



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

Date: Tuesday, 26 August 2025
Time: 3.00pm
Location: Loddon Shire Council Chambers, Wedderburn

AGENDA

Council Meeting

Order Of Business

1	OPENING AFFIRMATION	5
2	ACKNOWLEDGEMENT OF COUNTRY.....	5
3	APOLOGIES	5
4	DECLARATIONS OF CONFLICT OF INTEREST	5
5	PREVIOUS MINUTES	6
5.1	CONFIRMATION OF MINUTES.....	6
6	COUNCIL AUSPICED MEETINGS.....	7
6.1	RECORD OF COUNCIL AUSPICED MEETINGS	7
7	REVIEW OF ACTIONS.....	10
7.1	REVIEW OF ACTIONS	10
8	MAYORAL REPORT	18
8.1	MAYORAL REPORT	18
9	COUNCILLORS' REPORT	19
9.1	COUNCILLORS' REPORTS	19
10	DECISION REPORTS	21
10.1	PLANNING APPLICATION 6072- USE OF THE LAND FOR GOLD MINING (UNDER THE CODE OF PRACTICE) AT 166 ALEXANDER LANE LLANELLY.....	21
10.2	ADOPTION OF ONSITE WASTEWATER MANAGEMENT PLAN.....	53
10.3	ADOPTION OF COUNCIL'S ROAD MANAGEMENT PLAN.....	77
10.4	ANNUAL INFRASTRUCTURE PROGRAM QUARTERLY UPDATE	120
10.5	DRAFT ASSET PLAN 2025	125
10.6	FLOOD PROGRAM QUARTERLY UPDATE	150
10.7	DELEGATION REVIEW - COUNCIL TO THE CHIEF EXECUTIVE OFFICER	155
10.8	DELEGATION REVIEW - COUNCIL TO MEMBERS OF COUNCIL STAFF	161
10.9	INSTRUMENT OF SUB-DELEGATION - COUNCIL TO STAFF (ENVIRONMENT PROTECTION ACT 2017)	258
10.10	DELEGATION REVIEW - COUNCIL TO MEMBERS OF COUNCIL STAFF (MARINE SAFETY ACT 2010)	269
11	INFORMATION REPORTS	278
11.1	LIBRARY SERVICES QUARTERLY ACTIVITY REPORT.....	278
11.2	ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT	283
11.3	PUBLIC HEALTH QUARTERLY ACTIVITY REPORT	286
11.4	STATUTORY PLANNING QUARTERLY REPORT	290
11.5	BUILDING SERVICES QUARTERLY ACTIVITY REPORT	297
11.6	STRATEGIC PLANNING QUARTERLY REPORT	301
11.7	TOURISM AND ECONOMIC DEVELOPMENT QUARTERLY ACTIVITY REPORT	304
12	COMPLIANCE REPORTS.....	327

12.1 LOCAL LAWS AND PLANNING COMPLIANCE QUARTERLY ACTIVITY
REPORT 327

13 URGENT BUSINESS 333

14 CONFIDENTIAL ITEMS 333

Nil

OPENING COMMENT

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

1 OPENING AFFIRMATION

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

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

5 PREVIOUS MINUTES**5.1 CONFIRMATION OF MINUTES**

File Number: FOL/19/45615
Author: Lisa Clue, Manager Governance
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council confirm the Minutes of the following meetings as previously circulated to Councillors:

1. Council Briefing of 22 July 2025
2. Council Meeting of 22 July 2025
3. Council Forum of 12 August 2025

REPORT

This report seeks Council confirmation of Minutes from the July 2025 Council Briefing and Council Meeting, and the August 2025 Council Forum, as previously circulated to Councillors.

6 COUNCIL AUSPICED MEETINGS**6.1 RECORD OF COUNCIL AUSPICED MEETINGS**

File Number: 02/01/001
Author: Lisa Clue, Manager Governance
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council confirm the records of the following auspiced meetings as detailed within this report:

1. Council Briefing held 22 July 2025
2. Council Forum held 12 August 2025.

Rule 35 of Council's Governance Rules requires a record of meetings conducted under the auspices of Council to be presented to the next available scheduled Council meeting for confirmation that must include:

- a) a record of which Councillors and officers attended the meeting;
- b) a summary of the matters considered in the meeting; and
- c) a record of any conflicts of interest disclosed by Councillors and officers and any Councillors or officers that left the meeting whilst a matter that their conflict of interest related to was being discussed.

Section 3 of the Governance Rules defines meetings conducted under the auspices of Council to mean a meeting of the kind described in section 131(1) of the Local Government Act 2020 and includes a meeting which:

- a) is schedule or planned for the purpose of discussing the business of Council or briefing Councillors;
- b) is attended by a majority of Councillors;
- c) is attended by at least one member of Council staff; and
- d) is not a Council meeting or delegated committee meeting.

This report seeks confirmation of the Council Briefing held on 22 July 2025 and the Council Forum held 12 August 2025.

Meeting details	Briefing
Date	22 July 2025
Councillor Attendees	Cr Straub (Mayor) Cr Angelo Cr Holt Cr Weaver (virtual) Cr Wilson (virtual)
Staff/ Stakeholder representatives	1. Lincoln Fitzgerald, Chief Executive Officer 2. Wendy Gladman, Director Community Wellbeing 3. Steve Van Orsouw, Director Operations 4. Michelle Stedman, Director Corporate 5. Lisa Clue, Manager Governance Janine Jackson, Manager Organisation Development – item 1 below Christine Coombes, Executive Services Officer – item 3 and 4 below
Item(s) discussed.	1. Review of 2025-2026 CEO Performance Plan KPIs 2. Review of Council Meeting Agenda 3. Wedderburn Caravan Park – First Right to Purchase Lease 4. 32 Wilson Street Wedderburn – Wedderburn Lions Club request for land availability for a supported residential service 5. MAV State Council Meeting – Call for Motions 6. General Business <ul style="list-style-type: none"> • Council Meeting Livestream • Bendigo Bank Closures
Conflict of Interest Disclosures – Councillor/officer making disclosure	Lincoln Fitzgerald, Chief Executive Officer declared a Material Conflict of Interest in relation to item 1 above but advised, due to the nature of the item being discussed, he is not required to leave the Briefing.
Councillor/officer left room	N/A

Meeting details	Forum
Date	12 August 2025
Councillor Attendees	Cr Straub (Mayor) Cr Angelo Cr Holt Cr Weaver Cr Wilson (virtual)
Staff/ Stakeholder representatives	<ol style="list-style-type: none"> 1. Lincoln Fitzgerald, Chief Executive Officer 2. Steve Van Orsouw, Director Operations 3. Wendy Gladman, Director Community Wellbeing 4. Michelle Stedman, Director Corporate 5. Lisa Clue, Manager Governance <p>Nicole Taylor (Manager Community Services), Rhonda Merritt (Kindergarten Coordinator), Jane Hosking (North Central LLEN) and Tricia Currie (Regional Development Victoria) – item 1 below</p> <p>Will Hooke and Emma Smith (Serpentine and District Community Planning Committee) – item 2 below</p> <p>David Southcombe (Manager Assets and Infrastructure), Peter Hamilton (Asset Management Coordinator) and Tinu Scaria (Asset & GIS Officer) – item 3 below</p> <p>Orrin Hogan (Manager Community Partnerships) and Laura Naughton (Recreation Officer) - items 2 and 5 below</p> <p>Paul McDonald (DEECA) – item 6 below</p> <p>Leigh Neale (Emergency Management Coordinator), Brad Drust and Nick Butler (North Central CMA) – item 7 below</p>
Item(s) discussed.	<ol style="list-style-type: none"> 1. Childcare advocacy and planning update 2. Serpentine Community Planning Group – Plan Presentation 3. Draft Asset Plan 2025 4. Instruments of Delegation 5. Loddon Swimming Pools – End of Season Report 2024-25 6. Mineral Sands Activity Briefing 7. Presentation of Loddon Flood Warning system Review 8. General Business <ul style="list-style-type: none"> • Emergency Services and Volunteers Fund • Updates from the Chief Executive Officer • MAV State Council Meeting
Conflict of Interest Disclosures – Councillor/officer making disclosure	Nil
Councillor/officer left room	N/A

7 REVIEW OF ACTIONS**7.1 REVIEW OF ACTIONS**

File Number: 02/01/002
Author: Lisa Clue, Manager Governance
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: 1. Status of Council resolution actions

RECOMMENDATION

That Council receive and note the status of Council resolution actions, as attached to this report.

CONFLICT OF INTEREST

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

REPORT

A document containing the status of actions associated with Council resolutions is attached to this Agenda report.

There were no outstanding actions from Council meeting resolutions prior to July 2025.

All fourteen actions arising from July Council meeting resolutions have been completed.

Status of Council resolution actions

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Gladman, Wendy Gladman, Wendy	Decision Reports	DRAFT ONSITE WASTEWATER MANAGEMENT PLAN FOR PUBLIC DISPLAY
RESOLUTION 2025/101			
Moved: Cr Gavan Holt			
Seconded: Cr Nick Angelo			
That Council place the draft Onsite Wastewater Management Plan 2025-2030 on public display and seek community feedback.			
CARRIED			
15 Aug 2025 12:24pm Gladman, Wendy - Completion			
The draft Onsite Wastewater Management Plan was placed on public display from 23 July to 13 August 2025.			

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Colls, Renae Fitzgerald, Lincoln	Decision Reports	2025 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT CONFERENCE OUTCOMES
RESOLUTION 2025/102			
Moved: Cr Miki Wilson			
Seconded: Cr Nick Angelo			
That Council notes the attendance and outcomes from the 2025 Australian Local Government Association, National General Assembly held in Canberra from 24 – 27 June 2025.			
CARRIED			
28 Jul 2025 10:51am Colls, Renae - Completion			
This report was provided for information, no action is required.			

Status of Council resolution actions

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Lloyd, Daniel Stretch, David	Decision Reports	Contract C639 - SUPPLY & DELIVERY OF QUARRY PRODUCTS PANEL
RESOLUTION 2025/103			
Moved: Cr David Weaver			
Seconded: Cr Nick Angelo			
That Council:			
1. Appoint the following tenderers to Contract C639 – Supply & Delivery of Quarry Products Panel:			
<ul style="list-style-type: none"> • Allstone Quarries Pty Ltd • E.B. Mawsons & Sons Pty Ltd • Goldfield Gravel Pty Ltd • Reeves Earthmoving Pty Ltd • Unyte Southern Pty Ltd 			
2. Authorise the Chief Executive Officer to undertake the necessary administrative actions to complete the Contract documents.			
CARRIED			
24 Jul 2025 11:31am Lloyd, Daniel - Completion			
Resolution 2025/103 has been sent to procurement to finalise the contract document.			

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Clue, Lisa Stedman, Michelle	Decision Reports	Campbells Forest Hall Community Asset Committee - Disbandment
RESOLUTION 2025/104			
Moved: Cr Gavan Holt			
Seconded: Cr Miki Wilson			
That Council:			
1. disband the Campbells Forest Hall Community Asset Committee, effective 22 July 2025; and			
2. write to members of the Campbells Forest Hall Community Asset Committee thanking them for their voluntary service to the community.			
CARRIED			
14 Aug 2025 7:53pm Clue, Lisa - Completion			
Correspondence was forwarded to the Campbells Forest Hall Community Asset Committee on 28 July 2025, advising of the Council decision and thanking members for their voluntary service to the community.			

Status of Council resolution actions

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Taylor, Nicole Gladman, Wendy	Decision Reports	WEDDERBURN KINDERGARTEN SERVICE
RESOLUTION 2025/105			
Moved: Cr Miki Wilson			
Seconded: Cr Nick Angelo			
That Council:			
1. cease the delivery of the sessional program at the Wedderburn Kindergarten at the conclusion of Term 4 2025			
2. provide public notice of Council's intention to sell the property at 77 Ridge Street, Wedderburn and undertake community engagement in accordance with Council's Community Engagement Policy and the Local Government Act 2020			
3. if no objections are raised during community engagement, sell 77 Ridge Street, Wedderburn within 10% of an independent valuation price			
4. authorise the Chief Executive Officer to undertake the necessary administrative actions to implement this decision.			
CARRIED			
15 Aug 2025 1:40pm Taylor, Nicole - Completion			
Committee and families have been notified of the decision.			

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Jackson, Janine Stedman, Michelle	Decision Reports	DRAFT CUSTOMER EXPERIENCE STRATEGY FOR PUBLIC DISPLAY
RESOLUTION 2025/106			
Moved: Cr Miki Wilson			
Seconded: Cr Gavan Holt			
That Council approve the draft Customer Experience Strategy being placed on public display to receive community feedback from Monday 28 July 2025 to Monday 11 August 2025.			
CARRIED			
15 Aug 2025 12:10pm Jackson, Janine - Completion			
Community consultation for the Customer Experience Strategy has now closed, with no relevant feedback received. The Strategy will be returned to the September Council Forum for further consideration, before being presented at the September Council Meeting seeking formal endorsement.			

Status of Council resolution actions

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Coombes, Christine Fitzgerald, Lincoln	Decision Reports	32 Wilson Street Wedderburn -Wedderburn Lions CLub request for land availability for a Supported Residential Service.
RESOLUTION 2025/107			
Moved: Cr Gavan Holt			
Seconded: Cr Miki Wilson			
<ol style="list-style-type: none"> 1. That advice be given to the Wedderburn Lions Club that Council is prepared to make Council owned land at 32 Wilson Street Wedderburn available to the Wedderburn Lions Club at no cost for the purpose of building a Supported Residential Services facility. 2. This offer is subject to all costs associated with the establishment and operation of the Supported Residential Services facility being met by parties other than the Loddon Shire Council. 3. This offer from the Loddon Shire Council expires on 30 June 2029 if the project has not been substantially commenced by that date. 4. It should also be noted that the Wedderburn Community Centre Committee of Management is the Council's delegated operator of this site, and it should be informed of Council's offer to the Wedderburn Lions Club. 			
CARRIED			
28 Jul 2025 10:50am Coombes, Christine - Completion			
Wedderburn Lions were notified on 23 July 2025 of the details of the resolution of the Council meeting.			

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Gladman, Wendy Gladman, Wendy	Decision Reports	ADOPTION OF INCLUSIVE COMMUNITIES PLAN
RESOLUTION 2025/108			
Moved: Cr Nick Angelo			
Seconded: Cr David Weaver			
That Council defers the Inclusive Communities Plan at this point for further consideration.			
CARRIED			
04 Aug 2025 11:36am Gladman, Wendy - Completion			
The Inclusive Communities Plan has been returned to officers for further review.			

Status of Council resolution actions

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Gladman, Wendy Gladman, Wendy	Decision Reports	Lease of Council Property - Pyramid Hill Community Centre
RESOLUTION 2025/109			
Moved: Cr David Weaver			
Seconded: Cr Nick Angelo			
That Council			
<ol style="list-style-type: none"> 1. enter into a lease agreement with Northern District Community Health Service for the Pyramid Hill Community Centre health wing; and 2. authorise the Chief Executive Officer to sign the lease and complete any necessary administrative actions to implement this resolution. 			
CARRIED			
04 Aug 2025 11:34am Gladman, Wendy - Completion			
The finalisation of the lease agreement is being progressed operationally.			

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Lincoln Fitzgerald	Urgent Business	MUNICIPAL ASSOCIATION OF VICTORIA STATE COUNCIL
RESOLUTION 2025/112			
Moved: Cr Miki Wilson			
Seconded: Cr Nick Angelo			
That Council:			
<ol style="list-style-type: none"> 1. Authorise the Mayor to submit a motion to the MAV State Council opposing the Emergency Services and Volunteers Fund levy in accordance with Council's current resolution; 2. Request the MAV to continue uniting councils in opposition to the Emergency Services & Volunteers Fund levy; and 3. Authorise the CEO to authorise any minor changes to improve the wording of the motion and/or to update the motion relative to any other changes to the issue that may have occurred between the council meeting and the date of its lodgement to the MAV. 			
CARRIED			
13 Aug 2025 5.00pm Fitzgerald, Lincoln - Completion			
On 13 August 2025, the Mayor finalised and submitted Loddon Shire Council's Notice of Motion for consideration at the MAV October State Council meeting.			

Status of Council resolution actions

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Lincoln Fitzgerald	Urgent Business	BENDIGO ADELAIDE BANK CLOSURES
RESOLUTION 2025/113 Moved: Cr Gavan Holt Seconded: Cr Nick Angelo That Council write to the Bendigo Adelaide Bank expressing its disappointment and concern at today's announcement that it is discontinuing its agency model. This will impact Loddon Shire as it includes agencies at Boort and Wedderburn, and will create anxiety and stress to those residents and businesses who still require physical banking services.			
CARRIED			
1 Aug 2025 9.46 am Fitzgerald, Lincoln - Completion On 30 July 2025, the Mayor finalised and forwarded Loddon Shire Council's response to the CEO of Bendigo and Adelaide Bank regarding the announced closures of the Boort and Wedderburn bank agencies.			

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Stedman, Michelle Stedman, Michelle	Confidential Items	Appointment of Audit and Risk Committee Independent Member
RESOLUTION 2025/115 Moved: Cr Gavan Holt Seconded: Cr Nick Angelo That Council appoint Mr Mick Cummins as an Independent Member of the Audit and Risk Committee for a four-year term from 1 August 2025 to 31 July 2029.			
CARRIED			
19 Aug 2025 10:21am Stedman, Michelle - Completion The appointed member has been advised of the Council resolution and the induction process has commenced.			

Status of Council resolution actions

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Coombes, Christine Fitzgerald, Lincoln	Confidential Items	Wedderburn Caravan Park - First right to purchase lease
RESOLUTION 2025/116			
Moved: Cr Miki Wilson			
Seconded: Cr David Weaver			
That Council:			
<ol style="list-style-type: none"> 1. Acknowledges receipt of the notice for the first and last right of refusal pursuant to sub-clause 16.13 of the Wedderburn Caravan Park Lease received on 26 June 2025; and 2. Authorises the Chief Executive Officer to formally advise the tenants solicitors that Council does not wish to exercise the option of first right to purchase. 			
CARRIED			
28 Jul 2025 10:55am Coombes, Christine - Completion			
Council's solicitors were notified of Council's decision on 23 July 2025 and notified the tenant's solicitors of the decision on the same day.			

Meeting	Officer/Director	Section	Subject
Council 22/07/2025	Jackson, Janine Stedman, Michelle	Confidential Items	2025-2026 CEO Performance Plan
RESOLUTION 2025/117			
Moved: Cr Nick Angelo			
Seconded: Cr David Weaver			
That Council endorse the 2025-2026 Loddon Chief Executive Officer Performance Plan Key Performance Indicators (KPIs) as detailed in the attachment to this report.			
CARRIED			
15 Aug 2025 12:06pm Jackson, Janine - Completion			
The CEO's 2025–2026 KPIs have been successfully embedded into the performance management system. Implementation is underway, with key actions from the CEO's performance plan now being cascaded through the organisation, beginning at the Director level.			

8 MAYORAL REPORT**8.1 MAYORAL REPORT**

File Number: 02/01/001
Author: Lisa Clue, Manager Governance
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council receive and note the Mayoral Report.

REPORT

Mayor Straub will present a verbal report at the meeting.

Loddon Campaspe Councils	
Loddon Healthy Minds Network	
Murray River Group of Councils	
North Central Local Learning and Employment Network	
Rural Councils Victoria	
Section 65 Community Asset Committees:	
East Loddon Community Centre	
Pyramid Hill Memorial Hall	
Other Council activities	
Date	Activity

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

File Number: 02/01/001
Author: Lisa Clue, Manager Governance
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council receive and note the Councillors' reports.

REPORT

Each Councillor will present a verbal report at the meeting.

Cr Angelo

Australia Day Committee	
North Central Goldfields Regional Library	
Other Council activities	
Date	Activity

Cr Holt

Audit and Risk Committee	
Municipal Association of Victoria	
Section 65 Community Asset Committees:	
Donaldson Park	
Hard Hill Tourist Reserve	
Wedderburn Community Centre	
Wedderburn Engine Park and Market Square Reserve	
Wedderburn Mechanics and Literary Institute Hall	
Other Council activities	
Date	Activity

Cr Weaver

Municipal Emergency Management Planning Committee	
Rail Freight Alliance	
Section 65 Community Asset Committees:	
Boort Aerodrome Boort Memorial Hall Boort Park Korong Vale Mechanics Hall Korong Vale Sports Centre Little Lake Boort Yando Public Hall	
Other Council activities	
Date	Activity

Cr Wilson

Calder Highway Improvement Committee	
Section 65 Community Asset Committees:	
Inglewood Community Sports Centre Inglewood Community Elderly Persons Units	
Other Council activities	
Date	Activity

10 DECISION REPORTS**10.1 PLANNING APPLICATION 6072- USE OF THE LAND FOR GOLD MINING (UNDER THE CODE OF PRACTICE) AT 166 ALEXANDER LANE LLANELLY****File Number:** FOL/19/370498**Author:** Darcy Jackson, Statutory Planning Officer**Authoriser:** Glenn Harvey, Manager Development and Compliance

- Attachments:**
- 1. Decision Report 6072**
 - 2. Program of Work and Plan**
 - 3. Annotated Photos from Site Visit- 15 July 2025**
 - 4. Objection 1 - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(f) of the *Local Government Act 2020*. It contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

contains names and addresses **(under separate cover)**

- 5. Objection 2 - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(f) of the *Local Government Act 2020*. It contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

contains names and addresses **(under separate cover)**

RECOMMENDATION

That Council being the Responsible Authority having considered all matters which the Planning and Environment Act, 1987, requires it to consider, decides to issue a Notice of Decision to Refuse planning permit application 6072 for use of the land for gold mining subject to the following conditions:

1. The proposal is inconsistent with clause 14.01-1S- Protection of agricultural land of the Loddon Planning Scheme. Including the following strategies:

In considering a proposal to use, subdivide or develop agricultural land, consider the:

- Desirability and impacts of removing the land from primary production, given its agricultural productivity.
- Impacts on the continuation of primary production on adjacent land, with particular regard to land values and the viability of infrastructure for such production.
- Compatibility between the proposed or likely development and the existing use of the surrounding land.
- The potential impacts of land use and development on the spread of plant and animal pests from areas of known infestation into agricultural areas.
- Land capability.

2. The proposal is inconsistent with clause 14.01-1L- Agricultural of the Loddon Planning Scheme.

3. The proposal is inconsistent with the purpose and decision guidelines of clause 35.07-Farming Zone of the Loddon Planning Scheme.
4. The gold mining would compromise the operational efficiency of the existing agricultural use.

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

There have been no previous Council discussions on this matter.

BACKGROUND

An application was lodged on the 12 June 2025 proposing the use of the land for gold mining at 166 Alexander Lane, Llanelly (Under the Code of Practice for Low Risk Mines).

For a gold mining operation to be allowed to operate under the Code of Practice (for Low Risk Mines) it must meet the following criteria:

- Area to be mined is less than 5 hectares
- Does to involve the removal of native vegetation, blasting, chemical treatments or underground operations.

The zoning of the land is Farming with no overlays covering the subject site. The zone's purpose emphasizes retention of productive agricultural land, protection of primary production, and ensuring non-agricultural uses do not adversely affect farming operations. A permit is triggered under the Farming Zone for the use of the land and associated works.

The current use of the land is cropping and grazing animal production. The planning officer conducted a site visit on the 15 July 2025 and photographed the site currently in crop which can be found at attachment 3. The surrounding land is predominantly agricultural; with an existing gold mining operation nearby on less productive land.

The application was advertised to surrounding landowners; with two objections received from the owner of the land and leaseholder/farmer. The applicant provided a response to the objectors concerns, the response was sent to the objectors, with no further response received.

There was no requirement for external or internal referrals for this application.

Officer recommendation is to issue a notice of decision to refuse a planning permit

ISSUES/DISCUSSION

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

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

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

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

COST/BENEFITS

There are various costs associated with having a delegated Planning Officer consider an application, provide a recommendation and the time for the Councillors to consider this recommendation.

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

RISK ANALYSIS

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

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

CONSULTATION AND ENGAGEMENT

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

LODDON SHIRE COUNCIL

DECISION REPORT 6072: Use of the land for gold mining (under the Code of Practice).



CONTENTS

1	RECOMMENDATION.....	4
2	DISCUSSION	4
	2.1 The Site & Locality	4
	2.2 Site History	6
	2.3 Proposal	7
	2.4 Loddon Planning Scheme	7
	2.4.1 Zone.....	7
	2.4.2 Overlay.....	7
	2.4.3 Relevant Particular Provisions.....	7
	2.4.4 Permit trigger.....	7
	2.4.5 Restrictive Covenant	8
	2.4.6 Planning Policy Framework	8
	2.4.7 Local Planning Policy Framework.....	8
	2.5 Referrals	8
	2.6 Public Notification	8
3	ASSESSMENT	10
	3.1 Planner assessment	10
4	CONCLUSION.....	12
5	Appendix 1:	13
	5.1 Objection 1 & 2	13

SUMMARY

Application Number:	6072
Applicant:	Harvey Lee and Jared Fleiner
Subject Land:	166 Alexander Lane Llanelly VIC 3551
Owner:	K & K Alexander
Zone:	Farming Zone
Overlay(s):	No overlays
Existing use:	Cropping and Grazing Animal Production
Proposal:	Use of the land for gold mining (Under the Code of Practice)

The following dot points provide a summary of the application:

- The application was lodged on the 12 June 2025 proposing to use of the land for gold mining (Under the Code of Practice)
- The application was advertised to surrounding landowners; with two objections received.
- No external or internal referrals were undertaken.
- The applicant provided a response to the objectors concerns, the response was sent to the objectors, with no further response received.
- Officer recommendation is to issue a notice of decision to refuse a planning permit

1 RECOMMENDATION

That the Responsible Authority having considered all matters which the Planning and Environment Act, 1987, requires it to consider, decides to issue a Notice of Decision to Refuse planning permit application 6072 for use of the land for gold mining subject to the following conditions:

1. The proposal is inconsistent with clause 14.01-1S- Protection of agricultural land of the Loddon Planning Scheme. Including the following strategies:

In considering a proposal to use, subdivide or develop agricultural land, consider the:

- Desirability and impacts of removing the land from primary production, given its agricultural productivity.
 - Impacts on the continuation of primary production on adjacent land, with particular regard to land values and the viability of infrastructure for such production.
 - Compatibility between the proposed or likely development and the existing use of the surrounding land.
 - The potential impacts of land use and development on the spread of plant and animal pests from areas of known infestation into agricultural areas.
 - Land capability.
2. The proposal is inconsistent with clause 14.01-1L- Agricultural of the Loddon Planning Scheme.
 3. The proposal is inconsistent with the purpose and decision guidelines of clause 35.07- Farming Zone of the Loddon Planning Scheme.
 4. The gold mining would compromise the operational efficiency of the existing agricultural use.

2 DISCUSSION

2.1 The Site & Locality

The subject site is located at 166 Alexander Lane Llanelly with the gold mining proposed across two parcels being 16~G and 17~G. The actual site is within existing farming land on the corner of Lester Lane and Daws Lane within the area of Llanelly. The site slopes away from Daws Lane into a small depression near an existing dam on the site, there is no existing native vegetation within the working area. Currently the site is in crop with the property leased out to a local farmer, the below photo was taken during a site visit showing the approximate area of the proposed mining.

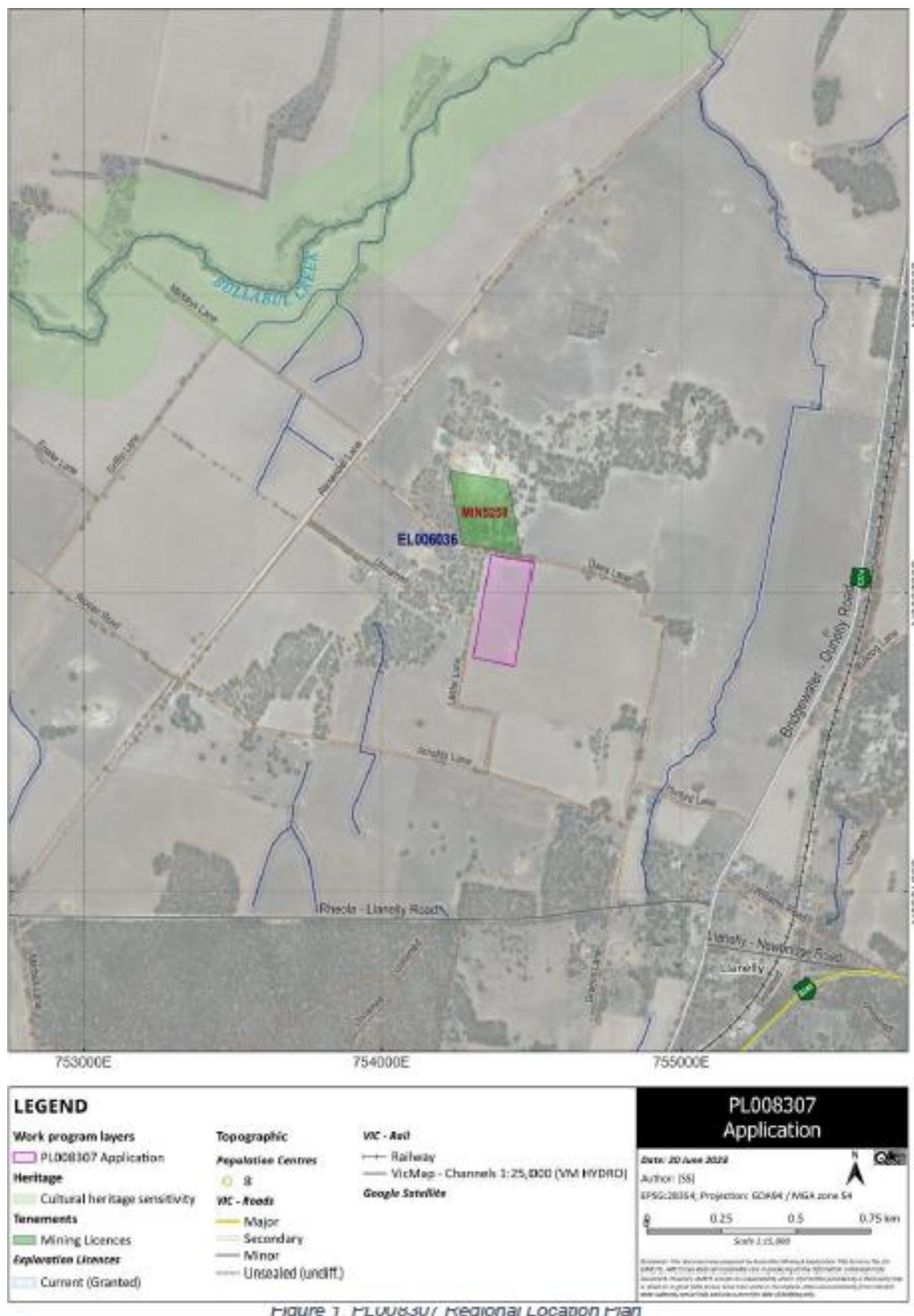


Image 1: Locality Plan of the Licence- shown in purple above



Image 2- Subject Site looking south from the corner of Daws and Lester Lane

The surrounding area is mainly all under the same ownership and attached to 166 Alexander Lane. It consists of a mix of cleared agricultural land similar to the above image, with some areas of scrubby bushland. There is an existing gold mining operation on the surrounding land north west of the subject site on the opposite side of Daws Lane. This gold mining operation is under a mining licence rather than a prospecting licence and is also located in scrubby bushland rather than cleared agricultural land.

Aboriginal Heritage Act 2006

The subject site does not contain areas of cultural heritage sensitivity and therefore a CHMP is not required.

2.2 Site History

The site has had two past planning approvals which are summarised below:

Permit No.	Description	Date of Issue
4720	Mining	Withdrawn- 4 July 2012
4794	Mining	24 July 2014

Planning permit 4720 was withdrawn, the same applicant then reapplied for the same location with 4794 which was issued on 24 July 2014. These applications were for lot 50 C-G which is further to the north but under the same ownership.

The planning officer conducted a site visit on the 15 July 2025. The photos from the site visit can be found at attachment 4. The site is currently in crop with barley and historical imagery from over the last 10 years show it has consistently been in crop or recently harvested.

2.3 Proposal

The proposal is for the use of the land for gold mining (low impact). For a mining operation to be considered under the Code of Practice for Low Risk Mines it must meet the following criteria:

- Area of 5 hectares or less
- Does not involve underground operations, blasting, clearing of native vegetation, or the use of chemical treatments.

The proposed mining will be doze and detect mining for alluvial gold with progressive rehabilitation. Mining will occur in pits on average 25m wide, 50m length and 15m deep using a dozer, grader and excavator. Topsoil and leaf litter is removed and stockpiled in small piles away from the area of mining. Mining of the pit involves dozing overburden in thin layers and stockpiling adjacent to the pit separate from the topsoil.

Once bedrock is intersected the mined material is returned to the pit, the pit levelled and compacted, and surface material replaced once settling has occurred. Retention dams and sediment traps will be constructed on the north west boundary of the mine site.

A prospecting licence has been approved through earth resources which runs for 7 years and cannot be extended. The applicant has paid a \$5,000 rehabilitation bond to Earth Resources.

2.4 Loddon Planning Scheme

2.4.1 Zone

The subject site is within the Farming Zone. Clause 35.07 of the scheme states that the purpose of the Farming Zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*
- *To provide for the use and development of land for the specific purposes identified in a schedule to this zone.*

2.4.2 Overlay

No overlays affecting the site.

2.4.3 Relevant Particular Provisions

No relevant particular provisions as the mining is low risk under the Code of Practice, and therefore exempt from the requirements of 52.08-2.

2.4.4 Permit trigger

Under clause 35.07-1 a permit is required for the use of the land for a gold mining

Under clause 35.07-4 a permit is required for works associated with section 2 use (gold mining)

2.4.5 Restrictive Covenant

No restrictive covenants exist on this site.

2.4.6 Planning Policy Framework

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

Clause – 14.01-1S- Protection of agricultural land

Objective of clause 14.01-1S:

- *To protect states agricultural base by preserving productive farmland*

Clause – 14.03-1S- Resource exploration and extraction

Objective of clause 14.03-1S:

- *To encourage exploration and extraction of natural resources in accordance with acceptable environmental standards.*

2.4.7 Local Planning Policy Framework

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

Clause 14.01-1L- Agricultural

This policy applies to applications for use and development of land within the Farming Zone.

Strategies include:

- *Support dwellings that are ancillary to the agricultural use of the land.*
- *Direct non soil based agricultural activity away from quality agricultural land.*
- *Support development (including subdivision) in agricultural areas that is directly related to ongoing agricultural use of the land.*
- *Site buildings and works to avoid or minimise loss of quality agricultural land.*

2.5 Referrals

There wasn't any external or internal referrals required as part of this application.

2.6 Public Notification

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

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

Two objections were received in response to the application. The matters raised in the objection are summarised below and with Officers response in italics:

Objection 1: Land Owner

Previous Mining Operations and Works

- The land under which these tenements were operating on was on gold digging, mullick heaped, bushed and unproductive land which we had no problems with that. Unlike this application which is on very productive, arable, and fertile cropping land and we do not want this to proceed. This planning application would not be occurring if our objections and concerns were addressed back in March / April 2024 by DEECA.

The applicant will be required to store topsoil and overburden separate on site and progressively rehabilitate the site in compliance with the Code of Practice for Low Risk Mines. However the storing of stockpiles over longer periods of time can result in a loss of nutrients in the soil and therefore decreasing the overall future productivity of the land for agriculture.

- We attended a meeting at the farm with mines department regarding another matter and discovered the topsoil had been pushed up in a heap in the paddock since talking to our leasee previous the day. Complaints lodged and photos taken by mines department representatives and a cease to work order issued to Harvey Lee as the 5 approval requirements needed by mines department DEECA had not been completed.

A site visit by the planner on the 15th July 2025 revealed the site was in crop and all previous disturbance had been restored. No other evidence or photos were provided by the objector.

Productive Agricultural Land

- The land is highly productive cropping and grazing land with a very successful canola crop harvested last season and now sown down to barley this season. It is a continuous cropping rotation of canola, barley and export oaten hay with minimum tillage practices and GPS tracking. Leasee has also gone to the added expense of having the paddock mapped.

A site inspection on the 15 July 2025 did reveal the property to be in crop with plants approximately 10cm+ out of the ground across the area to be mined. The planner agrees that the proposed mining will disturb existing agricultural use including loss of productive agricultural land for up to 7 years and issues with GPS use in tractors and harvesters as the paddock has already been mapped.

Water Runoff

- The paddock has huge amount of water runoff and is a natural watercourse that feeds the dam in the paddock, also the main water runoff into the house dam.

There is no mapped watercourse on the site however a small dam and depression is evident on the aerial and observed during site visit. The water would then flow across Lester Lane and into the owner's property and dam. It is possible that the mining activity would result in sediment laden runoff into the downstream dam, and would also reduce the water runoff into the main house dam.

Objection 2: Land Lease Holder

- We have been running a cropping and sheep enterprise on the land for 12 years now. Our objection is based on the grounds that all paddocks have been GPS mapped and set up for controlled traffic with tramlines in place for our machinery. If the license is approved it will mean remapping and altering our tramlines each year over the proposed 7 year period which will create its own challenges.

GPS- guided machinery and mapping helps farmers improve efficiency and reduce cost. GPS mapping systems allowing for precise navigating and auto-steering ensuring consistent passes during planting, spraying and harvesting, with no overlaps. The planner agrees that the planned mining area will have an impact on the previous GPS mapping work undertaken by the farmer and disrupt agricultural operations including spraying, planting and harvesting potentially resulting in increased costs and time to change the GPS system each year.

- The farm has been soil mapped also, to allow for variable rate application of fertilizers which will also have to be remapped to exclude these zones each year.

The planner agrees that the soil mapping will be impacted by the proposed mining activity further increasing the costs to the farmer. The mining activity also has the potential for disrupting the natural soil profile through mixing of fertile soil with overburden.

- The gateway into the proposed area is our main access for B double trucks carting grain and movement of large machinery from that side of the farm, and livestock movement. There really are no other easily accessible options into this particular paddock. Also with the controlled traffic it helps minimise dust to help with the welfare and wool quality of our livestock that are introduced after harvest.

B-double trucks and other large machinery need a large area to enable them to turn around and have easy access to on site field bins. The aerial imagery from Loddon Pozi HERE Satellite shows four field bins along the western boundary where the access is located. This area has the potential to not be available during the mining activity and the planner agrees that grain trucks and machinery require adequate area to operate due to the size of these vehicles and equipment.

- We also would be concerned about livestock welfare with constant disturbances and excavations undertaken as animals who experience stress lose weight and impacts wool quality which impacts our income.

The mining operation which has the potential to run for 12 hours a day 7 days a week would have an impact on stock especially given the only dam on the site is within the area of proposed prospecting licence. Sheep are unlikely to come to the dam for a drink if there is people and machinery operating in that area. This could result in dehydration, reduced grazing and significant stress on the sheep.

- Lastly it is going to be a huge inconvenience for us to now have to work our operations around somebody else on land which we pay lease on, have set up and improved soil quality and health on over many years.

The proposed mining activity has the potential to impact on the years of work the leaseholder as put into the property including impacts on soil quality.

3 ASSESSMENT

3.1 Planner assessment

Is the proposed gold mining acceptable on the subject land taking into consideration the relevant planning policies in the Planning Scheme?

Does the proposed gold mining meet the purpose and applicable decision guidelines of the Farming Zone of the Loddon Planning Scheme?

It is relevant to consider the purpose and decision guidelines of the Farming Zone, Land Subject to Inundation Overlay, the relevant particular provisions and Planning Policy Framework of the Loddon Planning Scheme, in context of the site, surrounding land, and predominate land uses.

Planning Policy Framework Assessment

The State and Local planning policy framework highlight the need for protection of local amenity, protection of agricultural land, and compatibility of land uses were key policies identified and are discussed below:

14.01-1S- Protection of agricultural land

Relevant strategies under this policy include-

- *Identify areas of productive agricultural land, including land for primary production and intensive agriculture.*

In considering a proposal to use, subdivide or develop agricultural land, consider the:

- *Desirability and impacts of removing the land from primary production, given its agricultural productivity.*
- *Impacts on the continuation of primary production on adjacent land, with particular regard to land values and the viability of infrastructure for such production.*
- *Compatibility between the proposed or likely development and the existing use of the surrounding land.*
- *The potential impacts of land use and development on the spread of plant and animal pests from areas of known infestation into agricultural areas.*
- *Land capability.*

The area that is proposed to be mined is currently productive agricultural land, with the objectors stating that the paddock is on a continuous rotation of canola, barley and export oaten hay. Historical aerial imagery from 2013 through to 2023 shows several years where it is evident the property was in crop and had been harvested. The proposed mining will result in the loss of around 5 hectares of productive agricultural land over a 7 year period.

There is the potential that the mining activity will result in the introduction of weeds and other pathogens as a result mining machinery, equipment and other vehicles. Over several years it is evident the farmer has worked hard to clear the site of any weeds and pathogens that would compete with planted crops.

35.07- Farming Zone

The purpose of the Farming Zone seeks to provide for the use of land for agricultural, retain productive agricultural land, ensure dwellings and other non-agricultural uses do not adversely affect agriculture.

The decision guidelines of the Farming Zone must be considered before deciding on an application. The assessment against the decision guidelines at clause 35.07-6, a summary of the officer's response to the relevant guidelines has been provided below.

Agricultural production is the major focus of the economy and community of Loddon Shire. Productive agricultural land is a vital resource and its protection is fundamental to the future economic health of the Shire. According the Loddon Shire's Municipal Planning Strategy "agricultural viability and profitability in the Shire is challenged by issues such as erosion, salinity, soil structure decline, soil sodicity, acidification and water quality". All of these issues

can be related to mining activities, including the stockpiling of topsoil which is susceptible to erosion from wind and water while in stockpiles. This can result in the loss of the fertile layer of soil and therefore reduce soil quality and agricultural productivity.

The proposed gold mining will not support or enhance agricultural production on the site and will result in reduced productivity as a result of the potential significant soil disturbance. Soil quality will be impacted with the proposed mining to be to depths of up to 15 metres depending on the location of bedrock. Mining and prospecting licence already existing in the area are typically on land that is not considered productive agricultural land. There is an example of this on land north west of the proposed mining area on the opposite side of Daws Lane. There is an existing mining licence over this area which is vegetated and covered in old diggings, therefore it is not viable for any soil based agricultural uses and gold mining would be more acceptable.

The farmer also runs sheep on the property after the crops have been harvested. The paddock only has access to one dam which happens to be within the prospecting licence. With the proposed mining area to encompass the existing dam there is a risk that it will impact on livestock having access to the dam especially during the 7am-7pm seven days a week operation. Livestock are unlikely to come to the dam if people and machinery are operating close by for 12 hours every day. This can result in the loss of condition in livestock, making this part of the agricultural operation less viable.

Although the mining applicant has stated that both the leaseholder and the land owner will be compensated, the proposed mining activity still has the potential to impact on future agricultural activities. This includes access for farm machinery, GPS mapping of paddocks, and health of livestock due to the mining being close to the only water source. The depth of up to 15 metres will result in reduced soil quality and soil structure decline even with rehabilitation, it is not guaranteed that the soil will be returned to a viable state.

4 CONCLUSION

The proposal is inconsistent with the purpose of the Farming Zone and the relevant State and Local Planning Policy Framework. As discussed above the planning officer recommends that planning application 6072 be refused, for the reasons listed in section 1 of this report.

The proposed gold mining is not considered to respond well to the relevant decision guidelines of the Farming Zone as outlined above. The proposed gold mining has the potential to impact significantly on existing agricultural operations and also future viability of agriculture. Although gold mining can be considered in the Farming Zone it best located on less productive agricultural land where soil based agriculture is not possible.

5 Appendix 1:

5.1 Objection 1 & 2

Loddon Shire

Planning Department

Wedderburn

We are hereby lodging our objection to the Planning Application No 6072

Background information which we feel is necessary to explain and to understand our continued objections to activity on our land.

We have had 2 mining/prospecting licenses previously with no problems at all. At all times it was an open, informative, up front, and communicative process with everyone concerned. The land under which these tenements were operating on was on gold digging, mullick heaped, bushed and unproductive land which we had no problems with that. Unlike this application which is on very productive, arable, and fertile cropping land and we do not want this to proceed. This planning application would not be occurring if our objections and concerns were addressed back in March / April 2024 by DEECA.

Acknowledging consent was signed on 1st June 2023 albeit naively not fully understanding the implications of this and that the said consent allows for Prospectors Application can be lodged, rather it was initial consent to access the land to see where possible pegging out and marking of license might be. It was definitely not disclosed at the times of meeting with Harvey Lee that this a requirement for application process (and once approved by DEECA cannot be cancelled or revoked!!) and that he was lodging with Department.

Heard on the grapevine that this was not going anywhere as he had no money which was in the Spring of 2023. Again, we naively thought that is the end of it until 4th March 2024 we read in Loddon Herald the Notice of Application for Prospectors License. Email received later in day from AMETS (Harvey Lees representative lodging application) advising the same.

Our objections together with our Lessee was lodged with DEECA with our concerns etc. before closing date on application.

We had not been contacted by the Department or Harvey Lee or his representative written or verbally to our objections. No written or verbal communication from Harvey Lee since 1/6/2023 to date.

4th December 2024 Dale McCoy our lease was checking his sheep in the paddock and found Harvey Lee and other unknown males metal detecting. Dale questioned what he was doing and why he was there and the reply was the application approved. Dale contacted us asking if we knew it was approved. Advised we knew nothing at all to this effect. No written or verbal communication from anyone advising approval.

We attended a meeting at the farm with mines department regarding another matter and discovered the topsoil had been pushed up in a heap in the paddock since talking to our leasee previous the day. Complaints lodged and photos taken by mines department representatives and a cease to work order issued to Harvey Lee as the 5 approval requirements needed by mines department DEECA had not been completed. This is the caliber of these people as no common courtesy or respect shown to us as landowner or lease that they could enter our land and engage a contractor to move topsoil without our, lease and dept approval. We approached the contractor who moved the topsoil and he advised us that Harvey Lee told him he had approval, which was clearly incorrect. We also went to Police advising damages and trespassing offences to be advised it was mine dept jurisdiction and them to handle.

Had a phone call from Jared (6/12/24) apologizing for Harvey Lee entering land and pushing up the topsoil. He said he had only been around 2 weeks and we assumed at this point he was the person with the money backing the Prospectors License but did not know?? Advised him we were seeking legal advice with whole situation and he told us not to do that as "we could work this out". He was advised very clearly; we do not want anything to do with this prospector's license and DO NOT WANT THEM ANY WHERE OUR LAND.

Signed withdrawal of our consent was emailed to Loddon Shire, DEECA and AMETS (Harvey Lee representative) on 21/2/25.

AMETS emailed advising their client to reinstate topsoil ready for cropping season on 21/2/25. Jared advised us he would contact Dale the leasee when this was to happen. This did not happen as we received photos on reinstated topsoil on 10/3/25. Yet again no common courtesy of a phone call to landowner or leasee.

Objection

The land is highly productive cropping and grazing land with a very successful canola crop harvested last season and now sown down to barley this season. It is a continuous cropping rotation of canola, barley and export oaten hay with minimum tillage practices and GPS tracking. Leasee has also gone to the added expense of having the paddock mapped. Farming the land is way more productive and environmentally beneficial to us, leasee and our community than a proposed prospectors license that may not produce anything.

The paddock has huge amount of water runoff and is a natural watercourse that feeds the dam in the paddock, also the main water runoff into the house dam.

Please find attached our copy of Objection to DEECA PL Application, also Leasee' Objection letter.

We have received a copy of the AMETS response to our objections to PL application to DEECA and there are anomalies in the response. Appears can put anything in writing to get application through. No written or verbal communication by the DEECA with landowner or leasee to get clarification. Have attached copy FYI and listed anomalies,

- 1 Page 1 - last paragraph engage community for information etc. No communication to either us the lease or any neighbors has been made.
- 2 Page 2 -last paragraph license area is to be contoured. There are no contours in the paddock now and there will be no contours after mining when it is a cropping paddock as it needs to be levelled.
- 3 Page 3 -last paragraph accommodation for licensee to maintain security. This is illegal and not allowed in terms of DEECA requirements for PL license.
- 4 Page 3 – overburden to be returned and topsoil replaced. No mention of overburden being compacted progressively which would reduce and sinking etc. before topsoil is replaced.

In reference to the document Hard Hill Project Work Program lodged with the planning permit application No 3 Treatment and Processing. Text comments on a trommel capable of processing up to 100 tonnes. This has not been made mention in any other documentation and all references to extracting the gold is

by doze and detect. (See attached AMETS document dated 13/3/2024 stating to dept this)

Yet again we must prove as a landowner we do not want this activity on our land. Please seriously consider declining the planning application on the grounds we are not consenting and it is very productive farming land. Admittedly consent was naively signed 1/6/23 which in hindsight we should have formally withdrawn in spring 2023.

We have no working relationship with applicants or their representatives. We have been no shown no common courtesy, respect and there is no transparency in any of these dealings and is clearly not how we do business at all.

OBJECTION TO:

Mining license no. PL008307

166 Alexander Lane, Llanelly VIC 3551

We, _____ the land with the proposed mining license. We have been running a cropping and sheep enterprise on the land for 12 years now. Our objection is based on the grounds that all paddocks have been GPS mapped and set up for controlled traffic with tramlines in place for our machinery. IF the license is approved it will mean remapping and altering our tramlines each year over the proposed 7 year period which will create its own challenges.

The farm has been soil mapped also, to allow for variable rate application of fertilizers which will also have to be remapped to exclude these zones each year.

The gateway into the proposed area is our main access for B double trucks carting grain and movement of large machinery from that side of the farm, and livestock movement. There really are no other easily accessible options into this particular paddock.

Also with the controlled traffic it helps minimise dust to help with the welfare and wool quality of our livestock that are introduced after harvest.

We also would be concerned about livestock welfare with constant disturbances and excavations undertaken as animals who experience stress lose weight and impacts wool quality which impacts our income.

Lastly it is going to be a huge inconvenience for us to now have to work our operations around somebody else on land which we pay lease on, have set up and improved soil quality and health on over many years.

Thank you for your time and we hope our concerns are taken into your consideration.

HARVEY LEE

PL008307

Hard Hill Project

WORK PROGRAM – PROSPECTING LICENCE APPLICATION

Harvey Lee

14 August 2023

1 Work Program Details

Prospecting Licence Application area PL008307 is located approximately 1km northwest of the township of Llanelly within the Dunolly (7624) 1:100,000 topographic map sheet. Access is from Lester Lane gate via Alexander Lane or the Rheola – Llanelly Road.

The land parcels involved are Crown Allotments 16 and 17, Section G Parish of Tarnagulla (SPI 16~G\PP3551 and 17~G\PP3551).

The proposed prospecting licence area has a total area of 4.98 hectares and is within private land zoned Farming Zone under the Loddon Shire Planning Scheme. There is no native vegetation on the site and the area is currently used for cropping. There is no Cultural Heritage Sensitivity or Heritage Inventory sites in or close to the application area.

The tenement is situated within existing Exploration Licence EL006036 held by Ironbark Mining Pty Ltd.

Minerals of interest to the applicant are gold. There are several shallow leads and deep leads in the vicinity of the licence area and a Mining Licence directly north.

Noise and dust management will be done in accordance with the Code of Practice for Low Risk Mines whereby the hours of operation will be restricted to daytime i.e 7am to 7p. Keeping disturbed areas to a minimum as well as minimizing vehicle movements and reducing speed in windy conditions will help minimize dust. Truck, excavator and dozer will be the main moving equipment to be used in the moving of materials.

2 Proposed Mining Activities

Small scale Doze and Detect mining for alluvial gold is proposed with progressive rehabilitation occurring concurrently. Mining will be undertaken under the Code of Practice for Low-Risk Mines.

Mining occurs progressively in pits on average 25m wide, 50m length and 15 meters deep using a dozer, grader, and excavator. Topsoil and leaf litter is removed and stored in a small stockpile away from the mining area.

Mining of the pit involves dozing overburden in thin layers and stockpiling adjacent to the pit separate from the topsoil. Following the removal of each layer, a metal detector is used over the pit and any gold is removed. The target material removed, gold nuggets, represents a negligible volume in the pit.

Once bedrock is intersected, the mined material is returned to the pit in the order of removal, the pit levelled and compacted, and surface material replaced once settling has occurred.

All retention dams and sediment traps will be on the North West boundary of the mine site.

No blasting will occur on the site as the material is excavated, dozed and ripped, if necessary, and free digging is proposed.

3 Treatment and Processing

The material recovered is gold nuggets located using a metal detector. A trommel capable of processing up to 100 tonnes will also be used in the recovery of gold.

No chemicals are required for gold recovery from the ore material.

