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

1 PURPOSE

This section outlines Council's key contacts for Section 86 committees.

2 SCOPE

Section 86 committees should contact Council for advice on matters relating to the committee's operation and functions.

3 COUNCIL CONTACTS

3.1 Committees of management: when to contact Council

Committees of management should contact Council to:

- advise annually the contact details of the committee members
- discuss matters regarding the Instrument of Delegation
- inform Council of intent to apply for external grants provided by state or federal government or philanthropic organisations (i.e. not Council grants)
- discuss any concerns or matters relating to maintenance schedules and programs
- refer any requests for major capital works or projects
- register any events and/or activities the committee plans to conduct
- discuss any insurance and/or risk management issues
- discuss health and food requirements.

3.2 Council contact details

Information forwarded to Council should be addressed to:

Administration Officer Corporate Services
Loddon Shire Council
PO Box 21, Wedderburn VIC 3518 (41 High Street, Wedderburn)

Email: loddon@loddon.vic.gov.au

Internet: www.loddon.vic.gov.au

Telephone (local call): 1300 365 200

Telephone: (03) 5494 1200

Fax: (03) 5494 3003

National Relay Service:

- TTY users phone 133 677 then ask for 03 54941200
- Speak and Listen users phone 1300 555 727, then ask for 03 54941200
- Internet relay users [connect to the NRS](#), then ask for 03 54941200.

3.3 Council department contact details

A list of Council department contact details is provided at Appendix 1 of this document.

4 REVIEW

The Director Corporate Services will review this procedure for any necessary amendments no later than 1 year after adoption of this current version.

5 ATTACHMENTS

Appendix 1: List of department contact details

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Department	Function	Phone	Responsible Officer	Contact details
Building maintenance	Building maintenance for Council facilities	5494 1209	Peter Sporn	psporn@loddon.vic.gov.au
Building services	Municipal building approvals	5494 1241	Glenn Harvey	gharvey@loddon.vic.gov.au
	Municipal building certificates	5494 1241 5494 1242	Glenn Harvey Fiona Turnbull	gharvey@loddon.vic.gov.au fturnbull@loddon.vic.gov.au
Committees	Council (Section 86) committees of management	5494 1207 5494 1255	Sharon Morrison Michelle Hargreaves	smorrison@loddon.vic.gov.au mhargreaves@loddon.vic.gov.au
	Crown land committees of management	5494 1219 5494 1232	Allan Stobaus Tony Bellenger	astobaus@loddon.vic.gov.au tbellenger@loddon.vic.gov.au
Finance	Accounts payable	5494 1245	Tina Watts	accountspayable@loddon.vic.gov.au
	Business Activity Statements (BAS)	5494 1231	Duncan Campbell	dcampbell@loddon.vic.gov.au
	Financial reporting	5494 1231 5494 1248	Duncan Campbell Deanne Caserta	dcampbell@loddon.vic.gov.au dcaserta@loddon.vic.gov.au
	Grant information – financial	5494 1210	Lorraine Jackson	ljackson@loddon.vic.gov.au
	Sundry debtors	5494 1227	Lyn Don	ldon@loddon.vic.gov.au
	Compliant suppliers and contractors	5494 1299 5494 1210	Lorraine Jackson Carol Stephenson	ljackson@loddon.vic.gov.au cstephenson2@loddon.vic.gov.au
	Taxation enquiries	5494 1231	Duncan Campbell	dcampbell@loddon.vic.gov.au
Freedom of Information	Freedom of information- Information privacy	5494 1207	Sharon Morrison	smorrison@loddon.vic.gov.au
Health	Food and health complaints	5494 1200	Health Department Teresa Arnup	health@loddon.vic.gov.au
	Food registrations and renewals	5494 1200	Health Department Teresa Arnup	health@loddon.vic.gov.au
Insurance and Risk	Insurance Occupational health and safety Risk management	5494 1202	Carol Canfield Chris O'Flaherty	ccanfield@loddon.vic.gov.au coflaherty@loddon.vic.gov.au
Keys	Keys to Council facilities	5494 1209	Peter Sporn	psporn@loddon.vic.gov.au
Records & Archives	Archives Records management	5494 1237	Heather Christie	loddon@loddon.vic.gov.au
Recreation	Community grants	5494 1219 5494 1232	Allan Stobaus Tony Bellenger	astobaus@loddon.vic.gov.au tbellenger@loddon.vic.gov.au
	Recreation reserves	5494 1219 5494 1232	Allan Stobaus Tony Bellenger	astobaus@loddon.vic.gov.au tbellenger@loddon.vic.gov.au

CI01 COUNCIL CONTACTS

Department	Function	Phone	Responsible Officer	Contact details
	Sport and recreation grants	5494 1219 5494 1232	Allan Stobaus Tony Bellenger	astobaus@loddon.vic.gov.au tbellenger@loddon.vic.gov.au
	Sporting complexes	5494 1219 5494 1232	Allan Stobaus Tony Bellenger	astobaus@loddon.vic.gov.au tbellenger@loddon.vic.gov.au
	Swimming pools	5494 1219 5494 1232	Allan Stobaus Tony Bellenger	astobaus@loddon.vic.gov.au tbellenger@loddon.vic.gov.au
	Youth services	5494 1219 5494 1232	Allan Stobaus Tony Bellenger	astobaus@loddon.vic.gov.au tbellenger@loddon.vic.gov.au
Rural Access	Disability access and inclusion	5494 1230	Stacey Williamson Vicki Andrew	dcw@loddon.vic.gov.au
Town Planning	Liquor licencing	5494 1228	Carolyn Stephenson	planning@loddon.vic.gov.au
	Planning certificates	5494 1228	Carolyn Stephenson	planning@loddon.vic.gov.au
	Planning permits	5494 1228	Carolyn Stephenson	planning@loddon.vic.gov.au
Tourism	Event support Loddon Discovery Tours Marketing strategies	5494 1233	Sandra Steel	ssteel@loddon.vic.gov.au
Website	Website	5494 1255	Michelle Hargreaves	mhargreaves@loddon.vic.gov.au
		5494 1217	Anne Hassell	ahassell@loddon.vic.gov.au