



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

**Date: Tuesday, 23 July 2019**  
**Time: 3pm**  
**Location: Council Chambers, Serpentine**

# **AGENDA**

**Ordinary Council Meeting**

**23 July 2019**

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**1 OPENING PRAYER**

“Almighty God, we humbly ask you to bless this Council, direct and prosper its deliberations towards the true welfare of your people of the Shire of Loddon.”

**2 ACKNOWLEDGEMENT OF COUNTRY**

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

**3 APOLOGIES**

**4 DECLARATIONS OF CONFLICT OF INTEREST**

**5 PREVIOUS MINUTES****5.1 CONFIRMATION OF MINUTES**

**File Number:** 02/01/001

**Author:** Lynne Habner, Manager Executive and Commercial Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** Nil

**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 25 June 2019
2. The minutes of the Ordinary Council Meeting of 25 June 2019
3. The minutes of the Council Forum of 9 July 2019

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

**6 REVIEW OF ACTION SHEET**

**6.1 REVIEW OF ACTIONS**

**File Number:** 02/01/002

**Author:** Lynne Habner, Manager Executive and Commercial Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** 1. Action sheet

**RECOMMENDATION**

That Council receive and note the action sheet.

**REPORT**

Refer attachment.

Outstanding	Division: Committee: Officer:	Council	Date From: Date To:
Action Sheets Report			Printed: Wednesday, 10 July 2019 1:56:18 PM

**Outstanding actions from previous meetings**

Meeting	Officer/Director	Section	Subject
Council 25/09/2018	Habner, Lynne Pinyon, Phil	Decision Reports	Bridgewater Ski Club request
<b>RESOLUTION 2018/141</b>			
Moved: Cr Colleen Condliffe			
Seconded: Cr Neil Beattie			
<ol style="list-style-type: none"> <li>1. That Council request that the CEO develop a formal arrangement for the Bridgewater Ski Club to use the existing camp kitchen at the Bridgewater Caravan Park as a judging facility to assist in hosting water ski events, addressing the following:                             <ol style="list-style-type: none"> <li>(a) the arrangement will incur payment by the Ski Club to be determined as reasonable compensation for the use of the existing camp kitchen within the caravan park, on an ad hoc or permanent basis, as the case may be</li> <li>(b) the terms of the arrangement will not restrict the viability of a future lease of the caravan park</li> <li>(c) that a new camp kitchen be built for the caravan park to the same or higher standard as the existing one, on a cost-neutral basis for Council and that it be completed by 30 September 2020</li> <li>(d) that until a new camp kitchen is built, the arrangement is not for exclusive use by the Ski Club, enabling caravan park patrons to have reasonable access to the existing camp kitchen</li> <li>(e) that appropriate conditions be included with the arrangement that the Ski Club is accountable for ensuring that the caravan park managers/lessees and patrons are not disadvantaged by the presence of the Ski Club, its members or its associated events</li> <li>(f) that the arrangement may be reviewed by either party with appropriate notice given.</li> </ol> </li> <li>2. That Council undertakes to the Bridgewater Ski Club to use its best endeavours to have appropriate arrangements for the use of the existing camp kitchen as a judging facility in place in order for the Club to host the Disabled World Titles in 2021 at Bridgewater.</li> <li>3. That Council authorise the CEO to sign and seal any documentation required to put the arrangement in place.</li> </ol>			
<b>CARRIED</b>			
<p><i>2/10/2018 2:24:34 PM - Lynne Habner</i>                      Council's lawyer has been requested to prepare draft documents to put arrangements in place, for consideration and discussion with the Ski Club. DELWP has also been requested to advise what permission needs to be obtained for the arrangements involving Crown land.</p> <p><i>14/11/2018 2:40:41 PM - Lynne Habner</i>                      Draft documentation for agreement has been reviewed by staff and returned for further legal drafting. Awaiting second draft, which will be sent to ski club for consideration.</p> <p><i>30/11/2018 11:19:45 AM - Lynne Habner</i>                      Revised draft agreements expected from lawyer next week, then they will be sent to Ski Club for consideration.</p>			

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13/12/2018 10:44:00 AM - Lynne Habner  
 Draft Licence and MOU has been sent to Bridgewater Ski Club for consideration. The club is expected to provide a response to Council staff by early January.

13/02/2019 9:09:44 AM - Lynne Habner  
 Comments received from Ski Club on draft agreements 11 February 2019 - some small amendments will now be sent to lawyers for redrafting. Ski club has undertaken to design and build new camp kitchen subject to Council agreement.

8/03/2019 3:14:13 PM - Lynne Habner  
 Redrafted agreements have been sent back to Bridgewater Ski Club 1/3/19, and to DELWP for consideration of the draft licence agreement. Awaiting responses from both.

8/04/2019 2:49:23 PM - Lynne Habner  
 Discussions on draft agreements are continuing with DELWP and the ski club

17/05/2019 11:31:07 AM - Lynne Habner  
 Comments on the draft licence conditions were received from DELWP on 13 May 2019 and staff are continuing to liaise with DELWP and legal advice to determine the final draft licence for use of the existing camp kitchen.

13/06/2019 4:53:09 PM - Lynne Habner  
 Staff are assessing proposed changes to licensing agreement by DELWP for finalisation of document.

10/07/2019 11:40:27 AM - Lynne Habner  
 Council staff have responded to comments by DELWP, and are awaiting return of officer from leave to progress finalisation of draft licensing agreement.

Meeting	Officer/Director	Section	Subject
Council 26/02/2019	Gladman, Wendy Gladman, Wendy	Decision Reports	RE-OPENING PUBLIC ACCESS TO SPILLWAY RESERVE, LAANECOORIE
<b>RESOLUTION 2019/34</b>			
Moved: Cr Geoff Cumow			
Seconded: Cr Neil Beattie			
That Council:			
1. enter into an Occupation and Maintenance licence with Goulburn Murray Water for the Laanecoorie Spillway Reserve to allow the site to be re-opened for public access			
2. restrict the level of amenity provided at the site as provided in the report, namely:			
<ul style="list-style-type: none"> <li>• there are currently no bins or public toilets at the site, with these items available at nearby Brownbill Reserve. It is suggested that this continues.</li> <li>• no other amenities, such as BBQs or shade structures are provided.</li> <li>• when existing seating infrastructure reaches end of life, the structures are to be decommissioned and only replaced if funding is sourced (such as Community Planning or other external funding).</li> <li>• review the direct expense incurred annually to respond to activities related to maintaining the site as an open public space.</li> </ul>			
			<b>CARRIED</b>
12/03/2019 11:06:28 PM - Wendy Gladman			

Outstanding	Division: Committee: Officer:	Council	Date From: Date To:
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Initial contact has been made with GMW with regard to the reopening of spillway reserve.  
 14/04/2019 1:06:46 PM - Wendy Gladman  
 This action item is still in progress. A draft agreement is currently being assessed by Council officers.  
 14/05/2019 9:13:07 AM - Stacey Williamson  
 In progress - Tony Bellenger met with Dale Farnsworth. A new agreement is currently being drafted as current one has no specific information regarding who is responsible for what actions in the agreement. The new agreement should be provided to Council for consideration within the next 1-2 weeks.  
 11/06/2019 4:07:27 PM - Stacey Williamson  
 Agreement received and onsite meeting held with representative of GMW and Caravan Park to discuss works required and operational matters. A couple of minor alterations to agreement discussed and we have amended agreement and sent to GMW for final review. On track to have reserve open on 1 August 2019.  
 9/07/2019 1:19:04 PM - Wendy Gladman  
 The licence document is currently with Goulburn Murray Water for signing. The opening of the spillway reserve to the public is on track for a 1 August 2019 commencement.

Meeting	Officer/Director	Section	Subject
Council 26/02/2019	Gladman, Wendy Gladman, Wendy	Decision Reports	FINALISATION OF CENTENARY OF ANZAC PROGRAM

**RESOLUTION 2019/35**  
 Moved: Cr Geoff Cumow  
 Seconded: Cr Colleen Condliffe

That Council provide \$9,848 to be shared equally (\$1,969.60) by the RSL sub-branch or Historical Society representing each area of Boort, East Loddon, Pyramid Hill, Inglewood and Wedderburn to undertake a nominated local commemorative or restorative project.

**CARRIED**

12/03/2019 11:09:05 PM - Wendy Gladman  
 A letter has been drafted advising local RSL's and Historical Societies of Councils decision, inviting project nomination and identification of the lead agency.  
 14/04/2019 1:07:26 PM - Wendy Gladman  
 This action item is still in progress. A letter has been forwarded to RSL and Historical Societies.  
 13/05/2019 3:14:04 PM - Stacey Williamson  
 In progress - a letter was sent on 26/04/2019 to the RSL Sub-branch and Historical Societies regarding the allocation of the remaining funds. We are yet to hear back from any of the organisations.  
 11/06/2019 5:00:19 PM - Stacey Williamson  
 Letter back from Inglewood/Bridgewater RSL advising of project allocation for remaining funds.  
 9/07/2019 1:20:54 PM - Wendy Gladman  
 The details of nominated local projects have been received from Boort, East Loddon, Pyramid Hill and Inglewood and the formal agreements and payment of funds will be progressed shortly. Council staff continue to work with representatives from the RSL and Historical Society in Wedderburn to complete the required documentation to nominate a local project.

Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	Council	<b>Date From:</b> <b>Date To:</b>
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**Actions completed since last meeting**

Meeting	Officer/Director	Section	Subject
Council 25/06/2019	Morrison, Sharon Morrison, Sharon	Decision Reports	May 2019 Audit Committee Meeting Overview
<p><b>RESOLUTION 2019/122</b></p> <p>Moved: Cr Gavan Holt Seconded: Cr Geoff Cumow</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>receives and notes this report on the May 2019 Audit Committee Meeting</li> <li>receives and notes the confirmed minutes of the February 2019 Audit Committee meeting</li> <li>endorses the performance improvement recommendations documented in the "Review of Data Analytics (Accounts Payable and Accounts Receivable)"</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>9/07/2019 11:05:45 AM - Sharon Morrison</i> Action completed by: Morrison, Sharon Audit report sent to responsible officers for progressing.</p>			

Meeting	Officer/Director	Section	Subject
Council 25/06/2019	Morrison, Sharon Morrison, Sharon	Decision Reports	Audit Committee Charter Version 7
<p><b>RESOLUTION 2019/123</b></p> <p>Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe</p> <p>That Council adopts the Audit Committee Charter version 7.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>9/07/2019 11:06:03 AM - Sharon Morrison</i> Action completed by: Morrison, Sharon Charter provided to Audit Committee for reference.</p>			

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Meeting	Officer/Director	Section	Subject
Council 25/06/2019	Morrison, Sharon Morrison, Sharon	Decision Reports	Loddon Performance Framework version 4
<p><b>RESOLUTION 2019/124</b></p> <p>Moved: Cr Geoff Cumow Seconded: Cr Colleen Condliffe</p> <p>That Council adopts the Loddon Performance Framework version 4.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>9/07/2019 11:07:33 AM - Sharon Morrison</i> Action completed by: Morrison, Sharon New measures in the process of being added to performance monitoring software.</p>			

Meeting	Officer/Director	Section	Subject
Council 25/06/2019	Caserta, Deanne Morrison, Sharon	Decision Reports	Adoption of the 2019/20 Budget
<p><b>RESOLUTION 2019/126</b></p> <p>Moved: Cr Colleen Condliffe Seconded: Cr Gavan Holt</p> <p>1. That Council:</p> <ul style="list-style-type: none"> <li>(a) having advertised the Draft Budget and having received no submissions, adopt the 2019/20 Budget.</li> <li>(b) having advertised the Draft Fees and Charges Schedule and having received no submissions, adopt the 2019/20 Fees and Charges Schedule.</li> <li>(c) update the Strategic Resource Plan in the Council Plan 2017-2021 to reflect figures included in the 2019/20 Budget.</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>1/07/2019 4:45:34 PM - Deanne Caserta</i> Action completed by: Caserta, Deanne Published onto website, copy sent to Minister, information updated into Council Plan SRP</p>			

Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	Council	<b>Date From:</b> <b>Date To:</b>
<b>Action Sheets Report</b>			<b>Printed: Wednesday, 10 July 2019 1:56:18 PM</b>

Meeting	Officer/Director	Section	Subject
Council 25/06/2019	Williams, Peter Morrison, Sharon	Decision Reports	Rural Council Transformation Program
<b>RESOLUTION 2019/127</b>			
Moved: Cr Geoff Cumow Seconded: Cr Neil Beattie			
That Council authorise the Chief Executive Officer to apply the seal to any documentation that is necessary to complete the transaction relating to the Funding Agreement applicable for the participation in the Rural Councils Corporate Collaboration, should the Rural Councils Transformation Program application be approved.			
<b>CARRIED</b>			
<i>9/07/2019 11:08:53 AM - Peter Williams</i>			
Action completed by: Morrison, Sharon Funding agreement has been signed by the lead Council.			