Harvey Lee - PL008307 Hard Hill Project Work Program

4 Proposed Timing Schedule for the Work Program

Year 1	Estimated Expenditure
<i>Code of Practice and Planning Permit</i>	\$8,000
<i>Doze and Detect</i>	\$7,000
Total Year 1	\$15,000

Year 2	Estimated Expenditure
<i>Doze and Detect</i>	\$12,000
<i>Progressive Rehabilitation</i>	\$3,000
Total Year 2	\$15,000

Year 3	Estimated Expenditure
<i>Doze and Detect</i>	\$12,000
<i>Progressive Rehabilitation</i>	\$3,000
Total Year 3	\$15,000

Year 4	Estimated Expenditure
<i>Doze and Detect</i>	\$12,000
<i>Progressive Rehabilitation</i>	\$3,000
Total Year 4	\$15,000

Year 5	Estimated Expenditure
<i>Doze and Detect</i>	\$10,000
<i>Progressive Rehabilitation</i>	\$5,000
Total Year 5	\$15,000

Year 6	Estimated Expenditure
<i>Doze and Detect</i>	\$10,000
<i>Progressive Rehabilitation</i>	\$5,000
Total Year 6	\$15,000

Year 7	Estimated Expenditure
<i>Rehabilitation</i>	\$15,000
Total Year 7	\$15,000

Total Proposed Expenditure	\$105,000
-----------------------------------	------------------

Harvey Lee - PL008307 Hard Hill Project Work Program

5 Maps

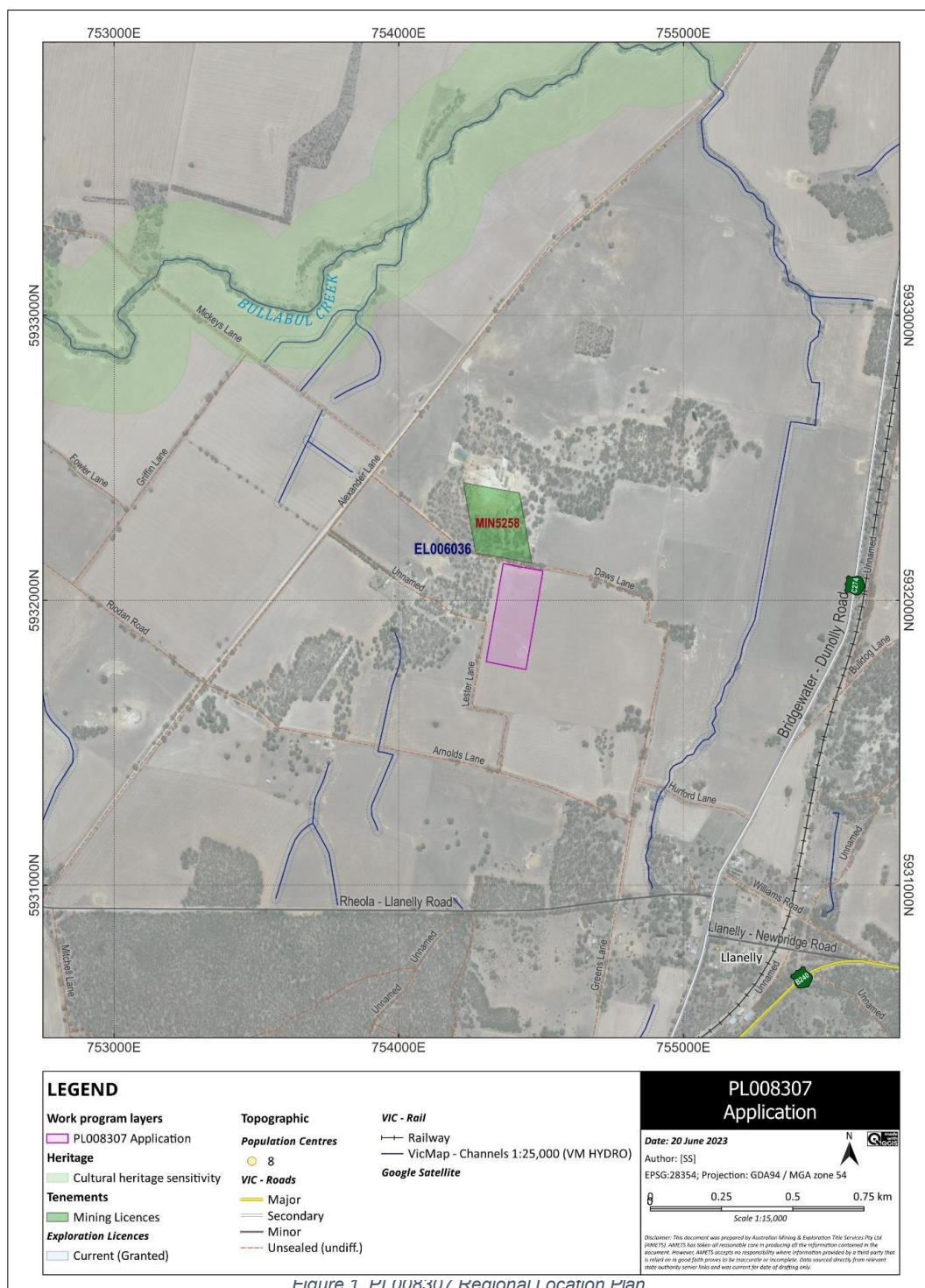


Figure 1 PL008307 / Regional Location Plan

Harvey Lee - PL008307 Hard Hill Project Work Program

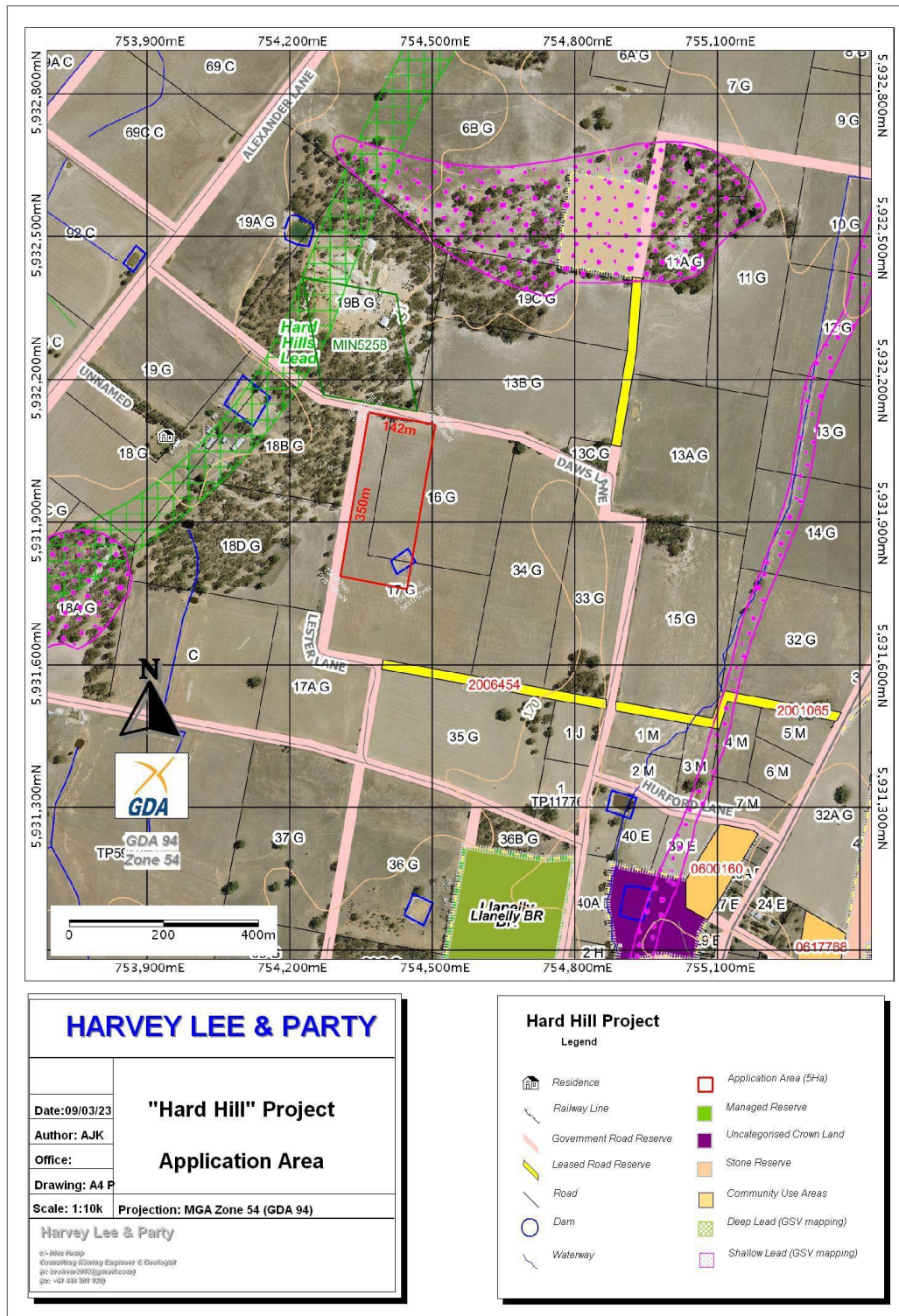
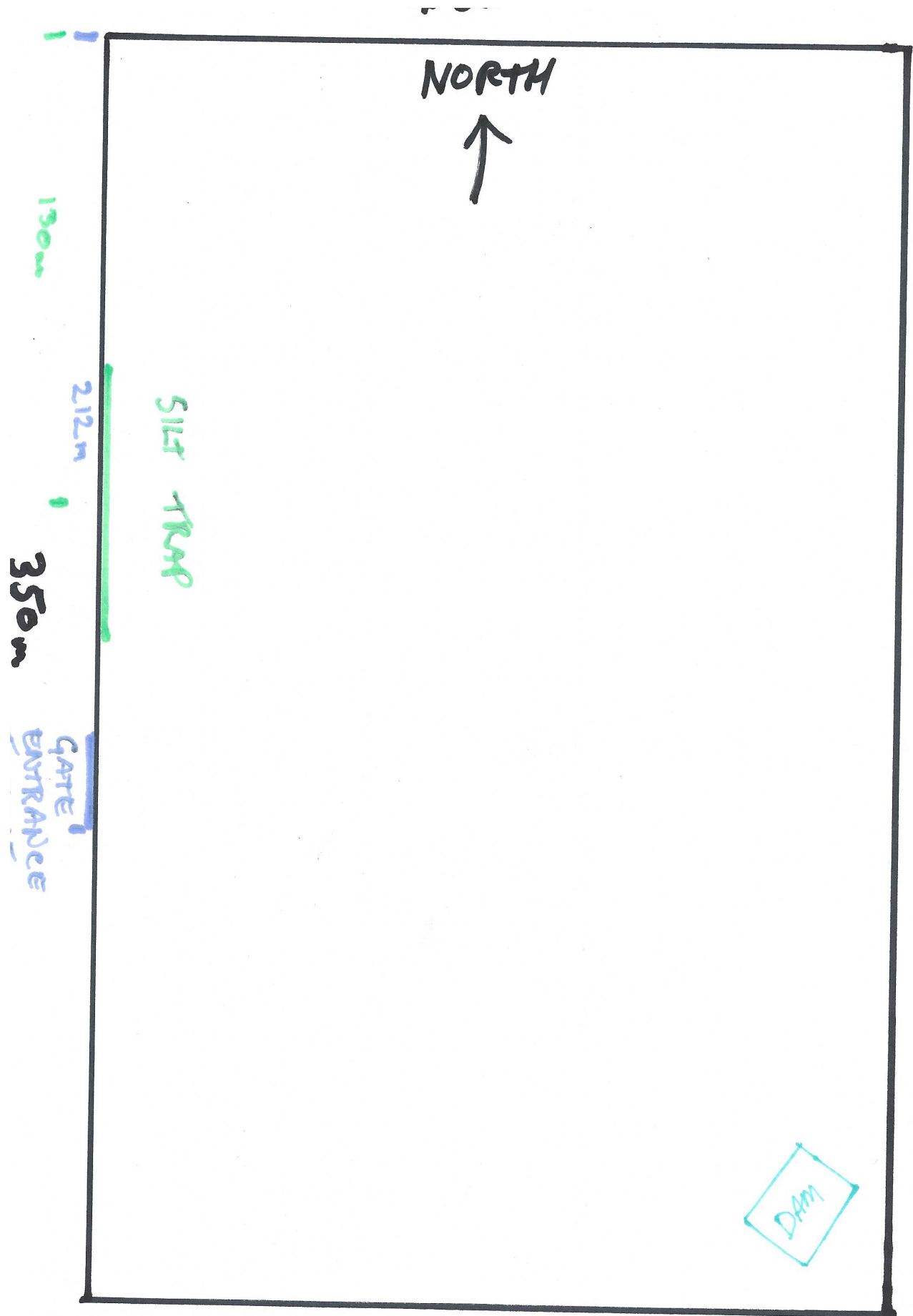
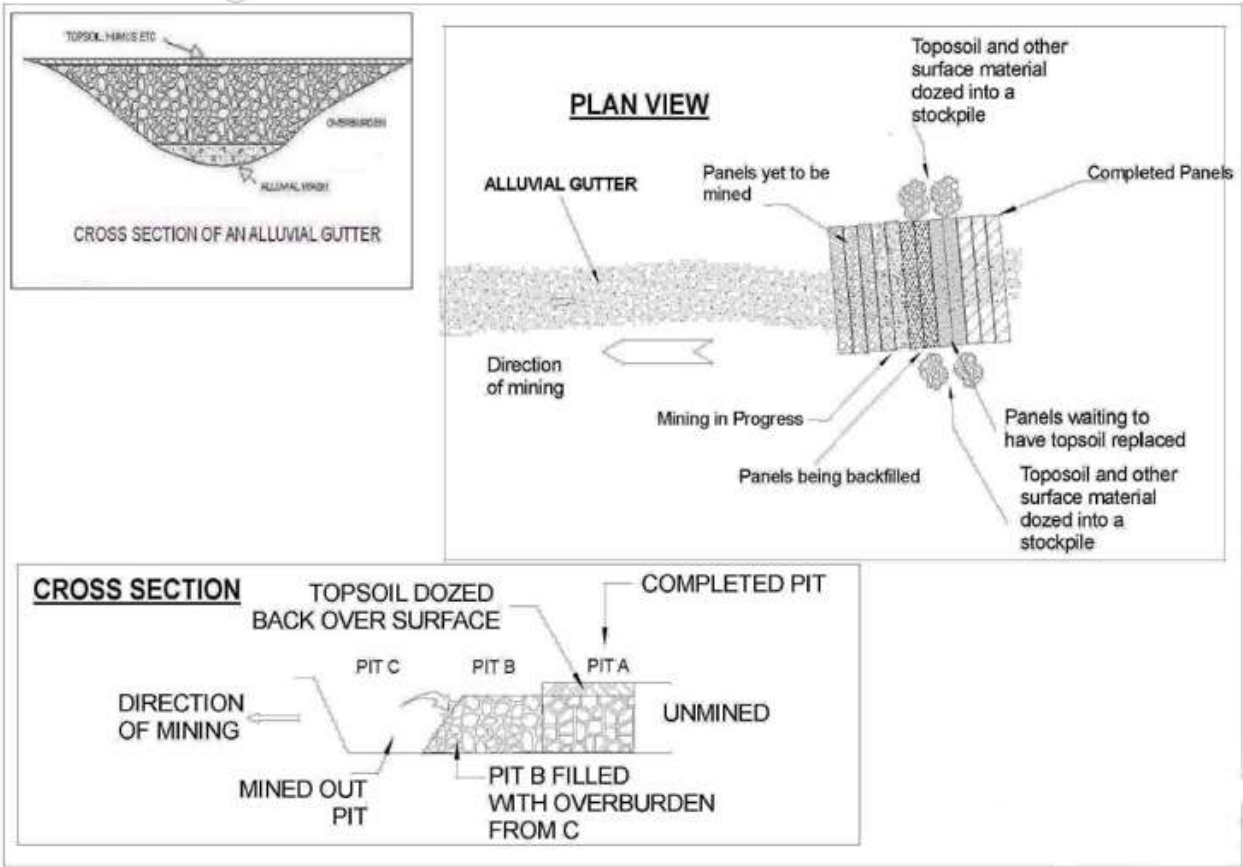
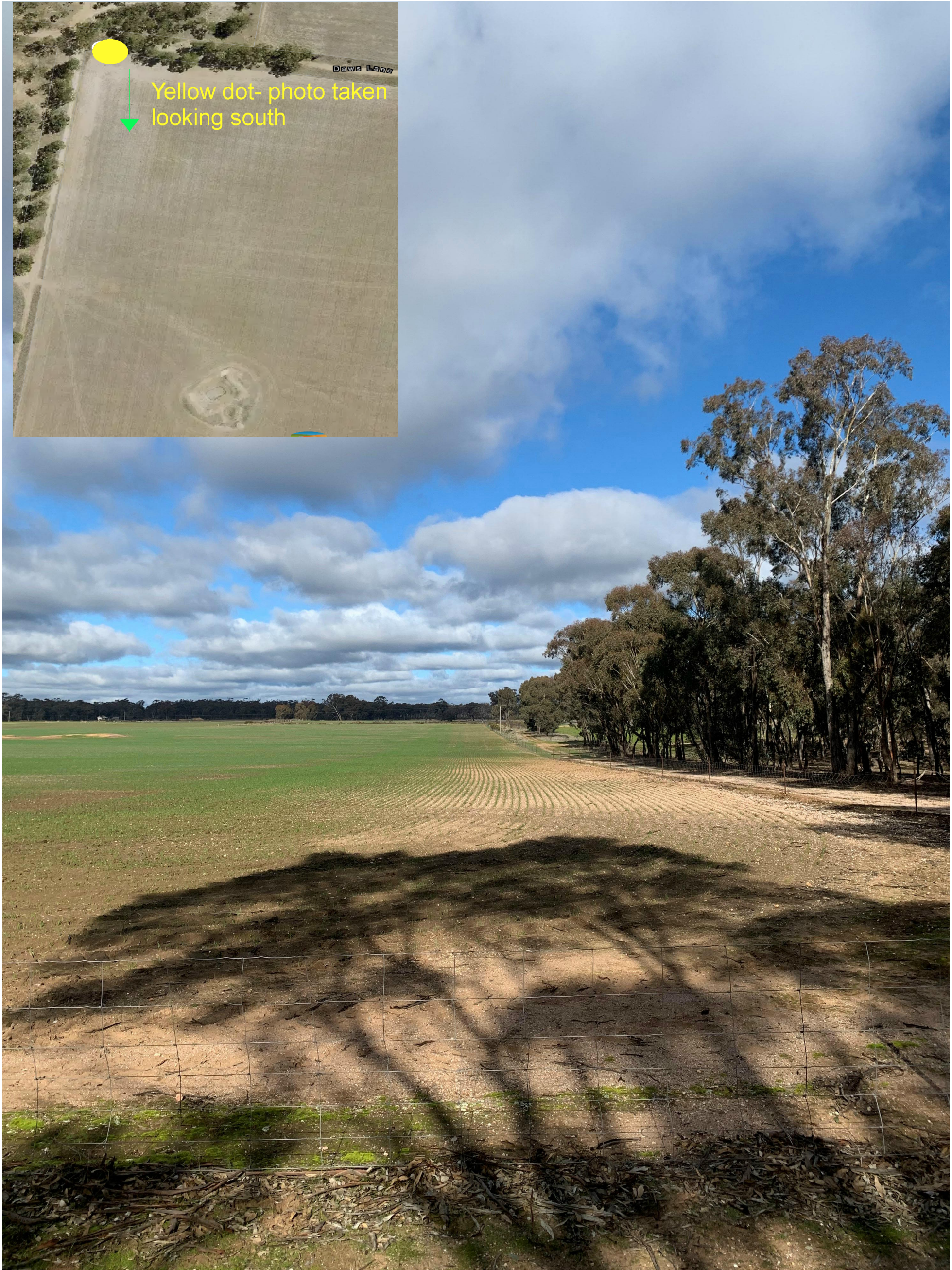


Figure 2: Prospecting Licence Area

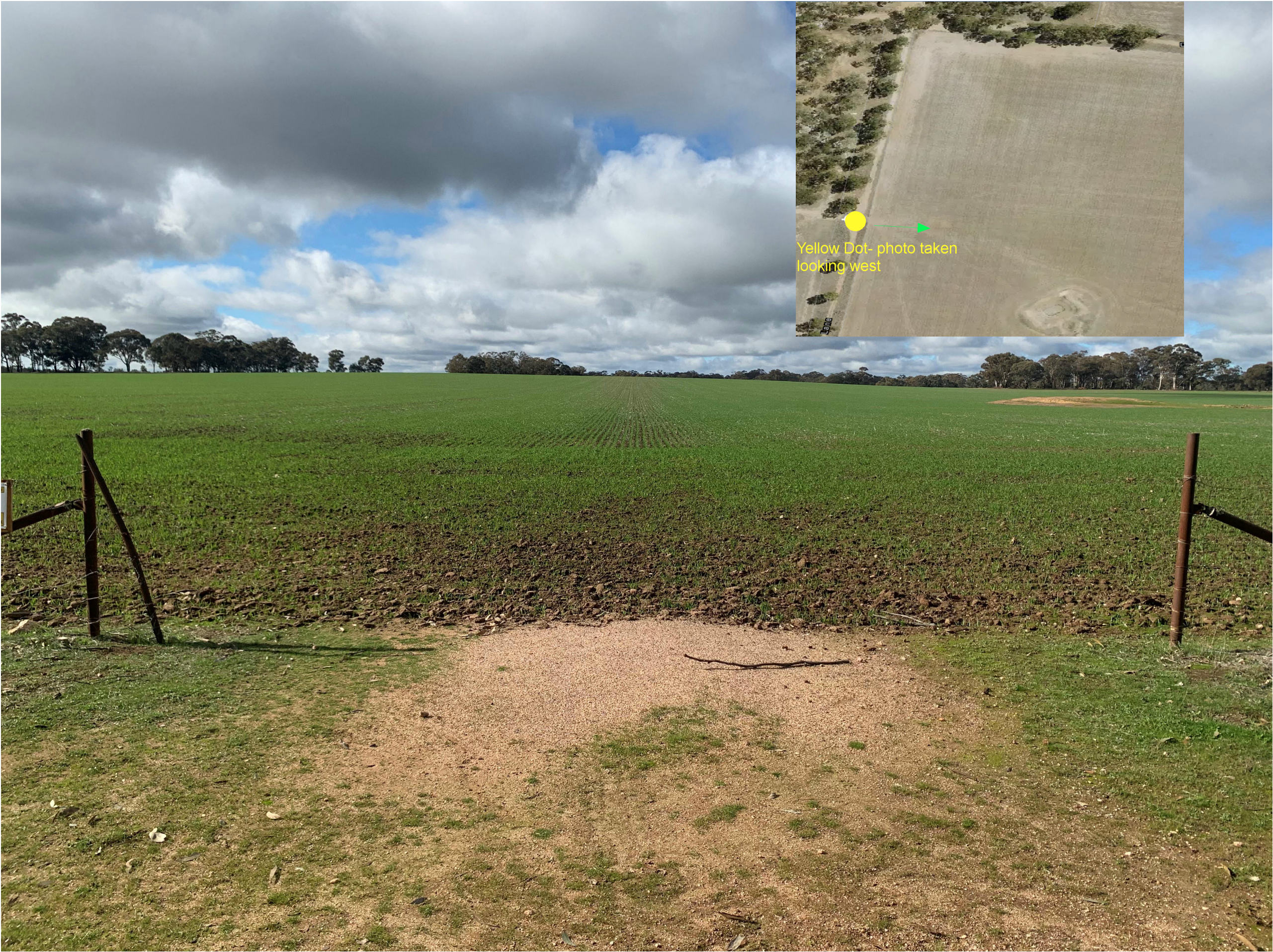


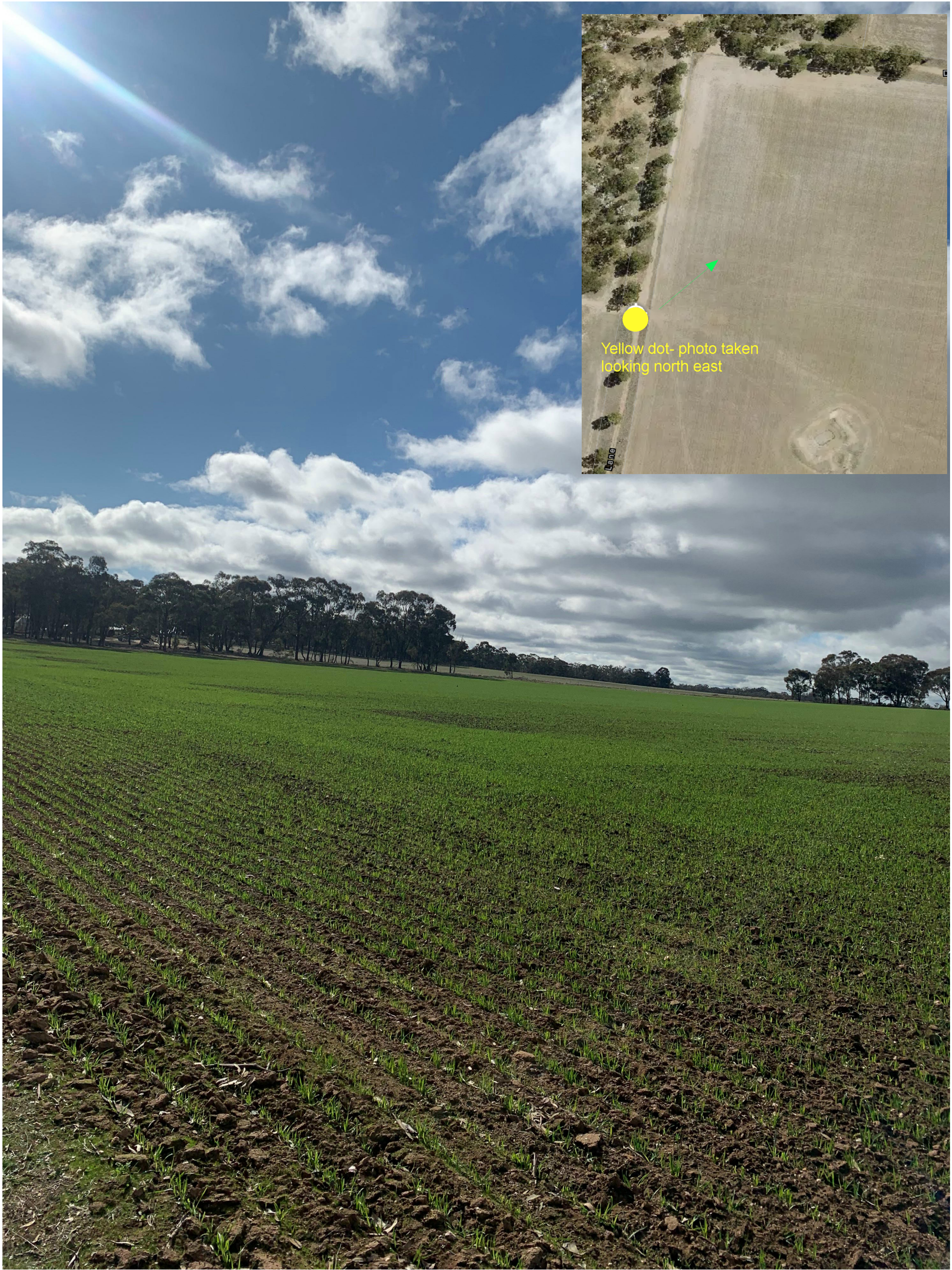
Mining Methodology











10.2 ADOPTION OF ONSITE WASTEWATER MANAGEMENT PLAN**File Number:****Author:** Nicole Taylor, Manager Community Services**Authoriser:** Wendy Gladman, Director Community Wellbeing

- Attachments:**
- 1. Draft Onsite Wastewater Management Plan 2025-2030**
 - 2. Draft Onsite Wastewater Management Plan 2025-2030 de-identified submission and response**
 - 3. Draft Onsite Wastewater Management Plan 2025-2030 submission - Confidential**

This attachment is designated as confidential in accordance with Section 3(1)(f) of the *Local Government Act 2020*. It contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

Contains submitter details - deidentified content contained in Attachment 2. **(under separate cover)**

RECOMMENDATION

That Council adopt the Onsite Wastewater Management plan 2025-2030.

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 Draft Onsite Wastewater Management Plan 2025-2030 (OWMP) was presented to the July 2025 Council meeting at which time Council resolved to place the OWMP on public display seeking community feedback.

BACKGROUND

Updating the OWMP is critical to ensuring Council meets its legislative responsibilities, under the *Environment Protection Act 2017* and Public Health obligations.

The draft OWMP was approved for public display at the July 2025 Council meeting and was subsequently made available, inviting community feedback, from 23 July to 13 August 2025.

With the public display period finalised for the draft OWMP, this report provides Council with information about the feedback received and is now seeking Council adoption of the OWMP.

ISSUES/DISCUSSION

During the display period, website data indicates 47 visits and 23 downloads of the draft OWMP page, with one submission being received. The submission received related to operational matters and did not identify any issues requiring changes to the draft OWMP. For further details please refer to attachment 2 for a summary of the submission and officer comment, and confidential attachment 3 which contains the full submission.

COST/BENEFITS

The costs associated with the public display period and finalisation of the OWMP are predominantly officer time. Advertising was undertaken through Council's Facebook page and in Council's weekly update in the Loddon Herald.

RISK ANALYSIS

The lack of responses limits Council's ability to gauge community sentiment or identify potential concerns, although it may also suggest general acceptance of the draft OWMP among those who reviewed it.

CONSULTATION AND ENGAGEMENT

Community engagement on the draft OWMP was invited between 23 July and 13 August 2025 via the following methods:

- connect@loddon
- promotion via Loddon's Facebook page
- Loddon Herald advertisements
- Weekly Mayoral Video

ONSITE WASTEWATER MANAGEMENT PLAN 2025-2030



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Click here to enter text.
INTERNAL COMMITTEE ENDORSEMENT:	Choose an item.
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	1
REVIEW DATE:	27/05/2024
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Click here to enter text.
RELATED LEGISLATION:	Click here to enter text.
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: Document5

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

CONTENTS

1	INTRODUCTION AND CONTEXT.....	5
1.1	Purpose.....	5
1.2	Legislation	5
1.3	Onsite wastewater management guidelines.....	5
2	RISK ASSESSMENT	6
2.1	Scope	7
2.2	Risk identification.....	8
2.3	Risk analysis.....	10
3	RISK EVALUATION AND TREATMENT.....	10
3.1	Actions.....	11
4	MONITORING AND REVIEW.....	12
5	CONSULTATION	12
6	REVIEW AND UPDATE	12
7	FUNDING AND BUDGET ALLOCATION.....	12
8	REFERENCES	13
9	APPENDICES	14
	APPENDIX 1: RISK FACTORS AND METRICS	14
	APPENDIX 2: Risk Assessment Results	15
	APPENDIX 3: OWMP ACTION PLAN.....	18

LIST OF FIGURES & TABLES

Figure 1	OWMP risk management structure	6
Figure 2	Areas within the scope of this OWMP	8
Table 1	Summary of locations	9
Table 2	Risk evaluation	10
Table 3	Risk evaluation criteria.....	11
Table 4	Specific areas identified as greater than low risk	11

EXECUTIVE SUMMARY

This Onsite Wastewater Management Plan (OWMP) is a planning and management document that focuses on a Council's understanding of the cumulative risks that onsite wastewater management systems present in our municipality and shapes Council's activities in managing those risks now and into the future.

This version builds on and replaces the previously developed Domestic Wastewater Management Plan (DWMP) for 2015-19.

The OWMP has been updated to reflect legislative, policy and guidance changes since 2019 and aims to improve the protection of human and environmental health and to assist councils to prepare OWMPs in a consistent manner.

This OWMP applies a risk assessment approach, categorising locations that are unsewered based on their likely impact on the receiving environment or human health.

Despite there being no high risk localities, there are recommendations listed within this OWMP that can further improve our commitment to protecting, improving and promoting environmental and public health and wellbeing in the Shire.

1 INTRODUCTION AND CONTEXT

Effective treatment and management of domestic wastewater – principally consisting of water, sewage and other human-derived wastewater – is integral to managing risks to human health and the environment. Onsite Wastewater Management Systems (OWMS) that perform poorly can have a range of negative environmental, human health and amenity related impacts. This can involve discharging nutrients and pathogens into local drainage systems, waters, and creeks, causing boggy lawns and offensive odours, as well as a risk of illness following contact with effluent. Loddon Shire Council (Council) plays an instrumental role in understanding and managing risks associated with OWMS that have a sewage flow rate below 5,000 litres a day.

This Onsite Wastewater Management Plan (OWMP) is a planning and management document that focuses on a Council's understanding of the cumulative risks that OWMS presents in our municipality and shapes Council's activities in managing those risks now and into the future.

The identification and assessment of risks identified in this OWMP supports the development and implementation of actions to protect human health and the environment.

This OWMP was developed with input from relevant stakeholders and will help developers and regulators better appreciate the risks and steps Council is taking to protect human health and the environment.

1.1 Purpose

This OWMP supports Council's decision-making when issuing OWMS permits. Risks of harm to human health and the environment (including cumulative risks) will be identified, and the potential impact the OWMS poses in the municipality will be assessed. It then informs Council on what actions to take to better inform decision-making for OWMS permits.

1.2 Legislation

The *Environment Protection Act 2017* (the Act) and Environment Protection Regulations 2021 (Regulations) set out the laws that apply to owners and occupiers of land with an OWMS and provide councils with a range of powers and tools to regulate OWMS, including:

- the requirement for a permit issued by Council to construct, install or alter an OWMS
- requirements for the operation and maintenance of OWMS for owners and occupiers
- General Environmental Duty (GED) powers delegated by EPA to Council to allow authorised officers to enter and inspect properties with an OWMS, request documentation, require improvements and issue infringements.

Council is also empowered under other legislation that has been considered when developing this OWMP and in issuing an OWMS permit. These include:

- *Local Government Act 2020*
- *Water Act 1989*
- *Catchment and Land Protection Act 1994*
- *Safe Drinking Water Act 2003 and Regulations 2015*
- *Planning and Environment Act 1987 (P&E Act)*
- *Subdivisions Act 1988*.

1.3 Onsite wastewater management guidelines

This OWMP has been developed with consideration to the following guidelines and reference documents:

- Guideline for onsite wastewater management (GOWM)
- Land Capability Assessment Framework, MAV, 2014

Page 5

- Guidelines for Planning permit applications in open and potable water supply catchment areas (currently under review)
- Planning Practice Note 39: Using the Integrated Water Management Provisions of Clause 56 – Residential Subdivision

2 RISK ASSESSMENT

A core component of OWMP is a risk assessment method to systematically identify and analyse the risks associated with OWMS across the municipality.

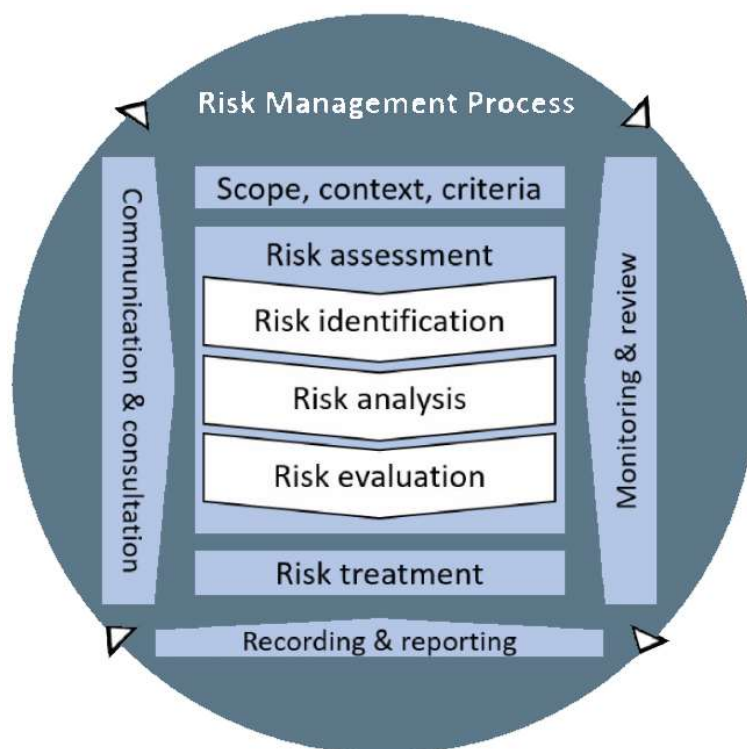
The outcomes of this risk assessment assist Council in identifying and prioritising management actions and understanding the resources necessary to address any unacceptable risks.

The risk management is consistent with

- AS/NZS 1547:2012 and ISO 31000:2018
- EPA, Onsite wastewater management plans Risk Assessment Guidance Final Report (v4.0)
- Draft - Onsite wastewater management plans: Guidelines for developing, reviewing and updating.

Figure 1 sets out the structure used to assess risks in this OWMP.

Figure 1 OWMP risk management structure



2.1 Scope

This OWMP covers the municipality but excludes the following:

- Premises with sewage flow rates above 5,000 litres a day, or
- Properties connected to reticulated sewerage, those being:
 - Wedderburn
 - Inglewood
 - Bridgewater
 - Boort
 - Pyramid Hill

Recent developments have occurred around the sewer towns of Inglewood and Bridgewater on Loddon. Where sewer is nearby, council has a preference for developers to extend the sewer network, rather than approve multiple septic tanks. This is common practice where a sewermain is within a practical distance from a new development.

Within scope are the following townships (sub-catchments):

- Dingee
- Eddington
- Korong Vale
- Laanecoorie
- Mitiamo
- Newbridge
- Serpentine
- Tarnagulla

Each location has been assessed for impacts on human health and the environment, e.g:

- groundwater
- surface water
- special environmental areas
- any downstream considerations

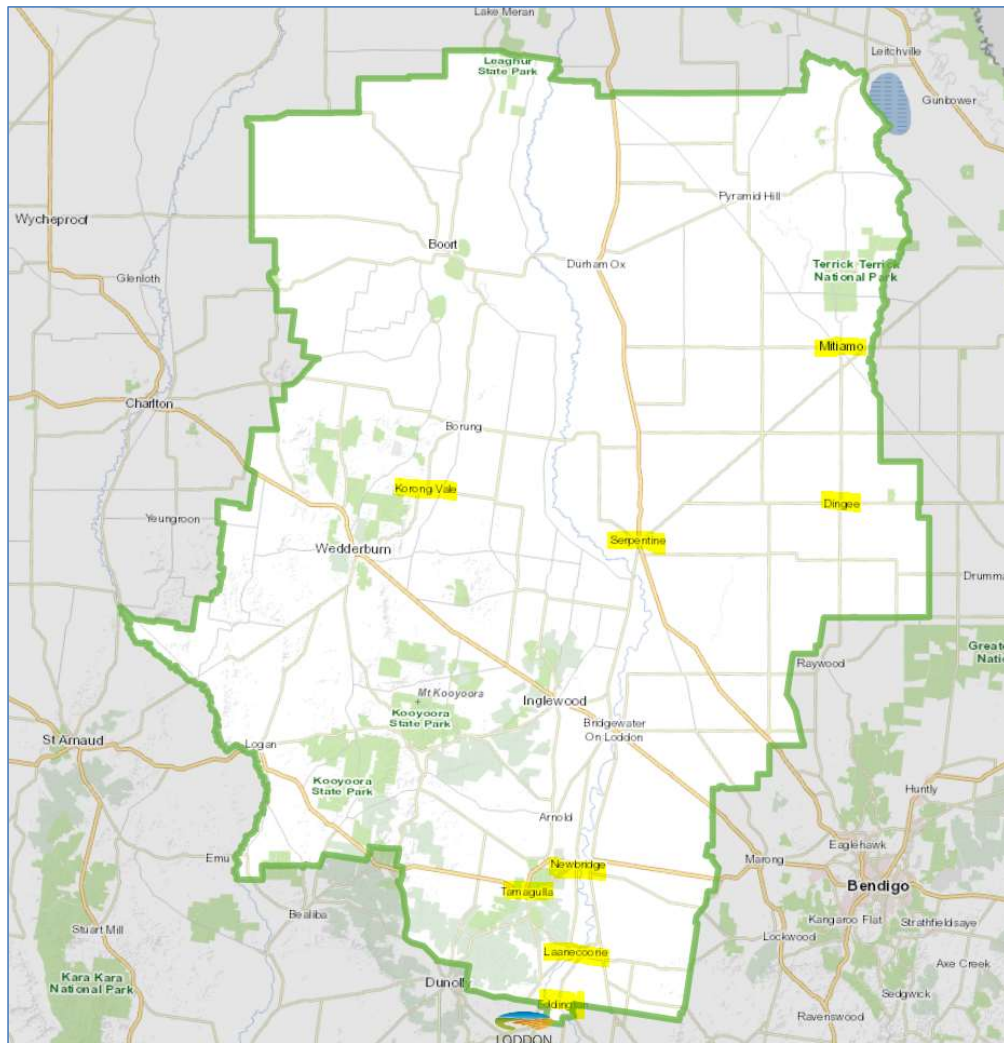
Risk types to be assessed include any human health and environmental impacts as they relate to the installation, operation and maintenance of an OWMS (including potential cumulative impacts of multiple OWMS).

The risk assessments are predominately based on existing OWMS, however the assessments will be used to help inform the risk of the proposed OWMS.

The risk assessments were undertaken in consultation with key stakeholders, with their concerns being considered in the actions identified in this OWMP.

This OWMP has also been developed in the context of resource capacity and financial constraints that are associated with small regional local government authorities. Priorities and actions identified in this OWMP reflect the risks to human health and the environment along with Council's capacity to resource and fund risk mitigations.

Properties outside these towns are considered rural and do not form part of this risk assessment process. They are considered lower risk and applications for onsite wastewater management are dealt with on an individual basis.

Figure 2 Areas within the scope of this OWMP

2.2 Risk identification

Each location has been risk assessed based on the metrics for risk factors identified in Appendix 1 and using EPA's risk assessment tools. The risk factors are based on 'Onsite wastewater management plans – Risk Assessment Guidance' June 2022 and were discussed and developed in consultation with key stakeholders.

A summary of each location is provided below.

Table 1 Summary of locations

Location	Sources of wastewater threat
Dingee	<ul style="list-style-type: none"> • Small settlement with only a few small lots • The Pyramid No 1. Channel runs through the west end of the town. (non drinking) • Little known about older septic and their performance • Very few complaints received about existing houses • relatively flat town • not located in a flood plain area • No groundwater concerns • Relatively few heavy rainfall events
Eddington	<ul style="list-style-type: none"> • Located in the Special Water Catchment District • A small settlement with more on larger lots • The township is close to the Loddon River. • Little known about older septic and their performance • Very few complaints received about existing houses • relatively flat town • not located in a flood plain area • No groundwater concerns • Relatively few heavy rainfall events • EPA risk assessment indicates a moderate risk of water contamination if septic are not being maintained.
Korong Vale	<ul style="list-style-type: none"> • Small settlement located away from environmental values. • Small blocks • Town has a combined stormwater and greywater treatment system with the majority of houses connected to it. • Very few complaints received about existing houses primarily due to stormwater / greywater system. One complaint was received in the last couple of years, as a house overloaded the septic. • relatively flat town • not located in a flood plain area • No groundwater concerns • Relatively few heavy rainfall events
Laanecoorie	<ul style="list-style-type: none"> • Located adjacent to the Special Water Catchment District • A small settlement with more on larger lots • The township is close to the Loddon River. • Little known about older septic and their performance • Very few complaints received about existing houses • relatively flat town • not located in a flood plain area • No groundwater concerns • Relatively few heavy rainfall events • EPA risk assessment indicates a moderate risk of water contamination if septic are not being maintained.
Mitiamo	<ul style="list-style-type: none"> • Small settlement located away from environmental values. • Some small blocks • Little known about older septic and their performance • Very few complaints received about existing houses • relatively flat town • not located in a flood plain area • No groundwater concerns • Relatively few heavy rainfall events
Newbridge	<ul style="list-style-type: none"> • Split by the Loddon River • Lot sizes are small and difficult to service on the west side. • Little known about older septic and their performance • Few complaints have been received in recent years about existing houses. A shop with an S.173 agreement has restricted use as septic capacity has been met.

	<ul style="list-style-type: none"> • Relatively flat town • Some areas located in a flood plain area • No groundwater concerns • Historical heavy rainfall events • EPA risk assessment indicates a moderate risk of water contamination if septs are not being maintained. • Business case prepared in 2019 for Sewer reticulation (requiring funding).
Serpentine	<ul style="list-style-type: none"> • Close to Serpentine Creek at the west side of town • Lot sizes are small • Little known about older septs and their performance • Very few complaints received about existing houses • relatively flat town • Located in a flood plain area but protected by levy bank • No groundwater concerns • Relatively few heavy rainfall events
Tarnagulla	<ul style="list-style-type: none"> • Not located near a Special Water Supply Catchment or waterway • Large number of small lots • Little known about older septs and their performance • Very few complaints received about existing houses • relatively flat town • not located in a flood plain area • No groundwater concerns • Relatively few heavy rainfall events

2.3 Risk analysis

The risk analysis tool provided by the EPA has been used for this assessment. The assessment process calculates the likelihood and consequence of each risk factor resulting in a negative health or environmental outcome and an assessment of the cumulative impacts.

The guidance provided in the EPA OWMP risk assessment guidance has been used to establish environmental and human health criteria.

The results of the risk assessment are provided in Appendix 2.

3 RISK EVALUATION AND TREATMENT

The following Risk Matrix was used based on the Risk Assessment Guideline and the assessment toolkit provided by the EPA.

Table 2 Risk evaluation

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Low	Moderate	High
Unlikely	Low	Low	Moderate	High	High
Possible	Low	Moderate	Moderate	High	Very High
Likely	Low	Moderate	High	High	Very High
Almost certain	Low	Moderate	High	Very High	Very High

A summary of the Risk Assessment is provided in Appendix 3. No location had risk of human or environmental contamination with an overall rating of high or very high.

Only moderate and low levels of risk were identified across each of the locations. For low risk outcomes, no further actions are being considered.

For moderate risk levels, mitigation actions should be planned and implemented to reduce the level of risk.

The table below summarises specific risks identified as greater than low risk. the locations and moderate risks levels, mitigating controls in place and whether they are deemed acceptable.

Table 3 Risk evaluation criteria

Risk Level	Risk treatment required
Low	No further actions needed to eliminate risks. Existing controls must be maintained and monitored appropriately
Moderate	Risk mitigation actions should be planned and implemented to reduce the level of risk. Timelines may be longer term. Existing controls must be maintained and monitored appropriately.
High	Implement relevant controls as soon as possible to mitigate the level of risk. High priority timeframes should be implemented (planned and budgeted for within the current or next financial year). Existing controls must be maintained and implementation reviewed on an ongoing basis. .
Very High	Implement relevant controls to reduce risk as soon as possible to mitigate the level of risk. Immediate priority timeframes should be set. Existing controls must be maintained and implementation reviewed on an ongoing basis.

Table 4 Specific areas identified as greater than low risk

Risk	Risk component	All sites	Mitiamo, Dingee, Korong Vale	Mitiamo, Dingee, Serpentine, Laanecoorie
Risk of contamination of nearest watercourse	Human health	Predominately due to unknown condition and age of most septic systems and risk of off-site discharge		
	Environment		Due to smaller sized lots and likelihood of off-site discharges	
Risk of groundwater contamination	Human health			Likelihood of treatment failure, soil type and proximity of bores

Cumulative risks within or across locations and sub catchments have been assessed and considered a moderate risk for environmental and human health impacts for surface water contamination.

3.1 Actions

Locations and risks with unacceptable controls required further treatment. These unacceptable risks, along with an action plan to reduce the risk to an acceptable level, are detailed in Appendix 3.

4 MONITORING AND REVIEW

This OWMP will be used to feed into annual budget and programming cycles of the Council. It will be reviewed at a minimum annually to remain up to date and whenever required to:

- reflect changes in the organisation, resources or policies
- identify and address emerging risks
- ensure that identified actions are current and effective in reducing the identified and emerging risks.

Specific risks that require additional monitoring, inspections or review are listed in the action plan in Appendix 4.

5 CONSULTATION

Council has directly consulted with the following agencies as part of this review:

- Goulburn Murray Water
- North Central Catchment Management Authority
- Coliban Water
- Neighbouring Councils

Goulburn Murray Water and Coliban Water were consulted regarding their plans for wastewater infrastructure, risks related to water catchments and their approach to development approval processes. Outcomes from these discussions were included in the location risk assessments and reflected in any actions.

North Central Catchment Management Authority provided guidance on surface and groundwater management in the region and their feedback was also incorporated into the draft OWMP. They were invited to comment on the OWMP while it was in draft.

Council worked alongside neighbouring Councils that resulted in a consistent approach to risk assessments in the region and supporting material to help developers, plumbers and homeowners approach OWMS in a consistent and transparent manner.

The OWMP was also released to the public for comment. Local plumbers, developers and businesses involved in OWMS were also contacted and invited to respond to the draft OWMP.

6 REVIEW AND UPDATE

This OWMP will be reviewed annually by internal staff and actions reviewed in line with progress made and any emerging risks.

The OWMP review will form part of the annual budget and planning cycle.

The full OWMP will be reviewed in 2029 (five years).

7 FUNDING AND BUDGET ALLOCATION

This OWMP will require the allocation of budget and resources throughout the full 5-year implementation. The majority of actions will be absorbed into the existing Environmental Health budget. Where there are specific projects, funding in the form of grants may be applied for from the State Government and other peak associations. Additional funding may also be sought in the respective budgets for each year of the plan.

