible projects within the rolling program.</p> <p>This include documentation of the scope of works as well as determination of estimated cost.</p> <p>Development and of Annual infrastructure program will ensure that investment of Council funding is targeted towards the highest priority projects taking into consideration fiscal and resource constraints.</p>
A safe well maintained road network	Safety and responsiveness	VicRoads crash statistics	Decline in crash stats for local roads	Regular defect inspections.	100% compliance with inspection frequencies in Road Management Plan.
				Defects repaired within Road Management Plan (RMP) intervention standards and response times.	100 % compliance with Road Management Plan.
				Unsealed roads graded as per road grading program.	Roads graded at frequency specified in Road Management Plan.

Service: Roads – transport vehicle access				Assets utilised: Urban & rural sealed roads, gravel and natural surface roads	
Customer expectation	Service indicator	Community levels of service		Technical levels of service	
		Community measure	Community target	Technical measure	Technical target
				Curvilinear, alignment and sight distance issues progressively addressed throughout road network	Reactive inspection and treatment identification for reported road network safety issues. Consideration given to sealing isolated areas, widening or realignment of pavements where significant safety risks identified. Upgrade works subject to prioritisation and funding through the Road Safety Improvement program.
	Roads well maintained	Compliance with inspections frequencies and defect repair response times	100% compliance with RMP	Roads inspected and well maintained	100% compliance with RMP and gravel road grading program
Providing roads of an appropriate condition and standard	Road network condition	Condition of road network	<3% of network above condition intervention level	Condition of road network	<3% of network above condition intervention level

6 FUTURE DEMAND

6.1 Demand forecast and management plan

Factors influencing growth or decline of asset demand are tabled below.

Table 14: Factors influencing asset demand

Factor influencing demand	Impact on the service, cost, timing	Demand management plan:
Traffic trends	Increased through traffic on local collector roads resulting in increased maintenance and renewal costs.	Monitor. Council has implemented a cyclical traffic count program to ascertain usage trends on all sealed roads.
Increasing truck mass	Legal axle loads for trucks have steadily increased, contributing to increased maintenance costs.	Assess suitability for B-double and HML access throughout the network. Where possible gazettal of suitable roads will occur with the National Heavy Vehicle Regulator.
Changes in farming practices	The shift towards wide scale cropping away from grazing has resulted in a significant increase in the tonnage of goods carted off-farm with a corresponding increase in damage to road pavements.	Monitor trends in both road usage and condition deterioration.
Rural population decline	Declining population may marginally impact on infrastructure requirements.	Monitor access network to residences and identify roads of potential hierarchy downgrade if occupation ceases.
Gravel availability	Decline in availability of quality gravel from traditional sources increases construction costs.	Review construction methods and security of gravel supplies within the Shire. Explore establishment of new gravel supplies.
Decline of rural railways	Resulting concentration in truck traffic on local roads in the vicinity of central receival silos when being emptied increasing road damage. Greater reliance being placed on on-farm storage and subsequent transportation to port via the road network.	Continue to monitor trends in road condition profiles. Work with industry stakeholders to identify priority freight routes.
Residential development	There is no evidence to suggest that there will be significant increased demand for new housing in Loddon's townships, therefore impact on road infrastructure will be minimal.	Plan infrastructure when demand is imminent. Ensure development contributions or works meet required construction standards. Integrate transport management considerations into relevant strategic planning work e.g. settlement strategy.

Factor influencing demand	Impact on the service, cost, timing	Demand management plan:
Grain silo centralisation	Closure of many grain storage silos scattered throughout the municipality, along with the establishment of 'central receival points' at Boort, Dunolly, Mitiamo, and Tandarra resulting in a concentration of grain traffic on adjacent local roads.	Continue to monitor trends in road condition profiles. Work with industry stakeholders to identify priority freight routes.

7 RISK MANAGEMENT

7.1 Risk identification

Council's corporate risk management framework is detailed in the "Risk management" section of "Council's Asset Management Plan – General Information".

Generally the majority of risks associated with road management relate to maintenance and operational matters which are dealt with in Council's Road Management Plan.

There are additional risks contributable to:

- inadequate or out dated design standards
- low standard of construction compared to road demand
- incompatible or poor surface condition
- isolated segments of road with lower standard than contiguous segments.

The identified risks associated with the assets included in this plan and the controls proposed are listed in the infrastructure risk identification table below.

Table 15: Risk identification

Risk event	Cause	Main area of impact	Controls
Vehicle accidents on narrow sealed roads	<ul style="list-style-type: none"> ○ shoulder drop offs ○ loose gravel on shoulders ○ slippery surface ○ crests 	Public health and safety	<ul style="list-style-type: none"> ○ maintain inspection and repair under Road Management Plan ○ assess for consideration in upgrade (i.e. widening) within relevant annual infrastructure programs
Vehicle accidents on heavily trafficked unsealed roads	<ul style="list-style-type: none"> ○ rough surface ○ corrugations ○ loose surface ○ slippery surface 	Public health and safety	<ul style="list-style-type: none"> ○ maintain inspection and repair under Road Management Plan ○ assess for consideration of upgrade or renewal within relevant annual infrastructure programs

7.2 Risk criticality

Asset criticality addresses assets that are:

- critical assets: assets with a high consequence of failure
- high risk assets: assets with a high likelihood of failure.

7.2.1 Critical assets

Critical assets are assets that have a high consequence of failure.

Table 16: Critical assets

Description	Area of impact	Actions to address
A road that is the only access to a dwelling or business for emergency services that is impassable for extended periods	Service Delivery	Give higher priority in capital works program development.
Identified high volume or freight roads where suitable alternative routes (e.g. ability to detour) do not exist.	Service Delivery	Give higher priority in capital works program development. Give consideration to alternate route assessment and upgrade.

7.2.2 High risk assets

These are assets with a high likelihood of failure.

No assets have been identified in this criticality category.

8 LIFECYCLE MANAGEMENT PLANS

8.1 Physical parameters

8.1.1 Current issues

Current issues influencing the assets included in this plan are detailed below.

Table 17: Factors influencing assets in this plan

Issue	Comment
Extent of rural sealed road network.	Significant investment is required to maintain and renew sealed roads.
Extent of low traffic sealed roads.	Considerable funds are required to renew sealed roads within the network which provide marginal benefit to the broader community due to very low traffic volumes.
Performance of low traffic roads.	Information on the performance of pavements towards the end of their life is limited. This may alter the expected rehabilitation forecasts, particularly in relation to lightly trafficked or well-constructed roads.

Issue	Comment
Demand to upgrade gravel streets to sealed surfaces.	While the demand is limited, funding constraints dictate that available resources be preferentially allocated towards renewal as opposed to upgrade or establishment of new assets.
Diverse range of quality and strength of rural sealed pavements.	Affects rehabilitation costs and possibly asset lives and financial forecasting. High degree of variability across the Shire in respect to investment demand and resource deployment.

8.1.2 Asset quantities

The current quantity of assets is detailed in the tables below.

Table 18: Road component lengths

Asset component	Length km
Sealed surface	946
Sealed pavement	946
Unsealed pavement	2,528
Unpaved unsealed roads	1,230
Total roads	4,704
Kerb and channel	63

Table 19: Road hierarchy lengths by surface type

Sealed hierarchy	Length	Unsealed hierarchy	Length
TSC, RSC	805	RGC	247
TSA, RSA	141	TGA, RGA	1,080
Total sealed	946	TGM, RGM	1,201
		TF, RF	905
		RFA	5
		TUF, RUF	325
		Total unsealed	3,763

Table 20: Asset quantity (area)

Asset group	Asset component	Classification / hierarchy	Quantity	Unit
Urban roads group	Sealed pavement	Urban	548,186	sqm
	Spray seal	Urban	498,378	sqm
	All kerbs	Urban	62,361	metres
Rural roads group	Sealed pavement	Rural	4,982,804	sqm
	Spray seal	Rural	4,312,387	sqm
	Shoulder pavement	Rural (not modelled)	NA	sqm
Unsealed roads group	Unsealed pavement	Gravel collector & access roads	6,169,898	sqm
	Unsealed pavement	Minor gravel roads	5,089,679	sqm
	Unsealed road with no pavement	(not renewed nor modelled)	7,286,192	sqm

The quantities listed are correct at the time of the development of this plan. Up to date information is obtained from the asset registers.

8.2 Asset capacity/performance

8.2.1 Assets under capacity

Assets which are not achieving the current level of service are listed below.

Table 21: Assets under capacity

Technical level of service measure	Technical level of service target	Current assets under-capacity
Rural seal width	Seal width. Width narrower than that prescribed in the Infrastructure Design Manual (IDM) for indicative maximum traffic volumes	Echuca Serpentine Rd - various sections Logan Kingower Rd - various sections Sebastian Rd

The roads listed are anecdotally under capacity. They need to be assessed against traffic volumes and referred to the rolling program for consideration and prioritisation as upgrade capital works (i.e. widening).

8.3 Asset conditions

8.3.1 Condition monitoring – asset condition survey frequency and responsibility

Condition surveys are conducting in accordance with the program below.

Table 22: Condition survey frequency

Survey name	Frequency	Responsibility
Sealed pavement	As detailed in the Asset Valuation Timeline	Asset Coordinator organises provider
Sealed surface		
Kerb and channel		
Gravel pavement		
Note: gravel pavements are inspected on a rolling program. Currently 20% of the unsealed network is inspected per annum.		

8.3.2 Condition rating

The criteria and methodology for determining condition is described below.

8.3.2.1 Sealed road pavement

Table 23: Sealed pavement condition rating criteria

Condition rating	Description	Roughness	Shape/ distress	Failures
0-1	New or as new	Very smooth	No signs of distress or unwanted movement	No failures
2	Excellent	Minimal roughness	No signs of distress or unwanted movement	No failures
3	Excellent	Minor roughness	Very good and true shape	No failures
4	Good Some signs of distress	Some roughness	Slight loss of shape	Minimal or localised
5	Fair with failures or roughness	Reasonably rough Noticeable at 100 km/h but not requiring attention	Obvious signs of pavement distress	15-20% localised failures
6	Fair with failures and roughness	Quite noticeably rough, but not uncomfortable	Obvious signs of pavement distress	Between 30% - 40% localised failure.
7	Poor. Rehabilitation not needed immediately but serious flaws.	Very rough Speed restricted by roughness	Very poor shape Extensive pavement movement	Extensive areas of failure or potential failure. 40-50% isolated failures.
8	Very poor. Immediate rehabilitation needed. Severe problems	Extreme roughness Driveability a real problem	Very poor shape Extensive pavement movement	50% - 80% segment pavement failure
9	Extremely poor. Very dangerous	Extreme roughness	Extremely poor shape	>80% segment pavement failure
10		Dangerous at design speed	Extensive pavement failures	

8.3.2.2 Sealed surface

Table 24: Sealed surface condition rating criteria

Score	Cracking extent	Cracking severity	Stripping (loss of aggregate)	Bitumen oxidisation	Patching	Texture
0	Nil visible.	Nil.	Nil.	Full depth lively bitumen. Typically under 3 years old.	Nil	70-80% depth of aggregate.
1	Isolated or small number of locations.	Fine cracks less the 0.5mm.	Minor.		Very little	70-80% depth of aggregate.
2	10-30%.	Fine cracks up to 1.0mm.	Isolated stripping at several locations or major stripping in an isolated area.	Limited signs of age about 30% depth crystallised. Up to 5years old.	Heavy isolated patching in one or two locations or light scattered.	50-60% depth of aggregate.
3	30-50%.	Cracking between 1.0-5.0mm.	Light stripping over whole of section or major in multiple isolated areas.	Up to 60% depth crystallised. Up to 7 years old.	Heavy isolated in several locations or light extending over, most of the section.	30-40% depth of aggregate.
4	50-70%.	Cracking between 5.0-10.0mm.	General and severe.	Up to 80% depth crystallised. Generally over 7 years old.	Heavy at frequent intervals or light at close intervals (under 4m) over majority of section.	20% depth of aggregate. Some stripping.
5	Cracking or block cracking over more than 70%	Severe cracking greater than 10mm.	Across the segment and severe.	Close to fully oxidised.	Extensive heavy over most of section or light at very close intervals (under 1m) over whole or majority.	10% depth of aggregate.

Sealed surface condition rating is calculated from the seal condition factor scores determined as above with a weighting applied to the oxidation score.

8.3.2.3 Gravel pavement

Table 25: Gravel pavements condition rating criteria

Condition rating	% of design resheet depth of pavement remaining (mm)
0	100
1	90
2	80
3	70
4	60
5	50
6	40
7	30
8	20
9	10

Council’s standard gravel resheet treatment is placement of a 100mm fine crushed rock product or tertiary gravel. Adjustments to condition score may be made based upon any design variation as a % of remaining gravel depth vs initial design depth.

8.3.2.4 Kerb and channel

Table 26: Kerb and channel condition rating criteria

Condition rating	General description		Transfer water	Wear	Displacement
0	New	Functioning	Does not hold water i.e. no low spots	Nil	Nil
1				Very little	Small
2	Very good	Slightly impaired function	Holds water in places only to limited extent	Some	Minor
3					
4	Good	Noticeably impaired function	Holds water at several locations.	Obvious	Obvious
5	Fair				
6	Fair to poor	Impaired function	No longer draining road	Extreme	Excessive
7	Poor. Replace in near future.				
8	Very poor. Needs replacing.	Not functioning	No longer draining road	Extreme	Excessive
9	Extremely poor. Replace immediately				
10	Extremely poor. Dangerous. Remove immediately.				

8.3.3 Current asset condition

8.3.3.1 *Condition inspections*

The latest condition inspections are summarised in the following table.

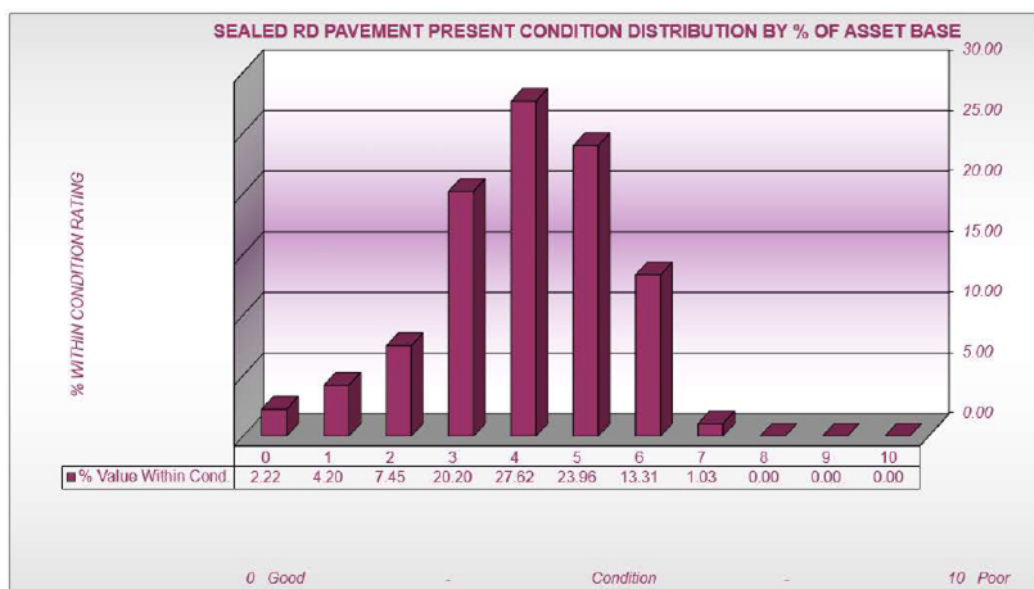
Table 27: Condition inspection details

Asset component	Inspected by	Last inspection	Previous inspection	Extent of latest inspections
Sealed pavements	Moloney Asset Management Services	June 2020	October 2016	100% network
Sealed surface		June 2020	October 2016	100% network
Kerb & channel		December 2019	October 2016	100% network
Unsealed pavements		June 2020 (20%)	March 2019 (20%)	20% network

The current condition of assets is shown graphically in the following sections.

8.3.3.2 *Sealed pavement condition*

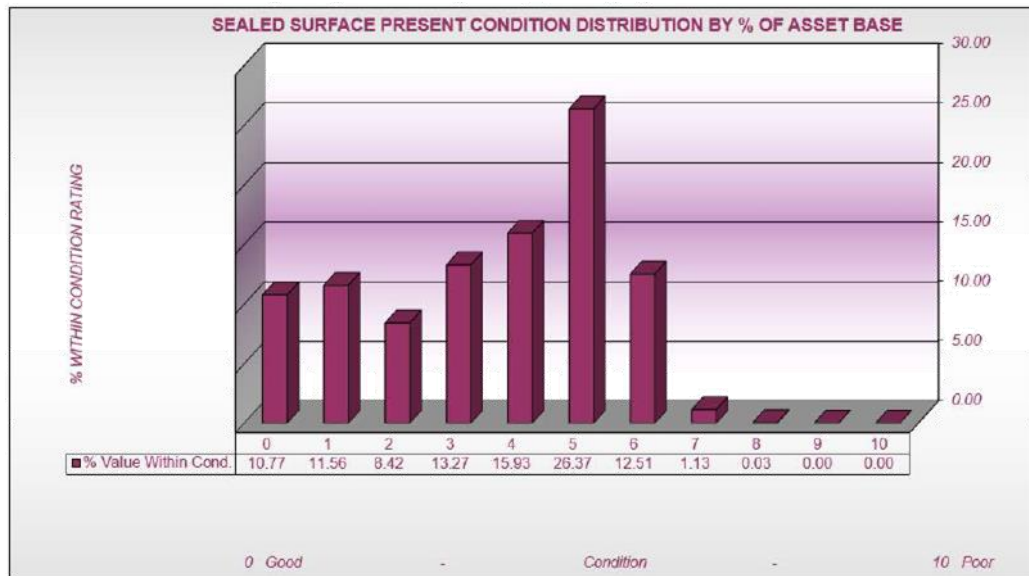
Figure 2: Sealed pavement condition distribution in June 2021



In June 2020 during the full condition based valuation of the sealed network, Moloney reported that while the sealed pavement network was in fair overall condition the condition has remained stable since the 2010 survey. Sound management has reduced the extent of urgent failures and the extent of segments in very poor condition. Next cycle of full condition based valuation of the sealed network is due in 2022.

8.3.3.3 Sealed surface condition

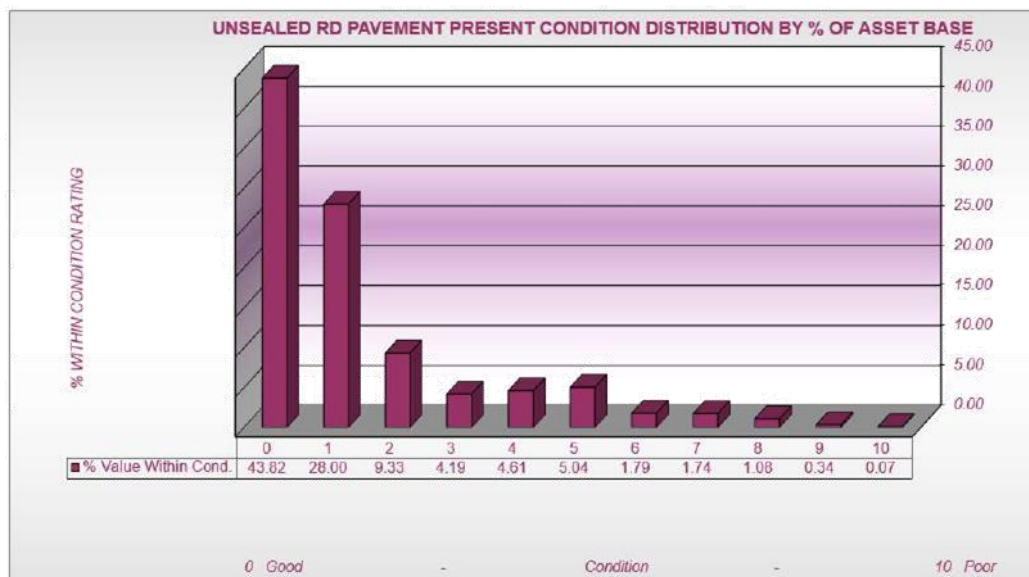
Figure 3: Sealed surface condition distribution in June 2021



Moloney reported that in December 2020 sealed surface assets were in fair overall condition and has improved since the 2016 survey.

8.3.3.4 Unsealed pavement

Figure 4: Unsealed pavement condition distribution June 2021



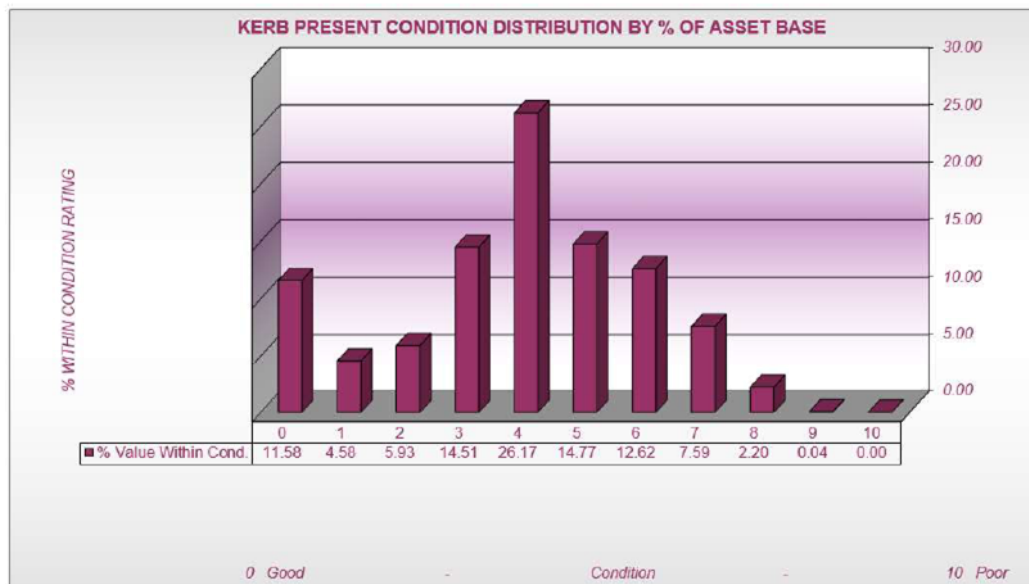
The condition is based on a design depth of 100mm for all unsealed pavements.

It can be seen that 99% of the unsealed pavement network is in good condition. This is primarily because of extensive renewal resheeting carried out Councils Road Infrastructure Flood

Restoration program following major flood events in 2010-11 along with the current ongoing focus on conditions 7.5 and above.

8.3.3.5 *Kerb and channel*

Figure 5: Kerb and channel condition distribution June 2021



It can be seen that 99.96% of the kerb and channel network is in good condition. This is due to Council's regular investment through the annual infrastructure program along with the current ongoing focus on conditions 8.5 and above.

8.3.4 Deterioration curves

Deterioration curves used in renewal financial modelling may be custom curves derived from Council's own condition records or default curves established by Moloney based on industry experience.

Modelling within the plan utilises a mixture of both default industry accepted degradation curves and Loddon Specific curves. This is due to a need to obtain more data for certain asset classifications in order to accurately model Loddon specific asset performance over time.

The basis for the adoption of deterioration curves used for financial modelling by Loddon is shown in the following table.

Table 28: Basis for the adoption of deterioration curves

Asset component	Asset set description	Basis for adoptions of deterioration curve
Urban Sealed Pavement	High traffic	Not modelled not used
	Low/moderate traffic	Custom – Loddon data
Urban Sealed surface	Asphalt high traffic	Not modelled not used
	Asphalt low/moderate traffic	Not modelled not used
	Spray seal high traffic	Not modelled not used
	Spray seal low/moderate traffic	Custom – Loddon data
Kerb & channel	Kerb	Default Moloney
Rural Sealed Pavement	High traffic	Not modelled not used
	Low/moderate traffic	Custom – Loddon data
Rural Sealed surface	High traffic	Not modelled not used
	Low/moderate traffic	Custom – Loddon data
Shoulders	High traffic	Not modelled not used
	Low/moderate traffic	Not modelled not used
Unsealed Road Pavement	High traffic	Not modelled not used
	Low/moderate traffic	Default Moloney

8.3.5 Asset useful lives and intervention levels

The life cycle of a sealed road is affected by a number of factors including:

- the initial design of the road
- the quality of construction methods and of materials used
- traffic volume and type of traffic
- climate
- roadside vegetation
- quantity and quality of maintenance carried out.

