



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

**Date:** Tuesday, 24 November 2020  
**Time:** 3pm  
**Location:** Kooyoora Room, Wedderburn Office  
Public access via live audiostream

# **AGENDA**

## **Ordinary Council Meeting**

**24 November 2020**

## Order Of Business

<b>1</b>	<b>OPENING PRAYER .....</b>	<b>5</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY.....</b>	<b>5</b>
<b>3</b>	<b>APOLOGIES .....</b>	<b>5</b>
<b>4</b>	<b>DECLARATIONS OF CONFLICT OF INTEREST .....</b>	<b>5</b>
<b>5</b>	<b>PREVIOUS MINUTES .....</b>	<b>6</b>
5.1	CONFIRMATION OF MINUTES.....	6
<b>6</b>	<b>ASSEMBLY OF COUNCILLORS .....</b>	<b>7</b>
6.1	RECORD OF ASSEMBLY OF COUNCILLORS .....	7
<b>7</b>	<b>REVIEW OF ACTION SHEET .....</b>	<b>9</b>
7.1	REVIEW OF ACTIONS .....	9
<b>8</b>	<b>MAYORAL REPORT .....</b>	<b>13</b>
8.1	MAYORAL REPORT .....	13
<b>9</b>	<b>COUNCILLORS' REPORT .....</b>	<b>14</b>
9.1	COUNCILLORS' REPORTS .....	14
<b>10</b>	<b>DECISION REPORTS .....</b>	<b>16</b>
10.1	2021 COUNCIL MEETING SCHEDULE .....	16
10.2	FINANCE REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2020 .....	18
10.3	FINANCE REPORT FOR THE PERIOD ENDING 31 OCTOBER 2020.....	31
10.4	AMENDED FEES AND CHARGES FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021.....	46
10.5	NEIGHBOURHOOD SAFER PLACES (PLACES OF LAST RESORT) .....	71
<b>11</b>	<b>INFORMATION REPORTS .....</b>	<b>148</b>
11.1	QUARTERLY LOCAL LAWS AND PLANNING COMPLIANCE ACTIVITY REPORT .....	148
11.2	ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT .....	153
11.3	QUARTERLY BUILDING SERVICES ACTIVITY REPORT .....	156
11.4	QUARTERLY STRATEGIC PLANNING ACTIVITY REPORT .....	161
11.5	QUARTERLY UPDATE: ANNUAL INFRASTRUCTURE PROGRAM 2020- 2021 AND OTHER PROJECTS .....	165
11.6	QUARTERLY PUBLIC HEALTH ACTIVITY REPORT .....	171
11.7	QUARTERLY STATUTORY PLANNING PERMIT ACTIVITY REPORT .....	174
<b>12</b>	<b>COMPLIANCE REPORTS.....</b>	<b>178</b>
12.1	CONSIDERATION OF THE ANNUAL REPORT FOR THE PERIOD ENDING 30 JUNE 2020.....	178
<b>13</b>	<b>GENERAL BUSINESS .....</b>	<b>346</b>
<b>14</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>347</b>
14.1	FINALISATION OF SALE OF PROPERTIES FOR RATE RECOVERY UNDER SECTION 181 OF THE LOCAL GOVERNMENT ACT 1989.....	347



14.2 INGLEWOOD INDUSTRIAL ESTATE ..... 347



**OPENING COMMENT**

THIS MEETING IS BEING CONDUCTED IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT 2020 AS TEMPORARILY AMENDED TO ENABLE MEETING BY ELECTRONIC MEANS OF COMMUNICATION.

THIS MEETING IS BEING RECORDED AND AUDIO STREAMED VIA THE COUNCIL WEBSITE AND FACEBOOK.

**1 OPENING PRAYER**

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

**2 ACKNOWLEDGEMENT OF COUNTRY**

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

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

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

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

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

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

**Attachments:** Nil

**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 13 October 2020.
2. The minutes of the Ordinary Council Meeting of 13 October 2020.
3. The minutes of the Confidential Council Meeting of 13 October 2020.
4. The minutes of the Special Council Meeting of 19 November 2020.

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

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

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

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

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

**Attachments:** Nil

**RECOMMENDATION**

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

1. Council Briefing 13 October 2020.

In accordance with Section 80A of the Local Government Act 1989 (the Act), records of Assemblies of Councillors must be reported at the next practicable Council meeting and recorded in the minutes.

An Assembly of Councillors is defined in Section 76AA of the Act as a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of a delegated authority and which is either of the following:

- A meeting of an advisory committee where at least one Councillor is present; or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

The record is therefore presented for Council's noting.

**RECORD OF ASSEMBLIES OF COUNCIL**

Assembly details	Briefing
Date	13 October 2020
Councillor Attendees	Cr Beattie Cr Condliffe Cr Curnow Cr Holt Cr McKinnon
Staff/Stakeholder representatives	Phil Pinyon, Chef Executive Officer Wendy Gladman, Director Community Wellbeing Sharon Morrison, Director Corporate Services Steven Phillips, Director Operations Lynne Habner, Manager Executive and Commercial Services Sarah Perry, A/Manager Community Support David Southcombe, Manager Assets & Infrastructure Deanne Caserta, Manager Financial Services
Items discussed.	<ol style="list-style-type: none"> <li>1. Economic Development and Tourism update</li> <li>2. LGA2020 implementation plan update</li> <li>3. B Double access</li> <li>4. COVID safe Swimming Pools plan</li> <li>5. Budget variation analysis</li> <li>6. General business: <ul style="list-style-type: none"> <li>• Private swimming pool registration</li> <li>• Rural Councils Transformation Program</li> <li>• Waterways maintenance</li> </ul> </li> </ol>
Conflict of Interest Disclosures - Councillor/officer making disclosure	Item 3: Wendy Gladman
Councillor/officer left room	Yes

**7 REVIEW OF ACTION SHEET****7.1 REVIEW OF ACTIONS**

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

**Author:** Christine Coombes, Executive and Commercial Services Officer

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

**Attachments:** 1. Action sheet

**RECOMMENDATION**

That Council receive and note the action sheet.

**CONFLICT OF INTEREST**

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

**REPORT**

Refer attachment.

Outstanding	Division: Committee: Officer:	Council	Date From: Date To:
Action Sheets Report			Printed: Monday, 9 November 2020 3:09:03 PM

**Outstanding action from previous meetings**

Meeting	Officer/Director	Section	Subject
Council 28/01/2020	Phillips, Steven Pinyon, Phil	New Item	Skidders Flat reservoir
<p>Cr Holt requested that Council staff continue to liaise with Grampians Wimmera Mallee Water regarding changes to the originally proposed arrangements for the supply of permanent recreation water to Skidders Flat, and provide a report to the next Council meeting about progress with finalising the heads of agreement between Council and GWM Water.</p> <p><i>14/02/2020 5:26:20 PM - Steven Phillips</i> Council Staff have been in discussions with GWMWater staff about the terms contained within the Heads of Agreement for several months, with a major sticking point being the allocation of Recreational Water for Skidders Flat Reservoir. GWMWater is seeking that Council acquire a water entitlement up to the maximum volume as listed at Item 5 of Schedule A of the Heads Of Agreement (currently stated as 200 MI) from Northern Victoria trading zone 1A (Goulburn regulated). Council Officers have been able to secure agreement from GWMWater for the allocation of up to 200 MI of Recreational Water once off as an initial allowance. Arrangements are being made to secure a meeting between senior members of Council and GWMWater to continue negotiations over this matter.</p> <p><i>13/03/2020 5:21:57 PM - Steven Phillips</i> The Southwest Loddon Pipeline Steering Committee has a meeting scheduled for Friday 20 March. GWMWater are continuing discussion with Coliban Water to further investigate opportunities for the provision of an ongoing water supply for Skidders Flat Reservoir.</p> <p><i>14/04/2020 5:22:52 PM - Steven Phillips</i> Discussions have been undertaken and an agreement has been reached to honor the provision of recreational water to Skidders Flat.</p> <p><i>11/05/2020 8:42:39 PM - Steven Phillips</i> According to GWMWater staff, a definitive solution to the 200 megalitre problem remains to be found. Discussions are ongoing with GWMWater Staff.</p> <p><i>11/06/2020 2:25:54 PM - Steven Phillips</i> This matter was discussed at the June 2020 Council Forum noting that the supply of water to Skidders Flat is still an outstanding issue. Cr Beattie undertook to contact the Chairman of the Board of GWMWater to discuss how to progress the matter.</p> <p><i>20/07/2020 1:48:05 PM - Steven Phillips</i> A meeting between Cr Holt, Cr Beattie, Phil Pinyon CEO Loddon Shire Council and Peter Vogel Chairman of the Board of GWMWater and Mark Williams Managing Director GWMWater was held on 22 June 2020 in Beaufort. Following this meeting Cr Holt, Cr Beattie, Phil Pinyon CEO Loddon Shire Council were to meet with Damian Wells Managing Director of Coliban Water to discuss possible solutions to this matter. This meeting has not been able to take place due to COVID-19 restrictions.</p> <p><i>10/08/2020 11:44:55 AM - Steven Phillips</i> Progress has been significantly hampered due to the current COVID – 19 restrictions and the desire for a face to face meeting with Coliban Water. Once restrictions allow, a face to face meeting with Coliban Water will be arranged.</p> <p><i>1/09/2020 6:05:17 PM - Steven Phillips</i> This matter is scheduled on the September Council Forum agenda for discussion. The timing and circumstances for a meeting with Coliban Water remains a critical issue. It is important that Council is able to engage with them in a meaningful way about potential solutions that they may be able to assist with.</p> <p><i>1/10/2020 6:17:27 PM - Steven Phillips</i> Following the discussion at the September Council Forum contact has been made with GHD for them to provide Council with a fee proposal to investigate the required works associated with actively maintaining the water level at Skidders Flat. The meeting with Coliban Water has not yet been scheduled.</p> <p><i>9/11/2020 1:02:42 PM - Steven Phillips</i> GHD came back with a proposal to complete the Intermediate Inspection Report in October/November as it is due for review next year. This will provide them with sufficient</p>			



Outstanding	Division: Committee: Officer:	Council	Date From: Date To:
Action Sheets Report			Printed: Monday, 9 November 2020 3:09:03 PM

information to report to Council with recommendations based on the findings. They have also been engaged to attend a Council Forum to discuss the report and its recommendations.  
The meeting with Coliban Water remains on hold to discuss opportunities to partner with Council on the provision of recreational water for Skinners Flat Reservoir.

### Actions completed since last meeting

Meeting	Officer/Director	Section	Subject
Council 13/10/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Finance Report for the period ending 31 August 2020
<b>RESOLUTION 2020/164</b>  Moved: Cr Geoff Curnow Seconded: Cr Neil Beattie  That Council: <ol style="list-style-type: none"> <li>1. receives and notes the 'Finance report for the period ending 31 August 2020'</li> <li>2. approves budget revisions included in the report for internal reporting purposes only</li> <li>3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2020/21 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2020/21.</li> </ol> <div style="text-align: right;"><b>CARRIED</b></div>			
28/10/2020 11:34:08 AM - Deanne Caserta Action completed by: Caserta, Deanne For information, project complete			

Outstanding	Division: Committee: Officer:	Council	Date From: Date To:
Action Sheets Report			Printed: Monday, 9 November 2020 3:09:03 PM

Meeting	Officer/Director	Section	Subject
Council 13/10/2020	Caserta, Deanne Morrison, Sharon	Information Reports	2019/20 End of financial year variation analysis
<b>RESOLUTION 2020/165</b>  Moved: Cr Gavan Holt Seconded: Cr Neil Beattie  That Council receives and notes the '2019/20 End of Financial Year Variation Analysis' Report.  <div style="text-align: right;"><b>CARRIED</b></div>			
28/10/2020 11:34:00 AM - Deanne Caserta Revised Target Date changed by: Caserta, Deanne From: 27 Oct 2020 To: 27 Oct 2020 Reason: For information, project complete 28/10/2020 11:34:14 AM - Deanne Caserta Action completed by: Caserta, Deanne For information, project complete			

Meeting	Officer/Director	Section	Subject
Council 13/10/2020	Phillips, Steven Pinyon, Phil	New Item	Waterways maintenance
<b>RESOLUTION 2020/167</b>  Moved: Cr Gavan Holt Seconded: Cr Colleen Condliffe  That Council write to the North Central Catchment Management Authority requesting a flood study investigation for the Korong Creek, downstream of the confluence with Nardoo Creek.  <div style="text-align: right;"><b>CARRIED</b></div>			
9/11/2020 10:42:25 AM - Steven Phillips Action completed by: Phillips, Steven On Friday 30 October a letter requesting that, the North Central Catchment Management Authority (NCCMA) conducts an assessment of the impacts and risk of flood on the residence adjacent to the Korong Creek at and around its confluence with the Nardoo Creek. So that a suitable response can be determined to inform the community, local land holders, emergency management response and any potential future works. The NCCMA responded back the same day and will consider the request. I have since spoken with their Floodplain Team and they are going to include a Rapid Flood Risk Assessment project for this location in a funding submission to the State Government.			

**8 MAYORAL REPORT****8.1 MAYORAL REPORT****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Mayoral Report

**REPORT**

The Mayor will present a report at the meeting.

**Mayor to be elected at Special Meeting to be held on 19 November 2020.****Committee details to be confirmed at Special Meeting to be held on 19 November 2020.****Other Council activities**

<b>DATE</b>	<b>Activity</b>

**9 COUNCILLORS' REPORT****9.1 COUNCILLORS' REPORTS****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Councillors' reports

**REPORT**

Each Councillor will present a report at the meeting.

**Cr Beattie**

<b>Committee details to be confirmed at Special Meeting to be held on 19 November 2020.</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**Cr Holt**

<b>Committee details to be confirmed at Special Meeting to be held on 19 November 2020.</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**Cr Jungwirth**

**Committee details to be confirmed at Special Meeting to be held on 19 November 2020.**

**Other Council activities**

<b>DATE</b>	<b>Activity</b>

**Cr Murphy**

**Committee details to be confirmed at Special Meeting to be held on 19 November 2020.**

**Other Council activities**

<b>DATE</b>	<b>Activity</b>

**Cr Straub**

**Committee details to be confirmed at Special Meeting to be held on 19 November 2020.**

**Other Council activities**

<b>DATE</b>	<b>Activity</b>

**10 DECISION REPORTS****10.1 2021 COUNCIL MEETING SCHEDULE**

**File Number:** 02/04/001  
**Author:** Phil Pinyon, Chief Executive Officer  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. approve the schedule of Council Meetings for 2021 as contained within this report
2. provide public notice of the Council Meetings schedule.

**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**

Nil

**BACKGROUND**

The Loddon Shire Council has traditionally conducted Council meetings on a monthly cycle of the fourth Tuesday. It is proposed that this meeting schedule be continued through 2021. Tuesday 26 January is a public holiday; therefore the meeting is proposed to be held the next day.

**ISSUES/DISCUSSION**

The proposed 2021 schedule of Council Meetings is as follows:

Wednesday 27 January	Tuesday 25 May	Tuesday 28 September
Tuesday 23 February	Tuesday 22 June	Tuesday 26 October
Tuesday 23 March	Tuesday 27 July	Tuesday 23 November
Tuesday 27 April	Tuesday 24 August	Tuesday 14 December

It is also proposed that Council continue to have briefing meetings prior to each Council Meeting to primarily brief Council on Council Meeting agenda items for that day. It is suggested that Council Forums be held on the second Tuesday of the month to enable Councillors to consider any other current issues affecting the Loddon Shire, except December where forum items may be presented the morning of the December Council meeting, dependent on the issues at hand.

Council Meetings will commence at 3.00pm. The venue for Council Meetings is proposed to be the Council Chambers, Loddon Valley Highway, Serpentine. In the event that the impact of COVID-19 is preventing the ability to meet face to face, meetings will be held on a virtual basis with public access via virtual audio stream only. This is subject to legislative provisions enabling this approach continuing.

Once approved, the schedule of Council meetings will be posted on Council's website, published in the Loddon Bulletin and advertised by way of public notice in newspapers and newsletters circulating generally within the municipality and on social media. Council Meetings will continue to be open to the public.

**COST/BENEFITS**

No financial impacts are expected from continuing this established practice.

**RISK ANALYSIS**

Nil.

**CONSULTATION AND ENGAGEMENT**

Nil.

**10.2 FINANCE REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2020**

**File Number:** 08/06/001

**Author:** Deanne Caserta, Manager Financial Services

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** 1. Finance Report for the period ending 30 September 2020

**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance Report for the period ending 30 September 2020'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2020/21 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2020/21.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable result in the Council meeting occurring before the completion of the end of month finance procedures.

**BACKGROUND**

The Finance Report for the period ended 30 September 2020 standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the adopted 2020/21 Budget, and includes operating results, capital expenditure and funding sources.

The report this month does not provide explanation on budget timing variances as this timing work is not fully complete.

This Finance Report also includes reporting on supplementary valuations. Each year Council makes a number of additions, subtractions and alterations to the valuations contained in the annual rate book. These changes arise from various sources including:

- splitting of parcels into new rateable assessments
- development of vacant or unproductive land (urban and rural)
- consolidation of separate rateable assessments into one assessment
- re-assessment of property valuations arising from objections to the initial valuation
- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title



- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)
- supplementary valuation corrections.

## ISSUES/DISCUSSION

**Budgeted Surplus** - Council's budgeted cash surplus has increased by \$23K to \$1.36M.

**Income Statement (revenue)** - Council's year to date (YTD) operating revenue is at 44% of total budget. Revenue brought to account for September was \$1.3M (August was \$1.4M).

**Income Statement (expenditure)** - Council's operating expenditure is at 21% of total budget. Payments for this month totalled just over \$2.36M (\$2.23M in August).

**Capital Works** - The approved budget for capital works is \$24.07M and is 4% complete in financial terms for the current financial year.

**Service Areas** – Appendix 3 now provides Council with a clearer picture of the net result for each service area. As further work is done on service planning and reviews throughout the year, the cost of each service will be refined.

**Balance Sheet** - Council has a cash total of \$28.2M with \$4.0M in general accounts. Total debtors at the end of September are \$12.46M (\$12.97M in August). Sundry debtors total \$1.43M with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$30K.

## COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2020/21.

Provision of financial reports on at least a quarterly basis is a requirement of the Local Government Act.

## RISK ANALYSIS

The provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget. Council's risk exposure is also increased if the rating system does not reflect the valuation changes associated with supplementary valuations as Council will not be aware of the changes, which can alter the rate revenue in the current year and in future rating years.

## CONSULTATION AND ENGAGEMENT

There has been considerable consultation internally with respective managers in understanding their budget responsibilities and keeping within budgetary constraints.

Consultation with ratepayers and authorities that act on behalf of ratepayers occurs when a change to a property is required or occurs by virtue of a sale.

External engagement with the community was undertaken during the submission period of the budget, and regular reporting provides a mechanism of monitoring the financial outcomes of Council against that expectation.

# LODDON SHIRE COUNCIL

## FINANCE REPORT FOR PERIOD ENDING 30 SEPTEMBER 2020



## CONTENTS

<b>1</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>2</b>	<b>CASH SURPLUS POSITION .....</b>	<b>3</b>
2.1	Budget revisions .....	3
<b>3</b>	<b>STANDARD INCOME STATEMENT .....</b>	<b>3</b>
3.1	Operating revenue .....	3
3.1.1	Interest income .....	3
3.2	Operating expenditure.....	5
3.2.1	Payments .....	5
3.3	Operating surplus.....	5
3.4	Capital expenditure .....	5
<b>4</b>	<b>STANDARD BALANCE SHEET .....</b>	<b>5</b>
4.1	Cash .....	5
4.2	Receivables .....	6
4.2.1	Debtors.....	6
4.2.2	Rates debtors .....	6
4.2.3	Sundry debtors .....	7
4.2.4	Supplementary valuations .....	7
4.3	Water rights.....	8
	<b>APPENDIX 1: STANDARD INCOME STATEMENT .....</b>	<b>8</b>
	<b>APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT.....</b>	<b>9</b>
	<b>APPENDIX 3: NET RESULT BY SERVICE AREA .....</b>	<b>10</b>
	<b>APPENDIX 4: STANDARD BALANCE SHEET .....</b>	<b>11</b>

## 1 INTRODUCTION

At the start of the financial year, Council implemented a new chart of accounts structure and as a result improvements will be gradually made to the monthly finance report to provide information in different formats to assist Councillors and the public to understand Council's current financial position.

During September 2020, Council received certification of the Financial and Performance Statements for 2019/20 from the Victorian Auditor General. These have now been added to the Annual Report which is due for finalisation during October.

Staff within the Procurement Department have also finalised the implementation of electronic purchase orders and are working on a goods receiving module at the moment to make the complete purchasing process paperless.

## 2 CASH SURPLUS POSITION

### 2.1 Budget revisions

Only minor budget variations have been processed for September 2020.

As a result the cash surplus has increased from \$1,337,571 to \$1,360,717.

Details of all major adjustments are included in the table below.

<b>Opening Surplus (Position as at 31 August 2020)</b>	<b>\$ 1,337,571</b>
<b>ADJUSTMENTS</b>	
Savings with actual insurance invoices received	-\$ 23,143.00
<b>Closing surplus</b>	<b>\$ 1,360,717</b>

## 3 STANDARD INCOME STATEMENT

Budget revisions are up to date and timing of the budget has been underway but is still not complete. For this reason there is no variance reporting included within this report.

### 3.1 Operating revenue

Total revenue brought to account for the month of September was \$1.3M. The total income received is 44% of the total revised budget income for 2020/21.

#### 3.1.1 Interest income

Council's Investment Policy requires investment of funds with authorised deposit taking institutions rated AAA+ to BBB- with a maximum of 40% of funds at any one institution and a maximum of \$2M in any one transaction.

The total investment interest received and accrued to date is \$90K. Rates interest amounts to \$NIL due to Council waiving interest on rates until 31 December 2020. Year to date represents 24% of the total Revised Budget amount of \$375K.

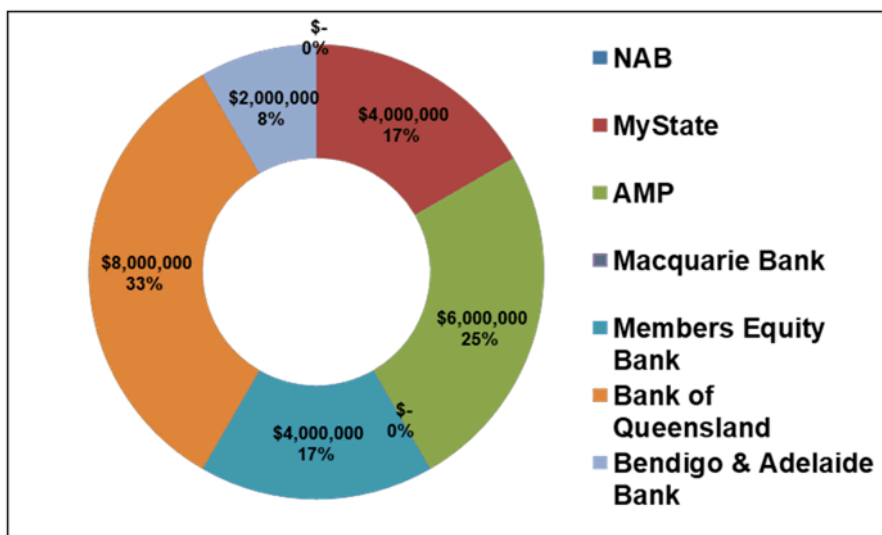
All investments are term deposits and are currently with banks which meet Council's rating standards as below.

Page 3 of 11

Current investments:							
NAB	A1+AA-					\$ -	0.0%
MyState	A2/BBB+					\$ 4,000,000	16.7%
AMP	A2/BBB+					\$ 6,000,000	25.0%
Macquarie Bank	A1/A					\$ -	0.0%
Members Equity Bank	A2/BBB					\$ 4,000,000	16.7%
Bank of Queensland	A2/BBB					\$ 8,000,000	33.3%
Bendigo & Adelaide Bank	A2/BBB+					\$ 2,000,000	8.3%
<b>Council Funds on Term Deposit</b>						<b>\$24,000,000</b>	<b>100%</b>

The below table shows all investments for the financial year to date.

LODDON SHIRE COUNCIL INVESTMENT SCHEDULE												
Bank	Establishment date	Status	Maturity date	Term (days)	Interest rate	Investment amount	Total interest receivable on TD	Interest accrual 2019/20	YTD accrued interest	Total interest accrual	YTD interest received	Total YTD interest earned
Bendigo & Adelaide Bank	31/12/2018	Closed	N/A	N/A	1.00%	\$ 1,000,000		\$ -	\$ -	\$ -	\$ 230	\$ 230
Members Equity Bank	28/05/2020	Closed	28/07/2020	61	0.95%	\$ 2,000,000	\$ 3,175	\$ 1,718	\$ -	\$ -	\$ 1,457	\$ 1,457
Members Equity Bank	28/05/2020	Closed	26/08/2020	90	1.10%	\$ 2,000,000	\$ 5,425	\$ 1,989	\$ -	\$ -	\$ 3,436	\$ 3,436
MyState	16/03/2020	Closed	16/09/2020	184	1.75%	\$ 2,000,000	\$ 17,644	\$ 10,164	\$ -	\$ -	\$ 7,479	\$ 7,479
MyState	15/04/2020	Open	15/10/2020	183	1.75%	\$ 2,000,000	\$ 17,548	\$ 7,288	\$ 8,822	\$ 16,110	\$ -	\$ 8,822
MyState	17/03/2020	Open	19/10/2020	216	1.75%	\$ 2,000,000	\$ 20,712	\$ 10,068	\$ 8,822	\$ 18,890	\$ -	\$ 8,822
Bank of Queensland	5/05/2020	Open	5/11/2020	184	1.45%	\$ 2,000,000	\$ 14,619	\$ 4,449	\$ 7,310	\$ 11,759	\$ -	\$ 7,310
AMP	25/05/2020	Open	25/11/2020	184	1.65%	\$ 2,000,000	\$ 16,636	\$ 3,255	\$ 8,318	\$ 11,573	\$ -	\$ 8,318
Bank of Queensland	28/05/2020	Open	28/01/2021	245	1.15%	\$ 2,000,000	\$ 15,438	\$ 2,079	\$ 5,797	\$ 7,877	\$ -	\$ 5,797
Members Equity Bank	18/05/2020	Open	18/02/2021	276	1.20%	\$ 2,000,000	\$ 18,148	\$ 2,827	\$ 6,049	\$ 8,877	\$ -	\$ 6,049
Bendigo & Adelaide Bank	26/08/2020	Open	26/02/2021	184	0.65%	\$ 2,000,000	\$ 6,553	\$ -	\$ 1,247	\$ 1,247	\$ -	\$ 1,247
Members Equity Bank	25/05/2020	Open	25/03/2021	304	1.20%	\$ 2,000,000	\$ 19,989	\$ 2,367	\$ 6,049	\$ 8,416	\$ -	\$ 6,049
Bank of Queensland	12/06/2020	Open	12/04/2021	304	1.05%	\$ 2,000,000	\$ 17,490	\$ 1,036	\$ 5,293	\$ 6,329	\$ -	\$ 5,293
AMP	5/05/2020	Open	5/05/2021	365	1.55%	\$ 2,000,000	\$ 31,000	\$ 4,756	\$ 7,814	\$ 12,570	\$ -	\$ 7,814
AMP	6/05/2020	Open	6/05/2021	365	1.55%	\$ 2,000,000	\$ 31,000	\$ 4,671	\$ 7,814	\$ 12,485	\$ -	\$ 7,814
Bank of Queensland	28/07/2020	Open	28/06/2021	335	0.85%	\$ 2,000,000	\$ 15,603	\$ -	\$ 2,981	\$ 2,981	\$ -	\$ 2,981
Total Interest on Investments								\$ 56,668	\$ 76,315	\$ 119,112	\$ 12,602	\$ 88,917
Interest on General Accounts												\$ 1,417
Total Interest												\$ 90,334
Interest transferred to/from externally funded projects												\$ -
<b>Net interest on investments</b>												<b>\$ 90,334.08</b>



Due to the short term nature of the term deposits, those deposits which have not reached maturity are included as cash in the Balance Sheet.

### 3.2 Operating expenditure

Total operating expenditure for September was \$2.36M. The total expenditure for the month is 21% of the total revised budget expenditure for 2020/21.

All expenses within the operating expenditure statement are currently behind YTD budgets. This will be closely monitored to determine if it is true savings or a timing issue due to COVID-19 restricted activities.

#### 3.2.1 Payments

During the month the following payments were made:

Creditor payments - cheque	\$11,823
Creditor payments - electronic funds transfer	\$1,468,713
Payroll (2 pays)	\$618,089
<b>TOTAL</b>	<b>\$2,098,267</b>

### 3.3 Operating surplus

The operating surplus to date is \$6.62M.

### 3.4 Capital expenditure

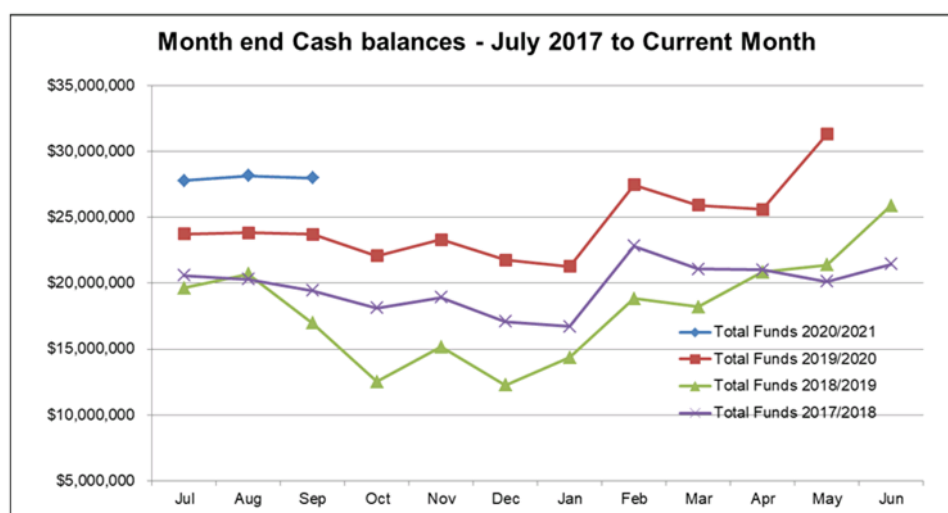
Total capital works expenditure for September was \$488K. The total revised budget amount for 2020/21 is \$24.07M, therefore capital works are 4% complete with 25% of the year elapsed.

## 4 STANDARD BALANCE SHEET

### 4.1 Cash

At the end of the month, Council's overall cash total was \$28.2M which includes a balance of \$4M in general accounts.

Month end balances for Council's cash, from July 2017 until the current month, are reflected in the following graph:



## 4.2 Receivables

## 4.2.1 Debtors

Monthly balances of the various categories of debtors for the financial year are:

Debtor category	September 2019	July 2020	August 2020	September 2020
Rates	9,354,719	11,390,638	10,717,454	9,928,636
Fire Services Property Levy	1,056,700	1,327,697	1,226,826	1,130,148
<b>Total Rates &amp; Fire Services Property Levy</b>	<b>10,411,419</b>	<b>12,718,334</b>	<b>11,944,281</b>	<b>11,058,784</b>
Sundry debtors	1,416,378	1,057,323	1,058,771	1,430,350
Community loans/advances	2,400	1,168	1,200	1,200
Long term loans/advances	-	-	-	-
Employee superannuation	-	(4,072)	(6,254)	(8,183)
Magistrates court fines	100,319	100,319	100,319	100,319
LESS provision for doubtful debts	(118,887)	(127,248)	(127,248)	(127,248)
<b>Total</b>	<b>11,811,629</b>	<b>13,745,825</b>	<b>12,971,069</b>	<b>12,455,223</b>

## 4.2.2 Rates debtors

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

	September 2019 (3/10/2019)	July 2020 (7/8/2020)	August 2020 (4/9/2020)	September 2020 (2/10/2020)
2006/07 to 2016/17	\$ 55,828	\$ 41,491	\$ 39,884	\$ 39,418
2006/07 to 2016/17 FSPL	\$ 9,053	\$ 6,584	\$ 6,369	\$ 6,312
2017/18	\$ 43,618	\$ 28,797	\$ 27,598	\$ 26,532
2017/18 Fire Services Property Levy	\$ 8,630	\$ 3,073	\$ 5,829	\$ 5,706
2018/19	\$ 116,302	\$ 53,185	\$ 50,510	\$ 45,609
2018/19 Fire Services Property Levy	\$ 19,835	\$ 10,279	\$ 9,829	\$ 9,209
2019/20	\$ 9,138,971	\$ 218,843	\$ 198,316	\$ 176,984
2019/20 Fire Services Property Levy	\$ 1,019,182	\$ 35,050	\$ 31,587	\$ 28,924
2020/21	\$ -	\$ 11,048,321	\$ 10,401,148	\$ 9,654,699
2020/21 Fire Services Property Levy	\$ -	\$ 1,272,711	\$ 1,173,211	\$ 1,065,390
<b>Sub-total: arrears</b>	<b>\$ 10,411,419</b>	<b>\$ 12,718,334</b>	<b>\$ 11,944,281</b>	<b>\$ 11,058,784</b>
Current year (outstanding but not Fire Services Property Levy)	\$ 9,138,971	\$ 11,048,321	\$ 10,401,148	\$ 9,654,699
<b>Total outstanding</b>	<b>\$ 10,158,153</b>	<b>\$ 12,321,032</b>	<b>\$ 11,574,359</b>	<b>\$ 10,720,090</b>
<u>Summary</u>				
Rates in arrears	\$ 215,748	\$ 342,316	\$ 316,308	\$ 288,544
FSPL in arrears	\$ 37,518	\$ 54,986	\$ 53,615	\$ 50,151
<b>Total arrears</b>	<b>\$ 253,266</b>	<b>\$ 397,302</b>	<b>\$ 369,922</b>	<b>\$ 338,694</b>



4.2.3 Sundry debtors

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

Current	\$287,121	83%
30 days	\$9,187	3%
60 days	\$19,031	6%
90 + days	\$30,203	9%
<b>Sub total routine debtors</b>	<b>\$345,543</b>	100%
Paid Parental Leave	\$0	
Government departments	\$1,071,338	
GST	\$13,423	
<b>Total</b>	<b>\$1,430,304</b>	
90 + days consists of:		
Community Wellbeing debtors	\$2,235	
Local community groups	\$913	
Others	\$27,055	
<b>Total</b>	<b>\$30,203</b>	

Total outstanding sundry debtors as at 31 September 2020 are (\$1.43M).

The mainstream sundry debtors (\$346K) have been broken into the amount of time they have been outstanding. At the time of this report \$30K or 9% of that total has been outstanding for more than 90 days. All debtors are contacted as a matter of routine.

4.2.4 Supplementary valuations

All rateable and non-rateable supplementary valuations are included in this report.

Valuation type	1 July 2020 Revaluation	September Opening Balance	Supplementary changes	Closing balance
Site Value	\$ 1,556,194,900	\$ 1,648,901,000	\$ 135,500	\$ 1,649,036,500
Capital Improved Value	\$ 2,354,772,700	\$ 2,494,882,200	\$ 839,100	\$ 2,495,721,300
NAV	\$ 120,800,115	\$ 127,878,410	\$ 36,745	\$ 127,915,155

Type	Number	Site Value Movement	Capital Improved Value Movement	NAV Value Movement
Consolidate	4	-\$ 67,000	-\$ 68,000	-\$ 3,400
Improvement	13	\$ -	\$ 799,000	\$ 39,950
New Property	9	\$ 1,119,500	\$ 1,371,500	\$ 68,575
Split	9	-\$ 441,400	-\$ 586,400	-\$ 29,320
Amend description	5	-\$ 470,000	-\$ 581,000	-\$ 29,050
Decommissioned tower	1	-\$ 5,600	-\$ 96,000	-\$ 10,010
<b>TOTAL</b>	<b>42</b>	<b>\$ 135,500</b>	<b>\$ 839,100</b>	<b>\$ 36,745</b>

The total rateable CIV at the end of September 2020 has increased to \$2.50B.



### 4.3 Water rights

Council-owned water rights were valued at \$2.98M at 30 June 2020.

The rights are revalued to market at the end of each financial year.

There have been no purchases to date this financial year, and no future purchases are budgeted for 2020/21.