Page 12

8 REFERENCES

- EPA, Onsite wastewater management plans, Guidelines for developing, reviewing and updating, draft
- Regulating onsite wastewater management systems: local government toolkit, 2021
- Victorian water sources online
- Land capability assessments
- Council held GIS databases, Council records (permits, LCA)
- Data Vic (vic.gov.au) – flood mapping, groundwater depths
- Flood studies
- WMIS Database (<https://data.water.vic.gov.au/>) bore sites, groundwater catchments
- Bureau of Meteorology: Climate Data Online - Map search (bom.gov.au)
- VIC Department of Agriculture Soil Surveys
- Vicmap Elevation DEMs
- Atom Consulting (2022) Onsite wastewater management plans risk assessment guidance.
- EPA Victoria (2023) Guideline for onsite wastewater management (under development).
- Department of Sustainability and Environment (2012) Planning permit applications in open, potable water supply catchment areas.
- Municipal Association of Victoria, Department of Environment and Primary Industries and EPA Victoria (2014) Victorian Land Capability Assessment Framework.
- Standards Australia 2012, AS/NZS 1547: Onsite domestic-wastewater management

9 APPENDICES

APPENDIX 1: RISK FACTORS AND METRICS

Risk Factor	Parameter		Bands		
			Low	Medium	High
Number of onsite systems in the location	Number of onsite wastewater management systems in a population centre		<10	10-200	>200
Ongoing performance of systems (type and age of systems)	Treatment type and age – number of onsite systems in each band	Secondary and tertiary treatment	<5 years	5–15 years	>15 years or poorly maintained
		Primary treatment	-	-	All systems
Lot size	Median lot size		>10 ha	2–10 ha	<2 ha
	Number of sites < 0.4 ha				All sites
Topography	Slope (%)– number of onsite systems in each band	Surface irrigation	<6%	6-10%	>10%
		Absorption systems	<6%	6-15%	>15%
		Pressure compensating subsurface irrigation	<10%	10-30%	>30%
Soil type	Soil category – number of onsite systems in each band	Surface water	Soil category 1, 2, 3, 4	Soil category 5	Soil category 6
		Ground water	Soil category 3, 4, 5, 6	Soil category 2	Soil category 1
Proximity to watercourse	Distance to watercourse – number of onsite systems in each band		>100 m	60-100 m	<60 m
Proximity to potable water supply offtake in Special Water Supply Catchments	Distance to potable water supply dam, lake, reservoir or offtake point1 – number of onsite systems in each band		>2 km	500 m–2 km	<500 m
Proximity to flood plains	Annual Exceedance Probability (AEP)1 – number of onsite systems in each band		<1% AEP	1–5 % AEP	>5% AEP
Proximity to / density of groundwater bores	Separation distance – onsite system to bore– number of onsite systems in each band		>250 m	100-250 m	<100 m
	bore density (distance of bores to onsite systems) – number of bores within each risk band		>250 m	100-250 m	<100 m
Groundwater depth and quality	Depth from disposal site to highest seasonal water table – number of onsite systems in each band		>10 m or confined aquifer	5-10 m	<5 m
Weather conditions (rainfall)	Rainfall – number of days (annual average) with rainfall above 10 mm		<10 days	10-40 days	>40 days
Economic	Currently impacting the economy or imposing restrictive costs on Council		None	<\$10k	>\$10K
Resources	Currently requiring a lot of resource attention		Nil	Occasional issue	Regular involvement
Reputation	Currently impacting Councils reputation		None	Some	High potential

APPENDIX 2: Risk Assessment Results

Risk	Risk component	Tarnagulla	Mitiamo	Dingee	Korong Vale	Serpentine	Laanecoore	Eddington	Newbridge
Risk of contamination of nearest watercourse	<i>Likelihood - treatment failure</i>	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain
	<i>Likelihood - transfer offsite</i>	Possible	Possible	Possible	Possible	Possible	Possible	Possible	Possible
	<i>Likelihood - offsite to end point</i>	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely
Review Likelihood - Any other qualitative factors that could increase the likelihood?	Likelihood - contamination of water course	Possible	Possible	Possible	Possible	Possible	Possible	Possible	Possible
	Consequence (Human health)	Minor	Moderate	Moderate	Minor	Minor	Minor	Minor	Minor
	Consequence (Environment)	Insignificant	Minor	Minor	Minor	Insignificant	Insignificant	Insignificant	Insignificant
	Risk (Human health)	Moderate	Moderate	Moderate	Moderate	Moderate	Moderate	Moderate	Moderate
	Risk (Environment)	Low	Moderate	Moderate	Moderate	Low	Low	Low	Low
	Cumulative - likelihood	Unlikely							
Note: if recreation does not occur, this risk does not need to be considered.	Cumulative - consequence (health)	Moderate							
Only consider sub catchments that impact endpoint	Cumulative - consequence (environment)	Minor							
Cumulative risk	Human Health (recreation)	Moderate							
	Environment (sensitive end point)	Moderate							

Risk of contamination of SWSC potable water offtake	<i>Likelihood - treatment failure</i>	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain
<i>From surface water; groundwater risk assessed below</i>	<i>Likelihood - transfer offsite</i>	Possible	Possible	Possible	Possible	Possible	Possible	Possible	Possible
	<i>Likelihood - offsite to end point</i>	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely	Likely	Likely	Possible
Review Likelihood - Any other qualitative factors that could increase the likelihood?	<i>Likelihood - contamination of water course</i>	Possible	Possible	Possible	Possible	Possible	Possible	Possible	Possible
	<i>Consequence (Human health)</i>	Minor	Moderate	Moderate	Minor	Minor	Minor	Minor	Minor
	<i>Risk (Human health)</i>	Moderate	Moderate	Moderate	Moderate	Moderate	Moderate	Moderate	Moderate
	<i>Cumulative - likelihood</i>	Possible							
Only consider sub catchments that impact endpoint	<i>Cumulative - consequence (health)</i>	Moderate							
Cumulative risk	<i>Risk (Human health)</i>	Moderate							
Risk of groundwater contamination	<i>Likelihood - treatment failure</i>	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain	Almost certain
<i>May included potable water supply</i>	<i>Likelihood - groundwater contamination from infiltration</i>	Rare	Rare	Rare	Rare	Rare	Rare	Rare	Rare
	<i>Likelihood - groundwater</i>	Rare	Rare	Rare	Rare	Rare	Rare	Rare	Rare

	<i>contamination from bore ingress (runoff)</i>								
Review Likelihood - Any other qualitative factors that could increase the likelihood?	Likelihood - groundwater contamination	Unlikely	Unlikely	Unlikely	Unlikely	Possible	Possible	Unlikely	Unlikely
	Consequence (Human health)	Minor	Moderate	Moderate	Minor	Minor	Minor	Minor	Minor
	Consequence (Environment)	Insignificant	Minor	Minor	Minor	Insignificant	Insignificant	Insignificant	Insignificant
	Risk (Human health)	Low	Moderate	Moderate	Low	Moderate	Moderate	Low	Low
	Risk (Environment)	Low	Low	Low	Low	Low	Low	Low	Low
Risk of catastrophic failure (Flooding)	Likelihood - flooding	Rare	Rare	Rare	Rare	Rare	Rare	Rare	Rare
	Consequence (Human health)	Minor	Moderate	Moderate	Minor	Minor	Minor	Minor	Minor
	Consequence (Environment)	Insignificant	Minor	Minor	Minor	Insignificant	Insignificant	Insignificant	Insignificant
	Risk (Human health)	Low	Low	Low	Low	Low	Low	Low	Low
	Risk (Environment)	Low	Low	Low	Low	Low	Low	Low	Low

APPENDIX 3: OWMP ACTION PLAN

Actions	Team/ partners	Responsible person	Constraints and Risks	Monitoring indicators
Information and data collection				
All wastewater information is readily accessible in a single database and enables identification of areas of critical concern and confirm number of unsewered properties	LSC	EHO	Budgeting / Resources / Time / Technology	Database updated
Electronic database fully up to date and linked to property numbers and GIS	LSC	EHO	Budgeting / Resources / Time / Technology	Database updated
Digitalise all records for wastewater systems onto a single database - historic hardcopy information verified and uploaded to Council database and linked to properties.	LSC	EHO	Budgeting / Resources / Time / Technology	Single database in use
Undertake data cleansing of existing information in database, to remove duplicates and removal of sewer connected properties	LSC/ Coliban Water	EHO	Budgeting / Resources / Time	Duplicates removed
Conduct onsite inspections of properties without records to confirm onsite wastewater management method if funds become available to undertake this work.	LSC	EHO	Budgeting / Resources / Time	Data about all sites is known
Undertake an investigation into 'failing septic tank systems when complaints are lodged.	LSC	EHO	Budgeting / Resources / Time	Database updated

Develop a regional tool for use with the GPS soil mapping layers to provide conservative estimates for appropriately sized wastewater disposal areas AS1547 (if funding became available).	LSC	EHO	Budgeting / Resources / Time / technology	Mapping established
Establish process for GPS mapping for 'as constructed' on-site sewage systems	LSC	EHO	Budgeting / Resources / Time / technology	Process established
Continue implementation of the AWTS project – to simplify the management of service reports – project includes identifying locations of existing AWTS, numbering the system and GPS locating the system	LSC	EHO	Budgeting / Resources / Time / technology	AWTS identified.
Education and Awareness				
Work with neighbouring councils to establish a minimum standard for quality of LCA's.	LSC	EHO	Budgeting / Resources / Time	Agreed standard
Clearly define the planning permit and referrals process including standard conditions	LSC	EHO	Budgeting / Resources / Time	Process adopted
Outline roles, responsibilities and triggers for internal/external referrals to environmental health services	LSC	EHO	Budgeting / Resources / Time	Process adopted
Develop standard condition requirements relating to developments in unsewered areas	LSC	EHO	Budgeting / Resources / Time	Standard conditions adopted
Increase distribution of Council education publications to new wastewater system owners, new residents/owners and real estate agents	LSC	EHO	Budgeting / Resources / Time	Education material produced
Ensure wastewater management information on Council's website is relevant and easy to understand	LSC	EHO	Budgeting / Resources / Time	Loaded on website

Annual collaboration meetings between Water Corporation and Council regarding implementation of mandatory connection to sewer for new developments within Shire.	LSC/ Coliban Water	EHO	Budgeting / Resources / Time	Annual meeting
In conjunction with Water Corporation, provide communications to properties that have sewer available but have no connection record	LSC/ Coliban Water	EHO	Budgeting / Resources / Time	Annual meeting
Regulation and Enforcement				
Lobby for review current penalty system under <i>the Environmental Protection Act 1970 & Public Health and Wellbeing Act 2008</i>	LSC	EHO	Budgeting / Resources / Time	Review undertaken
Develop policy/guidance for sub-division and development.	LSC	EHO	Budgeting / Resources / Time	Policy/guidance developed
Advocate for sewer extension to identified priority areas.	LSC	EHO	Resources / Time	Advocacy taken place
Maintain up to date and relevant wastewater specifications and standard conditions for planning permits	LSC	EHO	Budgeting / Resources / Time	Standards up to date
EHOs undertake specialist training in wastewater management	LSC	EHO	Budgeting / Resources / Time	Training conducted
Collaboration and review				
Regular review of plan as per legislation requirements	LSC	EHO	Budgeting / Resources / Time	Review conducted
Conduct annual internal review and assessment of the progress of the action plan	LSC	EHO	Budgeting / Resources / Time	Audit conducted

Review and update the plan every five years	LSC	EHO	Budgeting / Resources / Time	Updated OWMP
Conduct community engagement every 5 years as part of review and update of the plan	LSC	EHO	Budgeting / Resources / Time	Engagement occurred
Provide input into proposed legislation and standards pertaining to onsite wastewater management or reticulated sewer	LSC	EHO	Budgeting / Resources / Time	Input provided
Establish process for annual auditing of on-site wastewater systems (inspection and testing program). For both conventional septic tank systems and package treatment plants. Subject to funding.	LSC	EHO	Budgeting / Resources / Time	Program developed/
Establish ongoing process for monitoring receiving environments. Subject to funding.	LSC	EHO	Budgeting / Resources / Time	Process developed
Regularly update and upload property connection data to GIS	LSC	EHO	Budgeting / Resources / Time	Process developed to update

Onsite Wastewater Management Plan 2025-2030 – Information for consideration from submission received

Submission received 11 August 2025

The submission identified an issue faced by their community; the difficulty of building on vacant blocks within town limits due to the complexities of onsite wastewater management. The submission also highlighted the need to improve availability of different sewerage and septic system options.

They noted that the Draft OWMP 2025-2030 includes their community within its scope and identifies a moderate risk of contamination to a local watercourse. They understand that this assessment is based on factors such as lot size and the performance of existing systems. They view this finding as a positive catalyst for collaboration on solutions that will not only mitigate the risk but also support a shared goal of sustainable community growth.

To achieve this, they requested that the Shire actively support the use of modern, effective, and environmentally friendly solutions. Specifically, they asked that Loddon Shire's Environment Health Officers and Planners consider all EPA approved products for onsite wastewater management systems. They noted that embracing a wider range of these modern technologies could ensure new developments are equipped with the best systems available, making it more feasible for people to build homes in their community. They also pointed out that this approach aligns with the OWMPs action plan to develop standard conditions for unsewered areas.

The submission advised that their community group is committed to working with the Shire to implement solutions that will help their town thrive. They believe that adopting a flexible and modern approach to wastewater management can successfully address the moderate risk identified in the OWMP.

Response: This submission does not require any alteration to the draft OWMP before it is presented to Council for adoption. The suggestions within the submission are operational in nature and will be provided to the Environmental Health team, who will follow up with the community group to further discuss the items raised.

Installation of any onsite wastewater management systems, including those with EPA approval, must still comply with all relevant legislation, regulations and the EPA Code of Practice – Onsite Wastewater Management. EPA approval means that a product meets certain standards, but it does not remove the requirement for site-specific assessment, permits and compliance with installation and operational standards.

10.3 ADOPTION OF COUNCIL'S ROAD MANAGEMENT PLAN

File Number: FOL/19/432732
Author: David Southcombe, Manager Assets and Infrastructure
Authoriser: Steve Van Orsouw, Director Operations
Attachments: 1. Attachment 1 - Road Management Plan 2025

RECOMMENDATION

That Council adopt the draft Road Management Plan 2025.

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 Draft Road Management Plan 2025 was discussed at the June 2025 Council Forum.

BACKGROUND

Council previously adopted the Road Management Plan 2021 (the Plan) in accordance with Section 54 of the Road Management Act (the Act) to manage the operation and maintenance of its road and footpath assets. This plan outlines the inspection regime, defect intervention and allowable time for Council to respond to any defect in the road and footpath assets.

Pursuant to Section 54 of the Act and Part 3, Division 1 of Road Management (General) Regulations 2016 (the Regulation), if a municipal Council develops and publishes a Road Management Plan, it is required to conduct and complete a review of its Road Management Plan during the same period as it is preparing its Council Plan under the Local Government Act 2020. This results in the requirement for the Road Management Plan to be reviewed by October 31, 2025.

In addition, pursuant to Part 3, Division 2, Regulation 10(1) and (2) of the Regulation, any amendment that decreases the standard previously determined under Section 41 of the Act, must be published in government gazette and local newspaper, and any person who is aggrieved by the proposed amendment shall be given an opportunity to make a submission on the proposed amendment.

ISSUES/DISCUSSION

A Road Management Plan is designed to ensure the safe, efficient, and sustainable operation of public roads. It outlines the responsibilities of road authorities in maintaining road infrastructure, setting standards for inspections, maintenance and repair. The Road Management Plan promotes transparency, accountability and consistency in road management practices, supports strategic asset planning and helps mitigate risks to road users.

The draft Road Management Plan 2025 (Attachment 1) is being presented to Council for adoption to ensure compliance with the required Acts and Regulations.

The updates to the draft Road Management Plan 2025 are administrative in nature, no changes to any service levels have been proposed. Some examples of the changes include updating VicRoads to the Department of Transport and Planning and DELWP to DEECA.

The draft Road Management Plan incorporates risk management principals to proactively identify, assess and mitigate hazards on the road network ensuring public safety.

COST/BENEFITS

The proposed updates to the Plan will not create any additional cost to the Council. The service levels defined in the Plan are unchanged from its previous version and only administrative updates to the Plan have been proposed.

Council has been making changes to the Plan over the life of the document, the changes that have previously occurred make the Plan an accurate and reliable document.

RISK ANALYSIS

There is no risk identified in the adoption of the proposed Plan. However, it is a statutory and a regulatory requirement for Council to review its Road Management Plan in accordance with the Act.

CONSULTATION AND ENGAGEMENT

The proposed changes are as a result of significant discussion and consultation between the Loddon Shire Assets & Infrastructure Department and the Works Department. In addition, the Plan has been provided to the Loddon Leaders group to provide feedback.

Due to Council maintaining the same service levels as the previous version of the Road Management Plan, there is no requirement to undertake public consultation however, alignment with community expectations remains a guiding consideration.

LODDON SHIRE COUNCIL

ROAD MANAGEMENT PLAN 2025



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager Assets & Infrastructure
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	
VERSION NUMBER:	1
REVIEW DATE:	
DATE RESCINDED:	
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Road Asset Management Plan Roadside Management Plan Asset Plan
RELATED LEGISLATION:	Road Management Act 2004
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION:

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

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

CONTENTS

1	PURPOSE	1
2	BUDGET IMPLICATIONS	1
3	RISK ANALYSIS	2
4	COSTING AND FUNDING OF ACTIONS	2
5	INTRODUCTION	3
	5.1 Contents of Road Management Plan	3
	5.2 Scope of assets included	3
	5.3 Stakeholders.....	3
	5.4 Duty of the road user	4
	5.5 Property owner obligations	4
	5.5.1 Driveways	4
	5.6 Terms and definitions	5
6	ASSET MANAGEMENT POLICY FRAMEWORK	5
	6.1 Asset Management Policy	5
	6.2 Council Plan	5
	6.3 Relationship with other strategic documents	5
	6.4 Asset management budget and program development.....	6
7	REGISTER OF PUBLIC ROADS	7
	7.1 Road and street hierarchy.....	7
	7.2 Footpath hierarchy.....	7
	7.3 Keeping a road register	7
	7.4 Availability of Register of Public Roads	7
	7.5 Criteria for roads included in Register of Public Roads	7
	7.6 Criteria for roads excluded from Register of Public Roads	7
	7.7 Contents of Register of Public Roads	7
	7.8 Unused (paper) roads.....	8
	7.9 Other authorities' roads within the municipality	8
	7.10 Boundary roads with adjoining municipalities.....	8
	7.11 Railway level crossings.....	9
	7.12 Other infrastructure on roads	9
	7.12.1 Other authorities bridges, culverts and channels on road reserves	9
8	LEVELS OF SERVICE	10
	8.1 Community levels of service	10
	8.2 Technical levels of service	11
	8.2.1 Maintenance levels of service	11
9	MAINTENANCE MANAGEMENT SYSTEM	12
	9.1 Maintenance management system	12
	9.2 Inspections	12
	9.2.1 Safety/hazard inspections	13
	9.2.2 Defect inspections.....	13
	9.2.3 Railway interface inspections	13
	9.3 Risk assessment of maintenance works	13
	9.4 Proactive maintenance	14

	9.4.1 Defect intervention levels and response times	15
	9.4.2 Emergency response	16
	9.4.3 Maintenance grading program	16
	9.5 Reactive maintenance	17
	9.5.1 Safety/hazard inspections	17
	9.5.2 Routine maintenance and customer requests	17
	9.5.3 Reactive maintenance grading of gravel roads.....	18
	9.5.4 Reactive maintenance grading of formed and unformed roads	18
	9.7 Records	19
	9.7.1 Customer works request and reactive maintenance	19
	9.7.2 Inspections and proactive maintenance	19
	9.7.3 Electronic records	19
	9.8 Limitation of maintenance works.....	19
	9.9 Resources deployed in road management.....	20
	9.10 Exceptional circumstances	20
	9.11 Performance measures and targets.....	20
10	REVIEW AND REPORTING.....	21
11	REFERENCE DOCUMENTS.....	21
12	APPENDICES	22
	12.1 Local rural roads and town streets hierarchy.....	22
	12.2 Footpath hierarchy.....	23
	12.3 Road and street inspection regimes.....	24
	12.4 Footpaths inspection regime.....	26
	12.5 Risk matrices for roads, streets and footpaths	27
	12.6 Defect intervention levels and response times for roads and bridges.....	28
	12.7 Defect intervention levels and response times for footpaths	35
	12.8 List of highways, arterial roads and main roads (Managed by the Department of Transport and Planning)	36

1 PURPOSE

The purpose of this document is to provide details of Council's policies, service standards and actions relating to the management of its road and footpath network, specifically the routine inspection and maintenance of road and footpath related assets.

Part 4, Division 5, section 49 of the Road Management Act 2004 enables Council to produce a Road Management Plan (RMP).

Section 50 of the Road Management Act 2004 states:

"The purposes of a Road Management Plan are having regard to the principal object of road management and the works and infrastructure management principles:

- to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
- to set the relevant standard in relation to the discharge of duties in the performance of those road management functions".

In accordance with Section 39 of the Road Management Act, this plan will be regarded as a policy decision by Council in relation to the performance of its statutory road management function. As a result, it may be used in the defence of any common law proceedings in relation to the exercise of that road management function.

2 BUDGET IMPLICATIONS

The various actions and levels of service identified for delivery under this plan require the provision of both operational (e.g. staff and equipment) and financial resources. In order for Council to achieve full compliance with its RMP, service level, inspection or intervention targets must be appropriately matched to available resources.

Where it is identified that operational capacity may be insufficient to meet the required demands imposed by this plan, allocation of additional resources or alternatively modification of the plans requirements may be necessary to ensure service level targets are achievable and sustainable.

Resources deployed to achieve the objectives and deliverables of the RMP are predominately provided through the Works Department, and subsequently funded under the local road maintenance provisions within Council's annual budget.

As part of the annual budget development process, each year a review of road maintenance resource demand and distribution is conducted. This review examines a number of factors in determining appropriate resource levels to facilitate achievement of the RMP objectives. Such factors include:

- historical compliance against service targets
- competing resource demands or works commitments e.g. maintenance work vs. capital renewal/upgrade
- alternative work methodologies, treatments or productivity improvement opportunities
- staff migration or vacancy levels.

A subsequent road maintenance budget bid is prepared annually by the Manager Works and submitted for Council consideration as part of the budget development process.

3 RISK ANALYSIS

Determination of appropriate inspection regimes, intervention timeframes and service levels as specified within the RMP, is largely based upon the identification of risks associated with the existence or operation of various road elements including pavements, trees, level crossings and footpaths.

In assessing the level of risk, consideration is given to the likelihood of road users encountering adverse road conditions, e.g. defects such as potholes or fallen trees, and the likely consequence of such exposure. The combination of identified risk and availability of resources is then used to establish appropriate intervals between routine inspections as well as the determination of acceptable timeframes to undertake necessary repairs or remedial works.

In developing the RMP, Council has given careful consideration to the setting of intervention standards (i.e. at what point Council will undertake repair works, e.g. size and depth of potholes) and response times for rectification of defects (i.e. how long does Council have to undertake the required repair), so as to fulfil general community expectations and control the level of risk to road users.

The plan also provides a mechanism to deal with exceptional circumstances where the requirements of the plan cannot be met, such as during times of natural disaster. In general the plan establishes maintenance standards, inspection regimes and response times which are affordable, deliverable and responsible.

The RMP may provide Council with a defence mechanism against possible litigation in relation to the execution of its road management functions.

4 COSTING AND FUNDING OF ACTIONS

The ability to accurately cost deliverables under the RMP is somewhat compromised by the vast, variable and for the most part unpredictable nature of the road network. To a large extent the overall condition of the road network, including ancillary assets such as footpaths, is accurately known and regularly assessed, however the maintenance effort required across the network is subject to rapid or significant fluctuation.

Problems in estimating required funding to deliver the RMP stem from the variable rate of pavement or asset deterioration due to such contributing factors as:

- weather (drought, flood, rain, seasonal variations)
- topography and geology (e.g. plains vs. hills or clay vs. sand)
- surrounding land use and development
- changing transport trends (e.g. larger trucks and varying farming/transport trends).

Meeting the requirements specified within the RMP will undoubtedly incur significant operational expense. Monitoring of compliance against RMP targets as well as operational expenditure on road maintenance activities is routinely conducted. These measures provide an indication as to how well the targets specified within the RMP match resource availability.

Historical trends are also utilised in setting the annual road maintenance budget as discussed in section 2 above.

5 INTRODUCTION

5.1 Contents of Road Management Plan

A Road Management Plan, under the Ministerial Code of Practice - Road Management Plans should include:

- a description of the types of infrastructure for which a road authority is responsible
- a description of the inspections required for different types of road infrastructure
- the standard or target condition to be achieved in the maintenance and repair of different types or road infrastructure
- details of the management system, which is established or is to be established and implemented by the road authority to discharge its duty to inspect, maintain and repair infrastructure for which it is responsible.

5.2 Scope of assets included

This plan is applicable to the following assets (as at 30/6/2025), for which Council is the Responsible Road Authority:

954	km	sealed road and street pavements
2577	km	unsealed gravel road and street pavements
1228	km	formed or unformed roads and streets
219	No.	bridges, major culverts and structures
37	km	constructed footpaths
62	km	kerb and channel

These assets are:

- listed in Council's infrastructure asset registers
- located on public roads, listed in the Register of Public Roads, for which Council is the Coordinating Road Authority.

This Plan also applies to road and footpath assets, at other locations where Council is the Responsible Road Authority, as determined by section 37 of the Road Management Act 2004 and the Code of Practice for Operational Responsibility for Public Roads. For the purposes of this code urban area is defined in Section 3 - Definitions in the Road Management Act 2004.

This plan is not intended to apply to un-constructed, private or non-Council assets such as foot trodden tracks, private driveways on government road reserves or roads on private land.

This plan does not include other infrastructure on roads as detailed in 7.12 Other infrastructure on roads.

This plan does not include highways, arterial roads and main roads for which the Department of Transport and Planning (DTP) is the coordinating authority. A list of such roads is detailed in 12.8. However, this plan is applicable to the footpaths in the town within these road reserves.

5.3 Stakeholders

Stakeholders with an interest in the use or management of municipal public roads and road related infrastructure include:

- the general community
- residents and businesses adjoining the road network
- pedestrians, including those with disabilities and the elderly with restricted mobility
- users of a range of miscellaneous smaller, lightweight vehicles such as motorised buggies, wheel chairs, prams and bicycles
- vehicle users such as trucks, buses, commercial vehicles, cars and motor cycles
- tourists and visitors to the area
- emergency authorities such as Police, Fire, Ambulance and SES
- utilities as prescribed in Section 3 of the Road Management Act 2004
- Council as the Responsible Road Authority.

5.4 Duty of the road user

Under the Road Management Act 2004 and the Road Safety Act 1986, road users have an obligation to drive or use roads in a safe manner having regard to the relevant conditions/factors.

Section 17A, Obligation of road users, of the Road Safety Act 1986 specifies that:

1. A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all relevant factors.
2. A road user other than a person driving a motor vehicle must use a public highway in a safe manner having regard to all relevant factors.

The relevant factors include (without limiting the generality):

- the physical characteristics of the road
- the prevailing weather conditions
- the level of visibility
- the condition of any vehicle the person is driving or riding on the highway
- the prevailing traffic conditions
- the relevant road laws and advisory signs
- the physical and mental condition of the driver or road user.

A road user must:

- take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users
- take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve
- take reasonable care to avoid conduct that may harm the environment of the road reserve."

5.5 Property owner obligations

5.5.1 Driveways

The Road Management Act 2004, provides that a road authority is not liable for cost of construction or maintenance of private driveways, on road reserves, that provide access to the public road from adjoining land. Landholders shall be required to obtain consent for construction or reconfiguration of driveways from the Coordinating Road Authority or Council.

Driveways in town areas are the responsibility of the landholders, specifically the:

- slabs or culverts over kerb and channel
- layback through kerb
- driveway between kerb and edge of footpath
- driveway infill between edge of footpath and property line.

In rural areas and in towns where no kerb and channel exists, landholders are responsible for:

- entrance culverts over open drains
- driveway from edge of road pavement to property line (footpath is excluded in town area).
- lengths of driveway which may extend along a government road reserve for the purposes of accessing a preferred property entrance point as opposed to the nearest point to the existing recognised road network.

The landholder is responsible for maintaining the driveway, and the immediate surrounds impacted by the driveway, in a safe condition.

5.6 Terms and definitions

Unless the context otherwise requires, terms used in this Road Management Plan have the same meaning as defined in the Road Management Act 2004.

For the purpose of this plan the following additional terms are defined:

"Defect" is a localised deficiency or fault in a sub-asset e.g. pothole.

"Intervention level" is the point at which it is determined that a defect has deteriorated beyond an acceptable level and requires rectification e.g. nominal depth or diameter of pothole.

"Hazard" is a defect or circumstance:

- which may impact on road user safety or
- has a required response time of 72 hours.

"Inspection frequency" is the period of time between the due dates of successive inspections.

"Patrol area" is a designated area within which the maintenance activities of a specific work group are undertaken. There are four work groups operating within Loddon Shire.

"Inspection areas" are subdivisions of Patrol areas, within which roads are grouped for coordination of proactive inspections.

6 ASSET MANAGEMENT POLICY FRAMEWORK

6.1 Asset Management Policy

Council's Asset Management Policy outlines a framework for the management of Council's substantial asset base in a sustainable, co-ordinated and structured way.

Council will maximise the potential of infrastructure through efficient and effective asset management practices to meet its responsibilities to provide a level of service to the community that responds to its needs and to provide and maintain community infrastructure in a condition that supports the services provided.

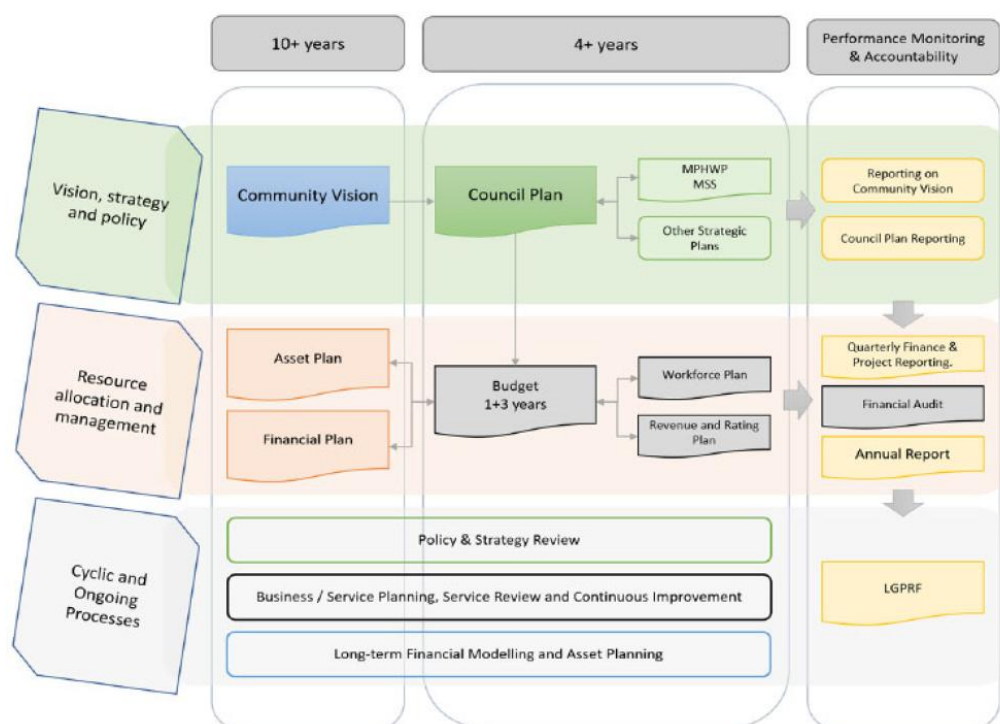
6.2 Council Plan

The Council Plan outlines the Loddon Community Vision and Council's objectives. The development and implementation of a responsible road management plan is critical in performing the role and achieving outcomes outlined in the Loddon Community Vision and Council objectives of the Council Plan.

6.3 Relationship with other strategic documents

The Road Management Plan is a key component of Council's planning and asset management process. Figure 1 illustrates the relationship between the Road Management Plan and other strategic and operational Council documents. The Road Management Plan fits within the "Business / Service Planning" category.

Figure 1 - Relationship between Road Management Plan and other Council strategic documents.



6.4 Asset management budget and program development

Funding for local road infrastructure competes against a range of other Council services including Economic Development, Tourism, Local Laws, Urban Drainage, Waste Management, and Recreation.

Annual funding for the various Council services is based on the Financial Plan, modified in consideration of current priorities, community and other forecast needs.

When developing content for capital infrastructure or road maintenance programs, consideration is given to Council's Risk Management Policy, with priority given to projects which meet one or more of the following criteria:

- address high priority safety risks
- maximise the life of the asset
- reduce operating cost of the asset
- meet agreed service levels
- fit with community plans
- achievable in consideration of Council's resource constraints.

The adopted annual budget provides the financial resources for funding road infrastructure maintenance.

7 REGISTER OF PUBLIC ROADS

7.1 Road and street hierarchy

Council road assets are classified on a functional/surface type basis for Rural Roads and Town Streets.

Local Town Streets change to Rural Roads at the 100kph speed signs, or where no 100km/hr speed sign exists, at the end of the built up area.

See Appendix 12.1 Local Rural Roads and Town Streets Hierarchy

7.2 Footpath hierarchy

Council footpaths are classified on a functional basis.

See Appendix 12.2 Footpath Hierarchy.

7.3 Keeping a road register

The Road Management Act 2004 section 19 requires that "A road authority must keep a register of public roads specifying the roads in respect of which it is the coordinating road authority."

With respect to local roads, The Road Management Act 2004 section 17 (3) requires that "the relevant coordinating road authority must register on its register of public roads a road in respect of which the road authority has made a decision that the road is reasonably required for general public use."

7.4 Availability of Register of Public Roads

The Register of Public Roads is available for inspection, free of charge, during normal business hours at the Shire Office, 41 High St, Wedderburn and on Council's website www.loddon.vic.gov.au.

7.5 Criteria for roads included in Register of Public Roads

Criteria for a road to be included in Council's Register of Public Roads:

- Council must be able to be deemed the Coordinating Road Authority for the particular road, and
- the road is 'reasonably' required for general public use
- roads which are located on crown land other than road reserves, where Council enters into an arrangement with the relevant Committee of Management under section 15 of the Crown Land (Reserves) Act 1975 to transfer responsibility of the road to Council

7.6 Criteria for roads excluded from Register of Public Roads

Roads meeting one or more of the following criteria are excluded from Council's Register of Public Roads:

- sections of road with gates or cross fences
- sections of road occupied under un-used road licence, or the like
- assets not directly associated with a road area, e.g. pathways on crown land, access roads located on land other than a road reserve such as recreation reserves access or off-road trails
- roads which are located on crown land other than road reserves, but which are not transferred to Council for operational responsibility
- roads not reasonably required for general public use, including road reserves where there is no evidence of regular vehicular use, private roads, etc.

7.7 Contents of Register of Public Roads

The Register of Public Roads contains a list of roads in alphabetic order which includes:

- roads

- streets
- laneways

all of which are limited to the extent identified in Council's asset registers.

The Register of Public Roads contains the following information:

- road name
- location and extent
- date road became a public road
- classification within Road Hierarchy
- any agreements with other authorities regarding responsibility
- details of all changes to the Register and date of any such changes.

The Register of Public Roads is updated from time to time.

7.8 Unused (paper) roads

These are road reserves that are recorded on survey maps. They typically comprise dirt tracks. None of these roads are included in Council's Road Register. Council intends to progressively notify the Department of Environment, Land, Water and Planning (DEECA) that these roads are no longer required for public use and where appropriate recommend control revert back to the Crown Land manager.

7.9 Other authorities' roads within the municipality

State arterial roads including highways are included on DTP's Register of Public Roads and are listed in 12.8.

DEECA roads and tracks and Parks Victoria roads and tracks will be on the relevant State Authority Register of Public Roads.

For state arterial roads through towns the operational responsibility is shared between DTP's and Council. Generally through towns, DTP has the authority for the through traffic lanes, unobstructed flanks, kerbs and side drains, with the balance of operational responsibility allocated to Council. The Code of Practice for Operational Responsibility for Public Roads provides more detailed demarcation of responsibilities.

For arterial roads in rural areas, DTP is both the Coordinating Road Authority and Responsible Road Authority.

7.10 Boundary roads with adjoining municipalities

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

The sections of boundary roads for which Council is the Responsible Road Authority are included in Council's Register of Public Roads. Those sections for which Council is not the Responsible Road Authority are listed in the adjoining municipality's Register of Public Roads.

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

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

Council adopted an agreement with the City of Greater Bendigo (CoGB) that they have operational responsibility for boundary roads, bridges and culverts from the intersection of Lakeys Road and Douglas Road in Shelbourne up to the intersection of Fitzpatrick's Road and Loddon Valley Highway in Campbells Creek. Boundary roads north of this intersection are maintained by Council with an exception of Elmore–Raywood Road which will be maintained by CoGB.

7.11 Railway level crossings

The rail authority is responsible for repair of the road pavement, any lights or boom gates, and all “cross bucks”, regulatory and width marker signs within 3.0m of the outside rail and as detailed in Safety Interface Agreements between road and rail authorities .

Council maintains line marking and advanced warning signs on the approaches to railway level crossings as per AS 1742.7:2007 – Manual of uniform traffic devices Part 7: Railway Crossings and the road surface beyond 3.0m from the outside rail, as detailed in Safety Interface Agreements between the road and rail authorities. Council also maintains intersection sight distance clearance within the road reserve. In some cases the DTP is responsible for warning signs where arterial roads running parallel and adjacent to the railway line are required to have side road signage. The DTP are the Coordinating Road Authority for major traffic control devices including regulatory signs on local and arterial roads level crossings.

7.12 Other infrastructure on roads

The following infrastructure may be located on various roads and streets:

- 1) Utility Authorities' assets including assets for, town water supply, sewerage, power supply and telecommunications which are dealt with as described in the Road Management Act 2004, the Code of Practice for Management of Infrastructure in Road Reserves, and the Road Management (Works and Infrastructure) Regulations 2005
- 2) private and company car parks on road reserves
- 3) car parks and entrances to hospitals, schools, public halls, etc.
- 4) private weighbridges and access to those facilities
- 5) other authority's weighbridges and access to those facilities
- 6) other private and company assets.

For infrastructure described in items 2, 3, 4, 5, and 6 above the asset owners are the responsible authority for those assets and are treated as infrastructure managers or works managers under the Road Management Act 2004.

7.12.1 Other authorities bridges, culverts and channels on road reserves

Across the local road network numerous open channels and drains run parallel to or pass under local roads. These channels and drains are owned or operated by water and irrigation authorities, private owners, or private schemes, generically referred to here as 'other asset owners'.

The channels and drains are the responsibility of the other asset owner.

Section 3 Definitions, in the Road Management Act 2004, exclude bridges and culverts over water authorities channels or drains from the definition of road infrastructure, hence relieving Council of responsibility and directing responsibility to the other asset owner.

In section 48 – Bridges, of the Code of Practice for Operational Responsibility for Public Roads under the Road Management Act 2004, the other authority is the owner of bridges and culverts over its channels and drains.

Under this section Council is responsible for maintenance of the road surface and road related infrastructure.

Table 1- Summary of responsibilities for bridges over water authority channels and drains

Component	Maintenance	Rehabilitation, replacement or improvement
Bridge or culvert	Other Asset Owner	Other Asset Owner
Structure under road	Other Asset Owner	Other Asset Owner
Road warning signs	Loddon Shire Council	Loddon Shire Council
Road surface	Loddon Shire Council	Loddon Shire Council
Road pavement	Loddon Shire Council	Other Asset Owner - where result of bridge defect. Loddon Shire Council - where extensive pavement upgrade
Bridge railing	Loddon Shire Council	Other Asset Owner
Approach guard railing	Loddon Shire Council	Other Asset Owner

8 LEVELS OF SERVICE

8.1 Community levels of service

A community satisfaction survey is undertaken annually. This survey provides Council with the community's expectation regarding all the services Council provides including roads and footpaths.

The Community Level of Service table included below is an interpretation of the results of community satisfaction surveys and other various public consultations taking into account affordability and resources available for road maintenance.

Table 2 – Community levels of service for maintenance

Characteristic	Level of service	Level of service target	Strategy
Accessibility	Continuous access available at all reasonable times	Continuous access is available on collector and access roads except during unforeseen incidents or during emergencies.	Comply with specified levels of service within this plan and Council's Road Asset Management Plan.
Road Safety	Safety of road network maintained and improved.	All road assets inspected in accordance with program and faults rectified within tabled response times.	Implement provisions of Road Management Plan.

Characteristic	Level of service	Level of service target	Strategy
Responsiveness	Responses to customer complaints are prompt	Customer complaints and works requests are responded to within target response times in RMP and timeframes in Customer Service Charter	Implement prioritising and recording provisions of Road Management Plan
Quality	Roads maintained to maintenance quality targets.	Roads maintained to standards set in Intervention Standards and Response Times	Maintenance undertaken to targets in Road Management Plan
Affordability	Provide road maintenance in an efficient, cost effective manner.	Road maintenance program delivered within budget.	Monitor Road Management Plan and Budget and review as required.

8.2 Technical levels of service

8.2.1 Maintenance levels of service

The Maintenance Level of Service for the local road network is detailed within:

- inspection regimes
- defect intervention and response tables
- maintenance grading program.

Inspection frequency tables may be found at Appendix 12.3 - Road and Street Inspection Regime and Appendix 12.4 - Footpath Inspection Regime. These tables provide details regarding the following levels of service:

- inspection type
- inspection frequency for particular Road Hierarchies.

Defect intervention and response tables may be found at Appendix 12.6 - Defect Intervention Levels and Response Times for Roads and Bridges and Appendix 12.7 - Defect Intervention Levels and Response Times for Footpaths. These tables provide the following levels of service detail:

- type of defect
- defect intervention level
- rectification response time
- the maintenance grading program (See Section 9.4.3) provides details of grading frequency for individual road hierarchies.

Maintenance is limited to the extent detailed within Table 6 in section 9.

9 MAINTENANCE MANAGEMENT SYSTEM

9.1 Maintenance management system

The Road Management Act 2004 provides for Council to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources.

Council's Maintenance Management System involves a process of:

- enquiry
- inspection
 - proactive
 - safety - hazard
 - reactive
- prioritising identified works
- programming maintenance works
- recording
- review

The maintenance management system is summarised in figures 2 and 3, of this plan.

Council uses the application "Reflect" developed by Asset Edge as its Maintenance Management System for roads, bridges, streets and footpaths. Reflect enables:

- scheduling and recording of both programmed and reactive field inspections
- recording of defects
- prioritising of rectification works
- issuing works orders
- signing off on repairs
- reporting on compliance with inspection regimes and repair response times.

9.2 Inspections

Inspections are focused towards identification of:

- defects for inclusion in maintenance programs
- hazards requiring urgent response.

Inspections on roads, streets, bridges and footpaths undertaken include:

- safety/hazard Inspections
- defect Inspections.

Inspection regimes were determined by reviewing past inspection practices and balancing a responsible approach with affordability.

The specified inspection regimes are considered appropriate as Council's local sealed rural roads have relatively low traffic volumes which range from less than 100 vehicles per day (vpd) to 500 vpd.

Formed and Unformed Roads are not proactively inspected.

Safety/hazard Inspections are undertaken concurrently with programmed road defect inspections and on a reactive basis in response to customer requests.

Inspection types and inspection frequencies for each road and footpath hierarchy and for bridges are detailed in Appendix 12.3 - Road and street inspection regime and Appendix 12.4 - Footpath inspection regime.

9.2.1 Safety/hazard inspections

Hazards are identified during nominated defect inspection cycles and have 72 hour response time in the defect intervention and response tables as seen within Appendix 12.6 - Defect intervention levels and response times for roads and bridges and Appendix 12.7 - Defect intervention levels and response times for footpaths.

9.2.2 Defect inspections

Defects to be identified during nominal inspections are as listed in the defect intervention level and response tables in appendices 12.6 and 12.7. Defects detected are recorded in the field using "Reflect" application via mobile devices.

9.2.3 Railway interface inspections

Programmed railway crossing inspections of approaches to railway crossings on local roads are undertaken at intervals detailed at Appendix 12.3 - Roads and bridges inspection regime. Inspections confirm that the items that are Council's responsibility, as detailed in an inventory for railway crossings, are in place, in serviceable condition and compliant with AS 1742.7:2007 – Manual of uniform traffic devices Part 7: Railway Crossings.

9.3 Risk assessment of maintenance works

Levels of risk for maintenance works are assessed based on:

- the likelihood of an incident and
- the associated consequence.

It is a reasonable assumption that defects/hazards on roads with higher usage have a higher likelihood of an incident. In developing the risk matrix for inclusion in the Road Management Plan, traffic volume ranges expected in Victorian municipalities were applied to Council's Corporate Risk Matrix as per the following table.

Table 3 - Likelihood for traffic ranges

Traffic volume range (vehicles per day)	Likelihood
5000 plus	A (almost certain)
1000-5000	B (likely)
500-1000	C (moderate)
100-500	D (unlikely)
0-100	E (rare)

As road traffic volumes on Council's local road network are generally below 500 vehicles per day, the lower two rows only of the matrix apply.

Utilising principles listed in the Risk Management Framework – ISO 31000 under principle 3, the corporate risk matrix has been tailored to suit road maintenance purposes as follows:

- by using the lower two lines of the corporate risk matrix
- by the introduction of additional levels of risk (medium low and very low) to provide a more comprehensive spread of response times.

The Risk Matrix adopted for road maintenance is shown at Appendix 12.5 - Risk matrices for roads, streets and footpaths.

Control actions and response times for each level of risk are as per the action table at appendix 12.5.

All defects associated with road maintenance have been identified for each road hierarchy. A qualitative risk analysis has been carried out to assess the level of risk for all defects, recognising any circumstances that would elevate the level of risk for a particular defect.

Response times for the levels of risk for each defect are included on the defect intervention and response table shown in appendices 12.6 and 12.7.

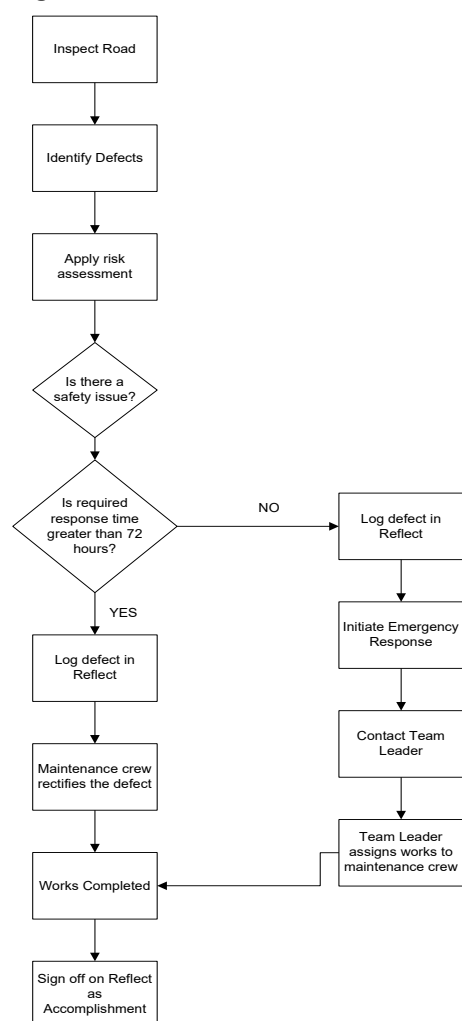
In the table in appendix 12.6 - Defect intervention levels and response times for roads and bridges, various hierarchies have been grouped to streamline maintenance management practices. Groupings are as shown in table 4.

Table 4 - Road hierarchy groupings

Road grouping	Road hierarchies included
Sealed	Rural Sealed Collector (RSC) Rural Sealed Access (RSA) Town Sealed Collector (TSC) Town Sealed Access (TSA)
Gravel collector and access	Rural Gravel Collector (RGCO) Rural Gravel Access (RGA) Town Gravel Collector (TGC) Town Gravel Access (TGA)
Gravel minor	Rural Gravel Minor (RGM) Town Gravel Minor (TGM)
Formed	Rural Formed (RF) Town Formed (TF)
Unformed	Rural Unformed (RUF) Town Unformed (TUF)

9.4 Proactive maintenance

Proactive Maintenance is carried out as illustrated in the flow chart below.

Figure 2 - Proactive maintenance

Designated road inspectors undertake formal inspections to identify defects and hazards on rural roads and town streets, at frequencies shown in appendix 12.3 - Road and street inspection regime and in appendix 12.4 - Footpath inspection regime. Inspections are recorded using Reflect on mobile devices.

If the required response time is 72 hours i.e. the defect is a hazard requiring treatment as an emergency response, section 9.4.2 outlines the required emergency response.

On sealed roads the extent of potholes, edge repairs, pavement failures, minor reseals and regulations are painted/marked on the sealed surface at the time of identification.

Where defects or hazards relating to other authority's infrastructure are encountered, the quantity and location is recorded, and the responsible authority is notified.

9.4.1 Defect intervention levels and response times

Tables detailing defect intervention levels and response times are set out in appendix 12.6 - Defect intervention levels and response times for roads and bridges and appendix 12.7 - Defect intervention levels and response times for footpaths.

Response times have been determined in consideration of financial and resource constraints.

Routine maintenance pavement repairs are generally undertaken by Council staff using the patrol truck and road maintenance unit. This is achieved using multiple applications of bituminous emulsion and sealing aggregate.

9.4.2 Emergency response

Emergency response may be activated during proactive safety-hazard inspections or reactive inspections following customer reports.

Public contact for 24 hours emergency response is by telephone on 5494 1200.

Where the defect is a hazard (rectification response time of 72 hours), emergency response is instigated.

In situations where circumstances prevent a hazard being rectified within the time specified in the defect intervention level and response tables, appropriate warning of the hazard is provided until the repair can be completed.

Appropriate interim warning measures may include:

- provision of warning signs or barricades
- traffic control action
- diverting traffic around the site
- installation of a temporary speed limit
- lane closure
- closure of the road to use by certain vehicles (e.g. load limit)
- road closure.

In extreme circumstances such as during times of natural disaster, the nominated response times or interim measures may not be achievable due to resource limitations or lack of accessibility.

9.4.3 Maintenance grading program

The maintenance grading program operates with inspection and grading frequencies for road hierarchies as listed in Table 5.

Table 5 - Maintenance grading frequency

Road hierarchy	Grading frequency
All sealed road shoulders	As identified through road and street inspection regime
Gravel Collector roads	Inspected to confirm if grading is required twice per year
Gravel Access roads	Inspected to confirm if grading is required twice per year
Gravel Minor roads	Inspected to confirm if grading is required once per year
Formed roads	Upon request and as resources permit
Unformed roads	Upon request and as resources permit
Rural Fire Access roads	As per fire access roads grading program or upon request

The maintenance grading program is set up with individual roads listed for grading in nominated quarters of the year. Roads to be graded are grouped by locality within individual inspection areas in each patrol area.

The Works Coordinator sets up, coordinates and monitors progress of the maintenance grading program. Team Leaders allocate roads to be graded to individual grading crews.

Prior to commencing grading on an individual road, the road is inspected by the Team Leader or grader driver to confirm that grading is required, based on the intervention standards in appendix 12.6 - Defect intervention levels and response times for roads and bridges.

Page 16 of 36

Completed maintenance grading is recorded in Reflect and updated by the Works Department. For each individual road, the grading crew identify as requiring grading, the date on which grading was undertaken is recorded.

If the inspection demonstrated no grading was currently required and the condition of the road is likely to remain satisfactory through to the next cycle, then the date of the inspection and the inspector's identity is recorded and the treatment shall be deferred.

If a road requires additional maintenance grading outside the maintenance grading program a defect is recorded and programmed in accordance with the defect intervention levels and response times through Reflect and completed works are signed off.

9.5 Reactive maintenance

9.5.1 Safety/hazard inspections

Safety/hazard inspections may also be undertaken on a reactive basis in response to customer requests, as described in 9.4 - Proactive maintenance and 9.2.1 - Safety /hazard inspections.

9.5.2 Routine maintenance and customer requests

Refer to Figure 3 - Reactive maintenance on the following page.

Reactive maintenance may be undertaken in response to reported problems or complaints from the public or Council staff on:

- sealed roads and streets between formal inspections
- gravel roads and streets between formal inspections
- formed and unformed roads and streets, where there is no formal inspection process
- footpaths
- bridges.

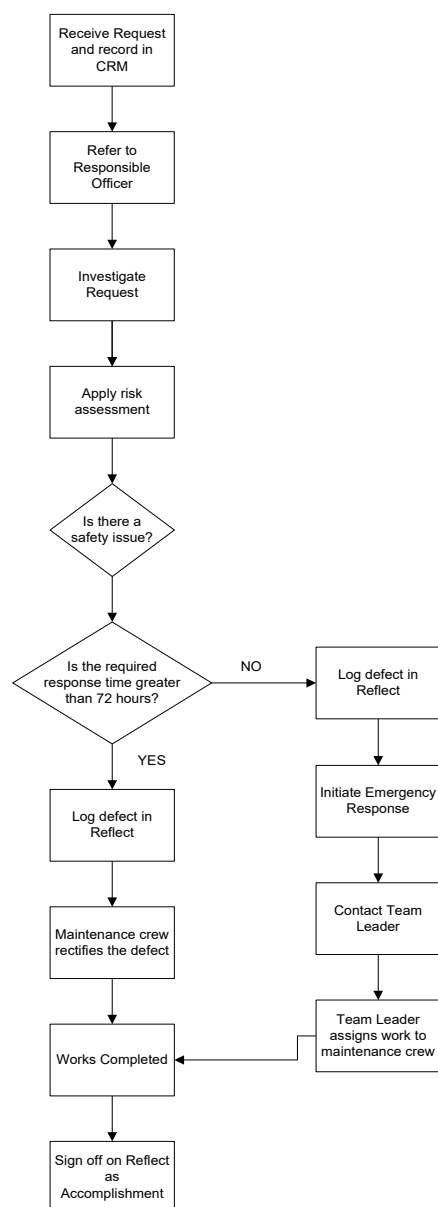
Council has implemented Altitude which contains a Customer Request Management (CRM) system which is utilised to log customers' requests and assign it to the respective Team Leader.

Reported complaints and problems may emanate from:

- customers through:
 - verbal reports
 - letters
 - telephone calls
 - email
- inspections by Team Leaders
- observations by other staff

An outline of the reactive complaint process is shown in Figure 3 - Reactive Maintenance.

Where defects or hazards relating to other authorities infrastructure are reported or observed, the quantity and location is recorded, and the responsible authority is notified. Data is stored in the CRM and is available for retrieval as required.

Figure 3 - Reactive maintenance

9.5.3 Reactive maintenance grading of gravel roads

Complaints regarding defects or hazards on gravel roads which are reported between scheduled inspections and the next programmed maintenance grading under the Maintenance Grading Program, are assessed as to whether immediate intervention is required as outlined in the Figure 3 Reactive maintenance.

9.5.4 Reactive maintenance grading of formed and unformed roads

Complaints regarding defects or hazards on formed roads identified between maintenance grading activities under the Maintenance Grading Program will be inspected and graded on a reactive basis as per 9.5.2 Routine maintenance and customer requests.

Complaints regarding defects or hazards on unformed roads will be inspected and graded on a reactive basis as per 9.5.2 Routine maintenance and customer requests, but works will be limited as detailed in 9.8 Limitation of maintenance works.

9.6 Weeds and rabbits

Council has an obligation to manage roadside weeds and rabbits on its local road network. Available funding is directed to treatment aimed at the eradication of Regionally Prohibited Weed infestations and the containment of Regionally Controlled Weeds and rabbits. Council supports community groups and individual landholders as detailed in Council's Roadside Weeds and Pest Program.

Regular inspections are undertaken during the programmed proactive inspections of roads. Reactive inspections are undertaken as in section 9.5 Reactive maintenance.

9.7 Records

Council keeps and maintains records specifying details of inspections, defects requiring repairs, location of defects, details of repairs, temporary actions (i.e. signage installation) and date of completed repairs.