The life cycle of a gravel road is affected by a number of factors including:

- quality of gravel used
- depth of gravel placed on the road
- quality of construction methods
- traffic volume and type of traffic
- climate
- roadside vegetation
- quantity and quality of maintenance carried out
- profile of the road.

The adopted intervention levels and useful lives of the asset components used in financial modelling are stated in the tables below

Table 29: Effective asset lives

Asset component	Asset life in years
Sealed surface	21
Sealed Pavement	120
Gravel Shoulder	32
Gravel pavement	32
Kerb and channel	60

Sealed surfaces of roads have in the past been resealed on a 15 -16 year cycle, depending on aggregate size and seal condition. This asset management plan is based on an average reseal period of 18 years.

Using four condition surveys since 2005 and the resulting deterioration curves, the effective useful pavement life for sealed pavements adopted in this plan is 115 years (i.e. years before intervention is required). This is an increase from the previous useful pavement life of 80 years. While this is a significant increase in the expected useful life, it does not result in a significant impact to the predicted percentage of sealed pavement above intervention.

Table 30: Intervention levels and asset lives

Asset component	Intervention level	Life to condition 10	Useful life (life to intervention level) (years)	Basis for useful life
Urban sealed pavement	7.5	120	115	Moloney report and deterioration curves based on condition survey results
Urban sealed surface	7.5	21	18	
Kerb & channel	8.5	60	57	
Rural sealed pavement	7.5	120	115	
Rural sealed surface	7.5	21	18	
Unsealed road pavement	8.0	32	31	Based on anecdotal information referenced against MAV benchmarking.
Gravel shoulders	Not separately modelled, included in sealed pavement modelling			
Road formation	Not modelled			

8.3.6 Historical asset condition

The results of previous condition surveys with comments and trends are listed in the table below.

Table 31: Asset condition history

Asset	Survey years	Comments/trend
Sealed pavement	1996, 2000, 2003, 2005, 2007, 2010, 2013, 2016, 2019, 2021	Sealed pavements have been maintained in a fair condition
Sealed surface		Sealed surfaces have been maintained in fair condition but have declined in the most recent survey
Kerb & channel		Generally in poor to average condition
Unsealed pavement	20-33% annually inspected since 2012	Pavements in good condition bolstered by recent extensive flood damage reinstatement

8.3.7 Age profiles

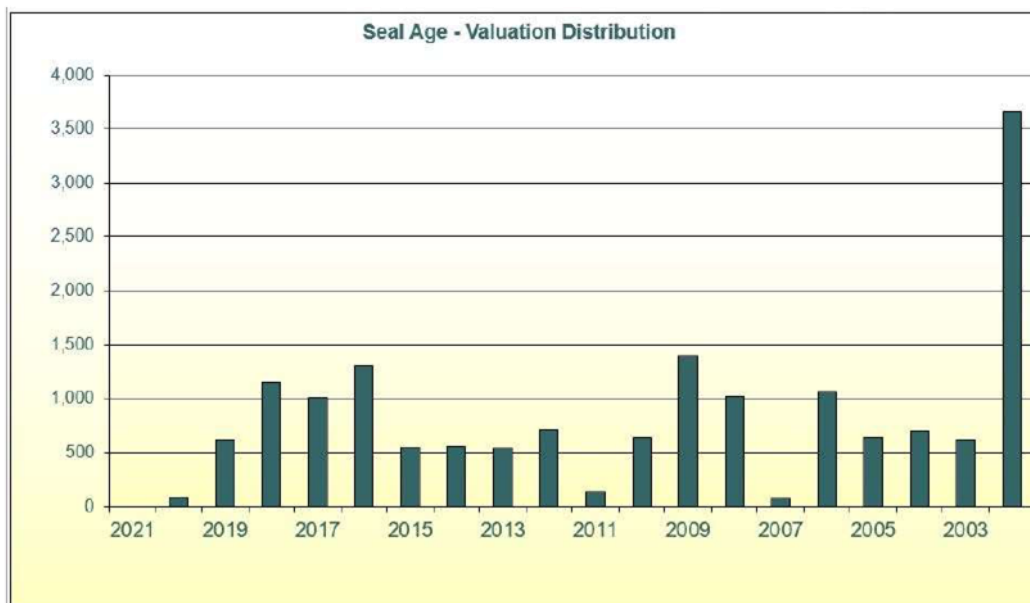
In rural municipalities from the late 1950's to the late 1980's there was a massive expansion of the rural sealed road network to accommodate public passion for modern cars, to provide easy access to towns and to provide safe and comfortable routes for school buses, funded primarily from federal sources.

Records of sealed pavement construction dates for Loddon Shire Council are incomplete as the records from seven pre-amalgamation municipalities varied in quality and detail.

With the average estimated life of 115 years used in this plan, sealed pavements could be between 42 and 75 years of age. The actual life of sealed pavements may be affected by factors such as traffic loading, pavement material quality, variability of naturally occurring pavement materials, pavement strength, foundation capacity, differing standards and construction techniques used by individual pre-amalgamation councils, inundation by floodwaters and drainage conditions.

For sealed surface assets the availability of good records allows a detailed analysis of seal age to be graphed as shown in the figure below.

Figure 6: Sealed surface age graph



Unsealed pavements have been inspected since 2012 but insufficient information is available to prepare an age profile for gravel pavements.

For kerb and channel there is insufficient data to establish an age profile.

8.4 Asset valuations

The unit rates used for valuation, or replacement cost, of the assets used for financial reporting are calculated using the most recent available Council contract rates, observed works expenditure and Consumer Price Index (CPI) from the Australian Bureau of Statistics (ABS). Asset registers are updated on an annual basis with the most recent unit rates to determine current replacement cost.

8.4.1 Total asset valuation

Asset valuation is carried out before the end of each financial year by the Assets & Infrastructure Department and is forwarded to Financial Services Department. The valuation process is executed through Moloney’s asset management system.

8.5 Historical data

Relevant historical data in the form of engineering plans applicable to the assets included in this plan are located as detailed below.

Table 32 Historical data

Available historical data	Location
Road and kerb and channel engineering plans	Plan filing cabinets and K:\Plans Database on Loddon Shire Council network

8.6 Routine maintenance plan

Typical maintenance defects are listed in the table below. Full details of applicable intervention standards and rectification timeframes are provided within Council's Road Management Plan.

Table 33: Typical maintenance defects

Typical maintenance defects
Pot holes
Edge breaks
Isolated pavement failures
Edge drop offs
Scours on unsealed surfaces
Rutting of unsealed surfaces
Corrugations on unsealed surfaces
Illegible or missing signs
Missing guide posts
Fallen trees/branches
Obstruction of sight distance by vegetation

8.6.1 Maintenance activities included within the budget

The road maintenance activity in the general ledger is:

331 Local road maintenance

This maintenance activity is further divided into the following ledgers:

- sealed road
- gravel road
- formed and unformed road
- storm clean up
- bridge and culvert
- roadside maintenance
- sign, furniture & delineation
- drainage maintenance
- street cleaning
- tree maintenance
- emergency call out
- grading.

8.6.2 Delivery of road maintenance and operations activities

Road maintenance and operational activities on sealed and unsealed roads are carried out by Council's in-house operations teams in accordance with specified intervention standards and response times detailed in Council's Road Management Plan.

8.6.3 Defect inspections

Maintenance defect inspection schedules are set out in 12.2 "Road and street inspection regimes" within Council's Road Management Plan (RMP).

8.6.4 Prioritisation of maintenance works

8.6.4.1 *Routine Maintenance Program:*

Maintenance works are prioritised in order of importance as follows:

1. emergency maintenance
2. hazard rectification
3. routine maintenance
4. programmed maintenance.

Routine maintenance is prioritised based on due date determined from prescribed defect response times in the Road Management Plan.

Programmed maintenance work is undertaken in line with the road grading program.

8.6.4.2 *Reseal preparation*

Maintenance works required in preparation for resealing works are identified by the Technical Services Department and undertaken by the Operations Department.

8.6.4.3 *Periodic maintenance*

Line marking and road marking of centrelines, stop and give-way lines is undertaken in conjunction with similar required following the resealing program.

8.6.5 Defect repair response times

Defect repair response times are as set out in Road Management Plan.

8.6.6 Standards and specifications

The standards for maintenance are described in the Road Management Plan in appendix 12.6 "Defect intervention levels and response times for roads and bridges".

8.6.7 Basis for future maintenance costs

Future maintenance costs for road maintenance are as detailed in 8.6.1 Maintenance activities included in the budget” and summarized in the “Financial projections” attachment.

8.7 **Renewal plan**

8.7.1 Renewal capital works program

Current capital works programs which may contain renewal works projects are:

- Reseals
- Local road amenity
- Local road safety
- Local road constructions
- Local road gravel resheets
- Local road shoulder sheets
- Township street improvements.

An annual infrastructure capital works program is developed each year by the Manager Assets & Infrastructure and Asset Management Coordinator. This program is then presented for consideration and adoption by Council.

Projects are sourced from a rolling program and are prioritised as detailed in section 8.7.2 below.

Allocation of funding between program categories e.g. reseals vs resheets is determined using the following influencing factors:

- available capital works funding within Council Long Term Financial Plan and Annual Budget.
- value of outstanding work contained within each rolling program category
- identified investment requirement from financial modelling to keep assets below intervention
- Council or strategic plan priorities
- availability of additional external funding sources
- risk to Council

8.7.2 Renewal priority ranking

8.7.2.1 *Sealed pavement rehabilitation*

Project prioritisation is based on the following criteria scored as per Council’s project scoping document template:

- road hierarchy
- traffic volume AADT
- commercial vehicles - No per Day
- school bus route
- crash statistics, No. in 5 Years
- widening requirement - AADT & CV's See Above
- condition - Moloney
- level of maintenance required
- benefit contribution available.

8.7.2.2 Process for handling renewal of low traffic rural sealed roads

As a general rule the average whole of life costs for sealed roads are higher than those for gravel roads. This is not always the case due to specific variables for local roads such as weather conditions, geology, traffic impact and construction methodology.

This plan proposes the continue Councils policy of downgrading existing sealed pavements which have been identified as no longer warranting being sealed. Typically such pavements accommodate very low traffic volumes (<50 vpd) and have relatively stable geology and environmental conditions. Roads will only be reverted from sealed to gravel surfaces at the time that they are identified as requiring renewal. Through this strategy long term funding requirements for the road network may be reduced.

Sealed roads which notionally have been identified as not warranting being sealed are tabled in Attachment 2 "Low trafficked sealed pavements."

The final determination of roads with sealed pavements which should not to be renewed to a similar standard is a three stage process.

When renewal of a low trafficked sealed pavement is imminent, stage 1 involves confirming that existing traffic volume data appears to have an Average Annual Daily Traffic (AADT) of less than 50 vehicles per day and less than 10 commercial vehicles per day.

In the second stage, consideration is given to the seven criteria detailed in 8.7.2.3 "Matters for consideration for renewal of low trafficked rural sealed roads".

Finally the Manager Assets & Infrastructure reports the investigation to Council with a recommendation to either retain the road or segment of road as a sealed pavement or to discontinue sealed pavement renewal.

When discontinuance of renewal is adopted for a particular road, as the sealed pavement begins to fail, failed sections will be progressively scarified, reshaped and compacted, returning the road to a gravel surface.

The sections downgraded will be maintained as gravel pavements. The remaining sealed sections will continue to be maintained as sealed roads.

8.7.2.3 Matter for consideration for renewal of low trafficked rural sealed pavements

1) Seasonal heavy traffic

Additional traffic counts shall be undertaken throughout the year to identify any seasonal variations in commercial vehicle use. An assessment of the likely impact of these variations on maintenance and renewal costs if the road became unsealed shall be made.

2) Flooding

A review of flooding records shall be undertaken to identify whether any sections of the road are subject to flooding. Irrespective of any other considerations made in Stage 2, those sections subject to flooding shall be retained in a sealed condition.

3) Reactive and dispersive sub-grade material.

A review of maintenance, rehabilitation and construction records shall be undertaken to identify whether in-situ subgrade material exists that is dispersive and/or reactive. If deemed necessary, laboratory testing may also be undertaken.

An assessment of the likely impact of such sub-grades on maintenance and renewal costs if the road became unsealed, shall be made.

4) Emergency service access

Each emergency service organisation operating within the Shire shall be asked to assess what impact the change of the road from sealed to unsealed would have on its ability to meet its service obligations.

5) Future demand

An assessment of the potential future demands on the road shall be undertaken by Assets and Infrastructure department who will monitor traffic data.

6) Topography, road alignment and other infrastructure

An assessment of the local topography and road geometry shall be undertaken to identify sections of road that would tangibly increase the risk of vehicle accidents, or increase maintenance costs, if changed from sealed to unsealed.

Irrespective of any other considerations made in Stage 2, those sections approaching railway crossings and vertical and horizontal curves (where oncoming traffic cannot be seen) shall be retained in a sealed condition.

7) Continuity of standard of service

An assessment of the safety impact of changing within a given road length from sealed to unsealed shall be made.

8.7.2.4 Reseals

Projects to be considered on the annual local road reseal program are prioritised using seal surface condition outputs from Moloney Asset Management System, combined with field inspections

8.7.2.5 Final seals

Final seals are undertaken typically one year following completion of a primer-seal on a pavement rehabilitation or construction project.

8.7.2.6 Gravel resheeting program

Candidate projects to be considered on the annual gravel resheeting program are identified by team leaders in the field and prioritised using Council's Project Scoping process.

Projects are prioritised based on the following criteria scored as per Council's project scoping document template:

- road category (hierarchy)
- number of houses serviced
- school bus route
- significant business/industry route
- pavement depth
- historical level of maintenance required.

8.7.2.7 Shoulder sheeting program

Candidate projects to be considered on the annual shoulder sheeting program are identified by team leaders in the field and prioritised using Council's Project Scoping process.

Projects are prioritised based on the following criteria scored as per Council's project scoping document template:

- road category (hierarchy)
- number of houses serviced
- school bus route
- significant business/industry route
- seal width
- shoulder material depth
- historical level of maintenance required.

8.7.2.8 Kerb and channel rehabilitation

Project prioritisation is based on the following criteria scored as per Council's project scoping document template:

- road hierarchy
- number of houses serviced
- effect on pavement condition
- condition – Moloney
- level of maintenance required
- area is not sewerred
- benefit contribution available.

8.7.3 Treatment options

Treatment options that are available for pavement renewal are summarised below.

Table 34: Renewal treatment options

Asset component	Treatment option	Comments
Sealed pavement	Reconstruction: Replacement of road base course and/or sub-base	Replacement of the existing base courses with new material. An expensive treatment which is not often used.
	Rehabilitation: Strengthen road sub-base and/or base course, resheet and primer seal.	Used extensively in rural areas. Involves removing the existing seal, reworking the existing pavement, often including stabilisation, then providing an additional pavement layer over the existing pavement then primer sealing.
	Major patching repair of isolated pavement failures	Removal of the failed section of pavement material (and possibly subgrade) and replacement with new materials, including surfacing. Usually involves areas greater than 10 sqm.
	In-situ pavement stabilisation to strengthen road base course	Increase the strength of existing base course materials by ripping and mixing existing material and adding a stabiliser (hydrated lime or cement), re-compacting and sealing
Sealed surface	Aggregate sizes	Generally 7mm, 10mm and/or 14mm aggregates are used on rural roads. In urban areas to minimise noise factors, 7 mm or 10mm aggregates are used.
	Bitumen binder	Increased use of polymer modified binders is occurring on cracked seals rather than undertaking extensive crack sealing prior to resealing.

8.7.4 Basis for future renewal costs

8.7.4.1 *Renewal modelling - renewal unit rates*

Moloney’s asset management system and asset register is used to model renewal of infrastructure and renewal unit rates are obtained from the “Codes” tab in the asset register spreadsheet.

Moloney asset sets not used in renewal modelling are tabled below:

Table 35: Unused asset sets for renewal modelling purposes

Standard Moloney set not used	Reasons for not using
Pavement (High traffic) Urban	All treated as low traffic and included in low traffic urban sealed pavements
Asphalt seal (High traffic) Urban	Included in low traffic urban spray seals
Asphalt seal (Low traffic) Urban	Included in low traffic urban spray seals
Spray Seal (High traffic) Urban	All treated as low traffic and included in low traffic urban spray seals
Pavement (High traffic) Rural	All included in low traffic rural sealed pavements.
Spray Seals (High traffic) Rural	All treated as low traffic and included in low traffic rural spray seals.
Shoulder pavement (High traffic or narrow seal)	Shoulders (gravel) included in low traffic rural sealed pavements.
Shoulder pavement (Low traffic)	Shoulders (gravel) included in low traffic rural sealed pavements.
Pavement (High traffic) Unsealed	All treated as low traffic and included in low traffic unsealed pavements.

8.7.4.2 Renewal expenditure

The proposed renewal expenditure detailed in the “Financial Projections Attachment” is based on renewal demand determined in financial modelling.

As gravel shoulders are not modelled, the renewal expenditure required is based on the length of road shoulder for seals less than 6m and a renewal life of 30 years.

The renewal funding strategy options are explained in the following section.

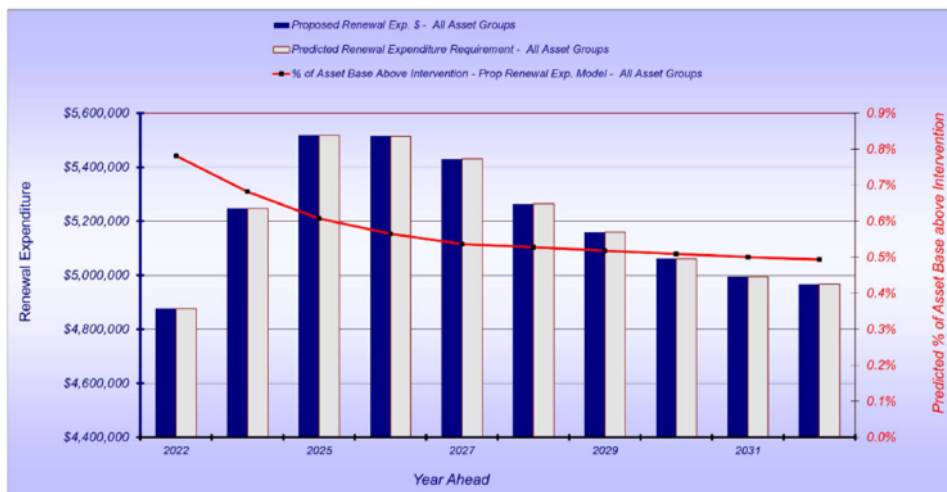
8.8 Funding Strategy for Renewal

8.8.1 Option 1 – Full funding of renewal demand

To demonstrate that it is a responsible asset custodian, Council should commit to funding its long term asset liabilities. This also aligns with Council’s *Asset Management Policy* objective of focussing on asset renewal before allocating funding to new assets and limiting asset expansion unless justified through sound business case.

The following figure shows the impact of fully funding the renewal demand driven by Council’s road network. In this scenario, there is no asset renewal gap. In year one of the analysis, 0.8% of road assets do not meet Council’s service standards. Based on the proposed funding profile, at year 10 of the forecast period this is reduced to 0.5% of the network.

Figure 7: Project renewal expenditure for full funding of renewal demand



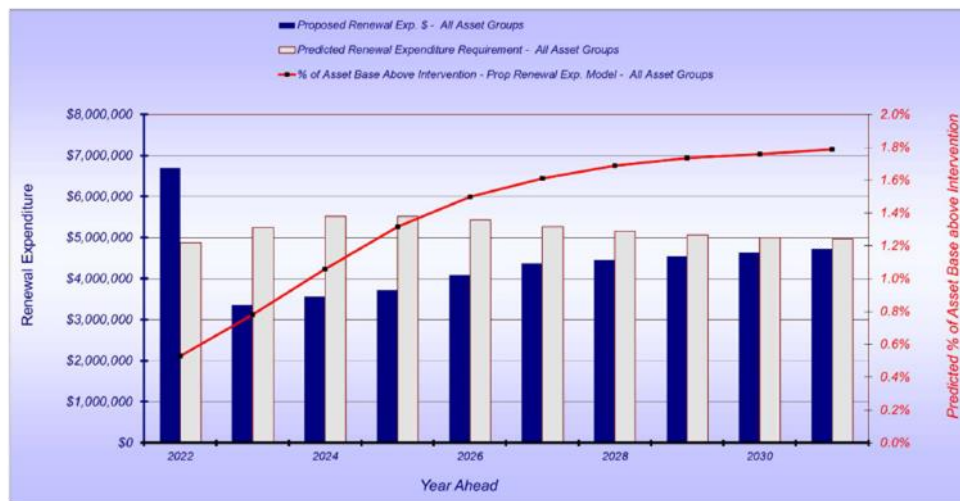
The required funding for Option 1 is greater than that currently in the Financial Plan. It would require Council to increase the amount of funding directed to roads by \$7,592,919 over the next 10 years.

8.8.2 Option 2 – Current Financial Plan

One of the challenges for Council will be the ability to manage the liability associated with road assets. To meet this challenge, a funding solution as per the existing Financial Plan has been developed to assess the impact on Council’s roads if the existing funding as per the Financial Plan is maintained.

The following figure shows the impact of adopting this funding strategy on Council’s road network. In year one of the analysis, 0.53% of road assets do not meet Council’s service standards. Based on the proposed funding profile, at year 10 of the forecast period this is increased to 1.79% of the network. Whilst this is an increase, the level of service of keeping 3% of Council’s road network below the intervention level is met. In addition, additional funding can be sought for roads by applying for grants to offset the renewal gap that will exist with this level of funding.

Figure 8: Projected renewal expenditure for renewal expenditure as per the Financial Plan



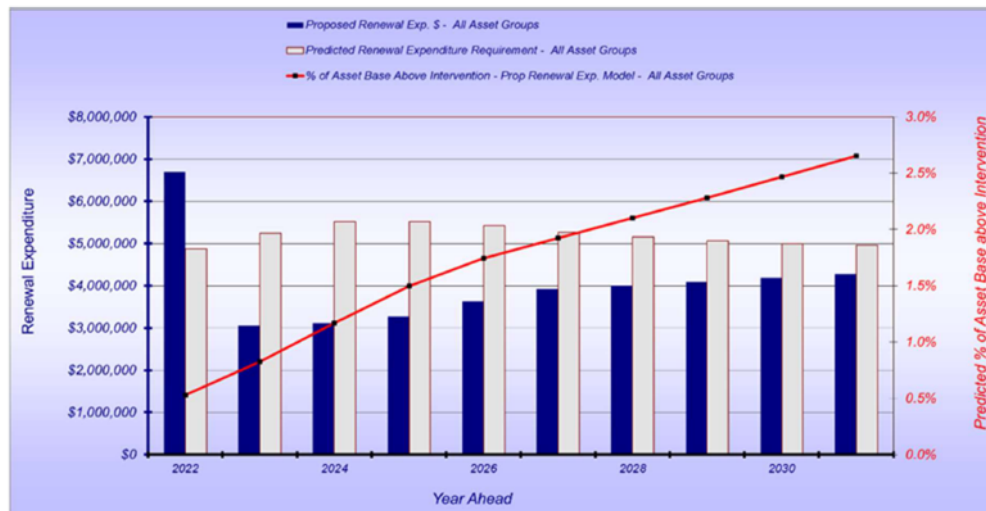
8.8.3 Option 3 – Current Financial Plan minus an allocation for new assets in other programs

Another of Council’s challenges is funding new assets where there is Council and community support (e.g. footpaths). To meet this challenge, a funding solution has been developed as per the existing Financial Plan with an additional allocation for new assets.

Three categories of new assets have been included. The first is for the continuation of the Amenity Program which is due to finish after the 2023/24 financial year in the current Financial Plan. An allocation of \$75,000 per year from 2023/24 was included in this modelling scenario. The second is for the continuation of the Safety Program which is due to finish after the 2023/24 financial year in the current Financial Plan. An allocation of \$75,000 per year from 2023/24 was included in this modelling scenario. Finally, an allocation of \$300,000 per year was included for new assets in the other category which can be directed to any other program (e.g. Footpaths) within the Financial Plan.