## APPENDIX 1: STANDARD INCOME STATEMENT

Element	2020/21 Original Budget	2020/21 Revised Budget	2020/21 YTD Revised Budget	2020/21 YTD Actuals
<b>Income</b>				
69 - Statutory Fees	277,532	277,532	84,152	132,787
70 - Fees & Charges	1,464,986	1,476,259	340,289	295,607
71 - Contribution	100,000	100,000	2,499	0
73 - Interest	375,200	375,200	87,501	90,334
77 - Reimbursements	277,411	277,411	69,353	69,031
80 - Rates	11,461,007	11,461,007	11,461,007	11,276,558
81 - Non Recurrent Grants (Operating)	152,766	635,518	553,249	743,595
82 - Recurrent Grants (Capital)	6,299,505	6,239,734	1,561,201	1,567,110
83 - Recurrent Grants (Capital)	2,387,726	4,098,703	671,724	38,720
84 - Recurrent Grants (Operating)	0	8,295,604	596,932	590,382
90 - VicRoads	510,474	510,474	127,617	83,991
<b>Total Income</b>	<b>23,306,607</b>	<b>33,747,442</b>	<b>15,555,524</b>	<b>14,888,115</b>
<b>Expenses</b>				
01 - Labour	11,492,803	12,015,547	2,942,743	2,640,901
04 - Creditors	8,903,914	13,370,865	3,671,367	2,573,062
05 - Stores	70,286	70,286	17,571	0
06 - Fuel	1,051,376	1,051,376	262,821	191,486
07 - Contractors	1,797,721	1,825,060	388,141	206,393
08 - Depreciation	9,666,789	9,666,789	2,416,689	2,416,697
09 - Utilities	527,885	527,885	108,705	78,553
25 - Grants Expenditure	361,400	376,354	348,805	162,024
45 - Bad Debts Expense	0	0	0	73
63 - Reversal of Impairment Losses	0	0	0	(32)
<b>Total Expenses</b>	<b>33,872,174</b>	<b>38,904,162</b>	<b>10,156,842</b>	<b>8,269,157</b>
<b>Net Result Surplus / (Deficit)</b>	<b>(10,565,567)</b>	<b>(5,156,720)</b>	<b>5,398,682</b>	<b>6,618,958</b>

\*Income and expense items required by Australian Accounting Standards (AAS)

## APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT

Element	2020/21 Original Budget	2020/21 Revised Budget	2020/21 YTD Revised Budget	2020/21 YTD Actuals
<b>Funding Decisions</b>				
88 - Reserves Transfer From	6,466,816	17,720,496	0	0
89 - Reserves Transfer To	(2,341,772)	(2,116,772)	0	0
74 - Asset Sales (Capital)	471,181	471,181	117,795	350,344
<b>Total Funding Decisions</b>	<b>4,596,225</b>	<b>16,074,905</b>	<b>117,795</b>	<b>350,344</b>
<b>Capital Expenditure</b>				
12 - Economic Development	0	0	0	2,000
21 - Caravan Parks	7,500	2,010,437	502,608	4,100
40 - Community Support	0	31,335	7,833	41,664
41 - Community Planning - Boort	0	1,105	276	0
42 - Community Planning - Inglewood	50,000	120,500	30,126	0
43 - Community Planning - Tarnagulla	50,000	61,683	15,420	0
44 - Community Planning - Terricks	50,000	20,848	5,211	0
45 - Community Planning - Wedderburn	50,000	25,000	6,249	0
47 - Grants & Community Planning	750,000	4,298,189	29,238	0
49 - Swimming Pools	0	15,101	0	0
65 - Information Technology	185,000	185,000	46,251	1,385
71 - Council Engineering and Technical Services	0	50,000	0	0
72 - Project & Contract Management	2,555,132	11,629,294	1,877,553	581,608
73 - Roads to Recovery	2,387,726	3,180,550	614,319	212,485
75 - Local Laws and Animal Management	0	102,121	25,530	0
82 - Building & Property Maintenance	535,000	706,983	176,745	22,480
84 - Fleet	522,000	1,402,900	350,724	0
90 - Parks & Townships	100,000	90,310	22,578	294
98 - Waterways Management	0	138,781	34,695	0
<b>Total Capital Expenditure</b>	<b>7,242,358</b>	<b>24,070,137</b>	<b>3,745,356</b>	<b>866,016</b>
<b>Non Cash Adjustments</b>				
08 - Depreciation	9,666,789	9,666,789	2,416,689	2,416,697
45 - Bad Debts Expense	0	0	0	73
63 - Reversal of Impairment Losses	0	0	0	(32)
<b>Total Non Cash Adjustments</b>	<b>9,666,789</b>	<b>9,666,789</b>	<b>2,416,689</b>	<b>2,416,738</b>
Accumulated surplus brought forward	3,640,629	4,845,880	0	0
<b>Net Cash Surplus / (Deficit)</b>	<b>95,718</b>	<b>1,360,717</b>	<b>4,187,810</b>	<b>8,520,024</b>

## APPENDIX 3: NET RESULT BY SERVICE AREA

Service Area	2020/21 Original Budget	2020/21 Revised Budget	2020/21 YTD Revised Budget	2020/21 YTD Actuals
11 - Administration and Management	2,881,065	3,406,106	649,944	245,669
12 - Economic Development	93,510	288,299	74,543	(309,188)
13 - Council Administration	1,106,573	1,157,020	290,753	168,409
14 - Library Services	216,502	216,502	54,126	103,281
21 - Caravan Parks	(60,165)	1,328,449	339,458	(26,016)
22 - Loddon Discovery Tours	83	101	202	118
23 - Tourism	346,479	366,219	92,303	71,368
31 - Aged Care Services	622,547	1,653,197	228,096	126,112
32 - Elderly Persons Units	(15,795)	(16,152)	(3,839)	(5,561)
33 - Rural Access	25,000	145,653	36,414	390
34 - Seniors	43,048	43,097	24,658	6,995
40 - Community Support	943,577	1,207,055	426,832	288,503
41 - Community Planning - Boort	50,000	134,684	33,672	0
42 - Community Planning - Inglewood	50,000	186,478	46,620	73
43 - Community Planning - Tarnagulla	50,000	283,402	70,851	10,000
44 - Community Planning - Terricks	50,000	122,932	30,732	0
45 - Community Planning - Wedderburn	50,000	258,543	64,635	2,052
46 - Emergency Management	16,447	16,353	8,937	24,936
47 - Grants & Community Planning	771,891	1,773,499	313,185	124,524
48 - Municipal Health & Wellbeing	8,500	139,522	34,881	6,520
49 - Swimming Pools	538,314	561,758	11,381	18,843
50 - Maternal and Child Health	193,733	307,402	79,223	(4,780)
51 - Early Years	148,236	426,207	78,333	10,907
52 - Boort Pre School	0	(0)	3,678	(498)
53 - Dingee Pre School	(0)	0	5,535	(85)
54 - Inglewood Pre School	0	(0)	8,069	9,732
55 - Pyramid Hill Pre School	0	(0)	3,429	(2,563)
56 - Wedderburn Pre School	0	(0)	3,256	(1,425)
59 - Youth	13,560	21,572	5,391	0
60 - Corporate Governance	166,163	186,163	32,546	0
61 - Financial Services	(510,155)	(13,107,120)	1,844,234	1,857,225
62 - Rates & Property	(9,641,826)	(9,686,071)	(9,784,719)	(9,586,026)
63 - Customer Service	293,129	293,726	102,814	58,032
64 - Information Management	230,218	240,234	29,919	64,526
65 - Information Technology	889,092	920,531	286,383	173,833
66 - Human Resources & Development	728,156	815,592	215,434	103,360
67 - Risk Management	443,711	456,921	269,578	297,448
71 - Council Engineering & Technical Services	231,555	289,090	50,869	39,846
72 - Project & Contract Management	2,535,338	5,734,909	1,385,381	157,335
73 - Roads to Recovery	0	693,656	(7,405)	212,485
74 - Building Regulation	72,870	72,985	18,505	2
75 - Local Laws and Animal Management	372,730	520,373	133,508	53,854
76 - Public Health	99,957	100,040	(1,164)	(21,641)
77 - Strategic & Statutory Planning	145,483	146,557	41,647	189
80 - Air Strips	9,393	8,476	2,608	655
82 - Building & Property Maintenance	1,370,585	1,669,355	455,720	216,853
84 - Fleet	(2,023,737)	(1,280,768)	(152,381)	(1,000,787)
86 - Gravel Pits	(86,567)	(86,567)	(21,642)	3,280
88 - Management & Administration	512,411	512,643	128,084	129,200
90 - Parks & Townships	1,171,430	1,243,992	322,523	216,205
92 - Roads	4,201,610	4,280,042	1,129,469	1,425,769
94 - RRV Contract Roads	(75,783)	(75,783)	(18,947)	(1,338)
96 - Waste Management	244,353	281,569	(1,275,831)	(1,395,604)
98 - Waterways Management	47,849	47,630	38,949	23,698

## APPENDIX 4: STANDARD BALANCE SHEET

	September 2020 As per trial balance	June 2020 As per financial statements	September 2019 As per trial balance
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	\$28,175,866	\$30,326,446	\$23,943,244
Trade and other receivables	\$12,453,955	\$807,408	\$12,062,497
Financial assets	\$139,112	\$462,212	\$4,416
Inventories	\$26,800	\$26,782	\$45,870
Non-current assets classified as held for sale	\$540,076	\$540,076	\$556,091
<b>TOTAL CURRENT ASSETS</b>	<b>\$41,335,809</b>	<b>\$32,162,924</b>	<b>\$36,612,118</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	\$1,268	\$1,268	\$2,397
Financial assets	\$275,436	\$275,336	\$809,999
Intangible assets	\$2,979,650	\$2,979,650	\$2,702,545
Property, infrastructure, plant and equipment	\$360,374,367	\$362,791,061	\$352,940,574
<b>TOTAL NON-CURRENT ASSETS</b>	<b>\$363,630,721</b>	<b>\$366,047,315</b>	<b>\$356,455,515</b>
<b>TOTAL ASSETS</b>	<b>\$404,966,531</b>	<b>\$398,210,239</b>	<b>\$393,067,633</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	\$763,561	\$1,339,196	\$238,805
Trust funds and deposits	\$1,609,822	\$356,380	\$1,580,567
Provisions	\$2,653,378	\$2,622,435	\$2,429,752
Interest bearing loans and borrowings	\$0	\$0	\$0
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$5,026,762</b>	<b>\$4,318,011</b>	<b>\$4,249,124</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	\$1,716,013	\$1,716,013	\$1,797,418
Interest bearing loans & borrowings	\$0	\$0	\$0
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>\$1,716,013</b>	<b>\$1,716,013</b>	<b>\$1,797,418</b>
<b>TOTAL LIABILITIES</b>	<b>\$6,742,775</b>	<b>\$6,034,024</b>	<b>\$6,046,542</b>
<b>NET ASSETS</b>	<b>\$398,223,757</b>	<b>\$392,176,215</b>	<b>\$387,021,092</b>
<b>EQUITY</b>			
Accumulated Surplus	\$96,965,874	\$90,918,332	\$99,867,984
Asset Revaluation Reserve	\$278,439,144	\$278,439,144	\$265,442,673
Other Reserves	\$22,818,739	\$22,818,739	\$21,710,635
<b>TOTAL EQUITY</b>	<b>\$398,223,757</b>	<b>\$392,176,215</b>	<b>\$387,021,092</b>

**10.3 FINANCE REPORT FOR THE PERIOD ENDING 31 OCTOBER 2020**

**File Number:** 08/06/001

**Author:** Deanne Caserta, Manager Financial Services

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** 1. Finance Report for the Period Ending 31 October 2020

**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance Report for the period ending 31 October 2020'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2020/21 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2020/21.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable result in the Council meeting occurring before the completion of the end of month finance procedures.

**BACKGROUND**

The Finance Report for the period ended 31 October 2020 standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the adopted 2020/21 Budget, and includes operating results, capital expenditure and funding sources.

The report this month does not provide explanation on budget timing variances as this timing work is not fully complete.

This Finance Report also includes reporting on supplementary valuations. Each year Council makes a number of additions, subtractions and alterations to the valuations contained in the annual rate book. These changes arise from various sources including:

- splitting of parcels into new rateable assessments
- development of vacant or unproductive land (urban and rural)
- consolidation of separate rateable assessments into one assessment
- re-assessment of property valuations arising from objections to the initial valuation
- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title

- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)
- supplementary valuation corrections.

## ISSUES/DISCUSSION

**Budgeted Surplus** - Council's budgeted cash surplus has decreased by \$207K to \$1.15M.

**Income Statement (revenue)** - Council's year to date (YTD) operating revenue is at 50% of total budget. Revenue brought to account for October was \$2.26M (September was \$1.3M).

**Income Statement (expenditure)** - Council's operating expenditure is at 28% of total budget. Payments for this month totalled just over \$2.61M (\$2.36M in September).

**Capital Works** - The approved budget for capital works is \$24.49M and is 6% complete in financial terms for the current financial year (September was 4%).

**Service Areas** – Appendix 3 now provides Council with a clearer picture of the net result for each service area. As further work is done on service planning and reviews throughout the year, the cost of each service will be refined.

**Balance Sheet** - Council has a cash total of \$28.6M with \$1.4M in general accounts. Total debtors at the end of October are \$12.13M (\$12.46M in September). Sundry debtors total \$1.48M with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$45K.

## COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2020/21.

Provision of financial reports on at least a quarterly basis is a requirement of the Local Government Act.

## RISK ANALYSIS

The provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget. Council's risk exposure is also increased if the rating system does not reflect the valuation changes associated with supplementary valuations as Council will not be aware of the changes, which can alter the rate revenue in the current year and in future rating years.

## CONSULTATION AND ENGAGEMENT

There has been considerable consultation internally with respective managers in understanding their budget responsibilities and keeping within budgetary constraints.

Consultation with ratepayers and authorities that act on behalf of ratepayers occurs when a change to a property is required or occurs by virtue of a sale.

External engagement with the community was undertaken during the submission period of the budget, and regular reporting provides a mechanism of monitoring the financial outcomes of Council against that expectation.

# LODDON SHIRE COUNCIL

## FINANCE REPORT FOR PERIOD ENDING 31 OCTOBER 2020



## CONTENTS

<b>1</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>2</b>	<b>CASH SURPLUS POSITION .....</b>	<b>3</b>
2.1	Budget revisions .....	3
<b>3</b>	<b>STANDARD INCOME STATEMENT .....</b>	<b>3</b>
3.1	Operating revenue .....	3
3.1.1	Statutory fees .....	3
3.1.2	Fees and charges.....	3
3.1.3	Interest income .....	4
3.1.4	Non recurrent grants (operating).....	5
3.1.5	Recurrent grants (capital) .....	5
3.2	Operating expenditure.....	5
3.2.1	Creditors.....	5
3.2.2	Fuel .....	5
3.2.3	Contractors .....	6
3.2.4	Grants expenditure .....	6
3.2.5	Payments .....	6
3.3	Operating surplus.....	6
3.4	Capital expenditure .....	6
<b>4</b>	<b>STANDARD BALANCE SHEET .....</b>	<b>6</b>
4.1	Cash .....	6
4.2	Receivables .....	7
4.2.1	Debtors.....	7
4.2.2	Rates debtors .....	7
4.2.3	Sundry debtors .....	8
4.2.4	Supplementary valuations .....	8
4.3	Water rights.....	9
	<b>APPENDIX 1: STANDARD INCOME STATEMENT .....</b>	<b>9</b>
	<b>APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT.....</b>	<b>10</b>
	<b>APPENDIX 3: NET RESULT BY SERVICE AREA .....</b>	<b>11</b>
	<b>APPENDIX 3: NET RESULT BY SERVICE AREA (Continued) .....</b>	<b>12</b>
	<b>APPENDIX 4: STANDARD BALANCE SHEET .....</b>	<b>13</b>



## 1 INTRODUCTION

At the start of the financial year, Council implemented a new chart of accounts structure and as a result improvements will be gradually made to the monthly finance report to provide information in different formats to assist Councillors and the public to understand Council's current financial position.

During October 2020, Council received certification of the Roads to Recovery program for 2019/20 from the Victorian Auditor General. Works have also continued on finalising services in order to continuously improve reporting for Council.

Staff within the Procurement Department have also finalised the implementation of electronic purchase orders and are working on a goods receiving module at the moment to make the complete purchasing process paperless.

## 2 CASH SURPLUS POSITION

### 2.1 Budget revisions

One major and several minor budget variations have been processed for October 2020.

As a result the cash surplus has decreased from \$1,360,717 to \$1,154,180.

Details of all major adjustments are included in the table below:

<b>Opening Surplus (Position as at 30 September 2020)</b>	<b>\$ 1,360,717</b>
<b>ADJUSTMENTS</b>	
Carried forward allocation for Bridgewater Foreshore Project	-\$ 150,000.00
Other minor adjustments	-\$ 56,537.00
<b>Closing surplus (Position as at 31 October 2020)</b>	<b>\$ 1,154,180</b>

## 3 STANDARD INCOME STATEMENT

Budget revisions are up to date and timing of the budget has been underway with work to continue in this space. Variance reporting has been included in this monthly report where variations occur within the statements of 10% of \$30,000.

### 3.1 Operating revenue

Total revenue brought to account for the month of October was \$2.26M. The total income received is 50% of the total revised budget income for 2020/21.

#### 3.1.1 Statutory fees

There is an increase in activity in both the planning and building permit departments and as a result, higher than expected fee income has been raised. This accounts for almost \$52K of the overall variation.

#### 3.1.2 Fees and charges

The main variations relate to the reimbursement for expenditure at the preschools after the year end reconciliations are complete. Due to COVID-19, limited remote programs were put in place and as a result this has reduced the overall operating

costs of these preschools. This has resulted in either a smaller reimbursement than expected or a refund to each of the committees.

### 3.1.3 Interest income

Council's Investment Policy requires investment of funds with authorised deposit taking institutions rated AAA+ to BBB- with a maximum of 40% of funds at any one institution and a maximum of \$2M in any one transaction.

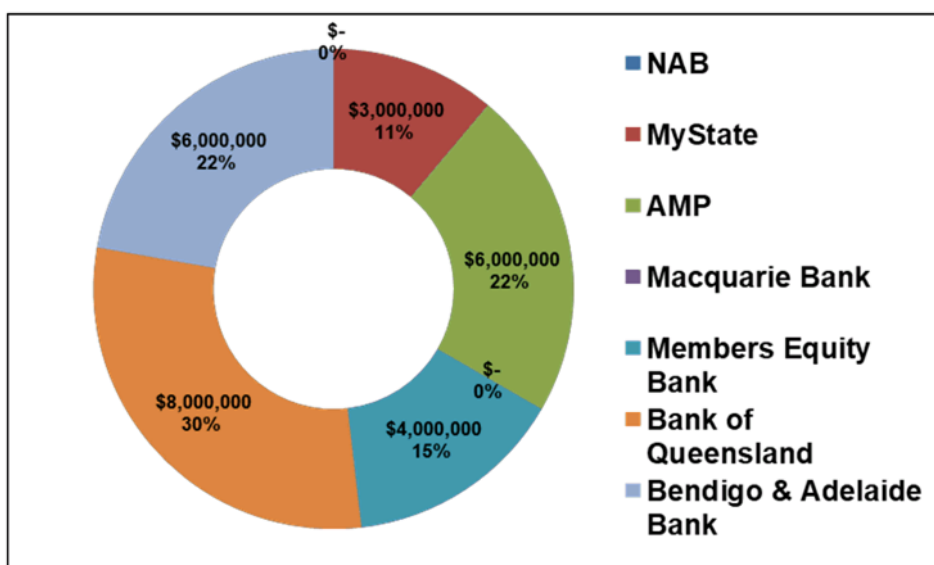
The total investment interest received and accrued to date is \$116K. Rates interest amounts to \$NIL due to Council waiving interest on rates until 31 December 2020. Year to date represents 31% of the total Revised Budget amount of \$375K.

All investments are term deposits and are currently with banks which meet Council's rating standards as below.

Current investments:							
NAB	A1+AA-					\$ -	0.0%
MyState	A2/BBB+					\$ 3,000,000	11.1%
AMP	A2/BBB+					\$ 6,000,000	22.2%
Macquarie Bank	A1/A					\$ -	0.0%
Members Equity Bank	A2/BBB					\$ 4,000,000	14.8%
Bank of Queensland	A2/BBB					\$ 8,000,000	29.6%
Bendigo & Adelaide Bank	A2/BBB+					\$ 6,000,000	22.2%
<b>Council Funds on Term Deposit</b>						<b>\$27,000,000</b>	<b>100%</b>

The below table shows all investments for the financial year to date.

LODDON SHIRE COUNCIL INVESTMENT SCHEDULE												
Bank	Establishment date	Status	Maturity date	Term (days)	Interest rate	Investment amount	Total interest receivable on TD	Interest accrual 2019/20	YTD accrued interest	Total interest accrual	YTD interest received	Total YTD interest earned
Bendigo & Adelaide Bank	31/12/2018	Closed	N/A	N/A	1.00%	\$ 1,000,000		\$ -	\$ -	\$ -	\$ 230	\$ 230
Members Equity Bank	28/05/2020	Closed	28/07/2020	61	0.95%	\$ 2,000,000	\$ 3,175	\$ 1,718	\$ -	\$ -	\$ 1,457	\$ 1,457
Members Equity Bank	28/05/2020	Closed	28/08/2020	90	1.10%	\$ 2,000,000	\$ 5,425	\$ 1,989	\$ -	\$ -	\$ 3,436	\$ 3,436
MyState	16/03/2020	Closed	16/09/2020	184	1.75%	\$ 2,000,000	\$ 17,644	\$ 10,164	\$ -	\$ -	\$ 7,479	\$ 7,479
MyState	15/04/2020	Closed	15/10/2020	183	1.75%	\$ 2,000,000	\$ 17,548	\$ 7,288	\$ -	\$ -	\$ 10,260	\$ 10,260
MyState	17/03/2020	Closed	19/10/2020	216	1.75%	\$ 2,000,000	\$ 20,712	\$ 10,068	\$ -	\$ -	\$ 10,644	\$ 10,644
Bank of Queensland	5/05/2020	Open	5/11/2020	184	1.45%	\$ 2,000,000	\$ 14,619	\$ 4,449	\$ 9,773	\$ 14,222	\$ -	\$ 9,773
AMP	25/05/2020	Open	25/11/2020	184	1.85%	\$ 2,000,000	\$ 16,636	\$ 3,255	\$ 11,121	\$ 14,375	\$ -	\$ 11,121
Bank of Queensland	28/05/2020	Open	28/01/2021	245	1.15%	\$ 2,000,000	\$ 15,438	\$ 2,079	\$ 7,751	\$ 9,830	\$ -	\$ 7,751
Members Equity Bank	18/05/2020	Open	18/02/2021	276	1.20%	\$ 2,000,000	\$ 18,148	\$ 2,827	\$ 8,088	\$ 10,915	\$ -	\$ 8,088
Bendigo & Adelaide Bank	26/08/2020	Open	26/02/2021	184	0.65%	\$ 2,000,000	\$ 6,553	\$ -	\$ 2,351	\$ 2,351	\$ -	\$ 2,351
Members Equity Bank	25/05/2020	Open	25/03/2021	304	1.20%	\$ 2,000,000	\$ 19,989	\$ 2,367	\$ 8,088	\$ 10,455	\$ -	\$ 8,088
Bank of Queensland	12/06/2020	Open	12/04/2021	304	1.05%	\$ 2,000,000	\$ 17,490	\$ 1,036	\$ 7,077	\$ 8,112	\$ -	\$ 7,077
AMP	5/05/2020	Open	5/05/2021	365	1.55%	\$ 2,000,000	\$ 31,000	\$ 4,756	\$ 10,447	\$ 15,203	\$ -	\$ 10,447
AMP	6/05/2020	Open	6/05/2021	365	1.55%	\$ 2,000,000	\$ 31,000	\$ 4,671	\$ 10,447	\$ 15,118	\$ -	\$ 10,447
Bank of Queensland	28/07/2020	Open	28/06/2021	335	0.85%	\$ 2,000,000	\$ 15,603	\$ -	\$ 4,425	\$ 4,425	\$ -	\$ 4,425
Bendigo & Adelaide Bank	6/10/2020	Open	2/08/2021	300	0.60%	\$ 1,000,000	\$ 4,932	\$ -	\$ 411	\$ 411	\$ -	\$ 411
Bendigo & Adelaide Bank	6/10/2020	Open	1/09/2021	330	0.60%	\$ 1,000,000	\$ 5,425	\$ -	\$ 411	\$ 411	\$ -	\$ 411
Bendigo & Adelaide Bank	19/10/2020	Open	14/09/2021	330	0.06%	\$ 2,000,000	\$ 10,849	\$ -	\$ 39	\$ 39	\$ -	\$ 39
MyState	6/10/2020	Open	6/10/2021	365	0.70%	\$ 1,000,000	\$ 7,000	\$ -	\$ 479	\$ 479	\$ -	\$ 479
MyState	15/10/2020	Open	15/10/2021	365	0.70%	\$ 2,000,000	\$ 14,000	\$ -	\$ 614	\$ 614	\$ -	\$ 614
Total Interest on Investments								\$ 56,668	\$ 81,519	\$ 106,960	\$ 33,506	\$ 115,025
Interest on General Accounts												\$ 1,420
Total Interest												\$ 116,445
Interest transferred to/from externally funded projects												\$ -
<b>Net interest on investments</b>												<b>\$ 116,445.28</b>



Due to the short term nature of the term deposits, those deposits which have not reached maturity are included as cash in the Balance Sheet.

#### 3.1.4 Non recurrent grants (operating)

Grant income is raised as a milestone within a project is completed. Some projects are behind expected timing and others are ahead. The main variation in this area relates to the Working for Victoria program where additional income and expenditure is expected than what was originally budgeted. At the moment this amounts to \$644K but this will increase as the months pass.

#### 3.1.5 Recurrent grants (capital)

Grant income is raised as a milestone within a project is completed. Some projects are behind expected timing and others are ahead. The main variation in this area relates to Roads to Recovery of \$622K with an invoice yet to be raised for the quarter one claim.

### 3.2 **Operating expenditure**

Total operating expenditure for October was \$2.61M. The total expenditure for the month is 28% of the total revised budget expenditure for 2020/21.

#### 3.2.1 Creditors

Creditors are currently at 60% of YTD Budget. The main variations where project expenditure has been delayed are:

- Bridgewater female change rooms of \$121K with the project yet to commence
- mental health drought package of \$29K with the project progressing slower than expected
- outdoor eating funding of \$82K with the project still in the planning phase
- along with various community planning projects that have not yet commenced.

#### 3.2.2 Fuel

During lockdown for COVID-19 many staff were, and still are, working from home which has reduced the fuel costs to date along with quite low per litre fuel costs.

### 3.2.3 Contractors

The main variations within the contractors expenditure relates to the timing of invoices that are received for both cleaning and waste contracts. This is expected to continue throughout the year where the invoices are not received in a timely manner for processing.

### 3.2.4 Grants expenditure

Council has approved all community grants for the financial year and the delay in payment sits with the committees who are required to submit further formal paperwork before payment is released. These are being followed up on a regular basis.

### 3.2.5 Payments

During the month the following payments were made:

Creditor payments - cheque	\$31,307
Creditor payments - electronic funds transfer	\$1,835,453
Payroll (2 pays)	\$604,993
<b>TOTAL</b>	<b>\$2,471,753</b>

## 3.3 **Operating surplus**

The operating surplus to date is \$6.27M, or 195% of YTD Actuals.

## 3.4 **Capital expenditure**

Total capital works expenditure for October was \$599K. The total revised budget amount for 2020/21 is \$24.49M, therefore capital works are 6% complete with 25% of the year elapsed.

The main variations within capital expenditure relate to:

- the purchase of plant and fleet, which is currently \$539K behind YTD budget. Orders have been placed for most of the fleet items and the plant committee is deciding which items are requiring replacement within their department
- building and property maintenance with the building asset management plan allocations now finalised and some works are underway, but others are still in the design phase
- major caravan park improvement works along with the purchase of caravan parks have a variation of \$666K with works commencing for the improvement program but a delay in finalisation of the sale by the relevant department
- various community planning projects of \$227K due to limited staff available in this department along with COVID-19 restrictions which have closed many community facilities temporarily.

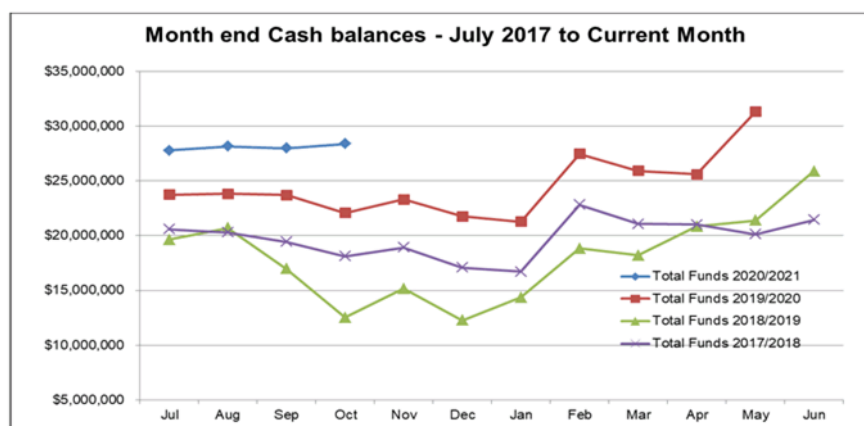
## 4 **STANDARD BALANCE SHEET**

### 4.1 **Cash**

At the end of the month, Council's overall cash total was \$28.6M which includes a balance of \$1.4M in general accounts.



Month end balances for Council's cash, from July 2017 until the current month, are reflected in the following graph:



## 4.2 Receivables

### 4.2.1 Debtors

Monthly balances of the various categories of debtors for the financial year are:

Debtor category	October 2019	July 2020	August 2020	September 2020	October 2020
Rates	9,332,678	11,390,638	10,717,454	9,928,636	9,580,959
Fire Services Property Levy	1,071,720	1,327,697	1,226,826	1,130,148	1,089,739
<b>Levy</b>	<b>10,404,398</b>	<b>12,718,334</b>	<b>11,944,281</b>	<b>11,058,784</b>	<b>10,670,698</b>
Sundry debtors	1,354,981	1,057,323	1,058,771	1,430,350	1,480,562
Community loans/advances	2,400	1,168	1,200	1,200	1,200
Long term loans/advances	-	-	-	-	-
Employee superannuation	6,738	(4,072)	(6,254)	(8,183)	5,373
Magistrates court fines	100,319	100,319	100,319	100,319	100,319
LESS provision for doubtful debts	(118,887)	(127,248)	(127,248)	(127,248)	(127,248)
<b>Total</b>	<b>11,749,949</b>	<b>13,745,825</b>	<b>12,971,069</b>	<b>12,455,223</b>	<b>12,130,904</b>

### 4.2.2 Rates debtors

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

	October 2019 (1/10/2019)	July 2020 (7/8/2020)	August 2020 (4/9/2020)	September 2020 (2/10/2020)	October 2020 (2/11/2020)
2006/07 to 2016/17	\$ 55,806	\$ 41,491	\$ 39,884	\$ 39,418	\$ 38,834
2006/07 to 2016/17 FSPL	\$ 9,076	\$ 6,584	\$ 6,369	\$ 6,312	\$ 6,250
2017/18	\$ 43,598	\$ 28,797	\$ 27,598	\$ 26,532	\$ 25,862
2017/18 Fire Services Property Levy	\$ 8,567	\$ 3,073	\$ 5,829	\$ 5,706	\$ 5,630
2018/19	\$ 108,497	\$ 53,185	\$ 50,510	\$ 45,609	\$ 44,878
2018/19 Fire Services Property Levy	\$ 18,640	\$ 10,279	\$ 9,829	\$ 9,209	\$ 9,109
2019/20	\$ 9,131,763	\$ 218,843	\$ 198,316	\$ 176,984	\$ 165,014
2019/20 Fire Services Property Levy	\$ 1,028,451	\$ 35,050	\$ 31,587	\$ 28,924	\$ 27,014
2020/21		\$ 11,048,321	\$ 10,401,148	\$ 9,654,699	\$ 9,320,995
2020/21 Fire Services Property Levy		\$ 1,272,711	\$ 1,173,211	\$ 1,065,390	\$ 1,027,113
<b>Sub-total: arrears</b>	<b>\$ 10,404,398</b>	<b>\$ 12,718,334</b>	<b>\$ 11,944,281</b>	<b>\$ 11,058,784</b>	<b>\$ 10,670,698</b>
Current year (outstanding but not due)	\$ 9,131,763	\$ 11,048,321	\$ 10,401,148	\$ 9,654,699	\$ 9,320,995
Fire Services Property Levy	\$ 1,028,451	\$ 1,272,711	\$ 1,173,211	\$ 1,065,390	\$ 1,027,113
<b>Total outstanding</b>	<b>\$ 10,160,213</b>	<b>\$ 12,321,032</b>	<b>\$ 11,574,359</b>	<b>\$ 10,720,090</b>	<b>\$ 10,348,108</b>
<b>Summary</b>					
Rates in arrears	\$ 207,901	\$ 342,316	\$ 316,308	\$ 288,544	\$ 274,588
FSPL in arrears	\$ 36,284	\$ 54,986	\$ 53,615	\$ 50,151	\$ 48,003
<b>Total arrears</b>	<b>\$ 244,185</b>	<b>\$ 397,302</b>	<b>\$ 369,922</b>	<b>\$ 338,694</b>	<b>\$ 322,590</b>

4.2.3 Sundry debtors

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

Current	\$305,009	82%
30 days	\$16,130	4%
60 days	\$4,709	1%
90 + days	\$45,132	12%
<b>Sub total routine debtors</b>	<b>\$370,979</b>	<b>100%</b>
Paid Parental Leave	\$0	
Government departments	\$1,068,549	
GST	\$41,034	
<b>Total</b>	<b>\$1,480,562</b>	
90 + days consists of:		
Community Wellbeing debtors	\$6,203	
Local community groups	\$913	
Others	\$38,016	
<b>Total</b>	<b>\$45,132</b>	

Total outstanding sundry debtors as at 30 October 2020 are \$1.48M.

The mainstream sundry debtors (\$371K) have been broken into the amount of time they have been outstanding. At the time of this report \$45K or 12% of that total has been outstanding for more than 90 days. All debtors are contacted as a matter of routine.

4.2.4 Supplementary valuations

All rateable and non-rateable supplementary valuations are included in this report.

Valuation type	1 July 2020 Revaluation	Opening Balance	Supplementary changes	Closing balance
Site Value	\$ 1,556,194,900	\$ 1,649,036,500	-\$ 39,000	\$ 1,648,997,500
Capital Improved Value	\$ 2,354,772,700	\$ 2,495,721,300	\$ 176,000	\$ 2,495,897,300
NAV	\$ 120,800,115	\$ 127,915,155	\$ 5,720	\$ 127,920,875

Type	Number	Site Value Movement	Capital Improved Value Movement	NAV Value Movement
Consolidate	2	-\$ 71,000	-\$ 68,000	-\$ 3,400
Improvement	9	\$ -	\$ 211,000	\$ 10,550
New Property	1	\$ 49,000	\$ 50,000	\$ 2,500
Split	1	-\$ 17,000	-\$ 17,000	-\$ 850
<b>TOTAL</b>	<b>14</b>	<b>-\$ 39,000</b>	<b>\$ 176,000</b>	<b>\$ 5,720</b>

The total rateable CIV at the end of October 2020 is just under \$2.50B.

### 4.3 Water rights

Council-owned water rights were valued at \$2.98M at 30 June 2020.

The rights are revalued to market at the end of each financial year.

There have been no purchases to date this financial year, and no future purchases are budgeted for 2020/21.