9.7.1 Customer works request and reactive maintenance

Customer works request information and outcomes are stored electronically in Council's CRM.

Details of date, road, location and quantity of works activity undertaken are entered into Reflect.

9.7.2 Inspections and proactive maintenance

Programmed inspections undertaken by designated road inspectors are recorded in Reflect. Data captured includes inspector identity and date of inspection as well as specific details of all defects identified for each section of road (road segment) along with a nominated rectification (repair) timeframe.

Completed rectification works are signed off against these entries including what works were undertaken and by whom along with a completion date.

9.7.3 Electronic records

Reflect is a cloud based package and Council and Asset Edge have agreed that Asset Edge will backup the database in Reflect and Council can access whenever required. Information on CRM is backed up daily in Council's internal server.

9.8 Limitation of maintenance works

The level of inspection and maintenance varies depending on the category/classification of individual roads or road related assets. A number of lower category roads e.g. formed, unformed and fire access roads receive limited maintenance. Maintenance limitations for these low priority assets are detailed within Table 6 following.

The decision to limit maintenance on low priority roads is driven by the need to prioritise allocation of Council's operational and financial resources. It is considered that the road classifications identified for limited maintenance pose low levels of risk given minimal traffic use and lower significance of functionality.

Council does not undertake any planned or unplanned maintenance or inspections on unused road reserves, nor warrants their safety or accessibility for public use.

Table 6 - Limitation of maintenance works

Hierarchy code	Hierarchy	Limits of maintenance
RF & TF	Formed	No programmed inspections are undertaken. Reactive routine maintenance is undertaken based on “Defect intervention levels and response times for roads and bridges”.
RUF & TUF	Unformed	No programmed inspections or regular routine maintenance is undertaken. Reactive grading may be undertaken. No regular routine tree trimming is undertaken. Limited minor tree trimming may be undertaken to provide clearance for utility type vehicles. Removal to provide greater clearance may be undertaken subject to inspection and demonstrated need.
RFA	Fire Access	No programmed inspections or regular routine maintenance is undertaken. Reactive grading may be undertaken prior to fire season.
IF	Informal Footpaths	No programmed inspection or routine maintenance is undertaken.

9.9 Resources deployed in road management

Routine maintenance is generally undertaken utilising in-house staff and supplemented with contractors if required.

9.10 Exceptional circumstances

Council will make every effort to meet its obligations under its Road Management Plan.

However, there may be situations or circumstances that affect Council’s business activities to the extent that it cannot deliver on the service levels of the Road Management Plan. These include but are not limited to; natural disasters, such as fires, floods, or storms; prolonged labour or resource shortage or due to a need to commit or redeploy Council staff and/or equipment elsewhere.

In the event that the Chief Executive Officer (CEO) of Council determines that for either financial or operational reasons that the requirements of the Road Management Plan cannot be met, then pursuant to Section 83 of the Wrongs Act, the CEO will write to Council’s officer in charge, Manager Assets & Infrastructure (MAI) of its plan and inform the officer that some, or all of the timeframes and responses in Council’s RMP are to be suspended.

As the circumstances which may have led to either the partial or full suspension of the RMP continue, periodic consultation between Council’s CEO and Council’s MAI will occur, to ascertain which parts of Council’s RMP may be reactivated.

Council will endeavour to inform residents of any suspension or reduction of the services outlined under the Road Management Plan, including how any required works shall be prioritised and the period for which the suspension is likely to be in effect.

9.11 Performance measures and targets

Council is provided with a quarterly report detailing compliance against the inspection and defect rectification targets specified within the RMP. The performance measures as listed in table 7 are used to form the basis of this report.

Table 7 - Performance measures

Performance measure	Target
Programmed inspections are carried out as per schedule.	100% as specified
Actual response times for rectification works are as detailed in the Defect intervention levels and response time tables.	100% as specified

10 REVIEW AND REPORTING

Pursuant to Section 54 of the Act and Part 3, Division 1 of Road Management (General) Regulations 2016 (the Regulation), if a municipal Council develops and publishes a Road Management Plan, it is required to conduct and complete a review of its Road Management Plan during the same period as it is preparing its Council Plan under the Local Government Act 2020 (by October 31 following a Council election).

The Manager Works reports quarterly to Council on the performance measures in section 9.11 "Performance measures and targets".

11 REFERENCE DOCUMENTS

Loddon Shire Council Asset Management Policy

Loddon Shire Council Risk Management Policy

Council Plan

Asset Plan

Register of Public Roads

Road Management Act 2004

Local Government Act 2020

Code of Practice for Operational Responsibility for Public Roads

Road Management (Works and Infrastructure) Regulations 2015

Road Management (General) Regulations 2016

Code of Practice for Road Management Plans

Loddon Shire Council Community Local Law

Loddon Shire Council Roadside Weeds and Pest Program.

12 APPENDICES

12.1 Local rural roads and town streets hierarchy

Local road hierarchy			
Hierarchy code	Hierarchy	Function	Comments
Rural roads (R) & Township Streets (T)			
RSC & TSC	Sealed Collector	Sealed Collector roads distribute traffic between arterials and primary access roads.	Connecting roads traditionally accommodating higher volumes of traffic or providing efficient access or an alternative to the arterial network.
RSA & TSA	Sealed Access	Sealed Access roads provide primary access to residential properties or other developments or provide for service or tourist traffic.	Usually accommodate high to medium traffic volumes and service multiple residential properties.
RGC & TGC	Gravel Collector	Gravel Collector roads distribute traffic between arterials and primary access roads.	Gravel connecting roads generally accommodating moderate traffic volumes.
RGA & TGA	Gravel Access	Gravel Access roads provide primary access to residential properties or other developments or provide for service traffic, tourist traffic, school buses, or intensive industry traffic.	Lower use roads primarily used for access to groups or individual residential properties.
RGM & TGM	Minor Gravel	Minor Gravel roads provide access to rural properties, or alternative access to rural residential properties.	Low use gravel roads providing access to rural properties (non-residential).
RF & TF	Formed	Rural formed roads provide access to rural properties.	Earthen roads only, access is often limited to dry weather conditions.
RUF & TUF	Unformed	Rural unformed roads provide access to rural properties.	No road formation, represented by tracks or worn surfaces only.
RFA	Fire Access	Rural Fire Access roads provide access for firefighting purposes	Generally located on 'unused' and 'unlicensed' road reserves.

12.2 Footpath hierarchy

Footpath hierarchy		
Hierarchy code	Hierarchy	Function
Town street footpaths		
BF	Business Area Footpath	Moderate use fully constructed footpaths in shopping areas and near schools and other pedestrian traffic generators
SF	Strategic Footpath	Moderate use footpath which may be gravel or fully constructed. Includes footpaths to specific locations
RF	Residential Area Footpath	Low use fully constructed footpaths or part constructed gravel footpaths in residential areas.
IF	Informal Footway	Un-constructed footways with little use.

12.3 Road and street inspection regimes

Local road and street inspections						
Inspection type	Extent	Inspection frequency				
		Road hierarchy				
		Sealed	Gravel Collector & Access	Gravel Minor	Formed & RFA	Unformed
		RSC, RSA, TSC & TSA	RGC, RGA & TGA	RGM & TGM	RF, TF & RFA	RUF & TUF
Cyclic inspections						
Maintenance & hazard	Rural Roads & Town Streets	3 mths	2 yrs	2 yrs	Reactive only	Reactive only
Night inspection	Rural Roads & Town Streets	4 yrs	4 yrs	Nil	Nil	Nil
Level 1 local bridges	All Rural & Town Bridges & Major Culverts	6 mths	6 mths	6 mths	6 mths	Nil
Railway crossing inspection	All crossings	3 mths	12 mths	12 mths	12 mths	12 mths
Night railway crossing inspection	Rural Roads & Town Streets	4 yrs	4 yrs	4 yrs	4 yrs	4 yrs
One-off inspections						
Customer requests	As identified in request	As required				
Emergency	Affected area	As required				
Notes						
Nominated inspection frequencies are not precise: a variation of 10% is allowable						
Night inspections are staggered over winter months						

12.4 Footpaths inspection regime

Footpath inspections					
Inspection type	Extent	Footpath hierarchy			
		Inspection frequency			
		Business Footpath (BF)	Strategic Footpath (SF)	Residential Footpaths (RF)	Informal Footways (IF)
Cyclic inspections					
Maintenance & hazard	Paved, sealed & gravel footpaths in Towns	6 months	6 months	6 months	Nil
Night inspection	Paved, sealed & gravel footpaths in Towns	Nil	Nil	Nil	Nil
One -off inspections					
Customer requests	As identified in request	As required	As required	As required	As required
Emergency	Effected area	As required	As required	As required	As required
Notes					
Nominated inspection frequencies are not precise; a variation of 10% is allowable.					

12.5 Risk matrices for roads, streets and footpaths

Local roads, streets and footpaths						
Levels of risk						
Type or hierarchy	Likelihood	Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
Roads						
Sealed	Unlikely	VL	L	ML	M	H
Gravel Collector & Access	Rare	VL	L	ML	M	H
Minor Gravel	Rare	VL	L	ML	ML	M
Formed	Rare	VL	L	L	ML	ML
Unformed	Rare	VL	VL	L	L	L
Footpaths						
Business & Strategic	Unlikely	VL	L	ML	M	H
Residential	Rare	VL	VL	L	ML	M

Action Plan		
Risk Level	Description	Action
H	High	rectify within 72 hours or provide appropriate warning
M	Medium risk	rectify within 4 working weeks or provide appropriate warning
ML	Medium to low risk	rectify within 3 months or provide appropriate warning
L	Low risk	rectify within 6 months
VL	Very Low risk	rectify within 12 months

This Matrix is applicable to Council's local road and footpath network (including footpaths in Arterial Roads within townships). Refer to the respective Responsible Road Authority Road Management Plan for risk assessment and response times for works relating to other roads.

12.6 Defect intervention levels and response times for roads and bridges

Defect intervention levels and response times for roads and bridges						
Defect	Intervention level	Response time				
		Sealed roads	Gravel roads	Minor gravel	Formed roads	Unformed roads
		RSC,TSC,RSA, TSA	RGC, RGA, TGA	RGM, TGM	RF,TF	RUF,TUF
Pavement cleaning						
Cleaning of pavement to remove materials which are: Slippery substances or a danger to road users or preventing the free flow of drainage water from the pavement area	On traffic lanes causing serious obstacle to traffic	72 hrs	4 wks	4 wks	3 mths	6 mths
	Water ponding > 300 mm deep on traffic lane	72 hrs	4 wks	4 wks	3 mths	6 mths
	Materials in traffic lanes resulting in a slippery surface	72 hrs	4 wks	4 wks	3 mths	6 mths
Sealed pavement and surface						
Potholes	On sealed traffic lane >400 mm dia. and > 100 mm deep	72 hrs	N/A	N/A	N/A	N/A
	>50mm in depth or >300mm wide	3 mths	N/A	N/A	N/A	N/A
Edge breaks	>75 mm in width over 20 m length	6 mths	N/A	N/A	N/A	N/A
Minor sealed surface faults	Stripping > 5 m ² in area with approximately 50% loss of aggregate.	6 mths	N/A	N/A	N/A	N/A
	“Crocodile” cracking > 1 m ² in area	6 mths	N/A	N/A	N/A	N/A
	Longitudinal cracking	6 mths	N/A	N/A	N/A	N/A
	When bleeding and seal pick up is occurring or imminent; or seal is flushing and there is evident loss of vehicle traction, for an area > 5 m ² .	6 mths	N/A	N/A	N/A	N/A

Defect intervention levels and response times for roads and bridges						
Defect	Intervention level	Response time				
		Sealed roads	Gravel roads	Minor gravel	Formed roads	Unformed roads
		RSC,TSC,RSA, TSA	RGC, RGA, TGA	RGM, TGM	RF,TF	RUF,TUF
Isolated pavement failures and deformation	On sealed traffic lane > 100 mm under 3 m straight edge	72 hrs	N/A	N/A	N/A	N/A
	All other surface level variations > 2m ² and > 50 mm deep under a 1.2 m straight edge	12 mths	N/A	N/A	N/A	N/A
Unsealed shoulder - isolated faults	When edge drops onto unsealed shoulder > 100mm in depth under a 1.2 m straight edge	72 hrs	N/A	N/A	N/A	N/A
	When edge drops onto unsealed shoulder >60mm in depth under a 1.2 m straight edge over 20m length	3 mths	N/A	N/A	N/A	N/A
	When shoulder subgrade is exposed or slippery for > 50 m ²	12 mths	N/A	N/A	N/A	N/A
	Potholes, roughness, scouring and > 75mm deep under a 1.2 m straight edge or when holds water	3 mths	N/A	N/A	N/A	N/A
Unsealed pavements						
Potholes unsealed roads	When in traffic lane >500 mm diameter or > 150 mm deep	NA	4 wks	4 wks	N/A	N/A
	Surface scours, potholes or rutting >100 mm in depth > 300 mm diameter	N/A	3 mths	6 mths	N/A	N/A
	Corrugations >50 mm in depth for >200 m of road surface	N/A	6 mths	12 mths	N/A	N/A
	Loose material >50 mm in depth for >200 m of road surface	N/A	6 mths	12 mths	N/A	N/A
	When >100 m ² and <300 m ² in 1 km is slippery or bare subgrade exposed	N/A	6 mths	12 mths	N/A	N/A

Defect intervention levels and response times for roads and bridges						
Defect	Intervention level	Response time				
		Sealed roads	Gravel roads	Minor gravel	Formed roads	Unformed roads
		RSC,TSC,RSA, TSA	RGC, RGA, TGA	RGM, TGM	RF,TF	RUF,TUF
Signs and delineation						
Signs - illegible or missing	Bridge load limit signs are ineffective	72 hrs	4 wks	4 wks	3 mths	N/A
	Non-Regulatory Signs Missing signs or signs which are illegible at 150m under low beam of car headlights or in daylight.	12 mths	12 mths	12 mths	12 mths	N/A
	Warning & hazard signs Missing signs or signs which are illegible at 150m under low beam of car headlights or in daylight at curves or intersections or on the approaches to railway level crossings.	3 mths	3 mths	3 mths	6 mths	N/A
	Regulatory signs Missing signs or signs which are illegible at 150m under low beam of car headlights or in daylight at curves & intersections	4 wks	4 wks	3 mths	N/A	N/A
Guide posts or delineators missing or not clearly visible at 150m at night on low beam.	Missing on curves.	4 wks	4 wks	3 mths	N/A	N/A
	When >2 posts in a row are missing	6 mths	6 mths	6 mths	N/A	N/A
	Every missing culvert marker post.	6 mths	6 mths	6 mths	6 mths	N/A
Linemarking and pavement markings - illegible or missing	Linemarking and pavement markings not clearly visible at 50m	12 mths	N/A	N/A	N/A	N/A

Defect intervention levels and response times for roads and bridges						
Defect	Intervention level	Response time				
		Sealed roads	Gravel roads	Minor gravel	Formed roads	Unformed roads
		RSC,TSC,RSA, TSA	RGC, RGA, TGA	RGM, TGM	RF,TF	RUF,TUF
Vegetation						
Roadside vegetation, tree, bushes and grass	Fallen branches/trees on road surface	72 hrs	4 wks	4 wks	3 mths	12 mths
	Fallen branches/trees on road shoulder	4 wks	4 wks	3 mths	N/A	N/A
	Branches, bushes or saplings obstruct safe intersection sight distance or restrict view of regulatory signs	4 wks	4 wks	3 mths	N/A	N/A
	Branches, bushes or saplings obstruct or restrict view of warning or hazard signs.	3 mths	3 mths	3 mths	6 mths	N/A
	Roadside vegetation obstructs sight distance at railway level crossings.	4 wks	4 wks	3 mths	3 mths	N/A
	Branches infringe into the vegetation clearance envelope	12 mths	12 mths	12 mths	12 mths	12 mths
	Sight distances obstructed by grass.	4 wks	N/A	N/A	N/A	N/A
	Grass >300mm high on shoulders.	12 mths	N/A	N/A	N/A	N/A

Defect intervention levels and response times for roads and bridges						
Defect	Intervention level	Response time				
		Sealed roads	Gravel roads	Minor gravel	Formed roads	Unformed roads
		RSC,TSC,RSA, TSA	RGC, RGA, TGA	RGM, TGM	RF,TF	RUF,TUF
Drainage						
Road surface drainage and verges	Where ponding of water is adversely affecting the safety aspects for road users or causing identifiable deterioration of the road formation	12 mths	12 mths	12 mths	12 mths	N/A
	When drains are < 75% operating capacity	12 mths	12 mths	12 mths	12 mths	N/A
	When culverts and pits are <75% of operating capacity.	12 mths	12 mths	12 mths	12 mths	N/A
	Culverts and pits become non-functional or creates a danger to public	6 mths	6 mths	6 mths	6 mths	N/A
Bridge maintenance						
Damaged bridge component	When damage affects structural performance. Missing or damaged bridge deck plank. Protruding deck spikes.	72 hrs	4 wks	4 wks	3 mths	N/A
Obstructed deck drainage	Scuppers blocked or partially blocked	6 mths	6 mths	6 mths	6 mths	N/A
Split /cracked deck planks	Defect affects >10% of area of a deck plank.	6 mths	6 mths	6 mths	6 mths	N/A
Settled or damaged running or wearing surface	Settling or depression > 50mm under 1.5m straight edge	6 mths	6 mths	6 mths	6 mths	N/A
Broken, misaligned railing or posts	All visible faults which affect traffic safety	6 mths	6 mths	6 mths	6 mths	N/A
Loose, missing rail connectors	Rail connectors loose or missing	6 mths	6 mths	6 mths	6 mths	N/A
Spalled concrete above deck	Spalling which exposes steel reinforcing	12 mths	12 mths	12 mths	12 mths	N/A

Defect intervention levels and response times for roads and bridges						
Defect	Intervention level	Response time				
		Sealed roads	Gravel roads	Minor gravel	Formed roads	Unformed roads
		RSC,TSC,RSA, TSA	RGC, RGA, TGA	RGM, TGM	RF,TF	RUF,TUF
Obstructed stream flow	>25% blocked	6 mths	6 mths	6 mths	6 mths	N/A
Minor scours in pavement	All scours	6 mths	6 mths	6 mths	6 mths	N/A
Subsidence in abutment fill	Subsidence or pothole in traffic lane >50 mm deep under 1.2m straight edge	4 wks	4 wks	3 mths	3 mths	N/A
Other						
Vandalism, graffiti	All graffiti	12 mths	12 mths	12 mths	12 mths	
Road openings	Reinstate the sealed surface when notified	4 wks	4 wks	3 mths	3 mths	6 mths
Litter control	Deposit of litter or rubbish > 1m ³	3 mths	3 mths	3 mths	6 mths	6 mths
Roadside weeds and rabbits						
Wheel Cactus	When infestation exceeds greater than 100m in length within a road segment.	ARP	ARP	ARP	ARP	ARP
Patersons Curse	When infestation exceeds greater than 100m in length within a road segment.	ARP	ARP	ARP	ARP	ARP
Rabbit	Any rabbit warren with signs of activity in a road segment.	ARP	ARP	ARP	ARP	ARP
Glossary of terms and definitions						
Weeks	Working weeks.					
Hours	Any hours of time.					

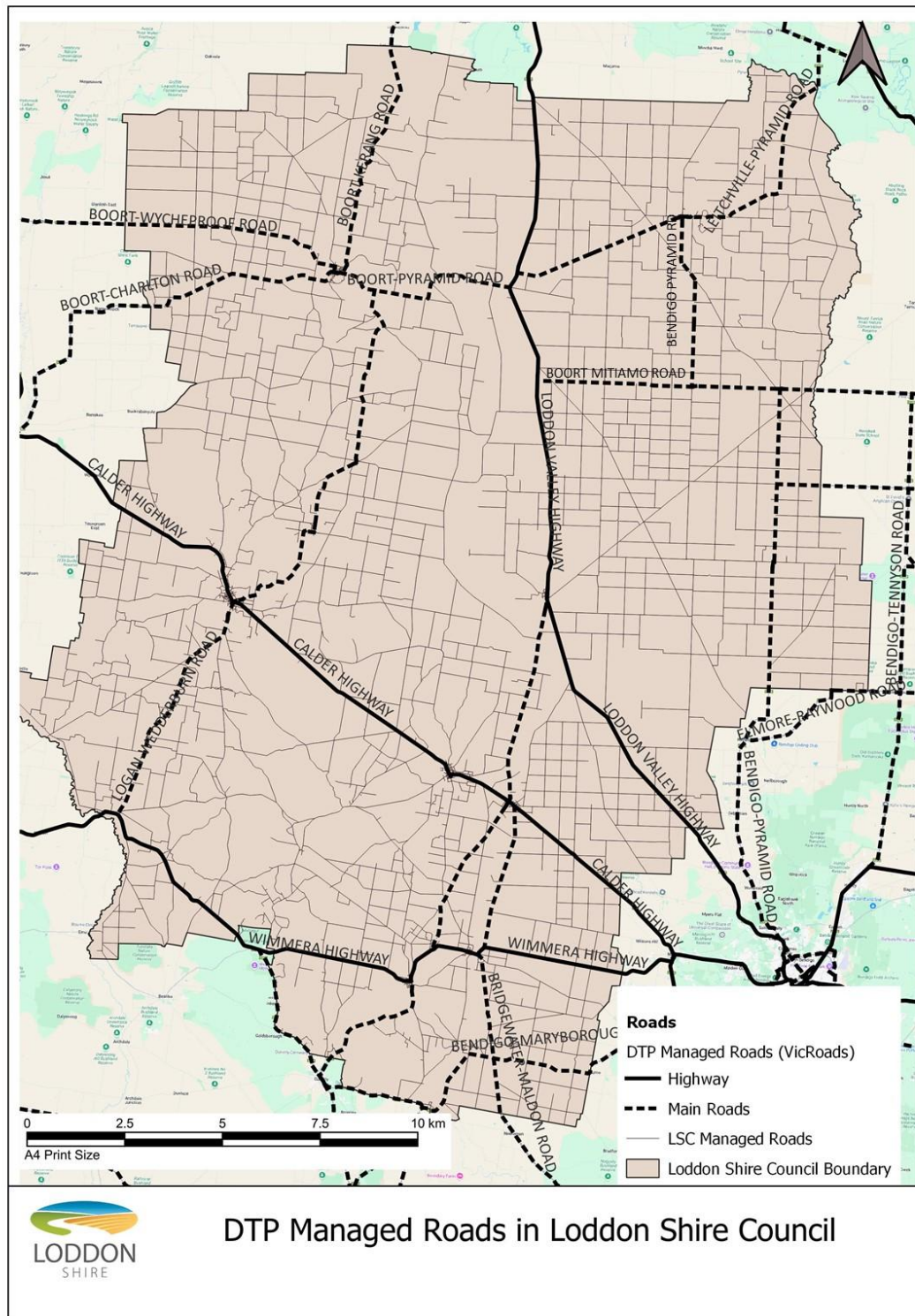
Mths	Calendar months in a year
Yrs	Years
ARP	As resources permit
Vegetation clearance envelope	Area to a height of 5 metres above the road surface between outside edges of shoulders.

12.7 Defect intervention levels and response times for footpaths

Defect intervention and response times for footpaths				
Defect	Intervention levels	Response times		
		Business Footpath	Strategic Footpath	Residential Footpaths
Footpaths				
Subsided, heaved and scoured	Lips or step in path surface levels >30mm	4 wks	4 wks	3 mths
	Lips or step in path surface levels >20mm	3 mths	3 mths	6 mths
	Depressions >300mm diameter and >50mm depth	3 mths	3 mths	6 mths
	Mounding >40mm under 1.2m straight edge	4 wks	4 wks	3 mths
	Mounding >30mm under 1.2m straight edge	3 mths	3 mths	6 mths
Cracking	Longitudinal cracking >20mm wide over 300mm length	6 mths	6 mths	12 mths
Edge breaks and edge drops or lips	Reduction in original footpath width >300mm over a 20m length	6 mths	6 mths	12 mths
	Edge drop > 100mm over 20m length	3 mths	3 mths	6 mths
	Edge lip > 25mm above the footpath surface level	6 mths	6 mths	12 mths
Loose material	Loose material >15mm deep on sealed footpath surface	3 mths	3 mths	6 mths
Vegetation	Foliage < 2.5m above footpath	3 mths	3 mths	6 mths
	Foliage < 150mm from outside edge of path	3 mths	3 mths	6 mths
	Fallen branches/trees on footpath	4 wks	4 wks	3 mths
Notes				
No defect intervention and response time for Informal Footways				
Pedestrian bridges				
Damaged bridge component	When damage affects structural performance. Missing or damaged bridge deck plank.	3 mths	3 mths	3 mths
Obstructed stream flow	>25%	6 mths	6 mths	6 mths

12.8 List of highways, arterial roads and main roads (Managed by the Department of Transport and Planning)

Highways, arterial roads and main roads
Road name
Calder Highway
Loddon Valley Highway
Wimmera Highway
Bendigo-Maryborough Rd
Bendigo-Pyramid Rd
Boort-Charlton Rd
Boort-Kerang Rd
Boort-Mitiamo Rd
Boort-Pyramid Rd
Boort-Wedderburn Rd
Boort-Wycheproof Rd
Bridgewater-Dunolly Rd
Bridgewater-Maldon Rd
Bridgewater-Serpentine Rd
Dunolly-Eddington Rd
Echuca-Mitiamo Rd
Leitchville-Pyramid Rd
Logan-Wedderburn Rd
Prairie-Rochester Rd



10.4 ANNUAL INFRASTRUCTURE PROGRAM QUARTERLY UPDATE

File Number: FOL/19/4522
Author: David Southcombe, Manager Assets and Infrastructure
Authoriser: Steve Van Orsouw, Director Operations
Attachments: 1. Annual Infrastructure Program 2024-25

RECOMMENDATION

That Council note the progress of the Annual Infrastructure Program 2024-2025 as at June 2025.

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 Annual Infrastructure Program was presented at the June 2024 Council Meeting.

The last quarterly report on progress of the Annual Infrastructure Program was provided at the May 2025 meeting.

BACKGROUND

This report is produced quarterly and is provided to Council for the purpose of reporting progress of the Annual Infrastructure Program. The information in this report provides progress to the end of June 2025.

ISSUES/DISCUSSIONAnnual Infrastructure Program

There are 72 individual projects, including carryovers from previous financial years that form part of the Annual Infrastructure Program 2024-2025. A total of 65 projects have been completed and 6 projects are in progress.

Table 1 provides a progress summary for the end of the 2024–2025 financial year of the Annual Infrastructure Program.

Table 1: Annual Infrastructure Program progress

Program Category	Total number of projects listed in Annual Infrastructure Program 2024 - 2025	Total number of projects carried over from previous year(s)	Total number of projects	Total number of projects completed to date	Total number of projects in progress	% Complete
Local Roads Gravel Resheet	6	0	6	6	0	100%
Local Roads Gravel Shoulder Resheet	3	0	3	3	0	100%
Local Road Construction - Asset Preservation	2	1	3	1	1	33%
Local Road Construction – Amenity	0	1	1	1	0	100%
Local Road Construction - Safety	0	1	1	0	1	0%
Township Street Improvement	5	4	9	9	0	100%
Urban Drainage	1	0	1	1	0	100%
Local Bridges and Culverts	4	0	4	4	0	100%
Reseals	28	0	28	28	0	100%
Parks and Gardens	3	0	3	2	1	67%
Buildings	2	6	8	6	2	75%
Major Projects	1	4	5	4	1	80%
TOTAL	55	17	72	65	6	90%

At the end of quarter four, 65 projects or 90% are completed. 7 projects are yet to be completed due to a combination of permit delays, delivery capacity and suitable weather conditions with 6 of the 7 incomplete projects currently in progress. This completion rate is an improvement on previous financial years where the completion rate averaged 75% between 2020/21 and 2023/24. Attachment 1 contains a detailed list of projects that form the Annual Infrastructure Program.

COST/BENEFITS

The Annual Infrastructure Program expenditure in the fourth quarter of the 2024–2025 financial year was \$1,155,159 for a total expenditure of \$9,477,836 in the 2024-2025 financial year. Attachment 1 lists all projects in the program which have an allocated budget of \$13,223,504 for the 2024-2025 financial year.

RISK ANALYSIS

There are a number of risks associated with the delivery of the Annual Infrastructure Program and other significant projects. The following is a list of some but not all of the associated risks:

- delivering within timeframe and budget
- meeting community expectations

- delivering projects in accordance with engineering standards
- compliance with procurement legislation

Council officers are committed to monitoring and managing the risks associated with the Annual Infrastructure Program to ensure that any issues are minimised.

CONSULTATION AND ENGAGEMENT

The information provided in this report is presented after consultation between the Manager Assets and Infrastructure and the Works Department.

Attachment 1 - Annual Infrastructure Program 2024-2025

Category	Project No.	Project Name	Project Details	% Activity	Comments
Local Road Resheet	LRS1240	Bartletts Rd, Boort	100mm Sheet	100%	Complete
	LRS1338	Clay Gully La, MCINTYRE	Resheet 1.9km x 5.0m x 100mm	100%	Complete
	LRS1339	Ward St, INGLEWOOD	Resheet 0.55km x 4.5m x 100mm	100%	Complete
	LRS1344	Fentons Creek Wehla Rd, WEHLA	Resheet 3.0km x 5.0m x 100mm	100%	Complete
	LRS1351	Wychitella Quambatook Rd, TERRAPPEE	Resheet 5.52km x 4.5m x 100mm	100%	Complete
	LRS1360	Auchmore Rd, SERPENTINE	Resheet 2.1km x 4.6m x 100mm	100%	Complete
Local Road Shoulder Sheet	LRSS0379	Wedderburn Serpentine Rd, SALISBURY WEST	Shoulder resheet 6.5km x 2.0m x 100mm x 2 sides	100%	Complete
	LRSS0380	Charlton Borung Rd, BORUNG	Shoulder resheet 6.0km x 2.0m x 100mm x 2 sides	100%	Complete
	LRSS0378	Logan Kingower Rd, WEHLA	Shoulder resheet 1.3km x 2.5m x 100mm x 2 sides	100%	Complete
Local Road Construction Asset Preservation	LRC0518	Echuca Serpentine Rd, POMPAIEL	Reconstruct and widen - 5.29km	100%	Complete
	LRC0543	Ottrey St, Pyramid Hill	Reconstruct road and kerb	0%	Not started / Carryover
	LRC0544	Newbridge Rd, WOODSTOCK	Reconstruction of road and seal	50%	In Progress / Carryover
Local Road Construction n - Amenity	AMN323053	Tarnagulla Community Centre	Car Park sealing works	100%	Complete
Local Road Construction - Safety	SAF022043	Safety signage restricted structures	Installation of signage on restricted structures	20%	In Progress / Carryover
Township St Improvement	TSI0585	Barber St, PYRAMID HILL	Renewal of existing footpath	100%	Complete
	TSI0586	Boort footpath crossing (in front of Butcher)	Replace existing crossover to IDM standard	100%	Complete
	TSI0587	Pyramid Hill Bolwing Club Pedestrian Access Improvement	Replace layback at front of bowling club	100%	Complete
	TSI0588	Tantalla St	Renewal of existing footpath	100%	Complete
	TSI0599	Hospital St	Renewal of existing footpath	100%	Complete
	TSI0513	Commercial Rd, TARNAGULLA	Footpath construction between Wayman Road and Poverty Street	100%	Complete
	TSI0516	Commercial Rd, TARNAGULLA	Footpath construction between King and Poverty Street.	100%	Complete
	TSI0517	Commercial Rd, TARNAGULLA	Footpath construction between Old Tarnagulla Road and Poverty Street	100%	Complete
	TSI0535	Commercial Rd, TARNAGULLA	Footpath construction between Poverty Street and Old Laanecoorie Road	100%	Complete
Urban Drainage	TSD0152	North and Southey St Drainage	Install underground stormwater drainage	100%	Complete
Local Bridges and Culverts	LBCC0400	Chamberlains Road Culvert Replacement	Culvert Replacement	100%	Complete
	LBCC0414	Ottreys Bridge Road Bridge Replacement	Bridge Replacement	100%	Complete
	LBCC0415	Sidney Watsons Road Bridge Replacement	Bridge Replacement	100%	Complete
	LBCC0479	Small Culverts Allocation	Allocation to replace small culverts	100%	Complete
Reseals	28 Projects	Multiple	Resealing of Council roads	100%	Complete
Parks and Gardens	PGC059	Jacka Park Soldiers Memorial Playground replacement	Replace playground	100%	Complete
	PGC063	Dingee Progress Park Tables and chars replacment	Replace tables and chairs	100%	Complete
	PGC064	Boort Planter boxes x7	Replace planter boxes, removal of palm trees	90%	In Progress / Carryover
Buildings	BLD101	Dingee EPU, DINGEE	Replace and Upgrade Waste water system	100%	Complete
	BLD112	Boort Memorial Hall Footpath, BOORT	Footpath	100%	Complete
	BLD115	Boort Historical Society, BOORT	Replace Roof	100%	Complete
	BLD116	Inglewood Hall, INGLEWOOD	Replace Roof	100%	Complete
	BLD125	Ag & Pastoral Building	Refurbish building	100%	Complete
	BLD126	Inglewood Hall refurbish walls	Repaint walls, repair damaged windows, repair damaged skirting	100%	Complete
	BLD124	Dingee Memorial Hall, DINGEE	Install disabled toilet	30%	In Progress / Carryover
	BLD137	Emulsion Tank Project	Install emulsion tank at Wedderburn depot	30%	In Progress / Carryover
Major Projects		Pyramid Hill Streetscape	Pyramid Hill Steetscape works	100%	Complete
		Caravan Park Improvement Project	Continue works at caravan Parks	100%	Complete
		Pyramid Hill Community Centre Stage 1	Construction of Pyramid Hill Community Centre Stage 1	100%	Complete
		Boort Flood Mitigation Project	Installation of flood mitigation levee	80%	In Progress / Carryover
		Pyramid Hill Flood Mitigation Project	Installation of flood mitigation levee	100%	Complete

10.5 DRAFT ASSET PLAN 2025

File Number: FOL/19/432732
Author: David Southcombe, Manager Assets and Infrastructure
Authoriser: Steve Van Orsouw, Director Operations
Attachments: 1. Attachments 1 - 4
2. Draft Asset Plan 2025

RECOMMENDATION

That Council note the Draft Asset Plan 2025 and seek community feedback, including but not limited to the following activities:

1. publish the Draft Asset Plan 2025 on Council's website for a minimum of three weeks;
2. refer the Draft Asset Plan 2025 to the Community Reference Group (CRG); and
3. undertake listening posts in the townships of Boort, Inglewood, Newbridge, Pyramid Hill, and Wedderburn.

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 Draft Asset Plan 2025 was discussed at the August Council Forum.

BACKGROUND

The development of an Asset Plan is a requirement under the Victorian Local Government Act 2020.

Section 92 of the Victorian Local Government Act 2020 states that an Asset Plan must:

1. Subject to subsection (6), a Council must develop, adopt and keep in force an Asset Plan in accordance with its deliberative engagement practices.
2. The scope of an Asset Plan is a period of at least the next 10 financial years.
3. An Asset Plan must include the following—
 - (a) information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council;
 - (b) any other matters prescribed by the regulations.
4. Subject to subsection (6), a Council must develop or review the Asset Plan in accordance with its deliberative engagement practices and adopt the Asset Plan by 31 October in the year following a general election, other than the first general election to be conducted under section 257(1)(a).
5. The Asset Plan adopted under subsection (4) has effect from 1 July in the year following a general election.
6. A Council must develop and adopt an Asset Plan under this section in accordance with its community engagement policy by 30 June 2022 following the first general election to be conducted under section 257(1)(a).
7. The Asset Plan adopted under subsection (6) has effect from 1 July 2022.

The Asset Plan is to be read with Council's Asset Management Policy, Community Vision, Council Plan and asset management plans. This Draft Asset Plan 2025 is an update to the original Asset Plan adopted in 2022.

ISSUES/DISCUSSION

The structure adopted for the Asset Plan aligns with that used in Council's asset management plans. The plan provides detail at a whole asset base level and collates data from all asset management plans. Asset management plans have been developed for the following asset classes:

- buildings
- roads
- bridges and major culverts
- footpaths
- stormwater drainage
- recreational, leisure and community facilities
- parks, open spaces and streetscapes.

The Draft Asset Plan 2025 consolidates updated financial data from each of Council's asset management plans developed as part of the 2022 Asset Plan. The Draft Asset Plan 2025 is attached to this report.

Since the development of the 2022 Asset Plan, funding under the Roads to Recovery Program has been increased which has been allocated in the Draft Asset Plan 2025. The increased Roads to Recovery funding has been allocated considering the following:

- by increasing allocations across the 10 year Asset Plan period to account for inflation (2.75% was the adopted value)
- by increasing renewal allocations across the 10 year Asset Plan period focussing on asset categories with a low renewal funding percentage in the 2022 Asset Plan (Buildings, Bridges and Major Culverts)
- by ensuring each asset class has renewal allocations sufficient to maintain the service level target of fewer than 3% of assets exceeding condition intervention thresholds

The 2022 Asset Plan allocations, the allocation of additional Roads to Recovery Funding, final allocations for the Draft Asset Plan 2025, and final allocations for new/upgraded assets and renewal of assets is outlined in Attachment 1, 2, 3 and 4.

Asset valuations have been completed for all asset classes except recreational, leisure and community facilities, and parks, open spaces and streetscapes. The total value of assets covered by the Draft Asset Plan 2025 is \$624.9 million.

The Draft Asset Plan 2025 updates operations, maintenance, renewal, upgrade and new asset financial requirements over a 10-year period. Total funding required is \$191.6 million (averaging \$19,163,995 per year).

Available funding under the Financial Plan is \$176.0 million (\$17,604,947 per year), which is 92% of the amount needed to sustain current service levels. This shortfall is expected to result in a \$15.6 million renewal gap over the 10-year period. This may moderately affect asset condition and service levels. The gap can be reduced through grant funding and other sources.

The renewal gap has improved since the 2022 Asset Plan, due to increased Roads to Recovery funding. The gap has decreased from \$2.16M per annum in the 2022 Plan to \$1.6M per annum in the 2025 Plan.

COST/BENEFITS

The available funds to maintaining Council's assets for the next 10 financial years is \$176.0 million. This comprises \$75.8 million for renewal, \$5.7 million for new/upgrade of assets, and \$94.5 million for operations and maintenance.

The benefits of this are numerous including providing assets and infrastructure which allow Loddon Shire communities to thrive, residents to have a high quality of life, and allow businesses to have transport corridors to trade goods and services.

RISK ANALYSIS

There is no risk identified in the adoption of the proposed plan. However, it is a statutory and a regulatory requirement for Council to develop or review an Asset Plan in accordance with the Act.

Risks associated with each of the asset classes are identified in each asset management plan and have a risk management plan identified.

CONSULTATION AND ENGAGEMENT

In accordance with the Local Government Act 2020, the Asset Plan must be developed in line with Council's deliberative engagement practices. Council officers propose the following methods of community engagement:

- publishing the Draft Asset Plan 2025 on Council's website and seeking feedback
- refer the Draft Asset Plan 2025 to the Community Reference Group (CRG) established for the Council Plan
- undertaking listening posts in a selection of Council townships to seek feedback (Boort, Inglewood, Newbridge, Pyramid Hill, Wedderburn)

It is proposed to seek authorisation from Council at its August ordinary Council meeting to invite public comment on the Draft Asset Plan 2025 for a period of three weeks. Following this, a review of any public comment received can take place and then the final Plan will be presented to Council at its October meeting for adoption.

Attachment 1 – Asset Plan 2022 Allocations

Asset Plan 2022	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
7630 - Road Resheets Capital Works	\$1,578,617	\$670,447	\$683,185	\$696,166	\$709,393	\$722,872	\$722,872	\$722,872	\$722,872	\$722,872
7675 - Road Shoulder Sheet Capital Wo	\$227,920	\$226,649	\$237,316	\$248,249	\$259,453	\$270,941	\$270,941	\$270,941	\$270,941	\$270,941
7600 - Road Construction Capital Work	\$1,661,078	\$1,778,468	\$1,764,161	\$1,800,530	\$1,840,279	\$1,875,342	\$1,875,352	\$1,875,352	\$1,875,352	\$1,875,352
7585 - Road Amenity Capital Works	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
7660 - Road Safety Capital Works	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
3655 - Footpaths Capital Works	\$389,882	\$442,836	\$445,113	\$444,743	\$444,913	\$445,637	\$448,550	\$448,550	\$448,550	\$448,550
4650 - Kerb & Channel Capital Works	\$0	\$104,834	\$106,825	\$108,855	\$110,923	\$113,031	\$115,292	\$115,292	\$115,292	\$115,292
3025 - Drainage Capital Works	\$587,500	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
1590 - Bridges and Culverts Capital W	\$380,000	\$322,354	\$328,478	\$167,380	\$170,540	\$173,780	\$177,256	\$177,256	\$177,256	\$177,256
7620 - Road Reseals	\$1,260,161	\$1,006,557	\$1,028,531	\$1,218,283	\$1,244,280	\$1,270,771	\$1,262,122	\$1,262,122	\$1,262,122	\$1,262,122
6170 - Parks and Gardens Strategy	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
1725 - Building Asset Project-Capital	\$384,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Total	\$6,569,158	\$5,552,145	\$5,593,609	\$5,684,206	\$5,779,781	\$5,872,374	\$5,872,385	\$5,872,385	\$5,872,385	\$5,872,385
Council	\$2,748,784	\$3,045,033	\$3,086,497	\$3,177,094	\$3,260,133	\$3,352,726	\$3,352,737	\$3,352,737	\$3,352,737	\$3,352,737
Roads to Recovery	\$3,820,374	\$2,507,112	\$2,507,112	\$2,507,112	\$2,519,648	\$2,519,648	\$2,519,648	\$2,519,648	\$2,519,648	\$2,519,648
Total Funding	\$6,569,158	\$5,552,145	\$5,593,609	\$5,684,206	\$5,779,781	\$5,872,374	\$5,872,385	\$5,872,385	\$5,872,385	\$5,872,385
N.B 2025/26 allocations updated from adopted annual infrastructure program										

Attachment 2 – Allocation of additional Roads to Recovery funding

Adjustment for Asset Plan 2025	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/25
7630 - Road Resheets Capital Works	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$19,879	\$40,305	\$61,292	\$82,856
7675 - Road Shoulder Sheet Capital Wo	\$0	\$0	\$0	\$0	\$0	\$0	\$7,451	\$15,107	\$22,973	\$31,056
7600 - Road Construction Capital Work	\$0	\$504,107	\$684,979	\$50,742	\$35,729	\$20,303	\$4,453	-\$11,832	-\$28,567	\$105,876
7585 - Road Amenity Capital Works	\$0	\$0	\$2,063	\$4,182	\$6,359	\$8,597	\$10,896	\$13,258	\$15,685	\$18,179
7660 - Road Safety Capital Works	\$0	\$0	\$2,063	\$4,182	\$6,359	\$8,597	\$10,896	\$13,258	\$15,685	\$18,179
3655 - Footpaths Capital Works	\$0	-\$35,963	-\$28,701	-\$21,241	-\$8,575	\$4,302	\$12,395	\$24,796	\$37,538	\$50,631
4650 - Kerb & Channel Capital Works	\$0	\$145,187	\$141,755	\$145,294	\$144,156	\$142,987	\$141,786	\$140,552	\$139,284	\$140,281
3025 - Drainage Capital Works	\$0	\$0	\$0	\$593,116	\$656,253	\$734,144	\$791,985	\$847,331	\$904,201	\$871,437
1590 - Bridges and Culverts Capital W	\$0	\$458,250	\$470,852	\$558,363	\$573,718	\$589,496	\$605,707	\$622,364	\$639,479	\$639,479
7620 - Road Reseals	\$0	\$484,625	\$497,952	\$511,646	\$525,716	\$540,173	\$555,028	\$570,291	\$585,974	\$585,974
6170 - Parks and Gardens Strategy	\$0	\$2,750	\$5,576	\$8,479	\$11,462	\$14,527	\$17,677	\$20,913	\$24,238	\$24,238
1725 - Building Asset Project-Capital	\$0	\$370,625	\$391,817	\$413,592	\$435,966	\$458,955	\$482,576	\$506,847	\$531,785	\$531,785
Total	\$0	\$2,029,582	\$2,268,355	\$2,268,355	\$2,387,144	\$2,522,081	\$2,660,729	\$2,803,189	\$2,949,567	\$3,099,970
Roads to Recovery Funding Old	\$3,820,374	\$2,507,112	\$2,507,112	\$2,507,112	\$2,519,648	\$2,519,648	\$2,519,648	\$2,519,648	\$2,519,648	\$2,519,648
Roads to Recovery Funding Updated	\$3,820,374	\$4,536,694	\$4,775,467	\$4,775,467	\$4,906,792	\$5,041,729	\$5,180,377	\$5,322,837	\$5,469,215	\$5,619,618
Additional Roads to Recovery Funding	\$0	\$2,029,582	\$2,268,355	\$2,268,355	\$2,387,144	\$2,522,081	\$2,660,729	\$2,803,189	\$2,949,567	\$3,099,970

Attachment 3 – Asset Plan 2025 Allocations

Asset Plan 2025	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/25
7630 - Road Resheets Capital Works	\$1,578,617	\$770,447	\$783,185	\$696,166	\$709,393	\$722,872	\$742,751	\$763,177	\$784,164	\$805,728
7675 - Road Shoulder Sheet Capital Wo	\$227,920	\$226,649	\$237,316	\$248,249	\$259,453	\$270,941	\$278,392	\$286,048	\$293,914	\$301,997
7600 - Road Construction Capital Work	\$1,661,078	\$2,282,575	\$2,449,140	\$1,851,272	\$1,876,008	\$1,895,645	\$1,879,805	\$1,863,520	\$1,846,785	\$1,981,228
7585 - Road Amenity Capital Works	\$0	\$75,000	\$77,063	\$79,182	\$81,359	\$83,597	\$85,896	\$88,258	\$90,685	\$93,179
7660 - Road Safety Capital Works	\$0	\$75,000	\$77,063	\$79,182	\$81,359	\$83,597	\$85,896	\$88,258	\$90,685	\$93,179
3655 - Footpaths Capital Works	\$389,882	\$406,874	\$416,412	\$423,502	\$436,338	\$449,939	\$460,945	\$473,346	\$486,088	\$499,181
4650 - Kerb & Channel Capital Works	\$0	\$250,021	\$248,580	\$254,149	\$255,079	\$256,018	\$257,078	\$255,844	\$254,576	\$255,573
3025 - Drainage Capital Works	\$587,500	\$350,000	\$350,000	\$943,116	\$1,006,253	\$1,084,144	\$1,141,985	\$1,197,331	\$1,254,201	\$1,221,437
1590 - Bridges and Culverts Capital W	\$380,000	\$780,604	\$799,330	\$725,743	\$744,258	\$763,276	\$782,963	\$799,620	\$816,735	\$816,735
7620 - Road Reseals	\$1,260,161	\$1,491,182	\$1,526,483	\$1,729,929	\$1,769,996	\$1,810,944	\$1,817,150	\$1,832,413	\$1,848,096	\$1,848,096
6170 - Parks and Gardens Strategy	\$100,000	\$102,750	\$105,576	\$108,479	\$111,462	\$114,527	\$117,677	\$120,913	\$124,238	\$124,238
1725 - Building Asset Project-Capital	\$384,000	\$770,625	\$791,817	\$813,592	\$835,966	\$858,955	\$882,576	\$906,847	\$931,785	\$931,785
Total	\$6,569,158	\$7,581,727	\$7,861,964	\$7,952,561	\$8,166,925	\$8,394,455	\$8,533,114	\$8,675,574	\$8,821,952	\$8,972,355

Attachment 4 – Allocation for New/Upgrade of Assets and Renewal Allocation

New/Upgrade Asset Allocation	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/25
7630 - Road Resheets Capital Works	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7675 - Road Shoulder Sheet Capital Wo	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7600 - Road Construction Capital Work	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7585 - Road Amenity Capital Works	\$0	\$75,000	\$77,063	\$79,182	\$81,359	\$83,597	\$85,896	\$88,258	\$90,685	\$93,179
7660 - Road Safety Capital Works	\$0	\$75,000	\$77,063	\$79,182	\$81,359	\$83,597	\$85,896	\$88,258	\$90,685	\$93,179
3655 - Footpaths Capital Works	\$287,210	\$300,000	\$308,250	\$316,727	\$325,437	\$334,386	\$343,582	\$353,031	\$362,739	\$372,714
4650 - Kerb & Channel Capital Works	\$0	\$30,000	\$30,825	\$31,673	\$32,544	\$33,439	\$34,358	\$35,303	\$36,274	\$37,271
3025 - Drainage Capital Works	\$587,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1590 - Bridges and Culverts Capital W	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7620 - Road Reseals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6170 - Parks and Gardens Strategy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1725 - Building Asset Project-Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$899,710	\$480,000	\$493,200	\$506,763	\$520,699	\$535,018	\$549,731	\$564,849	\$580,382	\$596,343
Renewal Allocation	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/25
7630 - Road Resheets Capital Works	\$1,578,617	\$770,447	\$783,185	\$696,166	\$709,393	\$722,872	\$742,751	\$763,177	\$784,164	\$805,728
7675 - Road Shoulder Sheet Capital Wo	\$227,920	\$226,649	\$237,316	\$248,249	\$259,453	\$270,941	\$278,392	\$286,048	\$293,914	\$301,997
7600 - Road Construction Capital Work	\$1,636,078	\$2,282,575	\$2,449,140	\$1,851,272	\$1,876,008	\$1,895,645	\$1,879,805	\$1,863,520	\$1,846,785	\$1,981,228
7585 - Road Amenity Capital Works	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7660 - Road Safety Capital Works	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3655 - Footpaths Capital Works	\$102,672	\$106,874	\$108,162	\$106,775	\$110,901	\$115,552	\$117,363	\$120,316	\$123,349	\$126,466
4650 - Kerb & Channel Capital Works	\$0	\$220,021	\$217,755	\$222,477	\$222,536	\$222,580	\$222,720	\$220,541	\$218,302	\$218,302
3025 - Drainage Capital Works	\$0	\$350,000	\$350,000	\$943,116	\$1,006,253	\$1,084,144	\$1,141,985	\$1,197,331	\$1,254,201	\$1,221,437
1590 - Bridges and Culverts Capital W	\$380,000	\$780,604	\$799,330	\$725,743	\$744,258	\$763,276	\$782,963	\$799,620	\$816,735	\$816,735
7620 - Road Reseals	\$1,260,161	\$1,491,182	\$1,526,483	\$1,729,929	\$1,769,996	\$1,810,944	\$1,817,150	\$1,832,413	\$1,848,096	\$1,848,096
6170 - Parks and Gardens Strategy	\$100,000	\$102,750	\$105,576	\$108,479	\$111,462	\$114,527	\$117,677	\$120,913	\$124,238	\$124,238
1725 - Building Asset Project-Capital	\$384,000	\$770,625	\$791,817	\$813,592	\$835,966	\$858,955	\$882,576	\$906,847	\$931,785	\$931,785
Total	\$5,669,448	\$7,101,727	\$7,368,764	\$7,445,798	\$7,646,226	\$7,859,437	\$7,983,382	\$8,110,725	\$8,241,570	\$8,376,013

Loddon Shire Council **Asset Plan 2025**



Document Information

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Manager, Assets and Infrastructure
VERSION NUMBER:	1
DATE RESCINDED:	NA
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	<div><div></div> Bridge Asset Management Plan</div> <div><div></div> Building Asset Management Plan</div> <div><div></div> Footpath Asset Management Plan</div> <div><div></div> Parks and Gardens Asset Management Plan</div> <div><div></div> Recreation, Leisure and Community Facilities Asset Management Plan</div> <div><div></div> Road Asset Management Plan</div> <div><div></div> Stormwater Drainage Plan</div> <div><div></div> Asset Management Policy</div> <div><div></div> Council Plan</div> <div><div></div> Community Vision</div>
RELATED LEGISLATION:	<div><div></div> Local Government Act 1989</div> <div><div></div> Local Government Act 2020</div>
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.	