Meeting	Officer/Director	Section	Subject
Council 25/06/2019	Morrison, Sharon Morrison, Sharon	Decision Reports	Water Trading Policy version 1
<b>RESOLUTION 2019/128</b>			
Moved: Cr Neil Beattie Seconded: Cr Geoff Cumow			
That Council adopts the Water Trading Policy version 1.			
<b>CARRIED</b>			
<i>9/07/2019 11:12:06 AM - Sharon Morrison</i>			
Action completed by: Morrison, Sharon Administrative changes are currently being made to implement the policy.			

Meeting	Officer/Director	Section	Subject
Council 25/06/2019	Morrison, Sharon Morrison, Sharon	Decision Reports	Anti-fraud and corruption policy
<b>RESOLUTION 2019/129</b>			
Moved: Cr Colleen Condliffe			

Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	Council	<b>Date From:</b> <b>Date To:</b>
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Seconded: Cr Geoff Cumow  
That Council adopt version 4 of the Anti-fraud and corruption policy.

**CARRIED**

*9/07/2019 11:13:40 AM - Sharon Morrison*  
Action completed by: Morrison, Sharon  
New policy has been circulated to staff.

Meeting	Officer/Director	Section	Subject
Council 25/06/2019	Morrison, Sharon Morrison, Sharon	Decision Reports	Protected Disclosure Policy version 1
<b>RESOLUTION 2019/130</b>			
Moved: Cr Colleen Condliffe Seconded: Cr Neil Beattie			
That Council adopts the Protected Disclosure Policy version 1.			
<b>CARRIED</b>			
<i>9/07/2019 11:14:04 AM - Sharon Morrison</i> Action completed by: Morrison, Sharon New policy has been circulated to staff.			

Meeting	Officer/Director	Section	Subject
Council 25/06/2019	Gladman, Wendy Gladman, Wendy	Decision Reports	Activating Open Spaces Strategy 2019-2024
<b>RESOLUTION 2019/131</b>			
Moved: Cr Colleen Condliffe Seconded: Cr Gavan Holt			
That Council adopt the Loddon Shire Activating Open Spaces Strategy 2019-2024.			
<b>CARRIED</b>			
<i>1/07/2019 9:17:46 PM - Wendy Gladman</i> Action completed by: Gladman, Wendy The final plan, as adopted by Council, has been forwarded for CEO's signature to be applied and placement onto Council's website.			

Outstanding	Division: Committee: Officer:	Council	Date From: Date To:
<a href="#">Action Sheets Report</a>			Printed: Wednesday, 10 July 2019 1:56:18 PM

Meeting	Officer/Director	Section	Subject
Council 25/06/2019	Pinyon, Phil Pinyon, Phil	New Item	CALDER HIGHWAY IMPROVEMENT COMMITTEE
<b>RESOLUTION 2019/135</b>			
Moved: Cr Neil Beattie			
Seconded: Cr Colleen Condliffe			
That Council:			
<ul style="list-style-type: none"> <li>(a) note the correspondence from the Calder Highway Committee requesting that consideration be given to supporting and perhaps co-funding the Calder Highway Master Plan from Ravenswood to Mildura;</li> <li>(b) agree that the development of the Master Plan is an important initiative to allow the Calder Highway to be improved in a strategic and co-ordinated manner;</li> <li>(c) endorse the advocacy approach for the development of the Master Plan and agree to contribute in-kind support and expertise for the development of the Plan;</li> <li>(d) decline to co-fund the development of the Master Plan, noting that the Calder Highway is the financial responsibility of the State Government and that Loddon Shire has an extensive road network of its own that must be given funding priority.</li> </ul>			
<b>CARRIED</b>			
<p><i>2/07/2019 12:03:16 PM - Phil Pinyon</i>                      Letter of response reflecting Council's resolution sent to the Calder Highway Improvement Committee 2 July 2019.  <i>2/07/2019 12:13:09 PM - Phil Pinyon</i>                      Action completed by: Pinyon, Phil                      Completed - letter sent to Calder Highway Improvement Committee 2/7/19 reflecting Council's resolution.</p>			

**7 MAYORAL REPORT**

**7.1 MAYORAL REPORT**

**File Number:** 02/01/001

**Author:** Lynne Habner, Manager Executive and Commercial Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Mayoral Report

**REPORT**

The Mayor will present a report at the meeting.

**8 COUNCILLORS' REPORT**

**8.1 COUNCILLORS' REPORTS**

**File Number:** 02/01/001

**Author:** Lynne Habner, Manager Executive and Commercial Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the Councillors' reports

**REPORT**

Each Councillor will present a report at the meeting.

**9 DECISION REPORTS****9.1 ANNUAL INFRASTRUCTURE PROGRAM 2019-20**

**File Number:** 14/01/001  
**Author:** David Southcombe, Manager Assets and Infrastructure  
**Authoriser:** Glenn Harvey, A/Director Operations  
**Attachments:** 1. Infrastructure Program 2018-2019 Budget Summary  
2. Project listing - Confidential

**RECOMMENDATION**

That Council resolve to adopt the Annual Infrastructure Program 2019-2020.

**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**

This issue has not been discussed at any previous 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 projects. The rolling program is a database that forms the bases of the elements of the Annual Infrastructure Program. Each project is scored based on an assessment matrix relevant to the type of infrastructure as part of the scoping process. This score assists in the development of the Annual Infrastructure Program by providing a prioritisation of the projects.

There are other strategic documents adopted by Council that are considered whilst preparing the Annual Infrastructure Program, namely:

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

The 2019 - 2020 Annual Infrastructure Program has been developed in accordance with the following expenditure requirements of:

- Federal Government Roads to Recovery (R2R) funding of \$2.39 million by 30 June 2019
- council funds totalling a \$2.50 million
- grants funds totalling \$2.15m

A budget summary of the 2019 – 2020 Annual Infrastructure Program expenditure by category is included in Attachment 1.

**ISSUES/DISCUSSION**

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

- Local Road Gravel Resheet

Funding of \$385,090 has been proposed to resheet and/or treat approximately 11.2 km of the gravel road network. This is a slight increase on Council's draft budget for the 2019 - 2020 financial year.

- Local Road Shoulder Resheet  
Funding of \$329,282 has been proposed to resheet approximately 21.8 km (length include both sides) of the gravel shoulders.
- Local Road Reconstruction (LRC) – Asset Preservation  
Funding of \$1,252,213 has been proposed for asset preservation and upgrade of over 3 km of the sealed road network in addition to constructing two formed roads to access new rural properties. The projects proposed (see attachment 2) are for the upgrade and rehabilitation of Echuca Serpentine Rd and Bridgewater Raywood Road for which grants have been awarded through the Fixing Country Roads program. A smaller allocation has been provided for two roads that access new rural properties in Inglewood and Appin South.
- Local Road Reconstruction (LRC) – Safety  
Funding of \$811,000 has been proposed for Local Road Reconstruction Safety for two projects. Upgrade of the barrier railing on a bridge on Laanecoorie Newbridge Road is proposed at a cost of \$110,000. In addition, \$701,000 is proposed to upgrade the intersection of Echuca Serpentine Rd and Prairie Rd and rehabilitate an additional 400 m of adjacent road.
- Township street improvement (TSI)  
Funding of \$754,678 has been proposed to replace and install new footpaths totalling 3,200 sqm and improve drainage in Kiniry St in Boort. Details of the individual projects are provided in attachment 2.
- Urban & Township Drainage  
Funding of \$1,005,000 has been proposed to address two dam safety upgrades. The first is \$855,000 for the safety upgrade of the Inglewood Dam. The majority of this funding (\$455,000) is provided through a DELWP grant. The second project is \$150,000 for repairs to Old Lead Dam. The required works were identified during a Goulburn Murray Water inspection of the dam and are required to be undertaken under the dam licence.
- Local bridges and culverts  
Funding of \$1,331,000 has been proposed for three projects. The first is Sloan's Rd bridge replacement at a cost of \$891,000 of which half is funded by a Bridges Renewal Grant. The second is \$300,000 for the upgrade of two culverts in Pyramid Hill on the Seven Months Creek. Funding of \$150,000 is being provided by the North Central Catchment Management Authority to complete the works. The final project is \$140,000 for the installation of a drop structure to control erosion on Wedderburn-Brenanah Rd.
- Reseals  
Funding of \$566,785 has been proposed to reseal and final seal approximately 30 km of the sealed road network. Approximately \$290,000 of reseals has been identified through condition inspection undertaken in 2017. The remaining works are to be identified through condition inspections to be undertaken in the second half of 2019.
- Parks and Gardens

Funding of \$100,000 has been proposed towards betterment of the existing parks and replacement of critical township street trees. The lists of project are included Attachment 2.

- Buildings

Funding of \$500,000 is allocated for a number of building projects. This includes \$100,000 provided by the Local Government Energy Saver Program for energy efficiency projects.

The total proposed expenditure is summarised in Attachment 1 and is listed according to its classification of network renewal, upgrade and new infrastructure. The reseal component is classed as renewal and as such is reflected in the Attachment 1. Attachment 2 provides details of the individual projects contained within the Program and is provided as a confidential document due to potential commercial sensitivity.

The requirement for Council to provide matching funds for grants has resulted in proposed expenditures not matching the Draft Budget in a number of works categories. For example, no projects have been allocated in the Local Road Construction – Amenity category. This allocation has been directed to Local Road Construction – Safety to provide matching funds for Fixing Country Roads grants. Similarly the Urban & Township Drainage and Local Bridges & Culverts Works Categories required matching funds for grants so are allocated higher than the Draft Budget.

The Road Reseals Work Category is currently allocated \$566,785 which is lower than the Draft Budget. This adjustment was taken due to a low number of reseal projects in the rolling program. Approximately \$290,000 of reseal projects are in the rolling program with further reseals to be identified during condition inspections in the second half of 2019. Currently, the balance of this budget has been allocated to the Township Street Improvements works category which has a high number of projects in the rolling program. If the seal inspections in the second half of 2019 identify priority reseals these funds will be reallocated back to Road Reseals works category to undertake these works.

## **COST/BENEFITS**

The total proposed expenditure is summarised in Attachment 1 and is listed according to its classification of, network renewal, upgrade and new infrastructure. The reseal component is classed as renewal and as such is reflected in the Attachment 1. Attachment 2 provides details of the individual projects contained with the Program.

The benefit of the proposed expenditure is that it will allow Council to maintain safe public infrastructure and decrease annual liability over all asset classes. Better roads, better public facilities and improved bridges are the key outcomes of the proposed program which aligns with the strategic objective of “Support development of a prosperous and diverse economy” as stipulated in Council Plan 2017 – 2021.

## **RISK ANALYSIS**

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

The other risk identified is the delay in delivering projects. In previous years, design for projects in the program was only undertaken after the adoption following Council resolution. However, the design team has already started designing the projects as proposed in the program thus ensuring that such projects are ready to be executed. This mitigation has changed the likelihood of delay to possible from likely. The consequence of the delay is insignificant and as such the risk is deemed low.

**CONSULTATION AND ENGAGEMENT**

The program has been prepared after a series of consultations between Assets & Infrastructure and the Works Department and other stakeholders.