The following figure shows the impact of adopting this funding strategy on Council’s road network. In year one of the analysis, 0.53% of road assets do not meet Council’s service standards. Based on the proposed funding profile, at year 10 of the forecast period this is increased to 2.65% of the network. Whilst this is an increase, this is below the level of service of keeping 3% of Council’s road network below the intervention level. In addition, additional funding can be sought for roads by applying for grants to offset the renewal gap that will exist with this level of funding.

Figure 9: Projected renewal expenditure for renewal expenditure as per the Financial Plan minus an allocation for new assets



8.8.4 Assessment of funding options

Option 3 is considered the preferred funding model for the renewal of road assets whereby the existing Financial Plan funding is adopted minus an allocation is financial year which is directed to new assets. Under this funding model, the service level of keeping 3% of road assets below the condition intervention level will also be met. Whilst a funding gap exists with the proposed funding, this can be offset by applying for grants.

The full details of the funding by year are in the Appendix in Attachment 1.

8.9 New and upgrade works

8.9.1 New and upgrade works program

New and upgrade works may include:

- new roads
- upgrade of road surface type
- pavement widening
- safety improvements
- isolated intersection treatments
- new kerb and channel.

An annual infrastructure capital works program is developed each year by the Manager Assets & Infrastructure and Asset Management Coordinator and reported to council for consideration and adoption.

Projects are sourced from a rolling program and are ranked as detailed in section 8.8.2 below.

8.9.2 New and upgrade project ranking

8.9.2.1 Sealed pavement construction

Project prioritisation is the same as for sealed pavement rehabilitation in “8.7 Renewal Plan”.

8.9.2.2 *Kerb and channel construction*

Project prioritisation is the same as for kerb and channel rehabilitation “8.7 Renewal Plan”.

8.9.2.3 *Safety program*

Project prioritisation is based on the following criteria scored as per Council’s project scoping document template:

- traffic Volumes
- number of crashes / near misses reported in last 5 years
- sight distance & delineation
- provision of suitable guard rails, protective barriers or separation mechanisms
- vegetation
- drop off height
- road alignment assessment.

8.9.2.4 *Amenity program*

Project prioritisation is based on the following criteria scored as per Council’s project scoping document template:

- township or rural Location
- traffic volumes
- number of residential properties (houses / 100m)
- strategic location or precinct (Recreation, commercial / residential & tourist area's)
- specific surface / ride quality improvement
- road subject to antisocial behaviour (Hoon activity)
- through road or transit route.

8.9.3 Basis for future new and upgrade costs

New and upgrade capital expenditure appears in the 10 year financial projections when there are not sufficient renewal projects available to satisfy the annual capital expenditure projection.

Table 36: Future new and upgrade costs

Program	Timing	Cost (\$ p.a.)
Safety program	Next 3-8 years	50,000 – 150,000
Amenity program (Sealing pavements)	Next 3-8 years	40,000 – 120,000
Kerb and channel	Next 1-7 years	35,000 – 50,000

8.10 Operations plan

Operations activities are carried out by Council’s in-house operations teams in conjunction with road maintenance activities under Council’s Road Management Plan.

Typical operational activities include:

- street cleaning
- tree trimming
- roadside vegetation maintenance
- storm clean-up
- emergency callout
- removal of dead animals,
- accident clean-ups
- drain cleaning
- inspection program.

Operational activities and costs are combined with maintenance costs.

Based on the low cost and impact of the operational activities there is no benefit in separately costing operations.

8.10.1 Current operations programs

Current asset operations costs are tabled below.

Table 37: Operations costs

Operations costs	Annual
Current operations activities	Local road maintenance activities in budget

8.10.2 Basis for future operations costs

Operating costs are combined with maintenance costs and detailed in the Financial Projections attachment.

8.11 Disposal plan

8.11.1 Forecast disposal of assets

Generally disposal of roads assets is very limited in practice.

However Council needs to reduce its maintenance and renewal effort wherever possible. Council will investigate options to close or dispose of roads to relieve it of responsibility for sections of:

- dead-end roads which service only one dwelling or property
- roads which are not required for public use.

The actual costs associated with disposal of any roads will be insignificant. No cost for disposal is identified in the 20 year financial forecast.

Potential rationalisation/disposals identified are tabled below.

Table 38: Identified assets for disposal

Asset	Justification for disposal	Timing
None identified	N.A	N.A

9 FINANCIAL PLAN

9.1 Financial statements and projections

Financial projections for maintenance and operations, capital renewal, new and upgrade expenditure are provided for:

- sealed pavement
- sealed surface
- gravel shoulders
- unsealed pavement
- kerb and channel
- amenity program
- safety program.

Required investment projections over 20 years are detailed in the Financial Projections Attachment.

Expenditure projections are in 2021-2022 dollar values and exclude GST.

No required expenditure is predicted for disposal of road assets.

9.2 Funding strategy

Expenditure has historically been funded from the following sources:

- rates
- Roads to Recovery
- Victoria Grants Commission
- other grants
- special charge schemes.

9.2.1 External funding

Council relies on external funding primarily from Roads to Recovery and Victoria Grants Commission Local Roads Funding allocations to manage its local road network.

External funding levels are summarised in the following table.

Table 39: Future external funding

Year	Roads to Recovery funding (\$)	Victoria Grants Commission Local Roads Funding (\$)	Total external funding (\$)
2021-22	2,387,726	3,867,460	6,255,186
2022-23	2,387,726	3,983,484	6,371,210
2023-24	2,387,726	4,102,989	6,490,715
2024-25	2,507,112	4,352,861	6,859,973

9.2.2 Commitment of capital works funding

The capital works funding identified in this plan is an annual commitment. Funding will primarily be used for renewal works but where insufficient renewal projects are available to fully expend this commitment, unexpended funds will be used to fund:

- road improvements such as intersection realignments
- upgrades such as pavement widening
- safety and amenity program works
- renewal, upgrade or construction of other infrastructure (e.g. footpaths).

9.2.3 Financial projections

The financial projections in this plan are used in developing the Financial Plan. In the annual budget development process Council may not be able to fully fund the projections in this plan or the Financial Plan. As a result these financial projections may be amended on a prorated basis from time to time.

Redistribution of available funding between annual infrastructure program categories may also occur during development of the annual budget, in accordance with the factors described in section 8.7.

9.2.4 Key assumptions made in financial forecasting

The following assumptions have been made in developing the financial forecast:

- there will be no significant net increase in the overall extent of the road network
- corporate administration charges, interest costs and other indirect overheads have been excluded from operational expenditure
- all expenditure predictions are based on current costs, excluding GST
- external funding will continue at current or known levels.

10 ASSET MANAGEMENT PRACTICES

10.1 Asset management systems

Details on asset management systems used by Council are summarised below.

Table 40: Asset management systems used for individual asset categories

Asset category	Software/asset management system	Data collection/review
Urban sealed roads	Moloney Asset Management System – Roads module	At time of condition survey or when otherwise notified.
Rural sealed roads		
Unsealed roads		
Kerb & channel		

The current asset management system has no link to the financial/accounting system.

10.2 Standards and guidelines

Standard drawings and technical standards applicable to the assets included in this plan are detailed in:

- Infrastructure Design Manual (IDM)

and the following subsidiary documents referenced in the IDM:

- Austroads Design Manual,
- Austroads Standard Drawings
- Traffic Management: VicRoads Traffic Management Manual Volumes 1 & 2,
- Signs: AS 1742 Manual of uniform traffic control devices,
- Signs: Tourism Victoria & VicRoads, Tourist Signing Guidelines.

Standards applicable to this plan are as in Clause 12 "Design of roads" in the Infrastructure Design Manual but with variations detailed below.

10.2.1 Urban road standards

Section 12.3 "Urban roads" details standards for urban roads.

In Loddon the standards used for sealed streets are detailed in:

- standard drawing SD 610 "Typical road profiles access place & street/collector level 1 & 2" in the following profiles:
 - access street and
 - collector street Level1

and in

- Table 2 "Urban road/street characteristics" for the following street types:
 - access street and
 - collector/connector street level 1.

Urban gravel streets are constructed to the rural access – group A councils profile in standard drawing SD 615 "Typical road profiles low density residential collector/rural access" with a minimum compacted design pavement depth of 100mm.

In Selection Table 4 "Kerb profiles" Loddon uses kerb and channel sections B2, SM2 and SM2 Modified, depending on the location.

10.2.2 Rural road standards

Section 12.4 "Rural roads" details standards for rural roads.

In Loddon the standards used for rural roads are detailed in:

- standard drawing SD 615 “Typical road profiles low density residential collector/rural access” in the following profiles:
 - rural access - group A councils and
 - low density residential collector road - group A councils

and in

- Table 6 “Rural road characteristics” for the following road types for standard A councils:
 - rural access and
 - rural collector roads.

But for rural gravel roads the minimum pavement width is 4.6m and the design pavement depth is a minimum of 100 mm compacted gravel of crushed rock.

10.2.3 All weather access standard

The minimum standard for an all-weather access road is:

Pavement width	4.6m
Design pavement depth	100 mm compacted depth of gravel or crushed rock

11 IMPROVEMENTS AND MONITORING

11.1 Improvement program

The asset management improvement plan generated from this asset management plan is shown in Table 25 **Error! Reference source not found.** At this stage, targeted customer research has not been undertaken for Council’s road assets.

Table 41: Improvement Plan

Task	Responsible person	Resource type	Timeline
Conduct formal condition assessments of the roads network at regular frequencies that are appropriate for this asset class.	Asset Management Coordinator	Internal	As resources permits
Confirm community levels of service through engagement with the public. Current technical levels of service should be reviewed accordingly.	Manager Assets & Infrastructure	Internal	As resources permits
Council should review and implement processes to measure the community's level of satisfaction with Council's roads at least annually.	Director Corporate Services	Internal	As resources permits
Review modelling of financial forecasts on a biannual basis (2 yearly). Forecasts to provide input in the Financial Plan, Annual Budget, and Capital Works Program.	Manager Assets & Infrastructure	Internal	As resources permits
Develop a project-based three (3) year Capital Works Program for renewals, upgrades and new works and integrate with Council's Financial Plan.	Asset Management Coordinator	Internal	As resources permits
Develop a process to review the applicable road hierarchy e.g. where rural residences are no longer occupied.	Asset Management Coordinator	Internal	As resources permits

Council's Manager Assets & Infrastructure will need to determine the priority of the actions in this improvement plan, allocate a responsible officer and identify resource needs. This is to ensure that the implementation of these improvement actions align with Council's overall asset program. This prioritisation and allocation of resources should be consistent with Council's Asset Management Strategy and overall asset management framework

12 COSTING AND FUNDING OF ACTIONS

Table 42: Cost and funding of this plan

Activity	Estimated Cost (\$)	Expected external funding (\$)	Net cost to Council (\$)	Proposed funding source	Funding timeframe
Annual maintenance - operations costs & capital expenditure, on roads, streets, kerb and channel	9,930,210	6,371,210	3,572,504	Roads to Recovery & Victoria Grants Commission.	2022-23

Annual maintenance - operations costs & capital expenditure, on roads, streets, kerb and channel	10,189,715	6,490,715	3,685,931	Roads to Recovery & Victoria Grants Commission.	2023-24
Annual maintenance - operations costs & capital expenditure, on roads, streets, kerb and channel	10,608,973	6,859,973	3,468,377	Roads to Recovery & Victoria Grants Commission	2024-25

Costs are in 2021-2022 dollar values and exclude GST.

13 REFERENCES

Asset Management Policy 2020
 Asset Management Strategy 2011
 Road Management Plan 2021

14 APPENICES

14.1 Appendix 1 Community satisfaction survey

The latest community satisfaction survey was undertaken in 2021.

Outcomes of the survey relating to roads is summarised in the table below.

Table 43: Results of community satisfaction survey

Performance measure	% of respondents who rated performance					
	Very good	Good	Average	Poor	Very poor	Can't say
<i>Condition of sealed roads</i>	7	31	28	21	11	1
<i>Maintenance of unsealed roads</i>	7	26	30	22	12	3

15 ATTACHMENTS

15.1 Attachment 1 - Financial Projections

15.2 Attachment 2 - Low trafficked sealed pavements

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16 ATTACHMENT 1 – FINANCIAL PROJECTIONS

This attachment contains the financial projections resulting from strategies within the Road Asset Management Plan and from renewal gap modelling undertaken from time to time. Note that all costs are shown in 2016 dollar values and don't include footpath and drainage capital expenditure.

Projected 10 year maintenance and capital expenditure

Budget Year	Maintenance & operations expenditure (\$)	Capital renewal (\$)					Capital new or upgrade (\$)				Total annual capital expenditure (\$)
		Sealed pavement	Sealed surface	Gravel shoulder	Unsealed pavement	K & C	K & C	Amenity Program	Safety Program	Other	
21-22	6,295,694	4,905,633	723,259	86,580	838,018	166,576	0	397,084	459,407	0	7,576,557
22-23	6,385,040	1,243,513	1,130,667	194,156	405,419	85,995	30,000	78,831	90,093	300,000	3,558,674
23-24	6,477,869	1,369,169	1,027,403	202,040	458,325	58,449	30,000	120,957	120,957	300,000	3,687,300
24-25	6,579,619	1,402,659	1,074,384	210,081	517,874	63,733	30,000	75,000	75,000	300,000	3,748,731
25-26	6,669,388	1,638,857	1,121,578	218,282	586,791	69,193	30,000	75,000	75,000	300,000	4,114,701
26-27	6,768,598	1,778,469	1,167,733	226,649	670,447	74,834	30,000	75,000	75,000	300,000	4,398,132
27-28	6,877,595	1,814,161	1,192,770	237,316	683,185	76,825	30,000	75,000	75,000	300,000	4,484,257
28-29	6,989,222	1,850,530	1,218,283	248,249	696,166	78,855	30,000	75,000	75,000	300,000	4,572,083
30-31	7,103,516	1,887,580	1,244,280	259,453	709,393	80,923	30,000	75,000	75,000	300,000	4,661,629
31-32	7,220,631	1,925,353	1,270,771	270,941	722,872	83,031	30,000	75,000	75,000	300,000	4,752,968

N.B The 2021-22 budget year has carryovers and other one off funding included in it which was not detailed earlier in the asset management plan. This year has already been allocated so this has no material effect on budget allocations going forward.

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17 ATTACHMENT 2 – LOW TRAFFICKED SEALED PAVEMENTS

Road	Traffic Volume AADT (vpd)	Commercial vehicles (cvpd)
Abattoirs Rd	14	1.68
Appin South Rd	24	10.08
Arnold Newbridge Rd	24.2	2.904
Arnold West Inglewood Rd	31	14.57
Barclay Rd	24	3.36
Baringhup Eddington Rd	45	5.4
Barraport East Rd	31.6	6.004
Barraport West Rd	35	4.55
Bealiba Wehla Rd	13	3.25
Berrimal Wedderburn Rd	35	3.5
Boort Fernihurst Rd	40	3.6
Boort Kurting Rd	43	3.87
Boort Yando Rd	14	1.82
Calivil Mail Rd	26	8.32
Canary Island Leaghur Rd	33	17.49
Cemetery Rd	15	0.9
Charlton Borung Rd	49	16.66
Dalziels Rd	31.6	0.948
Dingee Settlement Rd	12	2.28
Dunns Rd	35	9.8
Dunolly Rheola Rd	27	9.99
Eastville Rd	35	9.45
Elmsford Rd	28	6.44
Fentons Creek Wehla Rd	14	3.08
Fiery Flat Rd	38	3.8
Hamleys Rd	45	3.15
Hangmans La	6	0.96
Hill Rd	49	2.94
Kamarooka Store Rd	30	1.8
Keoghs La	14	0.28
Kingower Kurting Rd	28	1.68
Loddon West Rd	21	8.19

Road	Traffic Volume AADT (vpd)	Commercial vehicles (cvpd)
Mincha Canary Island Rd	38	4.94
Mysia East Rd	23	3.22
Mysia West Rd	17	0.68
Neivandts Rd	22	5.28
Newbridge Bridgewater Rd	46	14.26
Nine Mile Wedderburn Rd	19	2.47
Nine Mile Woosang Rd	10	2.5
Old Charlton Boort Rd	12	2.64
Penny La	7	0
Pyramid Cemetery Rd	5	0.75
Quambatook Wychitella Rd	17.1	10.773
Rheola Arnold Rd	12	1.8
Rheola Llanelly Rd	30	5.1
Richards Rd	33.6	16.8
Richmond Plains Wedderburn Rd	34	1.7
Rothackers Rd	26.9	5.918
Shelbourne Rd	11	2.09
Silo Woolshed Rd	31	17.05
Simpson Creek La	7	1.26
Slatterys Rd	20	11.6
Sylvaterre Rd	35	16.45
Tandarra Elmore Rd	49	9.8
Tandarra Serpentine Rd	20	9.2
Tarnagulla Eddington Rd	11	1.21
Wedderburn Buckrabanyule Rd	24	6.96
Wedderburn Serpentine Rd	50	7.5
Wedderburn Wychitella Rd	22	0
Wehla Wedderburn Rd	10	1.1
Weir Rd	12	0.24
Whittaker La	41	4.92
Wilkinsons Swamp Rd	27	6.75
Woodstock Rd	34	15.64
Wychitella Bus Route Rd	31	1.86
Wychitella North Rd	11	1.1
Yallook Mail Rd	36.4	6.916
Yarrowalla East Rd	43	10.75
Yarrowalla West Rd	45	19.8

10.8 BUILDING ASSET MANAGEMENT PLAN

File Number: FOL/19/432737
Author: Daniel McQueen, Asset Management Coordinator
Authoriser: David Southcombe, Manager Assets and Infrastructure
Attachments: 1. Building Asset Management Plan

RECOMMENDATION

That Council adopt the Building Asset Management Plan.

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 Building Asset Management Plan (BAMP) was discussed at the March 2022 Council Forum.

BACKGROUND

Council's current Building Asset Management Plan (BAMP) was adopted in 2019 and was the second version of this document. The 2019 version of the BAMP recommended a capital renewal allocation of \$400,000 per annum.

The BAMP outlines key elements involved in managing Council's building assets associated with caravan parks, community centres, Council depots, elderly persons units, Council offices, preschools and child health centres, public halls, public toilets, recreation reserve buildings, senior citizens centres, staff accommodation and miscellaneous 'other' buildings.

It combines management, financial, engineering and technical practices to ensure that the level of service required by user groups is provided at the lowest long-term cost to the community and is within the limits of Councils fiscal constraints.

ISSUES/DISCUSSION

The 2019 BAMP recommend that \$400,000 per annum be allocated for the renewal of Council's buildings. This was based on modelling undertaken and is forecast to improve the condition of Council's buildings from 2.82 to 2.23 over a 10 year period (starting in 2019). No changes to the renewal allocation is proposed as part of the 2022 review of the BAMP. The renewal modelling was not updated in this review. As the current modelling is only three years old and no new condition assessments have been undertaken since 2019.

The review of the Plan entailed minor changes such as:

- updated references to Section 86: Committee of Management to Section 65: Community Asset Committee as per the Local Government Act 2020
- Council department name changes
- included Inglewood EPU's
- simplified future demand forecast table to align with other Council Asset Management Plans
- maintenance guidelines updated to include solar as well as rubbish and recycling in Appendix E.

COST/BENEFITS

No changes to the proposed renewal allocation from the 2019 BAMP are proposed in the 2022 update. During the process of data collection and assessment for the 2019 BAMP, it was identified that the total replacement value of the Council owned 173 buildings was just over \$60 million (2017/18 data). The annual depreciation expense was evaluated to be \$1,184,447 (2017/18 data). Whilst this is far greater than the \$400,000 proposed capital renewal. Council spending on renewal is considered adequate at this point in time.

RISK ANALYSIS

There are no significant risks associated with the adoption of the new Plan. However, deviation from the proposed expenditure based on the financial modelling may increase future annual liability on building assets.

CONSULTATION AND ENGAGEMENT

The BAMP has been discussed with internal stakeholders on a number of occasions.

LODDON SHIRE COUNCIL

BUILDING ASSET MANAGEMENT PLAN



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Assets & Infrastructure
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
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DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Council Plan 2021-2025 Asset Management Strategy 2011 Asset Management Policy 2020
RELATED LEGISLATION:	Local Government Act 2020
EVIDENCE OF APPROVAL:	

Signed by Acting Chief Executive Officer

FILE LOCATION: TBA

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

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1 PURPOSE

The Building Asset Management Plan (BAMP) outlines key elements involved in managing Council's building assets associated with caravan parks, community centres, Council depots, elderly persons units, Council offices, preschools and child health centres, public halls, public toilets, recreation reserve buildings, senior citizens centres, staff accommodation and miscellaneous 'other' buildings.

It combines management, financial, engineering and technical practices to ensure that the level of service required by user groups is provided at the lowest long term cost to the community within the limits of Council's fiscal constraints.

2 BUDGET IMPLICATIONS

The adoption of this plan predicts a required expenditure of \$400,000 per annum capital expenditure and \$232,000 maintenance expenditure. This has been extrapolated out over 20 years and is expected to be sufficient expenditure for capital renewal works on Council buildings. This level of expenditure will result in a small improvement in the condition of Council's existing buildings. It matches the existing level of funding of capital expenditure and maintenance for buildings which is considered adequate.

3 RISK ANALYSIS

The majority of risks associated with Council's buildings relate to those which are mitigated through adequate maintenance and renewal of buildings. This plan outlines many improvement actions which will address a number of these risks. These include condition auditing buildings to gain a greater understanding of building condition to allow accurate planning of renewal works, undertaking asbestos audits and removal where necessary to reduce potential public health risks, and reviewing Community Asset Committee instrument of delegation guidelines to ensure there is a clear understanding of the responsibility for maintaining and managing buildings between the Council and committees of management.

4 INTRODUCTION

4.1 Background

Council owns, controls and manages building infrastructure assets with the objective of delivering services sufficient to meet agreed current and longer-term needs of the local community whilst remaining financially sustainable in accordance with the Council's current and long-term financial objectives.

The BAMP has been produced in accordance with the International Infrastructure Management Manual (IIMM) and industry best practice (adhering to the principles of ISO 55000:2014). The BAMP outlines key elements in managing the building assets to ensure that agreed levels of service are provided at a financially sustainable and lowest long-term cost to the community and Council over a 10-year planning period. These key elements include:

- maintaining a Council Building Asset Register
- building infrastructure asset management
- managing the maintenance and renewal improvement programs to meet progressively identified deficiencies
- compliance with regulatory requirements
- communicating strategies, levels of service and funding expectations to the community.

4.2 Asset management principles

Council’s goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost-effective manner for present and future consumers. The key elements of infrastructure asset management are:

- providing a defined level of service and monitoring performance
- managing the impact of growth through demand management and infrastructure investment
- taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service
- identifying, assessing and appropriately controlling risks
- linking to a 10 year financial plan which identifies required, affordable expenditure and how it will be financed.

Key elements of the planning framework include:

- **Levels of service:** specifies the services and levels of service to be provided.
- **Future demand:** how this will impact on future service delivery and how this is to be met.
- **Life cycle management:** how to manage its existing and future assets to provide defined levels of service.
- **Financial summary:** what funds are required to provide the defined services.
- **Asset management practices:** how we manage provision of the services.
- **Monitoring:** how the plan will be monitored to ensure objectives are met.
- **Asset management improvement plan:** how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2020
- Building Condition and Performance Assessment Guidelines – Practice Note 3 v2 2016
- International Organization for Standardization (ISO) 55000:2014
- ISO 31000:2018

4.3 Key stakeholders

The following stakeholders fulfil roles which impact Council’s objectives and capacity to manage building infrastructure assets:

Table 1: Key stakeholders in building asset management

Stakeholder group	Role or involvement
Internal stakeholders	
Elected Council	Custodian of the asset, with Councillors representing the residents and setting strategic direction as per the Council and Strategic Plans
Executive Team	To ensure that the Asset Management Policy and the Asset Management Strategy are being implemented as adopted, and to ensure that long-term financial needs to sustain the assets for the services they deliver are advised to Council for its strategic and financial planning processes

Stakeholder group	Role or involvement
Asset Management Team / Asset Managers	As the custodian of buildings assets, the team is responsible for the overall management of the assets including ensuring useful asset life is optimised and adherence to service provision. It is also responsible for the monitoring and updating of the BAMP and ensuring its outcomes are realised to achieve the levels of service being required from utilisation of the assets.
Maintenance (internal)	To ensure provision of the required/agreed level of maintenance services for asset components
Service Managers	Coordination and monitoring of services delivered utilising a building asset.
Financial Services	To ensure that adequate financial information is provided to Council and to the relevant asset managers to facilitate sound management of the assets
Corporate Services	To ensure appropriate governance and management is in place for the assets such as Community Asset Committees
Information Technology (IT)	To ensure that the relevant IT systems are functioning and that any data within the systems is secure and its integrity is not compromised
Internal auditors	To monitor adherence to relevant policies and recommend improvement where applicable
External stakeholders	
Community	General users of the building facilities and members of the committees of management
Committees of management	Community Asset Committee/Committees of management associated with each of the buildings
Community user groups	Users of building facilities that have been dedicated to provision of a specific service (e.g. child care, senior citizens)
External service providers	Those external bodies or agencies that provide services to the community utilising council owned buildings and facilities (e.g. Bendigo Bank Community Branch)
Maintenance contractors	To ensure provision of the required/agreed level of maintenance services for asset components
Utility service providers	Agencies that provide utility services such as electricity, gas, water, sewerage, telecommunications necessary to facilitate building serviceability
DELWP	Victorian Department of Environment, Land, Water and Planning are the effective owners of the Crown land and some buildings within the Council's area of management
Council's insurer	Provides insurance and risk management facility options

A way to view the relationship between some of these stakeholders and their impact on service delivery is through the relationship diagram shown in the following figure.