Acknowledgement of Country

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

Contents

Executive summary	4	7.3	Renewal / replacement plan	18
1 Purpose	6	7.3.1	Renewal strategy	19
2 Budget implications	6	7.3.2	Future renewal demand	20
3 Risk analysis	6	7.3.3	Future renewal allocations	21
4 Introduction	8	7.3.4	Renewal gap	22
4.1 Related plans and document relationships	8	7.4	Creation / acquisition / upgrade plan	24
4.2 Assets covered by this plan	9	7.4.1	New / upgrade allocation	25
4.3 Value of assets covered by the plan	10	7.5	Disposal plan	25
5 Levels of service	12	7.6	Summary of asset expenditure requirements	26
5.1 Levels of service definitions	12	8	Risk management plan	28
6 Future demands	13	8.1	Risk management process	28
7 Lifecycle management plan	14	8.1.1	Risk assessment	28
7.1 Asset condition	14	9	Financial summary	29
7.2 Routine operations and maintenance plan	15	9.1	Asset valuations	29
7.2.1 Maintenance strategy	15	9.2	Asset and financial sustainability	30
7.2.2 Future operations and maintenance demand	16	9.3	Summary of planned expenditure	31
7.2.3 Future operations and maintenance allocations	17	10	Planned improvement and monitoring	32

List of Tables

Table 1 – Assets covered by this plan	9
Table 2 – Valuation of Council’s assets	10
Table 3 – Condition rating system	14
Table 4 – Maintenance strategy summary	15
Table 5 – Future operations and maintenance demand	16
Table 6 – Future operations and maintenance allocations	17
Table 7 – Future renewal demand	20
Table 8 – Renewal allocations	21
Table 9 – Renewal gap by asset class	23
Table 10 – New / upgrade allocations	25
Table 11 – Summary of renewal, new / upgrade, operations and maintenance allocation, demand and funding shortfall / surplus for Council’s assets	26
Table 12 – Asset valuations by asset class	29
Table 13 – Asset and financial sustainability indicators	30
Table 14 – Summary of planned expenditure	31
Table 15 – Improvement plan	32

List of Figures

Figure 1 – Asset management document relationship	8
Figure 2 – Condition profile of Council’s assets	15
Figure 3 – Operations and maintenance allocations vs demand	18
Figure 4 – Asset renewal allocation versus asset renewal demand	22
Figure 5 – Overall renewal, new / upgrade and operations and maintenance allocations for Council’s assets	27



Executive summary

Purpose of the plan

This Asset Plan has been developed in accordance with the Local Government Act 2020 (the Act). Section 92 of the Act states that an Asset Plan must:

1. Subject to subsection (6), a Council must develop, adopt and keep in force an Asset Plan in accordance with its deliberative engagement practices.
2. The scope of an Asset Plan is a period of at least the next 10 financial years.
3. An Asset Plan must include the following—
 - (a) information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council;
 - (b) any other matters prescribed by the regulations.
4. Subject to subsection (6), a Council must develop or review the Asset Plan in accordance with its deliberative engagement practices and adopt the Asset Plan by 31 October in the year following a general election, other than the first general election to be conducted under section 257(1)(a).
5. The Asset Plan adopted under subsection (4) has effect from 1 July in the year following a general election.
6. A Council must develop and adopt an Asset Plan under this section in accordance with its community engagement policy by 30 June 2022 following the first general election to be conducted under section 257(1)(a).
7. The Asset Plan adopted under subsection (6) has effect from 1 July 2022.

This Asset Plan is to be read with Council's Asset Management Policy, Community Vision, Council Plan and asset management plans.

The Asset Plan gives an overview of asset management practices at Loddon Shire including the asset classes and assets they comprise; levels of service; asset condition; lifecycle management plan including renewal, upgrade and operations and maintenance; and the funding required to provide the services described in this Asset Plan and the associated asset management plans.

Asset description

Council has a variety of asset classes each with their own asset management plan. The asset classes are:

- buildings
- roads
- bridges and major culverts
- footpaths
- stormwater drainage
- recreational, leisure and community facilities
- parks, open spaces and streetscapes.

Asset valuations have been completed for all asset classes except recreational, leisure and community facilities, and parks, open spaces and streetscapes.

The remaining assets have significant replacement value of **\$624.9 million**.

Levels of service

No additional levels of service was assumed as part of the Asset Plan. The levels of service for each asset class are listed in the relevant asset management plan.

Future demand

Future expenditure demands for each asset class have been evaluated. Refer to the relevant asset management plan for details of each.

Lifecycle management plan

Lifecycle planning describes the approach to maintaining an asset from construction to disposal. It involves the prediction of future performance of an asset, or a group of assets, based on investment scenarios and maintenance strategies.

As part of the development of each asset class' asset management plan, forecasted renewal, operations and maintenances expenditure demand was determined. In addition, recommended expenditure for renewal, new / upgraded assets, operations and maintenance were also assessed.

Financial summary

The projected outlays necessary to provide the services covered by this plan, which includes operations, maintenance, renewal, upgrade and new assets over the 10-year planning period for all asset classes is **\$191.6M** or **\$19,163,995** on average per year.

What funding sources are available

Estimated available funding for the next 10 financial years is **\$176.0M** or **\$17,604,947** on average per year as per the Financial Plan and Annual Budget forecast. This is **92%** of the cost to sustain the current level of service.

Allocated funding contained in Council's 10 year Financial Plan leaves a shortfall of **\$1,559,048** on average per year of the projected expenditure required to provide the services in this Asset Plan. This may have a minor impact on service levels for Council's assets.

Risk management

The risks for each asset class were evaluated as part of each asset management plan. Refer to each asset management plan for details.

Monitoring and improvement program

An improvement plan for asset management is outlined in Section 10 of this document.

1 Purpose

The purpose of this Asset Plan (AP) is to demonstrate responsible management of Loddon Shire Council’s infrastructure assets, comply with the Victorian Local Government Act 2020 and model the funding required to maintain assets in their current condition.

The Victorian Local Government Act 2020 states that an Asset Plan must:

- Include information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council and any other matters prescribed by the regulations
- be developed, adopted and kept in force in accordance with the Council’s deliberative engagement practices.

This Asset Plan is to be read with Council’s Asset Management Policy, Community Vision, Council Plan and asset management plans.

2 Budget implications

No new funding recommendations have been made as part of this plan. This plan has been developed to be accommodated within Council’s existing Financial Plan. The total funding required for operations, maintenance, renewal, upgrade and new assets over the 10-year planning period for all asset classes is \$191.6M or \$19,163,995 on average per year. The total funding available for operations, maintenance, renewal, upgrade and new assets over the 10-year planning period for all asset classes is \$176.0M or \$17,604,947 on average per year.

3 Risk analysis

The risks for each asset class of Council’s assets are detailed in the relevant asset management plan. For all assets, there are risks associated with providing the service and not being able to complete all identified activities and projects.

The main risks are:

- insufficient funding for maintenance, renewal, and upgrade of Council’s assets and infrastructure
- failure of assets and infrastructure
- failure to meet the levels of services associated with assets and infrastructure
- storm/weather events damaging assets.

Council will endeavour to manage these risks within available funding by:

- regular inspections to identify failing assets
- collation of data relating to assets and infrastructure
- review renewal modelling and update the Financial Plan regularly.



4 Introduction

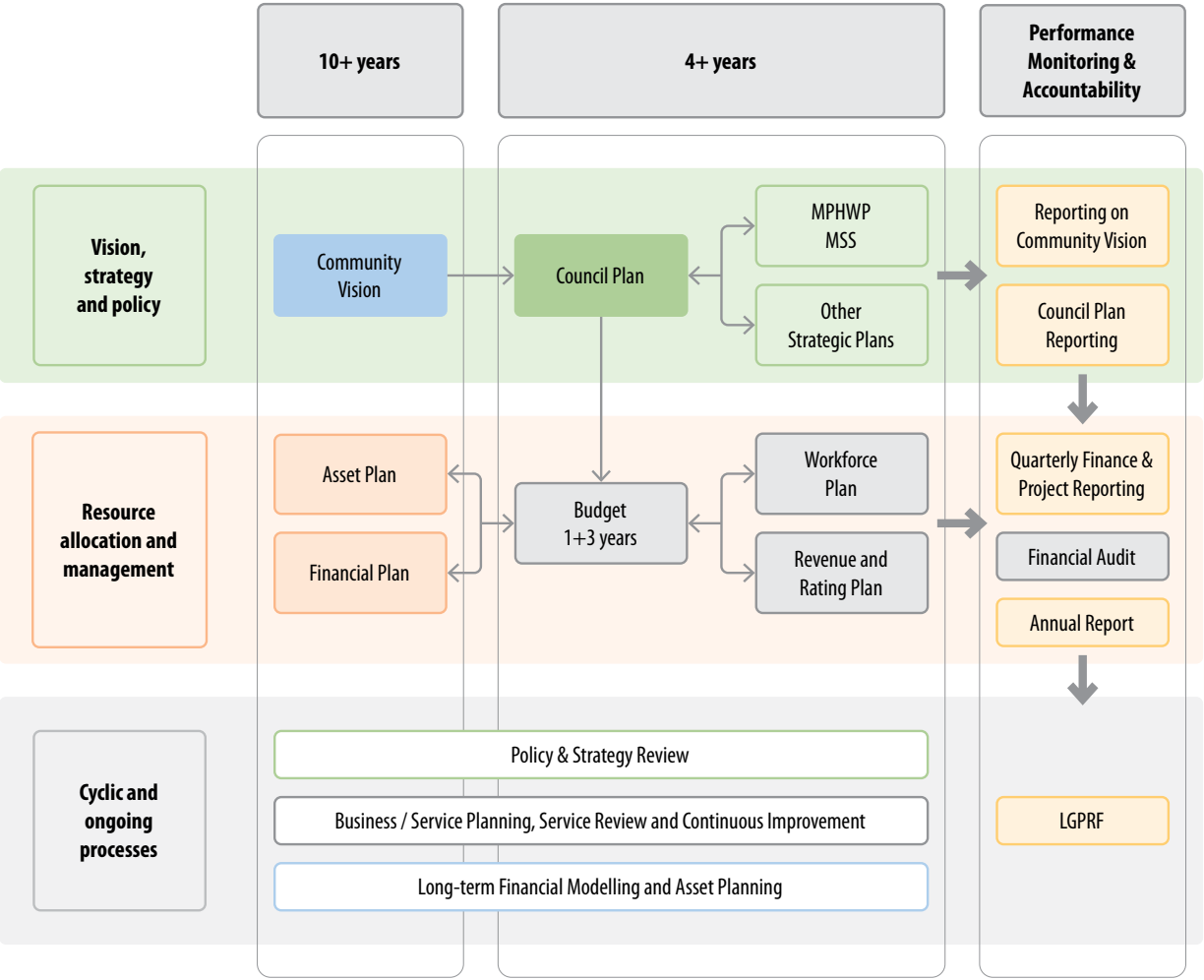
4.1 Related plans and document relationships

Loddon Shire Council manages a significant suite of assets. This plan has been developed to ensure Council is in compliance with the Victorian Local Government Act 2020 which states that an Asset Plan be developed.

It provides a higher level overview of Council’s assets and asset management practices and collates asset and financial data evaluated in each of Council’s asset management plans to give an overall perspective of asset management at Loddon Shire.

Figure 1 shows the different documents that influence and inform the Asset Plan.

Figure 1 – Asset management document relationship



4.2 Assets covered by this plan

The infrastructure assets covered by this Asset Plan are shown in the following table. Each class of infrastructure has its own asset management plan which describes the asset management practices for these assets in detail. The type of assets that are included in each asset class are also listed in the following table.

Table 1 – Assets covered by this plan

Asset class	Assets included
Buildings	<ul style="list-style-type: none">Public toiletsPublic hallsAdministration buildingsRecreation buildingsCaravan parksSenior citizensMaternal healthPreschoolsCommunity centresElderly Persons Units
Roads	<ul style="list-style-type: none">Roads – pavements, substructure, formation and earthworksRoads – kerb, channel, minor culverts and other
Bridges and major culverts	<ul style="list-style-type: none">Bridges – deck and substructureMajor Culverts
Footpaths	<ul style="list-style-type: none">Footpaths
Drainage	<ul style="list-style-type: none">Urban drainage
Recreational, leisure and community facilities	<ul style="list-style-type: none">Swimming poolsSports groundsTrotting tracksLakes (water holdings)
Parks, open spaces and streetscapes	<ul style="list-style-type: none">Park and street treesPlaygroundsOutdoor exercise equipmentPicnic sheltersStreet furnitureBBQs and sheltersRotundas and band stands

4.3 Value of assets covered by the plan

Valuation of Council's assets is undertaken annually. The value of the assets covered by this Asset Plan is \$624.9M and is shown in the following table:

Table 2 – Valuation of Council's assets

Asset class	Current replacement value	Written down value	Accumulated depreciation	Yearly depreciation
Buildings	\$119,447,568	\$69,165,358	\$50,282,210	\$1,732,960
Roads	\$397,576,877	\$277,065,217	\$120,511,659	\$7,103,338
Bridges and major culverts	\$55,090,220	\$32,703,052	\$22,387,168	\$558,400
Footpaths	\$9,758,123	\$6,690,556	\$3,067,567	\$204,823
Drainage	\$43,037,955	\$20,393,199	\$22,644,756	\$565,827
Recreational, leisure and community facilities	–	–	–	–
Parks, open spaces and streetscapes	–	–	–	–
Total	\$624,910,743	\$406,017,383	\$218,893,360	\$10,165,348

Asset values are unknown for recreational, leisure and community facilities, and parks, open spaces and streetscapes.



5 Levels of service

Service levels can be defined in two interconnected ways, customer levels of service and technical levels of service. These are supplemented by organisational measures which are the Community Plan, Council Plan, and the Annual Budget. Service performance results are reported through Council’s Annual Reports.

At present, indications of current and target levels of service are obtained from various sources including:

- community satisfaction surveys
- residents’ feedback to Council and staff
- works staff feedback to management
- feedback from other stakeholders
- service requests and related correspondence entered in Council’s customer request system
- physical measurements of quality standards
- legislative standards (minimum requirements).

In future, it is expected that Council will undertake deliberative community engagement to validate these levels of service through methods such as listening posts and surveys.

5.1 Levels of service definitions

Service levels are defined service levels in two terms, customer levels of service and technical levels of service. These are supplemented by organisational measures.

Customer levels of service measure how the customer receives the service and whether value to the customer is provided.

Customer levels of service measures used in Council’s asset management plans are:

Quality	How good is the service? <i>What is the condition or quality of the service?</i>
Function	Is it suitable for its intended purpose? <i>Is it the right service?</i>
Capacity / use	Is the service over or under used? <i>Does Council need more or less of these assets?</i>

Organisational measures are measures of fact related to the service delivery outcome (e.g. number of occasions when service is not available, condition % of very poor, poor, average, good, very good).

These organisational measures provide a balance in comparison to the customer perception that may be more subjective.

Technical levels of service are measures relating to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance. They support the customer service levels using operational or technical measures of performance.

Technical service measures are linked to the activities and annual budgets covering:

Operations	The regular activities to provide services (e.g. temporary signage, inspections, etc.
Maintenance	The activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. Road patching, unsealed road grading, building and structure repairs).
Renewal	The activities that return the service capability of an asset up to that which it had originally (e.g. Road resurfacing and pavement reconstruction, pipeline replacement and building component replacement).
Asset Upgrades / New Assets	The activities to provide a higher level of service (e.g. Widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. A new library).

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.

Refer to Council’s asset management plans that detail of levels of service for each asset class.



6 Future demands

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

Refer to Council’s asset management plans for details of future demands for each asset class.

7 Lifecycle management plan

7.1 Asset condition

Asset condition is a measure of the health of an asset and is a key consideration in determining remaining useful life, as well as predicting how long it will be before an asset needs to be repaired, renewed or replaced. Asset condition is also an indicator of how well it can perform its function. Condition data is valuable for developing long term funding scenarios for strategic planning of Council's Financial Plan.

Council measures the condition of its assets using a standardised 0 to 10 grading system.

A summary of the condition rating scale used for the assets covered by this Asset Plan is detailed in the following table. Council's condition grading system follows good practice guidance as provided by various industry standards including the *International Infrastructure Management Manual*.

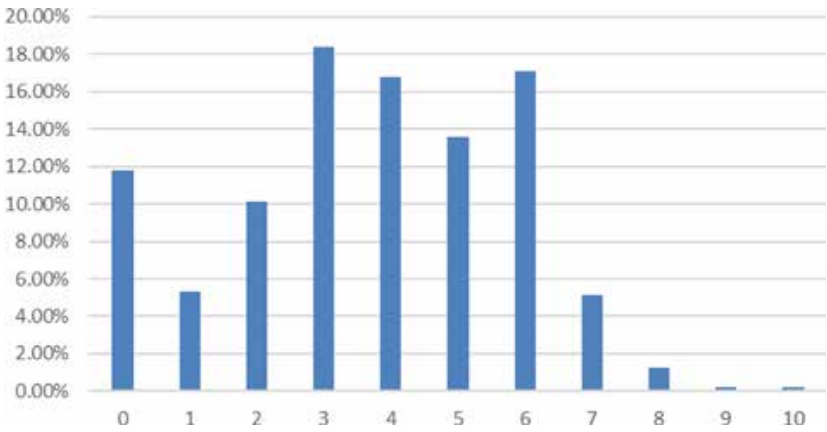
Condition data for Council's infrastructure assets is recorded in its asset register and is used for renewal modelling, capital works planning, and financial reporting.

Table 3 – Condition rating system

Score	Condition rating	Description
0	New	New asset or an asset recently rehabilitated back to new condition.
1	Near new	No visible signs of deterioration, often based upon the time since construction rather than observed condition decline.
2	Excellent	Very slight condition decline obvious, no longer in new condition.
3	Very good	Early stages of minor deterioration, no serviceability problems.
4	Good	Some obvious deterioration evident, slightly impaired serviceability.
5	Fair	Obvious deterioration, some serviceability loss.
6	Fair to poor	Quite obvious deterioration, serviceability would be affected, rising maintenance costs apparent.
7	Poor	Severe deterioration, serviceability limited, high maintenance costs.
8	Very poor	Serviceability heavily impacted, very high maintenance costs, needed to be rehabilitated.
9	Extremely poor	Severe serviceability problems, needing rehabilitation immediately, could also be a risk to remain in service.
10	Failed	No longer serviceable and should not remain in service, extreme risk.

The following figure provides an overview of the condition of all of Council's assets.

Figure 2 – Condition profile of Council's assets



For more specific details around the condition of each asset class refer to the relevant asset management plan.

The figure shows that overall Council's assets are in good condition with a low percentage of assets with a condition of 7 or higher. Most Council assets are between a condition of 0 and 6. This indicates that condition inspections will need to continue to be undertaken to monitor assets to plan for their replacement.

There has been an overall positive change in the condition of Council's asset since the last Asset Plan in 2022. The average condition score of Council's assets is 3.7, which is a improvement versus the 2022 average of 4.0.

7.2 Routine operations and maintenance plan

Effective maintenance strategies are essential to ensure that an asset performs at the desired service level on a day-to-day basis.

Operations	Regular activities to provide public health, safety, and amenity (e.g. street sweeping, grass mowing, street lighting, cleaning pipes, etc.).
Maintenance	Regular ongoing day-to-day work necessary to ensure asset achieves its defined useful life (e.g. pothole patching, replacement of a window, footpath grinding, etc.).

7.2.1 Maintenance strategy

The following general maintenance and operations strategies are applied to Council's assets :

Table 4 – Maintenance strategy summary

Operations	Use and manage the assets in a manner that minimises the long term overall total cost. Undertake scheduled inspections as justified by the consequences of failure on levels of service, costs, public health, or safety.
Reactive maintenance	A suitable level of preparedness for prompt and effective response to service requests or asset failures is maintained.
Planned or preventative maintenance	Undertake planned asset maintenance activities to minimise the risk of critical asset failure and to maintain assets in a manner that minimises ongoing lifecycle costs.

For further details around operations and maintenance of each asset class refer to the relevant asset management plan.

7.2.2 Future operations and maintenance demand

Future operations and maintenance expenditure demand was forecast in each of the asset management plans and is summarised in the following table. Operation and maintenance expenditure demand for bridges and major culverts and drainage are captured under the roads expenditure demand. There are currently no available expenditure demands for recreational, leisure and community facilities. The future operations and maintenance demand is evaluated to be equal to the current operations and maintenance allocations within the Financial Plan for all asset groups except for Footpaths. These allocations have been developed based on anecdotal knowledge, service level reviews, and annual budget process reviews. For Footpaths, the maintenance demand was evaluated by considering the value of sealed and unsealed footpaths on the footpath asset register and evaluating the demand as a percentage of these values.

Table 5 – Future operations and maintenance demand

Year	Buildings	Roads	Bridges and major culverts*	Footpaths	Drainage*	Recreational, leisure and community facilities*	Parks, open spaces and streetscapes	Total
2025/26	\$1,027,838	\$6,385,040	–	\$55,810	–	–	\$1,134,177	\$8,602,866
2026/27	\$1,070,298	\$6,477,869	–	\$57,345	–	–	\$1,171,655	\$8,777,166
2027/28	\$1,115,194	\$6,579,619	–	\$58,922	–	–	\$1,210,992	\$8,964,726
2028/29	\$1,145,007	\$6,669,388	–	\$60,542	–	–	\$1,249,955	\$9,124,892
2029/30	\$1,188,762	\$6,768,598	–	\$62,207	–	–	\$1,276,848	\$9,296,415
2030/31	\$1,246,604	\$6,877,595	–	\$63,918	–	–	\$1,339,180	\$9,527,297
2031/32	\$1,286,724	\$6,989,222	–	\$65,675	–	–	\$1,341,292	\$9,682,913
2032/33	\$1,361,263	\$7,103,516	–	\$67,482	–	–	\$1,438,426	\$9,970,687
2033/34	\$1,424,217	\$7,220,631	–	\$69,337	–	–	\$1,492,337	\$10,206,522
2034/35	\$1,495,428	\$7,220,631	–	\$71,244	–	–	\$1,566,954	\$10,354,257
10 year total	\$12,361,335	\$68,292,108	–	\$632,482	–	–	\$13,221,815	\$94,507,740
Average annual demand	\$1,236,133	\$6,829,211	–	\$63,248	–	–	\$1,322,182	\$9,450,774

* N.B. Bridges and major culverts and drainage operations and maintenance demand are captured under the Roads asset class. Operations and maintenance demand is unavailable for recreational, leisure and community facilities

7.2.3 Future operations and maintenance allocations

Operations and maintenance allocated expenditure for each of the asset classes was recommended in each of the asset management plans and is summarised in the following table. Operation and maintenance allocations for bridges and major culverts and drainage are captured under the roads allocation. There are currently no available allocations for recreational, leisure and community facilities.

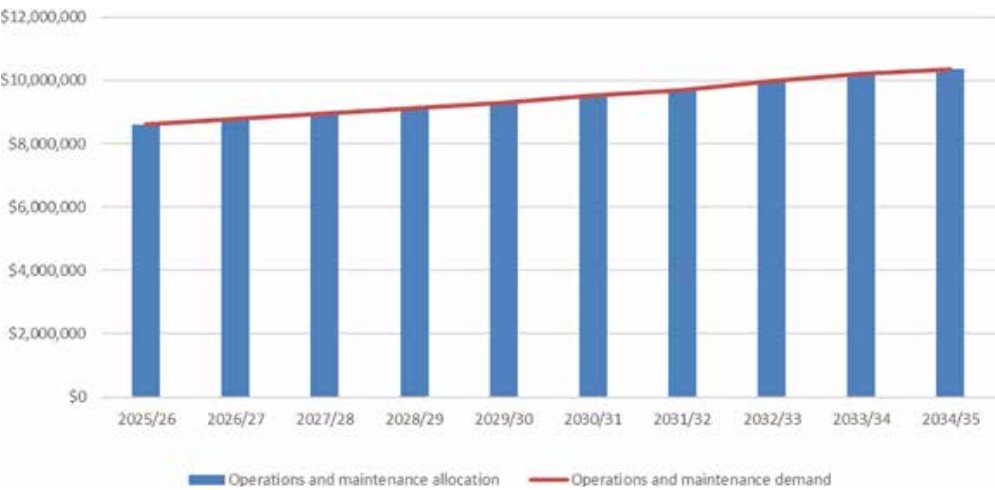
Table 6 – Future operations and maintenance allocations

Year	Buildings	Roads	Bridges and major culverts*	Footpaths	Drainage*	Recreational, leisure and community facilities*	Parks, open spaces and streetscapes	Total
2025/26	\$1,027,838	\$6,385,040	–	\$58,980	–	–	\$1,134,177	\$8,606,036
2026/27	\$1,070,298	\$6,477,869	–	\$60,159	–	–	\$1,171,655	\$8,779,980
2027/28	\$1,115,194	\$6,579,619	–	\$61,362	–	–	\$1,210,992	\$8,967,167
2028/29	\$1,145,007	\$6,669,388	–	\$62,590	–	–	\$1,249,955	\$9,126,940
2029/30	\$1,188,762	\$6,768,598	–	\$63,841	–	–	\$1,276,848	\$9,298,049
2030/31	\$1,246,604	\$6,877,595	–	\$65,118	–	–	\$1,339,180	\$9,528,497
2031/32	\$1,286,724	\$6,989,222	–	\$66,421	–	–	\$1,341,292	\$9,683,658
2032/33	\$1,361,263	\$7,103,516	–	\$67,749	–	–	\$1,438,426	\$9,970,954
2033/34	\$1,424,217	\$7,220,631	–	\$69,104	–	–	\$1,492,337	\$10,206,289
2034/35	\$1,495,428	\$7,220,631	–	\$69,104	–	–	\$1,566,954	\$10,352,117
10 year total	\$12,361,335	\$68,292,108	–	\$644,428	–	–	\$13,221,815	\$94,519,686
Average annual demand	\$1,236,133	\$6,829,211	–	\$64,443	–	–	\$1,322,182	\$9,451,969

* N.B. Bridges and major culverts and drainage operations and maintenance allocations are captured under the Roads asset class. Operations and maintenance allocation is unavailable for recreational, leisure and community facilities

The following chart shows the allocated expenditure versus the expenditure demand for operations and maintenance of Council's assets.

Figure 3 – Operations and maintenance allocations vs demand



The current allocation for operations and maintenance in the Financial Plan is \$94.5M or \$9,451,969 per year over the next ten (10) years which is slightly greater than the forecast expenditure demand amount of \$94.5M or \$9,450,774 per year. Council is currently funding operations and maintenance adequately to maintain existing service levels.

7.3 Renewal / replacement plan

Renewal expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential.

Increasing the design capacity of an asset is an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified through inspections, condition assessments, and service level assessments to identify specific assets requiring renewal.



7.3.1 Renewal strategy

Renewal strategies are based on assessing a range of factors to ensure the appropriate level of investment is targeted at the optimum time to ensure assets remain fit for purpose and that renewal plans are efficient and effective. The factors considered include the following:

- criticality
- maintenance and/or failure history (i.e. when do ongoing maintenance works become uneconomic)
- age
- expected life
- remaining useful life
- condition (where known)
- condition prediction
- geographical grouping
- timing in relation to linked asset renewal plans.

As a general principle the number and cost of repairs will determine the optimum timing to invest in the renewal of assets. Every time an asset is repaired it provides information about its performance, rate of deterioration, and a prediction of the optimum time to renew.

As the rate of repairs increase a prediction can be made about the optimum time to renew an asset to keep the cost of ownership at the optimum level.

7.3.2 Future renewal demand

As part of developing the asset management plans for each class of asset, renewal demand expenditure projections were undertaken. The projections were reviewed as part of the development of this Asset Plan. Projections were not undertaken for recreational, leisure and community facilities These will be undertaken as part of reviewing future asset management plans for these asset groups when asset registers are developed for these assets.

Where an adequate asset register and condition data for asset was available renewal modelling was undertaken to determine the renewal demand. This modelling was undertaken for Buildings, Roads, Bridges and Major Culverts, and Footpaths. For Parks, Open Spaces and Streetscapes, and Drainage the renewal demand was evaluated to be equal to the allocation available within the Financial Plan.

Overall, the renewal demand over the next 10 years is assessed to be \$91.4M for Council’s assets.

Table 7 – Future renewal demand

Year	Buildings	Roads	Bridges and major culverts	Footpaths	Drainage	Recreational, leisure and community facilities*	Parks, open spaces and streetscapes*	Total
2025/26	\$1,036,153	\$7,967,714	\$244,641	\$129,069	\$0	–	\$100,000	\$9,477,577
2026/27	\$958,548	\$7,555,936	\$403,014	\$126,295	\$350,000	–	\$102,750	\$9,496,542
2027/28	\$867,926	\$6,224,154	\$593,940	\$123,625	\$350,000	–	\$105,576	\$8,265,220
2028/29	\$787,329	\$5,505,905	\$763,310	\$119,663	\$943,116	–	\$108,479	\$8,227,802
2029/30	\$827,591	\$5,364,224	\$913,372	\$121,837	\$1,006,253	–	\$111,462	\$8,344,739
2030/31	\$876,104	\$5,235,901	\$1,046,147	\$123,572	\$1,084,144	–	\$114,527	\$8,480,395
2031/32	\$1,051,176	\$5,461,594	\$1,163,450	\$131,983	\$1,141,985	–	\$117,677	\$9,067,865
2032/33	\$1,235,107	\$5,624,117	\$1,266,913	\$140,416	\$1,197,331	–	\$120,913	\$9,584,797
2033/34	\$1,425,605	\$5,740,510	\$1,358,002	\$149,033	\$1,254,201	–	\$124,238	\$10,051,588
2034/35	\$1,620,653	\$5,846,764	\$1,438,034	\$157,867	\$1,221,437	–	\$124,238	\$10,408,992
10 Year Total	\$10,686,191	\$60,526,819	\$9,190,821	\$1,323,359	\$8,548,466	–	\$1,129,860	\$91,405,517
Average annual renewal demand	\$1,068,619	\$6,052,682	\$919,082	\$132,336	\$854,847	–	\$112,986	\$9,140,552

* N.B. Renewal demand is unknown for recreational, leisure and community facilities

7.3.3 Future renewal allocations

Renewal expenditure allocations for each of the asset classes was recommended in each of the asset management plans. These allocation were updated as part of the development of this plan and are summarised in the following table. Renewal allocations for recreational, leisure and community facilities are currently unavailable.

Overall the recommended renewal expenditure allocation over the next 10 years is \$75.8M for Council’s assets or \$7.58M per year.

Table 8 – Renewal allocations

Year	Buildings	Roads	Bridges and major culverts	Footpaths	Drainage	Recreational, leisure and community facilities	Parks, open spaces and streetscapes	Total
2025/26	\$384,000	\$4,702,776	\$380,000	\$102,672	\$0	–	\$100,000	\$5,669,448
2026/27	\$770,625	\$4,990,874	\$780,604	\$106,874	\$350,000	–	\$102,750	\$7,101,727
2027/28	\$791,817	\$5,213,880	\$799,330	\$108,162	\$350,000	–	\$105,576	\$7,368,764
2028/29	\$813,592	\$4,748,092	\$725,743	\$106,775	\$943,116	–	\$108,479	\$7,445,798
2029/30	\$835,966	\$4,837,386	\$744,258	\$110,901	\$1,006,253	–	\$111,462	\$7,646,226
2030/31	\$858,955	\$4,922,982	\$763,276	\$115,552	\$1,084,144	–	\$114,527	\$7,859,437
2031/32	\$882,576	\$4,940,818	\$782,963	\$117,363	\$1,141,985	–	\$117,677	\$7,983,382
2032/33	\$906,847	\$4,965,698	\$799,620	\$120,316	\$1,197,331	–	\$120,913	\$8,110,725
2033/34	\$931,785	\$4,991,262	\$816,735	\$123,349	\$1,254,201	–	\$124,238	\$8,241,570
2034/35	\$931,785	\$5,155,352	\$816,735	\$126,466	\$1,221,437	–	\$124,238	\$8,376,013
10 year total	\$8,107,950	\$49,469,121	\$7,409,264	\$1,138,430	\$8,548,466	–	\$1,129,860	\$75,803,090
Average annual renewal allocation	\$810,795	\$4,946,912	\$740,926	\$113,843	\$854,847	–	\$112,986	\$7,580,309

* N.B. Renewal allocations are unknown for recreational, leisure and community facilities. This information will be collated as part of future asset management plan reviews for these asset groups.



7.3.4 Renewal gap

The planned allocation for renewal in the Asset Plan is \$75.8M over the next ten (10) years which is less than the forecast required demand of \$91.4M. This is an under allocation of \$15.6M and equates to Council allocating 83% of the forecast expenditure required for renewal over the next 10 years. This may have a moderate effect on renewal and subsequently asset condition.

The following chart shows the allocated expenditure versus demand for renewal of Council’s assets for each of the next 10 years.

Figure 4 – Asset renewal allocation versus asset renewal demand



The renewal gap has been evaluated for each asset class and is shown in the following table.

Table 9 – Renewal gap by asset class

Renewal Gap	Buildings	Roads	Bridges and Major Culverts	Footpaths	Drainage	Recreational, leisure and community facilities	Parks, open spaces and streetscapes	Total
Renewal Demand 10 Year Total	\$10,686,191	\$60,526,819	\$9,190,821	\$1,323,359	\$8,548,466	–	\$1,129,860	\$91,405,517
Average Annual Renewal Requirement	\$1,068,619	\$6,052,682	\$919,082	\$132,336	\$854,847	–	\$112,986	\$9,140,552
Renewal Allocation 10 Year Total	\$8,107,950	\$49,469,121	\$7,409,263	\$1,138,430	\$8,548,466	–	\$1,129,860	\$75,803,090
Average Annual New/Upgrade	\$810,795	\$4,946,912	\$740,926	\$113,843	\$854,847	–	\$112,986	\$7,580,309
Renewal Gap 10 Year Total	-\$2,578,242	-\$11,057,698	-\$1,781,558	-\$184,929	\$0	–	\$0	-\$15,602,427
Average Annual Renewal Gap	-\$257,824	-\$1,105,770	-\$178,156	-\$18,493	\$0	–	\$0	-\$1,560,243
Asset Renewal Ratio 10 Year (Renewal Allocation / Renewal Demand)	76%	82%	81%	86%	100%	–	100%	83%

The asset renewal ratios show that over the next 10 years, that the renewal funding versus the projected required renewal expenditure Council has allocated is:

- adequately funding the renewal for drainage and parks, open spaces and streetscape assets
- moderately underfunding the renewal of buildings, roads, bridges and major culverts, and footpath assets.

The underfunding may have an effect on the service levels and condition of some asset classes. This can be managed by monitoring asset condition through regular condition inspections and applying for grant funding to reduce the renewal gaps.

For stormwater and drainage assets and parks, open spaces and streetscapes accurate condition data is not available. This data will be collected as part of the updating asset registers and improving asset knowledge for these asset groups.



7.4 Creation / acquisition / upgrade plan

New works are those works that create a new asset that did not previously exist or works that upgrade or improve an asset beyond its existing capacity or performance in response to changes in supply needs or customer expectations.

Within the context of Council assets, new asset, or upgrade creation includes:

- those works that create a new asset that did not exist in any shape or form, i.e. new roads typically resulting from land development
- works which improve an existing asset beyond its existing capacity or performance, i.e. footpath widening.

There are occasions when Council are required to upgrade an asset because of changing demand or use requirements, e.g. increased traffic on a road. In such instances, the project is scrutinised closely by officers and is considered as part of the annual infrastructure program planning process.

In accordance with Council’s budget development framework, when Council considers its discretionary capital expenditures for new or upgraded assets it is essential to establish the consequential recurring operational and maintenance costs that will occur once the new or upgraded asset becomes operational.

This consequential additional cost is ‘non-discretionary’ as it will be incurred if the new asset is provided.

As new projects are brought forward for consideration with the annual budget, they will also have an assessment of these ongoing operational (recurrent) costs presented to Council as part of the overall project cost projections.

7.4.1 New / upgrade allocation

The new / upgrade expenditure allocation was recommended in each of the asset management plans. For details of the new/upgrade expenditure allocation recommendations refer to the relevant asset management plan.

Overall \$5.7M of expenditure was recommended for new / upgrade of assets over the next 10 years.

New / upgrade expenditure demands were not evaluated as demand does not apply to new assets. Demand is an evaluation of the amount of expenditure required to maintain assets in an adequate condition so can’t be evaluated for new assets.

Table 10 – New / upgrade allocations

Year	Buildings	Roads	Bridges and major culverts	Footpaths	Drainage	Recreational, leisure and community facilities	Parks, open spaces and streetscapes	Total
2025/26	\$0	\$25,000	\$0	\$287,210	\$587,500	–	–	\$899,710
2026/27	\$0	\$180,000	\$0	\$300,000	\$0	–	–	\$480,000
2027/28	\$0	\$184,950	\$0	\$308,250	\$0	–	–	\$493,200
2028/29	\$0	\$190,036	\$0	\$316,727	\$0	–	–	\$506,763
2029/30	\$0	\$195,262	\$0	\$325,437	\$0	–	–	\$520,699
2030/31	\$0	\$200,632	\$0	\$334,386	\$0	–	–	\$535,018
2031/32	\$0	\$206,149	\$0	\$343,582	\$0	–	–	\$549,731
2032/33	\$0	\$211,818	\$0	\$353,031	\$0	–	–	\$564,849
2033/34	\$0	\$217,643	\$0	\$362,739	\$0	–	–	\$580,382
2034/35	\$0	\$223,628	\$0	\$372,714	\$0	–	–	\$596,343
10 year total	\$0	\$1,835,118	\$0	\$3,304,076	\$587,500	–	–	\$5,726,694
Average annual new / upgrade	\$0	\$183,512	\$0	\$330,408	\$58,750	–	–	\$572,669

7.5 Disposal plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition, or relocation.

Council currently has no immediate or current strategic direction to retire or dispose of any infrastructure assets, however does respond to requests for acquisition from other parties as required or selling of some infrastructure assets on a case by case assessment.

There is an improvement project listed in Section 10 to develop an asset consolidation plan.

7.6 Summary of asset expenditure requirements

The financial projections from this Asset Plan are shown for projected capital expenditure (renewal and upgrade / expansion / new assets) and operations and maintenance along with the expenditure allocations for each category are shown in the following table.

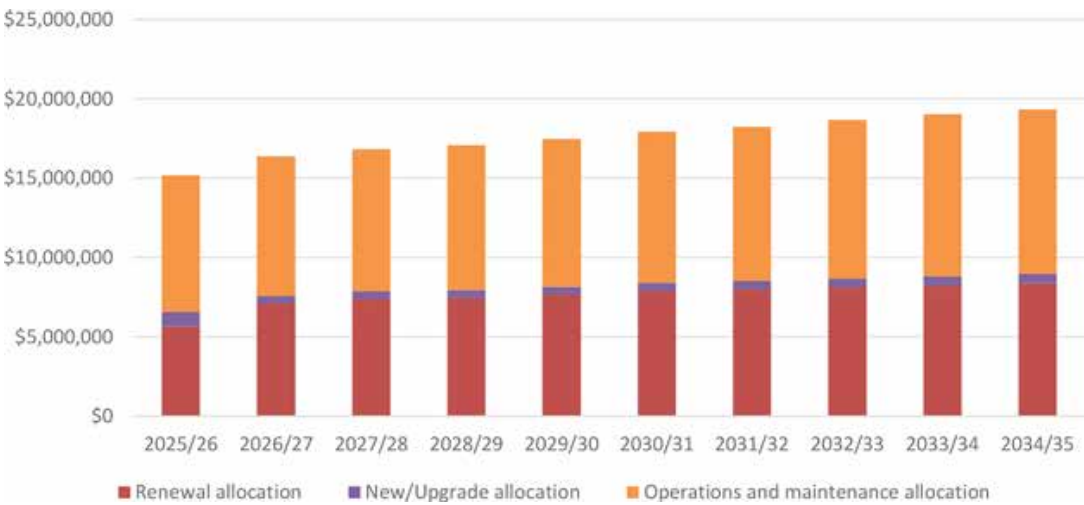
Table 11 – Summary of renewal, new / upgrade, operations and maintenance allocation, demand and funding shortfall / surplus for Council’s assets

Year	Renewal demand	Renewal allocation	Renewal funding shortfall / surplus	New / upgrade allocation	Operations and maintenance demand	Operations and maintenance allocation	Operations and maintenance funding shortfall / surplus	Total funding / allocation	Cumulative funding shortfall / surplus
2025/26	\$9,477,577	\$5,669,448	-\$3,808,129	\$899,710	\$8,602,866	\$8,606,036	\$3,170	\$15,175,194	-\$3,804,959
2026/27	\$9,496,542	\$7,101,727	-\$2,394,816	\$480,000	\$8,777,166	\$8,779,980	\$2,814	\$16,361,707	-\$6,196,960
2027/28	\$8,265,220	\$7,368,764	-\$896,456	\$493,200	\$8,964,726	\$8,967,167	\$2,440	\$16,829,131	-\$7,090,976
2028/29	\$8,227,802	\$7,445,798	-\$782,004	\$506,763	\$9,124,892	\$9,126,940	\$2,048	\$17,079,501	-\$7,870,932
2029/30	\$8,344,739	\$7,646,226	-\$698,512	\$520,699	\$9,296,415	\$9,298,049	\$1,634	\$17,464,974	-\$8,567,810
2030/31	\$8,480,395	\$7,859,437	-\$620,958	\$535,018	\$9,527,297	\$9,528,497	\$1,200	\$17,922,952	-\$9,187,568
2031/32	\$9,067,865	\$7,983,382	-\$1,084,482	\$549,731	\$9,682,913	\$9,683,658	\$746	\$18,216,772	-\$10,271,305
2032/33	\$9,584,797	\$8,110,725	-\$1,474,072	\$564,849	\$9,970,687	\$9,970,954	\$267	\$18,646,528	-\$11,745,109
2033/34	\$10,051,588	\$8,241,570	-\$1,810,018	\$580,382	\$10,206,522	\$10,206,289	-\$233	\$19,028,240	-\$13,555,361
2034/35	\$10,408,992	\$8,376,013	-\$2,032,980	\$596,343	\$10,354,257	\$10,352,117	-\$2,140	\$19,324,472	-\$15,590,480
10 year total	\$91,405,517	\$75,803,090	-\$15,602,427	\$5,726,694	\$94,507,740	\$94,519,686	\$11,946	\$176,049,471	-\$15,590,480
Annual average	\$9,140,552	\$7,580,309	-\$1,560,243	\$572,669.41	\$9,450,774	\$9,451,969	\$1,195	\$17,604,947	-\$1,559,048

The table shows that overall there is a minor shortfall for the total funding of renewal, new / upgrade, operations and maintenance of Council assets with the funding shortfall evaluated as being \$15.6M over the next 10 years. This may have a minor effect on the condition of Council’s assets and may result in some reduction in levels of service.

The overall expenditure allocation for renewal, new/upgrade and operations and maintenance of Council’s assets is shown in the following figure.

Figure 5 – Overall renewal, new / upgrade and operations and maintenance allocations for Council’s assets



8 Risk management plan

The purpose of this section is to describe the basis of Council's strategic risk and investment policies and the way it will manage risk associated with Council's assets.

8.1 Risk management process

Council's risk management framework and processes are in accordance with AS/NZS ISO 31000:2009 – Risk Management – Principles and Guidelines and HB 436:2013 – Risk Management Guidelines.

The framework is designed to provide the architecture for a common platform for all risk management activities undertaken by Council and is used to identify specific risks associated with Council's delivery of services and management of assets.

The objective of the risk management process with regards to Council's assets is to ensure that:

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

An assessment of risks associated with service delivery from infrastructure assets has identified the most critical risks to Council. The risk assessment process identifies and assesses risks, develops a risk rating and develops a risk treatment plan for non-acceptable risks.

8.1.1 Risk assessment

Network or system risks assessed as 'Very High' – requiring immediate corrective action and 'High' – requiring prioritised corrective action identified by Council's asset risk assessment process for each asset class. The risk assessment for each asset class have been undertaken in the relevant asset management plan. Refer to each asset management plan for details.



9 Financial summary

9.1 Asset valuations

The value of the assets covered by this Asset Plan as recorded in Council's asset register as at 30 June 2024 are shown in the following table:

Table 12 – Asset valuations by asset class

Asset class	Current replacement value	Written down value	Accumulated depreciation	Yearly depreciation
Buildings	\$119,447,568	\$69,165,358	\$50,282,210	\$1,732,960
Roads	\$397,576,877	\$277,065,217	\$120,511,659	\$7,103,338
Bridges and major culverts	\$55,090,220	\$32,703,052	\$22,387,168	\$558,400
Footpaths	\$9,758,123	\$6,690,556	\$3,067,567	\$204,823
Drainage	\$43,037,955	\$20,393,199	\$22,644,756	\$565,827
Recreational, leisure and community facilities	–	–	–	–
Parks, open spaces and streetscapes	–	–	–	–
Total	\$624,910,743	\$406,017,383	\$218,893,360	\$10,165,348

Asset values are unknown for recreational, leisure and community facilities, and parks, open spaces and streetscapes.

Assets are valued at fair value based on depreciated replacement cost according to Greenfield rates.

9.2 Asset and financial sustainability

Asset and financial sustainability was calculated by assessing the asset sustainability ratio, asset renewal ratio, asset consumption ratio, and by evaluating the short, medium and long term life cycle costs for Council's assets versus planned expenditure. The ratios are detailed in Table 13 – Asset and financial sustainability indicators.

Table 13 – Asset and financial sustainability indicators

Asset financial ratios (2025/26)	
Asset sustainability ratio (renewal allocation / depreciation)	55.77%
Asset renewal ratio (renewal allocation / projected renewal demand)	59.82%
Projected renewal as % of asset consumption (projected renewal demand / depreciation)	93.23%
Asset consumption ratio (written down value / current replacement value)	64.97%
Assets being added (new/upgrade) as % of asset stock	0.14%
Short term life cycle costs (1 year)	
1 year operational, maintenance, new / upgrade and renewal projected expenditure demand	\$18,980,153
1 year operational, maintenance, new / upgrade and renewal planned expenditure allocation	\$15,175,194
1 year funding shortfall (1 year allocation – demand)	-\$3,804,959
1 year sustainability indicator (1 year allocation / demand)	79.95%
Medium term life cycle costs (5 years)	
5 year operational, maintenance, new / upgrade and renewal projected expenditure demand	\$91,478,317
5 year operational, maintenance, new / upgrade and renewal planned expenditure allocation	\$82,910,506
5 year funding shortfall (5 year allocation – demand)	-\$8,567,810
5 year sustainability indicator (5 year allocation / demand)	90.63%
Long term life cycle costs (10 years)	
10 year operational, maintenance, new / upgrade and renewal projected expenditure demand	\$191,639,951
10 year operational, maintenance, new / upgrade and renewal planned expenditure allocation	\$176,049,471
10 year funding shortfall (10 year allocation – demand)	-\$15,590,480
10 year sustainability indicator (10 year allocation / demand)	91.86%

The short, medium and long term life cycle cost data shows Council is has a minor funding shortfall for assets over the next 10 years. This is represented by the 5 and 10 year life cycle cost sustainability indicators which are both just over 90% which indicates Council has only minor underfunding of assets in the medium to long term. This may have a small impact on the condition of Council's assets and levels of service and can be addressed by applying for grant funding and/or identifying operational efficiencies.



9.3 Summary of planned expenditure

The current funding allocated to assets as recommended in the asset management plans is summarised in Table 14 – Summary of planned expenditure.

Table 14 – Summary of planned expenditure

Year	Planned renewal expenditure	Planned new / upgrade expenditure	Planned operations and maintenance expenditure	Total expenditure
2025/26	\$5,669,448	\$899,710	\$8,606,036	\$15,175,194
2026/27	\$7,101,727	\$480,000	\$8,779,980	\$16,361,707
2027/28	\$7,368,764	\$493,200	\$8,967,167	\$16,829,131
2028/29	\$7,445,798	\$506,763	\$9,126,940	\$17,079,501
2029/30	\$7,646,226	\$520,699	\$9,298,049	\$17,464,974
2030/31	\$7,859,437	\$535,018	\$9,528,497	\$17,922,952
2031/32	\$7,983,382	\$549,731	\$9,683,658	\$18,216,772
2032/33	\$8,110,725	\$564,849	\$9,970,954	\$18,646,528
2033/34	\$8,241,570	\$580,382	\$10,206,289	\$19,028,240
2034/35	\$8,376,013	\$596,343	\$10,352,117	\$19,324,472
10 year total	\$75,803,090	\$5,726,694	\$94,519,686	\$176,049,471
Annual average	\$7,580,309	\$572,669	\$9,451,969	\$17,604,947

Over the next 10 years Council will spend \$75.8M on asset renewals, \$5.7M on asset upgrades and new assets, and \$94.5M on operations and maintenance costs for assets, for a total expenditure of \$176.0M.

10 Planned improvement and monitoring

The improvement plan associated with this Asset Plan is as follows.

Table 15 – Improvement plan

Project	Timeline
Review Council's asset registers for accuracy	Short
Develop a three (3) year forward program for renewals, upgrades and new works to integrate with Council's Financial Plan	Short
Develop a business case to undertake condition inspections of Council's stormwater and drainage assets and complete the inspections	Short
Investigate innovate technologies to improve Council's asset management processes	Short
Develop an asset consolidation plan and identify excess assets	Medium
Review Council's condition inspection frequencies	Medium
Review and update asset useful (standard) lives to reflect their current performance and current levels of service.	Medium
Define customer and technical levels of service for all asset groups	Medium
Develop a ten (10) year forward program for renewals, upgrades and new works to integrate with Council's Financial Plan	Aspirational





Loddon Shire Council

41 High Street, Wedderburn 3518

Local call: 1300 365 200 • **T:** (03) 5494 1200

Office hours: Monday to Friday 8.15am to 4.45pm (except public holidays)

Email: loddon@loddon.vic.gov.au

www.loddon.vic.gov.au • [f](https://www.facebook.com/LoddonShire)/LoddonShire

10.6 FLOOD PROGRAM QUARTERLY UPDATE

File Number: FOL/19/432630
Author: David Southcombe, Manager Assets and Infrastructure
Authoriser: Steve Van Orsouw, Director Operations
Attachments: 1. Attachment 1 - Flood Claim Progress

RECOMMENDATION

That Council:

1. Note the progress of the Flood Restoration Program as of June 2025.

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 quarterly report on progress of the Flood Restoration Program was provided at the May 2025 meeting.

BACKGROUND

This report is produced quarterly and is provided to Council for the purpose of reporting progress of the Flood Restoration Program. The information in this report covers progress up until the end of June 2025.

ISSUES/DISCUSSIONFlood Restoration Program – October 2022 event

All packages of work to rectify the damages as a result of this flood required submission to the Disaster Recovery Funding Arrangements (DRFA) for assessment by 31 March 2024. These submissions have all been completed. The Flood Restoration program works must be completed by June 2026.

Inspections following the October 2022 flood event initially identified approximately 1,200 flood damaged items. This data is continually being assessed as it is processed into DRFA claimable packages of work. Any double ups, errors, ineligible work and non-Council assets are being removed. This process will be ongoing until all items are submitted and reviewed for eligibility through the DRFA process. The remaining list totals 675 items of damage which Council officers will continue to work with the DRFA to progress their rectification.

Table 1 provides a summary of progress for the Flood Restoration Program.

Table 1: Flood Restoration Program summary

Treatment category	Total number of damages recorded	Total number of damages rectified	Number of damage rectifications currently in progress	Number of damages waiting to be scoped	% Complete
Unsealed pavements	453	121	60	332	27%
Sealed pavements	174	79	30	65	45%
Clearing and earthworks	3	1	0	2	33%
Road furniture and delineation	1	1	0	0	100%
Drainage structures	44	23	9	31	52%
Others	0	0	0	0	0%
Total	675	225	99	430	33%

Attachment 1 summarises the reimbursement claims for works so far (October 2022 to 31 June 2025) in both, event response and restoration of essential public assets. To date Council has expended \$6,187,694 with \$5,436,134 reimbursed through the DRFA program and \$19,924 of the claim value rejected.

There are several non-essential public assets that were damaged during the October Flood event, these have been summarised in Table 3. The approximate value of the works listed in Table 2 is \$2.8 Million.

Table 2 Insurance items

Item	Asset Owner	Activity	Comments
Newbridge Recreation Reserve	DEECA	100%	Complete.
Bridgewater Caravan Park	Council	95%	Works complete, initial defects identified. Additional defects being addressed.
Durham Ox Hall	DEECA	100%	Complete.
Fentons Creek Hall	DEECA	100%	Complete.
Miscellaneous assets	Council	100%	Donaldson Park fencing has been replaced.

Council has also received \$1.5 million State Government funding to assist with flood restoration through the Council Flood Support Fund. Since the last report, the Nardoo Trail project has been added to the program. Table 3 summarises the progress of projects funded by the Council Flood Support Fund.

Table 3 Council Flood Support Fund projects

Item	Activity
Emergency repairs to Skinners Flat Reservoir	Completed – 100%
Lake Lyndger outflow doors	Completed – 100%
Various Flood Mitigation Works	Completed – 100%
Hydrographical survey of the Loddon River at Bridgewater	Completed – 100%
Bridgewater boat ramp repairs	Completed – 100%
Bridgewater Swimming Hole pontoon	Completed – 100%
Skinners Flat Reservoir Flood damage remediation detailed engineering design	In Progress – 60%
Repairs to Loddon River, river side walking tracks	Completed – 100%
Nardoo Trail	In Progress – 5%
Additional Staff to support Flood Restoration Program: <ul style="list-style-type: none"> - Program Manager - Asset Accountant 	In Progress

Flood Restoration Program – December 2023 event

Inspections following the December 2023 flood event initially identified approximately 199 items of damage. This data is still being reviewed for accuracy and will be updated as Council officers review each damage as part of scoping process. Table 4 provides a summary of progress for the December 2023 Flood Restoration Program.