### Loddon Shire Council Annual Infrastructure Program 2019 - 2020 Budget Summary

Works Category	Draft Budget 2019-2020	Proposed Expenditure 2019-20
<b>Local Road Gravel Resheet</b>		
Council Funded (4)	\$ -	\$ -
Roads to Recovery Standard (7)	\$ 327,914	\$ 385,090
<b>Subtotal</b>	<b>\$ 327,914</b>	<b>\$ 385,090</b>
<b>Local Road Shoulder Resheet</b>		
Council Funded (4)	\$ -	\$ -
Roads to Recovery Standard (7)	\$ 371,421	\$ 329,282
<b>Subtotal</b>	<b>\$ 371,421</b>	<b>\$ 329,282</b>
<b>Local Road Construction - Asset Preservation</b>		
Council Funded (4)	\$ 1,203,682	\$ 1,252,213
Roads to Recovery Standard (7)	\$ 477,545	\$ -
<b>Subtotal</b>	<b>\$ 1,681,227</b>	<b>\$ 1,252,213</b>
<b>Local Road Construction - Amenity</b>		
Council Funded (4)	\$ 116,733	\$ -
Roads to Recovery Standard (7)	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 116,733</b>	<b>\$ -</b>
<b>Local Road Construction - Safety</b>		
Council Funded (4)	\$ 467,000	\$ 811,000
Roads to Recovery Standard (7)	\$ 127,345	\$ -
<b>Subtotal</b>	<b>\$ 594,345</b>	<b>\$ 811,000</b>
<b>Township Street Improvements</b>		
Council Funded (4)	\$ -	\$ -
Roads to Recovery Standard (7)	\$ 261,057	\$ 754,678
<b>Subtotal</b>	<b>\$ 261,057</b>	<b>\$ 754,678</b>
<b>Urban &amp; Township Drainage</b>		
Council Funded (4)	\$ 455,000	\$ 855,000
Roads to Recovery Standard (7)	\$ 350,000	\$ 150,000
<b>Subtotal</b>	<b>\$ 805,000</b>	<b>\$ 1,005,000</b>
<b>Local Bridges &amp; Culverts</b>		
Council Funded (4)	\$ 1,041,000	\$ 1,191,000
Roads to Recovery Standard (7)	\$ 140,454	\$ 140,000
Others	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 1,181,454</b>	<b>\$ 1,331,000</b>
<b>Road Reseals</b>		
Council Funded (4)	\$ 530,640	\$ -
Roads to Recovery Standard (7)	\$ 565,257	\$ 566,785
<b>Subtotal</b>	<b>\$ 1,095,897</b>	<b>\$ 566,785</b>
<b>SUMMARY</b>		
Council Funded (4)	\$ 3,814,055	\$ 4,109,213
Roads to Recovery Standard (7)	\$ 2,620,993	\$ 2,325,835
<b>TOTAL</b>	<b>\$ 6,435,048</b>	<b>\$ 6,435,048</b>

Works Category		Draft Budget 2019-2020	Proposed Expenditure 2019-20
<b><i>Parks and Gardens (Townscape Services)</i></b>			
	<i>Council Funded</i>	\$ 100,000	\$ 100,000
	<b><i>Subtotal</i></b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b><i>Buildings</i></b>			
	<i>Council Funded</i>	\$ 500,000	\$ 500,000
	<b><i>Subtotal</i></b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>

Expenditure type	Proposed Expenditure 2019-20
<i>Total Renewal</i>	\$ 2,392,553
<i>Total Upgrade</i>	\$ 3,672,973
<i>Total New</i>	\$ 969,522

**9.2 BOUNDARY AND TOWNSHIP SIGNAGE**

**File Number:** 14/01/033  
**Author:** David Southcombe, Manager Assets and Infrastructure  
**Authoriser:** Glenn Harvey, A/Director Operations  
**Attachments:** Nil

**RECOMMENDATION**

That Council endorses the content of the report and establishes a Boundary and Township Signage Financial Reserve.

**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**

Township signage was discussed at the July 2019 Council Forum. At the Forum, options for reducing sign replacement costs were discussed. Councillors were of the view that costs to maintain signs to an acceptable standard can be accommodated and agreed that the existing number of signs be maintained. In addition, it was agreed that a financial reserve be established for replacing Council signage and that Aboriginal place names be included on signage in appropriate locations.

**BACKGROUND**

Council maintains signage to identify its towns, small towns and boundaries. Signage requirements have been reviewed a number of times in the past 10 years. In February 2009, Council approved the upgrade of 19 Council boundary signs on Regional Roads Victoria highways and main roads. In September 2009, Council approved signage type guidelines and the installation of 51 township entrance signs. An additional 20 new township and district signs were installed in 2014, followed by 29 more in recent years. There are now 119 (238 faces) Boundary and Township signs around the Loddon Shire Council. The total number of signs by type follows:

- 8 x Large Boundary Sign
- 29 x Small Boundary sign
- 18 x Orange township sign (Large)
- 15 x Green township sign (Medium)
- 49 x Blue township/district sign (Small)

Over the past two years the visual look of a number of signs has deteriorated significantly. Assets & Infrastructure undertook a condition and replacement cost assessment of all signs in 2018 and found that 22 required urgent replacement at an estimated cost of \$27,770.50. An additional 62 signs were recommended to be replaced over the subsequent three years at an estimated cost of \$68,089. Eleven signs were replaced during 2018/19 at a cost of \$15,000, Consequently there is approximately \$75,000 of outstanding signage replacements required. Additional degradation of signage since this investigation suggests costs may be higher.

Options for reducing signage replacement costs were discussed at the July Council Forum. It was agreed that costs to maintain signs to an acceptable standard can be accommodated and the existing number of signs be maintained. It was also agreed that a similar signage type and design be retained with the Aboriginal name of locations added where appropriate.

**ISSUES/DISCUSSION**

The majority of township and boundary signage was installed during the period of 2009 to 2014. This signage has or is beginning to reach the end of its serviceable life and requires replacement. Rather than establish a rolling program for signage replacement it is proposed to establish a financial reserve due to the greatly varying sign replacement costs between years.

The reserve would be named the Boundary and Township Signage reserve with the following details:

<b>Reserve name and purpose</b>	<b>Council transfers to the reserve</b>	<b>Council transfers from the reserve</b>
<p><b>Boundary and Township Signage Reserve</b></p> <p>The Boundary and Township Signage Reserve is used to fund replacement of Council's boundary and township signage</p>	<p>Annually an amount determined during the budget process as sufficient to fund the boundary and township signage replacement program</p>	<p>The net cost of boundary and township signage purchases and installation for the year</p>

**COST/BENEFITS**

Establishing a Boundary and Township Signage Reserve will allow for the immediate renewal of signage in poor condition as well as ensuring there is funding in subsequent years to replace signage when required.

**RISK ANALYSIS**

There is some risk associated with community unrest over the poor condition of the existing signage. Allocating funds to renew the signs will eliminate this risk.

**CONSULTATION AND ENGAGEMENT**

Engagement has been undertaken with Councillors and Council's Senior Officers as part of developing this report.

**9.3 PARTICIPATION IN A RENEWABLE ENERGY POWER PURCHASE AGREEMENT FOR LOCAL GOVERNMENT**

**File Number:** 15/10/001  
**Author:** David Southcombe, Manager Assets and Infrastructure  
**Authoriser:** Glenn Harvey, A/Director Operations  
**Attachments:** Nil

**RECOMMENDATION**

That Council approve of participation in the tendering process for the Renewal Energy Power Purchase Agreement for Local Government and that the CEO be authorised to affix the Council seal to related documentation if required.

**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**

This issue was discussed with Councillors at the July Forum.

**BACKGROUND**

Council currently purchases its electricity supplies from retailer ERM for large sites and street lighting via the MAV bulk procurement contract. Electricity for small sites is purchased from retailer Origin via the MAV contract. The ERM contract ends on 31st December 2020 and the Origin contract ends on the 30th June 2020.

Electricity bills costs Council approximately \$200,000 per year. Last year, Victorian local governments experienced significant price increases of 30-50% on their energy tariffs from the previous 2 year contracts. This was a result of rising wholesale energy prices. Such significant increases in energy bills create some budget uncertainty for councils trying to plan year on year.

To hedge against the uncertainty (and volatility) relating to fluctuating wholesale energy prices and to secure better prices and price certainty, councils across Victoria have come together to explore alternative procurement options, namely a Victorian Local Government Power Purchase Agreement (PPA).

**ISSUES/DISCUSSION**

Over the past year the Central Victorian Greenhouse Alliance (CVGA) has been working with other Victorian alliances of councils to investigate a long-term renewable energy PPA contract for councils.

A consortium of 39 councils facilitated by the alliance and led by City of Darebin committed in October 2018 to developing a business case, which has now been completed. The MAV has since come on board as the procurement/contracting agent for the tender stage. In the CVGA region participating councils include Ballarat, Bendigo, Buloke, Central Goldfields, Gannawarra, Hepburn, Macedon Ranges, Mildura, Mount Alexander and the Pyrenees.

There has been a considerable amount of work done as part of the business case to identify and assess the risks and to forecast energy pricing. The business case has demonstrated that there are no unreasonable risks and that there is an opportunity to realise a cheaper electricity price than what is forecast for conventional electricity. As such the group considers there is a strong basis on which to pursue to tender.

**COST/BENEFITS**

When all accounts are combined, a renewable PPA is cheaper than business as usual in the majority of forecast pricing scenarios modelled in the business case. It is estimated Council could achieve in a price offering 23% to 2% below business as usual, across a 10-year PPA contract. In addition it offers Council budget certainty over a longer period by locking in a fixed price or a partially fixed price over a period of 5-10 years (exact term will depend on tender outcomes).

**RISK ANALYSIS**Policy changes

Federal and State Government energy policy heavily influences the electricity market. The assumption is that the higher the renewable mix, the cheaper energy becomes over time. Given the current state of Federal and State Government energy policy, it is assumed that a mid-renewables scenario is the most likely to eventuate in the next 10 years. This has been factored into the business case.

Market risks

There are risks inherent in all electricity contracts. Short-term contracts (our current position) expose Council to future market prices and are considered higher risk. Long-term fixed contracts protect from rising prices, however have the potential to leave Council 'out of the money' if electricity prices fall more than predicted. This risk is somewhat managed by the models proposed in the PPA business case and solar farm preliminary feasibility study. Energetics (energy consultant for the project) have vast experience in electricity market analysis and have fed all relevant data into the scenarios, along with informed predictions.

Contractual risks

Council is being asked to commit to the PPA project at tender stage, without final contracts to review, and there is an expectation that Council will proceed with the engagement as part of this.

To manage this risk, special contract conditions will be developed under advice from Energetics, and the tender outcome will be subject to the final offer being within pre-agreed price parameters (no greater than the net present cost of business as usual). Legal advisers will be contracted by the Project Working Group to review documentation on behalf of councils.

**CONSULTATION AND ENGAGEMENT**

The project's Working Group has been consulting closely with MAV, who have confirmed that they will partner in leading the procurement and contract management. In development of the business case, Energetics consulted within the retailer market. There was strong interest in the project, which suggests a competitive tender process will ensue.

The key dates and milestones for the tender stage are as follows (subject to change):

<b>Date</b>	<b>Milestone</b>
9 <sup>th</sup> August 2019	Individual Councils to commit to tender
August-September 2019	Tender development
October 2019	Tender period
November-December 2019	Tender evaluation
December-January 2020	Contract negotiations
January 2020	Contract execution

**9.4 REVIEW OF REVENUE AND DEBT COLLECTION POLICY**

**File Number:** 18/01/001  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** 1. Revenue and Debt Collection Policy v3

**RECOMMENDATION**

That Council adopts the Revenue and Debt Collection Policy v3

**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**

The last approved version of the Revenue and Debt Collection Policy (the Policy) was in June 2017.

**BACKGROUND**

The purpose of the Policy is to provide guidance to the accounts receivable staff of the Loddon Shire Council to ensure sound credit management and recovery of sundry debtors in a timely manner.

**ISSUES/DISCUSSION**

The current version of the Policy (version two) was adopted on 27 June 2017, and is due for renewal by 27 June 2019.

The Policy addressed the important aspects of the revenue and debt collection process including:

- who has the responsibility for raising debtor invoices
- what is Council's trading terms
- provision of doubtful debts – where to refer
- what are the regular reporting requirements
- Heritage Interest Free Loan Scheme – where to refer
- Community Interest Free Loan Scheme – where to refer
- current taxation requirements
- current confidentiality requirements.