## APPENDIX 1: STANDARD INCOME STATEMENT

Element	2020/21 Original Budget	2020/21 Revised Budget	2020/21 YTD Revised Budget	2020/21 YTD Actuals	2020/21 YTD Percentage Variance
<b>Income</b>					
69 - Statutory Fees	277,532	277,532	100,353	161,642	161%
70 - Fees & Charges	1,464,986	1,455,039	532,693	418,835	79%
71 - Contribution	100,000	410,000	3,332	0	0%
73 - Interest	375,200	375,200	116,668	116,445	100%
77 - Reimbursements	277,411	277,411	100,804	84,657	84%
80 - Rates	11,461,007	11,461,007	11,461,007	11,337,616	99%
81 - Non Recurrent Grants (Operating)	152,766	2,499,827	897,036	1,562,577	174%
82 - Recurrent Grants (Operating)	6,299,505	6,250,954	1,830,146	1,868,855	102%
83 - Recurrent Grants (Capital)	2,387,726	2,536,894	671,724	38,720	6%
84 - Non Recurrent Grants (Capital)	0	7,995,604	596,932	1,384,245	232%
90 - VicRoads	510,474	510,474	170,156	172,337	101%
<b>Total Income</b>	<b>23,306,607</b>	<b>34,049,942</b>	<b>16,480,851</b>	<b>17,145,930</b>	<b>104%</b>
<b>Expenses</b>					
01 - Labour	11,492,803	12,015,547	3,837,124	3,837,056	100%
04 - Creditors	8,903,914	13,681,122	4,795,873	2,883,998	60%
05 - Stores	70,286	70,286	23,428	0	0%
06 - Fuel	1,051,376	1,051,376	350,439	264,800	76%
07 - Contractors	1,797,721	1,825,060	536,662	316,982	59%
08 - Depreciation	9,666,789	9,666,789	3,222,252	3,222,263	100%
09 - Utilities	527,885	526,665	153,838	125,920	82%
25 - Grants Expenditure	361,400	376,354	351,422	227,892	65%
45 - Bad Debts Expense	0	0	0	73	0%
63 - Reversal of Impairment Losses	0	0	0	(32)	0%
<b>Total Expenses</b>	<b>33,872,174</b>	<b>39,213,199</b>	<b>13,271,038</b>	<b>10,878,952</b>	<b>82%</b>
<b>Net Result Surplus / (Deficit)</b>	<b>(10,565,567)</b>	<b>(5,163,257)</b>	<b>3,209,813</b>	<b>6,266,978</b>	<b>195%</b>

\*Income and expense items required by Australian Accounting Standards (AAS)

## APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT

Element	2020/21 Original Budget	2020/21 Revised Budget	2020/21 YTD Revised Budget	2020/21 YTD Actuals	2020/21 YTD Actuals
<b>Funding Decisions</b>					
88 - Reserves Transfer From	6,466,816	17,890,190	0	0	0%
89 - Reserves Transfer To	(2,341,772)	(2,116,772)	0	0	0%
74 - Asset Sales (Capital)	471,181	516,727	162,240	349,225	215%
<b>Total Funding Decisions</b>	<b>4,596,225</b>	<b>16,290,145</b>	<b>162,240</b>	<b>349,225</b>	<b>215%</b>
<b>Capital Expenditure</b>					
12 - Economic Development	0	0	0	2,000	0%
21 - Caravan Parks	7,500	2,010,437	670,144	4,100	1%
40 - Community Support	0	31,335	10,444	41,664	399%
41 - Community Planning - Boort	0	1,105	368	0	0%
42 - Community Planning - Inglewood	50,000	120,500	40,168	0	0%
43 - Community Planning - Tamagulla	50,000	61,683	20,560	0	0%
44 - Community Planning - Terricks	50,000	20,848	6,948	2,273	33%
45 - Community Planning - Wedderburn	50,000	25,000	8,332	0	0%
47 - Grants & Community Planning	750,000	4,348,189	38,984	0	0%
49 - Swimming Pools	0	15,101	1,510	0	0%
65 - Information Technology	185,000	185,000	61,668	2,120	3%
71 - Council Engineering and Technical Services	0	50,000	0	0	0%
72 - Project & Contract Management	2,555,132	11,629,294	2,503,404	1,040,126	42%
73 - Roads to Recovery	2,387,726	3,180,550	819,092	343,771	42%
75 - Local Laws and Animal Management	0	102,121	34,040	0	0%
82 - Building & Property Maintenance	535,000	706,983	235,660	29,146	12%
84 - Fleet	522,000	1,618,140	539,380	0	0%
90 - Parks & Townships	100,000	90,310	30,104	294	1%
98 - Waterways Management	0	288,781	96,260	0	0%
<b>Total Capital Expenditure</b>	<b>7,242,358</b>	<b>24,485,377</b>	<b>5,117,066</b>	<b>1,465,495</b>	<b>29%</b>
<b>Non Cash Adjustments</b>					
08 - Depreciation	9,666,789	9,666,789	3,222,252	3,222,263	100%
45 - Bad Debts Expense	0	0	0	73	0%
63 - Reversal of Impairment Losses	0	0	0	(32)	0%
<b>Total Non Cash Adjustments</b>	<b>9,666,789</b>	<b>9,666,789</b>	<b>3,222,252</b>	<b>3,222,304</b>	<b>100%</b>
Accumulated surplus bought forward	3,640,629	4,845,880	0	0	100%
<b>Net Cash Surplus / (Deficit)</b>	<b>95,718</b>	<b>1,154,180</b>	<b>1,477,239</b>	<b>8,373,012</b>	<b>567%</b>



## APPENDIX 3: NET RESULT BY SERVICE AREA

Service Area	2020/21 Full Year Budget	2020/21 Total Revised Budget	2020/21 YTD Revised Budget October	2020/21 YTD Actuals October	2020/21 YTD Percentage Revised Variance October
11 - Administration and Management	2,881,065	3,406,106	921,156	343,982	62.66%
12 - Economic Development	93,510	284,487	104,898	(311,215)	396.68%
13 - Council Executive	1,106,573	1,157,020	380,751	190,363	50.00%
14 - Library Services	216,502	216,502	108,252	103,281	4.59%
21 - Caravan Parks	(60,165)	1,328,449	449,343	(44,771)	109.96%
22 - Loddon Discovery Tours	83	101	202	118	41.60%
23 - Tourism	346,479	366,219	119,042	107,878	9.38%
31 - Aged Care Services	622,547	1,653,197	154,244	96,426	37.48%
32 - Elderly Persons Units	(15,795)	(16,152)	(6,690)	(4,387)	-34.42%
33 - Rural Access	25,000	145,653	48,552	540	98.89%
34 - Seniors	43,048	43,097	22,208	(4,981)	122.43%
40 - Community Support	950,577	1,214,055	508,672	418,349	17.76%
41 - Community Planning - Boort	0	84,684	28,228	0	100.00%
42 - Community Planning - Inglewood	50,000	186,478	62,160	73	99.88%
43 - Community Planning - Tarnagulla	50,000	283,402	94,468	11,090	88.26%
44 - Community Planning - Terricks	50,000	122,932	40,976	2,273	94.45%
45 - Community Planning - Wedderburn	50,000	258,543	86,180	2,052	97.62%
46 - Emergency Management	16,447	16,353	9,721	30,264	-211.33%
47 - Grants & Community Planning	821,891	1,823,499	329,594	52,024	84.22%
48 - Municipal Health & Wellbeing	8,500	139,522	46,508	7,334	84.23%
49 - Swimming Pools	538,314	561,758	66,577	30,387	54.36%
50 - Maternal and Child Health	193,733	307,402	102,136	16,408	83.94%
51 - Early Years	148,236	426,207	103,019	18,863	81.69%
52 - Boort Pre School	0	(0)	(8,162)	1,317	-116.14%
53 - Dingee Pre School	(0)	0	(12,674)	(4,553)	-64.08%
54 - Inglewood Pre School	0	(0)	(19,527)	4,261	-121.82%
55 - Pyramid Hill Pre School	0	(0)	(7,496)	545	-107.27%
56 - Wedderburn Pre School	0	(0)	(7,033)	(1,584)	-77.48%
59 - Youth	6,560	14,572	4,856	0	100.00%
60 - Corporate Governance	166,163	186,163	77,451	189	99.76%
61 - Financial Services	(10,176,944)	(22,943,603)	(539,800)	(503,721)	-6.68%
62 - Rates & Property	(9,641,826)	(9,686,071)	(9,770,218)	(9,721,245)	-0.50%
63 - Customer Service	293,129	293,726	122,332	78,664	35.70%
64 - Information Management	230,218	240,234	99,239	85,665	13.68%
65 - Information Technology	889,092	920,880	341,478	181,489	46.85%
66 - Human Resources & Development	728,156	815,592	275,895	137,275	50.24%
67 - Risk Management	443,711	456,921	279,066	301,830	-8.16%

## APPENDIX 3: NET RESULT BY SERVICE AREA (Continued)

Service Area	2020/21 Full Year Budget	2020/21 Total Revised Budget	2020/21 YTD Revised Budget October	2020/21 YTD Actuals October	2020/21 YTD Percentage Revised Variance October
71 - Council Engineering & Technical Services	231,555	349,090	86,867	52,372	39.71%
72 - Project & Contract Management	2,535,338	5,734,909	2,030,319	(313,989)	115.47%
73 - Roads to Recovery	0	693,656	197,368	343,771	-74.18%
74 - Building Regulation	72,870	72,985	23,464	1,841	92.16%
75 - Local Laws and Animal Management	372,730	520,373	(6,891)	(169,955)	2366.33%
76 - Public Health	99,957	100,040	8,969	(13,007)	245.02%
77 - Strategic & Statutory Planning	145,483	146,557	51,532	4,645	90.99%
80 - Aircraft Landing Area	9,393	8,476	3,259	655	79.90%
82 - Building & Property Maintenance	1,370,585	1,669,355	598,156	272,011	54.53%
84 - Plant and Fleet	(2,023,737)	(1,111,074)	(191,859)	(1,267,823)	560.81%
86 - Gravel Pits	(86,567)	(86,567)	(28,954)	3,784	-113.07%
88 - Management & Administration	512,411	512,643	166,145	175,325	-5.53%
90 - Parks & Townships	1,171,430	1,243,992	417,629	292,589	29.94%
92 - Roads	4,201,610	4,280,042	1,585,367	1,935,266	-22.07%
94 - DoT Routine Maintenance Contract	(75,783)	(75,783)	(27,662)	(63,241)	128.62%
96 - Waste Management	244,353	281,569	(1,112,406)	(1,277,442)	14.84%
98 - Waterways Management	47,849	197,630	105,672	23,698	77.57%
Grand Total	(95,718)	(1,154,180)	(1,477,421)	(8,373,013)	466.73%

## APPENDIX 4: STANDARD BALANCE SHEET

	October 2020 As per trial balance	June 2020 As per financial statements	October 2019 As per trial balance
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	\$28,593,063	\$30,326,446	\$22,292,438
Trade and other receivables	\$12,129,636	\$807,408	\$11,747,552
Financial assets	\$170,451	\$462,212	\$9,314
Inventories	\$26,800	\$26,782	\$40,891
Non-current assets classified as held for sale	\$540,076	\$540,076	\$556,091
<b>TOTAL CURRENT ASSETS</b>	<b>\$41,460,026</b>	<b>\$32,162,924</b>	<b>\$34,646,286</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	\$1,268	\$1,268	\$2,397
Financial assets	\$275,436	\$275,336	\$805,284
Intangible assets	\$2,979,650	\$2,979,650	\$2,702,545
Property, infrastructure, plant and equipment	\$359,568,802	\$362,791,061	\$352,620,762
<b>TOTAL NON-CURRENT ASSETS</b>	<b>\$362,825,156</b>	<b>\$366,047,315</b>	<b>\$356,130,988</b>
<b>TOTAL ASSETS</b>	<b>\$404,285,182</b>	<b>\$398,210,239</b>	<b>\$390,777,274</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	\$962,062	\$1,339,196	\$311,892
Trust funds and deposits	\$1,379,472	\$356,380	\$1,368,884
Provisions	\$2,956,456	\$2,622,435	\$2,429,198
Interest bearing loans and borrowings	\$0	\$0	\$0
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$5,297,990</b>	<b>\$4,318,011</b>	<b>\$4,109,974</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	\$1,716,013	\$1,716,013	\$1,797,418
Interest bearing loans & borrowings	\$0	\$0	\$0
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>\$1,716,013</b>	<b>\$1,716,013</b>	<b>\$1,797,418</b>
<b>TOTAL LIABILITIES</b>	<b>\$7,014,003</b>	<b>\$6,034,024</b>	<b>\$5,907,392</b>
<b>NET ASSETS</b>	<b>\$397,271,180</b>	<b>\$392,176,215</b>	<b>\$384,869,883</b>
<b>EQUITY</b>			
Accumulated Surplus	\$96,013,297	\$90,918,332	\$97,716,775
Asset Revaluation Reserve	\$278,439,144	\$278,439,144	\$265,442,673
Other Reserves	\$22,818,739	\$22,818,739	\$21,710,435
<b>TOTAL EQUITY</b>	<b>\$397,271,180</b>	<b>\$392,176,215</b>	<b>\$384,869,883</b>

**10.4 AMENDED FEES AND CHARGES FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021**

**File Number:** 07/01/006

**Author:** Deanne Caserta, Manager Financial Services

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** 1. Fees and Charges 2020/2021 v2

**RECOMMENDATION**

That Council:

1. approves the amended Fees and Charges Schedule v2 for the year 1 July 2020 to 30 June 2021
2. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges Schedule for the year 1 July 2020 to 30 June 2021.

**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 adopted version one of the 2020/21 Fees and Charges Schedule (Schedule) at the Council meeting held on 23 June 2020.

**BACKGROUND**

Each year, as a part of the budget process, a Schedule is prepared and submitted for approval by Council.

Minor amendments occur throughout the year as a result of legislation changes. Other changes are required to be resubmitted to Council for approval.

**ISSUES/DISCUSSION**

The change for version two of the Schedule relates to the introduction of an outdoor area public liability insurance charge. This is a result of recent COVID-19 recommendations to increase outdoor dining capacity at eateries throughout Victoria, with many of these facilities currently uninsured for outdoor dining areas.

The other change relates to the sessional hire of Council swimming pools. This will allow sessions to be held out of normal operating hours and includes the cost of the required lifeguard.

**COST/BENEFITS**

The Schedule will raise an equitable contribution of revenue towards the cost of service delivery.

**RISK ANALYSIS**

There is a risk that if the Schedule is not updated there will be no ability to raise the new fees included in version two, therefore a failure to provide these new service opportunities to the Loddon community.

**CONSULTATION AND ENGAGEMENT**

The recommendations in the report have been considered by management.

# LODDON SHIRE COUNCIL

## FEES AND CHARGES FOR THE YEAR 1 JULY 2020 TO 30 JUNE 2021



## DOCUMENT INFORMATION

DOCUMENT TYPE: Strategic document

DOCUMENT STATUS: Draft

POLICY OWNER POSITION: Manager Financial Services

INTERNAL COMMITTEE  
ENDORSEMENT: Not applicable

APPROVED BY: Council

DATE ADOPTED:

VERSION NUMBER: 2

REVIEW DATE: 30/06/2021

DATE RESCINDED:

RELATED STRATEGIC  
DOCUMENTS, POLICIES OR  
PROCEDURES:

RELATED LEGISLATION: Local Government Act 1989  
Australian Taxation Office Goods and Services Tax Act  
(GST)

EVIDENCE OF APPROVAL:

---

Chief Executive Officer

FILE LOCATION: K:\FINANCE\Budget\2020-21\Fees and Charges\STR  
Fees and Charges 2020-21 v2.docx

**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

<b>1</b>	<b>PURPOSE.....</b>	<b>1</b>
<b>2</b>	<b>BUDGET IMPLICATIONS .....</b>	<b>1</b>
<b>3</b>	<b>FEES AND CHARGES.....</b>	<b>1</b>
3.1	Building fees .....	1
3.1.1	Building fees .....	1
3.2	Caravan parks .....	3
3.2.1	Bridgewater Public Caravan Park.....	3
3.2.2	Pioneer Caravan Park – Wedderburn.....	5
3.3	Rental properties .....	7
3.3.1	Elderly persons units.....	7
3.4	Public health .....	7
3.4.1	Food Act registration fees .....	7
3.4.2	Public Health and Wellbeing Act registration fees .....	8
3.4.3	Residential Tenancies Act and Regulations (caravan parks).....	8
3.4.4	Environment Protection Act application fees .....	9
3.5	Aged and disability services.....	9
3.5.1	Home and community care for younger people program .....	9
3.5.2	Commonwealth home support program .....	10
3.5.3	Transport for aged service clients .....	10
3.5.4	Brokered services: linkages, post-acute care, aged care packages, carer support services, WorkCover .....	11
3.5.5	Capped account limits.....	11
3.5.6	Department of Veteran Affairs.....	11
3.6	Local laws.....	12
3.6.1	Domestic Animals Act 1994 .....	12
3.6.2	Domestic Animals Act 1994 - reduced fee criteria .....	12
3.6.3	Impounding of Livestock Act 1994.....	13
3.6.4	Local Law No. 4 – Environment (2015) infringements .....	13
3.6.5	Local Law No. 2 - Street and Roads (Amendment No 2 2010) infringements ....	13
3.6.6	Environment Protection Act 1970 penalties .....	13
3.6.7	Country Fire Authority Act 1958 .....	13
3.6.8	Local Law No. 5 – Livestock (2005) .....	13
3.6.9	Domestic Animals Act 1994 .....	13
3.6.10	Local Law No. 2 – Streets and Roads - Part 4 .....	13
3.6.11	Local laws permits .....	13
3.6.12	Clearing fire hazard blocks .....	13
3.7	Town planning .....	14
3.7.1	Planning fees .....	14
3.8	Swimming pools .....	15

3.8.1 Pool fees .....	15
3.9 Roads .....	16
3.9.1 Road reinstatement fees .....	16
3.9.2 Application for consent to work within municipal road reserve .....	16
3.10 Tourism .....	16
3.10.1 Loddon Discovery Tours .....	16
3.10.2 Loddon Valley Website .....	16
3.11 Waste management.....	17
3.11.1 Domestic waste, e-waste and recyclables .....	17
3.11.2 Tyres .....	17
3.12 Miscellaneous .....	18
3.12.1 Rates .....	18
3.12.2 Photocopying, faxing and printing .....	18
3.12.3 Private works .....	18
3.12.4 Insurance.....	18
3.12.5 Freedom of information requests .....	18
3.12.6 Water charges .....	19
3.12.7 Senior citizens room hire .....	19
3.12.8 Other room hire .....	19
3.12.9 Boat launching fees .....	20



## 1 PURPOSE

This document is provided to Loddon Shire Council staff and customers to provide clear advice on Council's fees and charges for the financial year 1 July 2020 to 30 June 2021.

## 2 BUDGET IMPLICATIONS

The fees and charges included in the document will be incorporated into Council's 2020/2021 Budget.

## 3 FEES AND CHARGES

The fees and charges contained in this document apply for the period 1 July 2020 to 30 June 2021. There may be some alterations to legislated fees and charges contained in the document. Where this occurs, the document will be updated with the new fees and charges, which will be effective at the date deemed in the legislation.

**PLEASE NOTE: M or D determines the type of fee or charge as below:**

**M = Mandatory and is set by another organisation/government department**

**D = Discretionary and is set by Council**

### 3.1 Building fees

#### 3.1.1 Building fees

Building fees	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
New dwellings, dwelling additions, sheds, carports, veranda	Application	D	Yes	\$490.00 (Cost Of Building Works (COBW) / \$200.00)
Fences, retaining walls and swimming pools (including safety barriers)	Application	D	Yes	\$440.00
Other classes - fee will be determined depending on type of building e.g. factory, retail shop, workshop etc.	Application	D	Yes	On request
Demolitions	Application	D	Yes	\$515.00
Re-erection of a dwelling	Application	M	Yes	\$900.00 + (COBW / \$200.00)
Retention of building works (Works less than \$5,000)	Application	D	Yes	\$510.00
Retention of building works (Works more than \$5,000)	Application	D	Yes	\$1,020.00
Additional inspections	Inspection	D	Yes	\$190.00

Building fees	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Extensions of time on permits	Application	D	Yes	\$270.00
Application to register swimming pool	Application	M	No	\$31.80
Swimming pool archive search fee	Application	M	No	\$47.20
Lodgement of swimming pool certificate of compliance	Lodgement	M	No	\$20.40
Lodgement of swimming pool certificate of non-compliance	Lodgement	M	No	\$385.00
Swimming pool safety barrier inspection fee	Initial inspection	D	Yes	\$495.00
Swimming pool safety barrier inspection fee	Additional inspection	D	Yes	\$190.00
State Building Levy	Application	M	No	0.128%
Re-erection of a dwelling – bond / surety	Application	D	No	\$10,000.00
Lodgement fee (Section 30)	Lodgement	M	No	\$121.90
Property information	Per application	M	No	\$47.20
Report and consent fee	Application	M	No	\$290.40
Minor amendment fee	Application	D	Yes	\$99.00
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$86.00
Application under section 29A of the Building Act 1993	Application	M	No	\$85.20
Point of discharge for stormwater	Application	M	No	\$144.70
Inspection compliance report	Application	D	Yes	\$495.00
PoPE fee with a paid entry event (per event)	Application	D	Yes	\$614.00
Temporary structure within paid entry PoPE event	Application	D	Yes	\$119.00
PoPe fee with a free entry event (per event)	Application	D	Yes	\$306.00
Temporary structure within free entry PoPE event	Application	D	Yes	\$59.00
Application for Protection of Public Regulation 116(4)	Application	M	No	\$294.70
Application to build above or below Public Facilities Regulation 134(2)	Application	M	No	\$290.40

### 3.2 Caravan parks

#### 3.2.1 Bridgewater Public Caravan Park

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2020/2021 Adopted fee
<b>Cabins</b>				
Cabin (peak period)	Per night 2 people	D	Yes	\$138.00
Cabin additional persons	Per night per person	D	Yes	\$10.00
Cabin (off peak period)	Per night 2 people	D	Yes	\$117.00
Additional person	Per night per person	D	Yes	\$10.00
<b>Sites</b>				
Powered site (peak period)	Per night 2 people	D	Yes	\$41.00
Additional persons	Per night per person	D	Yes	\$6.00
Powered site (off peak period)	Per night 2 people	D	Yes	\$36.00
Additional persons	Per night per person	D	Yes	\$6.00
Powered site (peak period)	Per week 2 people	D	Yes	\$184.00
Additional persons	Per person per night for the week	D	Yes	\$6.00
Powered site (off peak period)	Per week 2 people	D	Yes	\$158.00
Additional persons	Per person per night for the week	D	Yes	\$6.00
Unpowered site (peak period)	Per night 2 people	D	Yes	\$31.00
Additional persons	Per night per person	D	Yes	\$6.00
Unpowered site (off peak period)	Per night 2 people	D	Yes	\$26.00
Additional persons	Per night per person	D	Yes	\$6.00
Unpowered site	Per week 2 people	D	Yes	\$128.00
Additional persons	Per person per night for the week	D	Yes	\$6.00
<b>Other</b>				
Washing machine use	Per cycle	D	Yes	\$6.00
Tumble dryer	Per cycle	D	Yes	\$2.00

- Peak periods means:
  1. Victorian school holidays
  2. Victorian public holiday long weekends (being Labour Day, Easter, ANZAC Day (if this falls on a Friday or Monday), Queens Birthday, Melbourne Cup and AFL Grand Final).
- Normal check out time is: 10.00am.
- \$12.00 late stay fee: to enable campers to remain on the current site until 6:00pm on the day of check out if the site is not required for new campers to check in.
- Caravan and Motorhome Club Group bookings: A flat discount rate of 10.00% is offered for both powered and unpowered sites during both peak and non-peak rates under the following conditions:
  1. the group must be a formalized caravan or motorhome club
  2. a group is defined as 10 or more caravans or motorhomes
  3. two night minimum booking
  4. discounts are at the discretion of the Park Managers, who will take into account the demand for occupancy at the time the group booking is required.
- Individual arrangements for variations to fees may be endorsed by the Chief Executive Officer Loddon Shire Council to assist with accommodation of Council staff for employment purposes.
- Deposits: a deposit is at least the cost of the first night's tariff and must be received by the park within 7 days of booking to confirm a guest's reservation.
- Cancellations: when making a direct booking with a caravan park managed on behalf of Loddon Shire Council, it is acknowledged and agreed that all reservations and deposits are accepted by park managers and are subject to the following cancellation policy guidelines. Any reservations through agents or other third parties may be subject to separate policies, and it is recommended that park managers advise guests to check those conditions.  
Park managers should advise guests of the cancellation policy for the park at the time of reservation.
- Low-season cancellations: during the low season, deposits will only be refunded if the park managers are notified of the cancellation prior to 9am on the day prior to the scheduled arrival. If notice of the cancellation is received after 9am on the day prior to the scheduled arrival, the park manager may retain the full deposit paid.
- Peak-season cancellations: deposits for reservations made wholly or partially in peak seasons will only be refunded if the guest notifies the park manager of the cancellation at least 30 days prior to the scheduled arrival. If less time is provided than the required period of notice of cancellation, the deposit will only be refunded if the site or cabin is able to be rebooked.
- Early departures: Council will not refund amounts paid should the guest cut short the reservation or holiday.
- Failure to notify of cancellation: if the park manager has not been notified of the cancellation, or the guest does not arrive by 10am on the day after the scheduled arrival date, the reservation may be cancelled by the park managers without refund of any paid deposit.

## 3.2.2 Pioneer Caravan Park – Wedderburn

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2020/2021 Adopted fee
Deluxe cabin self-contained	Per night 2 people	D	Yes	\$128.00
Deluxe cabin self-contained	Per week 2 people	D	Yes	\$750.00
Additional to two people staying	Per person per night	D	Yes	\$16.00
Deluxe cabin	Per night 2 people	D	Yes	\$97.00
Deluxe cabin per week	Per week 2 people	D	Yes	\$556.00
Deluxe cabin - more than 2 people staying	Per person per night additional to above	D	Yes	\$16.00
Standard cabin	Per night 2 people	D	Yes	\$87.00
Standard cabin per week	Per week 2 people	D	Yes	\$470.00
Standard cabin – additional to 2 people staying	Per person per night additional to above	D	Yes	\$11.00
<b>Powered sites</b>				
Overnight fee	Per night 2 people	D	Yes	\$21.00
Weekly fee	Per week 2 people	D	Yes	\$102.00
Additional to 2 people staying	Per person per night	D	Yes	\$6.00
<b>Unpowered sites</b>				
Overnight fee	Per night 2 people	D	Yes	\$16.00
Weekly fee	Per week 2 people	D	Yes	\$102.00
Additional to 2 people staying at an unpowered site	Per person per night	D	Yes	\$6.00
<b>Permanent resident</b>				
Weekly fee (GST @ 5.5%)	Per week	D	Yes	\$67.00
Annual fee (GST @ 5.5%)	Per year	D	Yes	\$3,335.00
Power charges - as per tariff supplied by electrical supplier	As metered	D	Yes	

Cabins and sites	Unit rate per night or week	M or D	Is GST applicable?	2020/2021 Adopted fee
<b>Annual tenant</b>				
Annual fee - holiday caravan site	Per year	D	Yes	\$1,162.00
Power charges - as per tariff supplied by electrical supplier	As metered	D	Yes	
<b>Other</b>				
Washing machine	Per cycle	D	Yes	\$6.00
Tumble dryer	Per cycle	D	Yes	\$2.00
Storage	Per week	D	Yes	\$11.00
Shower	Per shower	D	Yes	\$8.00

- Deposits: a deposit is at least the cost of the first night's tariff and must be received by the park within 7 days of booking to confirm a guest's reservation.
- Cancellations: when making a direct booking with a caravan park managed on behalf of Loddon Shire Council, it is acknowledged and agreed that all reservations and deposits are accepted by park managers and are subject to the following cancellation policy guidelines. Any reservations through agents or other third parties may be subject to separate policies, and it is recommended that park managers advise guests to check those conditions.  
Park managers should advise guests of the cancellation policy for the park at the time of reservation.
- Low-season cancellations: during the low season, deposits will only be refunded if the park managers are notified of the cancellation prior to 9am on the day prior to the scheduled arrival. If notice of the cancellation is received after 9am on the day prior to the scheduled arrival, the park manager may retain the full deposit paid.
- Peak-season cancellations: deposits for reservations made wholly or partially in peak seasons will only be refunded if the guest notifies the park manager of the cancellation at least 30 days prior to the scheduled arrival. If less time is provided than the required period of notice of cancellation, the deposit will only be refunded if the site or cabin is able to be rebooked.
- Individual arrangements for variations to fees may be endorsed by the Chief Executive Officer Loddon Shire Council to assist with accommodation of Council staff for employment purposes.
- Early departures: Council will not refund amounts paid should the guest cut short the reservation or holiday.
- Failure to notify of cancellation: if the park manager has not been notified of the cancellation, or the guest does not arrive by 10am on the day after the scheduled arrival date, the reservation may be cancelled by the park managers without refund of any paid deposit.



### 3.3 Rental properties

#### 3.3.1 Elderly persons units

Elderly persons units	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
<b>Dingee</b>				
Unit 1	Per week	D	No	\$96.00
Unit 2	Per week	D	No	\$96.00
Unit 3	Per week	D	No	\$96.00
Unit 4	Per week	D	No	\$96.00
Unit 5	Per week	D	No	\$96.00
<b>Pyramid Hill</b>				
Unit 1	Per week	D	No	\$82.00
Unit 2	Per week	D	No	\$89.00
Unit 3	Per week	D	No	\$82.00
Unit 4	Per week	D	No	\$82.00
<b>Serpentine</b>				
Unit 1	Per week	D	No	\$96.00
Unit 2	Per week	D	No	\$96.00
Unit 3	Per week	D	No	\$96.00
Unit 4	Per week	D	No	\$96.00
Unit 5	Per week	D	No	\$96.00

### 3.4 Public health

#### 3.4.1 Food Act registration fees

Food premises	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Registration of premises (class 1)	Each	D	No	\$383.00
Registration of premises (class 2)	Each	D	No	\$296.00
Community group with Liquor Licence (class 2)	Each	D	No	\$158.00
Community group without Liquor Licence (class 2)	Each	D	No	\$110.00
Registration of premises (class 3)	Each	D	No	\$184.00
Community group with Liquor Licence (class 3)	Each	D	No	\$99.00
Community group without Liquor Licence	Each	D	No	\$74.00
Notification of premises (class 4)	Each	M	No	N/A
<b>Not permitted under the Food Act 1984</b>				

Food premises	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Community groups operating a class 2 or class 3 premises less than 10 times per year	For the year	D	No	\$27.00
Inspection and report	Each	D	Yes	\$204.00
Transfer of registration (includes mandatory inspection charge)	Each	D	No	\$189.00
Late payment of annual registration fee (additional charge added to annual registration fee)	Each	D	No	50% of applicable fee
Additional inspection fee (applied to each subsequent inspection beyond the 3 allowed in each registration year)	Each	D	Yes	\$204.00

### 3.4.2 Public Health and Wellbeing Act registration fees

Health premises	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Registration of premises (prescribed accommodation)	Each	D	No	\$212.00
Registration of health premises (undertaking 1 activity)	Each	D	No	\$151.00
Registration of health premises (undertaking 2 or more activities)	Each	D	No	\$173.00
Inspection and report	Each	D	Yes	\$204.00
Late payment of annual registration fee	Each	D	No	50% of applicable fee
Transfer of registration	Each	D	No	50% of applicable fee

### 3.4.3 Residential Tenancies Act and Regulations (caravan parks)

Caravan parks	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Three year registration - as per schedule in regulations	Per site	M	No	As set within Regulation
Transfer of premises - as per schedule in regulations	Each	M	No	As set within Regulation
Transfer inspection report	Each	D	Yes	\$204.00
Application to install a moveable dwelling / rigid annex	Each	D	Yes	\$70.00



3.4.4 Environment Protection Act application fees

Septic tanks	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Installation of new septic tank or significant alterations	Each	D	No	\$507.00
Minor amendments to recently issued permits and completion of expired permit without inspection	Each	D	No	\$79.00
Permit extension - 1 year	Each	D	No	\$177.00
Alteration to an existing septic tank system	Each	D	No	\$271.00
Inspection fee	Each	D	Yes	\$204.00
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$86.00

3.5 **Aged and disability services**3.5.1 Home and community care for younger people program

Aged care services	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Home care – low	Per hour	D	No	\$6.36
Home care – medium	Per hour	D	No	\$16.16
Home care – high	Per hour	D	No	\$35.76
Personal care – low	Per hour	D	No	\$4.72
Personal care – medium	Per hour	D	No	\$9.64
Personal care – high	Per hour	D	No	\$40.00
Respite care – low	Per hour	D	No	\$3.20
Respite care – medium	Per hour	D	No	\$4.88
Respite care – high	Per hour	D	No	\$36.80
Negotiated fee variation – home care	Per hour	D	No	\$2.52
Negotiated fee variation – personal care	Per hour	D	No	\$1.52
Meals on wheels – low and medium	Per meal	D	No	\$9.72
Meals on wheels – high	Per meal	D	No	\$11.96
Property maintenance – low	Per hour	D	No	\$12.76
Property maintenance – medium	Per hour	D	No	\$19.16
Property maintenance – high	Per hour	D	No	\$50.84
Property maintenance – mod construction	Per hour	D	No	\$24.44
Planned activity group – core	Per session	D	No	\$8.16
Planned activity group – high	Per session	D	No	\$8.16

3.5.2 Commonwealth home support program

Home support program	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Domestic assistance – low	Per hour	D	No	\$6.36
Domestic assistance – medium	Per hour	D	No	\$16.16
Domestic assistance – high	Per hour	D	No	\$35.76
Personal care – low	Per hour	D	No	\$4.72
Personal care – medium	Per hour	D	No	\$9.64
Personal care – high	Per hour	D	No	\$40.00
Flexible respite – low	Per hour	D	No	\$3.20
Flexible respite – medium	Per hour	D	No	\$4.88
Flexible respite – high	Per hour	D	No	\$36.80
Meals on wheels – low and medium	Per meal	D	No	\$9.72
Meals on wheels – high	Per meal	D	No	\$11.96
Meals – other	Per meal	D	No	\$9.72
Home maintenance – low	Per hour	D	No	\$12.76
Home maintenance – medium	Per hour	D	No	\$19.16
Home maintenance – high	Per hour	D	No	\$50.84
Home maintenance – mod construction	Per hour	D	No	\$24.44
Social support – group	Per session	D	No	\$8.16
Social support – individual	Per session	D	No	\$8.16

3.5.3 Transport for aged service clients

Transport for aged service clients	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Transport within town	Per trip	D	No	\$5.60
Transport under 20km to destination	Per trip	D	No	\$11.05
Transport 20-50km to destination	Per trip	D	No	\$22.25
Transport 50-100km to destination	Per trip	D	No	\$33.45
Transport 100-150km to destination	Per trip	D	No	\$44.55
Transport over 150km to destination	Per trip	D	No	\$55.70

3.5.4 Brokered services: linkages, post-acute care, aged care packages, carer support services, WorkCover

Services	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Home care	Per hour	D	Yes	\$51.60
Personal care	Per hour	D	Yes	\$51.60
Respite care	Per hour	D	Yes	\$51.60
Weekend personal / respite care	Per hour	D	Yes	\$102.80
Property maintenance	Per hour	D	Yes	\$66.88
Meals on wheels	Per meal	D	Yes	\$13.24
Travel	Per km	D	Yes	\$1.24
Annual home safety check	Per check	D	Yes	\$56.00

3.5.5 Capped account limits

Capped account limits	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Client monthly account - single - 4 week account cycle	Per month	D	No	\$248.00
Client monthly account - single - 5 week account cycle	Per month	D	No	\$310.00
Client monthly account - single - 6 week account cycle	Per month	D	No	\$371.00
Client monthly account - double - 4 week account cycle	Per month	D	No	\$442.00
Client monthly account - double - 5 week account cycle	Per month	D	No	\$552.00
Client monthly account - double - 6 week account cycle	Per month	D	No	\$662.00

3.5.6 Department of Veteran Affairs

Department of Veterans Affairs	Unit rate per client	M or D	Is GST applicable?	2020/2021 Adopted fee
Home care	Per hour	M	Yes	\$60.61
Personal care	Per hour	M	Yes	\$75.24
Personal care – weekend	Per hour	M	Yes	\$92.62
Respite care	Per hour	M	Yes	\$57.31
Respite care – weekend	Per hour	M	Yes	\$75.85
Emergency respite	Per hour	M	Yes	\$61.16
Emergency respite – weekend	Per hour	M	Yes	\$69.03
Property maintenance	Per hour	M	Yes	\$63.03
Co-payment – average of all fees	Per session	M	No	\$5.00

### 3.6 Local laws

#### 3.6.1 Domestic Animals Act 1994

Animal registration period 1 April 2021 to 31 March 2022

Domestic animals	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Registration fee - unsterilized animal	Per animal	D	No	\$123.00
Registration fee - unsterilized animal - pensioners' concession	Per animal	D	No	50% of above fee
Registration fee - reduced fee (refer criteria)	Per animal	D	No	\$30.00
Registration fee - reduced fee (refer criteria) - pensioners' concession	Per animal	D	No	50% of above fee
Registration fee - dangerous / menacing or restricted breed dog (no reduced fee available under S 15(7) of the Act)	Per animal	D	No	\$123.00
Impounding of dog or cat	Per animal	D	No	\$75.30
Annual licence fee for Domestic Animal Business Registration	Per licence	D	No	\$153.00
Transfer from another council (registration must be for current period)	Per animal	D	No	Nil

#### 3.6.2 Domestic Animals Act 1994 - reduced fee criteria

<i>Registration fee for an animal registered for the first time after 10 October will be one half the applicable annual fee</i>
<i>Where the animal has been registered for the full year dies within six months of the commencement of the registration year the owner shall be entitled to a refund of one half of the registration fee paid</i>
<i>Animal desexed</i>
<i>Animal over 10 years old</i>
<i>Farm working dog</i>
<i>Animal kept as part of a registered domestic animal business or applicable organisation</i>
<i>A dog that has undergone approved obedience training in accordance with Regulation 52 of the Domestic Animals Regulations</i>
<i>Dogs and cats registered with an 'applicable organisation' in accordance with the Domestic Animals Act 1994</i>

3.6.3 Impounding of Livestock Act 1994

Livestock	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Sheep or goat (per head, up to 10 head)	Impoundment	D	No	\$75.50
Sheep or goat (per head, more than 10)	Impoundment	D	No	\$1.45
Sheep or goat (per head)	Daily feeding	D	Yes	\$2.45
Sheep or goat (per head)	Daily feeding	D	Yes	\$2.45
Horse, cow or ram (per head)	Impoundment	D	No	\$75.50
Horse, cow or ram(per head)	Daily feeding	D	Yes	\$11.20
Other livestock (per head)	Impoundment	D	No	\$75.50
Other livestock (per head)	Daily feeding	D	Yes	\$11.20

*With regard to the items below, please see the relevant Local Law or associated Act for fines and penalties*

3.6.4 Local Law No. 4 – Environment (2015) infringements3.6.5 Local Law No. 2 - Street and Roads (Amendment No 2 2010) infringements3.6.6 Environment Protection Act 1970 penalties3.6.7 Country Fire Authority Act 19583.6.8 Local Law No. 5 – Livestock (2005)3.6.9 Domestic Animals Act 19943.6.10 Local Law No. 2 – Streets and Roads - Part 4

Local laws permits	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Division one – Advertising signs	Per sign	D	No	\$53.00
Division two – Trading from road	Per day	D	No	\$53.00
Division three – Display of goods	Per site	D	No	\$53.00
Division four – Street furniture and outdoor eating	Per permit	D	No	\$28.00
Outdoor area public liability insurance	Per permit	D	No	\$11.50

3.6.11 Local laws permits

Local laws permits	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
All other local laws permits	Per permit	D	No	\$27.00

3.6.12 Clearing fire hazard blocks

Fire hazard blocks	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Clearing of fire hazards – blocks	Per block	D	Yes	At cost plus \$105.00 admin fee plus GST

### 3.7 Town planning

#### 3.7.1 Planning fees

Permits	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
<b>Use only</b>	Application	M	No	\$1,318.10
<b>VicSmart applications (confirm with Planning Officer if your application qualifies)</b>				
Less than \$10,000	Application	M	No	\$199.95
More than \$10,001	Application	M	No	\$429.50
Application to subdivide or consolidate land (as permitted by VicSmart regulations)	Application	M	No	\$199.95
<b>Single dwelling and ancillary to dwelling (based on value of development)</b>				
Less than \$10,000	Application	M	No	\$199.95
\$10,001 to \$100,000	Application	M	No	\$629.40
\$100,001 to \$500,000	Application	M	No	\$1,288.45
\$500,001 to \$1,000,000	Application	M	No	\$1,392.15
\$1M > \$2M	Application	M	No	\$1,495.80
<b>Other development (based on value of development)</b>				
\$10,001 to \$100,000	Application	M	No	\$1,147.75
\$100,001 to \$1,000,000	Application	M	No	\$1,547.65
\$1M to \$5M	Application	M	No	\$3,413.70
\$5M to \$15M	Application	M	No	\$8,700.85
\$15M to \$50M	Application	M	No	\$25,658.30
\$50M to \$100M	Application	M	No	\$57,670.15
<b>Subdivision</b>				
To subdivide an existing building	Application	M	No	\$1,318.10
To subdivide land into 2 lots	Application	M	No	\$1,318.10
To subdivide land into <u>more than</u> 2 lots	Application	M	No	\$1,318.10 per 100 lots
To remove a restriction (within the meaning of the Subdivision Act 1988) over land	Application	M	No	\$1,318.10
To create, vary or remove a restriction within the meaning of the Subdivision Act 1988, or to create or remove a right of way	Application	M	No	\$1,318.10



Permits	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
To create, vary or remove an easement other than a right of way, or to vary or remove a condition in the nature of an easement in a Crown grant.	Application	M	No	\$1,318.10
Secondary consent	Application	M	No	\$195.10
Extension of time to permit	Application	M	No	\$200.00
Certification of plan of subdivision	Application	M	No	\$174.75
Alteration of a plan under Section10(2) prior to Certification	Application	M	No	\$111.05
Amendment of a certified plan under section11(1) of the Act	Application	M	No	\$140.70
Planning enquiry	Application	D	Yes	\$42.00
File retrieval from archive system (photocopying additional)	Application	D	Yes	\$86.00

### 3.8 Swimming pools

#### 3.8.1 Pool fees

Pool fees	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
<b>Season tickets</b>				
Family	Per season	D	Yes	\$132.00
Adult	Per season	D	Yes	\$77.00
Child	Per season	D	Yes	\$51.00
<b>Entrance fees</b>				
Family (for 1 or 2 adults and their children)	Per entry	D	Yes	\$10.50
Adult	Per entry	D	Yes	\$5.10
Child	Per entry	D	Yes	\$2.60
School groups	Per entry	D	Yes	\$1.30
Adult - non-swimmer	Per entry	D	Yes	Nil
Child - non-swimmer	Per entry	D	Yes	Nil
<b>Out of session hire</b> (includes one lifeguard in attendance)	Per hour	D	Yes	\$50.00
<b>School groups</b>				
One lifeguard in attendance	Per hour	D	Yes	\$19.50
Two lifeguards in attendance	Per hour	D	Yes	\$58.50

### 3.9 Roads

#### 3.9.1 Road reinstatement fees

Roads	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Minimum charge	Event	D	Yes	\$117.00
Sealed pavement (surface only)	Per m <sup>2</sup>	D	Yes	\$144.00
Unsealed pavement	Per m <sup>2</sup>	D	Yes	\$96.00
Trench off pavement	Per m <sup>2</sup>	D	Yes	\$48.00
Footpath (100-200mm concrete)	Per m <sup>2</sup>	D	Yes	\$154.00
Footpath (other sealed asphalt)	Per m <sup>2</sup>	D	Yes	\$154.00

#### 3.9.2 Application for consent to work within municipal road reserve

Roads	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Fee structure determined pursuant to the Roads Management (Works and Infrastructure) 2015 Regulations. Current fee unit rate is available at <a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a>	Application	M	Yes	See relevant legislative document

### 3.10 Tourism

#### 3.10.1 Loddon Discovery Tours

- Loddon Discovery Tours are priced based on full cost recovery to Council; therefore as prices change, tour prices are amended.
- Details on all tours with inclusions/exclusions are located in the various Loddon Discovery Tour brochures available on Council's website.
- These prices stated are subject to minimum booking numbers.