Table 4: December 2023 Flood Restoration Program summary

Treatment category	Total number of damages recorded	Total number of damages rectified	Number of damage rectifications currently in progress	Number of damages waiting to be scoped	% Complete
Unsealed pavements	67	0	0	67	0%
Sealed pavements	17	0	0	17	0%
Clearing and earthworks	0	0	0	0	0%
Concrete	1	0	0	1	0%
Road furniture and delineation	0	0	0	0	0%
Drainage structures	11	0	0	11	0%
Others	1	0	0	1	0%
Total	97	0	0	97	0%

COST/BENEFITS

The expenditure for the Flood Restoration Program to date remains in line with the Disaster Recovery Funding Arrangements (DRFA) approvals, with total claims of \$6,187,695, ensuring financial compliance and maximising reimbursement opportunities. Of this, \$5,436,134 has been reimbursed, \$731,637 is lodged and awaiting assessment, and only \$19,924 has been rejected.

RISK ANALYSIS

Currently the DRFA assessors consider each damage scope of works on a case by case basis to make an evaluation of the claimable amount of funding. Council will be required to fund the gap between the cost of undertaking a 100mm gravel resheet versus the amount funded by the DRFA. Given the significant financial risk of this funding gap, this risk is being managed and reported regularly to Council's independent Audit & Risk Committee.

Long term rectification of the Skinners Flat Reservoir wall and spillway is not eligible for funding under the DRFA. This work is also likely to be beyond the financial capacity of Council without significant financial assistance from State and/or Federal governments. Council has approval to utilise funding from the LGV Council Flood Support Fund for detailed design and costing. In the interim, a range of risk management and monitoring processes are in place to minimise risk.

CONSULTATION AND ENGAGEMENT

The report has been completed in consultation with officers from the Works Department, Community Support Department, Manager Governance, Finance Department and other external government agencies.

Flood Program 2022 - 2025								
Claim Number	Immediate Response Operations			Flood Restoration Program				Comments
	Relief & Recovery Claim	Counter Disaster Operations Claim	Emergency Works Claim	Immediate Restoration Works Claim	Restoration of Essential Public Assets Claim	Amount Reimbursed	Amount Rejected	
LODCC-1037-Claim-0008	\$42,949					\$37,213	\$5,736	Completed
LODCC-1037-Claim-0009		\$254,392				\$254,164	\$228	Completed
LODCC-1037-Claim-0010			\$113,021			\$113,021		Completed
LODCC-1037-Claim-0011			\$81,965			\$81,965		Completed
LODCC-1037-Claim-0012			\$80,084			\$80,084		Completed
LODCC-1037-Claim-0013			\$24,392			\$24,392		Completed
LODCC-1037-Claim-0014				\$1,456,168		\$1,456,168		Completed
LODCC-1037-Claim-0015		\$24,412				\$24,412	\$5,799	Completed
LODCC-1037-Claim-0016			\$82,430			\$76,631		Completed
LODCC-1037-Claim-0017		\$4,018				\$4,018		Completed
LODCC-1037-Claim-0018				\$1,198,877		\$1,195,728	\$3,149	Completed
LODCC-1037-Claim-0019				\$100,166		\$100,166		Completed
LODCC-1037-Claim-0020				\$1,090,586		\$1,090,586		Completed
LODCC-1037-Claim-0021				\$51,439		\$51,439		Completed
LODCC-1037-Claim-0022					\$97,620	\$97,187	\$433	Completed
LODCC-1037-Claim-0023					\$82,476	\$81,761	\$714	Completed
LODCC-1037-Claim-0024					\$52,602	\$51,284	\$1,317	Completed
LODCC-1037-Claim-0025					\$177,826	\$175,859	\$1,967	Completed
LODCC-1037-Claim-0026					\$440,635	\$440,055	\$581	Completed
LODCC-1037-Claim-0027					\$328,515			Lodged. Awaiting assessment
LODCC-1037-Claim-0028					\$403,122			Lodged. Awaiting assessment
	\$42,949	\$282,822	\$381,892	\$3,897,236	\$1,582,796	\$5,436,134	\$19,924	

10.7 DELEGATION REVIEW - COUNCIL TO THE CHIEF EXECUTIVE OFFICER

File Number: DOC/25/38907
Author: Lisa Clue, Manager Governance
Authoriser: Michelle Stedman, Director Corporate
Attachments: 1. Instrument of Delegation - Council to the Chief Executive Officer

RECOMMENDATION

That Council resolves:

1. To delegate to the person holding, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that instrument.
2. The instrument comes into force immediately when signed by the Chief Executive Officer and Mayor.
3. On the coming into force of the instrument, all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council last formally reviewed its Instrument of Delegation to the Chief Executive Officer at the April 2024 Council meeting.

Council most recently discussed this Instrument of Delegation at the August 2025 Forum.

BACKGROUND

As a legal entity and not a 'natural person', Council can act in only one of two ways: by resolution or through others acting on its behalf. The power for Council to act by resolution is set out in section 59 of the *Local Government Act 2020* (the Act).

Alternatively, a Council can act through others. A number of acts and regulations provide for Council to delegate certain powers, duties or functions to members of Council staff. Where this is to occur, appointments are formalised through a written 'instrument of delegation'.

Delegations to the Chief Executive Officer are provided for under section 11 of the Act, which also prescribes a number of powers, duties and functions not able to be delegated.

The Act requires that all delegations made under section 11 and still in force must be reviewed within the period of 12 months after a general election.

ISSUES/DISCUSSION

A review of the current Instrument of Delegation from Council to the Chief Executive Officer has recently been undertaken, including checking the content against the latest template Instrument provided via Council's subscription to the Maddocks Authorisations and Delegations Service.

Two changes are proposed to the document:

1. One administrative change to wording relating to the Instrument coming in to force (2.1)
2. Replace reference to Fire Services Property Levy with Emergency Services and Volunteers Fund levy (1.2(c) of the Schedule) following commencement of the *Fire Services Property Amendment (Emergency Services and Volunteers Fund) Act 2025*.

Proposed changes have been incorporated into the Instrument of Delegation attached to this Agenda report.

COST/BENEFITS

Amending the Instrument of Delegation to the Chief Executive Officer will not have any financial impacts for Council.

RISK ANALYSIS

This review of the Instrument of Delegation to the Chief Executive Officer ensures compliance with section 11 of the Act.

CONSULTATION AND ENGAGEMENT

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments.

Councillors, the Chief Executive Officer and Director Corporate have been consulted and engaged during this review.

Loddon Shire Council

Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, the Loddon Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on [date of resolution];
2. the delegation
 - 2.1 comes into force immediately when signed by the Chief Executive Officer and Mayor;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

Signed by the Chief Executive Officer of Council)
in the presence of:)

.....
Witness

Date:

Signed by the Mayor in the presence of:)
)

.....
Witness

Date:

SCHEDULE

The power to

1. determine any issue;
 2. take any action; or
 3. do any act or thing
- arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

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

1. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 1.1 entering into a contract exceeding the value of \$825,000¹;
 - 1.2 making any expenditure that exceeds \$825,000², unless
 - a) it is expenditure made under a contract already entered into, or
 - b) it is expenditure which Council is required to make, by or under legislation, or
 - c) it is emergency services and volunteers fund levy expenditurein which case it must not exceed \$1,200,000³;
 - 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.4 electing a Mayor or Deputy Mayor;
 - 1.5 granting a reasonable request for leave under s 35 of the Act;
 - 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.7 approving or amending the Council Plan;
 - 1.8 adopting or amending any policy that Council is required to adopt under the Act;
 - 1.9 adopting or amending the Governance Rules;
 - 1.10 appointing the chair or the members to a delegated committee;
 - 1.11 making, amending or revoking a local law;
 - 1.12 approving the Budget or Revised Budget;
 - 1.13 approving the borrowing of money;

¹ Value is inclusive of GST

² Value is inclusive of GST

³ Value is inclusive of GST

- 1.14 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 4.1 policy; or
 - 4.2 strategyadopted by Council;
5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

10.8 DELEGATION REVIEW - COUNCIL TO MEMBERS OF COUNCIL STAFF

File Number: DOC/25/38906

Author: Lisa Clue, Manager Governance

Authoriser: Michelle Stedman, Director Corporate

Attachments: 1. Instrument of Delegation - Council to Members of Council Staff

RECOMMENDATION

That Council resolves:

1. To delegate authority to the members of Council staff holding, acting in or performing the roles and duties referred to in the attached Instrument of Delegation to Members of Council Staff.
2. The instrument comes into force immediately when signed by the Chief Executive Officer and Mayor.
3. On the coming into force of the instrument, all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council previously discussed delegations to members of Council staff at its June 2023 Council meeting and most recently at the August 2025 Forum.

BACKGROUND

As a legal entity and not a 'natural person', Council can act in only one of two ways: by resolution or through others acting on its behalf. The power for Council to act by resolution is set out in section 59 of the *Local Government Act 2020* (the Act).

Alternatively, a Council can act through others. A number of acts and regulations provide for Council to delegate certain powers, duties or functions to members of Council staff. Where this is to occur, appointments are formalised through a written 'instrument of delegation'.

The Instrument of Delegation from Council to members of Council staff relates to Council powers, duties and functions within various Acts and Regulations (or specific parts of those Acts or Regulations), which contain a specific power of delegation.

ISSUES/DISCUSSION

This report seeks to update the Instrument of Delegation from Council to Members of Council Staff reflecting changes summarised below.

- On the recommendation of Maddocks Lawyers, the Chief Executive Officer position has been included as a delegate throughout this Instrument.
- Titles of Council officer positions have been updated, and re-alignment of positions to Council's organisation structure has been made where required.

- Minor administrative changes and corrections have been applied throughout the Instrument
- *Food Act 1984:*
 - Amended section 19(4)(a) which relates to Council's power to direct that a copy of an order be affixed, displayed or published.
 - Insert section 19FA(1) which relates to Council's power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program.
 - Insert section 19FA(3)(a) which relates to Council's power to refuse to approve an application for registration or renewal of premises, where a proprietor of a food premises fails to comply with a direction given under section 19FA(1). This includes a comment that this is subject to ratification in accordance with section 58A(2) of that Act.
 - Insert section 19FA(3)(b), which relates to Council's power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under section 19FA(1).
 - Insert section 19FA(3)(c), which relates to Council's power to suspend a registration of premises, where a proprietor of a food premises fails to comply with a direction given under section 19FA(1).
- *Planning and Environment Act 1987:*
 - Removal of reference to 'delivery of memorial'
 - Insertion of section 149B
- *Road Management Act 2004:*
 - Insert section 12(2)(b) – to provide for Council to provide consent to the Head, Transport for Victoria to discontinue a road or part of a road.
 - Removal of section 12(2) as it is recommended that Councils use the powers under the *Local Government Act 1989* instead to discontinue a road.
- *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024:*
 - Deletion of the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020*, as they have been revoked pursuant to regulation 4(a) of the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024*, and inclusion of provisions under the 2024 Regulations.

COST/BENEFITS

Amending the Instrument of Delegation to Members of Council Staff will not have any financial impacts for Council.

RISK ANALYSIS

Routine review of delegations ensures that Council staff are able to act on behalf of Council in accordance with relevant and current legislation and regulations.

CONSULTATION AND ENGAGEMENT

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments.

Relevant staff across the organisation are involved in delegation reviews, relevant to their role and new or amended legislation and regulations.

[S6] Instrument of Delegation Council to Members of Council Staff

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

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

Abbreviation	Position
AOO	Administration Officer - Operations
AMC	Asset Management Coordinator
AGISO	Assets and GIS Officer
CEO	Chief Executive Officer
CDC	Civil Design Coordinator
CCC	Community Compliance Coordinator
DCW	Director Community Wellbeing
DC	Director Corporate
DOP	Director Operations
EHO	Environmental Health Officer
FA	Financial Accountant
LLACO	Local Laws/Animal Control Officer
MAI	Manager Assets and Infrastructure
MCS	Manager Community Services
MDC	Manager Development and Compliance
MFS	Manager Financial Services
MOD	Manager Organisation Development
MW	Manager Works
MBS	Municipal Building Surveyor

Abbreviation	Position
MEMO	Municipal Emergency Management Officer
PMC	Project Management Coordinator
R	Ranger
RC	Revenue Coordinator
SEHO	Senior Environmental Health Officer
SSP	Senior Strategic Planner
SPC	Statutory Planning Coordinator
SPO	Statutory Planning Officer
TLLG	Team Leader Loddon Goldfields
TLLP	Team Leader Loddon Plains
TLTS	Team Leader Townscape Services
TO	Technical Officer (Design)
TWSC	Townscape and Waste Services Coordinator
WC	Works Coordinator

3. declares that:

- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on [insert date];
and
- 3.2 the delegation:
 - 3.2.1 comes into force immediately when signed by Council's Chief Executive Officer and Mayor;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
 - (b) strategy
- adopted by Council;
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Signed by the Chief Executive Officer of Council)
in the presence of:)

.....
Witness

Date:

Signed by the Chief Executive Officer of Council)
in the presence of:)

.....
Witness

Date:

Delegation Sources

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2025
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

S6 Instrument of Delegation - Members of Staff

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

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CEO	
s 17(3)	Power to determine the terms and conditions of employment or engagement	CEO	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	CEO	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	CEO	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	CEO	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	CEO	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	CEO	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	CEO	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	CEO	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	CEO	Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	CEO	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	CEO	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	CEO	Where Council is a Class A cemetery trust
s.18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	CEO	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	CEO	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	CEO	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	CEO	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	CEO	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	CEO	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	CEO	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	CEO	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	CEO	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	CEO	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	CEO	
s 20(1)	Duty to set aside areas for the interment of human remains	CEO	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CEO	

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	CEO	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CEO	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	CEO	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	CEO	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	CEO	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	CEO	Provided the street was constructed pursuant to the Local Government Act 1989
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	CEO	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	CEO	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	CEO	

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

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 72(2)	Duty to comply with request received under s 72	CEO	
s 73(1)	Power to grant a right of interment	CEO	
s 73(2)	Power to impose conditions on the right of interment	CEO	
s 74(3)	Duty to offer a perpetual right of interment	DC	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	CEO	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	CEO	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	CEO	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	CEO	
s 80(2)	Function of recording transfer of right of interment	CEO	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	CEO	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	CEO	

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	CEO	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CEO	
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	CEO, DC	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	CEO, DC	
s 84I(4)	Power to exercise the rights of a holder of a right of interment	CEO, DC	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	CEO, DC	
s 84I(6)(a)	Power to remove any memorial on the place of interment	CEO, DC	
s 84I(6)(b)	Power to grant right of interment under s 73	CEO, DC	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	CEO	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	CEO	Does not apply where right of interment relates to remains of a deceased veteran.

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	CEO	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	CEO	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	CEO	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	CEO	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	CEO	
s.86(4)	power to take action under s.86(4) relating to removing and re-intering cremated human remains	CEO	
s.86(5)	duty to provide notification before taking action under s.86(4)	CEO	

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	CEO	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	CEO	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	CEO	
s 91(1)	Power to cancel a right of interment in accordance with s 91	CEO	
s 91(3)	Duty to publish notice of intention to cancel right of interment	CEO	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	CEO	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	CEO	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CEO	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	CEO	

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 100(1)	Power to require a person to remove memorials or places of interment	CEO	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	CEO	
s 100(3)	Power to recover costs of taking action under s 100(2)	CEO	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CEO	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	CEO	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	CEO	
s 103(1)	Power to require a person to remove a building for ceremonies	CEO	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	CEO	
s 103(3)	Power to recover costs of taking action under s 103(2)	CEO	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	CEO	

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

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	CEO	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	CEO, DC	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	CEO	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	CEO	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CEO	
s 112	Power to sell and supply memorials	CEO	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	CEO	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	CEO	

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CEO	
s 119	Power to set terms and conditions for interment authorisations	CEO	
s 131	Function of receiving an application for cremation authorisation	CEO	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	CEO	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	CEO	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	CEO	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	CEO	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	CEO	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	CEO	
s 151	Function of receiving applications to inter or cremate body parts	CEO	

Cemeteries and Crematoria Act 2003			
Column 1	Column 2	Column 3	Column 4
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	CEO	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CEO	
sch 1 cl 8(8)	Power to regulate own proceedings	CEO	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CEO	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	CEO	Where Council is a Class A cemetery trust Subject to cl 8

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CEO, DCW, LLACO, MCS, CCC, R	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CEO, EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CEO, EHO, SEHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CEO, MCS, EHO, SEHO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, or on the Internet site or otherwise	CEO, EHO, SEHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	CEO, EHO, SEHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEO, EHO, SEHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEO, DCW, EHO, SEHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CEO, DCW, EHO, SEHO	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	CEO, EHO, SEHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CEO, EHO, SEHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEO, EHO, SEHO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	CEO, EHO	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	CEO, EHO, SEHO	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEO, EHO, SEHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEO, EHO, SEHO	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEO, EHO, SEHO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CEO, EHO, SEHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CEO, EHO, SEHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CEO, EHO, SEHO	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	EHO, SEHO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CEO, EHO, SEHO	Where Council is the registration authority

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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36A	Power to accept an application for registration or notification using online portal	CEO, EHO, SEHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEO, EHO, SEHO	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CEO, EHO, SEHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	CEO	Where Council is the registration authority Not delegated - fees are fixed by Council
s 38A(4)	Power to request a copy of a completed food safety program template	CEO, EHO, SEHO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	EHO, SEHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	EHO, SEHO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	EHO, SEHO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	EHO, SEHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	EHO, SEHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	CEO, EHO, SEHO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CEO, EHO, SEHO	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	CEO, EHO, SEHO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEO, EHO, SEHO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CEO, EHO, SEHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	CEO, EHO, SEHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CEO, EHO, SEHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	EHO, SEHO	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	CEO, EHO, SEHO	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	CEO, EHO, SEHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CEO, EHO	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CEO, EHO, SEHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEO, EHO, SEHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEO, EHO, SEHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	CEO, EHO, SEHO	

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40F	Power to cancel registration of food premises	CEO, EHO, SEHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	CEO, EHO, SEHO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	CEO, EHO, SEHO	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CEO, EHO, SEHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	CEO, EHO, SEHO	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEO, EHO, SEHO	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO	<p>Must first obtain Executive Director's written consent</p> <p>Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation</p> <p>Not delegated - power remains with CEO</p>

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

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	CEO, MDC	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	CEO, MDC	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	CEO, DOP, MDC	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CEO, DOP, MDC	
s 8A(5)	Function of receiving notice of the Minister's decision	CEO, MDC	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CEO, DOP, MDC	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO	Not delegated - power remains with CEO
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CEO, DOP, MDC	
s 12B(1)	Duty to review planning scheme	CEO, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, MDC	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	CEO, MDC	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	CEO, MDC	
s 17(1)	Duty of giving copy amendment to the planning scheme	CEO, MDC	
s 17(2)	Duty of giving copy s 173 agreement	CEO, MDC	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, MDC	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	CEO, MDC	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	CEO, MDC	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, MDC	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	DOP, MDC	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	CEO, MDC	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	CEO, MDC	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	CEO, MDC	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	CEO, SPC, MDC	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CEO, MDC	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, DOP, MDC	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO, MDC	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	CEO, DOP, MDC	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	CEO, MDC	During the inspection period

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27(2)	Power to apply for exemption if panel's report not received	CEO, DOP, MDC	
s 28(1)	Duty to notify the Minister if abandoning an amendment	CEO, MDC	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	CEO, SPC, MDC, SSP, SPO	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	CEO, SPC, MDC, SSP, SPO	
s 30(4)(a)	Duty to say if amendment has lapsed	CEO, MDC	
s 30(4)(b)	Duty to provide information in writing upon request	CEO, MDC	
s 32(2)	Duty to give more notice if required	CEO, MDC	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, MDC	
s 36(2)	Duty to give notice of approval of amendment	CEO, MDC	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, MDC	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CEO, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)	Function of lodging copy of approved amendment	CEO, MDC	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	CEO, MDC	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	CEO, SPC, MDC, SSP, SPO	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	CEO, MDC	
s 46AW	Function of being consulted by the Minister	CEO, DOP	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	CEO	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CEO, SPC, MDC, SSP, SPO	Where Council is a responsible public entity

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	CEO, SPC, DOP, MDC, SSP, SPO	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	CEO, SPC, DOP, MDC, SSP, SPO	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	CEO	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	CEO	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	CEO	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	CEO	
s 46GP	Function of receiving a notice under s 46GO	CEO	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	CEO	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	CEO	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	CEO	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	CEO	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	CEO	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CEO	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	CEO	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	CEO	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CEO	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	CEO	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	CEO	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	CEO	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(a)	Function of receiving the monetary component	CEO	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	CEO, SPC, DOP, MDC, SSP, SPO	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	CEO	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	CEO, SPC, DOP, MFS, MDC, RC, SSP, SPO	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	CEO, SPC, DOP, MFS, MDC, FA, SSP, SPO	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	CEO	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	CEO	Where Council is the development agency under an approved infrastructure contributions plan

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	CEO, DOP, MFS, MDC	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	CEO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	CEO	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	CEO	Where Council is the development agency under an approved infrastructure contributions plan

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	CEO	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CEO, DOP	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CEO	Not delegated - power remains with CEO
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, DOP	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CEO, DOP, MDC	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, DOP	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CEO, DOP	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO	Not delegated - power remains with CEO

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(1)	Duty to keep proper accounts of levies paid	CEO, MFS	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	CEO, DOP, MFS, MDC, FA	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	CEO, DOP, MDC	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, DC	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	CEO, DOP, MFS, MDC, FA	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CEO, DOP	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, DOP	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	CEO, DC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46QD	Duty to prepare report and give a report to the Minister	CEO, DOP, MDC	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Position not delegated	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	CEO, SPC, MDC	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	CEO, SPC, MDC	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	CEO, SPC, MDC	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, DOP, MDC	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CEO, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	CEO, MDC	
s 50(4)	Duty to amend application	CEO, MDC	
s 50(5)	Power to refuse to amend application	CEO, DOP, MDC	
s 50(6)	Duty to make note of amendment to application in register	CEO, SPC, MDC, SSP, SPO	
s 50A(1)	Power to make amendment to application	CEO, SPC, DOP, MDC, SSP, SPO	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, SPC, DOP, MDC, SSP, SPO	
s 50A(4)	Duty to note amendment to application in register	CEO, SPC, MDC, SSP, SPO	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	CEO, SPC, MDC, SSP, SPO	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CEO, SPC, MDC, SSP, SPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	CEO, SPC, MDC, SSP, SPO	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, SPC, MDC, SSP, SPO	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO, SPC, MDC, SSP, SPO	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO, SPC, MDC, SSP, SPO	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	CEO, SPC, MDC, SSP, SPO	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, SPC, MDC, SSP, SPO	
s 52(3)	Power to give any further notice of an application where appropriate	CEO, SPC, DOP, MDC, SSP, SPO	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CEO, SPC, DOP, MDC, SSP, SPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO, SPC, DOP, MDC, SSP, SPO	
s 54(1)	Power to require the applicant to provide more information	CEO, SPC, DOP, MDC, SSP, SPO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CEO, SPC, MDC, SSP, SPO	
s 54(1B)	Duty to specify the lapse date for an application	CEO, SPC, MDC, SSP, SPO	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CEO, SPC, DOP, MDC, SSP, SPO	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CEO, SPC, MDC, SSP, SPO	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CEO, SPC, MDC, SSP, SPO	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, DOP, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CEO, SPC, MDC, SSP, SPO	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	CEO, SPC, MDC, SSP, SPO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CEO, SPC, MDC, SSP, SPO	
s 57A(5)	Power to refuse to amend application	CEO, DOP, MDC	
s 57A(6)	Duty to note amendments to application in register	CEO, SPC, MDC, SSP, SPO	
s 57B(1)	Duty to determine whether and to whom notice should be given	CEO, SPC, MDC, SSP, SPO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CEO, SPC, MDC, SSP, SPO	
s 57C(1)	Duty to give copy of amended application to referral authority	CEO, SPC, MDC, SSP, SPO	
s 58	Duty to consider every application for a permit	CEO, SPC, MDC, SSP, SPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 58A	Power to request advice from the Planning Application Committee	CEO, DOP, MDC	
s 60	Duty to consider certain matters	CEO, SPC, MDC, SSP, SPO	
s 60(1A)	Duty to consider certain matters	CEO, SPC, DOP, MDC, SSP, SPO	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CEO, SPC, DOP, MDC, SSP, SPO	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, SPC, DOP, MDC, SSP, SPO	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, SPC, DOP, MDC, SSP, SPO	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, MDC	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO, SPC, DOP, MDC, SSP, SPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, SPC, DOP, MDC, SSP, SPO	
s 62(2)	Power to include other conditions	CEO, SPC, DOP, MDC, SSP, SPO	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, SPC, DOP, MDC, SSP, SPO	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO, SPC, DOP, MDC, SSP, SPO	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CEO, DOP, MDC	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO, SPC, DOP, MDC, SSP, SPO	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CEO, SPC, DOP, MDC, SSP, SPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CEO, SPC, DOP, MDC, SSP, SPO	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, SPC, DOP, MDC, SSP, SPO	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, SPC, MDC, SSP, SPO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CEO, SPC, DOP, MDC, SSP, SPO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	CEO, SPC, MDC, SSP, SPO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, SPC, DOP, MDC, SSP, SPO	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	CEO, SPC, MDC, SSP, SPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CEO, SPC, MDC, SSP, SPO	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CEO, SPC, MDC, SSP, SPO	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, SPC, MDC, SSP, SPO	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	CEO, SPC, MDC, SSP, SPO	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	CEO, SPC, MDC, SSP, SPO	
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, SPC, MDC, SSP, SPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(2)	Power to extend time	CEO, SPC, DOP, MDC, SSP, SPO	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	CEO, SPC, MDC, SSP, SPO	
s 71(1)	Power to correct certain mistakes	CEO, SPC, DOP, MDC, SSP, SPO	
s 71(2)	Duty to note corrections in register	CEO, SPC, MDC, SSP, SPO	
s 73	Power to decide to grant amendment subject to conditions	CEO, SPC, DOP, MDC, SSP, SPO	
s 74	Duty to issue amended permit to applicant if no objectors	CEO, SPC, DOP, MDC, SSP, SPO	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, SPC, MDC, SSP, SPO	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO, SPC, MDC, SSP, SPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CEO, SPC, MDC, SSP, SPO	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, SPC, MDC, SSP, SPO	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	CEO, SPC, MDC, SSP, SPO	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CEO, SPC, DOP, MDC, SSP, SPO	
s 83	Function of being respondent to an appeal	CEO, DOP, MDC	
s 83B	Duty to give or publish notice of application for review	CEO, SPC, MDC, SSP, SPO	

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

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, DOP, MDC	
s 96F	Duty to consider the panel's report under s 96E	CEO, MDC	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	CEO, DOP, MDC	
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, DOP, MDC	
s 96J	Duty to issue permit as directed by the Minister	CEO, DOP, MDC	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CEO, MDC	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CEO, SPC, DOP, MDC, SSP, SPO	
s 97C	Power to request Minister to decide the application	CEO	Not delegated - power remains with CEO
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, SPC, DOP, MDC, SSP, SPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO, SPC, MDC, SSP, SPO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	CEO, SPC, MDC, SSP, SPO	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, SPC, MDC, SSP, SPO	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, MDC	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, MDC	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO	Not delegated - power remains with CEO
s 97Q(4)	Duty to comply with directions of VCAT	CEO, MDC	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, MDC	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO	Not delegated - power remains with CEO

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, MDC	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO	Not delegated - power remains with CEO
s 103	Power to reject a claim for compensation in certain circumstances	CEO	Not delegated - power remains with CEO
s.107(1)	function of receiving claim for compensation	CEO	Not delegated - power remains with CEO
s 107(3)	Power to agree to extend time for making claim	CEO	Not delegated - power remains with CEO
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	CEO, SPC, SSP, SPO	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, DOP, MDC, MCS, CCC	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, MDC	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, DOP, MDC, MCS, CCC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, DOP, MDC, MCS, CCC	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, DOP, MDC	Except Crown Land
s 129	Function of recovering penalties	CEO, MFS	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, DOP, MDC	
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, DOP, MDC	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CEO, DOP, MDC	
s 149B	Power to apply to the Tribunal for a declaration	CEO, DOP, MDC	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CEO	Where Council is the relevant planning authority Not delegated - power remains with CEO
s 171(2)(f)	Power to carry out studies and commission reports	CEO, DOP, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 171(2)(g)	Power to grant and reserve easements	CEO	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	CEO	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO	Not delegated - power remains with CEO
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CEO, DOP, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO, DOP, MDC	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DOP, MDC	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DOP, MDC	
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, MDC	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CEO, MDC	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, MDC	
s 178A(5)	Power to propose to amend or end an agreement	CEO, DOP, MDC	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CEO, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, MDC	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO, MDC	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO, MDC	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, MDC	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DOP, MDC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DOP, MDC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, DOP, MDC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DOP, MDC	After considering objections, submissions and matters in s 178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DOP, MDC	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, DOP, MDC	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO, DOP, MDC	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CEO, MDC	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, MDC	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, MDC	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, MDC	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, DOP, MDC	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	CEO, MDC	
s 181	Duty to apply to the Registrar of Titles to record the agreement	CEO, MDC	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, DOP, MDC	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO, MDC	
s 182	Power to enforce an agreement	CEO, DOP, MDC, MCS, CCC	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, MDC	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO, DOP, MDC	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CEO, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CEO, MDC	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CEO, MDC	
s 184G(2)	Duty to comply with a direction of the Tribunal	CEO, MDC	
s 184G(3)	Duty to give notice as directed by the Tribunal	CEO, MDC	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	CEO, SPC, MDC	
s 198(1)	Function to receive application for planning certificate	CEO, SPC, MDC, SSP, SPO	
s 199(1)	Duty to give planning certificate to applicant	CEO, SPC, MDC, SSP, SPO	
s 201(1)	Function of receiving application for declaration of underlying zoning	CEO, MDC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 201(3)	Duty to make declaration	CEO, MDC	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CEO, DOP, MDC	
	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	CEO, DOP, MDC	
	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	CEO, DOP, MDC	
	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	CEO, DOP, MDC	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CEO, DOP, MDC	Does not apply to the refusal of any permit application or amendment
	Power to approve and/or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CEO, SPC, DOP, MDC, SSP, SPO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, SPC, DOP, MDC, SSP, SPO	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CEO, DOP, MDC	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CEO, DOP, MDC	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEO, EHO, SEHO	
s 522(1)	Power to give a compliance notice to a person	CEO, EHO, SEHO,, MDC, MBS	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO	Not delegated - power remain with CEO
s 525(4)	Duty to issue identity card to authorised officers	CEO, MOD	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CEO, EHO, SEHO,	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MDC, MCS, MBS	
s 526A(3)	Function of receiving report of inspection	CEO, EHO, SEHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO	Not delegated - power remains with CEO

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

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria or the discontinuance of a road or part of a road	CEO, DOP	
s 12(10)	Duty to notify of decision made	CEO, MAI	<p>Duty of coordinating road authority where it is the discontinuing body</p> <p>Does not apply where an exemption is specified by the regulations or given by the Minister</p>
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	CEO	<p>Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate</p> <hr/> <p>Not delegated - power remains with the CEO</p>
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CEO, MAI	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO	<hr/> <p>Not delegated - power remains with CEO</p>
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO	<hr/> <p>Not delegated - power remains with CEO</p>

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO	Not delegated - power remains with CEO
s 15(2)	Duty to include details of arrangement in public roads register	CEO, MAI	
s 16(7)	Power to enter into an arrangement under s 15	CEO	Not delegated - power remains with CEO
s 16(8)	Duty to enter details of determination in public roads register	CEO, MAI	
s 17(2)	Duty to register public road in public roads register	CEO, MAI	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO	Where Council is the coordinating road authority Not delegated - power remains with the CEO
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	CEO, MAI	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CEO	Where Council is the coordinating road authority Not delegated - power remains with the CEO

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	CEO, MAI	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CEO	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2) <hr/> Not delegated - power remains with the CEO
s 18(3)	Duty to record designation in public roads register	CEO, MAI	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	CEO, MAI	
s 19(4)	Duty to specify details of discontinuance in public roads register	CEO, MAI	
s 19(5)	Duty to ensure public roads register is available for public inspection	CEO, MAI	
s 21	Function of replying to request for information or advice	CEO, MAI	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO	<hr/> Not delegated - power remains with the CEO

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	CEO, DC	
s 22(5)	Duty to give effect to a direction under s 22	CEO, MAI	
s 40(1)	Duty to inspect, maintain and repair a public road.	CEO, PMC, TWSC, MAI, AMC, MW, TLLG, TLLP, TLTS, WC	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CEO, TWSC, DOP, MAI, MW, TLLG, TLLP, TLTS, WC	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CEO	Not delegated - power remains with CEO
s 42(1)	Power to declare a public road as a controlled access road	CEO	Power of coordinating road authority and sch 2 also applies Not delegated - power remains with the CEO
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	CEO	Power of coordinating road authority and sch 2 also applies Not delegated - power remains with the CEO

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	CEO	Where Council is the coordinating road authority If road is a municipal road or part thereof <hr/> Not delegated - power remains with the CEO
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	CEO	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road <hr/> Not delegated - power remains with the CEO
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	CEO, PMC, TWSC, MAI, AMC, MW	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	CEO, MAI, AMC	
s 49	Power to develop and publish a road management plan	CEO	<hr/> Not delegated - power remains with CEO
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO	<hr/> Not delegated - power remains with CEO

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO	Not delegated - power remains with CEO
s 54(2)	Duty to give notice of proposal to make a road management plan	CEO, AMC	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CEO, AMC	
s 54(6)	Power to amend road management plan	CEO	Not delegated - power remains with CEO
s 54(7)	Duty to incorporate the amendments into the road management plan	CEO, AMC	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, AMC	
s 63(1)	Power to consent to conduct of works on road	CEO, PMC, TWSC, DOP, AGISO, MEMO, MAI, AMC, MW, CDC, TO, TLTS, TLLG, TLLP, WC, AOO	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO, MEMO	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	CEO, PMC, TWSC, AGISO, MEMO, MAI, AMC, MW, TO, TLTS, TLLG, TLLP, WC	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CEO, DOP, MAI, MDC, MCS, CCC	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	CEO, MAI, MDC, MCS, CCC	Where Council is the coordinating road authority
s 67(3)	Power to request information	CEO, DOP, MAI, MDC	Where Council is the coordinating road authority
s 68(2)	Power to request information	CEO, DOP, MAI, MDC	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO	Not delegated - power remains with CEO
s 72	Duty to issue an identity card to each authorised officer	CEO, MOD	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 85	Function of receiving report from authorised officer	CEO, DOP	
s 86	Duty to keep register re s 85 matters	CEO, DOP	
s 87(1)	Function of receiving complaints	CEO	Not delegated - power remains with CEO
s 87(2)	Duty to investigate complaint and provide report	CEO	Not delegated - power remains with CEO
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO, DOP, MAI, MW, MDC	
s 112(2)	Power to recover damages in court	CEO	Not delegated - power remains with CEO
s 116	Power to cause or carry out inspection	CEO, DOP, MAI, MW	
s 119(2)	Function of consulting with the Head, Transport for Victoria	CEO, MAI, MW	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	CEO, PMC, TWSC, DOP, MAI, AMC, MW	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	CEO, MAI, MW	
s 121(1)	Power to enter into an agreement in respect of works	CEO, PMC, DOP, AGISO, MEMO, MAI, AMC, MW, CDC, TLTS, TLLG, TLLP, WC	
s 122(1)	Power to charge and recover fees	CEO, PMC, TWSC, DOP, MFS, MAI, AMC, MW, CDC, WC	
s 123(1)	Power to charge for any service	CEO, PMC, TWSC, DOP, AGISO, MAI, AMC, MW, CDC, TO, WC, AOO	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CEO	Not delegated - power remains with CEO
sch 2 cl 3(1)	Duty to make policy about controlled access roads	CEO	Not delegated - power remains with CEO

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO	Not delegated - power remains with CEO
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	CEO, MAI	
sch 2 cl 5	Duty to publish notice of declaration	CEO, AGISO, MAI	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CEO, MAI, MW	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	CEO, MAI, MW	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CEO, MAI, MW	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	CEO, MAI, MW	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	CEO, MAI, MW	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	CEO, DOP, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	CEO, DOP, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	CEO, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	CEO, DOP, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	CEO, MAI, MW	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO, DOP, MAI, MW	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	CEO, MAI, MW	Where Council is the infrastructure manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(1)	Power to consent to proposed works	CEO, PMC, TWSC, DOP, AGISO, MEMO, MAI, AMC, MW, CDC, TO, TLTS, TLLG, TLLP, WC	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	CEO, DOP, AGISO, MAI, AMC, CDC, TO	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	CEO, DOP, AGISO, MAI, AMC, CDC, TO	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CEO, PMC, TWSC, DOP, AGISO, MEMO, MAI, AMC, MW, CDC, TO, TLTS, TLLP, TLLG, WC	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CEO, DOP, AGISO, MAI, AMC, CDC, TO	Where Council is the coordinating road authority

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

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

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 36	Duty to ensure that cemetery complies with depth of burial requirements	CEO	
r 37	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	CEO	
r 38	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	CEO	
r 39(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	CEO	
r 39(2)	Duty to ensure that coffin, container or receptacle is labelled	CEO	

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	CEO	
r 40	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	CEO	
r 43(2)	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	CEO	
r 44(2)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	CEO	
r 44(3)	Duty to ensure any fittings removed of are disposed in an appropriate manner	CEO	
r 45	Power to dispose of any metal substance or non-human substance recovered from a cremator	CEO	
r 46(2)	Power to release cremated human remains to certain persons	CEO	Subject to any order of a court
r 47(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	CEO	
r 47(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	CEO	
r 47(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	CEO	

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 47(4)	Duty to take reasonable steps to notify persons specified in r 46(2) of intention to inter or dispose of remains at expiry of 12 month period	CEO	
r 48	Power to approve certain activities under the r 57 or 58(2) if satisfied of regulation (1)(a)-(c)	CEO	
r 50	Duty to provide statement that alternative vendors or supplier of memorials exist	CEO	
r 51	Power to inspect any work that is being carried out on memorials, places or interments and buildings for ceremonies	CEO	
r 52	Power to approve the arrangement or conduct of a funeral	CEO	
r 53(1)	Power to give written direction regarding the manner in which a funeral is to be conducted	CEO	
r 56(1)	Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of interment and memorials	CEO	
r 56(3)	Power to remove objects, things or items specified in (a)-(d) from a place of interment or memorial	CEO	
r 56(4)	Duty to dispose items under r 56(3) in a manner considered appropriate		
r 57(1)	Power to approve the use of fire in a public cemetery	CEO	

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 54(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	CEO	
r 59	Duty to display the hours during which the public can access the cemetery	CEO	
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	CEO	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 5, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17 and 18 of sch 2	CEO	See note above regarding model rules

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CEO, MDC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to	CEO, SPC, DOP, MDC, SSP, SPO	

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	amend a permit or any information provided under section 54 of the Act		
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	CEO, MDC	Where Council is the responsible authority
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	CEO, SPC, MDC, SSP, SPO	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CEO, MDC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CEO, DOP	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO	

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	CEO, SPC, DOP, MDC, SSP, SPO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	CEO, EHO, SEHO	
r 10	Function of receiving application for registration	CEO, EHO, SEHO	
r 11	Function of receiving application for renewal of registration	CEO, EHO, SEHO, MCS	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEO, EHO, SEHO,	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	CEO, DCW, EHO, SEHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEO, EHO, SEHO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, EHO, SEHO, MCS	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	CEO, EHO, SEHO, MCS	
r 12(4) & (5)	Duty to issue certificate of registration	CEO, EHO, SEHO	
r 14(1)	Function of receiving notice of transfer of ownership	CEO, EHO, SEHO	
r 14(3)	Power to determine where notice of transfer is displayed	CEO, EHO, SEHO	
r 15(1)	Duty to transfer registration to new caravan park owner	CEO, EHO, SEHO	
r 15(2)	Duty to issue a certificate of transfer of registration	CEO, EHO, SEHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(3)	Power to determine where certificate of transfer of registration is displayed	CEO, EHO, SEHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEO, EHO, SEHO	
r 17	Duty to keep register of caravan parks	CEO, EHO, SEHO	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CEO, EHO, SEHO	
r 21(2)	Duty to consult with relevant emergency services agencies	CEO, EHO, SEHO	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEO, EHO, SEHO	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEO, EHO, SEHO	
r 24(2)	Power to consult with relevant floodplain management authority	CEO, EHO, SEHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	CEO, EHO, SEHO	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEO, EHO, SEHO	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEO, EHO, SEHO	
r 39(3)	Function of receiving installation certificate	CEO, EHO, SEHO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	CEO, EHO, SEHO	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	CEO, EHO, SEHO	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	CEO, MAI, AMC	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(2)	Duty to produce written report of review of road management plan and make report available	CEO, MAI, AMC	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CEO, MAI, AMC	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	CEO, MAI, AMC	
r 13(1)	Duty to publish notice of amendments to road management plan	CEO, MAI, AMC	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CEO, MAI, AMC	
r 16(3)	Power to issue permit	CEO, DOP, AGISO, MAI, AMC, CDC, TO, AOO	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CEO, DOP, MAI, AMC, CDC	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	CEO, DOP, MDC	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	CEO, AGISO, MAI, AMC, CDC, TO, RC, AOO	Where Council is the coordinating road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CEO, TWSC, DOP, LLACO, MEMO, MAI, AMC, MW, MCS, CCC, R, TLTS, TLLP, TLLG, WC	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	CEO, DOP	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CEO	Not delegated - power remains with CEO

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

10.9 INSTRUMENT OF SUB-DELEGATION - COUNCIL TO STAFF (ENVIRONMENT PROTECTION ACT 2017)

File Number: DOC/25/35770

Author: Lisa Clue, Manager Governance

Authoriser: Michelle Stedman, Director Corporate

Attachments:

1. Instrument of Sub-delegation - Council to staff (Environment Protection Act 2017)
2. Instrument of Delegation of the Environment Protection Authority under the Environment Protection Act 2017

RECOMMENDATION

That Council, in the exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, resolves:

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Sub-Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately when signed by the Chief Executive Officer and Mayor.
3. On the coming into force of the instrument, all previous sub-delegations to members of staff under the *Environment Protection Act 2017* are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

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 Instrument of Sub-Delegation was last reviewed by Council in July 2021, and most recently discussed by Councillors at the August 2025 Forum.

BACKGROUND

In order for a council to effectively delegate the powers, functions and duties delegated by the Environment Protection Authority under s 437(1) of the *Environment Protection Act 2017*, a council must:

- resolve to sub-delegate its delegated powers to members of council staff that are appointed as authorised officers under s 242(2) of the *Environment Protection Act 2017*; and
- make an instrument of delegation.

A review of the Instrument of Sub-Delegation – Council to Staff (*Environment Protection Act 2017*) has recently been undertaken and is now presented to Council for resolution.

ISSUES/DISCUSSION

As there have been no amendments to the *Environment Protection Act 2017* affecting the powers and functions delegated to Council from the Environment Protection Authority, the only amendments proposed to the Instrument of Sub-Delegation relate to delegated officer positions, including title updates.

The following documents are attached to this Agenda report:

1. Instrument of Sub-Delegation – Council to Staff (*Environment Protection Act 2017*)
2. Instrument of Delegation of the Environment Protection Authority under the Environment Protection Act 2017 (dated 4 June 2021)

COST/BENEFITS

Delegated provisions within the Instrument of Sub-delegation do not have a financial impact on Council.

Reviewing Instruments of Delegation and Sub-delegation support legislative compliance.

RISK ANALYSIS

The resolution sought from Council ensures Council officers will continue to perform powers, duties and functions on behalf of Council in accordance with the *Environment Protection Act 2017*.

CONSULTATION AND ENGAGEMENT

Relevant Council officers were consulted during review of the Instrument of Sub-delegation.

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

Loddon Shire Council

Instrument of Sub-Delegation

to

Members of Council staff

Instrument of Sub-Delegation

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

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

DCW	means Director Community Wellbeing
EHO	means Environmental Health Officer
SEHO	means Senior Environmental Health Officer
MCS	means Manager Community Services
3. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on 26 August 2025 pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
 - 4.1 comes into force immediately when signed by the Chief Executive Officer;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
 - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
 - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - 5.1.2 noise from the construction, demolition or removal of residential premises;
6. the delegate must not determine the issue, take the action or do the act or thing:
 - 6.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 6.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council;

- 6.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 6.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Signed by the Chief Executive Officer of Council)

in the presence of:)

.....
Witness

Date:

Signed by the Mayor in the presence of:)

)

.....
Witness

Date:

SCHEDULE

ENVIRONMENT PROTECTION ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 271	Power to issue improvement notice	EHO, SEHO	
s 272	Power to issue prohibition notice	EHO, SEHO	
s 279	Power to amend a notice	EHO, SEHO	
s 358	Functions of the Environment Protection Authority	DCW, MCS, EHO, SEHO	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	DCW, MCS, EHO, SEHO	
s 359(2)	Power to give advice to persons with duties or obligations	DCW, MCS, EHO, SEHO	

DATED: the 4th day of June 2021

INSTRUMENT OF DELEGATION
OF POWERS AND FUNCTIONS OF THE
ENVIRONMENT PROTECTION AUTHORITY
UNDER THE
ENVIRONMENT PROTECTION ACT 2017

10232078_1\C

INSTRUMENT OF DELEGATION

ENABLING POWER: Section 437(1)(b) of the *Environment Protection Act 2017* and section 42A of the *Interpretation of Legislation Act 1984*

SUBJECT: Delegation of certain powers, duties and functions of the Environment Protection Authority to Councils

REFERENCE: 2021.Council.001

DEFINITIONS: In this Delegation, all words and phrases have the same meaning as in the *Environment Protection Act 2017* unless the contrary intention appears. In addition:

municipal district has the same meaning as **municipal district** has in section 3(1) of the *Local Government Act 1989*.

DELEGATION: I, Professor Kate Auty, Chair of the Governing Board of Environment Protection Authority Victoria (**Governing Board**) on behalf of the Governing Board and pursuant to and in exercise of the power conferred by section 437(1) of the *Environment Protection Act 2017* **hereby delegate** the powers, duties and functions under the *Environment Protection Act 2017* (**Act**) as specified in the section of the Act detailed in column 2 of Schedule 1 and described in column 3 of Schedule 1 to the delegates described in column 4 of Schedule 1.

Any previous delegations relating to the section/s of the Act detailed in column 2 of the Schedule are hereby revoked.

This delegation is exercisable for an unlimited period on and from 1 July 2021, unless revoked.

LIMITATIONS: This delegation is subject to the following limitations:

- a) The powers, duties and functions of the Authority specified in column 2 of schedule 1 may be only delegated for the purpose of regulating:
 - i. onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - ii. noise from the construction, demolition or removal of residential premises.
- b) The powers, duties and functions of the Authority specified in column 2 of schedule 1 may only be exercised by the delegates described in column 4 of schedule 1 within each delegates' municipal district.

RELATED DOCUMENTS: This delegation is subject to a direction under section 437(4) of the Act dated 4 June 2021. This delegation should be read in conjunction with that instrument of direction.

DATE: 4 June 2021


SIGNED:

In accordance with all
of the requirements of
s 12, *Electronic Transactions (Victoria) Act 2000*



**PROFESSOR KATE AUTY
CHAIR
ENVIRONMENT PROTECTION AUTHORITY VICTORIA GOVERNING BOARD**

WITNESSED:



**GREG ELMS
GENERAL COUNSEL
ENVIRONMENT PROTECTION AUTHORITY VICTORIA**

SCHEDULE 1

DELEGATION

Delegation of powers, duties and functions under the *Environment Protection Act 2017*

1	2	3	4	5
Ref. No	Relevant legislative provision under the <i>Environment Protection Act 2017</i>	Summary of delegated powers, duties or functions	Delegate	Revoked Instrument
Insert	Section 271	Issuing of an improvement notice	Councils	N/A
Insert	Section 272	Issuing of a prohibition notice	Councils	N/A
Insert	Section 279	Amendment of notices	Councils	N/A
Insert	Section 358	Functions of the Authority	Councils	N/A
Insert	Section 359(1)(b)	Power of the Authority to do all things that are necessary or convenient to be done for or in connection with the performance of the Authority's functions and duties and to enable the Authority to achieve its objectives	Councils	N/A
Insert	Section 359(2)	Power to give advice to persons with duties or obligations	Councils	N/A

10.10 DELEGATION REVIEW - COUNCIL TO MEMBERS OF COUNCIL STAFF (MARINE SAFETY ACT 2010)

File Number: DOC/25/38910

Author: Lisa Clue, Manager Governance

Authoriser: Michelle Stedman, Director Corporate

Attachments: 1. Instrument of Delegation - Council to Members of Council Staff (Marine Safety Act 2010)

RECOMMENDATION

That Council, in the exercise of the power conferred by s 217 of the *Marine Safety Act 2010*, as waterway manager for the Loddon River and Little Lake Boort resolves:

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately when signed by the Chief Executive Officer and Mayor.
3. On the coming into force of the instrument, all previous delegations to members of Council staff under the *Marine Safety Act 2010* are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council previously discussed *Marine Safety Act 2010* delegations to members of Council staff at its June 2022 Council meeting and most recently at the August 2025 Forum.

BACKGROUND

As a legal entity and not a 'natural person', Council can act in only one of two ways: by resolution or through others acting on its behalf. The power for Council to act by resolution is set out in section 59 of the *Local Government Act 2020* (the Act).

Alternatively, a Council can act through others. A number of acts and regulations provide for Council to delegate certain powers, duties or functions to members of Council staff. Where this is to occur, appointments are formalised through a written 'instrument of delegation'.

The Instrument of Delegation from Council to members of Council staff under the Marine Safety Act 2010 enables the undertaking of a range of powers, duties and functions by Council as waterway manager for the Loddon River and Little Lake Boort.

ISSUES/DISCUSSION

A review of the Instrument of Delegation from Council to Members of Council Staff under the *Marine Safety Act 2010* has been undertaken, including a review of sections of that Act relevant to Council has a waterway manager, and Council's current organisation structure.

This report seeks to update the recently reviewed Instrument reflecting changes summarised below:

- Minor amendments to officer positions and position titles
- Amendments to signing clauses.

COST/BENEFITS

Amending this Instrument of Delegation to Members of Council Staff will not have any financial impacts for Council.

RISK ANALYSIS

Routine review of delegations ensures that Council staff are able to act on behalf of Council in accordance with relevant and current legislation and regulations.

CONSULTATION AND ENGAGEMENT

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments.

Relevant staff across the organisation are involved in delegation reviews, relevant to their role and new or amended legislation and regulations.

Marine Safety Act 2010 - members of staff

Preamble

In exercise of the power conferred by section 217 of the *Marine Safety Act 2010*, Loddon Shire Council, as Waterway Manager for the Loddon River and Little Lake Boort:

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

Abbreviation	Position
AOO	Administration Officer - Operations
DOP	Director Operations
MEMO	Municipal Emergency Management Officer
MW	Manager Works
TWSC	Townscape and Waste Services Coordinator

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on [date of resolution] and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately when signed by the Chief Executive Officer and Mayor;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

Signed by the Chief Executive Officer of Council)

in the presence of:)

.....

Witness

Date:

Signed by the Mayor)

in the presence of:)

.....