Council staff have reviewed the policy and have made only minor updates. This was to the 'Responsibility for raising debtor invoices' section which has been simplified to assist clients understand the intended purpose and current process of the policy.

**COST/BENEFITS**

There are no direct costs associated with the adoption of this policy.

**RISK ANALYSIS**

It is a Council function to raise charges in relation to works undertaken by Council. This policy outlines the principles within this process. The application of the policy, along with supporting procedures and other supporting documents, should help minimise risks.

**CONSULTATION AND ENGAGEMENT**

The document has been subject to the normal approval process of the policy review group and Management Executive Group as well as the July Council Forum prior to presentation in this Council Meeting Agenda.



## REVENUE AND DEBT COLLECTION POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	<a href="#">Click here to enter date of approval</a>
VERSION NUMBER:	3
REVIEW DATE:	<a href="#">Click here to enter a date.</a>
DATE RESCINDED:	<a href="#">Click here to enter a date.</a>
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Provision for Doubtful Debts Policy Financial Management Policy Relevant Debt Collection Procedures
RELATED LEGISLATION:	Local Government Act 1989 Australian Taxation Legislation
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

FILE LOCATION: K:\FINANCE\Policies\Ready for approval\POL Revenue & Debt Collection Policy v3.docx

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

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



## REVENUE AND DEBT COLLECTION POLICY

### 1 PURPOSE

The purpose of this policy is to provide guidance to the accounts receivable staff of the Loddon Shire Council to ensure sound credit management and recovery of sundry debtors in a timely manner.

### 2 SCOPE

This policy applies to Council staff responsible for creating invoices and recovering outstanding sundry debtors.

This policy does not apply to Council staff involved with rates and rate related debtors (refer to the Rates Policy and the Financial Hardship Policy).

### 3 POLICY

Payment of certificates, permits and fees are payable at the time of service and/or delivery where possible.

Council will operate effective billing and debt collection processes including the efficient management of accounts receivable and related credit management, when a sundry debtor charge is raised.

Council debtors will be managed in accordance with this policy and where applicable the Overdue Debtor Accounts Procedures.

Debts will be recognised at the time services are provided. The tax invoice will contain sufficient information so that the debtor can recognise the transactions included on the invoice and reconcile the debt if required.

The provision of credit is not automatic and credit can be suspended or withdrawn based on compliance with trading terms.

#### 3.1 Responsibility for raising debtor invoices

All debtor invoices are processed by the relevant department staff.

#### 3.2 Trading terms

Trading terms are strictly 30 days from date of invoice.

#### 3.3 Collection of debts

##### 3.3.1 Procedures

Procedures, appropriate to the type and age of the debt to be collected, will be established for the collection of amounts due to Council.

##### 3.3.2 Payment arrangements

Payment arrangements must be duly noted and authorised by a responsible officer. Defaulted arrangements will activate enforcement.



## REVENUE AND DEBT COLLECTION POLICY

### 3.3.3 Recovery of outstanding debts

In the event of default or failure of recovery procedures, processes will be implemented through Council's preferred supplier of debt collection services in accordance with the relevant service level agreement for that service provider.

No recovery actions will commence without satisfactory proof of debt.

### 3.3.4 'Securing' unsecured debts

Depending on the circumstances, Council will attempt to 'secure' unsecured debt by either obtaining directors guarantee (credit application), or other arrangement. If no security can be obtained, then proactive management of credit limit will be undertaken.

### **3.4 Provision for doubtful debts – debt write off**

Management of doubtful debts and the write off of debts is outlined in the Provision for Doubtful Debts and Writing off Bad Debts Policy.

### **3.5 Reporting**

Finance staff will prepare a report for the Manager Financial Services and Financial Accountant at the end of each month. The report will contain the reconciliation between the general debtor ledger and the Debtors Trial Balance and detail the amount outstanding into terms of current, 30 days, 60 days and 90+ days.

The reconciliation will also contain a schedule detailing follow up action for those outstanding debtors exceeding trading terms and the status of any special arrangements currently in place.

Where appropriate, service managers will also be advised of these outstanding accounts.

### **3.6 Heritage interest free loan scheme**

Refer to the Community Support Policy for details.

Loans will be managed on Council's Sundry Debtor system.

### **3.7 Community interest free loan scheme**

Refer to the Community Support Policy for details.

Loans will be managed on Council's Sundry Debtor system.

### **3.8 Taxation**

Council will comply with its taxation and legislative obligations.

GST applies to all invoices except in circumstances where the goods and/or services are not subject to GST.

### **3.9 Confidentiality**

Confidentiality is paramount and staff members are required to abide by the Staff and Contractors Code of Conduct.



## REVENUE AND DEBT COLLECTION POLICY

### 4 DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
GST	Goods and Services Tax

### 5 HUMAN RIGHTS STATEMENT

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

### 6 REVIEW

The Manager Financial Services will review this policy for any necessary amendments no later than 2 years after adoption of this current version.

**9.5 REVIEW OF FINANCIAL HARDSHIP POLICY**

**File Number:** 18/01/001  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** 1. Financial Hardship Policy v2

**RECOMMENDATION**

That Council adopts the Financial Hardship Policy v2

**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**

The last approved version of the Financial Hardship Policy (the Policy) was in August 2016.

**BACKGROUND**

The purpose of the Policy is to set principles for Loddon Shire Council to assist ratepayers who are experiencing general and financial hardship to make payments of rates and waste charges raised by Council

**ISSUES/DISCUSSION**

The current version of the Policy (version one) was adopted on 23 August 2016, and is due for renewal by 23 August 2019.

The Policy outlines the circumstances where Council will give consideration to assisting a ratepayer experiencing genuine financial hardship within the following options:

- deferred payment
- waiver of all or part of a rate or charge.

Council staff have reviewed the policy and have made only minor updates to some sections of wording with words added or removed to assist rate payers understand the intended purpose of the document.

**COST/BENEFITS**

There are no direct costs associated with the adoption of this policy.

**RISK ANALYSIS**

It is a Council function to levy and collect rates from property owners within the Shire. This policy outlines the principles within this process. The application of the policy along with supporting procedures and other supporting documents, should help minimise risks.

**CONSULTATION AND ENGAGEMENT**

The document has been subject to the normal approval process of the policy review group and Management Executive Group as well as the July Council Forum prior to presentation in this Council Meeting Agenda.



## FINANCIAL HARDSHIP POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	<a href="#">Click here to enter date of approval</a>
VERSION NUMBER:	2
REVIEW DATE:	<a href="#">Click here to enter a date.</a>
DATE RESCINDED:	<a href="#">Click here to enter a date.</a>
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Rates Policy Rateable Properties with Environment Covenants Policy
RELATED LEGISLATION:	Local Government Act 1989
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

FILE LOCATION: K:\FINANCE\Policies\Draft\POL Financial Hardship Policy v2.docx

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## FINANCIAL HARDSHIP POLICY

### 1 PURPOSE

This policy sets the principles for Loddon Shire Council to assist ratepayers who are experiencing general and financial hardship to make payments of rates and waste charges raised by Council.

### 2 SCOPE

This policy applies to ratepayers who have an outstanding rate or charge with Council and are experiencing genuine financial hardship.

### 3 POLICY

Council will give consideration to assisting a ratepayer experiencing genuine financial hardship within the following options:

- deferred payment
- waiver of all or part of a rate or charge.

Any requests for rate deferral waiver that meet the criteria outlined in this policy must be made to Council in writing addressed to the Chief Executive Officer. A decision on any such request shall be referred to a Council meeting for determination.

#### 3.1 Deferred payment

The intent under Section 170 of the Local Government Act 1989 ("the Act") of providing a deferral for payment of rates is to assist a ratepayer who owns and occupies a single rateable property who can demonstrate, via a certified statement of financial position, that payment of rates will cause hardship.

Council will consider an application for a deferred payment for such period as it deems fit. If a deferral is granted, it will be based on the following conditions:

- the ratepayer pays interest on the amount affected by the deferral at the interest rate adopted by Council for the rating year
- the deferral ceases and the deferred rates and accrued interest are immediately payable if the ratepayer ceases to own or occupy the property on which the rates are imposed
- the deferral ceases if Council in its discretion revokes the deferral. In such cases Council will notify the ratepayer in writing and request full payment of the deferred rates and accrued interest within 30 days
- the deferral will be reviewed each year within one month of the issue of the annual rates notice.

An increase in the valuation of a property and a subsequent increase in rates cannot be considered grounds for a deferred payment of rates.

Council may also authorise the deferral of rate payments for up to three months where the ratepayer is awaiting on finance from the sale of an asset, which will enable them to make full payment for rates. Council will charge interest during this time; however no further action will be taken during the time of deferral.



## FINANCIAL HARDSHIP POLICY

### 3.2 Waiver of all or part of a rate or charge

Under Section 171A of "the Act", a person suffering financial hardship may make an application to Council for a waiver of the whole or part of any rate, charge or interest.

Where a ratepayer is unable to make rate payments and the charging of interest would cause undue financial hardship, an application under Section 171A will be considered subject to the following conditions.

Assistance will only be considered:

- for a property that is used for residential purposes and is the sole principal place of residence of the applicant
- for land that is classified as farm land and is the sole or principal place of residence of the applicant
- for land that is classified as commercial/industrial and is owned and operated by the applicant.

The applicant must provide:

- a certified Statement of Financial Position signed by a qualified accountant or financial counsellor
- a Financial Plan to ensure future rates and charges can be paid.

Each application will only apply for the current rating financial year, after which a new application for the next financial year will be required.

## 4 HUMAN RIGHTS STATEMENT

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

## 5 REVIEW

The Manager Financial Services will review this policy for any necessary amendments no later than 3 years after adoption of this current version.

**9.6 REVIEW OF RATES POLICY**

**File Number:** 18/01/001  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** 1. Rates Policy v3

**RECOMMENDATION**

That Council adopts the Rates Policy v3

**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**

The last approved version of the Rates Policy (the Policy) was in August 2016.

**BACKGROUND**

The purpose of the Policy is to set the principles for Council to levy and collect rates due on properties in the Shire.

**ISSUES/DISCUSSION**

The current version of the Policy (version two) was adopted on 23 August 2016, and is due for renewal by 23 August 2019.

The Policy addresses the important aspects of rate collection including:

- rating strategy
- rebates
- interest
- payment of rates
- recovery of rates due
- payment arrangements
- debt collection services
- rent orders
- recovery of rates through sale of property
- exemption or waiver of rates
- rate deferral
- incorrect rate/charge
- classification.

Council staff have reviewed the policy and have made only minor updates to some sections of wording with words added or removed to assist rate payers understand the intended purpose of the document.

**COST/BENEFITS**

There are no direct costs associated with the adoption of this policy.

**RISK ANALYSIS**

It is a Council function to levy and collect rates from property owners within the Shire. This policy outlines the principles within this process and application of the policy along with supporting procedures and other supporting documents, should help minimise risks.

**CONSULTATION AND ENGAGEMENT**

The document has been subject to the normal approval process of the policy review group and Management Executive Group and was discussed at the July Council Forum prior to presentation in the Council Meeting Agenda.



## RATES POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	<a href="#">Click here to enter date of approval</a>
VERSION NUMBER:	3
REVIEW DATE:	<a href="#">Click here to enter a date.</a>
DATE RESCINDED:	<a href="#">Click here to enter a date.</a>
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Rating Strategy 2017-2021 Financial Hardship Policy Rateable Properties with Environment Covenants Policy Debt Collection Procedure Municipal Rates Concession Procedure Raising Interest on Overdue Rates Procedure Local Government Act 1989
RELATED LEGISLATION:	Local Government Act 1989
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

FILE LOCATION: K:\FINANCE\Policies\Draft\POL Rates Policy v3.docx

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



## RATES POLICY

### 1 PURPOSE

This policy sets the principles for Loddon Shire Council to levy and collect rates due on properties in the Shire.

### 2 SCOPE

This policy applies to Councillors and Council staff involved in the determination and collection of rates.

### 3 POLICY

Council will levy and collect rates due on properties in the municipality in a correct and appropriate manner and will take prompt action against ratepayers in arrears.