#### 3.10.2 Loddon Valley Website

Website	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Subscription	Per year	D	Yes	\$55.00



**3.11 Waste management****3.11.1 Domestic waste, e-waste and recyclables**

Waste, e-waste and recyclables	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Minimum Fee	Min. charge	D	Yes	\$10.00
General waste (up to 4m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	\$31.00
Recyclable materials (up to 1m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	Nil
Recyclable materials (1m <sup>3</sup> to 4m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	\$7.00
Domestic green waste (up to 4m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	\$13.00
Refrigerators, freezers, and air conditioners (e-waste)	Each	D	Yes	\$18.00
Televisions and computer monitors (e-waste)	Each	D	Yes	\$14.00
Uncontaminated bricks and concrete (up to 4m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	\$33.00
Mattress (single)	Each	D	Yes	\$13.00
Mattress (double or larger)	Each	D	Yes	\$18.00
Metals (up to 4m <sup>3</sup> )	Per m <sup>3</sup>	D	Yes	Nil
Cars (complete or close)	Each	D	Yes	\$28.00

- Loads over the quoted volumes will not be accepted at any Loddon waste site.
- Commercial waste is no longer accepted at any Loddon waste site.
- Council has the right to waive or reduce fees for approved community benefit events.
- More information on Council's e-waste program can be found at [www.loddon.vic.gov.au/Live/Your-home/Garbage-and-recycling/E-waste](http://www.loddon.vic.gov.au/Live/Your-home/Garbage-and-recycling/E-waste).

**3.11.2 Tyres**

Tyres	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Car tyre	Each	D	Yes	\$13.00
Car tyre on rim	Each	D	Yes	\$30.00
4 wheel drive / light truck tyre	Each	D	Yes	\$17.00
Truck tyre	Each	D	Yes	\$35.00
Super single tyre	Each	D	Yes	\$55.00
Truck tyre on rim	Each	D	Yes	\$55.00
Small tractor tyre	Each	D	Yes	\$128.00
Large tractor tyre	Each	D	Yes	\$212.00

**3.12 Miscellaneous****3.12.1 Rates**

Rates	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Land information certificates	Application	M	No	\$27.00
Rates search	Application	D	Yes	\$53.00

**3.12.2 Photocopying, faxing and printing**

Photocopying, faxing and printing	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Black and white - single sided	Per page	D	Yes	\$0.75
Black and white - double sided	Per page	D	Yes	\$1.15
Colour - single sided	Per page	D	Yes	\$1.15
Colour - double sided	Per page	D	Yes	\$1.55
Fax – Send first page	First page	D	Yes	\$2.15
Fax – Send subsequent pages	Subsequent	D	Yes	\$1.15
Fax – Receive per page	Per page	D	Yes	\$0.65

**3.12.3 Private works**

Private works	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
For community groups	Per job	D	Yes	At cost
For private residents	Per job	D	Yes	At cost plus 30%

**3.12.4 Insurance**

Insurance	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Casual hirer's public liability insurance	Per event	D	Yes	\$19.00
Stall holder's and performer's public liability	Per event	D	Yes	\$40.50

**3.12.5 Freedom of information requests**

Freedom of information	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Freedom of information requests	Per request	M	No	\$29.60
FOI search charge	Hourly	M	No	\$21.70
FOI supervision charge	Quarter hourly	M	No	\$5.45

3.12.6 Water charges

Water	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Water via standpipes (Inglewood, Tarnagulla, Mitiamo, Pyramid Hill and Wedderburn)	Per kilolitre	D	No	\$5.20
Emergency water supply point - Bridgewater (non-potable water)	Per kilolitre	D	No	\$3.30
Water via Skinners Flat and Inglewood Reservoir pipelines	Per kilolitre	D	No	\$0.60
Truck wash facility use	Per minute	D	No	\$0.95

3.12.7 Senior citizens room hire

Room hire	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Community group session	Per session	D	Yes	\$16.80
Private / commercial session	Per session	D	Yes	\$71.80
Government session	Per session	D	Yes	\$42.60
Daily government rate	Per day	D	Yes	\$84.00
Weekly government rate	Per week	D	Yes	\$112.00
Monthly government rate	Per month	D	Yes	\$417.00

3.12.8 Other room hire

Room hire	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
<b>Large meeting rooms in Wedderburn Office or Council Chambers in Serpentine</b>				
Community group session	Per session	D	Yes	\$25.00
Private / government session	Per session	D	Yes	\$49.00
Daily government rate	Per day	D	Yes	\$98.00
Weekly government rate	Per week	D	Yes	\$160.00
Monthly government rate	Per month	D	Yes	\$428.00
<b>Small meeting room in Wedderburn Office (sits up to 4 people)</b>				
Community group session	Per session	D	Yes	\$12.80
Private / government session	Per session	D	Yes	\$24.50
Daily government rate	Per day	D	Yes	\$49.00
Weekly government rate	Per week	D	Yes	\$85.20
Monthly government rate	Per month	D	Yes	\$320.00

- Council has the right to waive or reduce fees for approved special community benefit bookings.

3.12.9 Boat launching fees

Boat launching fees	Unit rate	M or D	Is GST applicable?	2020/2021 Adopted fee
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per season	D	Yes	Nil
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per month	D	Yes	Nil
Boat launching fees at Little Lake Boort (powerboats and jet skis are charged, small fishing boats with outboards, and sailing craft are not)	Per day	D	Yes	Nil
Boat launching fees at Bridgewater Caravan Park	Per season	D	Yes	Nil
Boat launching fees at Bridgewater Caravan Park	Per day	D	Yes	Nil

For 2019/20 and 2020/21, no boat launching fees will be charged. The revenue is covered by the Boat Launching and Parking Fees Abolition Program provided by the State Government and is to be reviewed in subsequent years.

**10.5 NEIGHBOURHOOD SAFER PLACES (PLACES OF LAST RESORT)**

**File Number:** 11/01/009

**Author:** Janine Jackson, Manager Organisation Development

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** 1. Neighbourhood Safer Places (Places of Last Resort)

**RECOMMENDATION**

That Council adopt the Loddon Shire Council Neighbourhood Safer Places Plan - September 2020, which includes and confirms designated Neighbourhood Safer Places within the municipality in the townships of Boort, Bridgewater, Inglewood, Pyramid Hill, Serpentine and Wedderburn.

**CONFLICT OF INTEREST**

There are no conflicts 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**

At its ordinary meeting on 23 August 2010, Council adopted the initial Neighbourhood Safer Places (NSP) Plan which contains the Council NSP Assessment Criteria.

At its ordinary meeting on 11 September 2011, Council endorsed the NSP assessment process and resolved to continue identification and assessment of potential sites for NSPs and once identified report these back to Council for consideration.

At its ordinary meeting on 27 August 2012 Council adopted the Loddon Shire Council Neighbourhood Safer Places Plan August 2012, which included designated NSPs at Boort, Bridgewater, Inglewood, Pyramid Hill, Serpentine and Wedderburn.

At ordinary meetings held in September in the years 2013 to 2019, Council has adopted the Loddon Shire Council Neighbourhood Safer Places Plan, which includes and confirms designated NSPs at Boort, Bridgewater, Inglewood, Pyramid Hill, Serpentine and Wedderburn.

**BACKGROUND**

NSPs and the NSP Plan are direct consequences of the Black Saturday fires and the interim recommendations from the Bushfires Royal Commission. NSPs are legislated under the Emergency Services Legislation Amendment Act 2009 (ESLA Act) which amends the Emergency Management Act 1986 and the Country Fire Authority Act 1958 (CFA Act). Councils in Victoria, under the ESLA Act are required to identify, certify, designate, establish and maintain NSPs within their municipal district.

The flow chart in section one of the NSP Plan sets out the process followed when establishing a NSP. In short this process includes:

- identification of potential sites by Council
- assessment by Council against Council's criteria
- assessment by CFA against CFA criteria
- designation by Council of the approved sites
- establishment and signage of site by Council
- annual review of existing and potential new sites by Council and CFA.

Under Section 50J of the CFA Act Council must, by 31 August each year, conduct a review of each designated NSP in its municipal district to determine if it is still suitable to be designated as a NSP

and ask the CFA to assess each NSP in its municipal district in accordance with the Country Fire Authority assessment guidelines.

Once the Council and CFA assessments have been completed and the established NSPs have been determined by each organisation as being compliant, the Municipal Fire Prevention Officer (MFPO) under section 50K of the CFA Act must provide an updated list of all designated neighbourhood safer places and community fire refuges in the municipal district to the Authority by 30 September in each year.

### **ISSUES/DISCUSSION**

In compliance with Section 50J of the CFA Act, in June 2020, the CFA was requested to conduct the annual inspection of the current designated NSPs in Boort, Pyramid Hill, Bridgewater, Inglewood, Wedderburn and Serpentine. In August 2020 the CFA identified all current NSPs as compliant under the CFA Act. In September 2020 Council's Emergency Management Coordinator conducted Council's reassessment and has confirmed that the six current designated NSP sites are compliant with Council guidelines.

No new or additional NSP sites have been nominated by Council staff, the local community or the Municipal Emergency Management Planning Committee. An updated list of all designated Loddon Shire NSPs was provided to the Authority by 30 October 2020.

### **COST/BENEFITS**

Administration of the NSP process requires the allocation of Council and CFA resources to undertake the necessary site assessment, and prepare the associated reports and supporting documentation. The cost of maintaining the NSPs contained within recreation reserves and at a local hall is borne by the associated committees of management for these facilities.

The remaining NSP is located in an area which Council maintains through routine operations. Provision and maintenance of designated NSPs within the municipality contributes to the overall safety and wellbeing of the local community in the event of a bushfire and forms part of the response provisions within the Municipal Fire Management Plan.

### **RISK ANALYSIS**

Failure to adequately and regularly assess the designated NSP sites for compliance against specified criteria has the potential to place members of the community utilising these sites at risk should site conditions change over time. Failure to meet the inspection and reporting timelines may result in Loddon Shire failing to meet its legislated obligations under the CFA Act and ESLA Act.

### **CONSULTATION AND ENGAGEMENT**

Determination of the suitability to retain the designated NSP sites has been made in consultation with the CFA.

# LODDON SHIRE COUNCIL

## NEIGHBOURHOOD SAFER PLACES PLAN – SEPTEMBER 2020

### PLACES OF LAST RESORT DURING A BUSHFIRE



## DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Emergency Management Coordinator
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	<a href="#">Click here to enter date of approval</a>
VERSION NUMBER:	9
REVIEW DATE:	31/08/2021
DATE RESCINDED:	<a href="#">Click here to enter a date.</a>
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Municipal Fire Management Plan 2012-2017 Municipal Emergency Management Plan
RELATED LEGISLATION:	Country Fire Authority Act 1958 (Vic) Emergency Services Legislation Amendment Act 2009 (Vic)
EVIDENCE OF APPROVAL:	

---

Signed by Chief Executive Officer

FILE LOCATION: Document1

**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.**



<b>1</b>	<b>INTRODUCTION AND BACKGROUND .....</b>	<b>4</b>
1.1	Structure of this plan .....	5
<b>2</b>	<b>SECTION 1 .....</b>	<b>6</b>
	<b>FLOW CHART SHOWING PROCESS FOR IDENTIFYING, DESIGNATING, ESTABLISHING AND MAINTAINING NSPs .....</b>	<b>6</b>
2.1	Overview of the process for establishing and maintaining NSPs after adoption of this plan by Council .....	6
<b>3</b>	<b>SECTION 2 .....</b>	<b>7</b>
	<b>DETAILED SUMMARY OF STEPS FOR ESTABLISHING NSPs .....</b>	<b>7</b>
3.1	Overview of the steps associated with NSPs .....	7
3.1.1	Identification of potential NSP locations .....	7
3.1.2	Identification timing .....	7
3.1.3	Criteria used in identifying NSP locations .....	7
3.2	Council assessment of NSPs .....	8
3.2.1	Consent and rights of access .....	8
3.2.2	Council land .....	8
3.2.3	Crown land .....	8
3.2.4	Private land .....	8
3.2.5	Deed of Consent .....	8
3.2.6	Access and Egress .....	9
3.3	Opening of a NSP .....	9
3.3.1	Council must consider .....	9
3.3.2	Defendable space .....	10
3.3.3	Dependability of buildings .....	10
3.3.4	Signage .....	11
3.3.5	Maintenance and maintainability .....	11
3.3.6	Separation and demarcation of area .....	11
3.3.7	Alternative uses of potential NSP .....	11
3.3.8	Communication with the community .....	12
3.3.9	Public liability insurance .....	12
3.4	CFA Assessment and certification of potential Neighbourhood Safer Places of Last Resort locations – December 2010 .....	12
3.4.1	CFA Assessment criteria .....	12
3.4.2	Introduction .....	12
3.4.3	Background .....	12
3.4.4	Concept .....	13
3.4.5	Limitations .....	14
3.4.6	CFA Neighbourhood safer places assessment criteria .....	14

3.4.7 Radiant heat and setback measurements .....	14
3.4.8 Additional management for Neighbourhood Safer Places in Grassland Areas...	15
3.4.9 Notification to CFA of potential NSPs .....	15
3.4.10 Informing council of CFA assessment.....	15
3.5 Council designation of NSP .....	16
3.5.1 Establishment and maintenance of NSPs following designation .....	16
3.5.2 Establishing a NSP after its designation .....	16
3.6 Annual inspections and decommissioning of NSPs.....	16
3.6.1 Responsible for the annual review of NSPs.....	16
3.6.2 Considerations when undertaking inspections.....	16
3.6.3 Inspection timelines.....	17
3.6.4 Decommissioning of NSPs.....	17
<b>4 SECTION 3.....</b>	<b>18</b>
<b>SUMMARY OF FACTORS FOR COUNCIL TO CONSIDER IN ASSESSING POTENTIAL NSP LOCATIONS PRIOR TO DESIGNATION .....</b>	<b>18</b>
<b>5 SECTION 4.....</b>	<b>24</b>
<b>NSP SIGNAGE TEMPLATE .....</b>	<b>24</b>
<b>6 SECTION 5.....</b>	<b>25</b>
<b>REGISTER OF DESIGNATED NSP LOCATIONS INCLUDING COMPLETED COUNCIL SITE ASSESSMENTS .....</b>	<b>25</b>

## LIST OF TABLES

6.1 Boort Park Recreation Reserve (Oval Only) – Shire Assessment .....	26
6.2 Mitchell Park Recreation Reserve (Oval Only) Pyramid Hill – Shire Assessment .....	34
6.3 Serpentine Recreation Reserve (Oval Only) – Shire Assessment .....	42
6.4 Bridgewater Memorial Hall (Grounds Only) - Shire Assessment.....	50
6.5 Sloan Park Playground, Inglewood – Shire Assessment .....	58
6.6 Donaldson Park (Oval Area Only) - Wedderburn – Shire Assessment.....	66

## 1 INTRODUCTION AND BACKGROUND

In its Interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, or 'NSPs', be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire.<sup>1</sup>

In response to this recommendation, the Victorian Government has introduced the Emergency Services Legislation Amendment Act 2009 (Vic) ('ESLA Act') which amends the Country Fire Authority Act 1958 (Vic) ('CFA Act') and the Emergency Management Act 1986 (Vic) ('EM Act'). The effect of these amendments will be to require the Country Fire Authority ('CFA') to certify NSPs against the CFA's Fire Rating Criteria, and Victoria's Councils to identify, designate, establish and maintain suitable places as NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in traveling, and seeking access, to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be a safer place to assemble than other places within the municipal district.

NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers. Where a potential NSP which is used for an operational purpose at many times meets the CFA's criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.

This Plan is a neighbourhood safer places plan for the purposes of the legislation, and contains guidelines which have been developed by the Municipal Association of Victoria ('MAV') to assist the Council in identifying, designating, establishing, maintaining and decommissioning places as NSPs within its municipal district.

This Plan also identifies other matters that should be taken into account in identifying, designating, establishing and maintaining NSPs within the municipality.

This Plan contains a step-by-step methodology for the Council to follow in identifying, designating, establishing, maintaining and decommissioning NSPs. The Council must consider each of the factors set out in this Plan. It should also consider other factors which are specific to the Council's circumstances, including the resources available to the Council. Once this Plan has been adopted, Council must make it, and any documents incorporated into it, available at the Council's municipal offices for public inspection during normal office hours free of charge under section 50F(4)(b) of the CFA Act. It must also be published on Council's website under section 50F(4)(a) of the CFA Act.

---

<sup>1</sup> Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

### 1.1 Structure of this plan

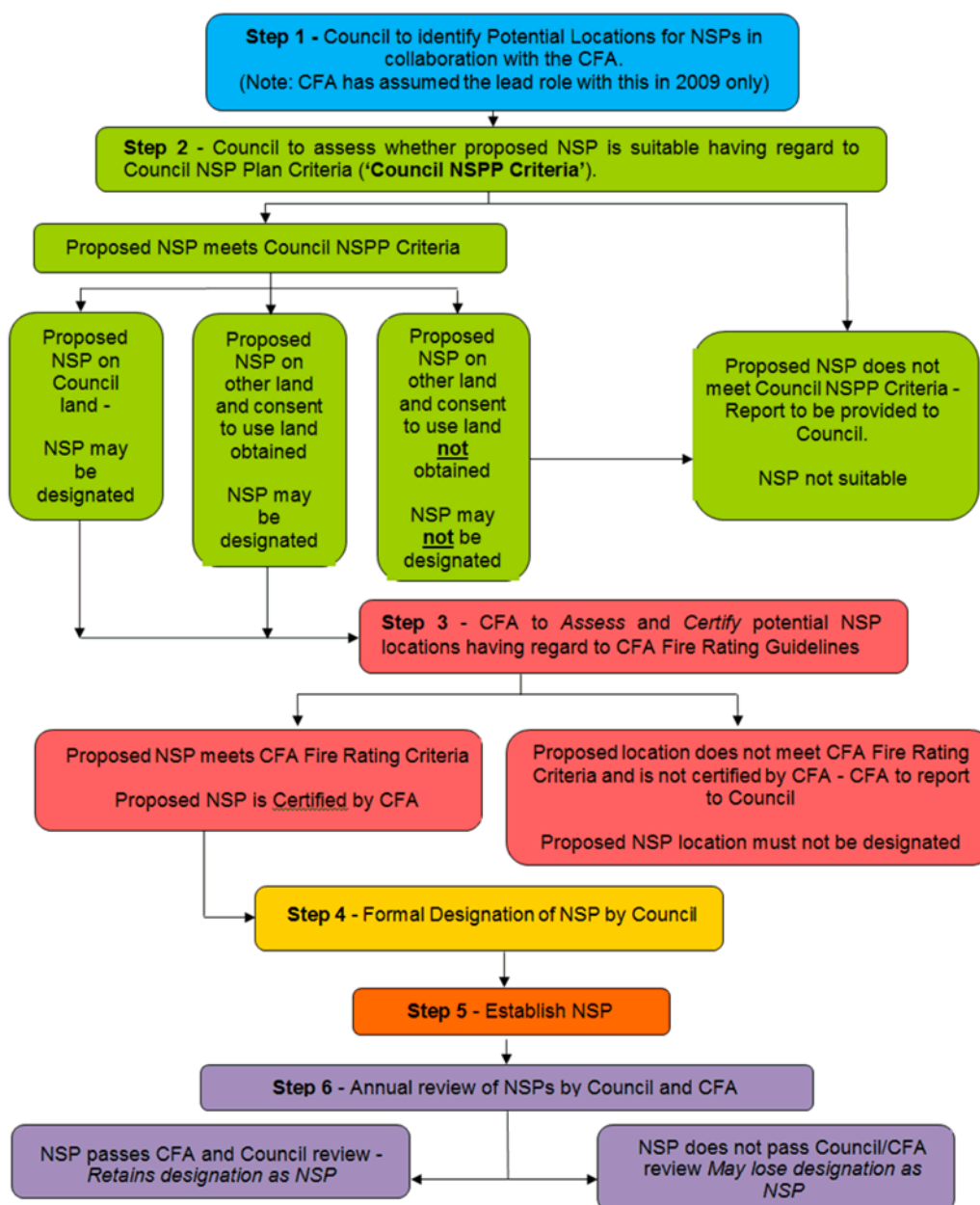
This Plan has been divided up into five distinct sections.

- Section 1:** contains a flow chart which summarises the process for councils to adopt in identifying, designating, establishing and maintaining NSPs within their municipal district.
- Section 2:** contains a more detailed summary of the steps summarised in the flow chart found in Section 1.
- Section 3:** contains a summary of the factors for Council to consider in assessing potential NSP locations, prior to designation.
- Section 4:** contains details of content of signage that Council is required to erect at designated NSP Locations.
- Section 5:** Register of Designated NSP locations including completed Council site assessments.

## 2 SECTION 1

### FLOW CHART SHOWING PROCESS FOR IDENTIFYING, DESIGNATING, ESTABLISHING AND MAINTAINING NSPs

#### 2.1 Overview of the process for establishing and maintaining NSPs after adoption of this plan by Council



### 3 SECTION 2

#### DETAILED SUMMARY OF STEPS FOR ESTABLISHING NSPs

##### 3.1 Overview of the steps associated with NSPs

###### 3.1.1 Identification of potential NSP locations

- For the 2009-2010 fire season, the Country Fire Authority ('CFA'), assumed lead responsibility for identifying potential locations for NSPs. This was done in consultation with Councils. The initial focus was upon the identification of proposed NSPs within those municipalities with CFA Township Protection Plan ('TPP') areas in place. However, identification efforts have now expanded beyond these localities.
- From 2010-onwards, Council will be responsible for identifying potential places as NSPs within its municipal district.
- The Loddon Shire Council will undertake identification, management and the decommissioning of NSPs processes through the Municipal Fire Management Planning Committee (MFMP), a subcommittee of the Municipal Emergency Management Planning Committee, (MEMPC).

###### 3.1.2 Identification timing

The Loddon Shire Council should identify and access potential additional places as NSPs by 31 May in each year. This should allow sufficient time for designation of the potential NSP location by the Council, (**Council Designation**) and assessment and certification of the potential NSPs by the CFA, (**CFA Certification**).

Subject to the outcome of the assessment and designation process, establishing the NSPs, including the erection of signage and other steps by Council, (**Establishment**).

The process of NSP identification is ongoing with the MEMPC assessing at the end of each fire season the need for any additional NSPs within the municipality.

###### 3.1.3 Criteria used in identifying NSP locations

As part of the initial identification of NSPs the following criteria should be used in accessing its suitability:

- the environment surrounding the potential NSP
- what other uses are made of the potential NSP and whether or not those uses could be inconsistent with its designation as a NSP
- whether the land on which the potential NSP is located is Council owned or non-Council owned land
- an assessment of the fire risk of the neighbourhood should be undertaken to assess the need for a NSP (Risk Matrix Assessment)

For those Councils who's municipal district falls within both a CFA region and the Metropolitan Fire District (MFD) or borders the MFD but is within the CFA region:

- the risks involved in people staying in the area being considered for an NSP, versus leaving the area and travelling to a nearby urban area
- the adequacy of egress routes out of the area being considered for an NSP (including number of egress routes, whether major or minor roadway, type and amount of vegetation along key egress routes; the capacity of egress routes to

accommodate potentially large numbers of vehicles and to accommodate potential vehicle breakdowns)

### **3.2 Council assessment of NSPs**

Council must assess the place in accordance with the factors outlined below to determine whether it is suitable to be designated as a NSP. Unless a potential NSP satisfies each of the criteria outlined below, it should not be designated by Council as a NSP.

The MFPO and MERO will be responsible for the inspection process utilising existing expertise within the MEMPC and MFMPC committees to assist with the audit and assessment of potential NSPs.

The factors to determine the suitability of the place as a NSP are as follows (Council NSP Criteria)

#### **3.2.1 Consent and rights of access**

There must be appropriate land access and tenure arrangements so that Council has the right to:

- use the place as a NSP
- access the site and surrounding areas for maintenance
- erect appropriate signage at the NSP, including the OESC signage and additional NSP information signage.

#### **3.2.2 Council land**

If the potential NSP is on land owned or controlled by Council, appropriate rights of land access and tenure are unlikely to be an issue. However, Council will need to ensure that where Council land is leased or licensed to a third party; it must be possible to put in place appropriate arrangements on reasonably satisfactory and acceptable terms with the tenant or licensee permitting Council to use the land as a potential NSP. In taking these matters into account, Council should consider what alternative uses may be made, whether temporarily or semi-permanently, of land under Council control or management.

#### **3.2.3 Crown land**

If the potential NSP is on Crown land not owned or controlled by Council, then the consent of the Crown land manager is likely to be required. If the land has been leased or licensed to a third party, such as a caravan park operator, then the consent of the tenant or licensee to use the place as a potential NSP will also be required. In obtaining the consent of the relevant Crown land manager, it will be necessary to consider whether or not the Crown Grant or reservation authorises the place to be used as a potential NSP.

#### **3.2.4 Private land**

Where, it is proposed that a place on privately-owned land is to be used as a NSP, then, the consent of the relevant landowner (and, where applicable, occupier) for the place to be designated and used as an NSP is required. If the landowner (or occupier) does not consent to the place being designated and used as a NSP on terms which are reasonably satisfactory and acceptable to the Council, it must not be so designated and used.

#### **3.2.5 Deed of Consent**

Where a potential NSP is located on non-Council land, with the result that consent and rights of access need to be negotiated with the owner and (where necessary) occupier, Council officers responsible for negotiating such consent and rights of access should provide a draft form of consent to the owner/occupier for their consideration. The form of consent will be



required to be approved either by Council (through a formal resolution), or by the CEO acting under delegation.

Any amendments to the form of consent which may be requested by the landowner or occupier would need to be thoroughly considered before they are agreed to by Council. If it is not possible or appropriate for Council to agree on amendments that may be requested to the consent document, then the proposed NSP should not be designated by Council.

### 3.2.6 Access and Egress

Council must assess whether there is sufficient access to the potential NSP which will allow:

- anticipated potential numbers of people to move to and from the place
- the CFA and other emergency services to attend the place for asset and personnel protection activities and operations.

Council must assess potential access and egress routes, bearing in mind the fact that NSPs are **places of last resort**.

As people may be seeking access to a NSP in a rushed or panicked state, a number of people could be seeking access in a relatively short time and visibility could be affected by smoke, easily navigable routes to and from a NSP are crucial.

As people may be seeking access to a NSP in a rushed or panicked state, a number of people could be seeking access in a relatively short time and visibility could be affected by smoke, easily navigable routes to and from a NSP are crucial.

In considering whether access and egress routes are adequate, consideration should be given to issues such as:

- the condition of the road surface
- the proximity of the NSP to major roadways and population centres
- the type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP
- the capacity of access routes to accommodate potentially large numbers of vehicles, and to accommodate potential vehicle break-downs
- parking at the place
- any hazards that may exist for persons accessing the place by foot, including in the buffer zone
- any relevant matter contained in Council's Road Management Plan prepared pursuant to the Road Management Act 2004 (Vic); and
- the number of access points to any potential NSP.

If appropriate and satisfactory access and egress routes are not available, then the proposed NSP should not be designated by Council.

## 3.3 **Opening of a NSP**

### 3.3.1 Council must consider

- whether it will be possible or practicable to open the potential NSP or otherwise make it available for use on a 24 hour basis during the declared fire danger period



- the potential for damage to the place during times that it is open and available for use, but is not being used as a NSP
- the potential cost to Council associated with the above points
- the possibility that the potential NSP could be used for unintended purposes, such as a refuge and,
- is it appropriate to open or make available NSPs only on Code Red days.

### 3.3.2 Defendable space

The CFA have advised that there is no guarantee that fire units will attend a NSP, and that individuals that use NSPs are doing so at their own risk. There should be **No expectations** that fire units or other emergency services personnel will attend a NSP during a bushfire.

Despite this, the potential NSP should be surrounded by sufficient open space to enable the CFA and other fire services to conduct asset protection and fire suppression activities around the place.

Any open space should be reasonably free of obstacles that could hinder fire suppression activities. These obstacles may include but are not limited to:

- fences
- buildings and sheds
- steep inclines in close proximity to the potential NSP
- vegetation especially large trees
- other land forms such as rocks, boulders and knolls which could substantially hinder fire suppression activities.

If necessary, advice from CFA should be sought with regard to their defendable space and fire vehicle access requirements.

When assessing the defendable space factor, Council must consider whether or not approval to clear or disturb flora and/or fauna is required, under legislation such as the *Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)*, *Flora and Fauna Guarantee Act 1988 (Vic)* or the *Planning and Environment Act 1987 (Vic)*. If such approval is required, then it must be obtained before the potential NSP location is designated.

If the proposed NSP does not have adequate space around it or if approval to clear or disturb flora and/or fauna is required but cannot be obtained before the NSP is required to be established, or cannot be obtained on reasonably satisfactory conditions, it should not be designated as a NSP by Council.

### 3.3.3 Dependability of buildings

If the potential NSP is a building, Council must consider whether or not it is likely to be subject to risk from ember attack.

As the CFA is not required to assess the risk of ember attack to a building in undertaking the CFA fire rating assessment when certifying NSPs, the Council should consider this issue. In considering this issue, Council may need to seek expert advice from appropriately qualified CFA personnel.

If there is an appreciable risk of the proposed NSP being compromised by ember attack, which cannot be satisfactorily defended, then the building is unlikely to be suitable as an NSP and should not be designated by Council.

#### 3.3.4 Signage

Council must assess whether it will be possible to have signage at the entry to, and in the vicinity of, the potential NSP. Such signage must generally be in accordance with the Signage Template, which is at **Section 4** of this Plan.

Council must refer to the Signage Template when considering whether or not appropriate signage can be erected.

If signage must be placed on private land, then the consent of the landowner will be required

#### 3.3.5 Maintenance and maintainability

- Council must assess whether ongoing maintenance of the proposed NSP, and the surrounding area, is both possible and practical, having regard to the resources reasonably available to the Council. This factor should be considered by the Council not only in relation to the suitability of a proposed NSP, but also as to the total number of proposed NSPs that can be reasonably maintained within the municipal district. This is needed to ensure that the place remains suitable for use as an NSP during each fire season.
- Specifically, the place must be capable of being maintained so as to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria. It is Council policy that if it is not possible to maintain a potential NSP, then it must not be designated as such.
- When assessing the maintainability of the potential NSP, both the NSP and the Buffer Zone may require various maintenance activities to be undertaken on a periodic basis.
- There may be cases where maintenance activities can only be undertaken by, or with the consent of, an adjoining landowner. This may, in turn, require assurances from such landowners that the place, and areas surrounding it, will be maintained to a satisfactory level.
- If the proposed NSP is not capable of being satisfactorily maintained, then it should not be designated by Council.

#### 3.3.6 Separation and demarcation of area

If the NSP is to be located in an open area, it must be possible to identify the area that is the NSP. This may best be achieved by signage and or some sort of boundary or perimeter marking. In the example of an oval this may be the boundary fence.

Although not always possible, areas that enable separation or enable enough room to move away from other forms of potential hazard such as vehicles, buildings and animals are preferred.

#### 3.3.7 Alternative uses of potential NSP

Council must consider what other uses may be made of the potential NSP which could impact upon its ability to properly function as a NSP.

If the place is used for other uses which could compromise its ability to be used as a NSP, and these activities cannot be managed so that they do not impact on the operation of the NSP then a NSP should not be designated by Council.

#### 3.3.8 Communication with the community

Council must be able to communicate the location of the potential NSP to the community. There should be good community awareness of the location of the place, together with the risks that relate to the use of the potential NSP, and the risks associated with travelling to the potential NSP in the event of a bushfire.

#### 3.3.9 Public liability insurance

As a matter of prudent risk management, Council should have regard to:

- any additional factors which are relevant to Council's maintenance of insurance coverage for legal claims relating to the identification, designation, establishment, maintenance and decommissioning of a place as a NSP, as well as travel to a NSP
- any indemnity provided by the State of Victoria, and
- any statutory defenses to claims.

### 3.4 **CFA Assessment and certification of potential Neighbourhood Safer Places of Last Resort locations – December 2010**

#### 3.4.1 CFA Assessment criteria

Under section 50G(5) of the CFA Act, the CFA is responsible for assessing potential NSP locations against the CFA Fire Rating Guidelines. This will be done by appropriate qualified and experienced CFA personnel.

Council is not responsible for the assessment and certification of potential NSPs by the CFA but must request CFA undertake their assessment prior to requesting that Council Designate/Not Designate and establish/not establish a NSP.

If a potential NSP is NOT COMPLIANT under the Council or CFA assessment criteria that NSP MUST NOT be put forward for designation as a NSP by Council.

#### 3.4.2 Introduction

**Neighbourhood Safer Place** means a place that may, as a last resort, provide shelter for people from the immediate life threatening effects of a bushfire.

They are an area or premises that may provide some sanctuary from direct flame contact and radiant heat. It is envisioned it would be an existing space or structure, such as an oval or a building that may protect a person against fire.

This assessment guideline articulates the process by which qualified/experienced CFA Officers assess the suitability of Neighbourhood Safer Places and is not intended for use by the general public.

#### 3.4.3 Background

Reducing the impact of bushfires is a shared responsibility between government, emergency service organisations and the community. The community has an integral role to take the necessary steps to prepare their property and to implement their bushfire survival plan.

This document sets out criteria for CFA's assessment of Neighbourhood Safer Places. The criteria provide a framework to assist Municipal Councils to identify Neighbourhood Safer Places to provide a place of last resort for people to gather during the passage of a bushfire front. The primary purpose of a Neighbourhood Safer Place is the protection of human life from a bushfire.

The 2009 Victorian Bushfires Royal Commission (VBRC) Final Report stated that the people who left their homes sheltered in a variety of locations for example, other houses or buildings; bunkers, reserves and ovals; pubs; in-ground swimming pools, cars and dams. Some people reported that these were pre-planned alternatives and in some cases, helped people survive. However, the VBRC also heard examples of people dying in very similar locations, which serve to highlight that, these locations do not guarantee safety (VBRC Final Report Vol 2: pg 19).

The VBRC also stated that "many people did not have a well-thought-out plan and were left to make their own decisions without the benefit of assistance from the authorities [and] for these people, the lack of alternatives, the provision of shelters, refuges or evacuation, became critical as a fall back option (VBRC Final Report Summary: pg 5). They also "considered that a revised bushfire safety policy should provide information about places in which to shelter and support for individuals in identifying such places" (VBRC Final Report Vol 2: pg 21). Neighbourhood Safer Places continue to be a part of the shelter options for community members.

#### 3.4.4 Concept

A Neighbourhood Safer Place is a space that:

- is a place of last resort for individuals to access and shelter in during the passage of fire through their neighbourhood - without the need to take a high risk journey beyond their neighbourhood;
- provides a level of protection from the immediate life threatening effects of a bushfire (direct flame contact and radiant heat); and
- is intended to provide relative safety;
- does not guarantee the survival of those who assemble there; and
- should only be accessed when personal bushfire survival plans cannot be implemented or have failed.

Neighbourhood Safer Places should be recorded in Township Protection Plans. However, not all townships will have Neighbourhood Safer Places identified in these Plans as they may not meet specific criteria identified in this document and within a council's Municipal Neighbourhood Safer Places Plan. Some towns may not have the fire risk profile to indicate a need for a Neighbourhood Safer Place.

Neighbourhood Safer Places are not to be confused with Fire Refuges<sup>2</sup>, Relief Centres, Recovery Centres, Assembly Areas, or Informal Places of Shelter, each of which have a different and specific purpose.

---

<sup>2</sup> Fire refuges have been described in the OESC Fire Refuges in Victoria – Policy and Practice (2005). However, these guidelines are currently undergoing a review with the OESC and because the issues associated with fire refuges are being considered separately, they will not be considered further in this document.

### 3.4.5 Limitations

Neighbourhood Safer Places have a number of limitations, being:

- limited capacity
- no guarantee of safety
- they do not cater for animals
- emergency services will not necessarily be present
- they do not provide meals or amenities
- they may not cater for particular special needs (e.g. infants, elderly, ill or disabled)
- they may not provide shelter from the elements, particularly flying embers
- there are risks to people during access, shelter during passage of the fire front and egress from Neighbourhood Safer Places

### 3.4.6 CFA Neighbourhood safer places assessment criteria

Neighbourhood Safer Places should provide protection to people from lethal levels of radiant heat through an appropriate separation distance between fire hazards, particularly vegetation, and the site of the Neighbourhood Safer Place. Isolated flammable elements may occur within the separation space so long as such elements do not add to a fire's rate of spread nor significantly contribute to the radiant heat impacting on the Neighbourhood Safer Place.

Fire industry collaboration established criteria to determine the suitability of any site as a Neighbourhood Safer Place. The critical criteria decided upon was radiant heat load with maximum allowable radiant heat loads agreed upon for sites that are open spaces and those that are buildings. It was further agreed that each Neighbourhood Safer Place needs to be assessed on its merits, with radiant heat load calculated using the NSW Rural Fire Service Site Bush Fire Attack Assessment Methodology (Douglas and Tan, 2005) as the assessment tool in these guidelines.

### 3.4.7 Radiant heat and setback measurements

To provide initial direction to CFA staff and others in assessing the suitability of potential Neighbourhood Safer Places, the following guidance is provided:

Neighbourhood Safer Places must meet the following criteria for radiant heat load:

1. If a Neighbourhood Safer Place is an open space the maximum potential radiant heat impacting on the site must be no more than 2kw/m<sup>2</sup>.
2. If a Neighbourhood Safer Place is a building, the maximum potential radiant heat impacting on the building must be no more than 10kw/m<sup>2</sup>.

By way of example, Neighbourhood Safer Places adjoining extreme fuel hazards, this equates to a separation distance from the fire hazard of:

- greater than **310** metres from the outer edge of the NSP for an open space; and
- greater than **140** metres from the outer edge of a building to the fire hazard.

It is acknowledged that for NSPs abutting less than extreme fuel hazards this separation distance may be reduced so long as the criteria for maximum radiant heat impact are met.

#### 3.4.8 Additional management for Neighbourhood Safer Places in Grassland Areas

Grasslands have a distinct place in the Neighbourhood Safer Places framework, due to:

- the potential for rapid growth in conditions of adequate warmth and moisture; and
- the requirement under section 50J of the CFA Act for councils to review their NSPs by 31 August each year.

Councils may identify a suitable Neighbourhood Safer Place site in a grassland area that can only meet the assessment criteria with active management of the site over the fire danger period, with treatments including slashing, mowing or grazing.

In these circumstances CFA may certify the site as meeting the assessment criteria provided that appropriate, specified and prescribed treatments are in place throughout the fire danger period. This must include prescriptions for management of the grassland secured by agreed terms entered into by the landholder. The landholder may be the council, a public authority, an agency or a private person.

The identified treatment of the grassland must be included within the MFPP or MFMP (whichever is relevant). Council has the role of facilitation and, if required, enforcement of the treatment(s) during the fire danger period. Fire Prevention Notices would not ordinarily be an appropriate method for achievement of management prescriptions in NSPs. Their use would only be an option of last resort that councils may use where a private landholder has reneged on their agreed conditions **and** the grassland condition constitutes or may constitute a danger to life or property from the threat of fire.