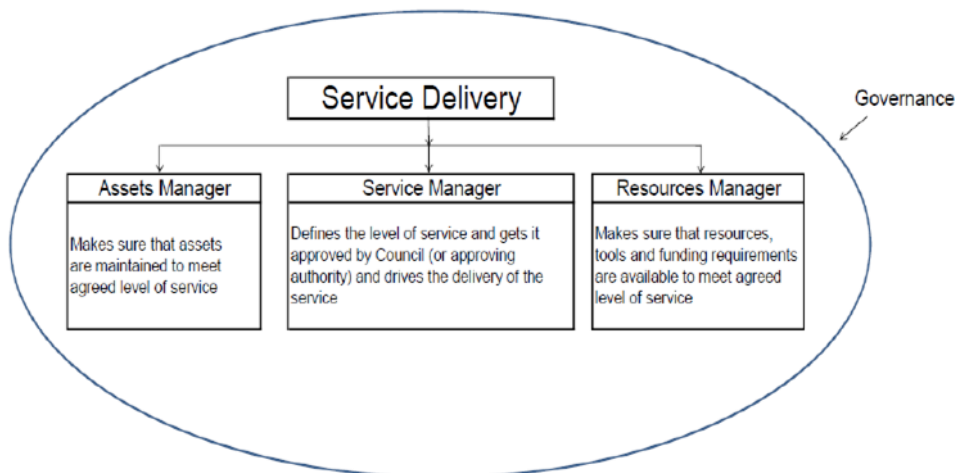


Figure 1: Contribution to Service Delivery by Assets Manager, Service Manager, and Resources Manager

The Assets Manager, Service Manager, and Resources Manager all contribute to the delivery of the relevant service, with governance surrounding them to represent the mechanisms and rules through which the service is provided.

The Assets Manager represents the Asset Management Team who is responsible for ensuring the assets are maintained in an adequate condition to meet the required level of service. The Service Manager represents the relevant Service Manager for the building who decides on the level of service to be achieved. The Resources Manager represents a number of stakeholders depending on the situation. The Resources Manager is the position that has access to resources to undertake maintenance, renewal, or upgrades to the building to meet the required level of service. Depending on the situation and building this may be the Assets & Infrastructure team, the Service Manager, or the Works Department.

4.4 Key internal documents, registers, plans and programs

The following relevant internal documents, registers, plans and programs are referenced in this BAMP and they are essential to the effective administration of this BAMP:

4.4.1 Building Asset Register (BAR)

The BAR is the register of assets which maintains all the information pertaining to each of the Council’s building assets necessary to facilitate effective asset management. The BAR is a responsive register as it is required to be updated in a timely manner to reflect changes in building attribute status.

4.4.2 Building Operations and Maintenance Management Plan (BOMMP)

The BOMMP provides the framework for managing the Council’s building infrastructure operations and maintenance activities, including addressing:

- the definitions of defect inspection types (both planned and reactive)
- programmed inspection frequency
- defect intervention levels
- maintenance prioritisation

- response times.

The BOMMP is functionally managed by the Building Maintenance Management System (BMMS).

4.4.3 Community Asset Committee Maintenance Guidelines (CACMG)

The CACMG provides a schedule of responsibility for the respective maintenance areas of particular buildings as managed via Community Asset Committee instruments of delegation. It is intended that the CACMG provide clarity regarding maintenance responsibilities between Council and the committees of management.

See Appendix E for Council's Community Asset Committee Maintenance Guidelines (CACMG).

4.4.4 Capital Improvement Program (CIP)

The CIP is where all proposed and potential capital investments in improving asset condition and services (including asset renewal, asset upgrade, asset creation and disposal) are listed and prioritised. All identified projects are to be initially evaluated and then added to the CIP if deemed worthwhile as a potential project. The CIP includes all asset classes relevant to Council and should be reviewed annually by the Asset Management Team to ensure that proposed projects:

- are thoroughly assessed for technical merit
- conform to Council strategic policy and objectives
- receive consistent and credible prioritisation
- are effectively planned for the appropriate funding year.

4.4.5 Capital Works Evaluation Guidelines (CWEG)

The CWEG provides a framework for prioritisation ranking of proposed capital works projects according to specified criteria. All projects are subject to prioritisation in accordance with CWEG methodology, which includes prioritisation guidelines for both within the asset class as well as across asset classes.

The development of the Capital Works Evaluation Guidelines is an action of the BAMP. See Section 11.1 for details.

4.4.6 Building Asset Management Improvement Plan (BAMIP)

The BAMIP details key improvement items with the overall objective that they will, once completed, result in more effective and mature asset management practices for Council managing its building infrastructure and services. The BAMIP is a responsive register and key performance outcomes will be reported as applicable in each BAMP revision.

See Section 11.1 for key outcomes of the Building Asset Management Improvement Plan (BAMIP).

5 ASSET DESCRIPTION

The buildings owned or managed by Council are provided to the community for a range of uses and services and represent a significant investment by the community and is vital to its lifestyle, health and wellbeing.

Council buildings have been categorised to identify functional use for reporting, asset lifecycle prioritisation and risk management purposes.

5.1 Council-controlled buildings

The below table is a list of building asset category which the Council has overall control of the buildings via either:

- direct ownership of land and building
- delegated control as the Community Asset Committee for buildings located on Crown land
- lease agreements with Vic Track.

For some of these buildings which either Council owns or controls on Crown land, Council has delegated control to respective Community Asset Committee (CAC) – including Section 65 instrument of delegation agreements.

Note: Buildings which Council leases (such as Vic Track) or are planned to be disposed of in the near future have been assumed to have no effective replacement value but are still included in this list and have been included in the condition and financial analysis contained within this BAMP.

Table 2: Building assets on Council's balance sheet

Building asset category	Sub-category	No. of buildings	Replacement value ¹ (\$)	Footprint (Sq. m)
Children and family services	Pre-school and maternal child health centres	5	\$2,184,170	1,565
Commercial operations	Commercial property	1	\$181,675	182
Community facilities	Public halls	14	\$16,015,103	6,086
	Community centres	6	\$7,487,715	2,882
	Senior citizen centres	4	\$2,804,549	1,152
	Airport infrastructure	2	\$314,146	533
	Other community buildings	15	\$1,538,553	1,715
Historical buildings	Historical society buildings	5	\$1,986,374	948
	Historical railway buildings	7	\$89,160	1,236
	Museums	2	\$549,048	575
Municipal facilities	Municipal offices	4	\$4,384,882	1,576
	Municipal depots	6	\$1,738,137	2,612
Public amenities	Public toilets	19	\$1,902,303	1,193
Social housing/residential	Caravan parks	18	\$2,127,514	1,780
	Elderly persons units	16	\$3,461,463	2,302
	Staff residence	1	\$329,571	384
Sports and recreation facilities	Swimming pools	11	\$1,268,112	1,249
	Clubrooms	21	\$10,498,739	5,919
	Change rooms/toilets	7	\$1,105,501	798
	Other sports and recreation buildings	7	\$657,902	442
Other facilities	Miscellaneous buildings	2	\$364,552	346

Building asset category	Sub-category	No. of buildings	Replacement value ¹ (\$)	Footprint (Sq. m)
Total		173	\$60,187,866	35,475

¹ : The replacement values have been valued as at 30 June 2017.

See Appendix A for the list of Council-controlled buildings.

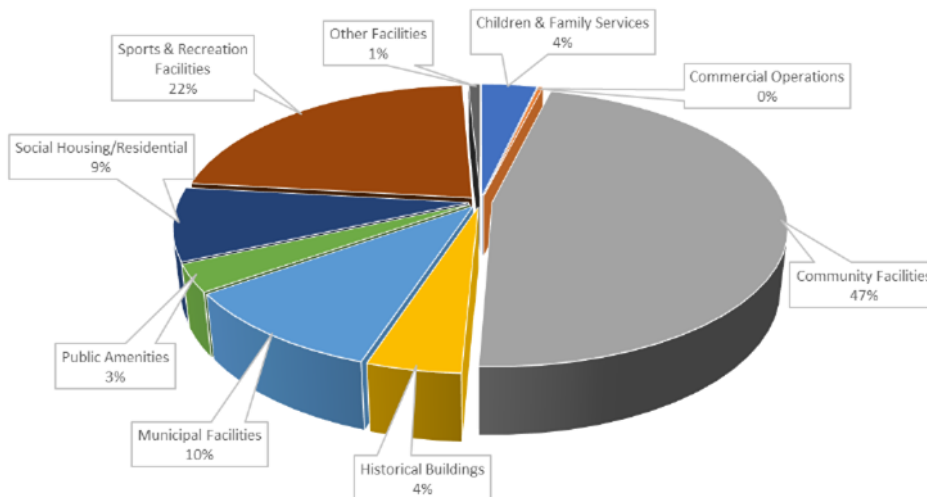


Figure 2: Replacement values by building asset category for Council-controlled buildings

5.2 Other committees of management buildings

There are also buildings on Crown land where Council does not have delegated control but the control lies directly with respective committees of management. For these buildings Council has less involvement and responsibility and these buildings have not been included in the condition and financial analysis contained within this BAMP. In many cases Council pays the insurance for these buildings.

See Appendix B for the list of other Crown land committee of management buildings.

6 LEVELS OF SERVICE

Key factors that affect Council’s capacity to provide levels of service include:

- **Asset control:** where building ownership status, management and operational agreements between Council and community groups/facility users and/or Community Asset Committee for the ongoing use of Council buildings determines asset management obligations and capacity to influence levels of service.
- **Functional hierarchy:** where Council ranks buildings according to set criteria to assist in prioritisation of resource allocation.
- **Customer requirements:** these are customer expectations of the services provided by the utilisation of the asset, which are, in turn, dependent upon the customers’ ability and willingness to pay.

- **Legislative requirements:** these are those mandatory provisions or standards set by local, state, federal or international bodies that govern asset utilisation, particularly in terms of various issues affecting the general public.
- **Strategic and corporate goals:** these are the broad framework-based management directives issued within Council. These are expected to be consistent with Council's goals and values stated in policies, strategies, and the Corporate Plan.
- **Availability of resources:** primarily financial constraints.

6.1 Building control status

There are a variety of arrangements with how the buildings which Council either owns or controls are managed from an asset management perspective (e.g. operation, maintenance, renewal). Council has full asset management ownership responsibilities for some buildings however it also has external agreements with community groups/facility users and/or Community Asset Committee for the ongoing use of some buildings and thus is not responsible for all asset management obligations. Hence for these buildings Council has reduced capacity to influence provision of service levels compared to the buildings which Council owns and has direct control over.

Some of these external agreement arrangements are formalised with documented agreements, however for some of these arrangements, documentation is sparse resulting in less certainty and understanding regarding asset management responsibilities between respective parties.

Typical agreements include:

- **Section 65 Community Asset Committee instrument of delegation:** Council can delegate some of its responsibilities to special committees made up of Councillors, Council staff, and members of the community. These are known as Section 65 Community Asset Committee and are operated according to the Local Government Act (2020) and the Council's Section 65 Community Asset Committee instrument of delegation. Recreation reserve buildings and public halls often have a Section 65 Community Asset Committee.
- **Other committee of management (Community Asset Committee) agreements:** Council can also reach a less formal agreement with members of the community to share/delegate some of its responsibilities to a committee of management operated according to Council's management agreement.
- **Occupancy/lease agreement:** Council provides the building to others to be used for a specific operational purpose (such as pre-schools) which may or may not be managed by a formal agreement.
- **Building insurance agreement:** Council has agreed to pay the building insurance for selected buildings which it does not own and may or may not have a Management Agreement.
- **Buildings and reserve allocation agreement:** Council provides an annual financial allocation to eligible organisations associated with the management of selected buildings (typically halls). This financial allocation is expected to be used to help with the operations and maintenance costs incurred by the organisation.

A key objective of these agreements is to clarify key asset lifecycle management obligations, including:

- operations (including payment for utilities and building insurance)
- maintenance
- renewal/refurbishment
- upgrade/improvements
- provision of new assets
- rationalisation and disposal of assets

- any potential financial reporting requirements.

Council has ultimate ownership responsibility for buildings (and site land) which it owns. However, there is a lack of clarity for some buildings regarding building ownership and asset management responsibilities (building control status), such as for buildings which Council ‘controls’ and are located on Crown land. It is an objective of Council to progressively confirm building control arrangements through agreements for all relevant buildings on the Council BAR. A list of buildings that require review of their control status is in Appendix M.

See Appendix C for the building control status and asset management responsibility.
 See Appendix E for the Community Asset Committee Maintenance Guidelines (CACMG).
 See Appendix K for buildings that require review of their control status.

6.2 Building service planning area and upgrades

Service managers at the Council utilise buildings listed in this BAMP as part of providing services on behalf of the Council (e.g. Community Wellbeing for preschool, senior citizens). It is expected that any need and potential for upgrade works is identified by the relevant service managers and approved through the appropriate channels. The funding proposed in the BAMP does not cover upgrade works to any building facilities. It is based on maintaining the condition of buildings and the levels of service at current levels. Service managers proposing upgrades to buildings will need to fund these through other sources from either within or outside the Council.

See Appendix A Council controlled buildings list for building service planning area

6.3 Building functional hierarchy

Building function determines the strategic importance of buildings within the network of Council assets. Council does not have the resources to maintain every asset to the same level of service. Ranking the assets within a hierarchy and assigning different levels of service for each hierarchy level enables Council to more easily prioritise resourcing appropriate for each asset class. This means that the higher order assets attract greater resource because they carry greater risk and are of greater importance to the community. They may have shorter lead times to intervention to repair, maintain or renew the asset. Whereas assets that sit lower down the asset hierarchy, do not carry the same level of importance. Lead time to intervention may be greater.

Each building is ranked according to the following functional hierarchy categories in order to determine an overall functional hierarchy level so that each building is ranked as between a Level 1 to Level 4 building:

- building function/purpose
- frequency of use
- criticality
- community expectation.

Table 3: Building functional hierarchy categories

Parameter	Score	Description
Building function/purpose		
Level 1	10	<ul style="list-style-type: none"> • Municipal offices • Large and important community centres (e.g. community hubs) • High use public toilets and amenities

Parameter	Score	Description
Building function/purpose		
Level 2	7	<ul style="list-style-type: none"> • Medium use public toilets and amenities • Halls for general public use serving the larger community • Child health care, kindergartens and maternal health centres • Senior citizen centres • Recreation building facilities (e.g. large sporting clubrooms) • Residential buildings (e.g. elderly persons units and staff housing) • Major municipal depots
Level 3	5	<ul style="list-style-type: none"> • Low use public toilets and amenities • Halls for general public use serving small communities • Smaller community centres • Historical buildings (e.g. historical society and railway station buildings) • Smaller recreation clubrooms, swimming pool facilities and caravan park facilities
Level 4	2	Miscellaneous and utility buildings (e.g. workshops, sheds, outbuildings)
Frequency of use		
4-7 days/week	10	Typical (or average) number of days per week/month facilities are utilised to provide its service
2-3 days/week	7	
2 -4 days per month	4	
<2 days per month	1	
Criticality		
Critical	10	Critical to Council's function or with heritage and cultural values
Medium	7	Serves a broad cross-section of the municipality, including visitors
Local	5	Facilities that provide services to the community on a local level.
Non-critical	2	Non-critical and vacant buildings
Community expectation		
High	10	Community expectations on level of maintenance and management.
Medium	7	
Low	4	
Insignificant	1	
Hierarchy		
Level 1	32 to 40	Building hierarchy = building purpose + frequency of use + criticality + community expectations
Level 2	27 to 31	
Level 3	17 to 26	
Level 4	0 to 16	

The following table lists the hierarchy levels for the respective building types:

Table 4: Building functional hierarchy levels by building types

Building functional hierarchy level	Building types
Level 1	Municipal office Community - level 1 Public toilet - level 1
Level 2	Public hall - level 1 Senior citizens centre Pre-school and child/maternal health centres Elderly persons units Staff housing Sports/recreation clubroom - level 1 Major municipal depots Bendigo Bank branch
Level 3	Public hall - level 2 Community centres – level 2 Public toilets – level 2 and 3 Historical society buildings Museums Caravan park office, cabins, amenities Sports/recreation clubroom - level 2 Swimming pool facilities Other depots
Level 4	Public hall – levels 3 and 4 Railway buildings Pump sheds Workshops Airport buildings Storage/shed/utility buildings

6.4 Customer research and expectations

A key asset management function is to facilitate consultation with key stakeholders, such as the community, to gain feedback regarding appraisal of the current level of service and expectations for future levels of service. Currently there is no research on customer expectations regarding the levels of service associated with the Council's stewardship of its building infrastructure. This will be investigated for future updates of the BAMP.

6.5 Legislative requirements

There are many legislative requirements relevant to the management of building assets. These include:

Table 5: Legislative requirements

Legislation	Requirement
Local Government Act 2020	Sets out role, purpose, responsibilities and powers of local government including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery. Allows delegation of powers to a committee of management.
Local Government Finance and Reporting Regulations 2004	
Building Act 1993	Regulates building work and standards and provides for the accreditation of building products, construction methods, building components and building systems. Also provides an effective system for issue of building and occupancy permits, administration and enforcement building and safety related matters and dispute resolution. In addition, this legislation regulates building practitioners and plumbers. The Act limits periods within which building and plumbing actions may be brought.
Building Regulations 2018	
Disability Act (Vic) 2006	The Disability Act establishes a framework for providing support and services to people with disabilities throughout Victoria.
Domestic Animals Act 1994	The purpose of this Act is to promote animal welfare, the responsible ownership of dogs and cats and the protection of the environment.
Dangerous Goods Act 1985	An Act to promote the safety of persons and property in relation to the manufacture, storage, transfer, transport, sale, purchase and use of dangerous goods.
Electricity Safety Act 1998	The purpose of this Act is to make further provision relating to the safety of electricity supply and use and the efficiency of electrical equipment.
Environment Protection Act 2017	The purpose of this Act is to create a legislative framework for the protection of the environment in Victoria having regard to the principles of environment protection
Graffiti Prevention Act 2007	The purpose of this Act is to reduce the incidence of graffiti.
Housing Act 1983	An Act to modernise housing law, to improve housing administration in Victoria.
Heritage Act 2017	The main purposes of this Act are: (a) to provide for the protection and conservation of places and objects of cultural heritage significance and the registration of such places and objects; and (b) to establish a Heritage Council; and (c) to establish a Victorian Heritage Register.
Independent Contractors Act 2006	The principal objectives of this Act are: (a) to protect the freedom of independent contractors to enter into services contracts; and (b) to recognise independent contracting as a legitimate form of work arrangement that is primarily commercial; and (c) to prevent interference with the terms of genuine independent contracting arrangements.
Landlord and Tenant Act 1958	This legislation defines roles, responsibilities and obligation of landlords and tenants with respect to lease and hire of buildings etc.
Residential Tenancies Act 1997	This legislation defines roles, responsibilities and obligation of landlords and tenants
Occupational Health and Safety Act (Vic) 2004	The Act sets out the key principles, duties and rights in relation to occupational health and safety. The general nature of the duties imposed by the Act means they cover a very wide variety of circumstances, do not readily date and provide considerable flexibility for a duty holder to determine what needs to be done to comply.
Occupational Health and Safety Regulations (Vic) 2017	

6.6 Strategic goals

This asset management plan is prepared under the direction of Council's vision, mission, goals and objectives.

Our Community Vision is:

Creating a community where everyone is welcome and has the opportunity to live, work and thrive.

Relevant Council Plan strategies and Council's role are:

Table 6: Strategic goals addressed by BAMP

Strategy	Council's role
1.1 We will implement financially and environmentally sustainable infrastructure that supports our social and economic needs	
1.1.1 Plan for future facilities and infrastructure that meet community need Finalise asset management plans and long term strategies for Council assets <ul style="list-style-type: none"> ▪ We will do this by reviewing and implementing asset management plans across all asset classes to ensure they reflect the current environment 	Deliver

6.7 Customer levels of service

Customer levels of service measure how the customer receives the service and whether value to the customer is provided. Customer levels of service measures are based around:

- Quality:
 - How good is the service?
 - What is the condition or quality of the service?
- Function:
 - Is it suitable for its intended purpose?
 - Is it the right service?
 - Is the service over or under used and do we need more or less of these assets?
- Safety:
 - Has the service unreasonably increased risk of harm to users?
 - Can there be more appropriate safety measures provided?

There is limited information available for reporting on current performance. Council plans to:

- update customer complaint reporting for buildings so that the complaints are categorised in alignment with the agreed levels of service
- introduce a building maintenance management system so that work orders resulting from customer requests can be tracked and reported
- review the performance targets once reliable current performance data has become available.

Table 7: Customer levels of service

Key performance measure	Level of service	Performance measure process	Performance target	Current performance
Customer levels of service				
Quality	Facilities are adequately maintained	Number of customer complaints	Annual complaints below agreed benchmark ¹	Data not available
		Community survey	80% satisfied	Survey has not been undertaken
Function	Facilities are suitable for intended use	Number of customer complaints	Annual complaints below agreed benchmark ¹	Data not available
		Community survey	80% satisfied	Survey has not been undertaken
Safety	Facilities are safe for public and staff (internal) use	Number of reported incidents	< 5 incidents per annum	< 1 incident per annum reported
	Ensure all facilities meet asbestos regulations	Asbestos register up to date, all relevant buildings compliant with audit requirements and removal program in place	< 2 friable asbestos incidents per annum	< 1 friable asbestos incident per annum reported
	All relevant facilities compliant with Essential Safety Measures requirements	Regular servicing of fire equipment, emergency lighting and security systems	100% servicing carried out in accordance with building standards for nominated buildings	100% Compliant

¹: Benchmark for customer levels of service are to be determined once building maintenance management system is operational and aligned with customer complaint reporting.

6.8 Technical levels of service

Supporting the customer service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance. Technical service measures are linked to the activities and annual budgets covering:

- **Operations:** the regular activities to provide services (e.g. condition inspections, essential safety measures audits).
- **Maintenance:** the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life.
- **Renewal:** the activities that return the service capability of an asset up to an agreed level.

- **Upgrade/new:** the activities to provide a higher level of service or a new service that did not exist previously.

There is limited information available for reporting on current performance. Council plans to:

- introduce a Building Maintenance Management System (BMMS) so that work order performance can be analysed and reported
- develop the Building Operations and Maintenance Plan Program
- review the performance targets once reliable current performance data has become available.