Witness

Date:

SCHEDULE

Marine Safety Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.193(1)	Duty to notify the Safety Director of the intention to make a request under s194	TWSC, MW	
s 193(3)(b)	Function of receiving notice from the Safety Director	TWSC, MW	
s 193(5)	Function of receiving advice from the Safety Director	TWSC, MW	
s 193(6)	Function of receiving advice from the Safety Director	TWSC, MW	
s 193(7)	Function of receiving advice from the Safety Director	TWSC, MW	
s 194(1)	Power to request that the Safety Director makes waterway rules	TWSC, DOP, MW	in relation to waters under its control
s 196(1)	Duty to invite submissions and comments regarding proposed waterway rule	TWSC, MW	Subject to Part 5.1
s 196(2)	Duty to publish notice and make copies available	TWSC, MW	
s 196(5)	Duty to take into account every submission or comment received.	TWSC, MW	
s 200	Function of consulting with the Safety Director	TWSC, MW	
s 202	Duty to comply with a standard determined under s199	TWSC, MW	
s 203(3)	Power to make a declaration in respect of the matters listed in ss203(3)(a) - 203(3)(c)	TWSC, DOP, MW	Where Council is an applicable regulatory entity
s 203(6)	Duty to publish declaration	TWSC, MW	Where Council is an applicable regulatory entity
s 204(1)	Duty to give certain documents to the Safety Director	TWSC, MW, AOO	
s 204(4)	Duty to comply with a direction by the Safety Director	TWSC, MW, AOO	
s 208(2)	Power to prohibit a person, or class of person, or vessel, or class of vessel, from entering or remaining in a specified part of waters under Council's control	TWSC, DOP, MW, AOO	Subject to ss 208 and 209 For the purpose of giving effect to a declaration under section 203

Marine Safety Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 209(1)	Duty to give a copy of the draft notice to the Safety Director	TWSC, MW, AOO	
s 209(4)	Duty to comply with a direction by the Safety Director	TWSC, MW, AOO	
s 211(1)(a)	Power to give directions to masters of vessels in relation to the navigation and movement of those vessels	TWSC, DOP, MW, AOO	Where Council is an applicable regulatory entity
s 211(1)(b)	Power to publish notice in the Government Gazette prohibiting the navigation and movement of vessels, and or regulation the position and manner in which vessels may anchor or be secured	TWSC, DOP, MW, AOO	Where Council is an applicable regulatory entity Subject to s 212
s 212(1)	Duty to give draft of the notice to the Safety Director	TWSC, MW, AOO	
s 212(4)	Duty to comply with a direction of the Safety Director	TWSC, MW, AOO	
s 215(1)	Function of determining that, due to an emergency, persons must not enter or remain in a part of waters	TWSC, DOP, MEMO, MW, AOO	
s 215(2)	Power to direct a person not to enter or remain in waters	TWSC, DOP, MEMO, MW, AOO	
s 215(3)	Duty to make a written copy of oral direction as soon as possible and keep a copy for a period of 6 years after the date of the direction	TWSC, MW, AOO	
s 216(1)(a)	Function of managing vessel activities on the water	TWSC, MW, AOO	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(b)	Function of managing and allocating moorings and berths in water	TWSC, MW, AOO	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels

Marine Safety Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 216(1)(c)	Function of providing and maintaining navigation aids, including appropriate signage as to water levels, hazards and applicable marine laws	TWSC, MW	In accordance with any standards developed by the Safety Director Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(d)	Function of controlling the navigation and vessel movement in the water	TWSC, MW	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(e)	Function of designating areas in which anchorage of vessels is permitted and not permitted	TWSC, MW	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(g)	Function of removing or marking obstructions in the water	TWSC, MW	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(3)(a)	Power to enter into contracts and agreements for the carrying out of Council's functions under s 216 of the Marine Safety Act 2010 (Vic)	TWSC, DOP, MW	
s 216(3)(b)	Power to enter into contracts or agency agreements with persons to assist in the carrying out of Council's functions under the Marine Safety Act 2010 (Vic)	TWSC, DOP, MW	
s 216(3)(d)	Power to do all things necessary to enable Council to carry out its functions under s 216 of the Marine Safety Act 2010 (Vic)	TWSC, DOP, MW	
s 281	Function of consulting with the Safety Director regarding development and review of the Marine Enforcement Policy	DOP	

Marine Safety Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 216(1)(f)	Function of altering and dredging channels for navigation in water	TWSC, MW	In accordance with any directions or determination of the Safety Director Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(3)(c)	Power to charge the prescribed fees for any service provided	TWSC, DOP, MW, AOO	Council must have regard to any relevant regulations made under s 311
s219A(1)	Power to move any 'thing' or cause any 'thing' to be moved from water	TWSC, DOP, MW, AOO	Subject to ss 219A(1)(a) and 219A(1)(b)
s 219A(2)	Power to immediately remove a 'thing' from water	TWSC, MW	Subject to ss 219A(2)(a) and 219A(2)(b)
s 219B(1)	Power to enter the vehicle or vessel using reasonable force if necessary	TWSC, MW	For the purpose of conveniently or expediently moving the vehicle or vessel
s 219B(2)	Duty to move the 'thing' to the nearest safe and convenient place	TWSC, MW	
s 219C	Duty to make all reasonable enquiries to establish the identity or location of the owner of the property	TWSC, MW	
s 219D(1)	Power to dispose of a 'thing'	TWSC, MW	Council must not dispose of a 'thing' under s 219D(1) subject to ss 219D(2)(a) - (b) and 219D(3)
s 219D(4)	Duty to give the owner of a 'thing' that has been moved notice, in writing, that Council intends to dispose of it	TWSC, MW	
s 219D(5)	Power to dispose of the 'thing' after 28 days, either by gift, sale, destruction, or by otherwise dealing with the 'thing'	TWSC, MW	If notice in writing is given under s 219D(4) to the owner and the owner does not recover the 'thing'
s 219E(1)	Power to recover costs from the owner of the 'thing'	TWSC, MW	If a 'thing' has been moved under ss 219A(1) or 219A(2)

Marine Safety Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 219F(1)	Duty to pay the owner, and any other person with an interest in the 'thing', an amount commensurate with the value of the person's interest in the 'thing', less any amount payable under s 219E	TWSC, MW	If the owner of a 'thing' is unable to recover possession of the 'thing' because the 'thing' has been disposed of under Part 5.5 Division 2
s 219G(a)	Power to recover the costs of moving and disposing of the 'thing'	TWSC, MW	If the 'thing' has been disposed of under s 219D(1) and the identity or location of the owner has not been established
s 227(2)	Function of consulting with the Safety Director	DOP, MW	
s 227(3)	Function of consulting with the Safety Director	DOP, MW	

11 INFORMATION REPORTS**11.1 LIBRARY SERVICES QUARTERLY ACTIVITY REPORT****File Number:****Author:** Renae Colls, Executive Assistant**Authoriser:** Lincoln Fitzgerald, Chief Executive Officer**Attachments:** 1. Q4 Loddon Shire Activity Report April - June 2025**RECOMMENDATION**

That Council receive and note the Loddon Shire Council Library Services Quarterly Activity Report for April to June 2025.

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 quarterly report on library services was provided at the May 2025 Council Meeting.

BACKGROUND

The North Central Goldfields Regional Library Corporation (GLC), trading as Goldfields Library Corporation (GLC), consists of members from the City of Greater Bendigo, and the Shires of Loddon, Macedon Ranges and Mount Alexander.

In Loddon Shire, 15% of the population are library members and there are six library agencies located in Boort, Dingee, Inglewood, Pyramid Hill, Tarnagulla and Wedderburn.

ISSUES/DISCUSSION

This is the final report for the 2024/25 financial year, which reviews the period 1 April 2025 to 30 June 2025.

This report seeks to inform Council of the activities undertaken by the GLC during this quarter.

The attached *Q4 Loddon Shire Activity Report April – June 2025* details memberships, customer visits, library borrowings and visits per capita.

COST/BENEFITS

Loddon Shire Council's financial contribution for quarter four was \$54,113.50 exc GST.

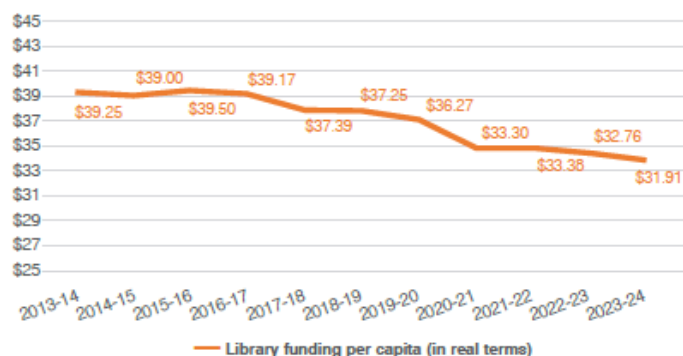
The annual contribution is based on a rate per head of population which is \$27.94 and is included in the adopted annual budget. The 2023/24 service review and VAGO audits demonstrate that the NCGRLC is amongst the most efficient library services in Victoria according to metrics including visitation, membership, collection, staffing and cost.

For the past three years, the Victorian Government has not increased their Public Libraries funding in line with CPI which is placing financial strain on the service and transferring the cost to local government who have increased their contribution in line with the State Government rate cap. The once equally funded service is now 75.25% funded by local government.

A review of Victorian Public Library Funding trends (image below) shows the library funding per capita has steadily declined over the past decade. This drop in funding reflects the increasing financial strain placed on councils and raises concerns about the long-term sustainability of equitable library services statewide.

Victorian Public Library Funding

Victorian Public Library Funding:
\$/capita (real terms)



Parliamentary Inquiry and Government Response

The Parliament of Victoria's Inquiry into Local Government Funding and Services addressed the imbalance in *Recommendation 30*, calling for the State Government to restore a 50/50 shared funding agreement with local councils for the operation of public libraries.

The Department of Government Services did not support this recommendation, *noting that the State Government has maintained or increased its investment in public library services each year. For 2024-25, the State Government has committed a total investment of \$53.37 million in public library services.*

As councils have expanded the breadth and depth of library services over time in consultation with their communities the proportion of library funding met by local government has increased.

Libraries have had a changing role over time and now not only provide the community with information and technology but access to a broad range of local and Victorian Government information and services, offer a range of wellness programs, mental health resources and community services.

The Victorian Government's response was tabled on 19 June 2025 and can be read here:

<https://www.parliament.vic.gov.au/49e0c9/contentassets/26675e0bbf1f4c27836ab5a413cb8284/government-response-to-the-inquiry-into-local-government-funding-and-services.pdf>

Recommendation	Responsible agency	Government response
Cost shifting		
30 The Victorian Government should restore a shared funding agreement of 50/50 with local councils for the operation of public libraries.	Department of Government Services	<p>Not support</p> <p>The Victorian Government has maintained or increased its investment in public library services each year.</p> <p>In 2024-25 the Victorian Government has made a total investment of \$53.379 million in public library services.</p> <p>As councils have expanded the breadth and depth of library services over time in consultation with their communities the proportion of library funding met by local government has increased.</p> <p>Libraries have had a changing role over time, and now not only provide the community with information and technology but access to a broad range of local and Victorian Government information and services, offer a range of wellness programs, mental health resources and community services.</p>

CONSULTATION AND ENGAGEMENT

The Goldfields Library Board is responsible for providing the best library service outcomes for the communities of the four member Councils. The Board comprises two representatives from each of

the four member Councils and meet at least once every three months. The Corporation is managed by a Chief Executive Officer appointed by the Board.

The GLC board members for the quarter were:

- Cr Damien Hurrell- City of Greater Bendigo
- Jess Howard – City of Greater Bendigo
- Cr Nick Angelo – Loddon Shire Council
- Lincoln Fitzgerald – Loddon Shire Council
- Cr Dominic Bonanno – Macedon Ranges Shire Council
- Maria Weiss - Macedon Ranges Shire Council
- Cr Rosie Annear – Mount Alexander Shire Council
- Lisa Knight – Mount Alexander Shire Council
- Mark Hands – North Central Goldfields Regional Library CEO

The Loddon Shire Chief Executive Officer, Lincoln Fitzgerald is also on the Board's Finance Committee.

Loddon Shire Quarterly Report

April - June 2025



Highlights:

- Curious Kids in the Library: STEM
- National Simultaneous Storytime
- Wedderburn Library Agency Refurbishment
- Outreach Memory Place: Inglewood & District Health Service

Loddon Shire Statistics Overview

Loddon Shire				
	Q4 2023-24	Q4 2024-25	Fiscal Year 2023-4	Fiscal Year 2024-25
Loans including eLibrary	7110	11895	28197	40414
Visits in person	3068	4377	15390	15054
New members	19	16	99	63
Programs & events	34	30	114	98
Program attendance	422	444	1236	1452

Narrative: Loans—including physical loans, auto renewals, web renewals, and eLibrary usage—increased despite a decline in in-person visits compared to the same period last year. This growth in loans alongside fewer visits can be attributed to the rising popularity of the eLibrary and the introduction of auto renewals in November 2024. With auto renewals, patrons no longer need to visit the library as frequently, which contributes to the reduced number of library visitors.

Priority 1: Children and Young People

During the April school holidays, the **Inglewood Library Agency** hosted a *Curious Kids in the Library* session presented by the Discovery Science & Technology Centre Bendigo. Children explored the basics of circuits and switches through fun, hands-on experiments and interactive learning. The session sparked curiosity, encouraged problem-solving, and offered a memorable science-based learning experience for local families.

In May, the Boort **Library Agency** took part in the annual **National Simultaneous Storytime**, featuring *The Truck Cat* by Deborah Frenkel and Danny Snell. Lee was the Storytime presenter, and children from the Boort Pre-School also attended.

Our **Outreach Storytime** sessions continue to play a vital role in connecting families and young children with the joy of books, stories, and early literacy beyond our library walls. Delivered in partnership with local preschools and playgroups, these sessions use songs, rhymes, and stories to help build early language skills while fostering a lifelong love of reading and learning. This quarter, we reached over 300 children through our outreach program. These sessions are also a valuable way to strengthen community connections and raise awareness of library services among families who may not yet be regular library users.

Loddon Shire Q4 Early Years Programs

- **Agency Storytime session: 9 held**
- **Outreach Storytime session: 11**
- **School Holiday Activities: 6 held**

Priority 2: Lifelong Learning

Priority 3: Safety & Inclusion

Priority 6: Respecting First Nations Peoples and Cultures

During this quarter, the **Wedderburn Library Agency** underwent a successful refurbishment to improve the functionality, accessibility, and overall appeal of the space. The redesign focused on creating a more child-friendly and welcoming environment. A standout feature of the upgrade was the installation of new Raeco couches, upholstered in First Nations-designed fabric. The refreshed layout encourages families to linger—reading, relaxing, and enjoying time together. The collection was reorganised for better use of space, and additional shelving was installed to accommodate a larger range of materials, expanding borrowing options.

Loddon Shire Quarterly Report

April - June 2025



for the community. This upgrade aligns with our broader goal of developing inclusive, engaging library environments that support community connection and lifelong learning.



Wedderburn Library Agency redesign.

agency model in supporting access to library services across the region.

Priority 5: Connecting People

Community Based Services staff member Ange recently facilitated an **Outreach Memory Place** reminiscing session at **Inglewood & Districts Health Service Residential Aged Care**, centred around the theme of *Early Working Life*. Residents shared stories of their first jobs, workplace experiences, and the skills they developed in their early careers. Using sensory prompts and thoughtful conversation starters, Ange created a welcoming and engaging space that encouraged storytelling, connection, and meaningful reflection.

Priority 4: An Informed Community

Priority 7: A Learning Organisation

During **Victorian Law Week** (19-25 May), ARC Justice delivered a **Free Community Legal Education** sessions at **Wedderburn** and **Inglewood Library Agencies**. These sessions focused on future planning, including Wills, Powers of Attorney, and Advance Care Directives. The session provided attendees with accessible legal information and practical tools to help them make informed decisions about their personal, legal, and healthcare matters. Participants appreciated the opportunity to ask questions and gain clarity on how to document their wishes and appoint trusted decision-makers.

During this quarter, we successfully renewed the Memorandums of Understanding (MOUs) with all Loddon Shire library agencies. As part of this process, Jess, Manager of Operations and Engagement, and Elise, Community-Based Services Coordinator, visited each agency in person. These visits provided a valuable opportunity to strengthen relationships and ensure ongoing alignment between Goldfields Libraries and our agency partners. Meeting with the Neighbourhood and Community House managers face-to-face allowed for meaningful discussions about current needs, future opportunities, and the continued importance of the

Feedback:

Bridgewater Playgroup Outreach Storytime session: *Bridgewater Playgroup Coordinator*
"Thanks for coming to the playgroup today, you were amazing!!"

Inglewood & District Health Service Outreach Memory Place reminiscing session: *"You're leaving already, this was terrific! Do come again."*

Wedderburn Library Agency service feedback from Wedderburn Community House: *"All looks good to me. We are so glad to have the library service here and we know there are many who enjoy reading and using the services."*

Observed at Wedderburn Library Agency by WCH Manager, young family sitting together on the new couch in the library space, reading and chatting for about an hour.

11.2 ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT

File Number: 14/01/022
Author: Daniel Lloyd, Manager Works
Authoriser: Lincoln Fitzgerald, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council receive and note the road management plan defect rectification compliance report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the fourth report for the 2024-2025 financial year, summarising road network defect rectification compliance against requirements specified within the Loddon Shire Road Management Plan (RMP).

BACKGROUND

As a matter of good governance this report is produced quarterly and provides statistical data with respect to the Organisation's performance in managing the road network. Performance is measured through a comparison of actual defect rectification timeframes against requirements specified in the RMP.

ISSUES/DISCUSSION

Table 1 provides a summary of the compliance against the schedule of road and street inspection regimes as set in the RMP.

Table 1: Inspection summary report

Quarter 4 (01/04/2025 – 30/06/2025)						
Work Group	Number of scheduled inspections	Number completed by due date	Number completed after due date	Number not completed	Compliance	Number of Defects Raised
Loddon Goldfields	25	25	0	0	100.0%	549
Loddon Plains	20	20	0	0	100.0%	562
Total	45	45	0	0	100.0%	1111

During the fourth quarter of 2024-2025 financial year, 100% of the programmed inspections were completed according to the schedule. This meets the target of 100% set in the RMP.

Table 2 provides a summary of compliance of actual response times for rectification works of defects as detailed in the defect intervention levels and response timetables of the RMP. The defects have been identified through programmed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as ad hoc work actions.

Table 2: Defect rectification summary report

Quarter 4 (01/04/2025 – 30/06/2025)								
	Number of Defects				Compliant with RMP			
Work Group	Ad hoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	3	11	356	370	368	2	0	99.4%
Loddon Plains	6	8	490	498	498	0	0	100.0%
Shire Wide	0	15	270	285	274	11	0	96.1%
Townscape Services	50	4	76	130	129	1	0	99.2%
Total	53	38	1192	1283	1269	14	0	98.9%

During the fourth quarter of 2024-2025 financial year, 98.9% of all date imposed defects were completed before their due date. This is 1.1% below the target of 100% set in the RMP. There were 14 defects completed after their due date resulting in staff being on leave over the Easter period and delays with sign manufactures providing fulfilling orders.

Table 3 provides a summary of performance against the unsealed road maintenance grading program, defects as identified through programmed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as ad hoc work actions. The maintenance grading program identifies each road segment by its road hierarchy and grading frequency as detailed in the RMP.

Table 3: Maintenance grading program

Quarter 4 (01/04/2025 – 30/06/2025)											
	Number of Grading Work Actions					Compliant within scheduled timeframes					
Work Group	Roads Graded	Defects	Requests	Ad hoc	Total	Yes	No	Not completed	%	KM Graded	KM Inspected
Loddon Goldfields	63	0	15	8	86	86	0	0	100.0%	141	611
Loddon Plains	91	0	25	7	123	122	1	0	99.2%	333	602
Shire Wide	0	0	1	0	1	1	0	0	100.0%	5	0.0
Total	154	0	41	15	210	209	1	0	99.5%	480	1,214

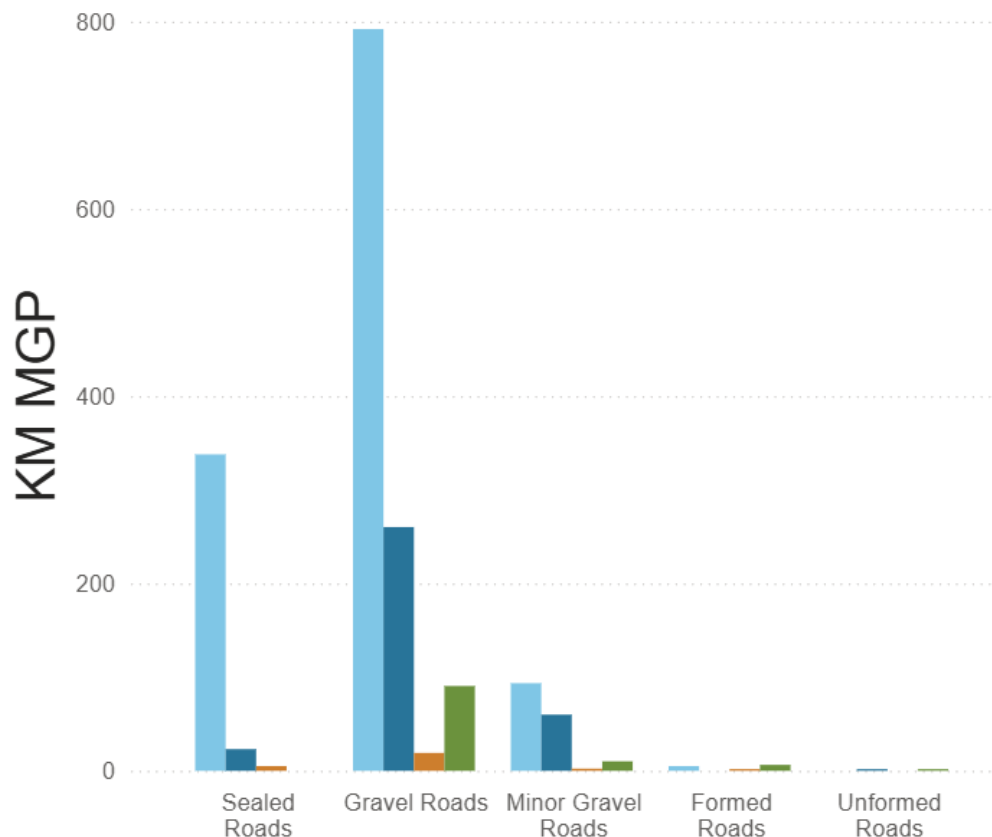
The data in Table 3 indicates that 210 grading work actions were completed for the fourth quarter of 2024-2025 financial year. There is no set level of compliance for the maintenance grading program in the RMP.

A graph has been provided in **Chart 1** indicating a breakdown of the grading work actions, by road hierarchy and kilometres. The sealed roads section relates to shoulder grading work actions on the Sealed Road network. The gravel road section includes all grading work actions on Gravel Collector and Gravel Access roads. The Gravel Minor and the Formed Road sections relate directly to Council's road hierarchy and show all grading work action on roads within that hierarchy.

Chart 1: Maintenance Grading Program

Grading Program (Total km)

Activity Type (MGP) ● 1. Inspected ● 2. Graded ● 3. Adhoc ● 4. Requests



COST/BENEFITS

The year to date actual expenditure to the end of fourth quarter of 2024-2025 financial year of the Local Road Maintenance Program is \$8,740,912. The expenditure for the fourth quarter was \$2,306,405.

The benefits to the community in complying with the RMP are that it ensures a safe road network.

RISK ANALYSIS

Repairing 100% of all date imposed defects before their due date limits Council's liability for any claims for damage made against Council.

CONSULTATION AND ENGAGEMENT

No internal or external consultation is required in the formation of this report.

11.3 PUBLIC HEALTH QUARTERLY ACTIVITY REPORT

File Number: FOL/19/115173
Author: Nicole Taylor, Manager Community Services
Authoriser: Wendy Gladman, Director Community Wellbeing
Attachments: Nil

RECOMMENDATION

That Council receive and note the Public Health Quarterly Activity Report.

CONFLICT OF INTEREST

There is no conflict of interest for any council staff member involved in writing this report or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

This is the final quarterly report for the 2024-2025 financial year which reviews the period 1 April to 30 June 2025, summarising public health activities within the Community Services Department. It provides Council with a high-level summary for the purpose of monitoring performance. As this coincides with the end of the financial year, this report includes annual trend data to provide a greater insight into service performance and any emerging patterns.

BACKGROUND

Loddon Shire Council is responsible for the administration and enforcement of several Acts including the:

- Food Act 1984
- Public Health and Wellbeing Act 2008
- Residential Tenancies Act 1997
- Environment Protection Act 2017
- Tobacco Act 1987.

ISSUES/DISCUSSIONStaff Resources

Council has interim arrangements in place for continued service delivery as the staff recruitment process continues for the appointment of an Environmental Health Officer. Throughout this period, Council has continued to provide a service level that is in response to community demand. Regular contact with business operators, community groups, homeowners and developers has been maintained within the available resources. Activities undertaken include inspecting registered premises, issuing septic tank permits and complaint investigations.

Registered Premises

Council undertakes annual inspections of premises that are registered under the Food Act, Public Health and Wellbeing Act and Residential Tenancies Act. Inspections are also undertaken of public swimming pools and of properties that must satisfy Tobacco Act requirements. Table 1 provides a summary of the inspections undertaken during the reporting period.

Table 1: Registered premises inspections Quarter 4

Quarter 4 – 1 April to 30 June 2025		
Governing Legislation	Inspection Outcome	Number of inspections
Food Premises	Compliant*	16
	Major Non-Compliance	0
Temporary Food Stall	Compliant*	1
Health Premises	Compliant*	1
	Major Non-Compliance	0
Caravan Parks	Compliant*	0
	Major Non-Compliance	0
Total number of inspections for reporting period		18

* Compliant includes sites that were fully compliant and some sites that required minor actions to become compliant

Council officers liaise further with non-compliant premises to address identified issues.

Table 1(a): Registered premises inspections – 2024/25

Governing Legislation	Inspection Outcome	Number of inspections			
		Q1	Q2	Q3	Q4
Food Premises	Compliant*	48	17	26	16
	Major Non-Compliance	2	1	2	0
Temporary Food Stall	Compliant*	8	2	2	1
Health Premises	Compliant*	11	5	2	1
	Major Non-Compliance	0	0	0	0
Caravan Parks	Compliant*	0	5	1	0
	Major Non-Compliance	0	0	0	0
Total number of inspections for reporting period		69	30	33	18

* Compliant includes sites that were fully compliant and some sites that required minor actions to become compliant

Tobacco Act

Council is funded to undertake Tobacco Act inspections throughout the year. Most inspections are carried out in conjunction with food premises inspections, however other properties also include non-smoking public outdoor venues such as kindergartens, schools, playgrounds and sporting reserves. Table 2 summaries the Tobacco Act activities undertaken during the reporting period.

Table 2: Tobacco Act inspections Quarter 4

Quarter 4 – 1 April to 30 June 2025	
Inspection Type	Number
Tobacco Retailer (including vending machine)	0
Tobacco – Indoor Dining and drinking area	3
Tobacco – Outdoor Dining and drinking area	3
Outdoors & Other locations	0
Total number of inspections	6

Table 2(a): Tobacco Act inspections 2024/25

Inspection Type	Number of inspections			
	Q1	Q2	Q3	Q4
Tobacco Retailer (including vending machine)	4	1	0	0
Tobacco – Indoor Dining and drinking area	2	4	2	3
Tobacco – Outdoor Dining and drinking area	1	1	0	3
Outdoors & Other locations	0	0	0	0
Total number of inspections	7	6	2	6

Septic Systems

Table 3 summarises septic system permit applications processed during the reporting period.

Table 3: Septic system permits Quarter 4

Quarter 4 – 1 April to 30 June 2025	
Permit Type	Number
Installation or alteration	6
Certificate to use	7
Total number of permits for reporting period	13

Table 3(a): Septic system permits 2024/25

Permit Type	Number			
	Q1	Q2	Q3	Q4
Installation or alteration	3	6	9	6
Certificate to use	2	8	3	7
Total number of permits for reporting period	5	14	12	13

Public Health Complaints

Council is responsible to investigate nuisance complaints under the Public Health and Wellbeing Act. Complaints of nuisance can be complex and time consuming. Table 6 summarises the complaints during the reporting period.

Table 6: Public health complaints

Quarter 4 – 1 April to 30 June 2025				
Nature of complaint	Number carried over from previous reporting period	Number received	Number resolved	Number currently pursuing resolution
Food Premises	0	2	0	1
Wastewater	1	0	0	1
Other	0	5	2	3
Total	0	7	2	5

COST/BENEFITS

The expenditure for the final quarter of the 2024-2025 financial year for the activities contained within this report is within the expected budget expenditure for this period.

Administration of the Acts that Council has responsibility for includes significant fieldwork, with staff regularly in the field engaging with business operators, developers, residents and ratepayers. This investment increases significantly when compliance issues are identified within registered premises and when complaints are received.

The benefits that stem from this investment include:

- improved public health and safety within registered premises
- improved local amenity
- full implementation by Council of our responsibilities under the various Acts and regulations.

RISK ANALYSIS

Failure of Council to adequately administer and enforce the provisions of the applicable legislation would pose the following possible risks:

- the spread of infectious diseases through the community including food poisoning
- a barrier to the new developments and economic growth within Council
- Council's reputation as a regulatory authority
- contamination of the local environment
- failure to meet obligations set within the relevant legislation.

CONSULTATION AND ENGAGEMENT

The Environmental Health Officer regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts which can range from annual assessments/inspections to the provision of advice when processing septic tank permits.

Any business operator, developer, residents or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process.

11.4 STATUTORY PLANNING QUARTERLY REPORT**File Number:****Author:** Louise Johnston, Statutory Planning Coordinator**Authoriser:** Glenn Harvey, Manager Development and Compliance**Attachments:**
1. Applications processed in the Quarter
2. Applications completed in the Quarter**RECOMMENDATION**

That Council receive and note the Statutory Planning Quarterly Report for April to June 2025

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 is the fourth report for the 2024 -2025 financial year summarising planning application activities undertaken within the Development and Compliance Department.

BACKGROUND

This report covers the planning permit activity for the previous quarter and provides Council with a high level summary for the purpose of monitoring performance within this area.

Council maintains powers under the *Planning & Environment Act 1987*, which are delegated to Planning Officers. Applications made under these powers include but are not limited to the following:

- consideration of a planning application for a new use/development
- consideration of an amendment to an existing planning permit
- secondary consent applications (minor changes)
- extensions of time to existing planning permits.

ISSUES/DISCUSSIONPlanning permit activities

A detailed summary of the status of planning permits can be found in Attachments 1 and 2.

Timeframes

The *Planning & Environment Act 1987* requires a 60 day timeframe for the processing of planning applications by councils. The Act details how the 60 days is to be measured following the acceptance of a planning permit application.

Table 1 provides a summary of the average timeframe in which the Development and Compliance Department assessed and issued Planning Permits during the fourth quarter of the 2024-2025 financial year and compares these against the small to medium regional council's average.

Table 1: Average timeframes for decisions

Month	Quarter 4 of the 2024-2025 financial year			
	Average gross days to determine	Median processing days to determine	Completed within 60 days	Rural average completed within 60 days
April	24	30	100%	72%
May	52	42	89%	67%
June	72	35	78%	69%
Total for the Quarter	48	34	89.2%	69.6%

During the fourth quarter of the 2024-2025 financial year 89% of all Planning Permit applications were assessed and issued within the timeframes as set in the *Planning & Environment Act 1987*. This was 20% above the rural average. In addition, the median processing days for Council to make a determination on applications is 34 days, well below the rural median of 56 days, a good result for Council and its planning team.

COST/BENEFITS

The expenditure for the third quarter of 2024-2025 financial year of the statutory planning activities contained within this report is \$55,998.

Benefits derived from investing in the planning process managed by the Development and Compliance Department include:

- well managed and appropriate development
- well informed community members who understand the value of planning within local government
- applications processed in a timely manner
- correct implementation of regulations and standards

RISK ANALYSIS

Failure of Council to adequately implement the planning scheme poses the following risks:

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

Insufficient investment in resources in the Development and Compliance Department may result in extended timeframes for the processing of applications.

CONSULTATION AND ENGAGEMENT

The Planning Staff consult with a number of stakeholders on a regular basis including:

- applicants
- surrounding land owners
- regulatory authorities

- other Loddon Shire Council departments
- other municipalities

Applications being processed in the quarter

April to June 2025

Applications
24

Number	Lodged	Site Address	Site Address Suburb	Status	Development Description	Applicant Name	Applicant Organisation
5407	10/12/2018	16 Park Street	Bridgewater on Loddon	Further Information	two lot subdivision and earthworks	Dave Edwards	
5852		Road Reserve, 2830 Calder Highway	Derby	New Application	Reduce the proposed native vegetation removal amount from 1.958ha to 1.755ha	Department of Transport and Planning	
5893	10/05/2023	Road Reserve, Newbridge Road	NEWBRIDGE	Advertising Complete	Native vegetation removal (for road safety upgrades)	Bridgewater Public Caravan Park	
5973	16/05/2024	465 Osborne Road	Barraport	Advertising	Use and development of a poultry farm (free range broiler farm, up to 400,000 birds in eight free range broiler sheds) and associated buildings and works including a managers residence.	Mr Fernando Ferreira	Spirecom Pty Ltd
5978		Lot 39 Fenton's Creek-Whela Road	Fentons Creek	New Application	Remove and change conditions on the issued planning permit	Australian Mining and Exploration Title Services (AMETS)	
5991	21/08/2024	Lot 9A Swales Lane	Bridgewater	Further Information	Use and development of the land for a dwelling	Matthew Parker	
5996	12/08/2024	308 Yando Swamp Road	Yando	Advertising	Earthworks associated with irrigation and removal of native vegetation	Sawers Farms	
6000	14/08/2024	4073 Bendigo-Pyramid Road	Dingee	Further Information	Replacement Machinery Shed	Neil Lister	
6009		565 Calivil Mail Road	Calivil	New Application	We are wishing to extend our treated effluent pipeline another 1.7km's north, we will need to bore under North Boundary Road and a Goulburn Murray water channel.	Jade Clymo	
6032	9/01/2025	63 Newbold Street	Wedderburn	Further Information	Use and development of the land for a dwelling	Anne Johnston	
6037	7/02/2025	75 Southey Street	Inglewood	Referred	Re subdivision of two lots into two new lots	Bernhard Koolstra	
6040	18/02/2025	70 Weeah Street	Inglewood	Further Information	Extension to an existing dwelling under a Bushfire Management Overlay	Taylor Gibson	
6063	7/05/2025	208 Robbins Road	Leichardt	Further Information	Use and development of the land for a dwelling	Murray Wearne Builders Pty Ltd	
6065	12/05/2025	Lot 4C Ophir Road	Wedderburn	Referral	Construct a replacement storage shed	John Duncan	
6067	20/05/2025	850 Fiery Flat Road	Fiery Flat	Advertising Complete	Use and development of land for industry (organic liquified fertiliser production) & Business Identification Signage	Duncan Lowis	Chris Smith & Associates
6072	12/06/2025	166 Alexander Lane	Llanelly	Meeting	Use of the land for gold mining (low impact)	Harvey Lee	
6073	23/06/2025	70 Hancocks Lane	Murphys Creek	Ready For Decision	Conversion of an existing shed to be used for a meat processing facility and cool room and associated works, Monday to Friday 8am to 4pm.	Deb Hancock	DC & DS Hancock
6074	25/06/2025	Lot 2b & 2e Forest Lane	Appin South	Further Information	Use of the land for animal production (duck farm) and carry out earthworks (land forming and dams) in the Farming Zone and Land Subject to Inundation Overlay	Goulburn Enterprises	
6076	15/07/2025	Lot 1 Bendigo-Maryborough Road	Eddington	Referral	Development of a replacement farm shed	Graeme Leslie Freemantle	
6077	17/07/2025	Giffard Street	Newbridge	Referral	Development of the land for a dwelling	Darren Kerby	

6078		Lot 1 Yarrawalla South Road	Yarrawalla	New Application	Carry out works (earthworks) under the Land Subject to Inundation Overlay and Farming Zone	Donald Stewart	
6079		Bobsiens Hill Road	Wedderburn	New Application	Use and development of the land for a dwelling, and associated buildings and works	Heidi Bezjak	
6080	21/07/2025	Old Tarnagulla Road	Newbridge	Allocated	Use and development of the land for a dwelling	Nicholas Grillo	
6081		Lot 40 Scotts Lane	Wedderburn	New Application	Use and development of the land for a dwelling and construct an outbuilding	Stuart Todd	

Planning Application completed in the Quarter

April to May 2025

Decisions
28

App Number	Lodged	Site Address	Locality	Status	Development Description	Applicant Name	Applicant Organisation
5799	6/03/2025	83 Newbold Street	Wedderburn	Application Complete	Amendment to include 2 x 20ft shipping containers	Michael Vasica	
5808	10/04/2025	6 Main Street	Bridgewater on Loddon	Withdrawn	Extension and alterations to shop front	Patrick O'Toole	Bridgewater Bakehouse
5842	10/04/2025	52 Brooke Street	Inglewood	Withdrawn	Liquor Licence	Smyth David	
5970	26/08/2024	Harpers Lane	Wedderburn	Lapsed	Use and development of the land for a dwelling	Jamie Constantine	
6035	10/04/2025	12 Lyndhurst Street	Bridgewater on Loddon	Application Complete	Construct a shed	Alicia Manners	Goulburn Valley Buildings
6038	11/02/2025	Weeah Street	Inglewood	Application Complete	Development of a dwelling and associated works (driveway) under a Bushfire Management Overlay	Building Issues	
6042	24/02/2025	939 Newbridge-Bridgewater Road	Newbridge	Application Complete	Use of the land for a rural industry (olive oil processing facility) and use and development of the land for rural workers accommodation	Mr Christopher Clarke	
6043	28/02/2025	Wimmera Highway	Newbridge	Application Complete	Use and development of the land for a dwelling, and construction of an outbuilding.	Marlene Turpin	
6044	28/02/2025	11 King Street	Dingee	Application Complete	Alteration of existing access to Transport Zone 2	Kieren Lewin	
6045	12/03/2025	1 McMillans Road	Boort	Application Complete	Change of Use - Boat and Caravan Storage Facility	Lawrence Cameron	
6046	6/03/2025	14 Camp Street	Bridgewater on Loddon	Application Complete	Development of the land for a dwelling and garage under the Land Subject to Inundation Overlay and Heritage Overlay	Building Issues	
6048	17/03/2025	352 Salathiels Road	Durham Ox	Application Complete	Development of an agricultural building (machinery shed) with a total area more than 130 square metres under the Land Subject to Inundation Overlay	Central Steel Build	
6049	14/03/2025	13 Park Street	Bridgewater on Loddon	Application Complete	Development of a dwelling	Leemon Design	
6051	14/03/2025	Lot 7 Wheelhouse Road	Wedderburn	Application Complete	development and use of a dwelling	Homes by CDLS	
6052	18/03/2025	109 Bendigo-Maryborough Road	Eddington	Application Complete	Construct a building(s) (shed and carport) associated with a dwelling under the Environmental Significance Overlay	Melanie Mackay	
6054	26/03/2025	Boort Malone Park, 53-83 Malone Street	Boort	Application Complete	Construction of 4 Light Towers for the existing netball court	Boort Netball Club Inc.	
6055	26/03/2025	Serpentine Shire Offices Res ID 0607113 GZT Res NO RS7276, 37 Peppercorn Way	Serpentine	Application Complete	Use of the land for a food and drink premises (coffee van)	Linda Canfield	Bella @ Co EST 2024
6056	27/03/2025	8 Park Street	Bridgewater on Loddon	Application Complete	Development of a solid fence in LSIO	David Bowles	
6057	1/04/2025	Main Street	Bridgewater on Loddon	Application Complete	Development of the land for a dwelling & shed	Luke & Ruby Grinter	
6058	7/04/2025	41 Burke Street	Newbridge	Application Complete	Development of a dwelling in the Land Subject to Inundation Overlay	Grant Penno	Penno Drafting
6059	15/04/2025	102-104 Commercial Road	Tarnagulla	Application Complete	Development of the land for a dwelling and create a new access into TRZ2	Rod Hinton	

6060	2/06/2025	15 Victoria Street	Tarnagulla	Application Complete	Demolition of existing building and Development of new shed associated with a dwelling	Amandah Downie	
6061	17/04/2025	Lot 10H Calder Highway	WEDDERBURN	Application Complete	Use and development of the land for a dwelling, removal of two native trees, creation of access to a Transport Zone 2	Centrum Town Planning	
6062	29/04/2025	16-20 Park Street	Bridgewater on Loddon	Application Complete	Development of the land for a dwelling	Penno Drafting and Design	
6064	22/05/2025	Wedderburn-Wychitella Road	Wedderburn	Application Complete	Development of the land for a dwelling	M-PLAN Planning Consultants	
6068	21/05/2025	503 Newbridge-Bridgewater Road	Arnold	Application Complete	Construct a building (hay shed) within 100 metres of a waterway in the Farming Zone and development of a non-habitable building under the Land Subject to Inundation Overlay with a floor area more than 130 square metres	Entegra Signature Structures	
6069	20/05/2025	Bridgewater-Dunolly Road	Llanelly	Application Complete	Alter existing access from Transport Zone 2	Adam Boyd	
6071	4/06/2025	279 Oswalds Road	Campbells Forest	Application Complete	Extension to existing dwelling	Emmett Lee	

11.5 BUILDING SERVICES QUARTERLY ACTIVITY REPORT

File Number: 13/06/001, 13/08/001, 13/08/003
Author: Glenn Harvey, Manager Development and Compliance
Authoriser: Steve Van Orsouw, Director Operations
Attachments: Nil

RECOMMENDATION

Council receive and note the Building Services Quarterly Activity Report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council is provided with information quarterly summarising building services activities relating to permits, certificates and statutory enforcement activity undertaken within the Development & Compliance Department. This report covers the fourth quarter of the previous financial year.

BACKGROUND

Council provides a range of building services through the Municipal Building Surveyor including the following:

- issuing relevant permits and certificates
- issuing report and consent determinations on matters not complying with the Building regulations
- building advisory and information services including legal point of discharge requests
- consultancy and building control functions
- administrative functions prescribed by the Building Act and Regulations including keeping records relating to the activity of private building surveyors issuing permits within Loddon Shire
- regulatory enforcement of relevant Acts.

The number of building permits, occupancy permits and final inspections is a basic indicator of building development and investment within the Loddon Shire Council.

ISSUES/DISCUSSION

Throughout the fourth quarter of the 2024-2025 financial year, items of significance relating to the activity of Council's building services include:

- following up with the owner on recent building fires and the clean-up of these sites.
- issuing of demolition consents and variations to sitting under Part 5 of the Building Regulations.
- follow up on enforcement activities including following up Court and Building Appeals items
- ongoing implementation and improvement of software system changes.

Building permits

Table 1 provides the number and total value of building permits issued for the four quarters of 2024-2025. There is variation in the value of permits throughout any given financial year and this is attributable to the scale and cost of individual projects.

Table 1: Summary of new building permits issued

	Quarter 1 2024-25 (01/07/2024 – 30/09/2024)	Quarter 2 2024-25 (01/10/2024 – 31/12/2024)	Quarter 3 2024-25 (01/01/2025 – 31/03/2025)	Quarter 4 2024-25 (01/04/2025 – 30/06/2025)
No. of new Permits	43	32	27	34
Value of Works	\$7,252,713	\$8,848,017	\$5,497,115	\$9,547,045

Table 2 provides a summary of the number of final inspections and certificates of occupancy issued for building permits for each quarter.

Table 2: Summary of final inspections and occupancy permits

	Quarter 1 2024-25 (01/07/2024 – 30/09/2024)	Quarter 2 2024-25 (01/10/2024 – 31/12/2024)	Quarter 3 2024-25 (01/01/2025 – 31/03/2025)	Quarter 4 2024-25 (01/04/2025 – 30/06/2025)
Certificates of final inspection	34	26	23	14
Occupancy Permits	16	8	9	9

Council Building Services staff continue to work proactively with Council issued permit holders, sending follow up letters to notify building owners approximately two months before their building permits are due to lapse. This allows owners to arrange a final inspection/occupancy permit or apply for an extension of time for their building permit.

Statutory enforcement

Table 3 provides a high level summary of statutory enforcement activities undertaken by the Municipal Building Surveyor.

Table 3: Summary of statutory enforcement activities

Type	Actions incomplete from previous report period	New action started	Total actions	Building notice issued	Building order issued	Appeal to Building Appeals Board	Legal action / solicitors letter started this quarter	Legal action ongoing	No. resolved during this quarter
Building damaged by fire	6	1	7	7	0	0	0	0	2

Type	Actions incomplete from previous report period	New action started	Total actions	Building notice issued	Building order issued	Appeal to Building Appeals Board	Legal action / solicitors letter started this quarter	Legal action ongoing	No. resolved during this quarter
Works required to make building safe (including pools)	24	0	24	3	4	0	0	0	0
Carrying out building works without a permit	24	10	34	29	3	0	0	0	5
Works not in accordance with building permit	2	0	2	1	0	0	0	0	0
Illegal occupation of non-habitable building	0	0	0	0	0	0	0	0	0
Building with non-complying essential safety measures	1	0	1	0	0	0	0	0	0

Whilst new issues requiring enforcement are identified regularly, it is also noted there are some longstanding enforcement activities that are ongoing. The time spent on individual items can be significant particularly when it requires escalation to Court. Council officers work to try to resolve matters without legal intervention.

COST/BENEFITS

The expenditure for the fourth quarter of the 2024-2025 financial year for building services activities was \$68,885.

The cost to Council of enforcement activity can be quite significant, particularly in terms of Council officers' time. This in turn impacts on other activities such as the timeframe for building permits. Direct monetary costs significantly escalate if matters progress to a Magistrate's hearing or the Municipal Building Surveyor needs to arrange for the work associated with any order to be completed by Council. As such, the Municipal Building Surveyor, together with other Development & Compliance Department staff endeavour to work through enforcement matters in a manner that engages with property owners/occupiers to have required works completed.

RISK ANALYSIS

There are risks associated with all building and development works. As such, it is vital that Building legislation, standards and controls are administered effectively. Failure of Council to adequately enforce the provisions of applicable legislation poses the following possible risks:

- unsafe development and building works which may affect the safety of property owners, occupiers and the general public within Loddon Shire
- Council's reputation as a regulatory authority
- Council being held liable for failure to act in a matter which results in damage to other property, or injury or death to a person
- failure to meet statutory obligations set within relevant legislation.

As part of the risk management process when undertaking enforcement work, the Municipal Building Surveyor makes reference to the building enforcement intervention filter criteria, developed by the Victorian Municipal Building Surveyors Group and which forms part of the procedures covered in Loddon Shire Council's Building Control Policy.

A significant risk within Loddon Shire is unregulated developments, in particular small allotments which are sold to purchasers that have expectations of using it for a cheap home or weekender. Often the landholder is unable or unwilling to meet the regulatory requirements to safely utilise the site as they desire. This has led to a number of undesirable and potentially unsafe outcomes of unregulated developments. This remains a matter of concern for Council's Municipal Building Surveyor and Local Laws & Planning Compliance Officer.

CONSULTATION AND ENGAGEMENT

The Municipal Building Surveyor regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts, which can range from essential safety measures assessments/inspections to the provision of advice relating to the need for building permits and other functions administered by the Municipal Building Surveyor under the Building Act and Building Regulations. Any business operator, developer, resident or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process to give them the opportunity to avoid the escalation of enforcement action.

11.6 STRATEGIC PLANNING QUARTERLY REPORT**File Number:****Author:** Carolyn Stephenson, Senior Strategic Planner**Authoriser:** Louise Johnston, Statutory Planning Coordinator**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Strategic Planning Quarterly Activity report for April to June 2025.

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 number of these projects have been discussed with Council at previous meetings.

BACKGROUND

Council undertakes strategic land use planning projects to ensure that its planning scheme is robust, relevant and supportive of the Council Plan.

This report provides an overview of the activities of the Strategic Planner between April and June 2025. Council's strategic planner works with Loddon Shire for 18 hours per week.

ISSUES/DISCUSSIONAmendment C48 to the Loddon Planning Scheme

Amendment C48 to the Loddon Planning Scheme will implement many of the recommendation of the Loddon Planning Scheme Review that was adopted by Council in May 2024. Amendment C48 provides for updating information in the Municipal Planning Strategy, refinement of local policy, clarification of the purpose and scope of the Environmental Overlay Schedule 2 and inclusion of a contemporary strategic work plan.

Following Council's resolution to seek authorisation to commence the amendment process in August 2024, draft amendment documents were submitted to the Department of Transport and Planning (DTP) for review and authorisation. In December 2024, DTP responded seeking clarification about some matters and requesting particular elements of the amendment be removed as they are considered to be beyond the scope of an "update amendment". The elements they have requested be removed, pending further strategic work, are the revised town structure plans and the McIntyre and Wehla rural living policy.

During the April to June 2025 quarter, the following actions have been undertaken by the Strategic Planner to progress this project:

- Further revision of the draft documents to address matters raised by DTP staff.
- Re submit the draft documents to DTP for review.
- Met with Acting Senior Manager Planning Services to discuss progressing the amendment.
- Met with Regional Planning Partnerships to obtain further advice and support regarding the amendment.

Flood Planning Scheme Amendment

Loddon Shire submitted a funding request in March 2025 to the Department of Transport and Planning Regional Flood-related Amendments Program. This program aimed to support local government to improve floodplain management and flood resilience with the provision of funding to undertake planning scheme amendments to implement completed flood studies.

The flood studies that need to be implemented, in part, through an amendment to the Loddon Planning Scheme are:

- Dunolly Flood Investigation Study Report, July 2014 (Water Technology)
- Bridgewater Flood Management Plan, March 2016 (Water Technology)
- Korong Vale Rapid Flood Risk Assessment, April 2020 (HARC)
- The Avoca River and its effluent streams north of Charlton, June 2021 (Water Technology)
- Korong Vale Flood Study, October 2023 (WMS)
- Tarnagulla Rapid Flood Risk Assessment, November 2023 (HARC)
- Wedderburn Rapid Flood Risk Assessment, November 2023 (HARC)
- Loddon Regional Flood Study, May 2024 (Water Technology)

During the April to June 2025 quarter, the following actions were undertaken by the Strategic Planner to progress this project:

- Commence preparation of amendment documents and public notice information.
- Followed up with DTP and the NCCMA regarding our funding request.

Unfortunately, the DTP team that were overseeing the flood amendment program have now been disbanded as the funding concluded at the end of June, 2025. We have not been advised about the status of our funding request.

Wedderburn Flood Study

The NCCMA has secured \$250,000 (ex GST) State Government funding for a Wedderburn Flood Management Plan. This project will provide for the modelling of the extent of flooding in Wedderburn and the identification of mitigation measures. These mitigation measures will include recommendations regarding any required changes to the flood controls in the Loddon Planning Scheme, as well as engineering solutions and information to support emergency management. This project will build on the information in the Wedderburn Rapid Flood Risk Assessment, November 2023 (HARC).

During the April to June 2025 quarter, the following actions have been undertaken by the Strategic Planner to progress this project:

- Prepared tender documents.
- Worked with Procurement to seek responses to the tender request.
- Evaluated responses and selected a successful contractor.

Town Structure Plans

Development of detailed structure plans for the five priority growth towns (Boort, Bridgewater, Inglewood, Pyramid Hill and Wedderburn) has been identified as a strategic planning priority in the Loddon Planning Scheme review and in the Villawood Properties Unlocking Loddon's Residential Growth Potential report.

These structure plans will identify residential development opportunities that can be facilitated by efficient and affordable infrastructure provision and will avoid environmental risks.

During the previous quarter, a funding application was prepared as the Department of Transport and Planning Regional Planning Hub had funding available for municipalities affected by the 2022 floods for strategic planning projects. Although we require structure plans for the five priority towns, it was determined that we were more likely to be successful if we initially applied for Bridgewater and Inglewood. These are the towns experiencing the greatest development demand and were specifically identified in the Villawood study as needing detailed structure planning to support coordinated infrastructure investment.

During the April to June 2025 quarter we were advised that we were successful with this funding application, and the following actions were undertaken by the Strategic Planner to progress this project:

- Finalise the scope and brief for this project.
- Liaise with DTP regarding request for quotation and selection of suitable contractor.

Newbridge

At the March 2025 Council meeting, Council resolved to begin a land use planning process to determine the most appropriate way to expand the township of Newbridge.

During the April to June 2025 quarter the following actions were undertaken by the Strategic Planner to progress this project:

- Prepare a draft brief for this project.
- Met with Community Partnerships to facilitate a coordinated response to Newbridge planning.

COST/BENEFITS

Finance have advised that the expenditure for the April to June quarter of the 2024-2025 financial year for the strategic planning activities contained within this report is \$26,668, however it would appear that some of these costs should have been attributed to the previous quarter.

Benefits derived from investing in strategic planning managed by the Development and Compliance Department include:

- Clearly defined directions for land use and development that are underpinned by research and supported by the community.
- A relevant and effective planning scheme that provides for economic development, population growth, attractive townships and protection of heritage and the environment.

RISK ANALYSIS

Failure of Council to undertake strategic planning includes:

- Outdated planning controls that do not respond to current issues and opportunities.
- Inappropriate development that compromises the amenity of towns and undermines economic development opportunities.
- Loss of opportunities for population and residential growth.

CONSULTATION AND ENGAGEMENT

All of the projects discussed above will involve extensive community consultation.

11.7 TOURISM AND ECONOMIC DEVELOPMENT QUARTERLY ACTIVITY REPORT**File Number:****Author:** David Stretch, Manager Tourism and Economic Development**Authoriser:** Lincoln Fitzgerald, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Tourism and Economic Development Quarterly Activity Report for April to June 2025

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.

INTRODUCTION/SUMMARY

Economic development is the process of building economic capacity of an area in order to deliver improved social well-being and environmental outcomes for communities.

The Loddon Shire Economic Development Strategy 2025-2029 provides a framework and comprehensive plan to foster economic growth and resilience in the region. The Strategy prioritises several objectives, including optimising the agricultural sector, promoting housing development as a catalyst for growth, positioning the Council as a collaborative partner, enhancing community liability, and fostering innovative and diverse industries.