#### 3.4.9 Notification to CFA of potential NSPs

Following identification of a place which may be suitable as a NSP, the potential NSP is assessed by the CFA as soon as practicable. This is likely to occur shortly after identification.

#### 3.4.10 Informing council of CFA assessment

Once the assessment of a potential NSP is completed by the CFA, the CFA will certify the potential NSP if the place meets the CFA Fire Rating Criteria. The CFA will provide a copy of the CFA certification in relation to a potential NSP to Council upon completion of certification, and a summary of the criteria and assumptions upon which the assessment is based.

Council should ensure that the boundaries of both the potential NSP as certified by the CFA, and any Buffer Zone surrounding it, are clearly defined in the CFA assessment.

For reasons of community safety, it is a requirement of the CFA Act, and it is also Council policy, that only those places assessed and certified by the CFA may be considered for designation as NSPs by the Council. The Council must not designate a place as an NSP unless it has CFA certification.

### 3.5 Council designation of NSP

Council must formally determine whether or not to designate a place as a NSP. Council should not designate a place as an NSP unless it is satisfied that the place is suitable, having regard to the Council NSPP Criteria.

A NSP may only be designated by a resolution of the Council.

Following preparation of an assessment of a potential NSP by the MEMPC, Council should determine whether or not to designate a potential NSP location by no later than 31 July. This will enable any necessary establishment works to be undertaken.

Once the Council has designated a place as an NSP, the MFPO must provide an updated list of all designated NSPs within the municipality to the CFA under section 50K of the CFA Act. This updated list must be provided by no later than 30 September in each year.

#### 3.5.1 Establishment and maintenance of NSPs following designation

Following designation, Council will establish all designated NSPs within the municipal district.

#### 3.5.2 Establishing a NSP after its designation

To establish a NSP after its designation, Council must

- erect appropriate signage at and near the NSP
- undertake any necessary preparatory works, including the construction or establishment of any required infrastructure and the clearance of vegetation, so as to enable the area to be used as a NSP
- publish the location of the NSP on the Council website
- update Council's Municipal Emergency Management Plan and Municipal Fire Prevention/Management Plan to include the location of the NSP.

The MFPO must provide an up-to-date list of NSPs to the CFA no later than 30 September each year under section 50K of the CFA Act.

Council is responsible for maintaining all designated NSPs within its municipal district. This includes vegetation management, maintenance of access and egress points and signage required for the functioning of the site as a NSP.

### 3.6 Annual inspections and decommissioning of NSPs

#### 3.6.1 Responsible for the annual review of NSPs

Council must undertake an annual review of all designated NSPs within the municipality. Council must also request the CFA to undertake an assessment against the CFA Fire Rating Criteria of each NSP within the municipality on an annual basis.

These reviews are intended to ensure that each NSP remains suitable for use as a NSP during the up-coming fire season.

#### 3.6.2 Considerations when undertaking inspections

NSPs should be assessed annually against the Council NSPP Criteria. The CFA will assess NSPs against the CFA Fire Rating Criteria.

If a NSP no longer meets:

- the CFA Fire Rating Criteria
  - then it must be decommissioned; or
- Council's NSPP Criteria
  - Council must determine if it has the capacity to address the identified non compliances. If it does not, then the NSP must be decommissioned.

### 3.6.3 Inspection timelines

NSPs must be inspected prior to 31 August each year under section 50J of the CFA Act.

### 3.6.4 Decommissioning of NSPs

By Council Resolution only.

- Council must decommission a NSP if the CFA assessment determines the site is no longer suitable.
- Council may decommission a NSP even if it has CFA certification, if Council is satisfied on reasonable grounds that it is not appropriate for the site to continue to be designated a NSP.
- Council will decommission a NSP that is not on Council land if the occupier or the person in control of the land has withdrawn consent to the designation of the site as a NSP.



4 SECTION 3

SUMMARY OF FACTORS FOR COUNCIL TO CONSIDER IN  
ASSESSING POTENTIAL NSP LOCATIONS PRIOR TO  
DESIGNATION



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION:

DATE:

## NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA AUDITING AND ASSESSMENT TOOL

### DETAILS

Day:		Date:		Time:	
Assessor name:				Sign:	
Agency:					

### LOCATION

Place name and specific location:		Map Reference:	
Distance from nearest town centre (km):			
Controlling (owner) authority:			
<b>Owner Details</b>			
Contact: Name/Position			
Organisation:			
Postal Address:			
Phone:			
Email:			
<b>Tenant Details</b>			
Contact: Name/Position			
Organisation:			
Postal Address:			Post code:
Phone:	W:	H:	
Email:			

<b>Tenant 2 Details</b>			
<b>Contact:</b>			
Name/Position			
<b>Organisation:</b>			
<b>Postal Address:</b>		Post code:	
<b>Phone:</b>	<b>W:</b>	<b>H:</b>	
<b>Email:</b>			
<b>Location Description:</b>		(Open area or building)	
<b>Population of Township/ Locality:</b>			
<b>Estimated NSP Site Capacity:</b>			
<b>Reference Material Sited:</b>			
<b>NSP INSPECTION DETAILS</b>			
<b>OFFICERS NAME:</b> Chris O'Flaherty		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b> 12 August 2020		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
<b>OFFICERS NAME:</b>		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b>		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

### Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.		
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance</li> <li>erect appropriate signage at the NSP.</li> </ul>		
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>		
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.		
Maintenance of NSP in accordance with CFA assessment	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?  <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>		

21

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Opening of the NSP	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.  Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.		
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?		
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?		
Defendable space and fire suppression activities	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?  <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>		
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?		
Defendability of Buildings	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?		

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?		
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?		
Maintenance and maintainability	<p>Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?</p> <p>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.</p>		
Disabled access	Are there any means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?		
Alternative uses of potential NSP	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>		
Community Communication	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?		

## 5 SECTION 4

## NSP SIGNAGE TEMPLATE

**Making Victoria FireReady:**



This is the signage that will identify a Neighbourhood Safer Place – Place of Last Resort.

**IMPORTANT INFORMATION**

The purpose of a Neighbourhood Safer Place - **Place of Last Resort** is to provide some protection from the effects of radiant heat during a bushfire.

A **Place of Last Resort** is only intended for use when all other plans have failed and should not be considered as a place to relocate to when leaving early as it will not guarantee safety or survival from fire, embers or radiant heat.

Travelling to a **Place of Last Resort** when there is a bushfire may be extremely dangerous due to dense smoke, radiant heat, flying embers, fallen trees and power lines, traffic congestion and accidents.

A Neighbourhood Safer Place - **Place of Last Resort** may not have the capacity to cater for special needs; and there will be no support services (food or drink, material aid) or provision for pets. There is no guarantee that emergency services will be present during a bushfire.

**Neighbourhood Safer Places**

Places of Last Resort have been designated at:

- Boort
- Bridgewater
- Inglewood
- Pyramid Hill
- Serpentine and
- Wedderburn

Further details, including a map of the NSP location(s), can be found on the Community Information Maps (Township Protection Plans) published on the CFA website at: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)

A Neighbourhood Safer Place – **Place of Last Resort** should not replace a personal bushfire survival plan. If your plan is to leave early, the safest option is to leave at the beginning of a day when the Fire Danger Rating is declared Severe or Extreme. On a Code Red (Catastrophic) rated fire danger day, the safest option is to leave the night before, or early in the morning.



**1800 240 667**  
[www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)



**PREPARE. ACT. SURVIVE.**  
**FireReady** 



**6 SECTION 5****REGISTER OF DESIGNATED NSP LOCATIONS INCLUDING  
COMPLETED COUNCIL SITE ASSESSMENTS**

NSP LOCATION REGISTER		DATE DESIGNATED
BOORT	BOORT PARK RECREATION RESERVE (OVAL ONLY)	27/02/2012
PYRAMID HILL	MITCHELL PARK RECERATION RESERVE (OVAL ONLY)	27/02/2012
SERPENTINE	RECREATION RESERVE (OVAL ONLY)	27/02/2012
BRIDGEWATER	MEMORIAL HALL (GROUNDS ONLY)	27/08/2012
INGLEWOOD	J. SLOAN PARK (PLAYGROUND AREA)	27/12/2015
WEDDERBURN	DONALDSON PARK (CENTRAL OVAL AREA ONLY)	27/08/2012



6.1 Boort Park Recreation Reserve (Oval Only) – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Boort Park Recreation Reserve (Oval Only)

DATE: 10 September 2020

## NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA AUDITING AND ASSESSMENT TOOL

**DETAILS**

<b>Day:</b>	Thursday	<b>Date:</b>	10 September 2020	<b>Time:</b>	2:00PM
<b>Assessor name:</b>	Jayden Baber			<b>Sign:</b>	Jayden Baber
<b>Agency:</b>	Loddon Shire Council				

**LOCATION**

<b>Place name and specific location:</b>	<b>Boort Park Recreation Reserve (Oval Only)</b> <b>Malone St, Boort</b>	<b>Map Reference:</b>	
<b>Distance from nearest town centre (km):</b>	Within township		
<b>Controlling (owner) authority:</b>	Loddon Shire Council		
<b>Owner Details</b>			
<b>Contact:</b>			
<b>Name/Position</b>			
<b>Organisation:</b>	Loddon Shire Council		
<b>Postal Address:</b>	P.O. Box 21, Wedderburn	<b>Post code:</b>	3518
<b>Phone:</b>	W: 5494 1200	<b>H:</b>	
<b>Email:</b>			
<b>Tenant Details</b>			
<b>Contact:</b>	President		
<b>Name/Position</b>			
<b>Organisation:</b>	Boort Park Committee of Management		
<b>Postal Address:</b>		<b>Post code:</b>	
<b>Phone:</b>	W:	<b>H:</b>	
<b>Email:</b>			

<b>Tenant 2 Details</b>			
<b>Contact:</b> Name/Position			
<b>Organisation:</b>			
<b>Postal Address:</b>			Post code:
<b>Phone:</b>	<b>W:</b>	<b>H:</b>	
<b>Email:</b>			
<b>Location Description:</b>	Boort Park Recreation Reserve (oval only)	(Open area or building)	Open area (Oval)
<b>Population of Township/ Locality:</b>	1,220 people		
<b>Estimated NSP Site Capacity:</b>	1,000 people		
<b>Reference Material Sited:</b>	N/A		
<b>NSP INSPECTION DETAILS</b>			
<b>OFFICERS NAME:</b> Jayden Baber		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b> 10 September 2020		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
<b>OFFICERS NAME:</b>		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b>		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

### Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is owned by Council and maintained by the Boort Park Committee of Management.	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance</li> <li>erect appropriate signage at the NSP.</li> </ul>	Boort Park Committee of Management has granted consent for the area to be used and they have agreed to maintain the NSP area as per CFA Dec 2010 Grasslands Guidelines and the Shire has agreed to install and maintain all NSP signage in an acceptable condition at all times.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>	There are no restrictions to Access and Egress The area is accessible via wide access road. Pedestrian and vehicle safe access/egress. The CFA and other emergency services will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	There is a wide open road access/egress route with for pedestrian and vehicle safe access/egress. Large open area available for parking of vehicles as required.	YES
<b>Maintenance of NSP in accordance with CFA assessment</b>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Boort Park Committee of Management has agreed to maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
<b>Opening of the NSP</b>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.  Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	24/7 Access available.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	Nil	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Defendable space and fire suppression activities</b>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?  <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	The CFA and other emergency services will be able to attend for asset and personal protection activities as required.	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	NA	YES
<b>Defendability of buildings</b>	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings contained within the designated NSP area.	YES
<b>Signage</b>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Council has agreed to erect and maintain all required signage to an acceptable standard at all times. There are signs at both entrances.	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	The Boort Park Committee of Management has agreed that Council will erect and maintain all required signage to an acceptable standard at all times.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Maintenance and maintainability</b>	<p>Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?</p> <p>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.</p>	Boort Park Committee of Management has agreed to maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
<b>Disabled access</b>	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to disabled access/egress.	YES
<b>Alternative uses of potential NSP</b>	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	In an emergency situation all other activities (Football/cricket/Trotting etc.) will cease and the area will be available as a NSP.	YES
<b>Community Communication</b>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Council and the CFA will conduct a Community awareness campaign and regularly make reference to the NSP on social media and in Local papers.	YES



**Boort Recreation Reserve (Oval Only) – Shire Assessment**

CRM #1000010890 - Boort Football Club and Harness Racing (Oval area only), Malone Street, Boort, as per CFA Reassessment September 2020



33



6.2 Mitchell Park Recreation Reserve (Oval Only) Pyramid Hill – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Mitchell Park Recreation Reserve (Oval Only) Pyramid Hill

DATE: 10 September 2020

## NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA AUDITING AND ASSESSMENT TOOL

**DETAILS**

<b>Day:</b>	Thursday	<b>Date:</b>	10 September 2020	<b>Time:</b>	1:30PM
<b>Assessor name:</b>	Jayden Baber			<b>Sign:</b>	Jayden Baber
<b>Agency:</b>	Loddon Shire Council				

**LOCATION**

<b>Place name and specific location:</b>	Mitchell Park Recreation Reserve (Oval Only) Pyramid-Gladfield Rd, Pyramid Hill	<b>Map Reference:</b>	
<b>Distance from nearest town centre (km):</b>	Within township of Pyramid Hill		
<b>Controlling (owner) authority:</b>	Department of Environmental, Land, Water and Planning (DELWP)		
<b>Owner Details</b>			
<b>Contact Name/Position</b>	Property Officer		
<b>Organisation:</b>	DELWP		
<b>Postal Address:</b>	PO Box 3100, Bendigo Delivery Centre, Bendigo VIC	Post code: 3554	
<b>Phone:</b>	W: 5430 4671	H:	
<b>Email:</b>			
<b>Tenant Details</b>			
<b>Contact Name/Position</b>	President		
<b>Organisation:</b>	Mitchell Park Recreation Reserve Committee of Management		
<b>Postal Address:</b>		Post code:	
<b>Phone:</b>	W:	H:	
<b>Email:</b>			

<b>Tenant 2 Details</b>			
<b>Contact:</b> Name/Position			
<b>Organisation:</b>			
<b>Postal Address:</b>		Post code:	
<b>Phone:</b>	<b>W:</b>	<b>H:</b>	
<b>Email:</b>			
<b>Location Description:</b>	Mitchell Park Recreation Reserve (Oval Only)	<b>(Open Area or Building)</b>	Open Area (Oval)
<b>Population of Township/ Locality:</b>	Approx. 560		
<b>Estimated NSP Site Capacity:</b>	Approx. 750		
<b>Reference Material Sited:</b>	NA		
<b>NSP INSPECTION DETAILS</b>			
<b>OFFICERS NAME:</b> Jayden Baber		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b> 10 September 2020		<b>RECOMMENDATION:</b> insert cross into square indicating result	<b>DESIGNATE</b> <input checked="" type="checkbox"/> <b>NOT DESIGNATE</b> <input type="checkbox"/>
<b>OFFICERS NAME:</b>		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b>		<b>RECOMMENDATION:</b> insert cross into square indicating result	<b>DESIGNATE</b> <input type="checkbox"/> <b>NOT DESIGNATE</b> <input type="checkbox"/>

### Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is owned by DELWP however maintained by the Mitchell Park Recreation Reserve Committee of Management.	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance</li> <li>erect appropriate signage at the NSP.</li> </ul>	Mitchell Park Recreation Reserve Committee of Management has been granted consent for the area to be used and they have agreed to maintain the area as per CFA Guidelines. Council undertakes maintenance of all signage relating to the NSP.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>	No restrictions to access and egress. Area is accessible via wide access road with side point if required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	As above	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Maintenance of NSP in accordance with CFA assessment</b>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Mitchell Park Recreation Reserve Committee of Management has agreed to maintain the NSP area for the 2020-2021 FDP.	YES
<b>Opening of the NSP</b>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.  Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	24/7 access available.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	Nil.	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?	In an emergency all other activities will cease and the area will be available for a NSP.	YES
<b>Defendable space and fire suppression activities</b>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?  <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	CFA and other emergency services will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	N/A.	YES
<b>Defendability of buildings</b>	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings are contained within the NSP area as it is the oval only.	YES
<b>Signage</b>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Three signs well signposted at two main entrances to the area for vehicles. One designated pedestrian entrance.	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	The Mitchell Park Recreation Reserve Committee of Management has agreed.	YES
<b>Maintenance and maintainability</b>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?  Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Mitchell Park Recreation Reserve Committee of Management has agreed to maintain the NSP area in line with the CFA guidelines.	YES
<b>Disabled access</b>	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	Nil restrictions.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Alternative uses of potential NSP</b>	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	In emergency situations all other activities will cease (ie Football/Cricket).	YES
<b>Community Communication</b>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Council and the CFA will conduct a Community awareness campaign and regularly make reference to the NSP on social media and in Local papers.	YES



**Mitchell Park Rec Reserve (Oval Only) Pyramid Hill – Shire Assessment**

CRM #1000010888 - Mitchell Park (Oval Only), Gladfield Road, Pyramid Hill – As per CFA Reassessment September 2020





6.3 Serpentine Recreation Reserve (Oval Only) – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Serpentine Recreation Reserve (Oval Only)

DATE: 10 September 2020

## NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA AUDITING AND ASSESSMENT TOOL

**DETAILS**

<b>Day:</b>	Thursday	<b>Date:</b>	10 September 2020	<b>Time:</b>	3:30PM
<b>Assessor name:</b>	Jayden Baber			<b>Sign:</b>	Jayden Baber
<b>Agency:</b>	Loddon Shire Council				

**LOCATION**

<b>Place name and specific location:</b>	Serpentine Recreation Reserve (oval early) Chapel St, Serpentine	<b>Map Reference:</b>	
<b>Distance from nearest town centre (km):</b>	Within Serpentine township		
<b>Controlling (owner) authority:</b>	Department of Environmental, Land, Water and Planning (DELWP)		

**Owner Details**

Contact:	Property Officer		
Name/Position			
Organisation:	DELWP		
Postal Address:	PO Box 3100, Bendigo Delivery Centre, Bendigo VIC		Post code: 3554
Phone:	W: 5430 4671	H:	
Email:			

**Tenant Details**

Contact:	President		
Name/Position			
Organisation:	Serpentine Recreation Reserve Committee of Management		
Postal Address:			Post code:
Phone:	W:	H:	
Email:			

<b>Tenant 2 Details</b>			
<b>Contact:</b>	NA		
<b>Name/Position</b>			
<b>Organisation:</b>			
<b>Postal Address:</b>			Post code:
<b>Phone:</b>	<b>W:</b>	<b>H:</b>	
<b>Email:</b>			
<b>Location Description:</b>	Serpentine Recreation Reserve (oval only)	(Open area or building)	Open area (oval only)
<b>Population of Township/ Locality:</b>	Approx. 380 people		
<b>Estimated NSP Site Capacity:</b>	Approx. 750 people		
<b>Reference Material Sited:</b>	N/A		
<b>NSP INSPECTION DETAILS</b>			
<b>OFFICERS NAME:</b> Jayden Baber		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b> 10 September 2020		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
<b>OFFICERS NAME:</b>		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b>		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

### Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is owned by DELWP however maintained the Serpentine Recreation Reserve Committee of Management.	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance</li> <li>erect appropriate signage at the NSP.</li> </ul>	The Serpentine Recreation Reserve Committee of Management has been granted consent for the area to be used and they have agreed to maintain the area as per CFA Guidelines. Council has maintenance of all signage relating to the NSP.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>	No restrictions to access and egress. Area is accessible via wide access road with side point if required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	As above.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Maintenance of NSP in accordance with CFA assessment</b>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Serpentine Recreation Reserve Committee of Management has agreed to maintain the NSP area for the 2020-2021 FDP.	YES
<b>Opening of the NSP</b>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.  Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	24/7 Access available.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	Nil/	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?	In an emergency all other activities will cease and the area will be available as a NSP.	YES
<b>Defendable space and fire suppression activities</b>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?  <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	CFA and other emergency services will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	NA	YES
<b>Defendability of Buildings</b>	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings are contained within the NSP area.	YES
<b>Signage</b>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Two signs well signposted at two main entrances to area.	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	Serpentine Recreation Reserve Committee of Management has agreed that Council will erect and maintain all required signage to an acceptable standard at all times.	YES
<b>Maintenance and maintainability</b>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?  Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Serpentine Recreation Reserve Committee of Management has agreed to maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
<b>Disabled access</b>	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Alternative uses of potential NSP</b>	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	<p>In an emergency situation all other activities (Football/cricket etc.) will cease and the area will be available as a NSP.</p>	YES
<b>Community Communication</b>	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?</p>	<p>Council and the CFA will conduct a Community awareness campaign and regularly make reference to the NSP on social media and in Local papers.</p>	YES



**Serpentine Recreation Reserve (Oval Only) – Shire Assessment**

CRM #1000010889 – Serpentine Recreation Reserve (Janiember Park) - (portion oval area only), Corner Chapel Street and Park View Drive, Serpentine – as per CFA Reassessment September 2020



49



6.4 Bridgewater Memorial Hall (Grounds Only) - Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Bridgewater Memorial Hall (Grounds Only)

DATE: 8 September 2020

## NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA AUDITING AND ASSESSMENT TOOL

**DETAILS**

<b>Day:</b>	Tuesday	<b>Date:</b>	8 September 2020	<b>Time:</b>	10:00AM
<b>Assessor name:</b>	Jayden Baber			<b>Sign:</b>	Jayden Baber
<b>Agency:</b>	Loddon Shire Council				

**LOCATION**

LOCATION			
Place name and specific location:	Bridgewater Memorial Hall – Grounds only Erskine Street, Bridgewater	Map Reference:	
Distance from nearest town centre (km):	Within township of Bridgewater		
Controlling (owner) authority:	Department of Environmental, Land, Water and Planning (DELWP)		
Owner Details			

Contact:	Property Officer		
Name/Position			
Organisation:	DELWP		
Postal Address:	PO Box 3100, Bendigo Delivery Centre, Bendigo VIC		Post code: 3554
Phone:	W: 5430 4671		H:
Email:			

**Tenant Details**

Contact:	President		
Name/Position			
Organisation:	Bridgewater on Loddon Development Committee of Management		
Postal Address:			Post code:
Phone:	W:	H:	
Email:			

<b>Tenant 2 Details</b>			
<b>Contact:</b>			
Name/Position	NA		
<b>Organisation:</b>			
<b>Postal Address:</b>			Post code:
<b>Phone:</b>	<b>W:</b>	<b>H:</b>	
<b>Email:</b>			
<b>Location Description:</b>	Bridgewater Memorial Hall (Grounds Only)	<b>(Open Area or Building)</b>	Open Area
<b>Population of Township/ Locality:</b>	Approx. 390 People		
<b>Estimated NSP Site Capacity:</b>	Approx. 250 People		
<b>Reference Material Sited:</b>	NA		
<b>NSP INSPECTION DETAILS</b>			
<b>OFFICERS NAME:</b> Jayden Baber		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b> 10 September 2020		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
<b>OFFICERS NAME:</b>		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b>		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

### Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is owned by DELWP however maintained the Bridgewater on Loddon Development Committee of Management	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance</li> <li>erect appropriate signage at the NSP.</li> </ul>	Bridgewater on Loddon Development Committee of Management has granted consent for the area to be used and they have agreed to maintain the area as per CFA Guidelines. Council has maintenance of all signage relating to the NSP.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>	No restrictions to access and egress. CFA and other emergency services will be able to attend for assess and personal protection activities as required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	There are no fences on two road frontages of the property with footpaths on Erskine and Eldon St side so there is safe pedestrian access/egress. Ample vehicle parking around area.	YES


Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Maintenance of NSP in accordance with CFA assessment</b>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Bridgewater on Loddon Development Committee of Management has agreed to maintain the NSP area for the 2020-2021 FDP.	YES
<b>Opening of the NSP</b>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.  Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	24/7 Access available.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	Nil.	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES
<b>Defendable space and fire suppression activities</b>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?  <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	The CFA and other emergency services will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	N/A.	YES
<b>Defendability of Buildings</b>	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings are contained within the NSP area as it is the grounds only. Building is in middle of grounds.	YES
<b>Signage</b>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Areas signposted.	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	Bridgewater on Loddon Development Committee of Management has agreed.	YES
<b>Maintenance and maintainability</b>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?  Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Bridgewater on Loddon Development Committee of Management has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
<b>Disabled access</b>	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to disabled access/egress.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Alternative uses of potential NSP</b>	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES
<b>Community Communication</b>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Council and the CFA will conduct a Community awareness campaign and regularly make reference to the NSP on social media and in local papers.	YES



Bridgewater Memorial Hall (Grounds Only) – Shire Assessment



CRM #1000014876 - Bridgewater Memorial Hall (Grounds Only) Corner Erskine Street and Eldon Street Bridgewater, as per CFA Reassessment September 2020





6.5 Sloan Park Playground, Inglewood – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: J.Sloan Park Playground - Inglewood

DATE: 10 September 2020

## NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA AUDITING AND ASSESSMENT TOOL

**DETAILS**

<b>Day:</b>	Thursday	<b>Date:</b>	10 September 2020	<b>Time:</b>	4:50PM
<b>Assessor name:</b>	Jayden Baber	Confirm continue designation as a NSP		<b>Sign:</b>	Jayden Baber
<b>Agency:</b>	Loddon Shire Council				

**LOCATION**

<b>Place name and specific location:</b>	J Sloan Park Playground – between swimming pool and tennis courts	<b>Map Reference:</b>	
<b>Distance from nearest town centre (km):</b>	Within township of Inglewood		
<b>Controlling (owner) authority:</b>	Loddon Shire Council		

**Owner Details**

Contact:			
Name/Position			
Organisation:	Loddon Shire Council		
Postal Address:	PO Box 21 Wedderburn		Post code: 3518
Phone:	W: 5494 1200	H:	
Email:			

**Tenant Details**

Contact:	President		
Name/Position			
Organisation:	Inglewood Community Sports Centre Committee of Management		
Postal Address:			Post code:
Phone:	W:	H:	
Email:			

<b>Tenant 2 Details</b>			
<b>Contact:</b> Name/Position	NA		
<b>Organisation:</b>			
<b>Postal Address:</b>		Post code:	
<b>Phone:</b>	<b>W:</b>	<b>H:</b>	
<b>Email:</b>			
<b>Location Description:</b>	J. Sloan Park Playground, Inglewood	(Open area or building)	Open Area Playground
<b>Population of Township/ Locality:</b>	Approx. 1000 People		
<b>Estimated NSP Site Capacity:</b>	Approx. 400 People		
<b>Reference Material Sited:</b>	N/A		
<b>NSP INSPECTION DETAILS</b>			
<b>OFFICERS NAME:</b> Jayden Baber		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b> 10 September 2020		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
<b>OFFICERS NAME:</b>		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b>		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

### Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	Area is owned by Loddon Shire Council however maintained by a Committee of Management being the Inglewood Community Sports Centre Committee of Management	Area is owned by Council however maintained by the Inglewood Community Sports Centre Committee of Management.	YES
	<p>If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to:</p> <ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance</li> <li>erect appropriate signage at the NSP.</li> </ul>	Inglewood Community Sports Centre Committee of Management has been granted consent for the area to be used and they have agreed to maintain the area as per CFA Guidelines. Council has maintenance of all signage relating to the NSP.	YES
Access and egress	<p>Do access routes to the potential NSP allow for:</p> <ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>	No restrictions to access and egress. CFA and other emergency services will be able to attend for assess and personal protection activities as required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	There is a wide entrance on an open road providing access/egress route to NSP. Sufficient vehicle parking and pedestrian access.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Maintenance of NSP in accordance with CFA assessment</b>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Inglewood Community Sports Centre Committee of Management has agreed to maintain the NSP area for the 2020-2021 FDP.	YES
<b>Opening of the NSP</b>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.  Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	24/7 Access available.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	Nil.	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES
<b>Defendable space and fire suppression activities</b>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?  <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	The CFA and other emergency services will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	N/A.	YES
<b>Defendability of Buildings</b>	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings are contained within the NSP area it is the grounds only. Building is in the middle of grounds.	YES
<b>Signage</b>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Area signposted on fence along Calder Hwy, and in front of designated NSP area. Nil signage regarding NSP on main entrance to sports ground.	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	Inglewood Community Sports Centre Committee of Management has agreed.	YES
<b>Maintenance and maintainability</b>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?  Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Inglewood Community Sports Centre Committee of Management has agreed to maintain the NSP area in line with the CFA guidelines.	YES
<b>Disabled access</b>	Are there means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to disabled access/egress.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Alternative uses of potential NSP</b>	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES
<b>Community Communication</b>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Council and the CFA will conduct a Community awareness campaign and regularly make reference to the NSP on social media and in local papers.	YES



**J Sloan Playground Inglewood between pool and tennis courts – Shire Assessment**

CRM #1000014867 - Inglewood J. Sloan Playground, Inglewood – As per CFA Reassessment September 2020



6.6 Donaldson Park (Oval Area Only) - Wedderburn – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Donaldson Park (Oval Area Only) - Wedderburn

DATE: 10 September 2020

## NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA AUDITING AND ASSESSMENT TOOL

**DETAILS**

<b>Day:</b>	Thursday	<b>Date:</b>	10 September 2020	<b>Time:</b>	11:30AM
<b>Assessor name:</b>	Jayden Baber			<b>Sign:</b>	Jayden Baber
<b>Agency:</b>	Loddon Shire Council				

**LOCATION**

<b>Place name and specific location:</b>	Donaldson Park (Oval Area Only) Wedderburn	<b>Map Reference:</b>	
<b>Distance from nearest town centre (km):</b>	Within township		
<b>Controlling (owner) authority:</b>	Loddon Shire Council		

**Owner Details**

<b>Contact:</b>	
<b>Name/Position</b>	
<b>Organisation:</b>	Loddon Shire Council
<b>Postal Address:</b>	P.O. Box 21, Wedderburn
<b>Phone:</b>	W: 5494 1200 H:
<b>Email:</b>	

**Tenant Details**

<b>Contact:</b>	President
<b>Name/Position</b>	
<b>Organisation:</b>	Donaldson Park Committee of Management
<b>Postal Address:</b>	
<b>Phone:</b>	W: H:
<b>Email:</b>	

<b>Tenant 2 Details</b>			
<b>Contact:</b> Name/Position	NA		
<b>Organisation:</b>			
<b>Postal Address:</b>		Post code:	
<b>Phone:</b>	<b>W:</b>	<b>H:</b>	
<b>Email:</b>			
<b>Location Description:</b>	Donaldson Park (Oval Only) – Wedderburn	(Open area or building)	Open Area (Oval Only)
<b>Population of Township/ Locality:</b>	Approx. 940 People		
<b>Estimated NSP Site Capacity:</b>	Approx. 1000 People		
<b>Reference Material Sited:</b>	N/A		
<b>NSP INSPECTION DETAILS</b>			
<b>OFFICERS NAME:</b> Jayden Baber		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b> 10 August 2020		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
<b>OFFICERS NAME:</b>		<b>SIGNATURE:-</b>	
<b>DATE OF INSPECTION:</b>		<b>RECOMMENDATION:</b> insert cross into square indicating result	
		DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

### Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is owned by Council and is maintained by the Donaldson Park Reserve Committee of Management.	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance</li> <li>erect appropriate signage at the NSP.</li> </ul>	Donaldson Park Reserve Committee of Management has granted consent for area to be used and they have agreed to main the NSP area as per the CFA Guidelines. Council has agreed to erecting and maintaining relevant signage in relation to the NSP.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>	No restrictions to access and egress. Area is accessible via wide access road with side point if required. Five vehicle access points all with NSP signage.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	Multiple open gates off the roads as access egress route for Hospital St, Chapel St, and Godfrey St. There is also access/egress for pedestrians. Large areas available for parking of vehicles.	YES



Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Maintenance of NSP in accordance with CFA assessment</b>	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Donaldson Park Committee of Management has agreed to maintain area as per the CFA December 2010 Grasslands Guidelines.	YES
<b>Opening of the NSP</b>	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.  Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	24/7 Access available.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	Nil.	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?	In an emergency all other activities will cease and the area will be available as a NSP.	YES
<b>Defendable space and fire suppression activities</b>	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?  <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	The CFA and other emergency services also will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	N/A.	YES
<b>Defendability of Buildings</b>	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings included within the NSP area.	YES
<b>Signage</b>	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Five signs well signposted at main vehicle entrances to area.	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	Donaldson Park Committee of Management has agreed that the Loddon Shire Council will erect all required signage and maintain to an acceptable standard at all times.	YES
<b>Maintenance and maintainability</b>	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?  Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Donaldson Park Committee of Management has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
<b>Disabled access</b>	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to disabled access/egress.	YES



Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
<b>Alternative uses of potential NSP</b>	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	In an emergency situation all other activities (Football, Trotting Meetings or hockey etc.) will cease and the area will be available as a NSP.	YES
<b>Community Communication</b>	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	Council and the CFA will conduct a Community awareness campaign and regularly make reference to the NSP on social media and in local papers.	YES

## Donaldson Park Wedderburn – Shire Assessment



CRM #1000009350 - Donaldson Park (Oval only), Chapel Street, Wedderburn – As per CFA Reassessment September 2020



Page left intentionally blank

**11 INFORMATION REPORTS****11.1 QUARTERLY LOCAL LAWS AND PLANNING COMPLIANCE ACTIVITY REPORT**

**File Number:** FOL/19/115192  
**Author:** David Price, Local Laws \ Planning Compliance Officer  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the quarterly local laws and planning compliance activity report.

**CONFLICT OF INTEREST**

There is no conflict of interest for any council staff writing the report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

This is the first report for the 2020-2021 financial year, summarising the local law and planning compliance and enforcement actions taken within the Development and Compliance Department. It provides Council with a high level summary for the purpose of monitoring performance within this area.

**BACKGROUND**

Council is responsible for a range of advisory, compliance and enforcement services to the community and maintains powers under various legislation and Council local laws to enable effective animal management, planning enforcement, local law compliance and fire prevention for community and township amenity.

A number of organisational policies and procedures have been developed, outlining the methodology and circumstances under which Council officers will undertake compliance action. Key areas of focus in respect to compliance action include:

- management of local laws, particularly with respect to unsightly properties
- effective animal management
- assessment of properties for potential fire risk/fire prevention measures
- control of roadside activities, occupation and utilisation
- investigate planning scheme breaches and enforce planning permit conditions
- intervention in public nuisance issues.

**ISSUES/DISCUSSION**Administrative and fire prevention

Table 1 provides a summary of administrative and fire prevention actions undertaken.

Table 1: Administrative and fire prevention activities

Quarter 1 (1 July 2020 – 30 September 2020)				
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Fire prevention notices (^)	Local law permits issued

<b>No. actions</b>	3	1	0	3
--------------------	---	---	---	---

(\*) Council provides a 24 hour emergency call out service in respect to animal management or local law compliance and enforcement.

(^) Figures are provided by the OHS/Risk Management and Fire Prevention Officer.

#### Unightly properties

A summary of activity statistics and locations that are the subject of compliance with local laws relating to unsightly properties is provided in Table 2. Identified unsightly properties are assessed and prioritised for compliance action.

*Table 2: Summary of unsightly properties activities*

Quarter 1 (1 July 2020 – 30 September 2020)																
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borong	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural/Other	Total
No. identified from previous report period	3	0	3	2	4	3	11	11	3	1	2	1	0	0	2	46
No. resolved during quarter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New action commenced	0	0	0	0	2	5	2	0	0	1	1	0	0	0	0	11
No. currently pursuing	3	0	3	2	6	8	13	11	3	2	3	1	0	0	2	57
Progress Activities																
Site meeting / discussion held	0	0	0	0	2	8	4	0	0	2	3	0	0	0	0	19
Letter to comply issued	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Occupier has commenced clean-up work	0	0	0	0	2	5	1	0	0	1	1	0	0	0	0	10
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

In September 2020 Council engaged an additional Local Laws Officer funded through the State Government of Victoria's Working for Victoria initiative. This has allowed us to appoint an officer with a sole focus on unsightly properties. This position is funded for six months in line with the Working for Victoria arrangements.

Whilst some compliance activities have been impacted by the COVID-19 situation, local laws staff will continue to liaise with community members in resolving unsightly property issues where possible.

Achieving resolution of unsightly property issues can be difficult, with many property owners committing to attend to the issue and in some cases starting the process of cleaning up only to relapse. This requires an approach of escalation of interventions until compliance is reached. Many of these issues involve longstanding patterns of behaviour that will require continual intervention and time to establish significant change in individual's behaviour in order for lasting compliance to be reached.

#### Animal management

Table 3 provides a high level summary of animal management activities.

*Table 3: Summary of animal management activities*

Quarter 1 (1 July 2020 – 30 September 2020)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
No. of actions	18	6	2	23	14	92

Table 4 summarises animal management activities that resulted in impoundments, encompassing both domestic animals and livestock.

*Table 4: Impoundment activities*

Quarter 1 (1 July 2020 – 30 September 2020)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	9	9	0	0
Dogs	5	4	1	0
Cats	4	0	4	0
Feral Animals	-	-	-	23
<b>Total</b>	<b>18</b>	<b>13</b>	<b>5</b>	<b>23</b>

#### Planning Compliance and Enforcement

Table 5 provides a summary of planning compliance and enforcement activities undertaken.

*Table 5: Planning compliance and enforcement activities*

Quarter 1 (1 July 2020 – 30 September 2020)					
Type	No. identified from previous report period	New action commenced	PIN's issued	No. resolved during this quarter	No. currently pursuing resolution
Land use in contravention of planning scheme without a permit	6	2	0	1	7

Native vegetation removal without a permit	10	2	0	1	11
Breach of planning permit	2	1	0	0	3
Dog breeding / animal keeping	3	0	0	1	2
Land used as a store without planning permit	3	0	0	0	3
Occupation of a shed without a planning permit	8	0	0	1	7
<b>Total</b>	<b>32</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>33</b>

Throughout all of the above compliance activities tabled, the Development and Compliance 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 Local Laws.

### **COST/BENEFITS**

The expenditure for the first quarter of 2020-2021 financial year for the local laws and compliance activities contained within this report is \$64,068. 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. 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 Development and Compliance 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 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 bushfire 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, Country Fire Authority Act 1958 or Council Local Laws 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 bushfire hazards.



**CONSULTATION AND ENGAGEMENT**

Land and animal owners subject to compliance and enforcement actions under the abovementioned legislation and local laws are consulted with at each stage of the process.

**11.2 ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT**

**File Number:** 14/01/022  
**Author:** Daniel Lloyd, Manager Works  
**Authoriser:** Steven Phillips, Director Operations  
**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 first report for the 2020 - 2021 financial year, summarising road network defect rectification compliance against requirements specified within the Loddon Shire Road Management Plan (RMP).

**BACKGROUND**

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 below 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 1 (01/07/2020 – 30/09/2020)						
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 Plains	21	20	1	0	95.2%	1164
Loddon Goldfields	27	27	0	0	100.0%	1097
<b>Total</b>	<b>48</b>	<b>47</b>	<b>1</b>	<b>0</b>	<b>97.6%</b>	<b>2261</b>

During the first quarter of 2020 – 2021 financial year, 97.6% of the programmed inspections were completed according to the schedule.