Table 8: Technical levels of service

Key performance measure	Level of service	Performance measure process	Performance target	Current performance
Technical levels of service				
Responsiveness	Respond to work requests and complaints within target time-frame	Number of work requests and complaints completed	80% of work requests and complaints completed within target timeframe ²	Data not available
Compliance	Compliance with the Building Code of Australia and related legislative/technical standards: - structural adequacy - access/egress - fire services - emergency lighting - ventilation	Building permit compliance audit for nominated buildings	All nominated buildings compliant by end June 2024, subject to funding approvals	Data not available
Condition	Provide facilities that are in a safe and well - maintained condition	Building overall condition index (OCI): 1 = As New/Excellent 2 = Good 3 = Average 4 = Poor 5 = Very poor	All Council owned buildings – average OCI < 2.8	Data not available

Key performance measure	Level of service	Performance measure process	Performance target	Current performance
Maintenance and renewals	Planned maintenance and renewal works.	Review effectiveness against budget, standards and timelines	Capital works program: >90% budget expenditure delivered within specified year	Data not available
			Planned maintenance program: >90% planned annual maintenance tasks completed within year	Data not available
Accessibility	All abilities accessible facilities provided	Survey/audit	Complete the Disability Discrimination Act (DDA) action plan for building upgrades by end June 2024, subject to funding approvals	Data not available

²: The buildings planned maintenance program is being developed and will be more effectively implemented with the introduction of the buildings maintenance management system. The targets timing will be subject to continual review and update.

7 FUTURE DEMAND

The objective of asset management is to create, operate, maintain, rehabilitate, and replace assets at the required level of service for present and future customers in a cost effective and environmentally sustainable manner. The asset management plan must therefore forecast the needs and demands of the community in the future and outline strategies to develop the assets to meet these needs.

7.1 Demand forecasts and impact on assets

The present position and projections for demand drivers, and their potential impacts on future service delivery and use of assets is identified and documented in the Table below.

Table 9: Demand drivers, projections and impact on services

Demand factor	Projection	Impact on assets
Population change	Census figures estimate the population of Loddon Shire is currently stable.	<ul style="list-style-type: none"> ▪ Population stability reduces the capacity of Council to raise revenue through rates.

Demand factor	Projection	Impact on assets
		<ul style="list-style-type: none"> Stability of population reduces need for new facilities.
Demographics	The population of Loddon Shire is increasing in age. Between 2011 and 2016, there was a 8% increase in the number of residents over the age of 60. This trend is expected to continue.	<ul style="list-style-type: none"> Increased demand for works and upgrades to enable greater accessibility. Upgrade of Council buildings to meet Disability Discrimination Act requirements.
Disability Discrimination Act	Likely that recognition will continue to rise and legislative targets will increase i.e. upgrading of Council's buildings to meet DDA requirements.	<ul style="list-style-type: none"> Additional upgrade and renewal costs.
Legislative requirements	Higher standards for improved safety and amenity.	<ul style="list-style-type: none"> Higher levels of service may impact on the amount of maintenance and renewal able to be undertaken with allocated expenditure.
Consumer preferences and expectations	Likely that new technology will create new amenities that consumers will expect in buildings.	<ul style="list-style-type: none"> Additional upgrade and renewal costs.

7.2 Demand management plan

Any demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures. Non-asset solutions focus on providing the required service without the need for asset ownership and management actions including reducing demand for the service, reducing the level of service (allowing some assets to deteriorate beyond current service levels) or educating customers to accept appropriate asset failures.

Currently, due to the relatively stable population , combined with the minimal impact of forecast change in other drivers on demand for Council services, there is no formal demand management plan. However if the demand drivers change then strategies and actions to help manage these changes in demand will be developed in future revisions of this BAMP. Below is a list of demand issues and responses which can be expanded on in the future if and when developing the demand management plan.

Table 10: Demand management issue summary

Service area	Demand issue	Demand management objectives
Regulations	Increased general regulatory bureaucracy	Increase staff resources. Utilise office space more efficiently in order to accommodate more staff.

Service area	Demand issue	Demand management objectives
Regulations	Increased building code/DDA compliance	Increase staff resources. Increase auditing requirements. Increase capital works expenditure.
Education/training	Energy management	Educate about energy efficiencies and alternative energy options.
Demand substitution	Asset efficiency	Rationalise buildings that have only one activity. Provide incentives for amalgamation of groups to use existing resources.

8 ASSET LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Council plans to manage and operate the assets at the agreed levels of service whilst managing lifecycle costs.

8.1 Asset capacity and performance

Assets are generally provided to meet design standards where they are available. Assets should perform in a manner that supports rather than hinders the service being provided through use of the asset. A building/facility asset may no longer be 'useful' because the structure cannot meet demand as its capacity to meet user demands is inadequate or it is unable to perform to the required level. This could be because it:

- no longer suits the service being provided within it and repairs and maintenance will not improve the position
- no longer suits but an upgrade of the facility will improve the position
- is still quite suitable for service if in sound condition but it is unreliable or unsafe and in continual need of costly maintenance.

Building locations where deficiencies in service performance have been identified should be reviewed in terms of:

- should the building/facility be upgraded?
- should the building/facility be renewed (or replaced with an alternative)?
- should the building/facility be disposed of?

8.2 Background data

8.2.1 Asset age

The buildings which are listed on the Council Building Asset Register are of varying ages as shown following:

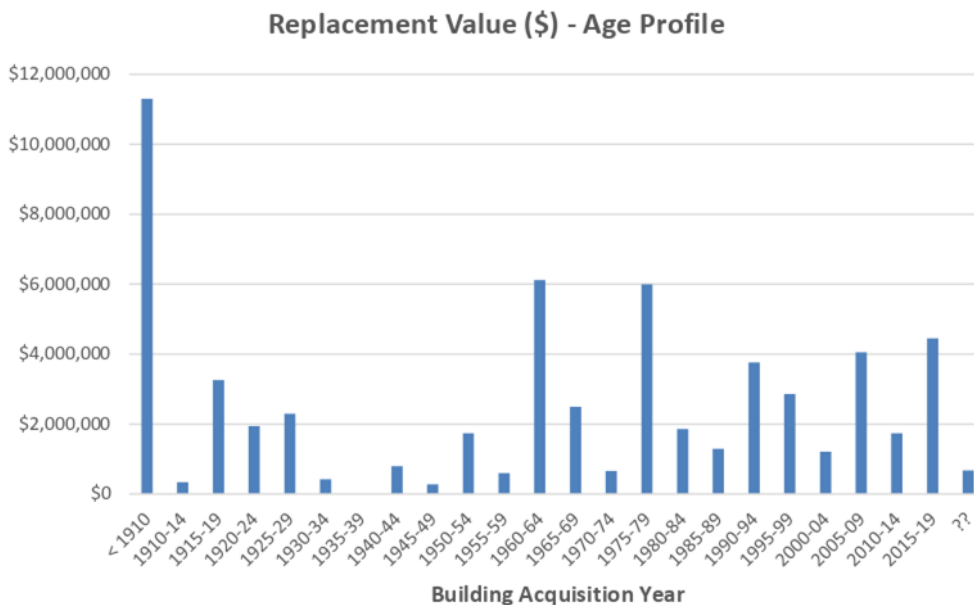


Figure 4: Age profile of buildings

8.2.2 Asset condition

Council has adopted a five-point rating to characterise asset condition, as described in the table following:

Table 11: Building condition rating categories

Condition rating	Status	Condition
1	As new/excellent	Brand new asset - as new condition and appearance No defects
2	Good	Minor defects
		Superficial wear and tear
		Some deterioration to finishes
		Minor maintenance required in addition to cyclic maintenance
3	Average	Significant defects are evident
		Services are functional but need attention
		Significant maintenance required
		Capital renewal or upgrade may be required within the next 5 years
4	Poor	Major defects - badly deteriorated
		Potential structural problems
		Unacceptable appearance
		Components fail frequently
		Significant renewal/upgrade required within the following 2 years
5	Very poor	Building has failed - not operational
		Unfit for occupancy or normal use
		Environmental/contamination/pollution issues exist
		End of life provides no service potential

Due to the nature of building construction, assessing building condition is best done by analysing the building in terms of its respective building components as described below:

Table 14: Building component description

Building asset category	Sub-category
Structure	Includes the main structure of the building - weight bearing walls, posts and external cladding
Substructure	Includes joists, bearers, concrete slabs and foundations
Roof	Includes roof trusses, cladding and gutters
Fittings and fixtures	Includes all internal non-weight bearing walls, ceilings, wall finishes, kitchens and other fit outs
Floor coverings	Includes all floor coverings
Water/plumbing	Includes water supply, storm water, backflow prevention valves, water treatment and filtration systems and sewer pumps
Mechanical	Includes air conditioning, lifts, escalators, building control systems and other similar services
Electrical	Includes switchboards, cabling, lighting and data
Fire and safety	Includes all fire safety equipment (fire extinguishers, alarms, etc.) and other essential safety measures (emergency lighting, access and egress and ventilation)
Transport	Includes car parking
Security	Includes locks, bolts, CCTV, access control and movement sensors
Site services	Includes utility services through to building
Site externals	Includes land, access paths, drainage, septic system and other infrastructure

A building Overall Condition Index (OCI) is then calculated which provides a component-weighted overall condition rating for each building. The condition of most Council buildings was assessed in late 2016. For the purposes of this BAMP the condition assessments are assumed to still be valid.

Table 13: Building Overall Condition Index (OCI) (as at 30 June 2017)

Building asset category		No. of buildings	OCI
Children and family services	Pre-school and maternal child health centres	5	2.88
Commercial operations	Commercial property	1	2.98
Community facilities	Public halls	14	3.27
	Community centres	6	2.69
	Senior citizen centres	4	2.99
	Airport infrastructure	2	3.00
	Other community buildings	15	2.89
Historical buildings	Historical society buildings	5	3.44
	Historical railway buildings	7	2.99
	Museums	2	2.95
Municipal facilities	Municipal offices	4	2.52
	Municipal depots	6	3.13
Public amenities	Public toilets	19	3.59
Social housing/residential	Caravan parks	18	2.65
	Elderly persons units	16	3.11
	Staff residence	1	2.25
Sports and recreation facilities	Swimming pools	11	2.99
	Clubrooms	22	3.06

Building asset category		No. of buildings	OCI
	Change rooms/toilets	6	2.82
	Other sports and recreation buildings	7	3.17
Other facilities	Miscellaneous buildings	2	3.94
Total		173	

See Appendix F for the component condition score rating for each building category.

It is expected that some older categories of buildings which typically do not have high frequency of use (such as the historical society buildings, some public halls and miscellaneous and storage/utility buildings) will have a lower condition rating than other building categories.

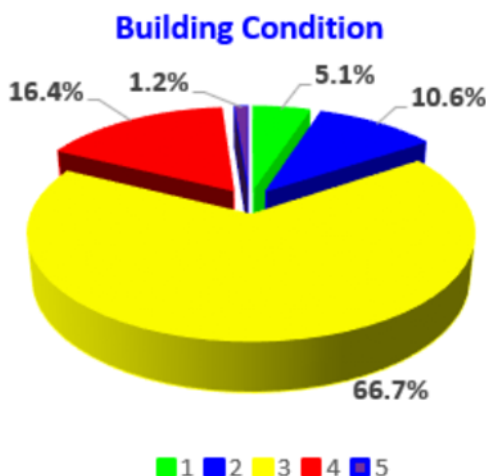


Figure 5: Building component condition summary

8.3 Operations and maintenance plan

The operations and maintenance plan is the framework for how Council seeks to operate and maintain assets to provide the defined level of service to approved budgets in the most cost-efficient manner.

Operational and maintenance activities keep the asset safe, in good working order for the intended usage and attractive for the user. Effective operational and maintenance activities do not extend the design service life of the asset but are essential to ensure it reaches that design life. Inadequate or no maintenance results in reduced service life and increased rehabilitation costs. Poor maintenance results in a vicious cycle of unattractive site leading to reduced usage leading to further natural or vandal induced degradation.

Operations activities affect service levels including quality and function through the types and timing of activities, and the design of the infrastructure. Examples of these include asset inspections and public amenity and office cleaning.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Maintenance may be classified into reactive, planned and specific maintenance work activities.

1. Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

2. Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown experience, priority of works, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.
3. Specific maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, replacing air conditioning units, etc. This work falls below the capital/maintenance threshold but may require a specific budget allocation.
4. Deferred maintenance, i.e. works that are identified for maintenance and unable to be funded, are to be included in the risk assessment and analysis in the Building Risk Management Plan.

8.3.1 Buildings operations and maintenance responsibility

The responsibility for operations and maintenance of buildings is determined by the building control status and the building hierarchy and category. Typically either Council or the Community Asset Committee has agreed asset management responsibility for operations and maintenance.

See Appendix C: Buildings control status and asset management responsibility list

8.3.2 Buildings Operations and Maintenance Management Plan (BOMMP)

Council is currently developing its operations and maintenance plan, similar to the (legislatively required) road management plan, covering building assets. When completed it will address:

- definition of defect inspection types (planned and reactive)
- minimum programmed Inspection frequency by asset hierarchy
- intervention levels and maintenance prioritisation by asset hierarchy, and
- response times.

The BOMMP is to be managed by the Buildings Maintenance Management System (BMMS) and will be regularly updated to reflect identification of new issues/defects, etc. For this revision of the BAMP, the BMMS has not been implemented and hence a comprehensive scheduling of operations and maintenance activities has not been completed. It is expected future revisions of the BAMP to include a reference to the BOMMP.

8.3.3 Building inspection program

As part of the BOMMP, building inspections are required for the following compliance areas:

- fire services
- pest control
- contract cleaning audits
- electrical services
- plumbing and gas services
- air-conditioning
- OH&S/risk audits
- general maintenance
- essential safety measures
- asbestos audits
- condition assessments
- building permits

See Appendix G for the Building Inspection Program (BIP).

8.3.4 Basis for future operations and maintenance costs

Historical data on operating and maintenance costs assist prudent budgeting. Such data also assists in ensuring adequate provision is made for such costs when Council considers new capital proposals and when Council accepts gifted assets.

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The total annual operating and maintenance cost for Council buildings is approximately \$800,000. This comprises \$512,000 for operations and \$288,000 for maintenance. This maintenance amount is greater than the amount forecast by the modelling of \$232,000 (see Section 10.2). This difference results from yearly variations resulting from annual maintenance requirements. For example, the \$288,000 maintenance allocation includes \$66,000 for asbestos management (audits and removal) which will not be required again once they are completed.

See Appendix H for the buildings operations and maintenance annual cost summary.

8.4 Renewal and replacement plan

Renewal and replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure resulting in additional future operations and maintenance costs.

The responsibility for renewal and replacement for each building infrastructure is listed in Appendix C - Buildings control status and asset management responsibility list.

8.4.1 Buildings renewal and replacement responsibility

The responsibility for building renewal and replacement is determined by the building control status – where typically either Council or Community Asset Committee has agreed asset management responsibility for renewal and replacement.

See Appendix C: Buildings control status and asset management responsibility list.

8.4.2 Renewal demand and renewal gap

Modelling of Council's building components suggests that an average capital renewal of \$200,000 to \$250,000 per year would normally be required for renewal to maintain buildings and infrastructure services at the current level of just below average (near average overall condition score of 3). The modelling suggests that to improve the average condition of buildings over the next 10 years will require more than \$250,000 capital renewal investment per year – an average annual capital renewal investment of approximately \$400,000 over the next 10 years will raise the average building condition level to good (condition score 2.23). Annual renewal expenditure on Council buildings has been in the range of \$400,000 per year so maintaining this level will improve the condition of buildings.

It is worth noting that the nature of managing building infrastructure is that it is unrealistic to expect the actual expenditure to be always the same as the forecast average. The timing of some building works is determined by factors outside the control of Council (e.g. termites, rising damp) and some renewal works will be over the budget amount and will be required to be funded over a number of years or a special budget allocation and input from community and/or grant funds.

8.4.3 Renewal priority evaluation ranking

A rigorous evaluation process must occur to establish a credible prioritisation of renewal and replacement asset proposals. Council's Buildings Capital Works Evaluation Guidelines (see Appendix J) provides a prioritisation ranking according to specified criteria. All renewal projects identified on the Council's Capital Improvement Program are to be prioritised in accordance with this methodology.

In a mature asset management framework, long-term renewal budget predictions are based on a schedule of treatment options linked to condition assessments and desired levels of service. The building asset group is still some way off this. Treatment options currently are largely developed on an ad hoc basis.

8.5 New and upgrade plan

New works are those works that create a new asset that did not previously exist, and upgrade works are those which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs.

The responsibility for creation/acquisition and upgrades for each building infrastructure is listed in Appendix C - Buildings control status and asset management responsibility list.

Within Council the service manager is responsible for upgrades to building infrastructure. The service planning area for each building type is listed in Appendix A Council controlled buildings list.

8.5.1 Buildings new and upgrade responsibility

The responsibility for upgrade and creation of new buildings is determined by the building control status – where typically either Council or Community Asset Committee or lessor has agreed asset management responsibility for new assets and upgrades.

See Appendix A: Council controlled buildings list for the service manager for each building.

8.5.2 New and upgrade proposals

New or upgrade proposals for building assets ideally derive from Council strategies. These strategic plans typically incorporate the identification of community wants and needs and the translation of these into community levels of services.

Due to the stability in population, new building creation and/or building upgrades are generally not regarded as a high priority. Council will typically only participate in the creation of a new building or a building upgrade if the proposal is significantly supported by external funding.

8.5.3 New and upgrade priority evaluation ranking

A rigorous evaluation process must occur to establish a credible prioritisation of new and upgrade asset proposals. Council's Buildings Capital Works Evaluation Guidelines (see Appendix J) provides a prioritisation ranking according to specified criteria. All new and upgrade projects identified on the Capital Improvement Program are to be prioritised in accordance with this methodology.

New and upgrade proposals are evaluated against defined criteria within budget parameters for building projects broadly set by the long term financial plan. The overall budget for new and upgraded building facilities will take into account the needs of all community stakeholders.

8.6 Disposal plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. As with acquisition decisions, asset disposals should be undertaken within an integrated planning framework that takes account of Council policy and priorities, service delivery needs, financial and budgetary constraints and the Council's overall resource allocation objectives.

Assets may become surplus to requirements for a variety of reasons, including:

- under-utilisation, for example due to demographic changes
- obsolescence due to changed community attitudes or technological change
- failure to meet changed legal, technical or safety requirements
- excessive increases in operating or maintenance costs
- service provided by more economical means.

Disposal of assets, especially for building infrastructure, typically requires significant consultation with the community. There can be community associations with these assets which

the Council may not be fully aware of and thus need to fully consider the implications of decisions regarding disposal of assets. Council continuously reviews assets planned for disposal and once the consultation process has been undertaken and the asset has been confirmed for disposal, then the disposal task will be listed on the Capital Improvement Program.

9 RISK MANAGEMENT

The objective of the risk management process with regards to building assets is to ensure that:

- all significant operational and organisational risks are understood and identified
- the highest risks that need to be addressed in the short to medium term are identified and
- strategies and treatments to address risks are identified and applied.

It is important for Council to understand the risks associated with service delivery from infrastructure assets.

The key risk management criteria relating to Council's building assets include:

- asset damage through storms, flooding, water damage, termite damage or events such as accidents
- public health and safety
- financial risk (escalating costs in deterioration and/or maintenance)
- service provision/business interruption
- environmental and legal compliance
- security, theft and vandalism.

Risk identification for building assets can be identified from a number of resources such as:

- cyclical and routine inspections
- reports and complaints from general public
- information obtained from incidents
- advice from professional bodies
- past experience.

See Appendix I for Council's buildings risk assessments.

Once risks have been assessed and rated the most significant risks (those rated as high or extreme), are isolated for treatment/control. Those identified as moderate or low will continue to be monitored and reviewed if circumstances change.

Options to treat risk posed by building assets include (but not limited to):

- risk elimination
- reduction in the cause or likelihood of the event occurring
- reduction in the consequence or severity of the event if it were to occur
- increasing the maintenance regime
- initiating council improvements
- changing operating processes and procedures
- sharing the risk through insurance or contracts
- doing nothing and accepting the risk.

10 FINANCIAL SUMMARY

10.1 Asset valuations

The value of the Council's building assets as at 30 June 2017 is shown below:

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Table 14: Asset valuation

Financial class	Replacement value (\$)	Accumulated depreciation (\$)	Written down value (\$)	Depreciation expense (\$)
Buildings	60,187,866	24,956,990	35,230,876	1,184,447

10.2 Forecast 10-year renewal funding required

Renewal expenditure is major work which does not increase the asset’s design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

Council’s forward renewal plan is based on the most recent strategic visual condition inspections that are undertaken annually which identify assets which have reached a condition state of 4 or 5. This indicates that these assets have deteriorated by more than 55% and are considered within the lower ranges of tolerance. Assets in this condition state are assessed and considered for renewal works. Refer to Table 12 for a description of each of the condition ratings.

Modelling of Council buildings has been undertaken using Assetic Predictor© modelling software. This involved setting up:

- remaining life profiles based on condition
- current treatments and unit rates to deliver these treatments
- treatment decision matrices defined for optimal interventions for each treatment.

The 10 year funding requirements have been determined based on the condition of building components from the latest condition audit and the building hierarchy. An example of the condition rating and remaining useful life used by Council for the structural component of its building assets is shown in the following graph:

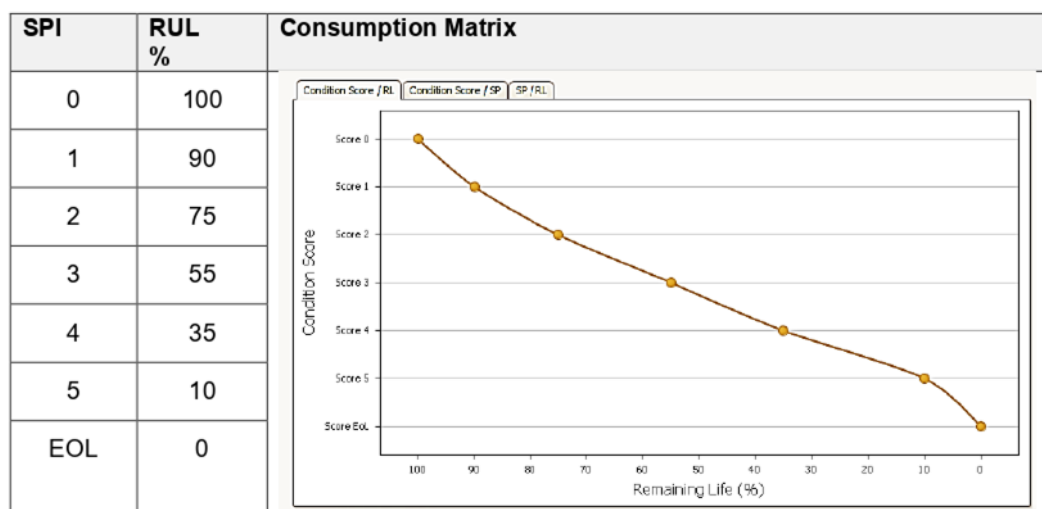


Figure 6: Building condition remaining life relationship (consumption matrix)

Three renewal funding options were developed, outlined as following:

- Option 1: This funding option models how the building asset stock would perform if Council allocated an average capital renewal funding of \$400,000 p.a. over the following 10 years.
- Option 2: This funding option models how the building asset stock would perform if Council allocated capital renewal funding of \$400,000 p.a. for 5 years and then sufficient funding to achieve an average 'Good' asset condition over the following 5 years.
- Option 3: This funding option has been based on the financial requirements to achieve an average 'Good' asset condition after 10 years (i.e. achieving a condition score of 2.00)

Table 15: Renewal and maintenance budget funding options

Year	Option 1 \$400,000 p.a. capital expenditure	Option 2 \$400,000 p.a. capital expenditure for 5 years	Option 3
CAPITAL RENEWAL BUDGET \$			
1	400,000	400,000	660,000
2	400,000	400,000	300,000
3	400,000	400,000	300,000
4	400,000	400,000	500,000
5	400,000	400,000	250,000
6	400,000	450,000	250,000
7	400,000	370,000	270,000
8	400,000	350,000	300,000
9	400,000	990,000	990,000
10	400,000	500,000	650,000
Total	4,000,000	4,660,000	4,470,000
MAINTENANCE BUDGET \$			
1	332,000	332,000	323,000
2	325,000	325,000	327,000
3	305,000	306,000	330,000
4	249,000	249,000	257,000
5	205,000	205,000	213,000
6	210,000	206,000	209,000
7	203,000	197,000	202,000
8	200,000	193,000	204,000
9	144,000	134,000	133,000
10	147,000	134,000	130,000
Total	2,320,000	2,281,000	2,328,000
TOTAL CAPITAL RENEWAL AND MAINTENANCE BUDGET \$			
1	732,000	732,000	983,000
2	725,000	725,000	627,000
3	705,000	706,000	630,000
4	649,000	649,000	757,000
5	605,000	605,000	463,000
6	610,000	656,000	459,000
7	603,000	567,000	472,000
8	600,000	543,000	504,000
9	544,000	1,124,000	1,123,000
10	547,000	634,000	780,000
Total	6,320,000	6,941,000	6,798,000

The predicted overall condition of the buildings for the three funding options are shown in the table and chart below:

Table 16: Buildings predicted condition index per funding option

Buildings predicted condition index			
Year	Option 1	Option 2	Option 3
0	2.82	2.82	2.82
1	2.77	2.77	2.71
2	2.59	2.59	2.58
3	2.49	2.49	2.54
4	2.41	2.42	2.42
5	2.19	2.20	2.27
6	2.16	2.15	2.20
7	2.04	2.04	2.13
8	1.98	2.00	2.09
9	2.07	1.92	2.00
10	2.23	2.00	2.00
20	2.59	1.98	1.93

Key findings include:

- option 1 indicates some improvement in asset condition
- options 2 and 3 result in a significant improvement to ‘Good’ asset condition.