#### 3.1 Rating Strategy

Council has a formal Rating Strategy with a purpose to consider issues that exist within the current rating system, review options available under existing legislation and determine a plan to implement changes, where necessary, to achieve a fair and equitable outcome, for all ratepayers.

It outlines classifications for land within the municipality and the applicable rate in the dollar charge to be calculated against each property's capital improved value. It also outlines the standard municipal charge to be applied to properties and garbage and recycling charges for standard and commercial properties.

From 2013/14 Council will apply the Fire Services Property Levy to rates notices, and will collect the levy on behalf of the State Government.

From 2016/17 Council must adhere to requirements under the Local Government Amendment (Fair Go Rates) Act 2015, which will limit annual rate increases to a defined rate cap, unless an application to the variation to the rate cap is submitted to the Minister, and the submission is successful.

##### 3.1.1 Rebates

Ratepayers who hold a full pension card are eligible to apply for a pension rebate concession on their rates and charges, up to a maximum of 50% of the balance of the current year's rates and charges or the predetermined capped amount, as advised by the Department of Human Services to Council.

If the state or federal government instigates new legislation that will enable other rebates to be applied to Council rates (e.g. Exceptional Circumstances Rebate for Drought Relief), Council will administer rate rebates in accordance with guidelines provided by the delegated authority.

#### 3.2 Interest

Council is required to administer interest charges on overdue rate payments. The rate of interest determined by the Governor in Council in accordance with Section 172(2A) and 227A(3) is the rate set by Council for the purpose of Section 172(2) and 227(A)(1) of the Local Government Act 1989. The Department of Justice will advise councils of the annual interest rate to be charged on overdue rates by the end of each financial year.



**3.3 Payment of rates**

Council rate notices will be distributed prior to the first week of September each financial year.

Council will provide ratepayers with the option of paying rates as a lump sum or quarterly instalment, in accordance with the Local Government Act 1989. Payment of rate notices will fall due on the following dates:

<b>Paying as:</b>	<b>Payment is required the first business day on or after:</b>			
Lump sum	15 February			
Quarterly instalments	First:	30 September	Third:	28 February
	Second:	30 November	Final:	31 May

**3.3.1 Instalments**

To automatically elect to pay by instalments, the exact amount of the first instalment must be paid by 30 September.

If a ratepayer determines after 30 September that they wish to pay by instalments, that ratepayer is required make full payment of any outstanding instalments and notify Council that they wish to pay by instalments. Council is able to then include the ratepayer in the instalment payment regime.

**3.4 Reminder notices**

In addition to the distribution of the original rates notice, Council will undertake the proactive measure of distributing a reminder notices to ratepayers. Ratepayers who have opted to pay via instalments will receive a reminder notice a month prior to the second, third and final instalment due dates.

Ratepayers who have opted to pay via a single lump sum will receive a reminder notice during the middle of January each year.

A reminder notice is not an enforceable invoice. It will be distributed with the purpose of providing ratepayers with a reminder of the payment due date.

**3.5 Final notices**

Ratepayers who have an outstanding amount on their property after the due date will receive two final notice letters.

The first letter will include a notice that interest has been raised on the property, and will continue to be raised until payment of rates in full.

It also notifies the ratepayer that in order to avoid further debt collection action they must either:

- make payment of rates in full; or
- enter into a formal payment arrangement with Council.

This letter has a time frame of 10 business days for action to be taken.

The second letter advises of further interest being raised on the account and Council reserving the right to commence legal proceedings to recover the debt. This letter also reaffirms that if there is an issue with payment it is strongly recommended to contact Council to discuss the matter.



## RATES POLICY

This letter gives a further time frame of 10 business days when the account would be transferred to debt collection.

The Chief Executive Officer is directed and authorised to institute legal proceedings to recover rates on all properties including property sales and other legal remedies to ensure urgent reduction in rate arrears.

### **3.6 Rate deferral**

Refer to Council's Financial Hardship Policy for details on rate deferral application.

### **3.7 Debt collection services**

Council will engage a debt collector to assist with the collection of outstanding rates in situations where the ratepayer is unable or unwilling to enter into a payment arrangement with Council and has fallen behind in the payment of rates.

The debt collector will:

- monitor payments that are made for rate arrears
- coordinate the distribution of final notices on behalf of Council
- provide Council with updates on referrals
- provide Council with a monthly report of referrals
- administer any legal action on behalf of Council.

### **3.8 Rent orders**

Council may implement a rent order to assist with the collection of rates where the owner of a property has failed to comply with the timeframes in a final notice. Rent orders are applicable to properties that receive rental income from a tenant, and enable the Council to collect the rental income paid by the tenant to assist with reducing the rate arrears balance owed by the property owner.

Any charges that are incurred as part of the implementation of a rent order will be added to the property's outstanding debt.

### **3.9 Recovery of rates through sale of property**

Council may sell a property for the recovery of rates in accordance with Section 181 of the Local Government Act 1989. The criteria used to qualify a property for sale via rate recovery are:

- any amount due in relation to the property (rates or charges, enforcement costs or interest) is more than three years overdue
- no current arrangement exists for the payment of the amount to Council or its debt collector
- Council has a Court Order requiring the payment of all or part of the amount
- Council has approved the sale of the property for rate recovery purposes.

### **3.10 Exceptional circumstances**

Notwithstanding, cases involving exceptional circumstances shall be brought to the attention of Council. Refer to Council's Financial Hardship Policy for more information.



## RATES POLICY

### 3.11 Payment arrangements

Council understands that situations will arise where a ratepayer is unable to adhere to the timely payment of their rates. Interest will continue to accrue on all amounts outstanding and the schedule will ensure that the amounts to be paid will be sufficient to clear the debt, including interest, before the following year rates are due.

The individual can instigate this process in writing, via phone or in person.

Conditions of payment arrangements will be negotiated on a case by case basis. Rates staff will be delegated authority to negotiate payment arrangements, however, complex situations will be referred and authorised by Council's Manager Financial Services.

### 3.12 Exemption of rates

Council will not exempt any properties from payment of rates, other than those properties defined as "not-rateable", such as properties owned by public authorities, government organisations or Council.

This also applies to properties which have an environment covenant placed on the title. Please refer to the Rateable Properties with Environment Covenants Policy.

### 3.13 Incorrect rate/charge

If a ratepayer believes that a rate or charge has been incorrectly raised on a property, the ratepayer must provide documentation (if available) to Council in order to establish that this rate/charge is incorrect. If the charge has been raised continuously for a number of years and is proven to be incorrect, Council will refund up to three years retrospectively.

### 3.14 Classification

The classification of a property may be reassessed on sale of that property where the use of the land has changed.

## 4 HUMAN RIGHTS STATEMENT

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

## 5 REVIEW

The Manager Financial Services will review this policy for any necessary amendments no later than 3 years after adoption of this current version.

**9.7 REVIEW OF FINANCIAL RESERVES POLICY**

**File Number:** 18/01/001  
**Author:** Deanne Caserta, Manager Financial Services  
**Authoriser:** Sharon Morrison, Director Corporate Services  
**Attachments:** 1. Draft Financial Reserves Policy v8

**RECOMMENDATION**

That Council adopts the amended Financial Reserves Policy v8 as attached and that the funds remaining in the now discontinued Valuations Reserve be returned to surplus.

**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**

This document was previously known as the Reserves Policy and has been updated to give more clarification around the purpose. The last approved version of the Financial Reserves Policy (v7) was in February 2018.

**BACKGROUND**

The purpose of the Financial Reserves Policy is to allow Council to use funds in line with the purposes outlined in the policy.

**ISSUES/DISCUSSION**

The policy defines the specified purpose of each reserve and the conditions around the movements in and out of each reserve.

The latest version (version 7) of the Financial Reserves Policy is not up for review however with the introduction of annual valuations it was found that this reserve purpose and transfer conditions needed updating. The wording has been updated to reflect the true current and future use of the reserves.

The 'Valuations Reserve' has been updated to reflect the yearly valuation process and therefore will not be required to assist with the bi-annual process. It is recommended that it be closed during 2019/20 and the balance of the reserve which at the end of the 2018/19 Financial Year stood at \$123,206, be returned to surplus.

Clarification was also required around the ability of Council to 'borrow' from reserves and it is proposed that a paragraph be added as below:

*Council may also decide to borrow from one or several financial reserves for specific identified projects. This process will be formally approved by Council resolution which will include the total amount borrowed, from which specific reserves the borrowing will occur and a repayment schedule.*

**COST/BENEFITS**

There are no direct costs associated with the adoption of this policy.

**RISK ANALYSIS**

The policy defines the specified purpose of each reserve and the conditions around the movements in and out of each reserve.

**CONSULTATION AND ENGAGEMENT**

The document has been subject to the normal approval process of the policy review group and Management Executive Group prior to presentation in the Council Meeting Agenda. Councillors informally considered the proposed changes at the July Forum.



## FINANCIAL RESERVES POLICY

DOCUMENT TYPE:	Council policy
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Financial Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	<a href="#">Click here to enter date of approval</a>
VERSION NUMBER:	<u>78</u>
REVIEW DATE:	<a href="#">Click here to enter a date.</a>
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Annual Budget Annual Financial Statements Long Term Financial Plan
RELATED LEGISLATION:	Local Government Act 1989
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

### FILE LOCATION:

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

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



## FINANCIAL RESERVES POLICY

### 1 PURPOSE

This policy outlines the creation and purpose of Council reserves.

### 2 SCOPE

Council can use reserve funds in line with the purposes outlined in this policy.

If it is determined financially prudent to do so, a decision to amend the policy can be undertaken by Council resolution.

### 3 POLICY

Council will set aside funds in the reserve with amounts to be decided during the annual budget process and at any other time by Council resolution, with the amounts to be transferred accordingly.

For reserves listed at 3.2.2, these may be approved by the Management Executive Group (MEG) as long as the movement fits within the specified purpose of the reserve. The Chief Executive Officer (CEO) may decide that approval is still required from Council via a formal report.

Council may also decide to borrow from one or several financial reserves for specific identified projects. This process will be formally approved by Council resolution which will include the total amount borrowed, from which specific reserves the borrowing will occur and a repayment schedule.

#### 3.1 Purpose of reserves

The purpose of reserve accounting is to put aside funds in the current year for capital and other purchases to be made in future years.

This practice eliminates fluctuations in Council's annual budget for capital and large purchases, and provides more consistency in the level of rates required each year.

#### 3.2 Movement of reserves

During the budget process Council outlines the expected transfers to reserves and transfers from reserves. These transactions will be in line with this policy.

At the end of each financial year the relevant amounts will be transferred to or from the reserves bank account (where a specific reserve account exists) and general bank account of Council. The reserves bank account will reflect the level of reserves Council currently holds for the individual reserve accounts.

The following are reserves currently used by Council and specifies their purpose and conditions around annual movements.