Table 2 below 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.

*Table 2: Defect rectification summary report*

Quarter 1 (01/07/2020 – 30/09/2020)								
	Number of Defects				Compliant with RMP			
Work Group	Adhoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	27	26	661	714	713	1	0	99.9%
Loddon Plains	134	9	584	727	726	1	0	99.9%
Shire Wide	10	4	390	404	402	2	0	99.5%
Townscape Services	30	1	22	53	53	0	0	100.0%
<b>Total</b>	<b>201</b>	<b>40</b>	<b>1657</b>	<b>1898</b>	<b>1894</b>	<b>4</b>	<b>0</b>	<b>99.8%</b>

Table 2 comprises a summary of defects that have been identified through programed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as adhoc work actions. During the first quarter of 2020 – 2021 financial year, 99.8% of all date imposed defects were completed before their due date. This is 0.2% below the target of 100% set in the RMP. All defects have now been completed.

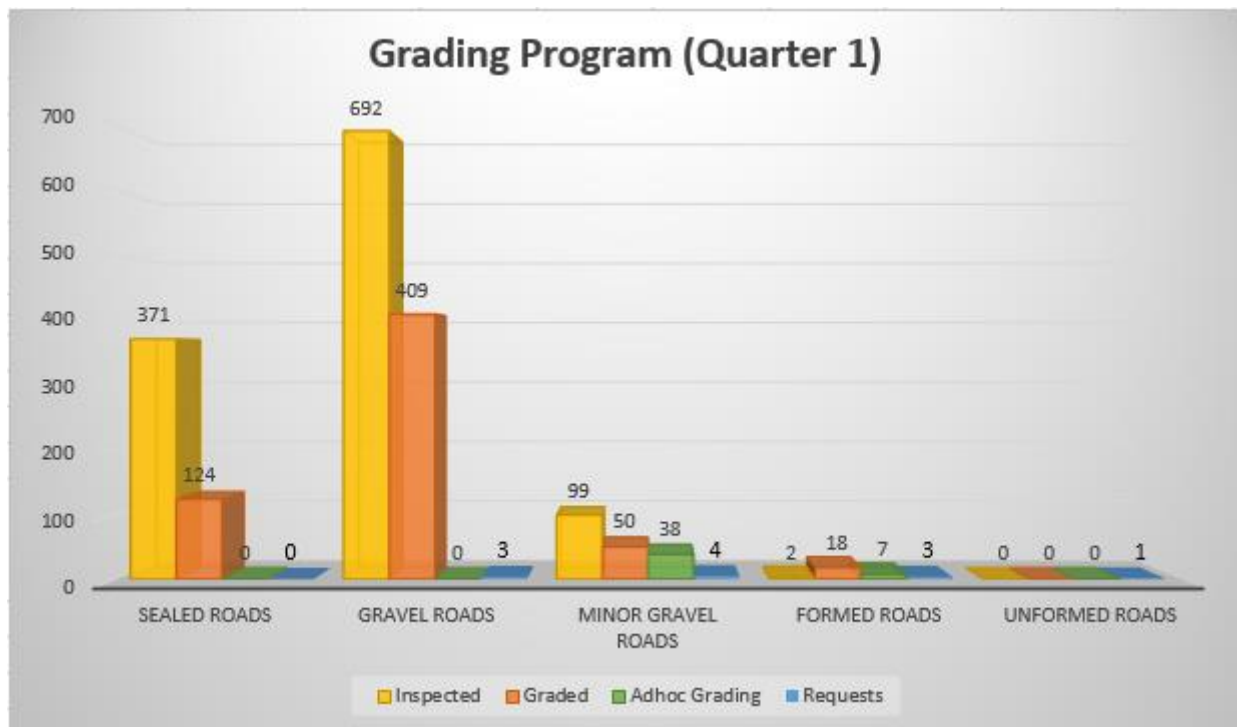
Table 3 provides a summary of performance against the unsealed road maintenance grading program, defects as identified through programed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as adhoc work actions. The maintenance grading program identifies each road segment by its road hierarchy and grading frequency as detailed in the RMP.

*Table 3: Maintenance grading program*

Quarter 1 (01/07/2020 – 30/09/2020)											
	Number of Grading Work Actions							Compliant with scheduled timeframes			
Work Group	Programmed Localities	Roads Inspected	Roads Graded	Defects	Requests	Adhoc	Total	Yes	No	Not completed	%
Loddon Goldfields	29	407	82	3	5	0	497	497	0	0	100.0%
Loddon Plains	26	181	163	6	7	0	357	357	0	0	100.0%
Shire Wide	0	0	0	16	2	0	18	18	0	0	100.0%
<b>Total</b>	<b>55</b>	<b>588</b>	<b>245</b>	<b>25</b>	<b>14</b>	<b>0</b>	<b>872</b>	<b>872</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>

The data in Table 3 indicates that 872 grading work actions were completed for the first quarter of 2020 – 2021 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

### **COST/BENEFITS**

The year to date actual expenditure to the end of first quarter of 2020 – 2021 financial year of the Local Road Maintenance Program is \$1,425,769

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 QUARTERLY BUILDING SERVICES ACTIVITY REPORT**

**File Number:** 13/06/001, 13/08/001 & 13/08/003  
**Author:** Greg Johnston, Municipal Building Surveyor  
**Authoriser:** Glenn Harvey, Manager Development and Compliance  
**Attachments:** Nil

**Recommendation**

That Council receive and note the quarterly Building Services 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 is the first quarterly report for the 2020-2021 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 & 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 & 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 area.

**ISSUES/DISCUSSION**

Throughout the first quarter of the 2020-2021 financial year, items of significance relating to the activity of Council's Building Services Staff include:

- ongoing measures relating to Covid-19 (as with all staff and the community)
- implementation of swimming pool registration requirements
- follow up on enforcement activities including following up Court & Building Appeals items
- ongoing implementation and improvement of software changes.

1.

**Building permits**

Table 1 provides the number and total value of building permits issued for the last three quarters of the 2019-2020 financial year and the first quarter of 2020-21. 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. During this quarter there was one building permit with a value over \$487,000 and 2 other buildings with a value exceeding \$330,000. At this stage after a low number of building permits at the start of the year the total number of building permits is projected to be above previous years.

*Table 1: Summary of new building permits issued*

	<b>Quarter 2 2019-20 (01/10/2019 – 31/12/2020)</b>	<b>Quarter 3 2019-20 (01/01/2020 – 31/03/2020)</b>	<b>Quarter 4 2019-20 (01/04/2020 – 30/06/2020)</b>	<b>Quarter 1 2020-21 (01/07/2020 – 30/09/2020)</b>
<b>No. of new Permits</b>	42	37	33	50
<b>Value of Works</b>	\$3,137,156.30	\$2,804,011-60	\$2,944,362.81	\$4,297,563.41

Table 2 provides a summary of the number of final inspections and certificates of occupancy issued for building permits for each quarter of the 2019-2020 financial year.

*Table 2: Summary of final inspections and occupancy permits*

	<b>Quarter 2 2019-20 (01/10/2019 – 31/12/2019)</b>	<b>Quarter 3 2019-20 (01/01/2020 – 31/03/2020)</b>	<b>Quarter 4 2019-20 (01/04/2020 – 30/06/2020)</b>	<b>Quarter 1 2020-21 (01/07/2020 – 30/09/2020)</b>
<b>Certificates of final inspection</b>	27	34	40	33
<b>Occupancy Permits</b>	7	16	16	2

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. This work minimises the likelihood of building permits issued by Council not being finalised or not having occupancy permits issued. This approach is improving completion rates for the more recent permits issued by Council with 22 of the total of 33 final inspections and occupancy permits for the quarter being carried out by Council. There are still a number of building permits dating prior to 2015 to be finalised.

#### 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	2	0	2	0	1	0	0	0	2
Works required to make building safe (including pools)	15	4	19	3	1	1	0	1	4
Carrying out building works without a permit	4	2	6	2	0	0	0	0	2
Works not in accordance with building permit	2	0	2	0	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	2	0	1	0	0	0	0	0	1

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. The Court action reported in the last meeting has escalated in an effort to have an injunction issued requiring work to be completed by the owner and Council and payment of Council's legal costs in bringing this matter before the Court. This work has not yet been completed by the owner and will be the subject of further legal action if no action is taken by the owner.

Council officers work to try to resolve matters without legal intervention. Unfortunately this cannot always be achieved. On the positive side there have been a number of other actions relating to



matters under the Building Act & Building Regulations that have been resolved without the need for formal enforcement action. This has been achieved by staff working pro-actively with property owners to have works completed. Other inspections that have taken place during this reporting period have identified more matters that will require enforcement actions that are yet to be formally followed up with a notice or an order.

Council is largely responding to matters on a complaints basis. There are a significant number of properties with illegal buildings, some of which are occupied, however at this point in time insufficient staffing resources are available to enable follow up of them all. It remains a significant challenge and potential risk for Council. In the June report it was noted additional short term resources were being sought through the Working for Victoria program initiated by the State Government to carry out building inspections. No suitable applications have been received to date.

### **COST/BENEFITS**

The expenditure for the first quarter of the 2020-2021 financial year for building services activities contained within this report is \$30,875. The provision of building activity statistics informs Council of the level of building activity and statutory enforcement activity in the municipality.

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 endeavours 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.

2.

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. Action by and with Council's Local Laws & Planning Compliance Officer has improved some areas of the Shire in this regard. Some of the actions commenced have had to be extended with Covid-19 movement restrictions for Melbourne based owners.

Council's Local Law review and some guidelines being developed by Council Planning staff aim to provide further clarity for landowners and prospective purchasers in this regard. Development & Compliance staff will continue to work collaboratively to make best use of limited resources to address some of these issues. It is noted that Council's current capacity to enforce compliance in every instance, is limited. Generally enforcement matters are followed up by the Municipal Building Surveyor on a complaints basis having regard to risk management principles.

As previously reported, the Victorian Building Authority released Amended Building Regulations on 30 November 2019 for changes to the regulations affecting swimming pool and spa safety barriers. The Regulations came into effect on 1 December 2019. The first step in this process is for owners to register their pool or spa with Council. The revised date that pool owners were due to register their swimming pool or spa with Council was 1 November 2020.

Council has been successful in obtaining an administrative staff member through the Working for Victoria program. This has greatly assisted in work related to identifying pools and spas for which Council has no record of a building permit and in issuing notification / reminders to owners of requirements for registration of swimming pools and spas. The amount of pools / spas that Council did not have a building permit record for has approximately doubled the number of pools / spas known to Council.

Approximately 1/3 of known pools (including those that do not have a building permit) were registered at the time of writing the report. The registration process and inspections generated has impacted on timeframes for other Council Building Services action and this will be ongoing with the need for following up with enforcement action where a certificate of non-compliance has been issued by a private swimming pool inspector and completion of inspections of safety barriers by Council when requested.

### **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 / inspection 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 & 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.

**11.4 QUARTERLY STRATEGIC PLANNING ACTIVITY REPORT****File Number:** 13/01/002**Author:** Carolyn Stephenson, Statutory / Strategic Planner**Authoriser:** Glenn Harvey, Manager Development and Compliance**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Strategic Planning 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 first report for the 2020-2021 financial year summarising the strategic planning activities undertaken within the Development and Compliance Department.

**BACKGROUND**

Council undertakes strategic land use planning projects to ensure that its planning scheme is robust, relevant and is consistent with the Council Plan.

This report provides an overview of the current activities of the Strategic Planner. The Strategic Planner's time is divided between statutory planning (10 hours per week) and strategic planning (8 hours per week) activities. It is the strategic planning activities that are the subject of this report.

**ISSUES/DISCUSSION**Current Strategic Planning Projects

Table 1 provides a summary of current strategic planning projects and the activities undertaken as part of these projects during the first quarter of the 2020-2021 financial year.

Table 1: Current Strategic Planning Projects

Current Strategic Planning Projects Quarter 1 (1 July 2020 – 30 September 2020)			
Project	Tasks undertaken during the quarter	Future tasks	Estimated project completion
Planning Scheme Review	Draft finalised and submitted to Manager for review	Circulation to policy review committee. Presentation and adoption of report by Council. Submission of report to Minister for Planning.	Implementation of recommendations are to be staged over 2020 - 2025.

Planning Scheme Amendment – Bridgewater Flood controls	Advice sought from NCCMA regarding progress.	Exhibition of the planning scheme amendment. Dates have not yet been set due to the situation with COVID-19 but recent discussions with NCCMA indicate exhibition may occur in February 2021.	December 2021.
Planning Scheme Amendment – Dunolly Flood controls	Advice sought from NCCMA regarding progress.	Exhibition of the planning scheme amendment. Dates have not yet been set due to the situation with COVID-19.	December 2021.
New dwelling information sheet to provide advice to new residents/existing residents on the requirements and issues associated with use and development of land for a dwelling in different parts of Loddon Shire. Incorporates some of the directions from the Settlement Strategy and highlights the areas where dwelling development can be supported.	Draft submitted to Manager for review.	Publish on Council website.	Once finalised, the information sheet can be published on the website immediately and made available to the public when enquiries are made.
Industrial Land Strategy, a recommendation of the Settlement Strategy was to undertake an Industrial Strategy to ensure a suitable supply of industrial land as employment is key to population growth.	A draft contract brief to engage a consultant to assist in the development of an Industrial Land Strategy has been submitted to Manager for review.	Distribute contact brief to suitable consultants with an invitation to submit a fee proposal.	March 2021
Heritage loan policy	Draft policy has been prepared and submitted to Manager for review. This policy provides the criteria for applications.	Policy committee review and Council adoption.	April 2021
Loddon Planning Scheme – Planning Policy Translation. Incorporation of local planning policy into the restructured Statewide planning policy framework. This	Although this project is largely being conducted by DELWP, a level of input by Council staff is required. This input recently has been participation in an inception meeting and review of some existing	Review of final document by Council staff.	December 2020

translation is policy neutral.	material in the scheme to determine its relevance. Council staff have commenced review of the draft.		
Investigate development of Stage 2 of Ridge Street residential development.	This project will be completed by an external consultant. The aim of this project is to provide an understanding of the opportunities, constraints and scope of costs associated with Stage 2 of the Ridge Street residential development. A contact brief has been prepared.	Invitation to submit fee proposal to be distributed November 2020. Consider tender submissions and appoint consultant.	Project to be completed by February 2021.
Undertake detailed investigation of identified residential growth opportunities in the priority towns to determine yield and estimated development cost.	This project will be completed by an external consultant. The aim of this project is to provide an understanding of the opportunities, constraints and scope of costs associated with the key growth opportunities identified in the Settlement Strategy. A contract brief is being prepared.	Seek tenders for the project.	Invitation to submit fee proposal to be distributed January 2021. Project aim to be completed by March 2021.

## COST/BENEFITS

The expenditure for the first quarter of the 2020-2021 financial year for the strategic planning activities contained within this report is \$9,374.

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

The strategic planning staff member consults with a number of stakeholders on a regular basis including:

- community members and organisations

- government agencies including Department of Environment Land Water & Planning, Department of Economic Development Jobs Transport & Resources, North Central Catchment Management Authority
- other Loddon Shire Council departments
- other municipalities.

**11.5 QUARTERLY UPDATE: ANNUAL INFRASTRUCTURE PROGRAM 2020-2021 AND OTHER PROJECTS**

**File Number:** 14/01/001

**Author:** Adam Cooper, Project Management Coordinator

**Authoriser:** David Southcombe, Manager Assets and Infrastructure

**Attachments:** 1. Annual Infrastructure Program 2020-2021  
2. Other Projects 2020-2021

**RECOMMENDATION**

That Council note the update on progress of the Annual Infrastructure Program 2020-2021 and Other Projects as at the end of September 2020.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

This report is for the first quarter of 2020-2021 financial year, providing an update on the progress of the Annual Infrastructure Program. The statuses of other projects that are delivered by the Assets & Infrastructure Department but are not part of the Annual Infrastructure Program are also included in the report.

**BACKGROUND**

This report is produced quarterly and is provided to Council for the purpose of reporting progress of the Annual Infrastructure Program and other projects that the Assets & Infrastructure Department is responsible for delivering. The information in this report covers progress up until the end of September 2020.

**ISSUES/DISCUSSION**Annual Infrastructure Program

Attachment 1 provides a progress summary of the Annual Infrastructure Program for the first quarter of the 2020-2021 financial year. There are 122 individual projects listed including 28 carryovers from previous financial years, of these carryovers 24 have now been completed.

The Coronavirus pandemic has had an effect on the completion of the Annual Infrastructure program. The Footpath contract completion was delayed (August 2020), Sloans Road Bridge (October 2020), Kiniry Street drainage Boort (October 2020) and culvert upgrades in Kelly Street in Pyramid Hill (commencing Oct/Nov 2020).

Other Projects

In addition to the Annual Infrastructure Program, the Assets & Infrastructure Department is responsible to oversee the delivery of a number of different projects. Attachment 2 provides a summary of the other projects at the end of first quarter of 2020-2021 financial year. All completed projects are removed from subsequent quarterly progress reports.



**COST/BENEFITS**

The total proposed expenditure for the 2020-2021 financial year for the Annual Infrastructure Program is \$8,633,509 as reported in the July 2020 Council report. The expenditure for the first quarter is \$1,433,055 for the financial year to date.

Attachment 1 gives a summary of progress of individual projects within this program as at 30 September 2020.

The Assets & Infrastructure Department is currently managing other significant projects covered in Attachment 2 which are in different stages of progress. The combined value of such projects is in excess of \$4.07 million. Expenditure to date is on these projects is \$180,508.

**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 and other significant projects to ensure that any issues are minimised.

**CONSULTATION AND ENGAGEMENT**

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

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
Local Road Resheet	LRS0817	Mincha North Rd	Resheet 1.1km x 4.6m x 100mm	\$ 24,353.00	100%	Complete
	LRS1011	Ervin's Road	Resheet 1.50km x 4.6m x 100mm	\$ 33,561.00	100%	Complete
	LRS1152	Barraport East Rd	Resheet 1.2km x 4.7m x 100mm	\$ 44,123.00	100%	Complete
	LRS1160	Thomas Rd	Resheet 1.1km x 4.6m x 100mm			Quarter 2
	LRS1171	Raywood Durham Ox Rd	Resheet 2.6km x 4.6m x 100mm	\$ 60,145.00	100%	Complete
	LRS1177	Leeds Rd	Resheet 2.46km x 4.6m x 100mm	\$ 22,105.00	100%	Complete
	LRS1185	Twiggs La	Resheet 0.43km x 4.5m x 100mm	\$ 12,698.00	100%	Complete
	LRS1189	Coonoor-Gower Road	Resheet 1.3 km x 4.7m x 100mm		100%	Quarter 2
	LRS1194	Berrimal-Nine Mile Road	Resheet 1.1 km x 4.7m x 100 mm	\$ 36,247.00	100%	Complete
	LRS1195	Gowar Logan Rd	Resheet 1.0 km x 4.7 m x 100 mm		100%	Quarter 2
	LRS1196	Gowar Berrimal Rd	Resheet 0.8 kms x 4.7 m x 100 mm	\$ 25,782.00	100%	Complete
	LRS1197	Gowar Logan Rd	Resheet 2.9 km x 4.7 m x 100 mm			Quarter 2
	LRS1211	Nixons Rd	Resheet 1.0 km x 4.7m x 100 mm	\$ 17,813.00	100%	Complete
	LRS1212	Northlands Rd	Resheet 1.8 km x 4.7m x 100mm	\$ 42,937.00	100%	Complete
	LRS1227	Lagoona Rd	Provide all weather access to GMW pump station	\$ 50,384.00	100%	Complete
Local Road Shoulder Sheet	LRS1228	Wet Lane, Walker Lane & Wattle Drive	Resheet 4.7 km x 4.7m x 100 mm			Quarter 2
	LRSS0347	Korong Vale Kinypanial Rd	Shoulder resheet 1.1km x 1.8m x 100mm x 2 sides	\$ 27,156.00	100%	Complete
Local Road Construction Asset Preservation	LRSS0350A	Dingee Rochester Rd	Shoulder resheet and seal 1.58km x 1.5m x 100mm x 2 sides			Quarter 2
	LRC0484	Echuca Serpentine Rd	Rehabilitation and widening of existing pavement and seal			Quarter 2
	LRC0485	Echuca Serpentine Rd	Rehabilitation and widening of existing pavement and seal			Quarter 2
	LRC0486	Bridgewater Raywood Rd	Rehabilitation and widening of existing pavement and seal			Quarter 3
	LRC0496	Laanecoorie-Newbridge Rd	Rehabilitation and widening of existing pavement and seal			Quarter 3
Local Road Construction - Amenity	LRC0507	Dalziels Road and Perry Rd	Reconstruction and Sealing of 1.6km of Dalziels Rd and Perr Rd			Quarter 3
	AMN 033	S/R Avenue of Honour, Pyramid Hill	Sealing of local township road beside residential property to reduce dust			Quarter 2
	AMN 034	McGillivray St, Pyramid Hill	Sealing of local township road beside residential property to reduce dust			Quarter 2
	AMN 035	Bramley St, Pyramid Hill	Sealing of local township road beside residential property to reduce dust			Quarter 2
	AMN 036	Gregory St, Pyramid Hill	Sealing of local township road from end of existing seal to driveway of no 24			Quarter 2
Safety	AMN 037	Lane b/h E of High St, Wedderburn	Sealing of local township road			Quarter 2
	SAF0034	Yorkshire Road Bridge Guardrail Upgrade	Approach guardrail is too low and existing terminals are non compliant making this a safety issue			Tendered - Award in November
Township St Improvement	TSI0386	Lakeview St Boort	No Kerb and Channel - storm water problem. King St to Weaver St (West Side)			Tendered - Award in November
	TSI0400	Andrews St Boort	160m Kerb & Channel			Tendered - Award in November
	TSI0412	Barber Street Pyramid Hill	Construct new footpath on Eastern side of Barber Street.			Tendered - Award in November
	TSI0438	Lyon St. Newbridge	Construct new concrete footpath from edge of existing bitumen path outside hotel heading West to Nelson St			Tendered - Award in November
	TSI0456	Sullivan St Inglewood	230m x 1.5m footpath on one side			Tendered - Award in November
	TSI0460	Godfrey Street Pedestrian Bridge over Nardoo Creek	Install footbridge / Boardwalk over Nardoo Creek			Tendered - Award in November
	TSI0495	Southey St Inglewood	130m x 1.5m footpath on west side			Tendered - Award in November
	TSI0496	Belmont St Inglewood	230m x 1.5m footpath on one side			Tendered - Award in November
	TSI0498	Belmont St Inglewood	330m x 1.5m footpath on one side			Tendered - Award in November
	TSI0499	Armstrong St Boort	180m x 1.5m footpath on one side			Tendered - Award in November
	TSI0500	Armstrong St Boort	145m x 1.5m footpath on one side			Tendered - Award in November
	TSI0501	McMillans Rd	170m x 1.5m footpath West Side			Tendered - Award in November
	TSI0502	Nelson St	210m x 1.5m footpath East side			Tendered - Award in November
		Kiniry St Boort	Carry Over - Footpath, new kerb and channel, underground drainage		100%	Completed - October 2020
		High Street Wedderburn	Carry Over - Footpath, kerb and channel, underground drainage. Café to Police station			Tendered - Award in December 2020

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
Local Bridges and Culverts	LBCC0260	Arnold West Inglewood Rd	Install RC apron d/s side			Quarter 2/3
	LBCC0262	Woolshed Flat Rd	Install 450mm dia RCP x 12.2m x 2 Wing walls.			Quarter 1
	LBCC0278	Gredgwin East Rd	Replace existing 300mm RCP			Quarter 2/3
	LBCC0296	Jarklin West Rd (SN086)	Concrete Patching, Deck Sealing & Beaching			Quarter 2/3
	LBCC0297	Jarklin West Rd (SN086)	Guard Rail			Quarter 2/3
	LBCC0365	Main St, Laanecoorie	Replace existing culvert with 375mm dia RCP with endwalls on both sides		100%	Complete
	LBCC0370	Pickles Rd	Replace box culvert			Quarter 2/3
	LBCC0371	Barraport West Rd	Replace existing culvert with a larger			Quarter 2/3
	LBCC0372	Barraport West Rd	Existing 375mm culvert needs replacing with a larger culvert			Quarter 2/3
	LBCC0379	Baileys Rd Bridge	Replace bridge			Tender in November
	LBCC0385	Aitkens Rd Bridge Replacement (SN92)	Replace with Stone floodway replacement and 2 reinforced box culverts 5m width and length improvements.			Quarter 2
	LBCC0395	Prairie West Road Culvert Replacement	Culvert Replacement			Quarter 2/3
	LBCC0411	Miles Rd at the Intersection with Jarklin - Yarrowalla Rd Calivil	Culvert Replacement			Quarter 2/3
	LBCC0421	Godfrey St Bridge	Replace culvert and upgrade			Quarter 2/3
		Pyramid Hill culvert replacements	Carry over - Replace culverts at Kelly st and Coliban Access entrance		20%	Commenced - On site November 2020
		Sloans Rd Bridge	Carry Over - Bridge replacement and upgrade	\$ 439,062.00	100%	Complete - October 2020
Reseals	20/38 Projects	Multiple	Spray Seal Contract - 20 sites - 38 segments - 157,548m2			Tender with Central Goldfields in November/December
Urban Drainage	TSD0144	Victoria Street Pyramid Hill	Installation of pit and pipe to remove pooling water in front of swimming pool			Quarter 2/3
	TSD0148	Arnold Rd Bridgewater	Existing pipe is damaged			Quarter 2/3
	TSD0149	Inglewood Tennis Club Building Drainage	Upgrade drainage			Quarter 2/3
	TSD0172	Canning Street Culvert Replacement	Replacement of damaged culvert			Quarter 2/3
	TSD0173	Skinner's Flat Safety Manual and Site Investigation	Develop a safety manual and engage consultant to inspect reservoir and recommend safety upgrades			Quarter 2/3
	TSD0174	Heales St Drainage	Improve drainage in Heales St			Quarter 2/3
		Old Inglewood Reservoir	Carry Over - Safety upgrades	\$ 536,061.00	95%	Est completion - November 2020
Parks and Gardens	PGC025	Public Place Bin Renewal and Street Furniture Upgrade	Complete rollout of replacement public place bins			Quarter 4
	PGC028	Boort Park Playground Footpath	Footpath installation			Quarter 3/4
	PGC029	The Hill Reserve Works	Car Park, walk track entry, picnic ground, Retaining wall, furniture renewal, public place bin surround, tree assessment and uplift, and planting out native shrubs.			Quarter 3/4
	PGC031	Korong Vale Recreation Reserve Old Toilet Removal	Remove decommissioned brick toilet block south of the bowling green			Quarter 1
	PGC032	Progress Park Newbridge Upgrade	Install a BBQ and shelter			Quarter 4
	PGC034	Township Tree Identification Project	Tree identification of all street trees within Council township boundaries, parks and open spaces. An audit of tree species on nature strips by township			Quarter 2/3
	PGC035	Boort Sprinkler Replacement	Replacement of sprinkler system			Quarter 3/4

Attachment 1: Annual Infrastructure Program 2020 - 2021

Category	Project No.	Project Name	Project Details	Expenditure	% Activity	Comments
Buildings	BLD047	Inglewood Botanic Gardens	Septic tank and field replacement			Quarter 3
	BLD048	Inglewood Town Hall	Install deck in atrium			Quarter 3
	BLD052	Pyramid Hill Memorial Hall	Damp course replacement			Quarter 4
	BLD060	Building Emergency Works Allocation	Allowance for emergency works			Quarter 1-4
	BLD066	Korong Vale Mechanics Institute Hall	Replace whole outer building facade including but not limited to Roof, Weatherboards, Windows, Doors, and Fascia. Also maybe significant water rot in frame and restumping in parts.			Quarter 4
	BLD067	Allocation for updating Building floor plans	Providing new floor plan drawings for nominated list of buildings		20%	Quarter 2
	BLD068	Building Compliance audits & minor rectification works	Undertake 12 x buildings audits (1 per month) & minor rectification works		20%	Quarter 1-4
	BLD069	Serpentine Public Toilets	New septic field (rest stop toilets)			Quarter 2
	BLD072	Boort Court House	Paint exterior and drainage paving of Boort Courthouse building			Quarter 2
	BLD073	Boort Tennis Club	Replace guttering		100%	Complete
	BLD078	Boort Memorial Hall	Foundation restumping			Quarter 4
	BLD079	Boort Croquet Club	Water supply from pool upgrade			Quarter 4
	BLD081	Inglewood Rec Reserve Clubroom	Repaint exterior		20%	Quarter 2
	BLD085	Wedderburn Senior	Remove partial wall left of front			Quarter 3
	BLD086	Yando public hall	Replace distribution board			Quarter 1
	BLD087	Yando public hall	Paint exterior, windows and fascias		100%	Complete
	BLD088	Tarnagulla Public Toilets	Replace waste water system			Quarter 4
	BLD090	Pyramid Hill Preschool	Replace split system		100%	Complete
	BLD091	Jacka Park Bandstand	Finish refurbishment works		20%	Quarter 2
	BLD092	Eddington Public Toilets	Replace floor tiles and cubicle doors			Quarter 3
	BLD093	Tarnagulla Public Toilets	Install floor tiles and replace cubicle doors			Quarter 4
	BLD094	Boort Court House public toilets	Revinyl floor			Quarter 4
	BLD095	Wedderburn depot lunch room	Replace air con		100%	Quarter 2
		Wedderburn Community Centre Roof Leaks	Carry Over		20%	Commenced
		Eddington Public Hall - New Septic System	Carry Over - Septic Tank and field replacement	\$ 2,657		
		Bridgewater Caravan Park	Carry Over - Termite protection of rear toilets and camp kitchen	\$ 4,202	100%	Complete
		Asbestos removals	Asbestos audits	\$ 49,646		Ongoing
		Wedderburn Mechanics Institute	Carry Over - Replace roof on wings	\$ 1,576	20%	
		Bridgewater Recreation Reserve	Carry Over - Tank installation	\$ 2,547	100%	Complete
		Wedderburn Office	Carry Over - Evacuation safety alert system			
		Boort Public Carpark	Carry Over - Install dump point			
		Boort James Boyle Hall	Carry Over - Replace guttering		100%	Complete
		Tarnagulla Golf Club	Carry Over - Replace septic field and new pump well			
		Wedderburn Harness Racing	Carry Over - Termite treatment of tote building		100%	Complete
		Wedderburn Office/Seniors	Carry Over - Convert Seniors hall into meeting room			
		Serpentine Office	Carry Over - Install new additional flagpole		20%	
		Boort Memorial Hall, Boort Pool & Boort Seniors	Carry Over - Replace asbestos clad switchboards			Quarter 4
		Korong Vale Public Toilets - pipe upgrade	Carry Over - Upgrade sewer pipes			Quarter 4
		Tarnagulla Public Toilets	Carry Over - Rebuild septic field			Quarter 4
		Serpentine EPU pathsd at front entrance	Carry Over - Replace concrete path			Quarter 4
		Pyramid Hill Memorial Hall Damp Course	Carry Over - Reproof damp course. Repair damaged brickwork.			Quarter 4
		Boort - Soil pushed against Building	Carry Over - Remove dirt, reproof damp course, repair foundations.			Quarter 4
		Boort - Waterline from pool/croquet club	Carry Over - Possible reroute or sleeve			Quarter 4
		Tarnagulla Toilet Refurbishment	Carry Over - Redo cubicles (Possible grant to replace toilets)			Quarter 4
		Korong Vale Sports Centre	Carry Over - Remove abandoned toilet block		100%	Complete
		Inglewood Town Hall Water contamination	Carry Over - New irrigation system, match new water supply.		100%	Complete
		East Loddon Community Centre - Paint exterior	Carry Over - Paint exterior			Quarter 4

## Attachment 2: Other Projects 2019 - 2020

Project no.	Project Description	Expenditure	Responsible Officer	Activity %	Comments
1	Boort Levee	\$ 138,345.00	PMC, PO	25	Council continuing negotiations with Dja Dja Wurrung.
2	Pyramid Hill Drainage Strategy and Drainage data capture	\$ 26,730.00	PMC, PO	55	Draft strategy completed. Multi-year approach. To be included in flood consultation.
3	Township, Locality and Boundary sign replacements 2020-2021	\$ -	PMC, PO	15	2020-21 replacements quotation awarded
4	Asbestos Audit and Removal 2020-2021	\$ -	BMO	0	Annual cost for 3 year contract
5	Public Facilities and office cleaning (contract)	\$ -	BMO	NA	Under contract
6	Wedderburn township entrance sign	\$ -	MAI	10	Design and location approved. Stone mason contracted. Foundations to be selected.
7	Our Regions, Our Rivers (Caravan Parks)	\$ 14,003.00	PMC, PO, MEC	10	Tender awarded (September 20) Works to commence in November
8	Pyramid Hill Flood Mitigation Works		PMC, PO	10	Community consultation to commence with Drainage Strategy consultation.
9	Truck Wash Rd - Pyramid Hill	\$ -	PMC, PO	5	To be completed in November 2020
10	Little Lake Boort walking track	\$ 1,430.00	PMC, PO, MCS	5	Finalising design/specification
11	Bridgewater Female Friendly Changerooms		PMC, PO, MCS	5	Design finalised, Tendered in November/December
12	Pedestrian crossing		DO, MAI	10	Finalising design

## Responsible Officer

PMC	Project Management Coordinator
PO	Project Officer/Engineer
MAI	Manager Assets and Infrastructure
BMO	Building Maintenance Officer
MEC	Manager Executive and Commercial
MCS	Manager Community Support

**11.6 QUARTERLY PUBLIC HEALTH ACTIVITY REPORT**

**File Number:** 12/02/001

**Author:** Teresa Arnup, Senior Public Health Officer

**Authoriser:** Glenn Harvey, Manager Development and Compliance

**Attachments:** Nil

**RECOMMENDATION**

That Council receive and note the quarterly Public Health 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 first report for the 2020-2021 financial year, summarising public health activities within the Development and Compliance Department.

**BACKGROUND**

Loddon Shire Council is responsible for the administration and enforcement of a number of Acts including the:

- Food Act 1984
- Public Health and Wellbeing Act 2008
- Residential Tenancies Act 1997
- Environment Protection Act 1970
- Tobacco Act 1987.

Council's Public Health officer has regular contact with business operators, community groups, home owners and developers whilst administering the above Acts. Activities undertaken by the staff include inspection of registered premises, the taking of food and water samples, the issuing of septic tank permits and complaint investigations.

**ISSUES/DISCUSSION**Pandemic Response

Council's Senior Public Health Officer is currently on secondment into the role of Pandemic Coordinator. This role is a requirement of Council's Municipal Pandemic Plan which has been activated due to the declaration of the Coronavirus Pandemic. Considerable time has been devoted to Council's response to the pandemic including community messaging, visiting businesses impacted by the restrictions and attendance at briefings. This has impacted significantly on the normal functions that are carried out by Council's Public Health staff.

Additional staff have been required to support the Public Health activities in order to maintain Council legislated responsibilities.

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 are required to meet the requirements of the Tobacco Act. Table 1 provides a summary of the inspections undertaken during the reporting period.

*Table 1: Registered premises inspections*

1 July 2020 to 30 September 2020		
Governing Legislation	Inspection Outcome	Number of inspections
Food Premises	Compliant*	9
	Major Non Compliance	1
Health Premises	Compliant*	8
<b>Total number of inspections for reporting period</b>		<b>18</b>

\*compliant includes sites that were fully compliant and some sites that required minor actions to become compliant

The major non compliance remains outstanding and work continues with the registered premises in order to bring about compliance.

### Septic Systems

Table 2 summarises septic system permit applications processed during the reporting period.

*Table 2: Septic system permits*

1 July 2020 to 30 September 2020	
Permit Type	Number
Installation or alteration	9
Certificate to use	4
<b>Total Number of Permits</b>	<b>13</b>

The average processing time for permits to install or alter is six days.

Table 3 summarises the activities associated with management of septic tank applications and installed systems.

*Table 3: Septic system activity*

1 July 2020 to 30 September 2020	
Activity / Inspection Type	Number
Application Inspection	8
Installation Inspection	2
Final Inspection	3
Other Inspection	2
<b>Total Number of Inspections</b>	<b>15</b>

### Public Health Complaints

Council is responsible for the investigation of nuisance complaints under the Public Health and Wellbeing Act. Complaints of nuisance can be complex and time consuming. Table 4 summarises the complaints during the reporting period.

*Table 4: Public health complaints*

1 July 2020 to 30 September 2020				
Nature of complaint	Number carried over from previous reporting period	Number received	Number resolved	Number currently pursuing resolution
<b>Food Premises</b>	0	1	1	0

<b>Wastewater</b>	3	0	0	3
<b>Other</b>	0	0	0	0
<b>Total</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>3</b>

### **COST/BENEFITS**

The actual expenditure for the first quarter of 2020-2021 financial year of the public health unit activities contained within this report is \$22,258.

Administration of the Acts that the Public Health officer has responsibility for includes significant field work, 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 Public 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 for the processing of septic tank permits. Any business operator, developer, residents or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process.



**11.7 QUARTERLY STATUTORY PLANNING PERMIT ACTIVITY REPORT**

**File Number:** 13/01/002

**Author:** Glenn Harvey, Manager Development and Compliance

**Authoriser:** Steven Phillips, Director Operations

**Attachments:** 1. Planning Applications completed in the quarter  
2. Planning Applications being processed in the quarter

**RECOMMENDATION**

That Council receive and note the statutory planning application and permit activity report for the first quarter of the 2020-2021 financial year.

**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 first report for the 2020 - 2021 financial year summarising statutory planning application activities undertaken within the Development and Compliance Department.

**BACKGROUND**

This report provides Council with a quarterly high level summary of the statutory planning permit activities 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 may 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/DISCUSSION**Planning permit activities

A detailed summary of the status of statutory 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 are to be measured following the acceptance of a planning permit application.

Table 1 provides a summary of the average timeframes in which the Development and Compliance Department assessed and issued Planning Permits during the first quarter of the 2020-2021 financial year and compares these to the Victorian rural average.

*Table 1: Average timeframes for decisions*

Quarter 1 of the 2020/2021 financial year			
Month	Average gross days to determine	Completed within 60 days	Rural average completed within 60 days
July	28	100%	DELWP data unavailable
August	96	81%	DELWP data unavailable
September	41	100%	DELWP data unavailable
	<b>Total Quarterly average</b>	<b>94%</b>	

During the first quarter of the 2020 - 2021 financial year, 94% of all Planning Permit applications were assessed and issued within the timeframes as set in the Planning & Environment Act 1987.

### **COST/BENEFITS**

The expenditure for the first quarter of 2020-2021 financial year of the statutory planning activities contained within this report is \$39,078.

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.