Under option 1 there are a number of required asset component renewals that are unable to be funded, where the component value is above the annual budget. This will require the renewal to be funded over a number of years or a special budget allocation and input from community and/or grant funds.

Proposed levels of annual maintenance of \$232,000 represents about 0.4% of the asset replacement value. Where there is inadequate capital budget to maintain current overall condition of the assets the need for maintenance expenditure will increase. Higher levels of capital renewal reduce the required level of annual maintenance due to the improved condition of the assets.

Option 1 is considered adequate given the slightly improved condition of buildings over the next 10 years. The required expenditure of \$400,000 capital works and \$232,000 maintenance works is also consistent with the amount currently spent by Council upgrading, renewing and maintaining buildings.

10.3 Asset consumption ratio

This ratio seeks to highlight the aged condition of Council’s stock of physical assets. If Council is responsibly maintaining and renewing/replacing its assets in accordance with a well prepared asset management plan, then the fact that it’s Asset Consumption Ratio may be relatively low and/or declining should not be cause for concern – providing it is operating sustainably.

Asset consumption ratio = $\frac{\text{Depreciated replacement cost of depreciable assets}}{\text{Current replacement cost of depreciable assets}}$

Purpose: This ratio measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost.

Standards: Standard is met if the ratio can be measured and is 50% or greater (0.50 or >).
Standard is improving if the ratio is between 60% and 75% (0.60 and 0.75).

Asset group	Current replacement cost	Depreciated replacement cost	Current asset consumption ratio
Buildings	60,187,866	35,230,876	58.5%

Based on the current asset consumption ratio, Council is adequately maintaining and renewing/replacing its assets.

10.4 Asset sustainability ratio

This ratio is an approximation of the extent to which assets managed by Council are being replaced as these reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to depreciation expense. Expenditure on new or additional assets is excluded.

Depreciation expense represents an estimate of the extent to which the assets have been consumed during that period. Measuring assets at fair value is critical to the calculation of a valid depreciation expense value.

Asset sustainability ratio = $\frac{\text{Capital renewal and replacement expenditure}}{\text{Depreciation}}$

Purpose: This ratio indicates whether Council is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.

Standards: Standard is met if the ratio can be measured and is 90% (or 0.90). Standard is improving if this ratio is between 90% and 110% (or 0.90 and 1.10).

Asset group	Capital renewal and replacement budget	Depreciation	Asset sustainability ratio
Buildings	4,000,000	11,844,469	33.7%

Based on this ratio, it would appear that Council is not replacing buildings as they reach the end of their useful lives. This is partially correct as Council maintains many buildings beyond their expected useful life of 100 years as many older buildings have significant heritage value. This ratio is also low as many Council buildings have not met the end of their useful lives. Careful planning will be required in the future as more Council buildings start to approach their end of useful life to ensure funds are allocated to replace or refurbish buildings. It is expected that the required renewal and replacement budgets will need to increase during future BAMP plans as these buildings begin to require renewal or replacement.

10.5 Asset renewal funding ratio

This ratio indicates whether Council has the financial capacity to fund asset renewal as required, and can continue to provide existing levels of services in future, without additional operating income; or reductions in operating expenses.

The ratio is calculated from information included in Council’s 10 year Financial Plan and Asset Management Plan; not the Annual Financial Statements. For the ratio to be meaningful, a consistent discount rate should generally be applied in Net Present Value (NPV) calculations.

Asset renewal funding ratio = $\frac{\text{NPV of planned capital renewals over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$

Purpose: This ratio is a measure of the ability of Council to fund its projected asset renewal/replacements in the future.

Standards: Standard is met if the ratio is between 75% and 95% (or 0.75 and 0.95). Standard is improving if the ratio is between 95% and 105% (or 0.95 and 1.05), and the ASR falls within the range 90% to 110%, and the ACR falls within the range 50% to 75%.

Asset group	Planned capital renewals over 10 years	Required capital expenditure over 10 years	Asset renewal funding ratio
Buildings	4,000,000	4,470,000	89.5%

This ratio shows that Council meets its building renewal requirements as at 2017. However, as mentioned in Section 10.4, as buildings continue to age renewal requirements will begin to increase. Renewal forecasts need to be updated regularly to ensure future renewal requirements can be anticipated and met.

10.6 Key assumptions in financial forecasts

Key assumptions in financial forecasts include:

- Buildings and structures assets will remain in Council ownership throughout the planning period unless otherwise known.
- All expenditure is stated in current dollar values with no allowance made for inflation or other escalations over this period.
- The condition and size of the asset group as stated at a specific date.
- Consequential impact on operations, maintenance and renewal financial projections of newly acquired assets has not been considered.
- Renewal, maintenance and isolated failure replacement is generally “like for like”.
- Depreciation is in accordance with Council policy.
- This Plan has been developed using available information from the various data and other information sources as at 2017. The Building Asset Register is not fully populated and there are still some issues about accuracy of what data is currently stored. It is however the best available information until otherwise reviewed and updated.

11 IMPROVEMENT AND MONITORING PLAN

11.1 Improvement Plan

The BAMIP details key improvement items with the overall objective that they will, once completed, result in more effective and mature asset management practices for Council managing its building infrastructure and services. The table below details some of the key buildings asset improvement tasks relevant to this BAMP:

Table 17: Key buildings asset management improvement plan items

Improvement task description	Planned timeline	Status	Completion date
Confirm Building Control Status of Buildings listed in Appendix K	Jan 2020	Pending	As resources permit
Setup and review Reflect as the Council BMMS	Jan 2024	Pending	As resources permit
Review buildings list and confirm asset control status	Jan 2020	Pending	As resources permit
Establish Building Asset Management Improvement Plan (BAMIP) as formal MS Excel file	Jan 2021	Pending	As resources permit
Provide first draft of Capital Works Evaluation Guidelines (CWEG) for buildings	Jan 2021	Pending	As resources permit
Review and update Merit reporting categories and workflow	Jan 2021	Pending	As resources permit
Establish first draft of Buildings Operations and Maintenance Management Plan (BOMMP) – review how maintenance is to be managed (e.g. defects, intervention levels)	Jan 2021	Pending	As resources permit
Review and confirm building levels of service	Jan 2022	Pending	As resources permit
Survey buildings customers and the community on their expectations regarding building levels of service	Jan 2022	Pending	As resources permit
Consolidate building data in multiple locations in to one database	Jan 2022	Pending	As resources permit

11.2 Monitoring and review

This BAMP will be reviewed as required and amended to recognise any changes in (but not limited to):

- service levels
- asset values
- available resources
- building status such as additions and disposals
- updated building condition assessments
- changes to asset lifecycle management plans.

It is intended that this BAMP will be reviewed within two years after this version is adopted. After that, once the BAMP is more mature, it is expected that the BAMP will be reviewed every four years.

12 COSTING AND FUNDING OF ACTIONS

The capital and maintenance costs associated with Council's buildings are detailed in the following tables. These may vary annually as a result of competing Council funding priorities. External grant allocations may also increase the level of funding available.

Action	Estimated cost/annum (\$)	Proposed funding source
Annual building capital works	400,000	Council and external grants
Annual building maintenance	232,000	Council and external grants

Appendix A: Council-controlled buildings list

The below table lists the buildings which Council either owns, leases or has control over as trustee of buildings on Crown land. Some minor Council buildings (e.g. sheds) are not listed

Table 18: Council-controlled buildings list

Building sub-category	Building/ infrastructure name	Address	Town	Building control status	Service manager (planning/upgrade responsibility)	Building Hierarchy
Pre-schools and kindergarten	Dingee Pre-School	785 Dingee Rd	Dingee	Council owned freehold and Council control	Community Wellbeing	Level 2
Pre-schools and kindergarten	Pyramid Hill Pre-School	65-67 Kelly St	Pyramid Hill	Council owned freehold and Council control	Community Wellbeing	Level 2
Pre-schools and kindergarten	Wedderburn Pre-School	77 Ridge St	Wedderburn	Council owned freehold and Council control	Community Wellbeing	Level 2
Pre-school and maternal child health centre	Boort Pre-School and MCH	26 King St	Boort	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Pre-school and maternal child health centre	Inglewood Pre-School and MCH	75/75A Grant St	Inglewood	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Commercial property	Inglewood Shop	64 Brooke St	Inglewood	Council owned freehold and lease	Executive and Commercial Services	Level 2
Public hall - level 1	Boort Memorial Hall	89 Lake View St	Boort	Council owned freehold and CoM delegation	Assets & Infrastructure	Level 1
Public hall - level 1	Inglewood Town Hall	18 Verdon St	Inglewood	Council controlled assets on Crown land and CoM delegation	Assets & Infrastructure	Level 1
Public hall - level 1	Newbridge Public Hall	38 Burke St	Newbridge	Council owned freehold and Council control CoM Management Agreement	Assets & Infrastructure	Level 1
Public hall - level 1	Pyramid Hill Memorial Hall	30-32 Kelly St	Pyramid Hill	Council owned freehold and CAC delegation	Assets & Infrastructure	Level 1

Building sub-category	Building/ infrastructure name	Address	Town	Building control status	Service manager (planning/upgrade responsibility)	Building Hierarchy
Public hall - level 1	Wedderburn and Mechanics Institute Hall	92 High St	Wedderburn	Council owned freehold and CAC delegation	Assets & Infrastructure	Level 1
Public hall - level 2	Bridgewater Memorial Hall	39-41 Eldon St	Bridgewater	Council controlled assets on Crown land and CoM Management Agreement	Assets & Infrastructure	Level 2
Public hall - level 2	Korong Vale Mechanics Institute Hall	6-8 Allen St	Korong Vale	Council owned freehold and CAC delegation	Assets & Infrastructure	Level 2
Public hall - level 3	Boort James Boyle Hall	Nolens Park Recreation Reserve, 196 Godfrey St	Boort	Council controlled assets on Crown land and CoM Management Agreement	Assets & Infrastructure	Level 3
Public hall - level 3	Campbells Forest Hall	Loddon Valley Hwy	Campbells Forest	Council owned freehold and CAC delegation	Assets & Infrastructure	Level 3
Public hall - level 3	Pyramid Hill CERT Hall	106 Victoria St	Pyramid Hill	Council owned freehold and CoM Management Agreement	Assets & Infrastructure	Level 4
Public hall - level 3	Wedderburn St. Andrew's Church Hall	Wilson St	Wedderburn	Council owned freehold and Council control	Assets & Infrastructure	Level 4
Public hall - level 3	Yando Public Hall	908 Boort- Yando Rd	Yando	Council owned freehold and CAC delegation	Assets & Infrastructure	Level 4
Community centre	Boort Resource and Information Centre (BRIC)	123-127 Godfrey St	Boort	Council owned freehold and CoM Management Agreement	Corporate Services	Level 1
Community centre	Inglewood Town Hall Hub	18 Verdon St	Inglewood	LSC controlled assets on Crown land and CAC delegation	Corporate Services	Level 1
Community centre	Wedderburn Community Centre	24-32 Wilson St	Wedderburn	Council owned freehold and CAC delegation	Corporate Services	Level 1
Community centre	East Loddon Community Centre	789 Serpentine Rd	Dingee	Council owned freehold and CAC delegation	Corporate Services	Level 3

Building sub-category	Building/ infrastructure name	Address	Town	Building control status	Service manager (planning/upgrade responsibility)	Building Hierarchy
Community centre	Korong Vale Community Centre	12-14 Allen St	Korong Vale	Council owned freehold and Council control	Corporate Services	Level 3
Senior citizens centre	Boort Senior Citizens Centre	46 Godfrey St	Boort	Council owned freehold and Council control	Community Wellbeing	Level 2
Senior citizens centre	Inglewood Senior Citizens Centre	75/75A Grant St	Inglewood	Council owned freehold and Council control	Community Wellbeing	Level 2
Senior citizens centre	Pyramid Hill Senior Citizens Centre	6-10 McKay St	Pyramid Hill	Council owned freehold and Council control	Community Wellbeing	Level 2
Senior citizens centre	Wedderburn Senior Citizens Centre	19 Kerr St	Wedderburn	Council owned freehold and Council control	Community Wellbeing	Level 2
Airport infrastructure	Boort Aerodrome	Silo-Woolshed Rd	Boort	Council owned freehold and CAC delegation	Assets & Infrastructure	Level 4
Other community building	Inglewood Eucalyptus Distillery Museum	1 Brooke St	Inglewood	Council owned freehold and CoM Management Agreement	Executive and Commercial Services	Level 3
Other community building	Pyramid Hill Mens Shed	30-32 Kelly St	Pyramid Hill	Council owned freehold and CoM Management Agreement	Community Support	Level 4
Other community building	Wedderburn Engine Park and Market Square Reserve	Racecourse Rd	Wedderburn	LSC controlled assets on Crown land and CAC delegation	Community Support	Level 3
Historical society building	Boort Historical Society	95 Godfrey St	Boort	LSC controlled assets on Crown land and CoM Management Agreement	Community Support	Level 3
Historical society building	Inglewood Former Court House	28 Southey St	Inglewood	Council controlled assets on Crown land and CoM Management Agreement	Community Support	Level 3
Historical society building	Pyramid Hill Historical Society	McKay St	Pyramid Hill	Council owned freehold and CoM Management Agreement	Community Support	Level 3

Building sub-category	Building/ infrastructure name	Address	Town	Building control status	Service manager (planning/upgrade responsibility)	Building Hierarchy
Historical society building	Wedderburn Historical Record Museum	26 High St	Wedderburn	Council owned freehold and CoM Management Agreement	Community Support	Level 3
Railway station building	Dingee Railway Station	Mack St	Dingee	Council controlled assets on VicTrack property	Community Support	Level 4
Railway station building	Inglewood Railway Station	Thompson St	Inglewood	Council Controlled Assets on VicTrack Property	Executive and Commercial Services	Level 4
Museum	Pyramid Hill Historical Museum	McKay St	Pyramid Hill	Council owned freehold and Council control	Community Support	Level 3
Municipal office	Serpentine Shire Office	37 Peppercorn Way	Serpentine	Council controlled assets on Crown land and Council controlled	Corporate Services	Level 1
Municipal office	Wedderburn Shire Office	37-41 High St	Wedderburn	Council owned freehold and Council control	Corporate Services	Level 1
Municipal office	Wedderburn Shire Depot (Operations Office)	21 Ridge St	Wedderburn	Council owned freehold and Council control	Works	Level 2
Municipal depot	Boort Shire Depot	25 Victoria St	Boort	Council owned freehold and Council control	Works	Level 3
Municipal depot	Newbridge Shire Depot	3256 Bridgewater-Maldon Rd	Newbridge	Council owned freehold and Council control	Works	Level 3
Municipal depot	Pyramid Hill Shire Depot	17-25 Bramley St	Pyramid Hill	Council owned freehold and Council control	Works	Level 3
Municipal depot	Serpentine Shire Depot	7 Chapel St	Serpentine	Council controlled assets on Crown land and Council controlled	Works	Level 2
Municipal depot	Wedderburn Shire Depot	25 Ridge St	Wedderburn	Council owned freehold and Council control	Works	Level 3

Building sub-category	Building/ infrastructure name	Address	Town	Building control status	Service manager (planning/upgrade responsibility)	Building Hierarchy
Public toilet - level 1	Boort Public Toilet – Nolens Park	Boat Ramp Access	Boort	Council controlled assets on Crown land and Council controlled	Assets & Infrastructure	Level 1
Public toilet - level 1	Bridgewater Public Toilet - Main St	10 Main St	Bridgewater	Council owned freehold and Council control	Assets & Infrastructure	Level 1
Public toilet - level 1	Inglewood Public Toilet - Town Hall	18 Verdon St	Inglewood	Council controlled assets on Crown land and Council controlled	Assets & Infrastructure	Level 1
Public toilet - level 1	Newbridge Public Toilet - Public Hall	38 Burke St	Newbridge	Council owned freehold and Council control	Assets & Infrastructure	Level 1
Public toilet - level 1	Pyramid Hill Public Toilet - Kelly St Park	26 Kelly St	Pyramid Hill	Council owned freehold and Council control	Assets & Infrastructure	Level 1
Public toilet - level 1	Wedderburn Public Toilet - Jacka Park	Chapel St	Wedderburn	Council owned freehold and Council control	Assets & Infrastructure	Level 1
Public toilet - level 2	Boort Public Toilet - Former Court House	97 Godfrey St	Boort	Council controlled assets on Crown land and Council controlled	Assets & Infrastructure	Level 3
Public toilet - level 2	Dingee Public Toilet - Railway Station (Progress Park)	Mack St	Dingee	Council controlled assets on Crown land and Council controlled	Assets & Infrastructure	Level 3
Public toilet - level 2	Inglewood Public Toilet - Sloan Park	75/75A Grant St	Inglewood	Council controlled assets on Crown land and Council controlled	Assets & Infrastructure	Level 3
Public toilet - level 2	Korong Vale Public Toilet - Public Hall	6-8 Allen St	Korong Vale	Council owned freehold and Council control	Assets & Infrastructure	Level 3
Public toilet - level 2	Mitiamo Public Toilet - Female - Mitiamo Park	27-29 Glossop St	Mitiamo	Community assets on Crown land	Assets & Infrastructure	Level 3
Public toilet - level 2	Mitiamo Public Toilet - Male - Mitiamo Park	27-29 Glossop St	Mitiamo	Community assets on Crown land	Assets & Infrastructure	Level 3
Public toilet - level 2	Serpentine Public Toilet - Rudkins Reserve	37 Peppercorn Way	Serpentine	Council controlled assets on Crown land and Council controlled	Assets & Infrastructure	Level 3

Building sub-category	Building/ infrastructure name	Address	Town	Building control status	Service manager (planning/upgrade responsibility)	Building Hierarchy
Public toilet - level 2	Tamagulla Public Toilet - Tamagulla Park	67 Commercial Rd	Tamagulla	Council owned freehold and Council control	Assets & Infrastructure	Level 3
Public toilet - level 3	Boort Public Toilet - Sailing Club	34 Ring Rd	Boort	Council controlled assets on Crown land and Council controlled	Assets & Infrastructure	Level 3
Public toilet - level 3	Bridgewater Public Toilet - Swimming Hole	Brougham St	Bridgewater	Council controlled assets on Crown land and Council controlled	Assets & Infrastructure	Level 3
Public toilet - level 3	Inglewood Public Toilet - Botanic Gardens	Sullivan St	Inglewood	Council controlled assets on Crown land and Council controlled	Assets & Infrastructure	Level 3
Public toilet - level 3	Laanecoorie Public Toilet - Brownbill Reserve	Brownbill Reserve Rd	Laanecoorie	Council controlled assets on Crown land and Council controlled	Assets & Infrastructure	Level 3
Public toilet - level 3	Pyramid Hill Public Toilet - The Hill	Hill Rd	Pyramid Hill	Council controlled assets on Crown land and Council controlled	Assets & Infrastructure	Level 3
Caravan park	Boort Caravan Park	192 Godfrey St	Boort	Council controlled assets on Crown land and Council control	Executive and Commercial Services	Level 3
Caravan park	Bridgewater Caravan Park	1 Park St	Bridgewater	Council owned freehold and Council controlled	Executive and Commercial Services	Level 3
Caravan park	Pyramid Hill Caravan Park	114-124 Victoria St	Pyramid Hill	Council owned freehold and MoU	Executive and Commercial Services	Level 3
Caravan park	Wedderburn Caravan Park	61 Hospital St	Wedderburn	Council owned freehold and Council controlled	Executive and Commercial Services	Level 3
Elderly persons unit	Dingee EPU - Unit 1	29 King St	Dingee	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Dingee EPU - Unit 2	29 King St	Dingee	Council owned freehold and lease delegation	Community Wellbeing	Level 2

Building sub-category	Building/ infrastructure name	Address	Town	Building control status	Service manager (planning/upgrade responsibility)	Building Hierarchy
Elderly persons unit	Dingee EPU - Unit 3	27 King St	Dingee	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Dingee EPU - Unit 4	27 King St	Dingee	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Dingee EPU - Unit 5	25 King St	Dingee	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Inglewood EPU – Unit 1	60-62 Sullivan St	Inglewood	Council owned freehold and CAC delegation	Corporate Services	Level 2
Elderly persons unit	Inglewood EPU – Unit 2	60-62 Sullivan St	Inglewood	Council owned freehold and CAC delegation	Corporate Services	Level 2
Elderly persons unit	Pyramid Hill EPU - Unit 1	35 Victoria St	Pyramid Hill	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Pyramid Hill EPU - Unit 2	35 Victoria St	Pyramid Hill	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Pyramid Hill EPU - Unit 3	35 Victoria St	Pyramid Hill	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Pyramid Hill EPU - Unit 4	35 Victoria St	Pyramid Hill	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Serpentine EPU - Unit 1	3 Tresise St	Serpentine	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Serpentine EPU - Unit 2	3 Tresise St	Serpentine	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Serpentine EPU - Unit 3	3 Tresise St	Serpentine	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Serpentine EPU - Unit 4	3 Tresise St	Serpentine	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Elderly persons unit	Serpentine EPU - Unit 5	6 Tresise St	Serpentine	Council owned freehold and lease delegation	Community Wellbeing	Level 2
Staff housing	CEO's Residence	36 Ridge St	Wedderburn	Council owned freehold and Council control	Corporate Services	Level 2
Swimming pool	Boort Swimming Pool Buildings	Ring Rd	Boort	Council controlled asset on Crown land	Community Support	Level 3

Building sub-category	Building/ infrastructure name	Address	Town	Building control status	Service manager (planning/upgrade responsibility)	Building Hierarchy
Swimming pool	Inglewood Swimming Pool Buildings	13 Heales St	Inglewood	Council owned freehold and Council control	Community Support	Level 3
Swimming pool	Mitiamo Swimming Pool Buildings	27-29 Glossop St	Mitiamo	Council controlled assets on Crown land	Community Support	Level 3
Swimming pool	Pyramid Hill Swimming Pool Buildings	106-117 Victoria St	Pyramid Hill	Council owned freehold and Council control	Community Support	Level 3
Swimming pool	Wedderburn Swimming Pool Buildings	Peters St	Wedderburn	Council owned freehold and Council control	Community Support	Level 3
Sports/recreation clubroom	Boort Bowling Club - Club Room	158 Godfrey St	Boort	Council controlled assets on Crown land and CoM Management Agreement	Community Support	Level 2
Sports/recreation clubroom	Boort Malone Park - Pavilion	53-83 Malone St	Boort	Council controlled asset on Crown land and CAC delegation	Community Support	Level 2
Sports/recreation clubroom	Inglewood Sports Centre	75/75A Grant St	Inglewood	Council owned freehold and CAC delegation	Community Support	Level 2
Sports/recreation clubroom	Korong Vale Rec Reserve Social Room	Pakenham St	Korong Vale	Council owned freehold and CAC delegation	Community Support	Level 2
Sports/recreation clubroom	Mitiamo Rec Reserve	50 Glossop St	Mitiamo	Council owned freehold and CoM Management Agreement	Community Support	Level 2
Sports/recreation clubroom	Pyramid Hill Golf Club Pavilion	Leitchville-Pyramid Rd/Hill Rd	Pyramid Hill	Council controlled assets on Crown land and CoM Management Agreement	Community Support	Level 2
Sports/recreation clubroom	Serpentine Bowls and Tennis Pavilion	34 Peppercorn Way	Serpentine	Council owned freehold and CoM Management Agreement	Community Support	Level 2
Sports/recreation clubroom	Wedderburn Bowls and Tennis Club Rooms	Chapel St	Wedderburn	Council owned freehold and CAC delegation	Community Support	Level 2