## FINANCIAL RESERVES POLICY

### 3.2.1 Movements approved only by Council

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<p><b>Capital Expenditure Reserve:</b> The Capital Expenditure Reserve is used to set aside funds that have been budgeted for capital works projects in one financial year but will not be fully expended by the end of that year.</p>	the unexpended budget amounts for capital works and other projects that will be undertaken in the following financial year	the amount placed into the reserve at the end of the previous financial year
<p><b>Caravan Park Development Reserve:</b> The Caravan Park Development Reserve is used to set aside surpluses made from the operations of Council's caravan parks to assist with financing major works carried out at those caravan parks.</p>	the annual surplus made on the operations of Council's caravan parks	funds required to finance major works undertaken at Council's caravan parks
<p><b>Community Planning Reserve:</b> The Community Planning Reserve is used to set aside unspent funds for community planning projects.</p>	annually cumulative unspent funds for each ward's community planning projects	the amount placed into the reserve at the end of the previous financial year
<p><b>Gravel &amp; Sand Pit (G.S.P.) Restoration Reserve:</b> The G.S.P. Restoration Reserve is used to fund land purchase, development and restoration of gravel and sand pits used by Council for the extraction of road building materials.</p>	the annual surplus on operations of gravel and sand pits	the cost of purchasing new sites, development and restoration of gravel and sand pits
<p><b>Heritage Loan Scheme Reserve:</b> The Heritage Loan Scheme Reserve is used to provide loans to owners of properties located in significant heritage precincts, heritage registered buildings or structures of local heritage significance, to enable repair and maintenance of those buildings with the aims of quality appearance and public safety.</p>	after establishment of the initial reserve in 2014/2015, there will be no movements in this reserve  movements are reflected in debtor account for heritage loans	
<p><b>Land and Buildings Reserve:</b> The Land and Buildings Reserve is used to fund the purchase and improvement of land and buildings.</p>	proceeds from the sale of Council owned land and buildings	the cost of purchase of Council owned land and buildings
<p><b>Little Lake Boort Water Reserve:</b> The Little Lake Boort Water Reserve is used to secure proceeds of sale of temporary water rights relating to Little Lake Boort.</p>	proceeds from the sale of temporary water rights and unexpended amounts from annual expenditure budget	amounts required to purchase water rights or for other expenditures relating to Little Lake Boort
<p><b>Major Projects Reserve:</b> The Major Projects Reserve is used to assist with the funding of major projects identified by Council.</p>	annually an amount determined during the budget process as sufficient to fund major projects	funds required to finance major works identified by Council



## FINANCIAL RESERVES POLICY

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<p><b>Recreation Facilities Improvement Reserve:</b> The Recreation Facilities Improvement Reserve is an allocation of funds used to provide interest free loans to community groups.</p>	<p>there are no movements in this reserve</p> <p>movements are reflected in the debtor account for interest free loans</p>	
<p><b>Unfunded Superannuation Liability Reserve:</b> The Unfunded Superannuation Liability Reserve is used to assist with the funding any call that may be made on Council as a result of shortfall in the Local Authorities Superannuation Fund Defined Benefits Plan.</p>	<p>annually an amount determined during the budget processes sufficient to fund potential future calls by the superannuation authority in relation to an unfunded superannuation liability</p>	<p>any funds required to finance a call made upon Council by the superannuation authority</p>
<p><b>Unightly Premises Enforcement Provision Reserve:</b> The Unightly Premises Enforcement Provision Reserve is used to provide funds to assist with the enforcement and rectification works on determined unightly premises with costs recouped via legal or other action.</p>	<p>after establishment of the initial reserve in 2016/2017, there will be no movements in this reserve</p> <p>movements are reflected in debtor account for unightly premises enforcement</p>	
<p><b>Unspent Contributions Reserve:</b> The Unspent Contributions Reserve is used to set aside contributions received for a specific purpose in one financial year that will not be expended until a later financial year.</p>	<p>contributions received during the financial year that have not been expended</p>	<p>the amount placed into the reserve at the end of the previous financial year</p>
<p><b>Unspent Grants Reserve:</b> The Unspent Grants Reserve is used to set aside grants received in one financial year that will not be expended until a later financial year.</p>	<p>grants received during the financial year that have not been expended</p>	<p>the amount placed into the reserve at the end of the previous financial year</p>
<p><b>Valuations Reserve:</b> The Valuations Reserve is used to fund the cost of Council's bi-annual revaluations for rating purposes.</p> <p><u>Reserve closed in 2019/20.</u></p>	<p>the net surplus on <u>the sale of valuations data</u> in the years that Council is paid for the provision of its data to state government authorities, and amounts determined during the budget processes sufficient to fund the bi-annual revaluation process</p>	<p>the net cost of the revaluation process</p>



## FINANCIAL RESERVES POLICY

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<b>Waste Management Reserve:</b> (Was previously Landfill Rehabilitation Reserve) The Waste Management Reserve is used to assist with the cost of strategic projects, compliance and long term planning for Council's landfills and transfer stations.	annually \$10 per kerbside collection levy	the cost of strategic projects, compliance and long term planning within Council landfills and transfer stations
<b>War Memorial Restoration Reserve:</b> The War Memorial Restoration Reserve is used to fund the cost of maintaining and renewing war memorials across the Shire.	annually an amount determined during the budget process as sufficient to fund the war memorial program	the cost of works to war memorials

### 3.2.2 Movements approved by the MEG where it fits within the purpose of the reserve or by Council where determined by the CEO

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<b>Economic Development Reserve:</b> The Economic Development Reserve is used to assist with economic development initiatives that Council wishes to financially support.	annually an amount determined during the budget process as sufficient to fund economic development initiatives, and proceeds from the sale of industrial land	the cost of economic development initiatives during the financial year
<b>Fleet Replacement Reserve:</b> The Fleet Replacement Reserve is used to fund replacement of Council's office vehicles.	annually an amount determined during the budget process as sufficient to fund the fleet replacement program	the net cost of fleet purchases for the year
<b>Information Technology Reserve:</b> The Information Technology Reserve is used to assist with the purchase of information technology assets.	annually an amount determined during the budget process as sufficient to fund information technology assets	the net cost of information technology assets for the year
<b>Plant Replacement Reserve:</b> The Plant Replacement Reserve is used to fund plant purchases.	annually an amount determined during the budget process as sufficient to fund the plant replacement program	the net cost of plant purchases for the year
<b>Professional Development Reserve:</b> The Professional Development Reserve is used to fund professional development undertaken by executive officers of Council.	an annual allocation provided to each executive officer in accordance with their contract of employment	the cost of professional development undertaken during the year by executive officers



## FINANCIAL RESERVES POLICY

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<b>Skinner's Flat Water Reserve:</b> The Skinner's Flat Water Reserve is used to fund major repairs and capital works at the Skinner's Flat Water Supply.	the surplus on operations of the Skinner's Flat Water Supply	the cost of major repairs and capital works on the Skinner's Flat Water Supply infrastructure
<b>Swimming Pool Major Projects Reserve:</b> The Swimming Pool Major Projects Reserve is used to fund unplanned major repairs and capital works at the various swimming pool sites across the Shire.	annually an amount determined during the budget process, to a maximum reserve level of \$200K	the net cost of unplanned major repairs and capital works
<b>Units Reserve:</b> The Units Reserve is used to fund the purchase or improvement of Council owned elderly persons' units.	annually the net surplus generated from rental income	the cost of capital works undertaken at elderly persons' units
<b>Urban Drainage Reserve:</b> The Urban Drainage Reserve is used to fund urban drainage works in towns within the Shire.	annually an amount determined during the budget processes sufficient to fund the urban drainage program	the annual cost of urban drainage works

#### 4 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007). Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

#### 5 REVIEW

The Manager Financial Services will review this policy for any necessary amendments no later than 2 years after adoption of this current version.

**9.8 CLOSURE OF UNUSED GOVERNMENT ROAD, LEAGHUR (CORRECTION)**

**File Number:** 14/01/002  
**Author:** Glenn Harvey, A/Director Operations  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council

1. Rescind the resolution 2019/27 of the Council meeting 26 February 2019.
2. Pursuant to Schedule 10, Clause 3 (a) and (b) of the Local Government Act 1989, discontinue and close the section of unused government road reserve being Crown Allotment 2051 and 2052, Parish of Leaghur and transfer the land to the Crown.
3. Publish a notice of the closure in the Government Gazette.

**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**

This issue has been presented to Council at the February Council meeting.

**BACKGROUND**

The reason for this report being re-presented to Council is due to an error in the land description. The land was described as being north of Crown Allotments 2051 and 2052 when the description should have read Crown Allotments 2051 and 2052. The rest of the report is unchanged except for this correction.

Council has received a request from the Department of Environment, Land, Water and Planning (DELWP) to discontinue a road reserve. It is understood that the adjoining land owner is seeking to acquire the land and incorporate it into their farming operation. The road reserve proposed to be discontinued and closed is Crown Allotment 2051 and 2052, Parish of Leaghur between Loddon River Road and Loddon River as shown in Figure 1 below. The road reserve provides access to the Loddon River Water Frontage via an unformed track. However the track does not provide primary access to any individual parcel of land. There are alternate accesses to the Loddon River Frontage north and south of the said road reserve.

The road reserve does not have a gazetted road on the land and is not listed in Council's Register of public roads and is not managed or maintained by Council. The adjacent properties on both sides of the road reserve are owned by the same owner. It is envisaged that the road reserve and existing track will not be required in future as a primary access to any individual parcel of land.

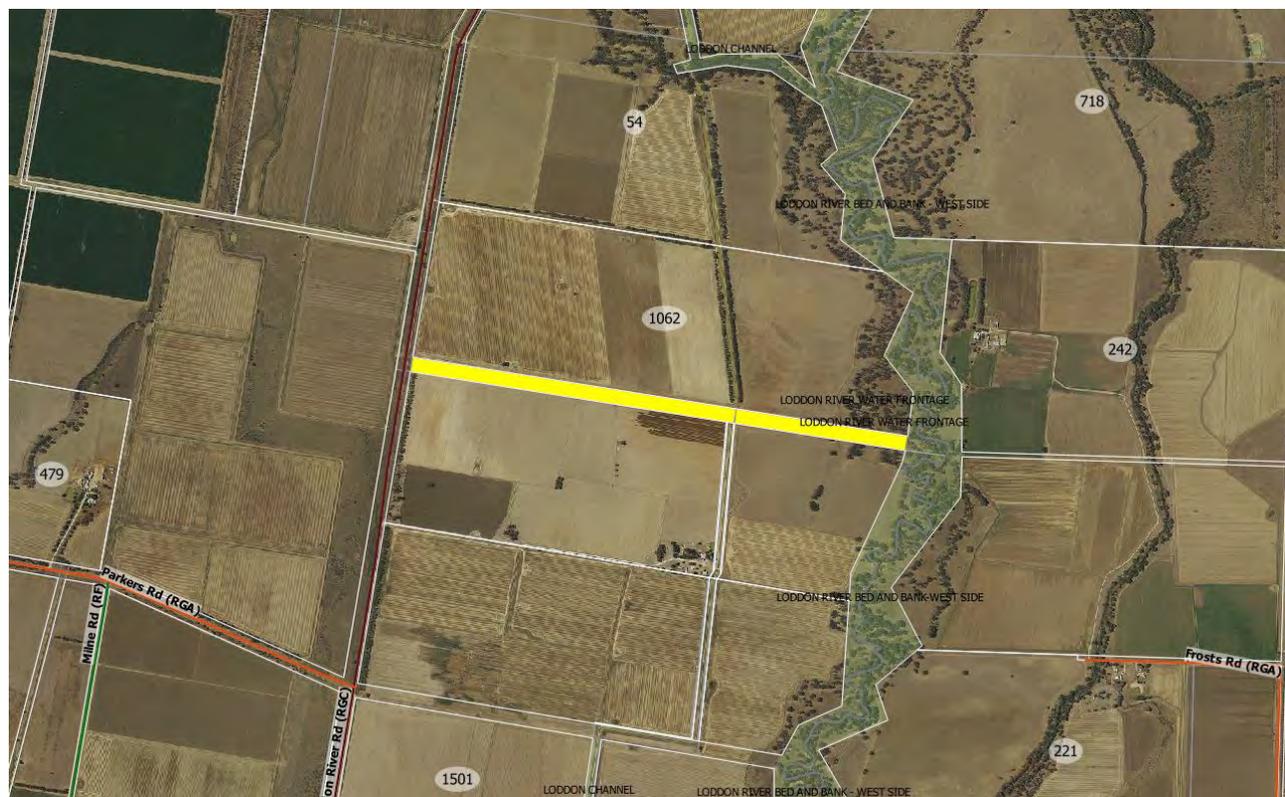
DELWP is seeking that Council under Schedule 10, Clause 3 (a) and (b) of the Local Government Act 1989 agree to discontinue the unused road reserve. As the land is Crown Land, Council does not have the power to sell or lease the land. The alternatives should Council wish to retain the road reserve are as follows:

1. Refuse DELWP's request and include the road reserve in Council's Register of Public Roads. This will require Council to manage and maintain the road reserve.

Or

2. Respond to DELWP that Council wishes the site to be retained as road reserve for potential future use and agree to the adjoining land holder leasing the site.

Figure 1



### COST/BENEFITS

The only associated cost to the proposed closure is the staff time in preparing this report and finalising the associated documents. The benefit of the proposed closure is the reduced liability on Council for the road reserve.

### RISK ANALYSIS

One of the risks identified in the proposed closure is the restriction of access to the Loddon River frontage for the public. There are other accesses to the frontage north and south of the road reserve in the area. These alternate accesses make the likelihood of the risk unlikely and the consequence is insignificant. As per Council's risk matrix, the risk is deemed low.