## Planning Application completed in the Quarter

1 July 2020 - 30 September 2020

Decisions
23

App Number	Lodged	Site Address	Locality	Status	Development Description	Applicant Name	Applicant Organisation
5461	26/07/2019	160 Tarnagulla Road	Llanelly	Withdrawn	Use and development of the land as a Cellar Door construction & car park & amenities.	Michael Callipari	
5469	22/05/2020	26 Derby-Serpentine Road	Derby	Application Complete	Use and development of the land for a renewable energy facility (Solar Farm), utility installations (overhead 66kV power line and switching station), native vegetation removal within the Farming Zone and buildings and works within 100 metres of a Road Zone Category 1 (Amendment to what the permit allows and plans)	Duncan Lewis	Chris Smith & Associates Pty Ltd
5481	10/06/2020	Brenanah Glenalbyn Road	Brenanah	Application Complete	Addition of a site shed approximately 6x3 meters for use by farm employees as a lunch room.	Felton Grimwade & Bosisto's Pty Ltd	
5523	27/02/2020	East Loddon Woolshed, 206-208 Longs Road	Serpentine	Application Complete	Use of the land for a place of assembly	Emily Holland	East Loddon Homestead
5535	17/07/2020	Uniting Church Eddington, McCoy Street	Eddington	Application Complete	Buildings and works (partial demolition, additions and alterations) Amendment to permit 5535	SG2 Design	
5539	14/05/2020	26 Peppercorn Way	Serpentine	Withdrawn	Buildings and works (office)	NUV JERILDERIE PTY LTD	
5544	29/05/2020	14 Park Street	Bridgewater on Loddon	Application Complete	Development of land for a dwelling in the LSI0	Stacey Fletcher	
5547	3/06/2020	650 Eddington-Laanecoorie Road	Eddington	Application Complete	Use and development of a dwelling	Dracon Construction Pty Ltd	
5549	10/06/2020	Old Charlton-Boort Road	Buckrabyule	Application Complete	Use and development of the land for a low density mobile outdoor poultry farm	Shamsher Singh	
5552	22/06/2020	523 Dunolly Rheola Road	Painiswick	Application Complete	Buildings and works (shed)	Andrew Black	
5555	26/06/2020	6 Boort-Yando Road	Boort	Application Complete	Buildings and works associated with a dwelling	Trent Macintosh	
5556	24/07/2020	11 Main Street	Bridgewater	Application Complete	Buildings and works in an LSI0 and HO	The Shed Guys Bendigo	
5557	6/07/2020	322 Hannahs Road	Wedderburn	Application Complete	Use and development of land for a dwelling	Shaun & Jessica Polkinghorne	
5558	2/07/2020	11 Thompson Street	Inglewood	Application Complete	Use and development of the land for a dwelling	Braden Pearce	
5559	3/07/2020	3460 Bendigo/Maryborough Road	Laanecoorie	Application Complete	Buildings and works under an LSI0 and ESO	Peter Gaudion	
5561	17/07/2020	32 McCoy Street	Eddington	Application Complete	Buildings and works (habitable outbuilding)	JM Lazarro AP Nagle	
5562	24/07/2020	Old Boort Road	Wedderburn	Application Complete	Use and development of the land for a dwelling	Swanbuild	
5564	4/08/2020	Lot 2 Findlays Road	Mincha	Application Complete	removal of condition on title	Paul F Kenny	
5566	14/08/2020	769 Dingee Road	Dingee	Application Complete	Buildings and works in a farming zone	Margus Design & Construction	
5567	12/08/2020	7725 Loddon Valley Highway	Durham Ox	Application Complete	Use and development of the land for a dwelling	Murray & Jo Haw	
5568	28/08/2020	Lot 4 Marong-Woodstock Road	Shelbourne	Application Complete	Buildings and works less than 20 metres from a road boundary	Entegra Signature Structures	
5569	20/08/2020	4027 Bendigo-Maryborough Road	Eddington	Application Complete	Buildings and works in an ESO	Caddick Designs	
5578	18/09/2020	Commercial Road	Tarnagulla	Application Complete	Domestic storage shed in FZ and BMO	Ken Barry	

## Planning applications being processed in the quarter

1 July 2020 - 30 September 2020

Number of Applications  
38

Number	Lodged	Site Address	Site Address Suburb	Status	Development Description	Applicant Name	Applicant Organisation
5275	18/04/2018	Boyd's Road	Newbridge	Referral	Modify road access to property via Yorkshire Rd & Boyd's Rd North & amend location of retarding basin.	Tim Martin	
5407	10/12/2018	16 Park Street	Bridgewater on Loddon	Further Information	Landscaping and 2 Lot Subdivision	Dave Edwards	
5419	25/01/2019	135 Old Logan-Burkes Flat Road	Burkes Flat	Advertising Complete	Gold Mining	K R Johnson	Dunolly Gold Developments
5446	17/05/2019	1477 Yorkshire Road	Newbridge	Further Information	Construction & operation mushroom growing associated facilities	Andrew Glatte	Scato Plus
5456	11/11/2020	4382 Loddon Valley Highway	Serpentine	Referral	Use and development of the land for a place of assembly (Historic Air Race reenactment event) proposed to be held 21 March 2020. Alter access to Road Zone 1 (Loddon Valley Hwy)	Mr Robert Hooke	East Loddon Historical Society Inc.
5509	14/02/2020	Nixon Street	Inglewood	Referred	Subdivision of land into nine (9) lots; and removal of native vegetation	Peter Lewis	
5517	11/02/2020	25 Gladstone Street	Tamagulla	Planner Assessment	Use of land for a domestic animal husbandry (dog breeding)	Elaine Soane	
5533	1/04/2020	Old Canfields Road	FIERY FLAT	Further Information	Use and development of a dwelling and associated machinery shed.	Krystal Burney	
5538	30/10/2020	4 River Street	Laanecoorie	Preliminary Assessment	Dwelling has changed to a 1 bedroom dwelling with no Garage	Steve & Julie Bell	
5542	14/05/2020	Sky Diving Club, 58 Fantasy Road	Bridgewater	Further Information	The use and development of land for a dwelling, development of the site for an aircraft hangar and ancillary office and creation of access to a road in a Road Zone Category 1	Spiire	
5553	23/06/2020	78-80 Burke Street	Newbridge	Referred	Use and development of the land for two (2) dwellings	Shane Muir Consulting Engineers Pty Ltd	
5554	25/06/2020	84 Ramon Parade	Laanecoorie	Planner Assessment	Use and development of the land for domestic animal husbandry (dog breeding)	Matti Myers	
5560	3/07/2020	Scotts Lane	Wedderburn	Further Information	Use and development of the land for a dwelling and associated wastewater	Building Design Solutions	
5565	11/08/2020	Lyons Street	Newbridge	Further Information	Development of a dwelling.	Shane Muir Consulting Engineers Pty Ltd	
5570	31/08/2020	15 O'Neil Street	Pyramid Hill	Planner Assessment	Subdivide land into 2 Lots	Price Merrett Consulting Pty Ltd	
5571	09/09/2020	1453 Wychitella-Quambatook Road	Terraplee	Ready for Meeting	Drainage works	NIC Irrigation Solutions	
5573	15/10/2020	Arnold Newbridge Road	Arnold	Lodged	Proposal is in attachment- planning to build house and have animal base permit.	Miroslav Brestovac	
5574	09/09/2020	Wimmera Hwy	Moliagul	Ready for Meeting	Use and development of the land for earth and energy resources industry (gold mining)	Ian Jaques & Maxwell Brown	
5576	09/09/2020	160 Boort-Charlton Road	Boort	Planner Assessment	Use of the land for a caretakers house	Joy & Doug Velleley	
5579	09/09/2020	Leichardt Road	Leichardt	Further Information	Use of the land for industry	Alan Scoles	
5584	16/09/2020	Lot 1 Wimmera Highway	Tamagulla	Further Information	Use and development of the land for a dwelling	Alison Lamb	Langdon Building
5586		Serpentine Recreation Reserve & Janiember Park, 22 Chapel Street	Serpentine	New Application	Storage shed	Amandah Downie	GK Building Services
5589	18/09/2020	Market Street	Newbridge	Ready For Decision	Development of a dwelling	Jessica Wearne	Murray Wearne Builders Pty Ltd
5591	25/09/2020	19 Verdon Street	Inglewood	Planner Assessment	Replacement of damaged, leaking & deteriorating roof.	Stewart Luckman	
5592	7/10/2020	65-69 Vernon Street	Korong Vale	Preliminary Assessment	Conversion of deconsecrated Catholic church into a 2 bedroom residence.	David Rees	
5599	13/10/2020	5 Joffre Street	Mitiamo	Advertising	Use of the land for a licensed premises	Jill Ramskill	
5600	14/10/2020	8 Slys Road	Loddon Vale	Referral	Building and works (shed)	Graeme Bear	
5602	22/10/2020	4562 Calder Highway	Inglewood	Further Information	Advertising sign	Phoebe James	Alispec & Partners Pty Ltd
5603	25/10/2020	42 Barber Street	Pyramid Hill	Referral	Development of a dependent persons unit	Angel Jacob	Harris HMC
5604	28/10/2020	374 Boort-Mitiamo Road	Jarklin	Lodged	Granny Flat	Brian Hodgson	
5605	29/10/2020	Lot 1 Bridgewater-Dunolly Road	Bridgewater	Further Information	2 lot subdivision	Bate Nominees Pty Ltd	
5606	5/11/2020	1000 Inglewood-Korong Vale Road	Korong Vale	Further Information	Use and development of a dwelling	Sarah Turnbull	
5608	30/10/2020	40 Wilsons Road	Boort	Further Information	Buildings and works	Alan Wilson	
5609	4/11/2020	543 Prairie Road	Prairie	Referral	Buildings and works in an LSO with a total floor area of more than 130 metres	William Diss	
5610	4/11/2020	264 Chalmers Lane	Mysia	Referral	Development of a machinery shed	Susan & Stuart Gould	
5611	5/11/2020	6-12 North Street	Inglewood	Lodged	Realignment of boundaries between 2 adjacent titles	Bernie Koolstra	
5613		3421 Bridgewater-Maldon Road	Newbridge	New Application	Alterations and minor additions to existing single dwelling	Andrew Simpson	
5614		117 Commercial Road	Tamagulla	New Application	Shed	Sandra Page	

**12 COMPLIANCE REPORTS****12.1 CONSIDERATION OF THE ANNUAL REPORT FOR THE PERIOD ENDING 30 JUNE 2020**

**File Number:** 02/02/003  
**Author:** Sharon Morrison, Director Corporate Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** 1. Annual Report 2019/20

**RECOMMENDATION**

That Council note the consideration of the Loddon Shire Council Annual Report for the period ending 30 June 2020.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

At the Councillor forum on 8 September 2020, Councillors were provided with the opportunity to comment on the content of the Annual Report prior to it being forwarded to the Minister for Local Government by 30 November 2020.

**BACKGROUND**

In accordance with Section 131 of the Local Government Act 1989 (Act), Council must prepare an Annual Report each financial year that includes a report of its operations, an audited Performance Statement, audited Financial Statements, a copy of the auditor's report on the performance statement, prepared under Section 132, a copy of the auditor's report on the financial statements under Part 3 of the Audit Act 1994, and any other matter required by the regulations.

Under Section 134 of the Act Council must consider the Annual Report at a meeting of the Council, as soon as practicable after the Annual Report has been sent to the Minister.

**ISSUES/DISCUSSION**

The Minister was provided with a copy of the Annual Report on 10 November 2020, in accordance with Local Government Victoria Bulletin 26/2020, which stated that the Minister had granted an extension to the submission of the Annual Report from 30 September 2020 to 30 November 2020.

The report is available at the Wedderburn and Serpentine offices and on Council's website and is being circulated to appropriate bodies including local library agencies and other locations.

**COST/BENEFITS**

Although it is a legislative requirement, preparation of the Annual Report provides Council with an opportunity to formally record the achievements of the financial year at an organisation level and by individual staff.

**RISK ANALYSIS**

Timely preparation and approval of the Annual Report ensures that Council complies with legislative requirements outlined in the Act.

**CONSULTATION AND ENGAGEMENT**

In accordance with Section 133(2) of the Act, public notice in the Bendigo Advertiser has been given that the Annual Report has been prepared and is available for inspection at Council's offices in Wedderburn and Serpentine, and on Council's website.





# Annual Report 2019/20



## 2 Loddon Shire Council Annual Report 2019/20

## Contents

<b>Introduction</b>	<b>3</b>
Welcome to report of operations 2019/20	4
Grants 2019/20	5
Facts and figures 2019/20	5
Challenges and future outlook	6
<b>The year in review</b>	<b>7</b>
Message from the Mayor and CEO	8
Financial summary	10
Description of operations	12
<b>Our Council</b>	<b>17</b>
Who we are	18
Council contacts	20
Councillors	24
<b>Our people</b>	<b>27</b>
Organisation	28
Organisational chart	29
Management team	30
Council staff	32
Staff recruitment and retention	36
Other staff matters	39
<b>Our performance</b>	<b>43</b>
Planning and Accountability Framework	44
Council Plan	45
Performance against major initiatives in the 2019/20 budget	56
Performance against the Local Government Performance Reporting Framework	57
Community Satisfaction Survey	68
<b>Governance management</b>	<b>69</b>
Governance	70
Management	75
Governance and management checklist	79
Statutory information	81
<b>Performance statement</b>	<b>87</b>
<b>Financial statements</b>	<b>101</b>



Front cover: Bridgewater on Loddon riverside walk.



## Introduction

Little Lake Boort boardwalk.

*Loddon Shire is a predominantly rural area, with many small towns and communities. The larger towns are Boort, Bridgewater on Loddon, Inglewood, Pyramid Hill and Wedderburn.*

## Welcome to report of operations 2019/20

Welcome to Loddon Shire Council's report of operations for the year 1 July 2019 to 30 June 2020.

This is the final report in the planning and accountability framework for local government, and along with the Financial Statements and Performance Statement, forms Council's Annual Report for the year.

Council is committed to transparent reporting and accountability to the community. The report of operations is the primary means of advising the Loddon community about Council's operations and performance during the year.

The report also serves as an important document that will provide 'point in time' information about Council and the community for readers of the future.

This document also provides the opportunity to celebrate the achievements of Council, Council staff and the community over the course of the year.

## Snapshot of Council

### Purpose

#### Council Plan 2017-2021

In 2017, Council engaged a facilitator to work with Councillors, senior officers and members of the community to assist in preparing the Council Plan 2017-2021.

The ideas and philosophies contributed by those involved led to a restatement of Council's vision, mission and strategic objectives, all of which were included in the Plan.

In accordance with the Local Government Act 1989 (the Act), Council reviews the Council Plan annually to ensure it still reflects the Council's strategic intent.

At the Ordinary Meeting of Council held 26 November 2019, Council confirmed that a full review of the Council Plan 2017-2021 was not required.

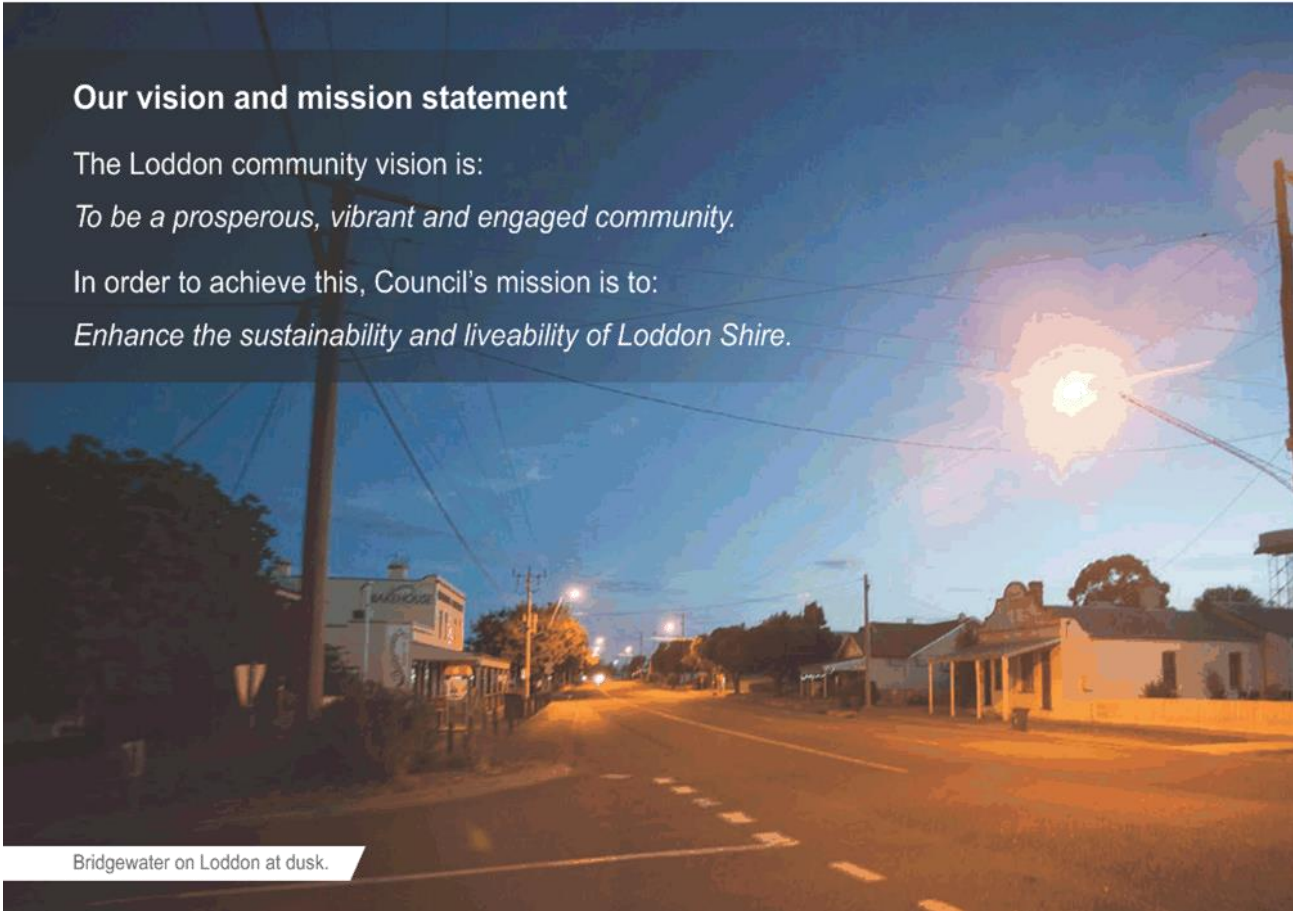
## Our vision and mission statement

The Loddon community vision is:

*To be a prosperous, vibrant and engaged community.*

In order to achieve this, Council's mission is to:

*Enhance the sustainability and liveability of Loddon Shire.*



Bridgewater on Loddon at dusk.



## Facts and figures 2019/20

Wedderburn and  
Serpentine office  
incoming calls **27,663**



**8,462** Rates notices issued

Planning  
applications received **109**



**438** Land information  
certificates

Dog registrations **1,808**

Cat registrations **375**



**945** Kilometres of sealed  
local roads

Burn permits issued **0**



**29** Local law permits issued

Tonnes of garbage,  
recycling and organics  
from kerbside bins **2,283**



**28,720** Physical library  
collection item loans

Visits to  
swimming pools **19,537**



**61** Births

Community groups  
supported with Council  
grants **63**



**6,230** Meals on Wheels

## Grants 2019/20

## Community Grants Scheme

Council's Community Grants Scheme assists not-for-profit clubs and organisations based in the Loddon Shire, to deliver projects that directly benefits residents.

## Successful organisations 2019/20

Boort Bowls Club
Boort Cemetery Trust
Boort Lakeside Croquet Club
Boort Resource and Information Centre
Boort Senior Citizens
Boort Tennis Club
Bridgewater on Loddon Development Committee
Bridgewater Recreation Reserve Committee of Management
Campbells Forest Hall
Dingee Bowling Club
Dingee Lawn Courts Committee
Dunolly and District Field and Game Club
East Loddon Community News
Inglewood Alive Festival
Inglewood Bowling Club
Inglewood Community Neighbourhood House
Inglewood Lawn Tennis Club
Korong (Wedderburn) Historical Society
Mitiamo Football/Netball Club
Newbridge Recreational Reserve Committee of Management
Northern Victorian Quarter Horse Association
Pyramid Hill Lions Club
Pyramid Hill Memorial Hall
Pyramid Hill Neighbourhood House
Pyramid Hill Swimming Pool
Rheola Pioneers Memorial Park Reserve Committee
Tarnagulla and District Golf Club
Wedderburn Community House
Wedderburn Golf Club
Wedderburn Historical Engine and Machinery Society
Wedderburn Lions Club

## Events Sponsorship Scheme

Council's Events Sponsorship Scheme exists to provide assistance to community groups organising local events.

### Successful organisations 2019/20

1st Lake Boort Sea Scouts
BBAC Productions Inc
Boort Agriculture and Pastoral Society
Boort Angling Club
Boort Bowls Club
Boort District School
Boort Indoor Bias Bowls Club
Boort Lakeside Croquet Club
Boort Trotting Club
Bridgewater Bowling Club
Bridgewater Football Netball Club
Calivil Bowling Club
Country Women's Association Wedderburn Branch
Dingee Bowling Club
Dingee Public Hall Reserve Committee of Management
Dunolly and District Field and Game Club Inc
East Loddon Historical Society
Inglewood and District Health Services
Inglewood Bowling Club
Inglewood Golf Club
Kooyoorra Women's Network Inc

### Successful organisations 2019/20

Korong Vale and District Bowling Club
Korong Vale Mechanics Hall Institute
Lions Club of Inglewood
Loddon Darts Association
Northern United Forestry Group
Northern Victorian Quarter Horse Association
Parents and Friends of Tarnagulla Primary School
Pyramid Hill Bowling Club
Pyramid Hill Progress Association
Serpentine Bowls Club
St Johns Church Bears Lagoon
Wedderburn and District Harness Racing Club
Wedderburn Bowling Club
Wedderburn Historical Engine and Machinery Society Inc
Wedderburn Korong Vale RSL
Wedderburn Lions Club
Wedderburn Patchwork Group
Wedderburn Redbacks
Wedderburn Tourism

## Challenges and future outlook

### Our challenges

- an ageing population
- retaining our youth
- urbanisation and changing social values
- technology and innovation
- internet connectivity and access to online health services for older residents
- budgetary constraints
- changing weather patterns and unreliable rainfall
- Council's extensive road network
- attracting and retaining staff
- Council's ageing building infrastructure
- changes in community services
- sparsely populated Shire
- recovering from the impact of coronavirus (COVID-19)

### The future

- the growing agribusiness sector
- securing water for Skinner's Flat
- the redevelopment of Donaldson Park
- Mitiamo Pipeline Project
- streetscape improvements - Pyramid Hill in 2020/21
- caravan park upgrades (Pyramid Hill, Boort and Wedderburn)
- responding to service delivery expectations in a financially sustainable way
- COVID-19 response and recovery





## The year in review

Learmonths Place.

*Loddon Shire is within the central Victorian goldfields which is part of the area known as Victoria's 'Golden Triangle'. It has an area of almost 6,700 square kilometres.*

## Message from the Mayor and CEO

Welcome to the Loddon Shire Council Annual Report 2019/20. This is our 26th Annual Report and we are proud to present the highlights and achievements of the year.

We would like to acknowledge the work of Allan Bawden who was Acting CEO for several months over the summer while Phil Pinyon was on leave. Allan has worked in the local government sector for many years in both the urban and rural settings and so we remained in capable hands during Phil's absence. We thank him for stepping in and keeping everything moving forward.

The past 12 months have been like no other with a range of achievements, highlights and challenges. The second half of 2019 had many satisfying accomplishments which are testament to the hard work and dedication of Council staff and their determination to make Loddon a prosperous, vibrant and engaged community.

One of the highlights included the completion of Stage 1 of the Bridgewater on Loddon Foreshore Project. This extensive project, which includes landscaping, water access, play space and magnificent metal fabricated shade structures, has provided a focal point for the community. Both locals and visitors have benefitted from increased access to the unique beauty of the Loddon River. It is anticipated that the enhanced foreshore will encourage more visitors to make the most of the recreational potential of the area.

The completion of the Inglewood Swimming Pool Complex was also a positive achievement with three projects completed to provide better access, new facilities and extended opportunities. The addition of solar heating at all five of Council's public swimming pools ensures that these facilities will be easily accessed and enjoyed by residents as well as provide recreational opportunities and social interaction.

Our hardworking Works Department delivered a successful program of works and maintenance throughout the Shire with almost 5,000 maintenance defects such as pot holes, broken road edges, vandalism or graffiti, attended to throughout the year. In addition, 99.5 per cent of all defects were completed before their due date.

Council's Economic Development and Tourism Strategy was adopted in November 2019 and provides direction for Council to drive potential population growth in the Shire, attract new investment, implement economic and tourism initiatives and ensure Council is effectively resourced for local economic development.



Mayor Cheryl McKinnon and CEO Phil Pinyon.

As part of this strategy, the launch of the Visit Loddon Valley website, Facebook page and Instagram was a satisfying result for the hard working team in the Marketing and Tourism sector of Council. The social and digital platforms provide a perfect resource for prospective visitors and allow the Loddon operators to boost their business potential. The industry is set to advance further with the introduction of an online store which will give local operators access to a much wider audience and extend their sales reach throughout the country.

The development of the Settlement Strategy is another major step forward to enhance population growth and job creation in the region. By ensuring a suitable supply of vacant residential land in and around towns, the strategy addresses the need for improved physical and social services in order to attract prospective residents.

Council also adopted the Loddon Aboriginal Community Partnership Plan 2019-2020. The plan demonstrates Council's support for activities that will assist in bringing about positive change in the lives of our Aboriginal and Torres Strait Island residents. The plan contains 22 activities to be undertaken across three themes: respect, relationships and opportunities.

Near the end of 2019, the redesigned Council website was launched. The website was a complex and time-consuming project for the Council personnel involved and the result is a more user-friendly look which is much easier to administer. Congratulations to the staff involved.

In addition, Council implemented an Electronic Document and Records Management System to replace the previous ageing system. The implementation created an



increased workload for the staff involved and required staff to be trained in the system. The program heralded a new era for Council in terms of time saved, increased efficiency and records compliance. The outcome affirms the vision, dedication and leadership of the team.

Council demonstrated its commitment to promoting workplace equality and respect with the Workplace Equality and Respect and Bystander training. The program helped build knowledge and skills within the organisation which can be expanded into the community. Most staff took part in a series of workshops to increase awareness and understanding of the impact of gender inequality and its strong link to domestic violence. This was followed up with a survey which will be used to help develop appropriate strategies and actions within Council to promote gender equality.

Of course, 2020 will be marked in history for the extraordinary social and economic upheaval of the coronavirus (COVID-19) pandemic. This not only resulted in the cancellation of many events and the disruption or closure of a significant number of Loddon businesses, but it also required Council to adapt and innovate in order to maintain the delivery of essential services.

With the safety of staff and community paramount, normal work practices were changed to incorporate physical distancing and rigorous hygiene practices. Changes to normal procedures and processes were accelerated as provisions were made for staff to work effectively from home. The willingness of staff to work together with Council meant that we could avoid redundancies or forced leave and continue to provide vital services to the community.

Councillors too, have transformed the way they approach their duties with their reliance on and use of technology greatly enhanced as a result of the pandemic. More than ever, we have relied on social media to deliver key messages to the community regarding health, safety, wellbeing, Council news and access to information and assistance. We have all become very familiar with webinars, virtual meetings and live stream and even the Mayor has become a regular contributor to Facebook via video.

This year's budget maintained Council's sound cash position with a small surplus and no new borrowings. In addition to ongoing delivery of services to the community, the budget provided for capital expenditure for road, waste, recreation and leisure, community facilities, footpaths and drainage, aged services and early years program as well as open spaces, streetscapes and parks.

This past year has presented many challenges to the organisation and the community. We take this opportunity to express our gratitude and pride at the leadership shown by our fellow Councillors, Council staff, and community throughout these exceptional times. Your continued dedication, vision and hard work has enabled us to progress Council's mission of creating a prosperous, vibrant and engaged community in Loddon Shire.



**Cr Cheryl McKinnon**  
Mayor



**Phil Pinyon**  
Chief Executive Officer



## Financial summary

Council's financial position continues to remain sound. A summary of our performance is outlined below. Detailed information relating to Council's financial performance is included within the financial statements and performance statement section of this report.

### Operating position

Council finished the year with a deficit of \$0.65M in 2019/20. This surplus contrasts with the prior year surplus of \$1.05M. The Comprehensive Income Statement in the Financial Statement indicates that the variance is due mainly to expenditure on flood recovery work. The adjusted underlying surplus of Council, after removing non-recurrent capital grants, cash capital contributions and non-monetary capital contributions, is a deficit of \$2.31M or -8.06 per cent when compared to adjusted underlying revenue. An adjusted underlying surplus is a critical financial strategy that provides capacity to renew the \$363M of community assets under Council's control.

### Liquidity

Cash has remained steady with another early payment of Financial Assistance Grants allocation which is equivalent to 50 per cent of the expected funding. This

will enable Council to complete some of the scheduled works for 2020/21 earlier than expected due to this advance payment. The working capital ratio which assesses Council's ability to meet current commitments is calculated by measuring Council's current assets as a percentage of current liabilities. Council's result of 908 per cent is an indicator of its satisfactory cash position. Council operates a number of reserves to fund future expenditure. The balance of these reserves at the end of 2019/20 was \$22.8M. This amount was held by Council in cash and term deposits at the end of the financial year.

### Obligations

Council aims to ensure that it is able to maintain its infrastructure assets at the expected levels, while at the same time continuing to deliver the services needed by the community. To bridge the infrastructure gap, Council invested \$5.7M in renewal and upgrade works during the 2019/20 year. This was funded from grants, rate income and cash reserves with no borrowings. At the end of the 2019/20 year Council's debt ratio, which is measured by comparing interest bearing loans and borrowings to rate revenue, was 0 per cent. Council's asset renewal ratio, which is measured by comparing asset renewal and upgrade expenditure to depreciation, was almost 58 per cent.



Campbells Forest Tidy Town finalist.



### Stability and efficiency

Council has a range of revenue sources including rates, user fees, fines, grants and contributions. Council's rates concentration, which compares rate revenue to adjusted underlying revenue, was 39 per cent for the 2019/20 financial year. Council was restricted to increasing its revenue base for the 2019/20 year by a 2.50 per cent rate cap. This resulted in an average rate per assessment of \$1,226.81 which compares favourably to similar councils in rural Victoria.

### Sources of funding

During 2019/20, Council received a total of \$30.28M from various income sources. The most significant are rates and charges of \$11.05M (36.5 per cent). Other significant sources were Financial Assistance Grants funding of \$9.06M (29.9 per cent) and Federal Roads to Recovery funding of \$2.39M (7.9 per cent). Without this funding it would not be possible to deliver the current level of services or maintain assets at existing levels within Loddon.



## Description of operations

Council is responsible for a variety of services, from family and children's services, aged and disability services, parks and gardens, youth programs, waste management and community building, to matters concerning business development, planning for appropriate development and ensuring accountability for Council's budget.

This broad range of community services and infrastructure for residents help Loddon Shire to be a prosperous, vibrant and engaged community. Council's vision, strategic objectives and strategies to further improve services and facilities are described in our Council Plan 2017-2021 and budget.

The delivery of services, facilities, support and advocacy to achieve the strategic objectives is measured by a set of strategic indicators, service performance indicators and measures. Council also has a wide range of responsibilities under Victorian and Federal legislation.

## Economic factors

During 2019/20 Council continued to operate within both a rate capped and labour capped environment. The budget was developed based on 2.5 per cent rate cap and 3 per cent cap on labour.

## Major capital works

### Roads, bridges and culverts

Council has an extensive network of 4,718 kilometres of sealed and unsealed local roads. During 2019/20, Council completed:

- 4.9km of local road construction. This involved the rehabilitation and widening of existing pavements and sealing.
- 11.3km of local road shoulder resheets
- 11.6km of local road resheets

In addition to construction and resheeting, Council completed maintenance works resulting in:

- 1,885 kilometres of road graded
- 2,514 kilometres of road inspected

Key projects included:

- Echuca Serpentine Road and Bridgewater Raywood Road upgrade and widen



Inglewood Swimming Pool upgrades.



- Wedderburn Brenanah Road drop structure
- Guardrail Laanecoorie Newbridge Road
- Murphy Creek bridge replacement
- Echuca Serpentine Road – Prairie Road intersection realignment and reconstruction to improve safety
- Installation and replacement of Township, Locality and Boundary signs
- Refurbishment of the Soldiers Memorial Fence in Wedderburn

### Buildings

Council has over 170 buildings including:

- kindergartens and maternal and child health centres
- public halls, community centres and senior citizens centres
- municipal offices
- public toilets
- caravan parks
- elderly persons' units
- swimming pools and many others.

To ensure these buildings remain in a condition considered adequate for their use, it is estimated that \$400,000 per annum is required for capital expenditure and \$232,000 is required annually for maintenance.

During 2019/20, the buildings program included:

- completion of the Inglewood Swimming Pool upgrade
- the addition of solar heating at all pools
- completion of the Boort Park kitchen upgrade
- Bridgewater on Loddon Memorial Hall works
- Tarnagulla Public Hall Shed replaced
- Newbridge Public Hall repointing

Building works require planning and funding. Some achievements during 2019/20 included:

- Funding received for the Inglewood Football Netball lighting upgrade

- Funding received for the Pyramid Hill Streetscape totaling \$1.61 million
- Pyramid Hill Community Centre Master Plan and Feasibility Study was completed and further design work underway
- Energy efficiency upgrades funding resulting in solar panels installed at 16 Council buildings

### Major changes

#### Electronic records management

In 2019/20 Council deployed a new electronic document records management system. The software helps to ensure Council is able to keep accurate and reliable information about their decisions, actions and agreements. Effective management of public information is crucial for the provision of excellent service to the Victorian community, and enhances the trust that the public have in government processes and its officials.



2019 December Bridgewater on Loddon Foreshore opening.

## 14 Loddon Shire Council Annual Report 2019/20

## The year in review | Description of operations



Office closure, an unfortunate sign of the times.



First Audit Committee virtual meeting with chairperson Rod Baker.

### Service recognition dinners

Council introduced staff recognition dinners during 2019/20. The dinners took place in Newbridge and Boort and celebrated the contribution of staff who have been with Council for 10 or more years. Staff, and their partners were invited to attend dinner with Councillors, Senior Executive Staff, and their direct line manager.

### Other major achievements

During 2019/20 Council identified over 40 services delivered to the community. Some services feature in other sections of the Annual Report due to mandatory reporting requirements however other services have had major achievements which contribute to Loddon's mission and vision:

#### Tourism

- The announcement of the Bendigo City and Region of Gastronomy, of which Loddon Shire is a member and will be participating with Bendigo
- Adoption of a new Economic Development and Tourism Strategy
- Engagement of new managers for the Bridgewater on Loddon Caravan Park
- Endorsement of a Memorandum of Understanding between the World Heritage local government partners and the Victorian Goldfields Tourism Executive

- Launch of the new Loddon Valley Facebook and Instagram at the Loddon Valley Business Network Dinner and the launch of the new Loddon Valley Official Visitor Guide. These two new social media initiatives are designed to grow Loddon Valley's presence across digital platforms, while reaching a younger demographic to grow the dollar spend within the region.
- On Thursday 10 October the new Bendigo Regional Tourism website was launched. Visitors will have the ease of researching and booking must-see attractions and unique experiences on a website that brings together four central Victorian councils in an initiative to boost tourism industry across the entire region. The web address is <https://www.bendigoregion.com.au/visit-loddon-valley>

#### Community project management

- Bridgewater on Loddon Foreshore Stage 1
- Shade structures for Boort Swimming Pool and Korong Vale's Borella Park
- Pyramid Hill playground equipment and paths
- Wedderburn Soldier's Memorial Park – refurbishment of fence and gates

#### Customer service

- Upgrade of Council's internet to improve access to information and services



### Early childhood and early years

- Webex video conferencing implemented for Kinders E-learning

### Economic development

- An economic analysis was prepared to support the business case for a Newbridge Water and Sewerage proposal. Community engagement to determine broader support will be undertaken in the coming year
- Council signed up to the Small Business Friendly Charter (February 2020) confirming Council's commitment to supporting local small businesses
- Since February, various staff across the organisation have been working with the Better Approvals Project to streamline permit application processes and improve information available to businesses about regulatory requirements and economic development/investment opportunities

### Emergency management

- Endorsement of the Emergency Animal Welfare Plan
- Endorsement of the Municipal Pandemic Plan
- Endorsement of the Northern Victorian Integrated Influenza Pandemic Plan

- Appointment of Pandemic Coordinator/Recovery Manager and establishment of Internal Pandemic Working Group
- Establishment of a Community Pandemic Relief and Recovery Committee and a Pandemic Relief and Recovery community reference group
- Coordination and provision of community response and relief activities

### Municipal public health and wellbeing

- Loddon Healthy Minds Network Art Competition winners announced and the artwork placed on display at the Boort Show and the Inglewood Alive Festival
- Loddon Shire Council joined with lead agency City of Greater Bendigo and Mount Alexander Shire Council to implement the Champions for Change Project into the three local government areas. The Champions for Change project is a National Disability Insurance Agency (NDIA) funded program to increase inclusive employment internally, and within local businesses. This project leads on from the Inclusive Towns project in 2018 where it was identified that providing guidance and support would assist businesses when employing people with a disability.
- Opening of exercise stations in Loddon (Wedderburn and Boort)
- Active Living Census launched and results shared



Active Living Census launch featuring representatives from the six councils in the Loddon Campaspe Region.



### Parks and townships

- Rectification of 4,256 defects that consisted of maintenance actions on footpaths, street and park trees, garden beds, grass mowing and playgrounds with 94.6 per cent of all defects completed before their due date
- Planted 150 new trees across the Shire
- Construction of footpaths in Wedderburn, Boort, Inglewood and Bridgewater on Loddon
- Little Lake Boort Footpath funding \$50,000

### Waste management

From 1 July 2019 to 30 June 2020, 9,604 loads were brought into Loddon's six waste facilities, depositing 2,110m<sup>3</sup> waste, 530m<sup>3</sup> recyclables, 1,536m<sup>3</sup> green waste, 1,355m<sup>3</sup> metals, 45m<sup>3</sup> concrete, 53m<sup>3</sup> clean fill, 148 mattresses, 37 tyres, 230 white goods, and 1,138 items of e-waste.

Loddon Shire Council continued to offer residents free waste disposal once a quarter. From 1 July 2019 to 30 June 2020 3,064 residents have used the service with 983m<sup>3</sup> of waste, 85m<sup>3</sup> recyclables, 363m<sup>3</sup> steel and 596m<sup>3</sup> of green waste as well as 142 items of white goods and 613 items of e-waste disposed across the six Council facilities. Hard waste pick up was completed in March with 504 pick ups.