Building sub-category	Building/ infrastructure name	Address	Town	Building control status	Service manager (planning/upgrade responsibility)	Building Hierarchy
Sports/recreation clubroom	Wedderburn Donaldson Park - Main Club Room	Chapel St	Wedderburn	Council owned freehold and CAC delegation	Community Support	Level 2
Sports/recreation clubroom	Wedderburn Donaldson Park - Harness Racing Club Room	Chapel St	Wedderburn	Council owned freehold and CAC delegation	Community Support	Level 2
Sports/recreation clubroom	Boort Lakeside Croquet Club Room	Fire Brigade Track	Boort	Council controlled assets on Crown land and CoM Management Agreement	Community Support	Level 3
Sports/recreation clubroom	Boort Angling Club Room	34 Ring Rd	Boort	Council controlled assets on Crown land and CoM Management Agreement	Community Support	Level 3
Sports/recreation clubroom	Boort Power Boat and Ski Club Room	Boat Ramp Access	Boort	Council controlled assets on Crown land and CoM Management Agreement	Community Support	Level 3
Sports/recreation clubroom	Boort Tennis Club Room	158 Godfrey St	Boort	Council controlled assets on Crown land and CoM Management Agreement	Community Support	Level 3
Sports/recreation clubroom	Inglewood Sports Riding Reserve	Borong St	Inglewood	Council owned freehold and CoM Management Agreement	Community Support	Level 3
Sports/recreation clubroom	Inglewood Tennis Club Room	75/75A Grant St	Inglewood	Council owned freehold and CAC delegation	Community Support	Level 3
Sports/recreation clubroom	Pyramid Hill Quarter Horse Club Room	Leitchville- Pyramid Rd/Hill Rd	Pyramid Hill	Council controlled assets on Crown land and CoM Management Agreement	Community Support	Level 3
Sports/recreation clubroom	Pyramid Hill Tennis Club Room	106-117 Victoria St	Pyramid Hill	Council owned freehold and CoM Management Agreement	Community Support	Level 3

Building sub-category	Building/ infrastructure name	Address	Town	Building control status	Service manager (planning/upgrade responsibility)	Building Hierarchy
Sports/recreation clubroom	Wedderburn Market Square Rec Reserve Club Room	Racecourse Rd	Wedderburn	Council controlled assets on Crown land and CAC delegation	Community Support	Level 3
Toilet/amenities/change room	Boort Malone Park Rec Reserve	53-83 Malone St	Boort	Council owned and CAC delegation	Community Support	Level 3
Toilet/amenities/change room	Bridgewater Boat Ramp	Peppercorn Lane	Bridgewater	Council controlled assets on Crown land	Community Support	Level 3
Miscellaneous buildings	Inglewood Shop - Rear Park Out Building	64 Brooke St	Inglewood	Council owned freehold and Council control	Executive and Commercial Services	Level 4
Miscellaneous buildings	Wedderburn SES Depot	2 Nardoo Court	Wedderburn	Council owned freehold	Community Support	Level 3

Appendix B: Other committees of management buildings list

The below table lists the buildings which are controlled by other committees of management:

Table 19: Other committees of management buildings list

Building – Controlled by other Committees of Management
Arnold Public Hall
Calivil Hall
Calivil Recreation Reserve Club Room
Derby Public Hall
Dingee Memorial Hall
Durham Ox Hall
Eddington Public Hall
Fentons Creek Hall
Jarklin Public Hall
Laanecoorie Public Hall
Mitiamo Public Hall
Powlett Hall
Rheola Hall
Serpentine Public Hall
Tarnagulla Community Centre
Tarnagulla Public Hall
Woodstock Public Hall
Yarrawalla Community Centre

Appendix C: Buildings control status and asset management responsibility

The following table lists the asset management responsibilities for the various building control status options:

Table 20: Building control status asset management responsibilities

Description (building control status)	Building ownership	Site land ownership	Building control	Delegated control	Operations	Maintenance	Renewal	Upgrade	New
Council owned freehold and Council control	Council	Council	Council	No	Council	Council	Council and building category options	Building category options	Building category options
Council owned freehold and CAC/lease delegation	Council	Council	Council	CAC (S65) /lease	CAC/leasee	CACMG/ lease agreement	CACMG/ lease agreement and building category options	Building category options	Building category options
Council controlled assets on Crown land and Council control	Council as trustee /CoM	Crown	Council	No	Council	Council	Council and Building Category Options	Building category options	Building category options

Description (building control status)	Building ownership	Site land ownership	Building control	Delegated control	Operations	Maintenance	Renewal	Upgrade	New
Council controlled assets on Crown land and CAC/lease delegation	Council as trustee /CoM	Crown	Council	CAC (S65) /lease	CAC/lessee	CACMG/ lease Agreement	CACMG/lease agreement and Building category options	Building category options	Building category options
Community assets on Crown land	Community CoM	Crown	CoM	Yes to Council	Council	Council	Council and building category options	Building category options	Building category options
Community assets (CAC) on Crown land and CoM control	Community CoM	Crown	CoM	No	CAC	CACMG	CACMG and building category options	Building category options	Building category options
Community assets (CAC) on other land	Community CoM	Land owner	CoM	No	CAC	CACMG	CACMG and building category options	Building category options	Building category options
Council controlled assets on Vic Track land	Vic Track	Vic Track	Council	Leased to Council	Council/CoM sub-lease	Council/CoM sub-lease	Council and building category options	No	No

Appendix D: Building category and funding options

The below table provides the explanatory detail for the respective asset management funding options available to Council:

Table 22: Asset management funding option descriptions

Asset stage	Funding option no.	Funding option description
Asset renewal	R1	Council will fully fund facility renewal where it is satisfied there is a demonstrated benefit (service provision and/or lifecycle cost analysis) and fits within overall budget constraints.
	R2	Council may fund facility renewal if no external funding is available and where it is satisfied there is a demonstrated benefit (service provision and/or lifecycle cost analysis) and fits within overall budget constraints.
	R3	Council will contribute part funding to facility renewal only if there are sufficient other external funding contributions available (from community, service provider, external funding grants), fits within overall budget constraints and it is satisfied there is a demonstrated benefit (service provision and/or lifecycle cost analysis).
	R4	Council will not contribute any funding for facility renewal – funding relies solely on external sources.
Asset upgrade	U1	Council will fully fund facility upgrade where it is satisfied that there is a demonstrated demand and/or predicted long term future usage and fits within overall budget constraints.
	U2	Council may fund facility upgrade if no external funding is available and where it is satisfied there is a demonstrated benefit (service provision and/or lifecycle cost analysis) and fits within overall budget constraints.
	U3	Council will contribute part funding to facility upgrade only if there are sufficient other external funding contributions available (from community, service provider, external funding grants), fits within overall budget constraints and it is satisfied that there is a demonstrated demand and/or predicted long term future usage.
	U4	Council will not contribute any funding for facility upgrade – funding relies solely on external sources.
New asset	N1	Council will fully fund new facility where it is satisfied that there is a demonstrated demand and/or predicted long term future usage and fits within overall budget constraints.
	N2	Council may fund new facility if no external funding is available and where it is satisfied there is a demonstrated benefit (service provision and/or lifecycle cost analysis) and fits within overall budget constraints.
	N3	Council will contribute part funding to new facility only if there are sufficient other external funding contributions available (from community, service provider, external funding grants), fits within overall budget constraints and it is satisfied that there is a demonstrated demand and/or predicted long term future usage.
	N4	Council will not contribute any funding for new facility – funding relies solely on external sources.

The following table lists the funding option relevant to the asset lifecycle stage for each building category. These categories are a guide, each building renewal, upgrade, or new building project may be reviewed individually.

Table 23: Building category applicable funding options

Sub-category	Renewal	Upgrade	New
Pre-school and maternal child health centres	R3	U3	N3
Commercial property	R2	U2	N2
Public halls – level 1	R2	U2	N2
Public halls – level 2	R3	U3	N4
Public halls – level 3	R4	U4	N4
Public halls – level 4	R4	U4	N4
Community centres	R2	U4	N3
Senior citizen centres	R3	U3	N3
Airport infrastructure	R2	U3	N3
Other community buildings	R2	U4	N3
Historical society buildings	R3	U3	N/A
Historical railway buildings	R4	U4	N/A
Museums	R3	U3	N4
Municipal offices	R1	U1	N1
Municipal depots	R1	U1	N1
Public toilets – level 1	R2	U3	N3
Public toilets – level 2	R3	U3	N3
Public toilets – level 3	R4	U4	N4
Caravan parks	R2	U2	N3
Elderly persons units	R3	U3	N3
Staff residence	R1	U1	N1
Swimming pools	R3	U3	N4
Clubrooms	R3	U3	N4
Change rooms/toilets	R3	U3	N4
Other sports and recreation buildings	R3	U3	N4
Miscellaneous buildings	R2	U4	N4

Appendix E: Committee of management maintenance guidelines

ANNEXURE A: COMMUNITY ASSET COMMITTEE RESPONSIBILITY

MAINTENANCE GUIDELINES FOR COMMUNITY ASSET COMMITTEE MANAGING COUNCIL FACILITIES:

This document provides guidelines to your Community Asset Committee for the maintenance of Loddon Shire's (Council) owned / managed facilities.

Item	Responsibility		Comments
	Council	Community Asset Committee	
UTILITIES			
Power (electricity) Gas (bottled and mains) Water (building) Telecommunications		✓	Payment for all supply costs, service charges and associated expenses.
Solar		✓	Payment for installation, renewal and all other associated cost.
BUILDINGS			
Includes: Main buildings, grandstands, scoreboards, timekeepers hut, player and public shelters, ticket entrances, shedding, carports, verandas, toilets, fences etc. Note: does not apply to public toilets which Council is responsible for as defined in Council's Building Asset Management Plan.			
Rates	✓ Contact Revenue Coordinator		Council will be responsible for any rates and charges, including land tax if applicable.
Building insurance	✓ Contact Manager Organisational Development		Council insures building

Item	Responsibility		Comments
	Council	Community Asset Committee	
Structure – foundations, floors and walls. Roof and guttering	✓ Contact Building Maintenance Officer		Council will be responsible for all structural and roof/guttering maintenance and repairs/replacement. This may include ageing materials, rising damp, pest (termite) damage, ground movement, drainage, storm damage etc.
Guttering cleaning		✓	Committee is responsible for organising cleaning of guttering
General building maintenance.		✓	All general maintenance including electrical, plumbing, fit outs, spouting (cleaning), drainage etc. Cleaning internally and externally and supply of cleaning products and consumables. Repairs due to vandalism including the removal of graffiti. Report any structural damage to Council.
External painting		✓ Contact Building Maintenance Officer	Committee is responsible for external painting.
Internal painting		✓	Committee is responsible for internal painting.
Kitchen – food safety/hygiene		✓	Committee must comply with Environmental Health regulations.
Cleaning of sports use toilets		✓	Day to day cleaning and supply of all consumables such as toilet paper and hand towels (excluding public toilets recognised within Council's Building Asset Management Plan.)

Item	Responsibility		Comments
	Council	Community Asset Committee	
Asbestos audits and asbestos register Asbestos containment and/or removal	✓ Contact Building Maintenance Officer		Committee is responsible for ensuring site hazards are isolated Council will be responsible for engaging suitably qualified contractors to undertake Asbestos Audits on Council buildings over a 5 year period. Council will maintain the Asbestos Register. Council will manage identified asbestos in buildings through regular inspection checks or removal.
Seasonal inspections		✓	Where facilities involve the running of seasonal sports, the committee is responsible for arranging for Council to inspect all sporting facilities prior to the season
BUILDING CONTENTS			
Contents insurance		✓	For contents not owned by the Council.
Electrical testing and tagging of appliances		✓	The Community Asset Committee is responsible for engaging competent person(s) to undertake testing and tagging of electrical equipment every 12 months or to Australian Standards, whichever is the lesser term.
Floor coverings		✓	The Community Asset Committee is responsible for general upkeep and cleaning of floor coverings.
Window furniture		✓	The Community Asset Committee is responsible for the general upkeep, cleaning and replacement of curtains, blinds and other window furnishings.

Item	Responsibility		Comments
	Council	Community Asset Committee	
ESSENTIAL SAFETY MEASURES			
Records of service must be kept in the installed Essential Safety Measures Cabinet and also be provided to Council on request.			
Fire extinguishers Fire blankets Hose reels Fire hydrants		✓	The Community Asset Committee is responsible for engaging competent person(s) to undertake servicing of equipment every 6 months to Australian Standards.
Air-conditioning and mechanical ventilation systems		✓	Servicing of air conditioning systems (heating and cooling) and mechanical ventilation systems to Australian Standards. Service requirements and frequencies may vary from site to site
Fire mains	✓ Contact Building Maintenance Officer		Servicing and testing of fire mains (ring mains) to Australian Standards. Currently required every 5 years.
Lifts		✓	Serviced to Australian Standards by suitably qualified person(s) Minimum service requirement is annually unless Council deem a more frequent service is required.
Emergency lighting and exit lights		✓	Serviced to Australian Standards by suitably qualified person(s) at 6 monthly intervals
Material Safety Data Sheets (MSDS)		✓	Committee is responsible for maintaining applicable MSDS.
Access and egress paths of travel to exits		✓	Internal audits to be conducted by a suitably responsible person at quarterly intervals.

Item	Responsibility		Comments
	Council	Community Asset Committee	
Emergency Evacuation Policy	✓ Contact Manager Organisational Development		Community Asset Committee are responsible for implementation and ongoing reviews. Council may assist the Community Asset Committee with the development and/or review of Emergency Evacuation policies and procedures.
BUILDING SERVICES			
Rubbish and recycle kerbside collection		✓	Council will supply as well as collect bins and the committee are responsible for all other waste management on site.
Septic tank and lines	✓		Council will be responsible for major maintenance repairs or replacement
Septic tank and lines servicing		✓	General annual/tri-annual servicing is the committee of management's responsibility.
Grease traps/triple interceptor pits	✓		Council will be responsible for repairs, major maintenance or replacement
Grease traps/triple interceptor pits servicing		✓	General annual/tri-annual servicing is the committee of management's responsibility.
Thermostatic mixing valves/tempering valves		✓	Serviced to Australian Standards by suitably qualified person(s) at 12 monthly intervals
Backflow prevention devices		✓	Annual serving and repairs of backflow prevention devices where installed by Coliban Water
Automatic doors		✓	Serviced to Australian Standards by suitably qualified person(s) at 6 monthly intervals. Community Asset Committee is responsible for all service and maintenance costs.
GROUNDS Including nature strips			

Item	Responsibility		Comments
	Council	Community Asset Committee	
Fencing maintenance and renewal		✓	Community Asset Committee responsible for all maintenance and renewal of boundary and internal fencing
Playground equipment		✓ Contact Building Maintenance Officer	Annual safety check of installations provided by Council, however committee is responsible for general upkeep.
Seat and bench maintenance		✓	Where installed by committee of management
Ovals and surrounds maintenance		✓	Community Asset Committee responsible for all maintenance and upkeep of ovals and surrounds.
Light tower maintenance		✓	Community Asset Committee is responsible for all maintenance and upkeep of light towers.
Water (sporting grounds)		✓	Irrigation systems are managed and maintained by committees of management.
Garden beds maintenance and watering around halls, clubrooms or pavilions		✓	Includes maintenance of all garden beds, ornamental lawns, mowing and their respective watering systems. New garden beds situated in close proximity of buildings must be approved by Council prior to installation.
Netball and tennis courts maintenance		✓	Community Asset Committee is responsible for all maintenance and upkeep of netball and tennis courts.
Pest plants (weeds) and animals		✓	Includes insects, rodents, rabbits, feral animals and weeds
Road and path maintenance		✓	Community Asset Committee is responsible for: inspection, maintenance and renewal of all internal driveways, roadways, footpaths and parking areas.

Item	Responsibility		Comments
	Council	Community Asset Committee	
Hard surfaces - (paving, asphalt, concrete etc.)		✓	Community Asset Committee is responsible for all maintenance and upkeep of all hard surfaces.
Advertising sign maintenance		✓	The erection and maintenance of advertising signs is subject to Council approval and must meet all regulations and planning requirements. A planning permit may be required.
Barbecue maintenance		✓	Community Asset Committee is responsible for all maintenance and works associated with the BBQ facilities at reserves
Rubbish maintenance		✓	Rubbish generated from activities that use the facility must be disposed of in bins on site kerbside collection service. If no bins available, the Committee must remove rubbish off site. Hard rubbish that is generated from works must be carted away from the property at the completion of the works.
MISCELLANEOUS			
Smoking		✓	No smoking is permitted in any Council property. Committees are responsible to ensure no cigarette butts litter the ground and surrounding areas.
Special events		✓	Any special events costs and damage is the responsibility of the committee of management
Alcohol		✓	No alcohol is permitted to be sold unless a liquor licence is held– see Department of Justice for more information (www.justice.vic.gov.au/alcohol)
Gambling		✓	No gambling is permitted in any Council property without appropriate approvals
Politicians		✓	Community Asset Committee must seek authorisation from Council prior to contacting a politician.

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Appendix F: Buildings component condition rating

The following table lists the respective building component asset condition rating (assessed as at 30 June 2017):

Table 25: Building component condition rating (as at 30 June 2017)

Building Asset Category		No. buildings	OCI	Structure	Sub structure	Roof	Fittings fixtures	Floor	Water/plumbing	Mech	Elec	Transport	Security	Site services	Site externals
Children and family services	Pre-school and maternal child health centres	5	2.88	2.60	2.60	3.40	3.00	3.00		3.00	3.00	3.00		3.00	3.00
Commercial operations	Commercial property	1	2.98	3.00	3.00	4.00	3.00	3.00		3.00	2.00	3.00	2.00	3.00	3.00
Community facilities	Public halls	14	3.27	3.50	3.36	3.64	3.07	3.21	2.00	3.00	3.00	3.07	3.00	3.00	3.07
	Community centres	6	2.69	2.83	2.67	2.83	2.33	2.67	1.00	2.50	2.67	2.83	2.50	2.50	2.83
	Senior citizen centres	4	2.99	2.75	2.75	3.25	3.00	2.75		3.00	3.75	3.00		3.00	3.00
	Airport infrastructure	2	3.00	3.00	3.00	3.00	3.00	3.00		3.00	3.00	3.00		3.00	3.00
	Other community buildings	15	2.89	2.93	2.80	2.93	2.67	2.82	3.00	3.00	2.93	3.13	3.00	2.93	2.93
Historical buildings	Historical society buildings	5	3.44	4.00	3.20	3.60	3.00	3.00		2.50	3.60	3.00		3.20	3.40
	Historical railway buildings	7	2.99	3.29	3.29	2.71	2.67	2.33	3.00	2.33	2.33	3.00	3.00	2.86	2.71
	Museums	2	2.95	3.00	3.00	3.00	3.00	3.00		3.00	2.50	3.00	3.00	3.00	3.00
Municipal facilities	Municipal offices	4	2.52	2.50	2.50	2.50	2.25	2.50	1.00	2.50	2.50	2.33	2.50	2.75	3.00
	Municipal depots	6	3.13	3.17	3.17	3.17	3.00	3.00	3.50	3.00	3.00	3.00	3.00	2.83	3.00
Public amenities	Public toilets	19	3.59	2.79	2.79	2.72	2.89	3.25	1.00	3.00	3.00	2.88		2.84	2.95
Social housing/residential	Caravan parks	18	2.65	2.61	2.44	2.61	2.78	2.80	3.00	2.70	2.71	2.69		2.94	2.82
	Elderly persons units	16	3.11	3.14	3.00	3.36	3.07	3.07		3.00	3.08	3.14		3.00	3.50
	Staff residence	1	2.25	2.00	2.00	2.00	2.00	2.00		3.00	2.00	2.00		3.00	3.00
Sports and recreation facilities	Swimming pools	11	2.99	2.91	2.82	3.18	3.18	3.20	3.00	3.00	2.89	3.00		3.00	3.00
	Clubrooms	21	3.06	3.05	3.05	3.10	3.10	2.95		3.00	3.26	3.00	3.00	3.00	3.00
	Change rooms/toilets	7	2.82	2.86	2.57	2.86	2.86	2.33			3.20	2.80		2.83	2.83
	Other sports and recreation buildings	7	3.17	3.14	3.14	3.43	3.00	3.00			3.33	3.00		3.14	3.00
Other facilities	Miscellaneous buildings	2	3.94	4.00	3.33	4.33	4.00	4.00		3.00	3.00	3.33		3.67	3.67
Total		171													

Appendix G: Buildings inspection program

The following table lists the various building inspection program: maintenance budget components used for the financial modelling:

Table 26: Building inspection program

Inspection Type	Building Hierarchy			
	Level 1	Level 2	Level 3	Level 4
Fire services	6 months	6 months	6 months	6 months
Pest control	Annual	Annual	Annual	Annual
Contract cleaning audits	Random audit	Random audit	Random audit	Random audit
Electrical services	Annual test and tag	Annual test and tag	Annual test and tag	Annual test and tag
Plumbing and gas services	Annual	Annual	Annual	Annual
Air-conditioning	Quarterly	Annual	Annual	Annual
OH&S/risk audits	6 months	6 months	Annual	Annual
General maintenance	Annual	Annual	2 years	3 years
Essential Safety Measures	Annual	Annual	Annual	Annual
Asbestos	5 years	5 years	5 years	5 years
Condition assessment	5 years	5 years	5 years	5 years
Building permit	10 years	10 years	10 years	10 years

Appendix H: Building operations and maintenance annual cost summary

The following table lists the respective operations and maintenance budget components used for the financial modelling:

Table 27: Operations and maintenance budget components

Budget item	Expenditure amount
Operations	
Rates	\$ 60,000
Utilities	\$ 80,000
Building audits	\$ 20,000
BAMP	\$ 10,000
Public toilet cleaning	\$ 240,000
Office cleaning	\$ 42,000
Public hall and recreation reserve allocations (half share)	\$ 60,000
Maintenance	
Asbestos management (audits and removal)	\$66,000
Termites	\$ 10,000
Painting	\$ 10,000
Public toilets	\$ 20,000
Council residences	\$ 5,000
Municipal offices	\$ 35,000
Pre-school and maternity child health centres	\$ 23,000
Elderly person units	\$ 5,000
Public halls	\$ 10,000
Senior citizen centres	\$ 10,000
Security and locks	\$ 2,000
Pest spraying	\$ 7,000
Furniture - non-capital	\$ 5,000
Other maintenance	\$ 20,000
Public hall and recreation reserve allocations (half share)	\$ 60,000
Operations	\$ 512,000
Maintenance	\$ 288,000
Total	\$ 800,000

Appendix I: Building risk assessments

Table 28: Buildings Risk Assessments

No.	Risk	Existing measures	Likelihood	Consequence	Risk severity	Preventative controls	Likelihood	Consequence	Risk severity
1	Availability of suitable tradesperson to meet time-frames	Limited means to dictate terms. Difficult to have many tradespeople available	Likely	Minor	Low	Have alternative tradespeople available when possible	Likely	Minor	Low
2	Unknown structural and/or environmental issues	Reliance on previously undertaken building inspections	Likely	Minor	Medium	Engage experts/consultants as required	Likely	Minor	Medium
3	The presence of asbestos containing materials	Asbestos registers updated, asbestos audit regime undertaken	Likely	Minor	Medium	Site induction to include asbestos awareness. Carry out intrusive inspection and remove as necessary	Likely	Minor	Medium
4	Allocated budget not sufficient due to quotation price exceeding cost estimate	Negotiate with persons carrying out work	Rare	Minor	Low	Apply for increase in budget or reduce scope of works	Rare	Minor	Low
5	There is a risk of electrical failure	Regular electrical tagging and testing. Inspections of outlets and switches	Unlikely	Minor	Low	Existing measures plus implement regular RCD and switchboard testing	Unlikely	Minor	Low
6	There is a risk of water related issues (rain ingress, storm water drainage, etc.)	Inspections undertaken. Regular cleaning of gutters, sumps, downpipes on Council buildings	Likely	Minor	Low	Regular inspection of Council owned buildings	Likely	Minor	Low
7	There is a risk of fire in a Council building	Regular servicing of fire equipment alarms, emergency lighting, exit doors, path of travel to exits	Unlikely	Moderate	Medium	Building inspections procedure. Fire evacuation drills undertaken. Insurance in place	Unlikely	Minor	Low
8	There is a risk of building permit non-compliance	ESM audits	Likely	Moderate	Low	Building non-compliance items scheduled in planned scope of works	Likely	Minor	Low
9	There is a risk of non-compliance with DDA	Non-qualified inspections	Likely	Moderate	Low	DDA audits and DDA items scheduled in planned works	Likely	Moderate	Low
10	There is a risk involving the security of Council buildings	Security locks for all access doors in place for response. Alarms in some buildings	Possible	Moderate	Medium	Increasing no. of buildings with alarms. Install CCTV for critical locations	Possible	Moderate	Medium

Appendix J: Capital Works Evaluation Guidelines – Buildings

These are currently being developed. When complete they will be updated in the next version of the BAMP.