### CONSULTATION AND ENGAGEMENT

DELWP has advised Council officers that the adjacent land owner contacted DELWP to purchase the road reserve as the owner owns adjacent properties on both sides of the reserve. The Goulburn Murray Water (GMW) channel that flows through the road reserve has been transferred to the landholder by GMW for the landholder's private use. There are no other stakeholders likely to be impacted by the closure.

**9.9 LODDON ABORIGINAL COMMUNITY PARTNERSHIP PLAN 2019 - 2021 FOR PUBLIC DISPLAY**

**File Number:** 16/05/001

**Author:** Wendy Gladman, Director Community Wellbeing

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** 1. Loddon Aboriginal Community Partnership Plan 2019-2021

**RECOMMENDATION**

That Council resolve to advertise the draft Loddon Aboriginal Community Partnership Plan 2019-2021 for public comment.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

A draft of the Loddon Aboriginal Community Partnership Plan 2019-2021 (the Plan) was provided to Councillors at the May 2019 Council Forum.

**BACKGROUND**

As a part of the Loddon Shire Council Plan 2017-2021, Council demonstrated its commitment to reconciliation by committing to develop a Reconciliation Action Plan (RAP) at Reflect Level.

It was subsequently determined that given Council's limited resources, the successful implementation of a RAP would be constrained at this time. Following discussion with Councillors and the Dja Dja Wurrung, it was concluded that in lieu of a RAP, Council would implement policies with achievable preliminary actions aimed at recognising and promoting reconciliation, including the development of this Partnership Plan.

**ISSUES/DISCUSSION**

Reconciliation aims for all Australians to work together to address the underlying causes of division and inequality between Aboriginal and Torres Strait Islander people and non-indigenous people. Reconciliation takes a holistic approach that encompasses rights, as well as so-called symbolic and practical actions. Through actions, it seeks to drive beneficial outcomes for everyone through a focus on the relationship between Aboriginal and Torres Strait Islander people and non-indigenous Australia. Reconciliation aims to reduce prejudice, discrimination and racism. In this context, it also seeks to recognise the rich history, cultures and rights of Aboriginal people in Australia.

The Plan has been developed after public consultation and is intended to respond to the spirit and intent of the Local Government Engagement Strategy contained in Schedule 6 of the Recognition and Settlement Agreement. This Agreement made in 2013 under the Traditional Owner Settlement Act 2010 between the State of Victoria and the Dja Dja Wurrung Clans Corporation, involves significant funding from the State, specific land transfers and reconciliation actions to be pursued by the State Government and local governments in the Dja Dja Wurrung area.

The Local Government Engagement Strategy component of the Agreement recognises the significant on-ground and practical role local government can play to improve the economic and social standing of Aboriginal people and communities within their municipal boundaries.

The Loddon Aboriginal Community Partnership Plan demonstrates Council's support for activities that will assist in bringing about positive change in the lives of our Aboriginal and Torres Strait Islander residents. The Plan contains 16 activities to be undertaken over the life of the plan, categorised in three themes:

- Respect  
Respect for Aboriginal and Torres Strait Islander people, their culture, history, and experience, is fundamental to gaining a deeper cross-cultural understanding and developing equal and healthy relationships.
- Relationships  
Meaningful relationships enable the Shire and its community to understand the experience, interests and aspirations of the Aboriginal and Torres Strait Islander people and work together for the wellbeing of our community.
- Opportunities  
Providing opportunities that foster wellbeing through social inclusion, employment, civic participation, and cultural expression.

### **COST/BENEFITS**

To support delivery of this initial Loddon Aboriginal Community Partnership Plan a budget provision of \$7,500 is required over two years.

### **RISK ANALYSIS**

In acknowledging the sensitivity and complexities surrounding reconciliation and the historical treatment of Aboriginal and Torres Strait Islander people by government agencies, Council will commit to reconciliation through implementation of the Loddon Aboriginal Community Partnership Plan.

The Plan identifies that should Council not fulfil the Loddon Aboriginal Community Partnership Plan, the following risks are present:

- non-adherence to Schedule 6 of the Recognition and Settlement Agreement with the Dja Dja Wurrung, of which Council is a party to
- the local and wider Aboriginal and Torres Strait Islander community may lose confidence in Council's commitment towards reconciliation
- compromise existing and future relationships with the traditional owners and our stakeholders
- reluctance by the Aboriginal and Torres Strait Islander community to support Council in service delivery, local initiatives and future strategies
- community perception – questioning Council's commitment to reconciliation.

### **CONSULTATION AND ENGAGEMENT**

This plan was developed after a thorough community engagement process, consultation with traditional owners of Dja Dja Wurrung and Barapa Barapa, local Aboriginal and Torres Strait Islander residents, community members, community services organisations and Loddon Shire Councillors and staff.

The process included:

- meetings with Dja Dja Wurrung and Barapa Barapa
- surveying the community
- hosting of three community workshops
- roundtable discussion with Loddon community service providers
- forum with Loddon Shire Councillors
- workshop with Loddon Shire staff

- informal meetings with community members and organisations.

The draft plan was provided to the Dja Dja Wurrung following the May Council forum, and whilst no feedback has been received to date, the opportunity for the Dja Dja Wurrung to make comment will remain during the public exhibition period.

Following this initial consultation, it is now recommended that the Loddon Aboriginal Community Partnership Plan be placed on exhibition for public comment before being returned to Council for adoption.

# LODDON SHIRE COUNCIL

## LODDON ABORIGINAL COMMUNITY PARTNERSHIP PLAN 2019-2021



## DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Director Community Wellbeing
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	<a href="#">Click here to enter date of approval</a>
VERSION NUMBER:	1
REVIEW DATE:	<a href="#">Click here to enter a date.</a>
DATE RESCINDED:	<a href="#">Click here to enter a date.</a>
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Council Plan 2017-2021
RELATED LEGISLATION:	Traditional Owner Settlement Act 2010 (Vic) Recognition and Settlement Agreement between Dja Dja Wurrung Clans Aboriginal Corporation and the State of Victoria (Schedule 6: Local Government Engagement Strategy)
EVIDENCE OF APPROVAL:	

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Signed by Chief Executive Officer

FILE LOCATION: K:\Policy and Strategy\Loddon Aboriginal Community Partnership Plan\Loddon Aboriginal Community Partnership Plan - Draft and Final versions

**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 purpose of this plan is to provide a framework for Council to advance reconciliation activities across three themes: Opportunities, Relationships and Respect. It will provide opportunities to:

- raise awareness of reconciliation
- develop knowledge and understanding of Aboriginal and Torres Strait Islander peoples
- build relationships with Aboriginal and Torres Strait Islander people living in the Loddon municipality.

It aims to be achievable and to provide a platform for ongoing reconciliation efforts.

## 2 BUDGET IMPLICATIONS

To support delivery of this initial Loddon Aboriginal Community Partnership Plan a budget provision of \$7,500 is required over two years.

## 3 RISK ANALYSIS

In acknowledging the sensitivity and complexities surrounding reconciliation and the historical treatment of Aboriginal and Torres Strait Islander people by government agencies, Council will commit to reconciliation through implementation of the Loddon Aboriginal Community Partnership Plan.

Should Council not fulfil the Loddon Aboriginal Community Partnership Plan, the following risks are present:

- breach of Schedule 6 of the Recognition and Settlement Agreement with the Dja Dja Wurrung, of which Council is a party to
- the local and wider Aboriginal and Torres Strait Islander community may lose confidence in Council's commitment towards reconciliation
- compromise existing and future relationships with the traditional owners and our stakeholders
- reluctance by the Aboriginal and Torres Strait Islander community to support Council in service delivery, local initiatives and future strategies
- community perception – questioning Council's commitment to reconciliation.

## 4 RECONCILIATION CONTEXT

### 4.1 What is reconciliation?

Reconciliation aims for all Australians to work together to address the underlying causes of division and inequality between Aboriginal and Torres Strait Islander people and non-indigenous people. Reconciliation takes a holistic approach that encompasses rights, as well as so-called symbolic and practical actions. Through actions, it seeks to drive beneficial outcomes for everyone through a focus on the relationship between Aboriginal and Torres Strait Islander people and non-indigenous Australia. Reconciliation aims to reduce prejudice, discrimination and racism. In this context, it also seeks to recognise the rich history, cultures and rights of Aboriginal people in Australia.

### 4.2 Context of reconciliation and the Loddon Aboriginal Community Partnership Plan

Council has demonstrated its commitment to reconciliation in its Council Plan 2017-2021 with its intention "to develop a Reconciliation Action Plan at the Reflect level". While it is still Council's

intention to develop a Reconciliation Action Plan, after consultation with the Aboriginal community it was agreed that Council should develop a Community Partnership Plan, to focus on a plan that is achievable within the limited resources available.

In November 2017, Council adopted a "Welcome to and Acknowledgement of Country Policy". The purpose of this was to set out the guiding principles in observing appropriate protocols when acknowledging the Traditional Custodians of the land at Council civic functions and business activities, and in Council publications.

Further to this, Council has been working to achieve beneficial outcomes for our local Aboriginal community, through the following:

- promotion of indigenous eco tours in Boort
- commitment to and undertaking Cultural Heritage Management Plans
- working with Dja Dja Wurrung to develop the canoe trail and promotional materials on the Loddon River and Serpentine Creek
- work on the Boort scar tree project as part of the Lake Boort Management Plan in conjunction with Parks Victoria
- flying the Aboriginal and Torres Strait Islander flag during NAIDOC and reconciliation weeks
- accessing Dja Dja Wurrung Enterprises, trading as Djandak.

Council acknowledges it cannot achieve many reconciliation actions on its own, and accordingly has worked with the community and community service organisations to identify mutual joint projects.

#### **4.3 The Aboriginal and Torres Strait Islander community in Loddon Shire**

The traditional owners of the land on which the Shire of Loddon spans are the Dja Dja Wurrung and the Barapa Barapa people.

Dja Dja Wurrung territory traverses Central Victoria. Within Loddon Shire it extends from Boort in the north of the Shire, through to the east beyond Dingee, in the south at Bridgewater, Newbridge and Tarnagulla, and to the west of Wedderburn.

Barapa Barapa people have resided over extensive country, particularly in the southern parts of New South Wales and northern Victoria. Within Loddon Shire, the Barapa Barapa area includes part of the Boort area and all of Pyramid Hill in the north east of the Shire.

The 2016 Census data indicates that the Loddon Shire is home to 118 Aboriginal and Torres Strait Islander people. This is an increase of 14 people from the 2011 census. This equates to 1.6% of our overall population, which is double the Victorian average of 0.8%.

The medium age of Aboriginal people in Loddon Shire at the 2016 Census was 30 years as opposed to medium age of non-aboriginal people of 51 years<sup>1</sup>.

According to the Office of Aboriginal Affairs Victoria and the Department of Premier and Cabinet the Loddon municipality "has 1067 registered cultural heritage places including an Aboriginal cultural place, Aboriginal historical places, burials, artefact scatters, earth features, low density artefact distributions, object collections, quarries, rock art, scarred tree, a shell midden and stone features."<sup>2</sup>

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<sup>1</sup> [https://quickstats.censusdata.abs.gov.au/census\\_services/getproduct/census/2016/quickstat/LGA23940](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA23940)  
<sup>2</sup> <http://www.maggolee.org.au/wp-content/uploads/2015/09/LGA-Profile-Final-Loddon.pdf>

#### 4.4 Council's position

As a local government authority, Council is ideally placed to provide leadership on reconciliation as it builds relationships and delivers services at a local community level. Council's role and responsibility is across two implementation approaches, firstly by a whole Council approach and secondly as a whole community approach.

A whole community approach is needed to work together in partnership with traditional custodians, Aboriginal and Torres Strait Islander residents, non-indigenous residents of the shire and community partner organisations.

The Loddon Aboriginal Community Partnership Plan demonstrates Council's support for activities that will assist in bringing about positive change in the lives of our Aboriginal and Torres Strait Islander residents.

## 5 METHODOLOGY

This plan was developed after a thorough community engagement process, consultation with traditional owners of Dja Dja Wurrung and Barapa Barapa, local Aboriginal and Torres Strait Islander residents, community members, community services organisations and Loddon Shire Councillors and staff.