The Loddon Shire Visitor Economy Strategy 2025-2030 outlines a community-centric approach to building a sustainable and thriving visitor economy for the Loddon Shire. The Visitor Economy Strategy aims to enhance the well-being of residents and visitors by adopting a destination stewardship model that prioritises social, cultural, environmental, and economic outcomes.

Strategic Objectives - Economic Development**1. Optimised Agricultural Sector**

An optimised agricultural sector that promotes collaboration and innovation among producers, enhancing productivity, resilience, market responsiveness, and the region's capacity to attract investment, new businesses, and talent.

2. Housing: A catalyst for growth

A diverse and sustainable housing supply which supports economic growth by attracting and retaining residents and workers, while strengthening existing townships.

3. Council: An advocating & collaborative partner

Council actions that foster a growing and prosperous Loddon Shire by collaborating with businesses and industry partners, and government entities to attract investment, and promote sustainable economic growth and job creation.

4. Liveable & Resilient Communities

Loddon will be known for its lifestyle and opportunities, offering equitable access to services and employment, celebrated through a strong regional identity that attracts people and investment, comprised of townships that foster a sense of place and culture.

5. Innovative & Diverse Industries

A diverse and innovative industry base that has capabilities to respond to emerging industry, economic and policy trends, leveraging regional supply chain opportunities while value adding to the local economy.

Strategic Objectives – Visitor Economy

1. Enhancing the visitor experience

Enhance and expand the quality and variety of visitor experiences in the Loddon Shire, strengthen connections between visitors, local people and place through authentic experiences and events, and develop infrastructure that supports placemaking, events and visitor services to improve the overall experience.

2. Destination marketing and storytelling

Share the unique stories of the people and place to attract visitors who value and protect the environment, culture and lifestyle. Target the right visitor markets through effective communication and partnerships, and extend visitor engagement by enhancing visitor servicing and bringing local stories to life.

3. Stewardship - management and resourcing

Foster strong leadership and collaboration to drive the vision for Loddon Shire visitor economy. Engage the community in tourism decision-making to build social license, and secure funding and resources to ensure stability and sustainable growth.

ISSUES/DISCUSSIONS

This report outlines:

1. Key economic data and performance indicators
2. Tourism and Economic Development Department activity, key operations and projects, for the period April, May and June 2025

1. **Population** – After a slight decline in population in 2023, growth has returned in 2024. Since 2014, the population has increased by 242 people, reflecting a compounding annual growth rate (CAGR) of 0.32%

Population	
Years	Loddon
2014	7,513
2015	7,531
2016	7,558
2017	7,569
2018	7,602
2019	7,629
2020	7,657
2021	7,703
2022	7,750
2023	7,747

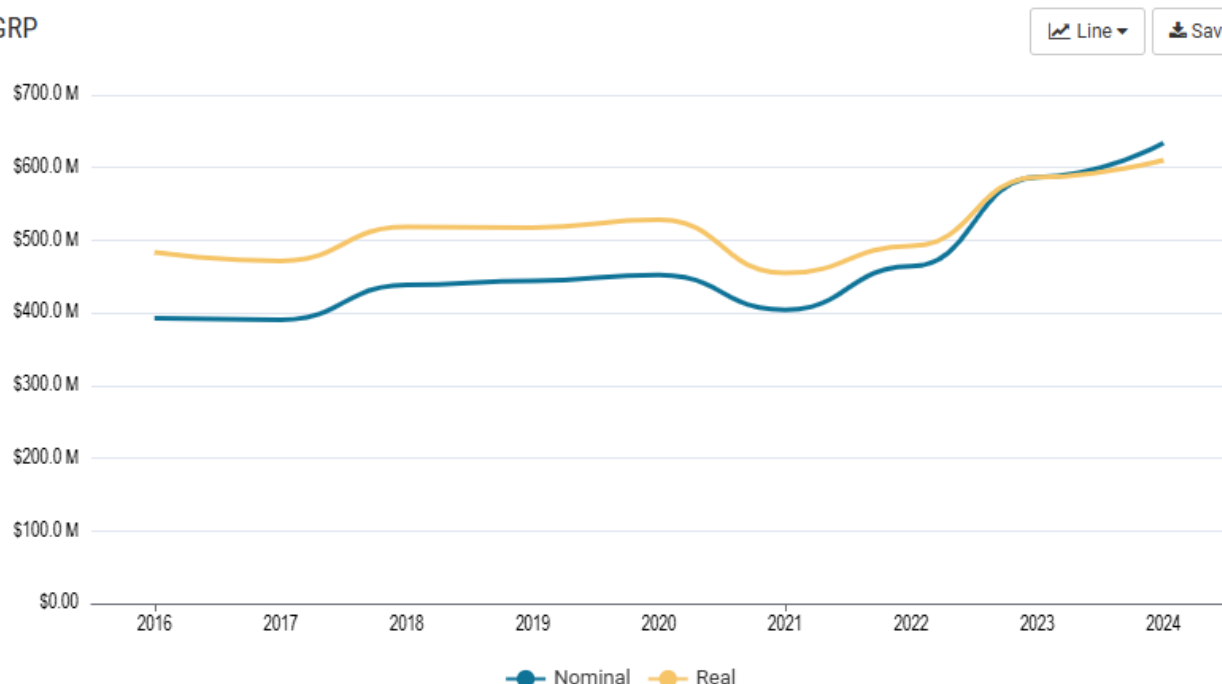
2024

7,755

- 2. Gross Regional Product** - GRP for 2024 is estimated at \$633.739 million. In real, CPI adjusted terms, this translates to \$610.453 million. Since 2016, GRP has increased by \$241.247 million, reflecting a compounding annual growth rate (CAGR) of 6.17%.

Gross Regional Product (GRP) is the total value of final goods and services produced, including exports and subtracting imports. Real GRP: Inflation adjusted value, 2023 prices. Nominal GRP: Current prices.

GRP



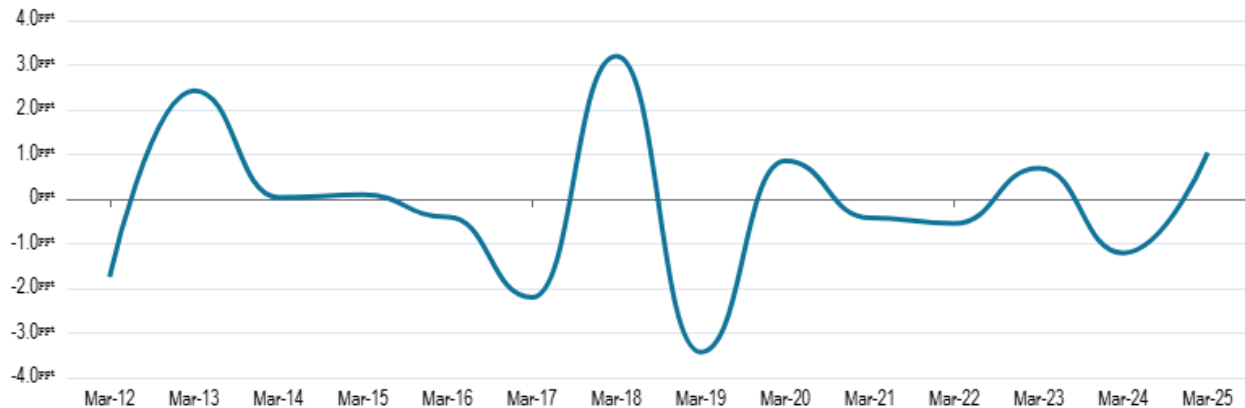
- 3. Economic Output** - Output for 2024 is estimated at \$1.304 billion. In real, CPI adjusted terms, this translates to \$1.256 billion. Since 2016, output has increased by \$490.716 million, reflecting a compounding annual growth rate (CAGR) of 6.08%.

Year	Nominal	Real
2016	\$813,651,591	\$1,001,705,504
2017	\$816,386,353	\$986,005,920
2018	\$885,320,907	\$1,047,499,162
2019	\$903,166,524	\$1,051,858,573
2020	\$979,523,846	\$1,144,775,683
2021	\$892,275,621	\$1,004,185,610
2022	\$984,460,923	\$1,043,794,016
2023	\$1,187,501,826	\$1,187,501,826
2024	\$1,304,367,250	\$1,256,440,212

Output data represents the gross revenue generated by businesses/organisations in each of the industry sectors in a defined region. Gross revenue is also referred to as total sales or total income. Real Output: Inflation adjusted value, 2023 prices. Nominal Output: Current prices.

- 4. Labour Force** - The number of employed residents in March 2025 is estimated at 3,374 people, with 192 people unemployed. The latest quarter March 2025 unemployment rate sits at 5.4% (increased by 1.0ppts since last year).

Unemployment Rate



- 5. Median House Price** - The median house price for 2024 is estimated at \$302,500. Since 2012, the median house price has increased by \$142,500, reflecting a compounding annual growth rate (CAGR) of 5.45%.

Year	House	Residential Land (500m2)
2012	\$160,000	\$15,500
2013	\$150,000	\$13,200
2014	\$120,500	\$12,200
2015	\$160,000	\$11,700
2016	\$165,000	\$10,000
2017	\$175,000	\$6,700
2018	\$175,000	\$31,100
2019	\$169,000	\$32,800
2020	\$187,500	\$27,000
2021	\$255,000	\$37,600
2022	\$335,000	\$41,100
2023	\$305,000	\$28,300
2024	\$302,500	\$57,800

Note - Median House Price: The sale price of the middle house within a set of house prices ranked from highest to lowest sale price over a period of time.

- 6. Business Counts** - The business counts for 2024 is estimated at 1,037. Since last year, business counts has decreased by 1 business.

Month Year	Loddon
Jun-22	1,039
Jun-23	1,038
Jun-24	1,037

- 7. Building Approvals** - Residential building approvals for 2024-25 is estimated at \$16.509 million. Since 2014-15, residential building approvals has increased by \$8.854 million, reflecting a compounding annual growth rate (CAGR) of 7.99%

Years	Residential	Non-Residential
2014-15	\$7,655,200	\$16,534,700
2015-16	\$7,503,800	\$10,931,200
2016-17	\$5,306,600	\$9,605,000
2017-18	\$7,503,200	\$5,838,100
2018-19	\$6,978,700	\$8,638,300
2019-20	\$8,192,299	\$13,674,700
2020-21	\$8,880,400	\$12,464,400
2021-22	\$11,673,200	\$15,630,000
2022-23	\$12,751,200	\$31,160,400
2023-24	\$10,386,000	\$38,578,000
2024-25	\$16,509,000	\$21,063,000

8. Spendmapp Quarterly Report – April, May, June 2025

CONSUMER EXPENDITURE

Trending Flat

Trend	Change in Total Local Spend
Victoria	Loddon
1.5%	6.8%

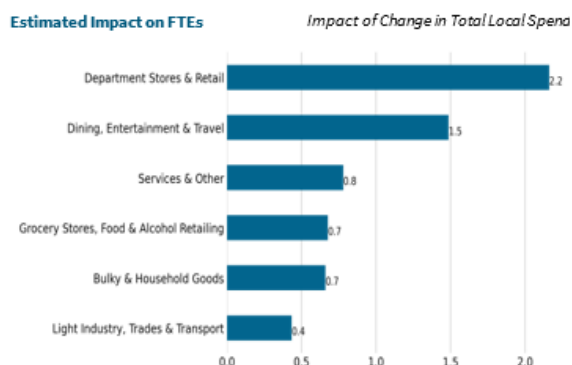
Daily Spending		Average Daily Spend by Day of Week	
Day	Total	Resident	Visitor
Mon	\$74K (+17.5%)	\$17.7K (-2.1%)	\$39K (+22.3%)
Tue	\$66.7K (+5.5%)	\$15.2K (-19.7%)	\$33.2K (+12.7%)
Wed	\$77.3K (+7.1%)	\$20.2K (+3.2%)	\$39.3K (+8.1%)
Thu	\$97.9K (+12.0%)	\$21.4K (-0.2%)	\$52.1K (+15.2%)
Fri	\$103K (-7.4%)	\$22K (-16.4%)	\$58.9K (-3.8%)
Sat	\$114K (+15.6%)	\$22.2K (+24.8%)	\$71K (+19.9%)
Sun	\$74.6K (+9.7%)	\$10.1K (-2.7%)	\$46.5K (+8.7%)

Peak Day Saturday 19 April 2025: \$212K

Trough Day Tuesday 01 April 2025: \$47.2K

JOB IMPACT

Net Positive



Largest Increase 2.2 FTEs, Department Stores and Retail

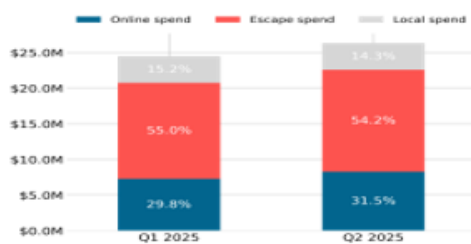
Largest Decrease No decrease occurred

WALLET SHARE

Going online

Share of Resident Wallet

Latest and Previous Quarter



Trend

Change in Resident Wallet Share

Spend	Victoria	Loddon
Local Spend	-0.5%	-0.9%
Escape Spend	-0.1%	-0.7%
Online Spend	+0.6%	+1.7%

Compared with the previous quarter, in Q2 2025:

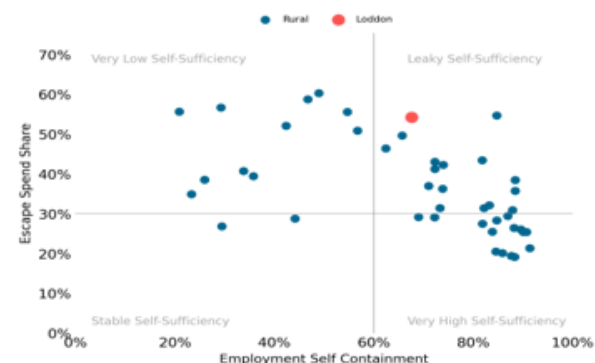
- Loddon saw more online spend as a share of Resident Wallet; and
- Online spend in Victoria saw the greatest increase in share.

SELF-SUFFICIENCY

Leaky

The Commuter Effect

Escape Spend and Commuting



Compared with other Rural councils, in Loddon:

- There is leaky economic self-sufficiency.
- There is low employment self-containment (based on the last Census).
- Resident Escape Spend has a high share of Resident Wallet.

9. Monthly Spending, compared to same period, previous year

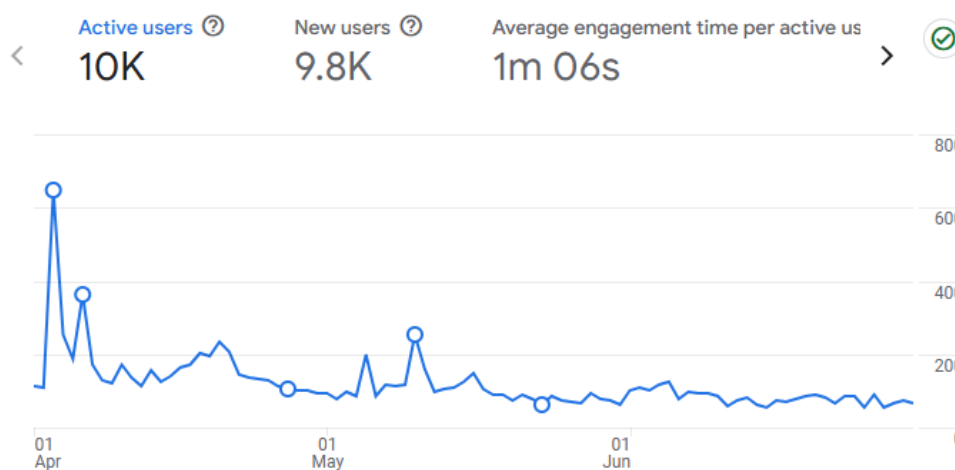
April			
Expenditure Type	Apr 2024 \$	Apr 2025 \$	Change %
Total Local Spend	\$3.44 M	\$3.94 M	14.45%
Resident Local Spend	\$1.31 M	\$1.25 M	-4.58%
Visitor Local Spend	\$2.13 M	\$2.69 M	26.12%
Resident Escape Spend	\$4.48 M	\$4.44 M	-1.02%
Resident Online Spend	\$2.19 M	\$2.53 M	15.38%
May			
Expenditure Type	May 2024 \$	May 2025 \$	Change %
Total Local Spend	\$3.21 M	\$3.44 M	7.22%
Resident Local Spend	\$1.39 M	\$1.36 M	-2.61%
Visitor Local Spend	\$1.81 M	\$2.08 M	14.78%
Resident Escape Spend	\$4.79 M	\$5.07 M	5.91%
Resident Online Spend	\$2.36 M	\$2.75 M	16.38%
June			
Expenditure Type	Jun 2024 \$	Jun 2025 \$	Change %
Total Local Spend	\$3.12 M	\$3.20 M	2.73%
Resident Local Spend	\$1.27 M	\$1.14 M	-9.61%
Visitor Local Spend	\$1.85 M	\$2.06 M	11.15%
Resident Escape Spend	\$4.44 M	\$4.76 M	7.35%
Resident Online Spend	\$2.13 M	\$3.01 M	41.56%

10. Tourism Marketing Report

3. Tourism Marketing Report

Visit Loddon Valley Website (Jan-Mar 2025)

- 10K – Users (Active on website)
- 9.8K – New users



Traffic breakdown (visiting website)

- Organic search (78.38%)
- Direct (direct links and QR codes – 12.13%)
- Organic social (4.5%)
- Other (6.88%)

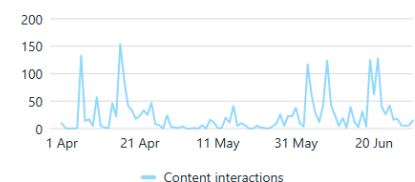
Device overview (visiting website)

- Mobile – 64.5%
- Desktop – 31.5%
- Tablet 4%

Content interactions ⓘ

Export

2,162 ↓ 6.6%



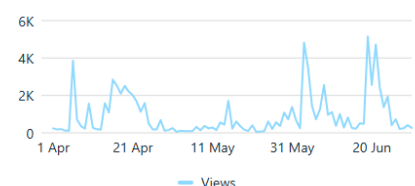
Most popular searches (visiting website)

- Look Inside Nimmitabel, Inglewood – Loddon Valley – 1.6K views
- Home Page – 1.1K views
- Spanner Man Gardens – 1.1K
- Inglewood, Victoria – 726
- Bridgewater On Loddon - 711
- Gold prospecting – 638

Views ⓘ

Export

84,785 ↓ 43.7%

**Social Media**

Facebook (April-June 2025)

Summary (3 month comparison – Jan-March 2025):

- 2.1K likes, 2.7K followers (5.3% growth)
- Content interactions (2.3K – 6.6% growth)
- Content views (84.8K – 43.7% decline)

Highly engaged posts

Visit Loddon Valley
Published by Bradd Worrell · 14 April · 🌐

🌿 Get Ready for an Epic Orienteering Double! 🌿

The countdown is on! Over the Easter weekend, the beautiful Loddon region in Victoria will host the Australian 3-Day Orienteering Championships 🏆 — with action-packed days of challenging courses, stunning terrain, and top-tier competition from around the country! 🌟

Come down to Inglewood on Easter Saturday to cheer on the participants, enjoy the festivities and enjoy some delicious food from local vendors.


📅 April 18–21 | Loddon, various locations

But that's not all...

The following weekend, we're backing it up with the Victorian Orienteering Championships over the Anzac weekend, continuing the celebration of navigation, nature, and community.

📅 April 25–27 | Loddon, various locations

Two massive weekends. One amazing sport. Find out more:
<https://aus3days2025.orienteeing.asn.au/program/>
#Aus3Day #VicChamps #OrienteeringAustralia #ExploreWithMapAndCompass



Coffee to Di For, Newbridge Hotel and 208 others · 9 comments · 10 shares

Like · Comment · Share

Visit Loddon Valley
21 June · 🌐

We're so lucky to have such rich history right here in the Loddon Shire 🌿

Tucked away on the edge of Tarnagulla and Llanelly, sits Bell's Cottage – a beautiful stone home built in 1937 by WW1 veteran Herbert Bell. He gathered stones by bike and hand-cut local ironbark timber to bring it to life.

Now empty but standing strong, it's a quiet tribute to true grit, determination and Aussie spirit.

Next time you're in the Tarnagulla region, head to Llanelly to admire the craftsmanship and soak up a piece of local history.





📍 Corner of Wimmera Highway and Mitchell Lane, Llanelly VIC 3551
#LoddonValley #Tarnagulla #HiddenHistory #BellsCottage #AussieHeritage




You and 94 others · 7 comments · 8 shares

Visit Loddon Valley
19 June · 🌐

There's nothing quite like a country pub, cold drink in hand, hearty winter meal on the table and a good chat with the locals. 🍷 ... See more

You and 101 others · 6 comments · 9 shares

Love · Comment · Share




Visit Loddon Valley
3 June · 🌐

Join @Both Banks Vineyard Kingower this Sunday, for a special celebration as they release their 2023 vintage and mark 40 years of winemaking excellence

📅 When: Sunday 8th June
🕒 Time: 1:00 PM – 5:00 PM
📍 Venue: 1164 Inglewood-Rheola Rd, Kingower VIC 3517

Expect a memorable afternoon filled with fine wine, music, delicious food and cozy fireside gatherings - a great way to celebrate the Kings Birthday weekend!

Find out more: <https://tinyurl.com/yezarkke>

You and 87 others · 8 comments · 16 shares

Love · Comment · Share

Visitor Information Centre**Visitor Footfall**

2025	April	May	June
	166	82	71

Loddon Valley Visitor Data - Overview

Date Range

4/1/2025



6/30/2025



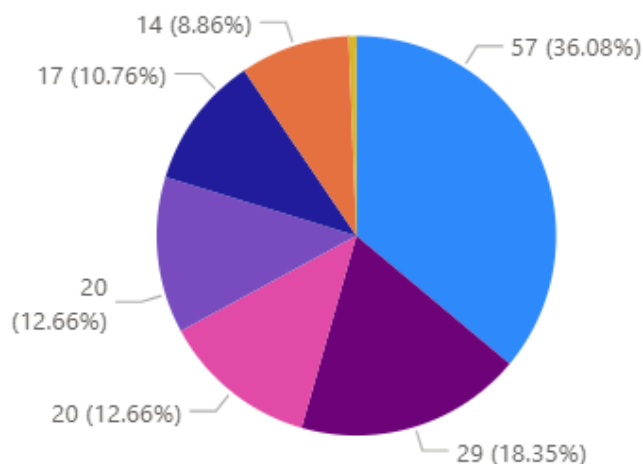
All Contacts

158

Total People Count

319

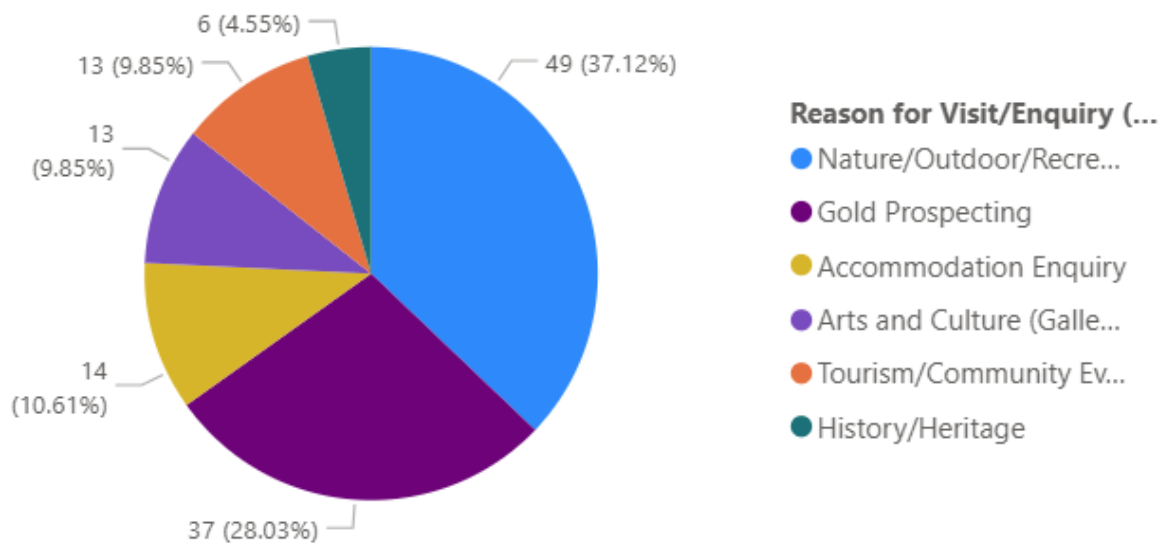
Length of Stay



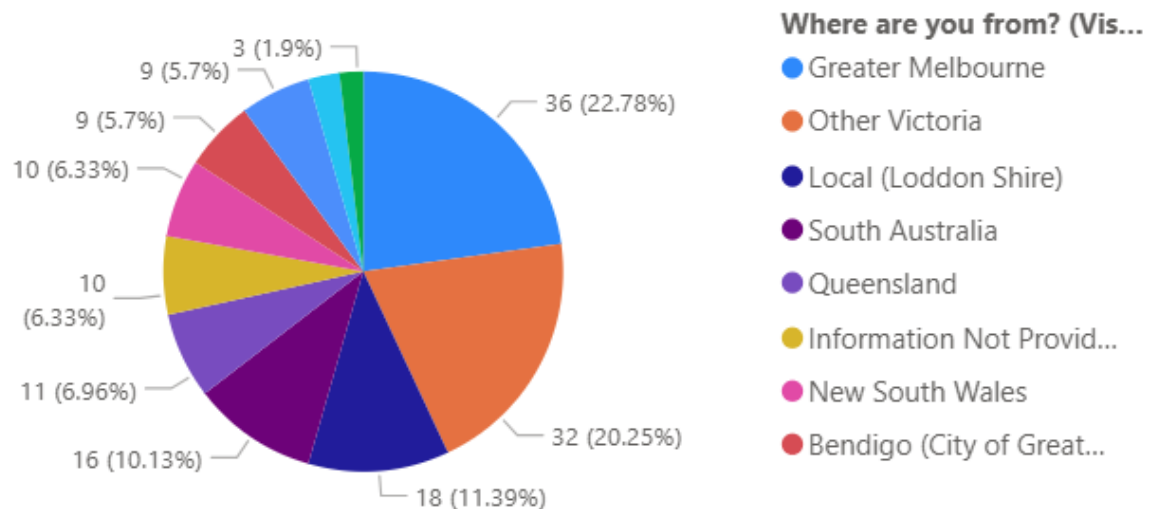
How long will you be stayi...

- 2-4 nights
- Passing through
- More than 4 nights
- Overnight
- Local (Loddon Shire)
- Day trip in Loddon Vall...
- (Blank)

Reason for Visit



Where Visitors are From



**This is the first report submitted to Council since measurement of visitor numbers and data shifted from estimated footfall calculated by an electronic door counter. Visitor footfall at the Wedderburn VIC is now recorded on an iPad form. Visitor data is collected and reported via the Microsoft Power BI application.

11. Strategy Actions Update

Economic Development - ongoing responsibilities	Project / Activity
Advocacy <ul style="list-style-type: none"> • Preparing research support documents, attending meetings and representing the Shire with government and potential new businesses • Work with regional partners to advocate for faster and more stable mobile and digital connectivity across the region. • Advocate to other decision makers to ensure the supply of adequate infrastructure to service the resident population and enable employment growth (such as affordable housing, health services, and education facilities). 	<ul style="list-style-type: none"> • Continue to meet with State Government colleagues at DJSIR to advocate for Loddon Shire projects, industry and investment opportunities.
Investment Attraction <ul style="list-style-type: none"> • Concierge service / single point of contact for business and investors. • Developing newsletters, media, brochures and communiques • Presentations to business and community groups and stakeholders • Advice, referrals and printed materials • Manage sale, purchase and leasing of Council's vacant land, residential and industrial property. • Support projects which align with existing industrial and residential land zoning. 	<ul style="list-style-type: none"> • Have met with Regional Development Victoria and regional LGA colleagues to update Loddon Shire content on the Invest Loddon Mallee website. • Have commenced the process to utilise Monitor CRMS to facilitate quarterly newsletters to Farming and Ag, Manufacturing and retail sectors. • Officers continue to manage the sale, purchasing and leasing of Council property. • Have met with Tiverton Ag, Laucke Flour and Bio gro, to support business expansion and investment attraction.
Grant applications support to business and community organisations <ul style="list-style-type: none"> • Assisting businesses and community organisations with grant applications and liaison with State and Federal agencies 	<ul style="list-style-type: none"> • Provided feedback and assistance to two Loddon Shire business entities seeking State Government funding.

<p>Industry Support</p> <ul style="list-style-type: none"> • Continue to work with leaders in intensive agriculture and relevant industry supply chains to attract investment in intensive animal industries in an effort to leverage the economic foundations of Loddon and boost employment and output in the agricultural sector. 	<ul style="list-style-type: none"> • Attended inaugural meeting of the RDV Agribusiness Loddon Mallee Network, whose function is to: <ol style="list-style-type: none"> 1. Bring together representatives of the 10 councils of the Loddon Mallee to align opportunities and investment with State Government. 2. Develop a pipeline of investment opportunities to benefit the region. 3. Provide a central forum for members to share information and updates in relation to their business activities to ensure visibility of opportunities and impacts to the sector. Additionally, a platform for sharing resources relating to Agribusiness including upcoming and current funding opportunities and initiatives both internal and external to government that could support the Agribusiness sector. 4. Identify key barriers, industry themes and opportunities facing the Agribusiness sector
<p>Business Liaison and Support</p> <ul style="list-style-type: none"> • Continuing liaison with businesses and community groups involved in economic development • Provide supportive services for new, existing and expanding businesses, including staff “facilitators” for investors, partnering with businesses as opportunities arise, and investigating business support packages for businesses. 	<ul style="list-style-type: none"> • Have acquired and implemented enhanced functionality with the Monitor CRMS tool which allows staff to record engagements with business and stakeholders, to provide accurate reporting on time spent addressing strategic priorities
<p>Skills Attraction</p> <ul style="list-style-type: none"> • Support migration assistance activities to attract skilled workers to the region. • Support initiatives to improve employment opportunities for Loddon residents and employers. 	<ul style="list-style-type: none"> • Continue to participate in the Bendigo Local Skills and Jobs Taskforce programs to support employment and industry, including the delivery of the Loddon Shire Employment Showcase (October 2025) and a Regional Mentoring Program Employment

2025 Eco Dev Project-Oriented Actions	Project / Activity
<p>Optimised Agricultural Sector</p> <p>1.1. Establish and facilitate a local producer and supply chain network, to assist in knowledge sharing and the implantation of innovative farming practices.</p> <p>1.2. Actively engage with Agriculture Victoria and Regional Development Victoria to investigate further leveraging the public benefit of the SW Pipeline. Actively engage with stakeholders to review farm business planning and how it relates to piped water as an asset.</p> <p>1.3. Partner with DEECA and Agriculture Victoria to ensure industry is positioned to respond to the risk of lower water allocations with best practice approaches.</p>	<ul style="list-style-type: none"> • Have met with GWM Water senior team and now collaborating on a project to: <ul style="list-style-type: none"> ○ Promote the benefits of pipeline connection for business ○ Target current intensive industry operators and future prospects, demonstrating business planning benefits and opportunities via the Invest Loddon Mallee website and relevant case studies
<p>Housing: A Catalyst For Growth</p> <p>2.1 Delos Delta action: Delivery housing investigation and feasibility project</p> <p>2.2. Develop marketing collateral highlighting infrastructure projects, Council land sales, sub-division process and land development opportunities.</p> <p>2.3. Investigate alternative funding options to provide trunk infrastructure & regional government grants to support land development.</p>	<ul style="list-style-type: none"> • Have commenced engagement with local development committee and LSC planners to develop a creative approach to future planning for Newbridge development. • Continue to develop a concept and plan for a residential subdivision for Reef Street, Wedderburn. • Developing a Regional Precincts and Partnerships Program grant application for the Inglewood Streetscape project • Reviewing the impacts and outcomes of the October 2024 Housing and Living Showcase • Preparing (with LSC planners) for a Housing Round Table event for Boort in 2025
<p>Council: An advocating and collaborative partner</p> <p>3.1. Actively engage with local stakeholders and advocate to other levels of government on behalf of local business and industry. Advocating efforts to focus on challenges in attracting workforce and</p>	<ul style="list-style-type: none"> • Met with Workforce Australia to advance planning for Loddon Workforce Expo, Pyramid Hill October 2025. • Attended Village Business Expo (Maryborough)

<p>local workforce participation, focus area to include housing, access to childcare.</p> <p>3.2. Identify and apply for funding opportunities which address key challenges as identified by local industry.</p>	<ul style="list-style-type: none"> • Attended the Settlement Processes and Services guide (Bendigo Region) launch
<p>Liveable and Resilient Communities</p> <p>4.1. Investigate opportunity for local artisan food and beverage products to be showcased and retailed in townships, enhancing the retail experience for residents and visitors.</p> <p>4.2. Work with local town traders to develop collaboration and coordination to support retail viability and a positive main street experience for local residents and visitors.</p>	<ul style="list-style-type: none"> • Continue to develop concept, costing and feasibility of farm gate retail/Visitor Information Centre PPP. • Business and Retail workshops planning for Bridgewater and Boort in August 2025. • Facilitated the establishment of a retail traders group in Inglewood and provided funding to design and print a brochure promoting Inglewood retail. • Delivered the Australian Liveability Census Project in Loddon Shire, with over 150 survey participants. • Continued to promote the Shop Loddon Campaign. • Conducted extensive community consultation, seeking feedback on the Inglewood Streetscape design. At the end of August 2025, the project team will collate community feedback and use the information to inform future design and project directions.
<p>Innovative and Diverse Industries</p> <p>5.1. Develop and maintain a documented understanding of funding opportunities for renewable energy projects, share that knowledge with industry and business network.</p> <p>5.2. Advocate for renewable energy projects and infrastructure that will enable Loddon to leverage opportunities associated with its natural resource endowment, particularly solar.</p>	<ul style="list-style-type: none"> • Have commenced a project with CVGA, RDV and Loddon Mallee LGAs - Zero Emissions Economic Opportunities Analysis. <p>Analysis will go beyond renewable energy to also investigate other opportunities for business and community benefit, in the transition to a low-carbon economy.</p>

2025 Tourism BAU Actions	Project / Activity
<p>Advocacy</p> <p>Continue providing strong strategic leadership and advocacy for local tourism development, aligning resources, sharing information, and educating stakeholders (internal and external) to maximise tourism investment and growth of the visitor economy.</p>	<ul style="list-style-type: none"> Facilitating Regional Events Fund applications and promoting other funding programs
<p>Industry relations</p> <p>Support industry operators with education and connections, inspiration to enhance and create authentic visitor experiences and marketing opportunities to promote them.</p>	<ul style="list-style-type: none"> Facilitating regional industry strengthening programs via Bendigo Regional Tourism including: <ul style="list-style-type: none"> April 2025 Click Region Program
<p>Communications</p> <p>Create key messaging for internal and external council communications that highlight the regional and local value of the visitor economy. This messaging should enhance understanding of tourism's broader benefits to the community, aligning with local aspirations and contributions beyond just economic outcomes.</p>	<ul style="list-style-type: none"> Seasonal Campaign promoting all destination experiences and seasonal highlights including: <ul style="list-style-type: none"> Pyramid Hill Park Run launch Easter Orienteering events Anzac Day Long weekend Rheola Charity Carnival Wedderburn Swap Meet
<p>Strategic partners</p> <p>Foster and nurture genuine partnerships with regional stakeholders to amplify activities, increase demand and collectively grow the visitor economy. In particular working with the VEP, City of Greater Bendigo and through authentic and ongoing engagement with Dja Dja Wurrung.</p>	<ul style="list-style-type: none"> Continue to work in partnership with CoGB on the development of a 'Bendigo Heathcote Loddon' Visitor Economy Partnership VEP was formed in July 2025 – Destination Greater Bendigo Loddon. Bendigo Regional Tourism was wound up end June 2025 Attended launch of Djaara Economic Strategy
<p>Measuring Success</p> <p>Enhancing the Visitor Experience</p> <p>Visitor surveys, online reviews, Spendmapp reporting, business product and experience development</p> <p>Destination Marketing and Storytelling</p>	<ul style="list-style-type: none"> Continue to hone Power Bi functionality to capture visitor data from Wedderburn Visitor Information Centre footfall. Utilise Spendmapp data to measure economic impacts from events, origin destinations of visitors, spend patterns.

<p>Website analytics, social media metrics, campaign performance (EDM open and click through rates, cost per acquisition.)</p> <p>Stewardship – management and resourcing</p> <p>Environmental indicators, community sentiment, sustainable practices adoption.</p>	<ul style="list-style-type: none"> • Campaign and visitor statistics are captured, analysed and reported. Data informs business decision making at operational and strategic levels.
2025 Tourism Project-oriented Actions	Project / Activity
<p>Enhancing the visitor experience</p> <p>Using the experience development opportunities (page 40 of strategy) and the findings from the tourism readiness index, identify key gaps in experience offerings (e.g. prospecting experiences aligned with the UNESCO Goldfields Bid, accommodation) to prioritise support for development of existing and new visitor experiences.</p> <p>Utilise the findings from the tourism signage audit to create recommendations and a priority list for signage development (medium to long-term), including destination signage at key landmarks, parks and amenities like toilet blocks, national parks signage, and working with Dja Dja Wurrung to incorporate First Nations markers and aligning with the Goldfields Signage Project.</p> <p>Enhance business resilience and service quality to provide training and knowledge sharing, using existing resources to educate businesses on the value of the visitor economy and improve visitor experiences through better customer service, extended open hours, marketing and cross-promotion.</p> <p>Continue to develop existing localised events (e.g. Inglewood Alive) and Shire wide events (e.g. Flavours of Loddon and Loddon Valley Arts Trail) to evolve and maximise success, enhancing their reach, and fostering connections to grow their impact and generate greater economic, social and cultural benefits.</p> <p>Identify standout aspirational experiences and businesses leaders and connect operators for peer-to-peer learning using the industry development framework.</p> <p>Conduct an audit of existing council and non-</p>	<ul style="list-style-type: none"> • Continued conversations regarding promotion of the Great Nuggets Landscape region (Dunolly, Moliagul, Tarnagulla) as a key component of the Victorian Goldfields World Heritage Bid. • Working with community tourism and progress committees on final plans for design and installation of new tourism signage in key townships • ROAM Project (incorporating 6 regional LGAs) co-funded by State Gov, will see trail markers and AR experiences across the goldfields region. Bridgewater is part of the regional project and will feature an AR trail that ends at the Bridgewater Swimming Hole where a marsupial lion springs to life. • Event support to Australian National Orienteering events in April 2025. The orienteering event, alongside other events like the Street Rod Nationals and the Rheola Charity Carnival, contributed to a record-breaking spending period for the shire, with an additional \$116,000 spent over Easter and \$167,000 over the Anzac long weekend. • A scoping project will be conducted in August, to explore product/experience development in the key areas of: e-bike touring, birdwatching and agritourism.

<p>council assets, including recreational facilities (swimming pools, parks and reserves), amenities and key sites such as national parks, to assess their current state and potential for enhancing the visitor economy.</p>	
<p>Destination Marketing and Storytelling</p> <p>Rollout the place brand with destination marketing and brand messages for Loddon Shire. This will underpin the messaging across tourism and investment attraction while aligning industry with one voice.</p> <p>Undertake a content review against the experience pillars and audiences, looking at offline and online sources, identify gaps (e.g. gold prospecting) and opportunities to syndicate content across all channels (e.g. digitise brochure content through blogs).</p> <p>Work with City of Greater Bendigo to educate Bendigo Visitor information Centre staff, volunteers and tourism partners on the Loddon Shire visitor experience and how it can add to the Greater Bendigo experience to create packages and itineraries, as well as allowing dual education for Loddon staff to learn about the Bendigo region.</p> <p>Continue roll out of 'Welcome Shops' approach to innovative visitor servicing, over time building on this approach educating all businesses as part of 'Everyone's an Ambassador' programming.</p> <p>Identify hero events from Bendigo, such as the Gastronomy Festival, and broader regional and state events to leverage for increased day trip visitation and pass-through traffic, developing promotional strategies to encourage visitors to explore the Loddon Shire as part of their journey. Look to strengthen existing gastronomy events in the Loddon Shire to grow brand awareness, visitation and future investment.</p>	<ul style="list-style-type: none"> • Place Brand RFQ is finalised and will be launched in July 2025. • 2025 Official Visitor Guide launched in February and is distributed widely. • Autumn Campaign successfully implemented. • Welcome Shops program now established. The initiative will be featured in a new State Government Visitor Servicing Investment Guide, to be published in late 2025. • New Gold Prospecting brochure very popular. • New brochure produced for Inglewood.

Stewardship – management and resourcing

Develop an annual work plan to support the delivery and implementation of this Strategy ensuring adequate staff (including volunteers) and funding (council budget and other sources) are in place, ensuring cross-council collaboration and support.

Develop an industry engagement framework outlining audiences, purpose and objectives, engagement methods and approach, and key resources. This includes methods for providing ongoing regular updates on the implementation of this Strategy and evidence.

Undertake a skills matrix and create supporting professional development plans (including impact measurements) for the tourism team to build skills and knowledge to support the ongoing implementation and succession planning.

Run regular events, provide tools for feedback and engage with tourism community groups and associations, fostering collaboration to streamline efforts and ensure focus. Additionally, this will allow them the opportunity to support on actions implementation for true collaboration. Community development staff can assist in enhancing efficiency and coordination among these groups.

Support the delivery of the Volunteering Strategy and synergies with the broader visitor economy, proactively building relationships with volunteer committees and supporting opportunities for professional growth and skills development of volunteers.

Analyse and report on Spendmapp data to share with residents and all businesses to highlight both the value of visitor spend and local spending leakage (to encourage local spending). Utilise existing Council tools such as newsletters for effective communication.

Implement regularly meeting and communication schedule with Dja Dja Wurrung to share visions, strategies and plans, identify priority projects (e.g. Lake Boort Scarred Tree Master Plan and Mount Kooyoora development) and ongoing opportunities

- Annual work plan for the 25-26 FY is complete, including projected operational and project budget spending.
- The Monitor CRMS platform has been upgraded to include an email plug-in to measure engagement with clients and assign to key objectives in new strategies – allowing the team the ability to identify areas where additional focus/support may be required
- Tourism team training and mentoring programs are in place and delivering value
- Volunteer training and information session was rolled out in July 2025 at the Visitor Information Centre.
- Tourism business networking event delivered in Wedderburn in June 2025.
- Regular engagement with volunteer committees across the Shire.
- Spendmapp data used to measure economic impact of orienteering events – reporting shared in local media and on LinkedIn.
- We are hearing news from Djaara that suggests future focus in developing new product for cultural tourism at Mt. Kooyoora.

<p>for alignment.</p> <p>Actively partner with and advocate for the Visitor Economy Partnership (VEP) to support regional tourism growth and collaboration.</p> <p>Through education and support, ensure that relevant Council Plan development and implementation incorporates a visitor economy lens and considers the visitor experience as an extension of the community needs (e.g implementation of Boort Lakes Masterplan).</p> <p>Measure impact using an internal tool for tracking KPIs at the local level, contribute to regional metrics, and conduct regular reviews to ensure alignment with council and regional plans and industry stakeholders.</p>	<ul style="list-style-type: none"> The tourism team annual planning day took place at the Inglewood Eucalyptus Museum and Distillery in July 2025. Actions and KPIs for team and individuals were set and will be evaluated quarterly.
--	---

RESOURCING

Operations and projects listed are delivered by the Tourism and Economic Development Team, funded by operational budget, unless with external support/funding as identified.

COST/BENEFITS

Per relevant operational budgets, to support relevant sections of the current Council Plan:

- 2.1 We will promote population growth to support a growing and diverse community.
 - 2.1.1 Maximise opportunities to grow our population by taking advantage of all available development opportunities to expand the existing urban footprint
- 3.1 We will promote our unique tourism opportunities and support our local tourism industry
 - to increase visitation to our area.
 - 3.1.1 Increase the volume and value of tourism visitation
- 3.2 We will support established businesses and seek to attract new businesses to grow our
 - local economy.
 - 3.2.1 Provide support for economic development opportunities in the Shire
 - 3.2.2 Increase the volume and value of the local economy

RISK ANALYSIS

Failure to invest in economic development programs can leave Loddon Shire Council businesses vulnerable to economic downturns and less capable of handling future challenges, thereby affecting the region's long-term sustainability and prosperity.

Negative impacts might include:

- Population decline
- Reduced visitation and losses to tourism businesses
- Limited business growth
- Reduction in local economic output
- Rise in unemployment
- Reduced liveability

CONSULTATION AND ENGAGEMENT

The Tourism and Economic Development team regularly consults and engages with business and community stakeholders across the Shire, in Central Victoria and Melbourne, including but not limited to:

- Federal Government and agencies
- State Government departments and agencies
- Regional Development Victoria
- Regional Tourism Board
- Regional Local Governments
- First Nations Organisations
- Major business and employers
- Small business and retail
- Tourism, Progress and Community Groups
- Community House network
- Tourism and regional business NFPs and stakeholders

CONCLUSION

Tourism and Economic Development Activity reports present and update key projects and activities that reflect and respond to the strategic objectives of the Loddon Shire Economic Development Strategy (2025-2029) and the Loddon Shire Visitor Economy Strategy (2025-2030).

Bridgewater Rise, April 2025



Australian 3-day Orienteering



Village Business Expo



Bio gro site visit



2025 Rheola Charity Carnival



12 COMPLIANCE REPORTS**12.1 LOCAL LAWS AND PLANNING COMPLIANCE QUARTERLY ACTIVITY REPORT**

File Number: FOL/19/115192
Author: Jordan Fraser, Community Compliance Coordinator
Authoriser: Nicole Taylor, Manager Community Services
Attachments: Nil

RECOMMENDATION

That Council receive and note the Local Laws and Planning Compliance Quarterly Activity Report.

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 is the final quarterly report for the 2024-2025 financial year, summarising the animal control, local laws, planning compliance and enforcement actions taken within the Community Services Department for the period 1 April 2025 – 30 June 2025. It provides Council with a high-level summary for the purpose of monitoring performance. As this report coincides with the end of the 2024/25 financial year some annual trend data has been included in this report.

BACKGROUND

Council is responsible for a range of advisory, compliance and enforcement services to the community and maintains powers under various legislation and Council's local law to enable effective animal management, planning enforcement and local law compliance for community and township amenity.

Key areas of focus in respect to compliance action include:

- management of local law provisions, particularly with respect to unsightly properties
- effective animal management
- control of roadside activities, occupation and utilisation
- investigating planning scheme breaches and enforce planning permit conditions

ISSUES/DISCUSSIONAdministrative

Table 1 provides a summary of administrative functions undertaken.

(*) Council provides a 24 hour emergency call out service in respect to domestic animal management, local law compliance and enforcement, and livestock wandering on council roads.

Table 1: Administrative and fire prevention activities – Quarter 4

Quarter 4 (1 April 2025 – 30 June 2025)				
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Local law permits issued	Fire Prevention Notices Issued
No. actions	7	2	28	0

Table 1(a): Administrative and fire prevention activities – 2024/25

		Activity			
		After hours call outs (*)	Littering or illegal rubbish dumping	Local law permits issued	Fire Prevention Notices Issued
No. actions	Q1	3	0	17	0
	Q2	2	1	6	147
	Q3	4	1	28	0
	Q4	7	2	28	0

Unightly properties

A summary of activity statistics and locations that are the subject of unsightly property compliance under Council's local law is provided in Table 2. Identified unsightly properties are assessed and prioritised for compliance action.

Table 2: Summary of unsightly properties activities

Quarter 4 (1 April 2025 – 30 June 2025)																
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borung	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural/Other	Total
No. identified from previous report period	0	0	0	1	5	0	5	3	0	0	4	0	0	0	0	18
No. resolved during quarter	0	0	0	0	1	0	1	1	0	0	1	0	0	0	0	4
New action commenced	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	2
No. currently pursuing	0	0	0	1	4	1	4	2	0	0	3	0	1	0	0	16
Progress Activities																
Site meeting / discussion held	0	0	0	2	10	0	5	2	0	0	3	0	1	0	0	23
Letter to comply issued	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Occupier has commenced clean-up work	0	0	0	1	5	1	2	1	0	0	1	0	0	0	0	11
Notice to comply issued	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Contractor engaged for clean-up work	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
--------------------------------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Animal management

Table 3 provides a high level summary of animal management activities.

Table 3: Summary of animal management activities – Quarter 4

Quarter 4 (1 April 2025 – 30 June 2025)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
No. actions	38	25	16	32	18	140

Table 3(a): Summary of animal management activities 2024/25

		Activity					
		Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
No. actions	Q1	10	6	4	9	4	30
	Q2	39	18	1	3	4	0
	Q3	37	29	3	11	12	55
	Q4	38	25	16	32	18	140

Table 4 summarises animal management activities that resulted in impoundments, encompassing both domestic animals and livestock.

Table 4: Impoundment activities – Quarter 4

Quarter 4 (1 April 2025 – 30 June 2025)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	87	84	2	1
Dogs	43	13	26	4
Cats	14	1	13	0
Feral Animals	21	0	0	21
Total	165	98	41	26

Table 4(a): Impoundment activities 2024/25

<u>Livestock</u>	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Q1	0	0	0	0
Q2	39	14	25	0
Q3	107	8	93	6
Q4	87	84	2	1
TOTAL	233	106	120	7

<u>Dogs</u>	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Q1	24	2	22	0
Q2	0	2	18	0
Q3	13	2	11	0
Q4	43	13	26	4
TOTAL	80	19	77	4

<u>Cats</u>	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Q1	2	0	2	0
Q2	0	0	16	0
Q3	16	0	16	0
Q4	14	1	13	0
TOTAL	32	1	47	0

<u>Feral animals</u>	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Q1	0	0	0	9
Q2	1	0	0	1
Q3	16	0	0	16
Q4	21	0	0	21
TOTAL	38	0	0	47

Planning Compliance and Enforcement

Table 5 provides a summary of planning compliance and enforcement activities undertaken.

Table 5: Planning compliance and enforcement activities

Quarter 4 (1 April 2025 – 30 June 2025)						
Type	No. identified from previous report period	New action	PIN's	Warning Letter	No. resolved during quarter	No. currently pursuing
Land use in contravention of planning scheme without a permit	3	4	0	0	2	5
Native vegetation removal without a permit	3	1	0	0	1	3
Breach of planning permit	4	0	0	0	1	3
Dog breeding / animal keeping	2	0	0	0	2	0
Land used as a store without planning permit	3	0	0	0	1	2
Occupation of a site without a planning permit	1	2	0	0	1	2
Total	16	7	0	0	8	15

Throughout all of the above compliance activities tabled, the Community Services Department aims to work proactively with property and animal owners to achieve a positive outcome within the legislative framework set by the State Government and Council's Local Law.

COST/BENEFITS

The expenditure for the fourth quarter of 2024-2025 financial year for the local laws and compliance activities contained within this report is within the expected budget expenditure for this period.

As the identified properties are escalated through the compliance process, costs associated with legal proceedings may also be incurred by Council.

The resulting cost to Council can be significant in terms of officer(s) time; particularly undertaking various site inspections across Loddon Shire Council. Direct monetary costs can be significant should a matter progress to the Victorian Civil and Administrative Tribunal (VCAT) or the Magistrates' Court. Therefore, it is of benefit to Council and the community that the Community Services Department work through these matters in a timely and respectful manner to reach an appropriate outcome wherever possible.

Benefits derived from investing in local law, animal control and planning compliance activities include:

- improving and maintaining township amenity
- ensuring that appropriate development occurs
- maintaining and improving public safety
- encouraging good domestic animal and livestock management
- reduced risks

RISK ANALYSIS

Failure of Council to adequately manage the provisions associated with the Loddon Planning Scheme, *Planning and Environment Act 1987* or other applicable legislation including the *Domestic Animals Act 1994*, *Impounding of Livestock Act 1994* or Council's Community Local Law is considered to pose the following risks:

- barrier to development and associated economic growth within Loddon Shire
- inappropriate development
- Council's reputation as a regulatory authority
- public safety that endangers life and property
- adverse amenity of our townships
- increased hazards.

CONSULTATION AND ENGAGEMENT

Land and animal owners subject to compliance and enforcement actions under the abovementioned legislation and local law are consulted with at each stage of the process.

13 URGENT BUSINESS

In accordance with Council's Governance Rules, Clause 56 provides that at a scheduled or special meeting of Council, business that is not included in the agenda notice must only be considered if no more than one Councillor is absent and the Council resolves that the matter is urgent.

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

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

14 CONFIDENTIAL ITEMS

Nil

NEXT MEETING

The next Meeting of Council will be held on 23 September 2025 at Wedderburn commencing at 3.00pm.

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

Confirmed this.....day of..... 2025

.....