Appendix K: Buildings that require review of their control status

Table 28: Buildings that require review of the building control status

Building sub-category	Building/ infrastructure name	Address	Town	Building control status
Sports/recreation clubroom	Wedderburn Bowls and Tennis Club Rooms	Chapel St	Wedderburn	Council owned freehold and Council control
Miscellaneous buildings	Wedderburn SES Depot	2 Nardoo Court	Wedderburn	Council owned freehold
Sports/recreation clubroom	Inglewood Sports Centre	75/75A Grant St	Inglewood	Council owned freehold and CAC delegation
Public toilet - level 2	Serpentine Public Toilet - Rudkins Reserve	37 Peppercorn Way	Serpentine	Council controlled assets on Crown land and Council controlled
Municipal office	Serpentine Shire Office	37 Peppercorn Way	Serpentine	Council controlled assets on Crown land and Council controlled
Historical society building	Pyramid Hill Historical Society	McKay St	Pyramid Hill	Council owned freehold and CoM Management Agreement

11 INFORMATION REPORTS

Nil

12 COMPLIANCE REPORTS**12.1 GENDER EQUALITY ACTION PLAN****File Number:****Author:** Casey Shelton, Human Resources Coordinator**Authoriser:** Janine Jackson, Manager Organisation Development**Attachments:** 1. Draft Gender Equality Action Plan**RECOMMENDATION**

That Council approves the Gender Equality Action Plan as a legislated requirement of the Gender Equality Act 2020.

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 Gender Equality Action Plan is a new requirement under the Gender Equality Act 2020 and has not been discussed at Council previously.

BACKGROUND

The Gender Equality Action Plan (GEAP) is required to be approved by 31 March 2022.

The GEAP seeks to provide measurable actions to achieve gender equality in the workplace. Key outcomes of the GEAP include:

- ensuring Council staff understand the importance of gender equality
- identifying where change is needed at Council
- planning and implementing actions that will achieve progress.

By developing the GEAP and submitting to the Commission for Gender Equality in the Public Sector, Council is ensuring its obligation is met under the Gender Equality Act 2020 and achieves positive progress toward gender equality in the workplace.

ISSUES/DISCUSSION

The Gender Equality Action Plan is reliant on data obtained from the People Matter Survey and the Gender Equality Audit, both of which were completed in 2021.

The People Matter Survey was promoted heavily to all staff during the survey period, with 30% of staff responding. As there was a minority of staff that responded, the data may not be truly representative of all staff views, but does provide a baseline for further action.

The Gender Equality Audit was completed internally and involved manual reporting, collation and interpretation of data that was not easily accessible via existing systems. This included the conversion of all staff to a full-time equivalent and the calculation of total remuneration of all fixed and variable amounts received for all 217 reportable staff during the reporting period. Due to the manual nature of the process, it should be acknowledged that there may a margin for error.

The Commission for Gender Equality in the Public Sector conducts data cleansing practices to ensure compliance, which may also negatively affect the data.

The results of the Gender Equality Audit, whilst valuable as a general overview, does not provide an accurate reflection of the current state of gender equality within Council and there is work to do to ensure systems are in a position to provide more easily accessible data for the next audit.

COST/BENEFITS

Through the successful promotion of its progress toward the actions contained in the Gender Equality Action Plan, Council can promote itself as an inclusive organisation, which in turn will position Council as an employer of choice.

It is intended that the bulk of the actions contained within this Plan will be undertaken within the current operational budget parameters. Where additional activities require additional resources, external funding will be sought to support these.

RISK ANALYSIS

Without a Gender Equality Action Plan, Council will not be compliant against its obligations under the Gender Equality Act 2020.

CONSULTATION AND ENGAGEMENT

The Gender Equality Action Plan has been developed by the Human Resources Coordinator, with input actively encouraged via distribution through the Consultative Committee, which is representative of staff from across Council. The Management Executive Group approved the Gender Equality Action Plan on Friday 4 March 2022.

LODDON SHIRE COUNCIL

GENDER EQUALITY ACTION PLAN 2021-2025



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Human Resources Coordinator
INTERNAL COMMITTEE ENDORSEMENT:	Consultative Committee
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:	Gender Equity Action Plan Gender Equity Strategy Workforce Plan 2021-2025 Victorian Local Government Women's Charter
RELATED LEGISLATION:	Gender Equality Act 2020 Local Government Act 2020 Charter of Human Rights and Responsibilities Act 2006 Equal Opportunity Act 2010
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: Document2

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

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1 PURPOSE

Loddon Shire Council's (Council) Gender Equality Action Plan (GEAP) 2021-2025 (The Action Plan) seeks to clearly plan, implement and measure change in order to achieve workplace gender equality. The GEAP includes results of a workplace gender audit completed in 2021 in order to gain valuable information to assess the current state of gender equality in the workplace, and strategies and measures to improve gender equality at Council.

The Action Plan contains actions relating to all seven indicators, which include:

- gender composition of the workforce
- gender composition of the governing body
- pay equity
- sexual harassment
- recruitment and selection
- leave and flexibility
- gendered segregation

2 BUDGET IMPLICATIONS

The Action Plan includes seven objectives underpinned with twenty corresponding actions. All actions identified will be completed using existing resources and will not require any additional funding.

3 RISK ANALYSIS

There is no immediate risk to Council regarding compliance with the Gender Equality Act 2020, which will be reached through submission of this document to the Commission.

As all actions rely on the current workforce and not on external funding, the risk to Council is low and can be limited to competing priorities of responsible officers impacting on ability to achieve the actions by the set timelines.

4 BACKGROUND

The Gender Equality Act 2020 requires each Council to address its obligations to promote gender equality in the workplace, consider gender equality when developing policies and programs and delivering services to the public. Loddon Shire Council will achieve this through delivering on the Gender Equality Action Plan and the Workforce Plan and the promotion of, conducting gender audits and impact assessments, and reporting progress to the Gender Equality Commission every two years.

Under section 46 (4) of the Local Government Act 2020, the Chief Executive Officer also has obligations to develop and maintain a Workforce Plan. The Workforce Plan reflects Council's commitment to ensuring legislative compliance in all employment practices, and works in tandem with The Action Plan. The key focus areas for 2021/2022 of The Workforce Plan include:

- implementing the requirements of the Gender Equality Act 2020
- engaging in the development and implementation of a fitness for work policy
- considering whether staff satisfaction can be reported at a department level whilst maintaining confidentiality
- conducting service delivery reviews.

Both the Workforce Plan and the Gender Equality Action Plan will ensure a safer and more inclusive working environment for those of all genders and identities, who have a disability, and

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who are from culturally diverse communities. Loddon Shire Council is committed to achieving the actions in both plans.

5 OBJECTIVES OF THE GENDER EQUALITY ACTION PLAN

Council has achieved positive progress in the area of gender equality since the successful implementation of its first Gender Equality Action Plan in 2018.

Notable achievements include:

- having active membership in the Loddon Family Violence Network and the regional Collective Action for Respect and Equality Partnership
- participates and promotes the annual 16 Days of Activism campaign against gender-based violence
- has allocated a dedicated member of its Policy Review Group to ensure all policies, procedures and strategic documents are reviewed with a gendered lens.

Gender equality and the effort toward is underpinned by Council's values of leadership, respect, integrity, accountability and impartiality.

The following gender equality principles in the Victorian Gender Equality Act 2020, Part One (section 6) have guided the preparation of The Action Plan:

- all Victorians should live in a safe and equal society, have access to equal power resources and opportunities and be treated with dignity, respect and fairness
- gender equality benefits all Victorians regardless of gender
- gender equality is a human right and precondition to social justice
- gender equality brings significant economic, social and health benefits for Victoria
- gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls
- advancing gender equality is a shared responsibility across the Victorian community
- all human beings, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices
- gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes
- women have historically experienced discrimination and disadvantage on the basis of sex and gender
- special measures may be necessary to achieve gender equality.

These principles are supported by the workplace gender equality indicators of:

- gender composition of the workforce
- gender composition of the governing body
- pay equity
- sexual harassment
- recruitment and promotion
- leave and flexibility
- gendered segregation

Council aims to deliver an integrated and sustainable approach that sees gender equality principles and intersectional factors imbedded into culture across all business practices by 2025.

6 INDICATOR 1: GENDER COMPOSITION OF THE WORKFORCE

Total gender composition of workforce in 20/21 year (all staff who were employed in said year), as reported in Workplace Gender Equality Audit (WGEA):

Gender	Number	Percentage
Male	102	47%
Female	115	53%
Self-described	0	0
TOTAL	217	100%

Gender composition of workforce in 20/21 year by employment basis:

Employment type	Number of employees	Percentage
Male full-time ongoing	72	33%
Male full-time fixed-term	17	8%
Male part-time ongoing	9	4%
Male part-time fixed-term	1	0.5%
Male - casual	3	1%
Female full-time ongoing	24	11%
Female full-time fixed-term	12	6%
Female part-time ongoing	50	23%
Female part-time fixed-term	4	2%
Female - casual	25	11.5%
TOTAL	217	100%

These tables indicate that whilst there is a higher amount of females than males employed by Council, more females work part-time, and/or are in fixed-term or casual positions.

A reason as to why there is a higher percentage of females employed in part-time or casual work, or choose fixed-term opportunities may be relating to family status (such as caring responsibilities for children) however Council does not gather data to confirm this assumption.

Further, the WGEA identified Council has significant data reporting gaps in relation to identifying Aboriginal and/or Torres Strait Islander status, cultural identity status, religious status, disability status, sexual orientation and any self-described gender other than male or female.

The People Matter Survey reiterated the importance of improving Council's data reporting, as results indicated there may be members of the workforce who identify as a gender other than male or female, have a disability, have a sexual orientation other than straight, speak a language other than English at home and have a cultural identity other than Australian.

The People Matter Survey also indicated the following data when respondents were asked 'is there a positive culture within my organisation in relation to employees of different sexes/genders'?

Response	Loddon	Local Council Overall
Strongly disagree	0%	1%
Disagree	3%	5%
Neither agree nor disagree	16%	15%
Agree	52%	53%
Strongly agree	26%	23%
Don't know	2%	3%

The results are encouraging in that Council is below the average in terms of respondents strongly disagreeing or disagreeing with the statement, however is slightly below the local government average of respondents agreeing with the statement.

6.1 Actions relating to this indicator:

Action	Responsible Officer	Reasoning	Indicator of Success (Outcome)	Resources	Timing
Develop surveys to capture data on why employees applied for positions	Human Resources Coordinator	To better understand driver behind employees, or potential employees, choosing fixed-term, part-time or casual employment	Data obtained	Existing	June 2023
Develop new personnel information forms to include additional fields to address data gaps	Human Resources Coordinator	To obtain more accurate data regarding workforce demographics to ensure a safe, inclusive and accessible culture for all and to address gaps in information.	90% of personnel information forms are returned; data collated.	Existing	December 2022
Creation of 'Gender Equality Champion' at leadership level	Human Resources Coordinator; Loddon Leaders	Promote gender equality messaging from those in positions of power to encourage a collaborative approach to achieving gender equality	Appoint a member of the Loddon Leaders to work with Human Resources Coordinator in promoting gender equality	Existing	December 2024

Action	Responsible Officer	Reasoning	Indicator of Success (Outcome)	Resources	Timing
Development of culture in line with gender equality	All staff	Embedding gender equality into culture to ensure a safe working environment for all	Staff feel comfortable to be their true self; measured through satisfaction surveys	Existing	June 2025
Investigation and promotion of childcare options to provide further support for staff	Human Resources Coordinator	Providing further support for staff to reduce turnover	Utilisation by staff of local childcare options	Existing	March 2025
Spotlight the experiences of women leaders, particularly those from culturally and linguistically diverse groups	Human Resources Coordinator	Encouragement for women to consider leadership opportunities	Profiles developed and disseminated of women leaders	Existing	November 2023
Facilitate professional development for leadership in key Gender Equality (GE) areas	Learning and Development Officer	Development of knowledge and skills relating to gender equality	80% of the leadership group having completed selected program.	Existing	November 2022
Establish a GE Working Group (GEWG) including representation from senior leadership to provide a mechanism for internal discussions and reflections relating to gender equity and workplace experiences	Manager Organisation Development	Discussion from diverse representatives to encourage different ideas to promote gender equality	Terms of Reference developed	Existing	April 2023

Action	Responsible Officer	Reasoning	Indicator of Success (Outcome)	Resources	Timing
Develop a GE and diversity page on Council's intranet and link to the staff induction portal	Human Resources Coordinator	Central location for resources relating to gender equality and diversity	GE and diversity intranet page developed	Existing	June 2022

7 INDICATOR 2: GENDER COMPOSITION OF THE GOVERNING BODY

Total gender composition of governing body (governing body is defined as Councillors of the Loddon Shire) as at June 30 2021, as reported in Workplace Gender Equality Audit (WGEA):

Gender	Number	Percentage
Male	3	60%
Female	2	40%
Self-described	0	0
TOTAL	5	100%

The results indicate there is positive representation of both genders, however similar to the findings of the workforce gender composition; there is no mechanism for the governing body to self-identify their gender other than either male or female.

7.1 Actions relating to this indicator:

Action	Responsible Officer	Reasoning	Indicator of Success (Outcome)	Resources	Timing
Develop new councillor information form to include additional fields to address data gaps	Governance Coordinator; Human Resources Coordinator	To obtain more accurate data regarding councillor demographics	100% of councillor information forms are returned; data collated.	Existing	December 2022
Appointment of Victorian Local Government Women's Charter Champions at both a councillor and officer level	Councillors; Human Resources Coordinator	Reporting on progress toward the Victorian Local Government Women's Charter and more broadly gender equality	Positions appointed yearly	Existing	Completed 2022; ongoing

Action	Responsible Officer	Reasoning	Indicator of Success (Outcome)	Resources	Timing
Host a Victorian Local Government Women's Charter Afternoon Tea	Councillors; Human Resources Coordinator	Committed action under Council's commitment to the Local Government Women's Charter	Successful running of event	Existing	October 2022
Profile current and former women Councillors on their background, motivations for running for office and their achievements during their time as a Councillor.	Councillors; Executive and Commercial Services Officer; Human Resources Coordinator	Celebration and understanding of women Councillors	Promote and disseminate profiles to staff	Existing	December 2023
Celebrate the centenary of Mary Rogers' election – the first woman elected to local government in Victoria.	Learning and Development Officer	Celebration and understanding of women Councillors	Promote and disseminate anniversary to staff	Existing	Annually; ongoing

8 INDICATOR 3: PAY EQUITY

The median annualised base salary and remuneration, as reported in Workplace Gender Equality Audit (WGEA):

Employment Basis	Women's Pay Gap Percentage
Full-time permanent	-3.7%
Full-time fixed-term	-31.3%
Part-time permanent	0.5%
Part-time fixed-term	-19.1%
Casual	-7.8%

The Victorian Commission for Gender Equality in the Public Sector (The Commission) advises that the percentage pay gap as a positive indicates salaries of men are greater than women, whereas a negative indicates salaries of women are greater than men.

This data can be skewed by a number of factors including the Working for Victoria program and a higher percentage of women than men in part-time, fixed-term or casual categories.

In determining this data, employee salaries were converted to full-time equivalents including any projected income from superannuation and non-fixed amounts such as allowances.

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Certain areas within Council attract allowances such as toileting allowance for kinder staff, and these areas have a higher percentage of women than men, contributing to a skewed total remuneration estimation. This is not necessarily indicative of the true state of balance between males, females and those who self-describe their gender, and work is required in this area to ensure Council’s systems are better placed for the next Gender Equality Audit.

8.1 Actions relating to this indicator:

Action	Responsible Officer	Reasoning	Indicator of Success (Outcome)	Resources	Timing
Enhancement and development of payroll reporting capabilities to better report on required data for the next Gender Equality Audit	Human Resources Coordinator; Payroll Officer	To streamline reporting outcomes and reduce margin for error	Automated reporting of required data	Existing	June 2024

9 INDICATOR 4: SEXUAL HARASSMENT

In the reporting period of the GEAP (1 July 2020 to 30 June 2021) there were no formal sexual harassment complaints received by Council. This is contrasted with the results of the People Matter Survey of which 5% of all respondents answered yes when asked whether they had experienced sexual harassment.

Whilst the latter statistic is below the all council average of 7%, and the question does not specifically ask the respondent when they had experienced sexual harassment, Council acknowledges the importance of creating confidential mechanisms in order to report sexual behaviour.

Further information provided by the People Matter survey relating to sexual harassment include:

- 3% of respondents chose yes when asked if they had experienced ‘sexually suggestive comments or jokes that made you feel offended (in either a group or one on one situation)’,
- 2% of respondents chose yes when asked if they had experienced ‘intrusive questions about your private life or comments about your physical appearance’.

When asked ‘my organisation encourages respectful workplace behaviours’ in the People Matter survey:

- 3% of respondents strongly disagreed,
- 5% of respondents disagreed,
- 7% of respondents neither agreed or disagreed,
- 49% of respondents agreed,
- 36% of respondents strongly agreed.

Council received an 85% favourable response rate as compared to the local government average of 83%.

When asked 'I feel safe to challenge inappropriate behaviour at work':

- 6% of respondents strongly disagreed,
- 7% of respondents disagreed,
- 5% of respondents neither agreed or disagreed,
- 49% of respondents agreed,
- 33% of respondents strongly agreed.

Council received an 82% favourable success rate as compared to the local government average of 70%.

Council received a higher favourable success rate across all sections in the workplace sexual harassment section of the People Matters Survey as compared to the local government average.

9.1 Actions relating to this indicator:

Action	Responsible Officer	Reasoning	Indicator of Success (Outcome)	Resources	Timing
Review of specific sexual harassment elearning training for all staff	Learning and Development Officer; Human Resources Coordinator	To better educate staff on what sexual harassment is, and the implications	Review and implementation of updated elearning module	Existing	October 2023
Development of a sexual harassment reporting form that goes directly to Human Resources	Human Resources Coordinator	Confidential mechanism to report sexual harassment	Form development, implementation and distribution.	Existing	March 2024

10 INDICATOR 5: RECRUITMENT AND SELECTION

The People Matter survey provided the below information relating to recruitment and selection:

- When asked 'people in my workgroup actively support diversity and inclusion in the workplace', the responses were:
 - 0% of respondents strongly disagreed,
 - 5% of respondents disagree,
 - 11% of respondents neither agree not disagree,
 - 51% of respondents agreed,
 - 33% of respondents strongly agreed.

These responses indicate an 84% favourable response rate as compared to the local government average of 81%, which is a positive sign.

- When asked 'cultural background is not a barrier to success in my organisation':
 - 0% of respondents strongly disagreed,
 - 5% of respondents disagreed,
 - 10% of respondents neither agreed or disagreed,
 - 52% of respondents agreed,
 - 31% of respondents strongly agreed,
 - 2% of respondents didn't know.

These results were very positive, showing an 84% favourable response rate as compared to the local government average of 74%.

- When asked ‘disability is not a barrier to success in my organisation’:
 - 0% of respondents strongly disagreed,
 - 10% of respondents disagreed,
 - 13% of respondents neither agreed or disagreed,
 - 51% of respondents agreed,
 - 23% of respondents strongly agreed,
 - 3% of respondents didn’t know.

These results were again positive. Showing a 74% favourable response rate as compared to the local government average of 60%.

- When asked ‘gender is not a barrier to success in my organisation’:
 - 2% of respondents strongly disagreed,
 - 10% of respondents disagreed,
 - 7% of respondents neither agreed or disagreed,
 - 49% of respondents agreed,
 - 31% of respondents strongly agreed,
 - 1% of respondents didn’t know.

Loddon Shire Council was again ahead of the local government average, with Council receiving an 80% favourable response rate as compared to a 74% average.

All responses within the recruitment and selection section of the survey placed Council above the local government average.

10.1 Actions relating to this indicator:

Action	Responsible Officer	Reasoning	Indicator of Success (Outcome)	Resources	Timing
Review recruitment templates to ensure gender inclusive language	Human Resources Coordinator	Encourage all genders to apply for work with Council	Surveys to capture satisfaction with recruitment collateral	Existing	October 2022

11 INDICATOR 6: LEAVE AND FLEXIBILITY

The Commission defines flexible working as access to one or more of the following opportunities:

- Working more hours over fewer days
- Flexible start and finish times
- Working remotely (negotiated by the employee – i.e. not as a requirement under COVID-19 restrictions)
- Working part-time (negotiated by the employee only)
- Shift swap
- Job sharing
- Study leave

- Purchased leave
- Using leave to work flexible hours.

Through the Gender Equality Audit, the utilisation of flexible work arrangements by gender were identified, and the results were:

Gender	Number of staff
Female	5
Male	3
Self-described gender	0
Total	8

Examples of flexible work options within Council include 48/52 and utilisation of study leave (as approved in line with Council's Study Support Policy).

Since the submission of the Gender Equality Audit, Council has introduced a Flexible Work Options Policy to further advance its commitment to work-life balance.

11.1 Actions relating to this indicator:

Action	Responsible Officer	Reasoning	Indicator of Success (Outcome)	Resources	Timing
Promotion of study leave policy to encourage more staff to partake	Human Resources Coordinator	Help encourage more work/life/study balance, and encourage staff to upskill	Maximum number of scholarships granted each year	Existing	March 2023

12 INDICATOR 7: GENDERED SEGREGATION

The People Matter Survey grouped employees in terms of their occupation utilising ANZSCO (Australian and New Zealand Standard Classification of Occupations) categories. The most populous fields included:

Group	Number of Females	Number of Males
Managers (Inclusive of chief executive officers, general managers and department managers)	7	7
Professionals (inclusive of business, human resources, marketing, financial, information technology, engineering and science, surveyors and urban planners)	48	14
Education Professionals	18	0
Health Professionals (including occupational and environmental health, and health promotion)	10	1
Midwifery and Nursing Professionals	7	0
Community and Personal Services Professionals	25	1
Technician and Trades Professionals	0	7
Clerical and Administrative Professionals	29	10
Labouring Professionals	5	60
Farm, Forestry and Gardening Professionals	0	12

The ANZSCO categories are broad and work to categorise occupations into groups which are then narrowed down using a six digit numbering system.

As an example, the Chief Executive Officer is categorised as:

- major group 1 – all managers;
- sub-major group 11 – manager
- minor group 111 – chief executive officers, general managers and legislators,
- unit group 1111 – chief executive officers and managing directors,
- occupation 111111 – chief executive officer.

As the ANZSCO categories and codes are pre-set, some Council roles proved hard to categorise in this format. An example of this was the Children & Youth Coordinator who is classified higher than an Education Professional as their role oversees the kindergarten function of Council but does not regularly teach. Due to the absence of a Children & Youth Coordinator code, the position was eventually classified as 131341 – Childcare Manager. Council roles were classified as accurately as possible within the confines of the ANZSCO categories.

This information provides valuable insight into occupational categories that have a higher percentage of a particular gender and informs the actions for this indicator.

12.1 Actions relating to this indicator:

Action	Responsible Officer	Reasoning	Indicator of Success (Outcome)	Resources	Timing
Increase of diversity in areas with a high percentage of one gender (example Works Department, male)	Human Resources Coordinator; Loddon Leaders	Promotion of vacancies amongst women or minority groups	Increase in gender diversity through the development of a specific gender diversity promotion plan	Existing	October 2023

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 26 April 2022 at Wedderburn commencing at at 3pm.

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

Confirmed this.....day of..... 2022