The process included:

- meetings with Dja Dja Wurrung and Barapa Barapa
- surveying the community
- hosting of three community workshops
- roundtable discussion with Loddon community service providers
- forum with Loddon Shire Councillors
- workshop with Loddon Shire staff
- informal meetings with community members and organisations.

The plan was subsequently drafted and provided to the traditional custodians Dja Dja Wurrung and Barapa Barapa Clans, local Aboriginal and Torres Strait Islanders residents, interested non-Aboriginal residents, community service organisations and Council for comment and feedback.

## 6 LODDON ABORIGINAL COMMUNITY PARTNERSHIP PLAN

Loddon Shire Council is committed to promoting reconciliation through respect, relationship building and promotion of opportunities with and for Aboriginal and Torres Strait Islander peoples and encouraging our partners and the community to do the same.

This plan includes three themes:

- Respect
- Relationships
- Opportunities

The following tables detail activities over the two years of the action plan.

### 6.1 Respect

Respect for Aboriginal and Torres Strait Islander people, their culture, history, and experience, is fundamental to gaining a deeper cross-cultural understanding and developing equal and healthy relationships.

Action		Responsible Council Officer	Partners
1	Council to develop and adopt a statement of commitment with our partner organisations and Aboriginal and Torres Strait Islander people of the Shire	Director Community Wellbeing	Northern District Community Health (NDCH)  Inglewood and Districts Health Service (IDHS)  Boort District Health (BDH)
2	Conduct an audit on Aboriginal cultural inclusive practices	Director Community Wellbeing	Bendigo District Aboriginal Corporation (BDAC)
3	That the Aboriginal flag be flown at the Wedderburn and Serpentine Offices for the duration of National Reconciliation Week and NAIDOC Week	Manager Information and Business Transformation	Customer Service Team
4	Seek funding to undertake a project with traditional custodians and people with indigenous history to document local histories and the importance of country to Aboriginal people	Director Community Wellbeing	Marketing and Tourism Officer  Dja Dja Wurrung Corporation  Barapa Barapa  Local people with knowledge of indigenous history
5	Develop guidelines and understanding of Aboriginal protocols to share with the community	Policy and Strategy Officer	Dja Dja Wurrung Barapa Barapa
6	Allocate \$1000 through Council's Event Sponsorship program for community groups or event organisers to apply for up to \$500 to engage a Dja Dja Wurrung or Barapa Barapa representative to perform a Welcome to Country at public events	Manager Community Support	
7	In line with the Naming Rules for Place Names in Victoria consider traditional Dja Dja Wurrung and Barapa Barapa names for new local roads, bridges and public spaces in relevant council areas in consultation with the Corporation	Director Operations	Dja Dja Wurrung Barapa Barapa
8	Include the traditional Dja Dja Wurrung and Barapa Barapa names of towns and places with non-Aboriginal names, or Aboriginal meaning of place names with Aboriginal names on new township	Director Operations	Dja Dja Wurrung Barapa Barapa

Action	Responsible Council Officer	Partners
entry signage when renewed from time to time (subject to approval by VicRoads)		

## 6.2 Relationships

Meaningful relationship enable the Shire and its community to understand the experience, interests and aspirations of the Aboriginal and Torres Strait Islander people and work together for the wellbeing of our community.

Action	Responsible Council Officer	Partners
9 Facilitate relationships between Aboriginal and Torres Strait Island residents, groups and organisations for Council and the community	Council's executive and leadership team	BDAC NDCH IDHS BDH
10 Assist community to establish a community reconciliation action group led by residents	Director Community Wellbeing	Interested community members
11 Participate in and celebrate both National Reconciliation Week and NAIDOC Week	Director Community Wellbeing	
12 Raise awareness of this Loddon Aboriginal Partnership Plan within and externally to Council	Director Community Wellbeing	Council's Communications Officer
13 Training for Council staff in order to raise awareness and understanding for reconciliation and education of the issues faced by Aboriginal and Torres Strait Islander people	Director Corporate Services	Manager of Organisational Development

## 6.3 Opportunities

Providing opportunities that foster wellbeing through social inclusion, employment, civic participation, and cultural expression.

Action	Responsible Council Officer	Partners
14 Develop a joint procurement strategy with other councils to engage Aboriginal companies for contracts	Director Corporate Services	Manager Financial Services City of Greater Bendigo Mt Alexander Shire Council

Action	Responsible Council Officer	Partners
15 Work closely with and engage Djandak (Dja Dja Wurrung Enterprises) to provide services to Council in line with Councils Procurement practices and strategies and where possible partner organisations	Director Operations	
16 Through the Loddon Youth Council implement a focus on Aboriginal and Torres Islander youth leadership	Manager Community Support	

#### 6.4 Progress tracking and reporting

Council will continually evaluate progress and record initiatives of this partnership plan.

Activity	Responsible Council Officer	Partners
17 Monitor the partnership plan annually	Director Community Wellbeing	Council staff
18 Engage the Community Reconciliation Action Group through discussions to ensure actions and activities are recorded and have achieved intended outcomes	Director Community Wellbeing	Community Reconciliation Action Group
19 Review the partnership plan following the initial two year implementation. Based on this review, update and proceed to next plan	Director Community Wellbeing	All community partners including Dja Dja Wurrung and Barapa Barapa Interested community members Councillors and Council staff

## 7 COSTING AND FUNDING OF ACTIONS

Where an action has not been identified below, it is considered that it can be completed within existing Council resources.

Action	Cost of project	Total expected funding	Net cost to Council	Proposed funding source	Completion timeframe
Conduct an audit on Aboriginal cultural inclusive practices	\$2,000	\$0	\$2,000	Council	June 2020
That the Aboriginal flag be flown at the Wedderburn and Serpentine Offices for the duration of National Reconciliation Week and NAIDOC Week	\$2,000	\$0	\$2,000	Council	December 2019
Work with traditional custodians and people with indigenous history to document local histories and the importance of country to Aboriginal people	\$10,000	\$10,000	\$0	External	December 2020
Allocate \$1,000 through Council's Event Sponsorship program for community groups and event organisers to apply for up to \$500 to engage an Dja Dja Wurrung or Barapa Barapa representative to perform a Welcome to Country at public events	\$1,000	\$0	\$1,000 (annually)	Council	March 2020 (annually)
Participate in and celebrate both National Reconciliation week and NAIDOC week	\$5,000	\$5,000	\$0	National Reconciliation Funding	May 2020 and July 2020 (annually)
Staff training program	\$1,500	\$0	\$1,500	Council	June 2020

**9.10 COMMUNITY SUPPORT - EQUITABLE ACCESS TO IRRIGATION WATER FOR THE MAJOR RECREATION RESERVES IN LODDON SHIRE**

**File Number:** 16/04/003  
**Author:** Wendy Gladman, Director Community Wellbeing  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. adds 'Recreation reserve water subsidy' as an activity to the Community Support Policy, providing financial support limited to:
  - a) a maximum of 10 megalitres (ML) of non-potable water annually for each of the Main Active Recreation Reserves as defined in the Public Hall and Recreation Reserve Allocation Policy
  - b) the cost of annual service fees and charges associated with the supply of water to the above mentioned recreation reserves, namely: annual service fees/meter charges, service point fees and water access fees
2. excludes all costs associated with the pumping, distribution and onsite storage of water from the available support provided in the above mentioned activity
3. through a grandfathering arrangement, preserves any existing arrangements in place at the time of this report, that currently support the provision of non-potable water to a recreation reserve by Council.
4. approve a budget revision to provide expenditure of \$21,812 in the 2019/20 financial year to support the implementation of the above mentioned activity.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

A report detailing the findings of a review of recreation reserve water use was provided to Councillors at the June 2019 Council Forum.

**BACKGROUND**

Officers have in recent months been reviewing the Community Support Policy and progressively presenting information at Council Forums on the various types of direct and indirect support that is provided to community groups, including a review of the provision of water to the nine recreation reserves throughout the municipality.

**ISSUES/DISCUSSION**

This report provides the outcome of the review of the water usage costs borne by recreation reserves within the municipality and proposes adding an additional activity to the Community Support Policy to provide, as practicably as possible, increased equity between each of these community facilities in relation to the cost of maintaining playing surfaces.

The review took into account the water costs for the recreation reserves in Wedderburn and Inglewood following the completion of the South West Loddon (SWL) Pipeline project which

will allow these reserves to access a secure non-potable water supply for ground use. The delivery of the SWL pipeline removes the previous water access arrangements available to these clubs through the Skinners Flat pipeline in Wedderburn and the Inglewood Reservoir pipeline in Inglewood.

During the course of the review it was identified that there appears to be a considerable difference in the costs incurred across the nine major recreation reserves in the municipality to secure water for ground use depending on the water source and the associated service fees.

There are a range of factors that currently and in the future will impact on the irrigation water costs borne by users groups at these main recreation reserves. These factors include:

- the source, availability and cost of water varies across the water delivery areas
- historical water supply arrangements carried over from pre amalgamation times
- the commissioning of the South West Loddon pipeline, providing access to reliable non potable water to Inglewood and Wedderburn recreation reserves
- service fees and access charges vary across water delivery and billing types.

To provide a level of consistency across the nine recreation reserves, it is suggested that Council consider:

- subsidising water use annually to a maximum of 10 megalitres (ML) of non-potable water for each of the Main Active Recreation Reserves as defined in the Public Hall and Recreation Reserve Allocation policy; Boort, Bridgewater, Calivil, Inglewood, Mitiamo, Newbridge, Pyramid Hill, Serpentine and Wedderburn.
- subsidising the service fees and charges associated with the supply of water to recreation reserves, namely:
  - annual service fees/meter charges
  - service point fees
  - water access fees
- preserving any existing arrangements currently in place that support water supply to a recreation reserve by Council through a grandfathering arrangement.

It is considered that generally the base unit costs associated with pumping and storage of water are similar across all recreation reserve sites, therefore, it is suggested that the subsidy should exclude all costs associated with the pumping, distribution and onsite storage of water.

### **COST/BENEFITS**

On the basis of existing usage patterns, and using the 2019/20 water service fees and charges, the estimated current annual costs of this initiative have been calculated (including those retained through a grandfathering arrangement). These costs will be subject to rise and fall based on the water provider's annual fees and charges regime.

<b>Item</b>	<b>2019/20 annual cost estimate</b>
Non-potable water – 10ML maximum use per recreation reserve (total amount)	\$ 15,194
Annual Service fees and charges	\$ 6,618
Estimated total annual cost	<b>\$ 21,812</b>

The ongoing budget required to support this initiative would be calculated and provided to Council as part of the normal draft budget preparation process undertaken annually, with the 2019/20 allocation being funded from surplus.

**RISK ANALYSIS**

The delivery of the winter sports program at the nine major recreation reserves represents a significant contribution to increased physical activity and social interaction of the wider Loddon community. The recreation reserves must meet specific ground condition requirements, which is achieved and maintained through access to reliable and consistent water supply. The ground condition may become untenable if a recreation reserve's financial capacity to source the required levels of water to maintain the playing surface is compromised.

The addition of this activity to the Community support policy reduces some of the inconsistency currently experienced in relation to the cost and supply of water to recreation reserves.

An annual cost increase based on the rise and fall of the water provider's annual fees and charges regime may result in costs escalating more quickly than expected, which may necessitate a review of this community support activity if this occurs in future.

**CONSULTATION AND ENGAGEMENT**

Council used water use information provided by the recreation reserves to inform the content of this report.

**10 INFORMATION REPORTS**

Nil

**11 COMPLIANCE REPORTS**

Nil

**12 GENERAL BUSINESS**

**13 CONFIDENTIAL ITEMS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989:

**13.1 Review of confidential actions**

This matter is considered to be confidential under Section 89(2) - (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 Any other matter which the Council or special committee considers would prejudice the Council or any person.

**13.2 Contract 458: Supply and Implementaton on an EDRMS (Electronic Document and Records Management System)**

This matter is considered to be confidential under Section 89(2) - (d) 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 contractual matters.

Closing of Meeting to the Public

**RECOMMENDATION**

That the meeting be closed to the public.

**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 27 August 2019 at Serpentine commencing at at 3pm.

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

Confirmed this.....day of..... 2019