### Waterways management

- Laanecoorie boat ramp extension
- Laanecoorie Spillway Reserve reopening to the public
- Old Lead Dam repaired, safety upgrade for Inglewood Reservoir

### Youth

- Council participated in the steering committee for the Keep In Touch (KIT) van project to boost youth mental health in Loddon Campaspe region
- Loddon Shire Council have supported the L2P program to assist young people in gaining experience driving and obtaining their drivers licence
- Young people from across the Shire attended the Kool Skools Program in Melbourne where they were mentored in song writing and produced an album
- 2019 Kool Skools Awards: Molly Meadows – Special Judges Award for Singer and Song Writer and Elias Lanyon – Best Male Vocals
- Support provided to Boort Agriculture and Pastoral Society to showcase talented young musicians from across the Shire
- Support provided for young people to attend Portsea Camp



Top: Workers following the mask wearing directive. Above: New grader as a result of the plant and fleet replacement program.



An aerial photograph of a river flowing through a lush, green landscape. The river is surrounded by dense trees and vegetation. In the background, rolling hills and some buildings are visible under a blue sky with scattered clouds. The image is partially overlaid with a blue and yellow geometric design on the left side.

## Our Council

Aerial view of Newbridge.

*The geography of the Shire is diverse with rolling hills and box-ironbark forests, granite outcrops, pockets of premium agricultural land as well as the river in the south which brings tourist and lifestyle benefits.*

## Who we are

### Our Shire

#### Geography

Loddon Shire is located in central Victoria, about 175 kilometres north-west of Melbourne. It is bounded by Gannawarra Shire in the north, the Shire of Campaspe and the City of Greater Bendigo in the east, Mount Alexander and Central Goldfields shires in the south and Northern Grampians and Buloke shires in the west.

Loddon Shire is a predominantly rural area, with many small towns and communities. The larger towns are Boort, Bridgewater on Loddon, Inglewood, Pyramid Hill and Wedderburn.

The Shire encompasses a total land area of approximately 6,700 square kilometres. Land is used mainly for agriculture and horticulture, particularly grain, sheep, wool, beef cattle, dairy, pigs and poultry.

In recent years, there has also been an increase in viticulture, olives and fodder crops.

Major features of the Shire include the Loddon River, Terrick Terrick National Park, Leaghur State Park, Kooyoora State Park, Lake Boort, Major Mitchell Trail, Mount Korong, Melville Caves, Laanecoorie Reservoir and various wineries.

Major highways passing through the Shire include the Calder Highway, the Loddon Valley Highway and the Wimmera Highway.

#### Population

The Australian Bureau of Statistics (ABS) 2018 data showed an estimated residential population of 7,513 in Loddon Shire with an overall median age of people in the Shire of 51 years.

During the year, Council recorded 61 births in the Shire.

#### Family composition

Of the families in the Loddon Shire, the ABS 2016 Census shows that 52 per cent were a couple family without children and around 34 per cent were a couple family with children. Thirteen per cent were one parent families.



**175 km**  
North-west of Melbourne

**6,700 sq kms**  
Total land area



**7,513**  
Population ABS 2018 data

**51**  
Median age

**20%**  
Born overseas



**52%**  
Family with no children

**34%**  
Family with children

**13%**  
One parent family



#### Origin

The 2016 Census data shows a little over 20 per cent of our residents were born overseas. The percentage of people born overseas has progressively increased from 7 per cent in 2001. Other than Australia the top five countries of birth included England, Philippines, New Zealand, Netherlands and Germany. The Philippines joined the top five most common countries of birth for the first time in 2016.



### Median weekly incomes

According to the 2016 Census, the median weekly personal income in the Loddon Shire was \$467. The median weekly family income was \$1,116, while the median weekly household income was \$826.

### Education

Overall, 4 per cent of our youth population was attending preschool, 25 per cent were in primary education and 21 per cent were attending secondary education. Six per cent were attending further education, including university or technical institution.

### Volunteers

Loddon Shire has a strong sense of self-reliance and community spirit, and this is reflected in the rate of volunteerism.

The 2016 Census showed a rate of 32 per cent of the population volunteering – and many of those volunteers held roles in a number of community organisations. This figure is compared with a total of 19 per cent in Australia. In addition, 14 per cent of our people provided unpaid care for others.

**\$467**

Weekly personal income

**\$1,116**

Weekly family income

**\$826**

Weekly household income



**4%**

Attending preschool

**25%**

Primary education

**21%**

Secondary education

**6%**

University/technical institution



**32%**

Population volunteer

19% Australia wide comparison

**14%**

Provide unpaid care



Loddon Shire staff, local police and ambulance members banding together during COVID-19 restrictions.



Council offices at Wedderburn and Serpentine.

## Council contacts

### Municipal offices

#### Wedderburn

41 High Street,  
Wedderburn, 3518

**Local call: 1300 365 200**

Phone: (03) 5494 1200

Fax: (03) 5494 3003

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

#### Serpentine

37 Peppercorn Way,  
Serpentine, 3517

Phone: (03) 5494 1201

Fax: (03) 5437 8407

Office hours: 8.30am - 5.00pm  
Monday to Friday  
(except public  
holidays)

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.

- TTY/voice users phone 133 677 then ask for (03) 5494 1200
- Speak and Listen users phone 1300 555 727, then ask for (03) 5494 1200

For more information, visit:  
[www.relayservice.gov.au](http://www.relayservice.gov.au)

**Website:** [www.loddon.vic.gov.au](http://www.loddon.vic.gov.au)

**Email:** [loddon@loddon.vic.gov.au](mailto:loddon@loddon.vic.gov.au)



## Library services

Council's library services are provided by:

### Goldfields Library Corporation

259 Hargreaves Street, Bendigo, 3550

PO Box 887, Bendigo, 3552

Telephone: (03) 5449 2700

Email: [helpdesk@ncgrl.vic.gov.au](mailto:helpdesk@ncgrl.vic.gov.au)

Website: [www.ncgrl.vic.gov.au/libraryagencies](http://www.ncgrl.vic.gov.au/libraryagencies)

For enquiries about Loddon's library agencies, telephone (03) 5449 2790.



One of Council's six library agencies.

## Library agency locations and opening hours

Agency	Location	Usual opening hours
Boort	Boort Resource and Information Centre, 119-121 Godfrey Street, Boort	Monday, Tuesday, Wednesday, Thursday, Friday 10.00am - 3.30pm
Dingee	Dingee Railway Station Progress Park, Mack Street, Dingee	Tuesday 9.00am - 11.00am Thursday 3.30pm - 5.30pm
Inglewood	Inglewood Community Neighbourhood House, Inglewood Town Hall Hub, 20 Verdon Street, Inglewood	Monday, Tuesday, Wednesday, Thursday 9.00am - 4.30pm
Pyramid Hill	Pyramid Hill Neighbourhood House, 5-8/43-45 Kelly Street, Pyramid Hill	Monday 3.00pm - 6.00pm Tuesday 10.00am - 6.00pm Wednesday 10.00am - 6.00pm Thursday 10.00am - 4.00pm Friday 10.00am - 12.00pm
Tarnagulla	Tarnagulla Community Centre, 8 Sandy Creek Lane, Tarnagulla	Thursday 1.00pm - 4.00pm
Wedderburn	Wedderburn Community Centre, 24 Wilson Street, Wedderburn	Monday, Tuesday, Wednesday, Thursday, Friday 9.00am - 5.00pm

## Maternal and child health centres

Council operates five maternal and child health centres.

Phone: (03) 5494 1201

Email: [bookings@loddon.vic.gov.au](mailto:bookings@loddon.vic.gov.au)

Online: [www.loddon.vic.gov.au/Live/Services-for-our-younger-residents/Maternal-and-Child-Health-Service](http://www.loddon.vic.gov.au/Live/Services-for-our-younger-residents/Maternal-and-Child-Health-Service)

Agency	Location / contact	Opening hours
Boort	King Street M: 0409 166 891	Thursday 9.00am - 3.30pm
Dingee	Bush Nursing Centre, King Street M: 0409 166 891	Monday (weeks 1 and 3) 9.00am - 4.00pm
Inglewood	Grant Street M: 0409 166 891	Tuesday 9.00am - 3.30pm
Pyramid Hill	Senior Citizens Centre, McKay Street M: 0409 166 891	Monday (weeks 2 and 4) 9.00am - 3.30pm
Wedderburn	Community Centre, Wilson Street M: 0409 166 891	Wednesday 9.00am - 3.30pm

## Kindergartens

Council supports the operations of five kindergartens.

Kindergarten	Location/contact	Hours
Boort Pre-school	123-127 Godfrey Street, Boort, 3537 P: (03) 5455 2292 M: 0498 707 799	<b>4 year olds</b> Tuesday, Wednesday and Thursday 8.45am - 1.45pm <b>3 year olds</b> Tuesday 8.45am - 1.45pm
Dingee Pre-school	785 Dingee-Serpentine Road, Dingee, 3571 P: (03) 5436 8401 M: 0498 606 345	<b>4 year olds</b> Monday, Wednesday and Thursday 8.45am - 1.45pm <b>3 year olds</b> Monday 8.45am - 1.45pm
Inglewood Kindergarten	75A Grant Street, Inglewood, 3517 P: (03) 5438 3533 M: 0498 505 277	<b>4 year olds</b> Tuesday, Thursday and Friday 8.45am - 1.45pm <b>3 year olds</b> Thursday 8.45am - 1.45pm
Pyramid Hill Pre-school	67 Kelly Street, Pyramid Hill, 3575 P: (03) 5455 7230 M: 0498 606 023	<b>4 year olds</b> Tuesday, Wednesday and Thursday 8.45am - 1.45pm <b>3 year olds</b> Tuesday and Thursday 8.45am - 1.45pm
Wedderburn Kindergarten	77 Ridge Street, Wedderburn, 3518 P: (03) 5494 3183	<b>4 year olds</b> Wednesday, Thursday and Friday 8.45am - 1.45pm <b>3 year olds</b> Wednesday 8.45am - 1.45pm



## Landfill and transfer stations

Council supports the operation of three landfills and three transfer stations.

Landfills are the most widely utilised solid waste management option. The waste is typically compacted in order to increase its density and stability, and covered to prevent the attraction of pests.

A transfer station is a building or processing site for the temporary disposal of waste.

All transfer stations and landfill facilities are closed on public holidays.

Landfill	Location	Hours
Boort landfill	Off Boort-Quambatook Road	Tuesday 8.00am - 12 noon Sunday 1.00pm - 5.00pm
Dingee transfer station	Lawry's Road	<b>1 April – 30 September</b> Third Sunday of month 10.00am - 2.00pm <b>1 October – 31 March</b> First Wednesday of month 8.00am - 12 noon Third Sunday of month 10.00am - 2.00pm
Inglewood transfer station	Inglewood-Salisbury Road	Wednesday 8.00am - 12 noon Saturday 8.00am - 12 noon
Newbridge landfill	Ryan Street	Wednesday 1.00pm - 5.00pm Sunday 1.00pm - 5.00pm
Pyramid Hill landfill	Ballast Road	Tuesday 1.00pm - 5.00pm Sunday 8.00am - 12 noon
Wedderburn transfer station	Godfrey Street	Thursday 8.00am - 12 noon Sunday 8.00am - 12 noon



L-R: Laanecoorie Reservoir monument 1891, vintage truck Inglewood, Loddon Shire farewell sign.

## Councillors

Council elections were held in October 2016.

The Council area is divided into five wards. There is one Councillor for each ward. Councillors have responsibility for setting the strategic direction for the municipality, policy development, identifying service standards and monitoring performance across the organisation.



## Representing the community

### Councillor representation on committees

Councillors provided representation on committees. Representation helps to ensure the community has access to Council and their voices are heard.



Councillors Gavan Holt, Cheryl McKinnon, Neil Beattie, Colleen Condliffe and Geoff Curnow.

### Cr Cheryl McKinnon

#### Terrick Ward

First elected:  
2012



Cheryl

McKinnon spent her early years on the family farm at Dingee, then moved to Bendigo before marrying Pyramid Hill farmer, Glenn McKinnon, in 1976.

The couple run an irrigated property producing prime lambs and vealers alongside dryland cropping.

Cr McKinnon worked at Pyramid Hill College for many years, assisting students with disabilities, before starting up Pyramid Hill's first coffee shop, The Coffee Bank.

Cr McKinnon was first elected to Council in 2012, and was elected Mayor in 2017, and juggles her Council duties with her role as a farmer, mother, and grandmother, and her personal interests of music, art and woodwork.

### Representation on committees

- Loddon Campaspe Councils
- Murray River Group of Councils
- Nature Tourism Advisory Team
- Nature Tourism Festival Committee
- North Central Goldfields Regional Library
- North Central Local Learning Employment Network

#### Section 86 Committees of Management

- East Loddon Community Centre Committee of Management
- Pyramid Hill Memorial Hall Committee of Management
- Pyramid Hill Swimming Pool Committee of Management



**Cr Neil Beattie****Boort Ward****First elected: 2005**

Neil Beattie, now retired from farming, lives on the edge of Lake Boort, enjoying the scenery.



However, Cr Beattie continues to operate a trucking company, and now owns Boort's newsagency. He credits these businesses, along with all of his community activities, with helping to keep his mind active.

Cr Beattie says that "travel and fishing make life pretty complete".

Cr Beattie is chair of Boort Park, Little Lake Boort Committees of Management and Boort Cereal Growers Co-op, in addition to representing Council on several other committees.

**Representation on committees**

- Audit Committee (substitute)
- Municipal Association of Victoria (substitute)
- Murray Darling Association
- Rail Freight Alliance

**Section 86 Committees of Management**

- Boort Aerodrome Committee of Management
- Boort Memorial Hall Committee of Management
- Boort Park Committee of Management
- Boort Tourism Development Committee of Management
- Korong Vale Mechanics Hall Committee of Management
- Korong Vale Sports Centre Committee of Management
- Little Lake Boort Committee of Management
- Yando Public Hall Committee of Management

**Cr Colleen Condliffe****Inglewood Ward****First elected: 2000**

Colleen Condliffe lives with husband Robert at Salisbury West, running a dryland cropping enterprise and a dairy herd of 200-plus cows.



Among her many community interests, she is a member of the Country Women's Association, has been active in numerous farming bodies, has completed the Loddon Murray Leadership Program and was the first woman elected to Loddon Shire Council.

Cr Condliffe formed the Landcare group at Salisbury West and organised the 1997 Women on Farms Gathering at Bendigo. In 2005/06, she completed the Australian Rural Leadership Program and in 2009 her name was added to the Victorian Honour Roll for Women.

Mother of two children and a grandmother to seven, Cr Condliffe is a keen tennis player and football follower.

**Representation on committees**

- Australia Day Committee
- Calder Highway Improvement Committee
- Central Victoria Rural Women's Network
- Central Victorian Greenhouse Alliance
- Local Government Women's Charter
- Loddon Healthy Minds Network

**Section 86 Committees of Management**

- Bridgewater on Loddon Development Committee of Management
- Campbells Forest Hall Committee of Management
- Inglewood Community Elderly Persons Units Committee of Management
- Inglewood Community Sports Centre Committee of Management
- Inglewood Town Hall Hub Committee of Management
- Jones Eucalyptus Distillery Site Committee of Management

**Cr Geoff Curnow****Tarnagulla Ward****First elected: 2008**

Geoff Curnow has a family history to be proud of – his Cornish forebears settled in the Laanecoorie district 150 years ago and he is the third generation of his own family to farm the home property since it was taken up in 1914. Educated at Laanecoorie and Maryborough, Cr Curnow returned to the farm while still in his teens and has amassed a wealth of knowledge.

Today, together with wife Merna, he runs a prime lamb enterprise paired with some grain production at Laanecoorie. He is a keen traveller and finds great enjoyment in his contacts with people through his community work.

**Representation on committees**

- Calder Highway Improvement Committee (substitute)
- Loddon Mallee Waste and Resource Recovery Group
- Municipal Emergency Management Plan Committee
- Municipal Fire Management Planning Committee

**Section 86 Committees of Management**

- Kingower Development and Tourism Committee of Management
- Loddon Southern Tourism and Development Committee of Management

**Cr Gavan Holt****Wedderburn Ward****First elected: 2003**

Gavan Holt is a fifth-generation resident in the Wedderburn district with an extensive family history of local government involvement.

After completing a commerce degree from the University of Melbourne, he taught for 10 years at various secondary schools across Victoria and he is now a businessman with interests in farming, investment and hotels.

Cr Holt has been appointed a Mayor Emeritus by the Municipal Association of Victoria. He is also an alumnus of the Australian Centre of Excellence for Local Government.

He lists his personal interests as politics, international affairs, travel and sport.

**Representation on committees**

- Audit Committee
- Municipal Association of Victoria
- Rural Councils Victoria Executive
- South West Loddon Pipeline Project Community Consultative Committee
- South West Loddon Pipeline Project Steering Committee

**Section 86 Committees of Management**

- Donaldson Park Committee of Management
- Wedderburn Community Centre Committee of Management
- Wedderburn Engine Park and Market Square Reserve Committee of Management
- Wedderburn Mechanics and Literary Institute Hall Committee of Management
- Wedderburn Tourism Committee of Management







## Our people

Bike riding at Kooyoora State Park.

*The Shire enjoys a Mediterranean climate with warm summers and fine sunny winter days. Ideal for enjoying our parks and reserves.*



28 Loddon Shire Council Annual Report 2019/20

Our People | Organisation



Management Executive Group: Steven Phillips, Wendy Gladman, Sharon Morrison and Phil Pinyon.

## Organisation

Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day-to-day management of operations in accordance with applicable legislation and the strategic directions of the Council Plan.

The CEO and three directors form the Management Executive Group (MEG) and lead the organisation.

### Chief Executive Officer

#### Phil Pinyon

Phil Pinyon has had an extensive local government career, holding varied positions in councils across Australia in five states/territories. These prior roles include administration, planning/building and community services in South Australian Local Government, Director roles with Tamworth City Council, Toowoomba City Council and Hornsby Shire Council, and Chief Executive Officer equivalent roles with Jabiru Town Council, Greater Taree City Council, Blue Mountains City Council, Wagga Wagga City Council and Murrumbidgee Shire Council.

During his career Phil has undertaken tertiary studies including the completion of a Master of Business Administration and Graduate Diploma in Public Sector Management. He has a Diploma in Local Government Administration and holds a Municipal Clerk's Certificate.

Phil's professional affiliations include being a member of LGPro and the Local Government Chief Officers' Group.

As Chief Executive Officer of the Council, Phil's role includes prescribed duties in accordance with the Local Government Act 1989, providing leadership to the Council, strategic planning, promoting external relationships, and managing the operations of the Council.

### Director Corporate Services

#### Sharon Morrison

Sharon Morrison joined Loddon Shire as Director Corporate Services in August 2016. Prior to this role, Sharon led the Organisation Development team at the City of Greater Bendigo.

She comes to Loddon with an interesting mix of experiences having been a practising lawyer, an elected Councillor as well as having worked in local government in New South Wales and Victoria since 2009.

Sharon is committed to building on a strong foundation of good governance and leadership to ensure that Loddon Shire is well positioned for the challenges facing local government.

In her role as Director Corporate Services, Sharon is responsible for providing internal functions that support other directorates in service and project delivery. This includes monitoring the financial performance of the



organisation and providing leadership in developing the organisation and individuals to be the best they can be.

The role also leads information and business transformation to support efficient service and project delivery, and provides governance support to committees of management.

## Director Operations

### Steven Phillips

Steven Phillips was appointed as Director Operations in November 2017 after holding the position of Manager Works at Loddon Shire Council since 2011.

Steven commenced with Council in 2009 as the Assistant Manager Works. Steven has a Diploma In Forestry from Melbourne University's School of Forestry, and has worked in the forestry and fire management sector, providing supervision and management of commercial timber harvesting operations, forest road infrastructure and fire management for several years before making the move to local government.

The Director Operations role is responsible for the management and ongoing delivery of a wide range of Council services including infrastructure policy and program development, works and maintenance, strategic and statutory planning, statutory building

control, environmental and public health, local laws policy and compliance, contract management and engineering services.

## Director Community Wellbeing

### Wendy Gladman

Wendy Gladman was appointed as Director Community Wellbeing in July 2013 after holding the position of Manager Community Services since 2010.

Wendy previously held a number of positions in aged and disability services since commencing with Council in 1995.

Wendy has extensive experience in local government, with a particular emphasis on delivery of community services and health and wellbeing.

Wendy has a Diploma of Business Management, a Diploma of Community Services Management, a Diploma of Business (Governance) and is a graduate of the Australian Institute Company Directors (AICD).

As Director Community Wellbeing, Wendy is responsible for the management and delivery of a wide range of community services including early years, youth, aged and disability, sport and recreation, community planning, emergency management, rural access and municipal public health and wellbeing.

## Organisational chart



## Management team

The MEG is supported by the following management team:

### Executive Directorate



#### Manager Executive and Commercial Services, Lynne Habner

Lynne Habner commenced with Council in 2011 as the Executive Assistant to the CEO. Her previous experience has included roles in state and national government organisations, which gave her a breadth of experience including national policy and legislation development, project management, stakeholder engagement and high-level administrative and managerial roles. During her career, Lynne has obtained a Masters in Public Sector Management.

Lynne's role as Manager Executive and Commercial Services encompasses high-level executive support to the Chief Executive Officer and Councillors as well as managing the tourism and economic development functions in the Loddon Shire.

### Corporate Services Directorate



#### Manager Financial Services, Deanne Caserta

Deanne Caserta commenced work with Council in 2004 in an administration capacity. In 2007 Deanne was awarded an accounting cadetship through Council's Scholarship Program. In 2012 she graduated with a Bachelor of Commerce and achieved CPA status in 2016. Her role involves overseeing the preparation of the long term financial plan, annual budget, financial statements, monthly financial reporting to Council, reporting to various government departments, accounts payable, accounts receivable, property/rating and procurement.



#### Manager Organisational Development, Carol Canfield

Carol Canfield commenced with Council in September 2007 after a long career with the City of Greater Bendigo and Shire of East Loddon. Carol has held positions in payroll, risk management, various administration roles and as Assistant Shire Secretary.

Carol's role includes human resource management, risk management, staff training, occupational health and safety, staff health and wellbeing, fire prevention and insurance. She was instrumental in managing the passage of Council's previous Enterprise Bargaining Agreement.



#### Manager Information and Business Transformation, Peter Williams

Peter Williams commenced with Council in December 2017 after a career spanning more than 30 years in private enterprise working in leadership positions across a mix of information technology, customer service and business transformation. He has a Graduate Diploma in Applied Science (IT) and has previously been involved in continuous improvement and business process transformation. He is also a Director at Interchange – Loddon Mallee Region and is currently studying a Graduate Certificate in Governance.

His role is responsible for implementing key strategies relating to information technology, information management and customer service.

## Operations Directorate



### Manager Assets and Infrastructure, David Southcombe

David commenced with Council in 2018 in the Assets and Buildings Coordinator position and was appointed Manager Assets and Infrastructure in 2019.

David's previous experience includes holding positions in asset management, energy efficiency and operations.

His role is responsible for the management of contract and project management, capital works program development and implementation, civil engineering design, and asset management.



### Manager Works, Daniel Lloyd

Daniel Lloyd commenced with Council in July 2002 in an administration and GIS capacity for the Technical Services Department. In September 2011 Daniel was appointed as the Assistant Manager Works before being appointed as the Manager Works in December 2017.

The Manager Works role includes the management of Council's day labour workforce and all subcontractors involved in the delivery of maintenance and construction activities on Council's road and township street network as well as Council's Parks and Gardens network, building maintenance and waste services.

This position is also responsible for Council's maintenance contract with VicRoads, all fleet management activities and Municipal Emergency Response.



### Manager Development and Compliance, Glenn Harvey

Glenn Harvey commenced with Council in August 2015 as the Municipal Building Surveyor (MBS), after working in the building industry for 35 years, both in the private sector as a builder and building surveyor, and in building control in local government.

In 2016 Glenn was appointed as the Manager Development and Compliance which resulted in the expansion of his responsibilities to encompass the management and oversight of Council's town planning, public health, local laws, animal management and building control. With this appointment, Glenn now manages the broader portfolio of development and regulatory services which Council provides or administers for the local community.

## Community Wellbeing

### Manager Community Support

Currently there is no manager appointed to this position.



### Manager Community Wellbeing, Amy Holmes

Amy Holmes was appointed as Council's Manager Community Wellbeing in November 2019. Amy has worked in the health sector for many years with specialist roles in health and wellbeing, community development, partnerships and service coordination. Her career has been spread across roles in local government, community health and private enterprise.

The Manager Community Wellbeing is responsible for contributing to improved health and wellbeing outcomes for the Loddon community through the development and implementation of the Municipal Public Health and Wellbeing Plan, delivery of Aged and Disability services, Children and Youth services and other community service/wellbeing programs and by developing and culturing partnerships and collaborative working relationships.

## Council staff

### Staff farewells

Over 15 years		
Colin McClelland	Duncan Campbell	Leigh Poyner
Marjorie Ross	Suzanne Pickles	Tony Bellenger
Over 10 years		
Robert Haw	Sandra Steel	
Over 5 years		
Billy Griffin	Bradley Hutton	Darrell Jennings
Pauline Yorston	Shannon Brown	
Under 5 years		
Aaron Day	Alexandra Jefferies	Allan Bawden
Anne Donovan	Christopher O'Flaherty	Elizabeth Gloster
Gregory Williams	Indivar Dhakal	Marcus Lea
Maxwell Gaynor	Michael Dejong	Nathan Grigg
Patrick Merrin	Rachel Rowett	Sandra Griffin
Susan E Smith	Suzi Kirkham	

### Welcome to new staff

Amy Holmes	Anil Abraham	Daniel McQueen
Barbara Lomas	Daniel Rossi	Daniela Guelfo
Darcy Jackson	David Peck	Elizabeth Borg
Faith Cooper	Grant Trenwith	Hamish Catto
Jayden Baber	Kathryn Reid	Karen Apostol
Karen Garrett	Kyle Whiteoak	Mary Evans
Michael Dobbin	Pamela Brown	Patricia Barrett
Rebecca Fry	Rebecca Mayne	Rebecca Sterling
Richard Fernandez	Robina Little	Robyn Howarth
Susan Devereaux	Timothy Noordennen-Saunders	



## Staff analysis

### Number

As of 30 June 2020 Council had 192 staff in total, with an effective full-time equivalent staff of 135.1.

Most of Council's staff work from depots, in the offices or as Community Care Workers.

Other areas where Council employs staff are in the management team, pre-schools, recycling stations, school crossings and in Maternal and Child Health Centres.

The number of staff has increased from 183 as at 30 June 2019. This is due to the recruitment of new administration roles within the office staff. There have also been additional casuals employed in Local Laws, preschools and Home and Community Care.

### Status

Council has 94 full-time, 71 part-time and 27 casual employees.

### Gender

Of total staff numbers, 46 per cent are male and 54 per cent female.

There is a larger percentage of female staff in positions such as community care, pre-school and administration areas.

Council has five operation depots, consisting of 98 per cent male staff. Pre-schools are all-female staff. Other worksites have a mix of female and male staff.

Community care and office staff has a greater proportion of females. The management team also has a slightly greater proportion of males (seven compared with six females).

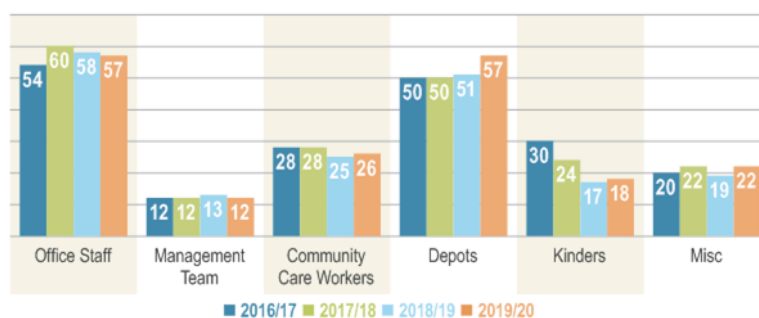
### Age

Council's age demographic continues to show a large proportion of staff over 46 years of age.

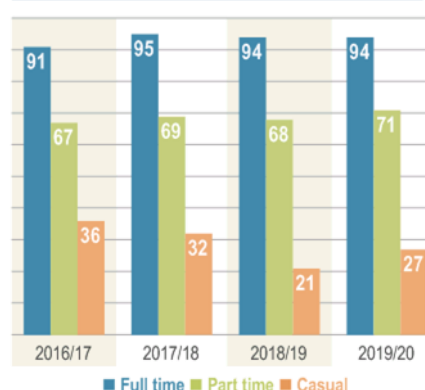
The number of staff in the 46 to 55 age bracket has decreased and the number in the 55+ age bracket has increased. The number in the 36 to 45 age bracket has remained steady over the last four years. There has been a slight increase in the 26 to 35 age bracket and the 18 to 25 age bracket.

This will provide challenges for workforce planning in the future, particularly due to the high proportion of staff in the over 45 age bracket, but there are encouraging signs with a slight increase of numbers in the younger bracket.

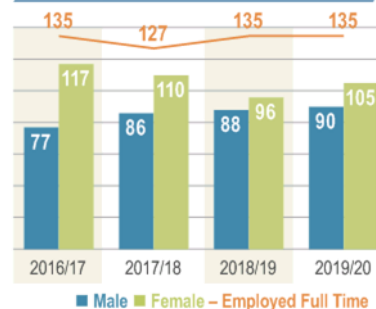
Staff number



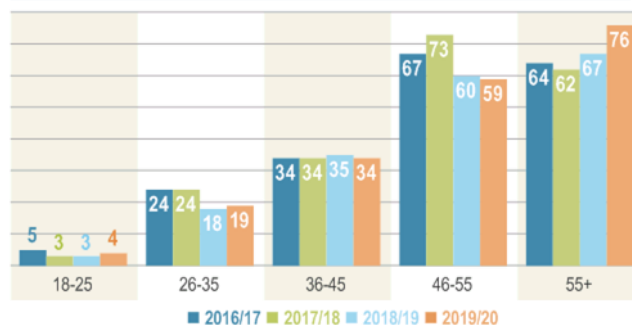
Staff status



Staff gender



Staff age



## 34 Loddon Shire Council Annual Report 2019/20

## Our People | Council staff

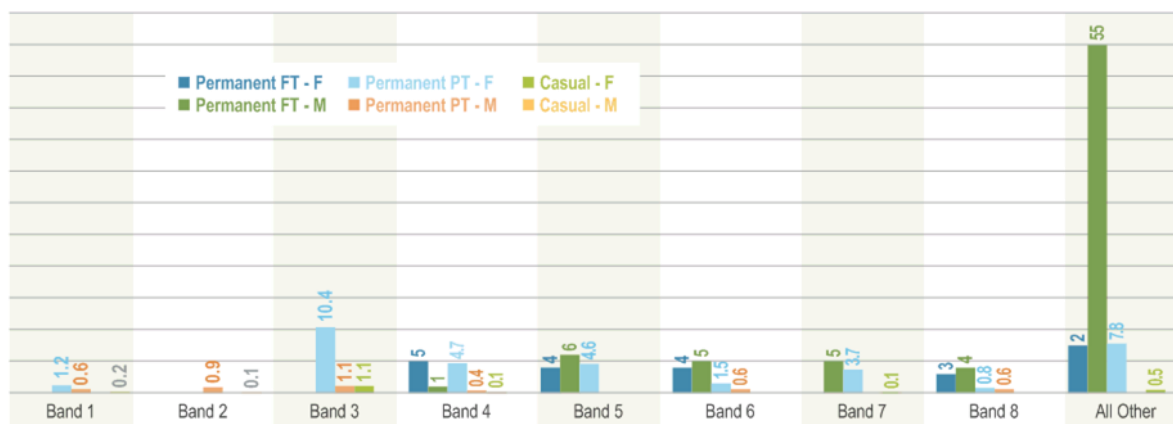
**Length of service**

Some 41 per cent of staff have been employed for less than five years while 33 per cent of staff have been employed for five to 15 years. The remaining 26 per cent of staff have been employed for over 15 years.

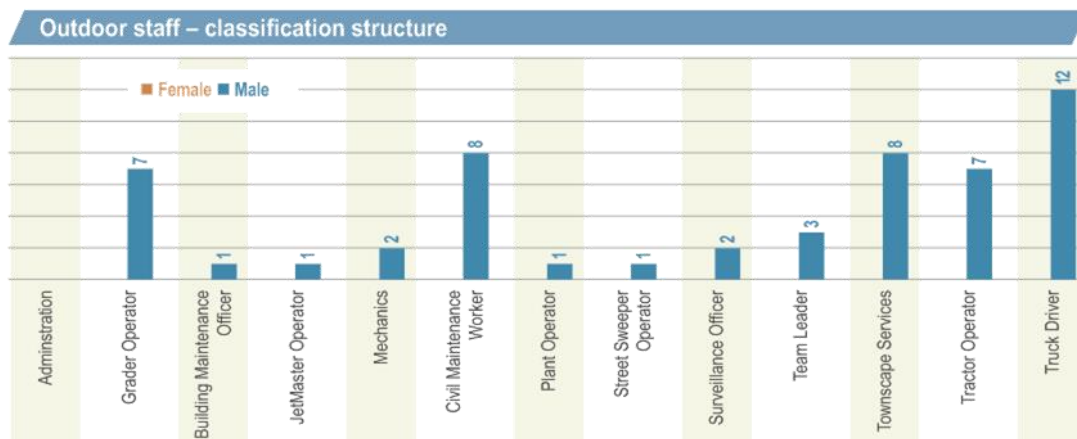
**Council staff classification****Structure classification – employee type**

A summary of the number of full time equivalent (FTE) staff categorised by employment classification and gender is set out below. Employment classifications are Band 1 to 8 as per the Victorian Local Government Award 2001. The column 'all other' includes the CEO, Directors, pre-school staff and nurses. The category 'all other' also includes staff who come under the 'outdoor staff' classification structure.

Structure classification	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	All other	Total
Permanent FT - F	0	0	0	5	4	4	0	3	2	18
Permanent FT - M	0	0	0	1	6	5	5	4	55	76
Permanent FT - X	0	0	0	0	0	0	0	0	0	0
Permanent PT - F	1.2	0	10.4	4.7	4.6	1.5	3.7	0.8	7.8	34.7
Permanent PT - M	0.6	0.9	1.1	0.4	0	0.6	0	0.6	0	4.2
Permanent PT - X	0	0	0	0	0	0	0	0	0	0
Casual - F	0	0	1.1	0.1	0	0	0.1	0	0.5	1.8
Casual - M	0.2	0.1	0	0	0	0	0	0	0	0.3
Casual - X	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2.0</b>	<b>1.0</b>	<b>12.6</b>	<b>11.2</b>	<b>14.6</b>	<b>11.1</b>	<b>8.8</b>	<b>8.4</b>	<b>65.3</b>	<b>135.0</b>

**Structure classification – employee type**





### Outdoor staff – classification structure

A summary of the number of full time equivalent (FTE) staff categorised by the Loddon Shire outdoor staff employment classification structure and gender is set out in this table.

Classification	Female	Male	Total
Administration	0	0	0
Grader Operator	0	7	7
Building Maintenance Officer	0	1	1
JetMaster Operator	0	1	1
Mechanics	0	2	2
Civil Maintenance Worker	0	8	8
Plant Operator	0	1	1
Street Sweeper Operator	0	1	1
Surveillance Officer	0	2	2
Team Leader	0	3	3
Townscape Services	0	8	8
Tractor Operator	0	7	7
Truck Driver	0	12	12
<b>Total</b>	<b>0</b>	<b>53</b>	<b>53</b>

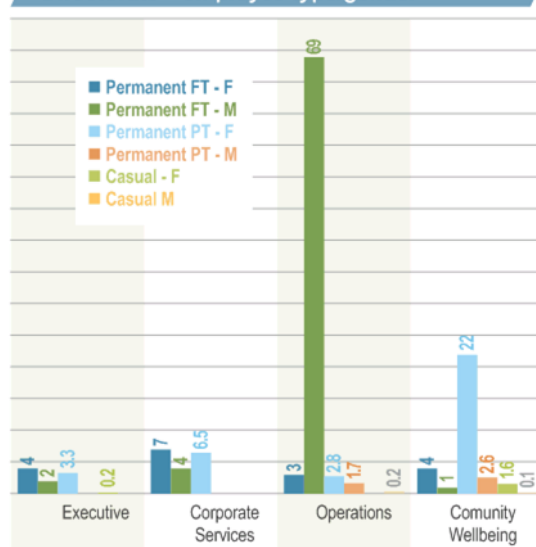


Top: Equipment installed through the Healthy Heart of Victoria initiative.  
Above: Director for the Mitiamo Pipeline Project, Daniel Arnold and Mitiamo Reticulated Water Supply Committee Chair, Neil Allen at Mitiamo.

**Directorate – employee type/gender**

A summary of the number of full time equivalent (FTE) Council staff by organisational structure, employment type and gender is set out below.

Employee type/gender	Executive	Corporate Services	Operations	Community Wellbeing	Total FTE
Permanent FT - F	4	7	3	4	18
Permanent FT - M	2	4	69	1	76
Permanent PT - F	3.3	6.5	2.8	22	34.6
Permanent PT - M	0	0	1.7	2.6	4.3
Casual - F	0.2	0	0	1.6	1.8
Casual - M	0	0	0.2	0.1	0.3
<b>Total</b>	<b>9.5</b>	<b>17.5</b>	<b>76.7</b>	<b>31.3</b>	<b>135</b>

**Directorate – employee type/gender**

## Staff recruitment and retention

### Staff health and wellbeing

Council is committed to looking after the health and wellbeing of all staff. It is recognised that Council cannot address a staff member's individual health and wellbeing needs without the cooperation of that person.

Council provides a healthy workplace by:

- developing, in consultation with staff, workplace-specific programs to address lifestyle, health, fitness and safety issues
- encouraging staff wellness and proactively managing risk of illness
- encouraging staff to take periodic annual leave (where relevant) to maintain a positive balance between work, life, family and friends
- actively promoting exercise, healthy eating and a smoke-free environment to improve or maintain staff members' personal wellbeing
- providing targeted health and wellbeing programs

Programs offered to all staff in 2019/20 included:

- Flu vaccinations – 75 employees
- Yoga – 15 employees
- Health assessments – 24 employees
- Active April – 25 employees total hours of exercise 698 hours 2 minutes
- Hearing tests – 92 employees
- September – 20 employees total funds raised \$715, total steps taken 6,786,913 equalling 4186.30km, total calories burnt 932,743

### Achievement Program

The Achievement Program is a Victorian Government initiative that aims to encourage healthier lifestyles and prevent lifestyle related diseases. The program provides a framework for promoting health in the workplace. The Achievement Program Working Group is developing an action plan for a health and wellbeing program going forward.

### Employee Assistance Program

Council offers a free, confidential Employee Assistance Program for staff who are experiencing difficulties in their personal or professional lives.

## Communicating with staff

[Staff newsletter](#)

A staff newsletter is distributed monthly. The newsletter includes items of interest, job vacancies, upcoming events and personal milestones of staff.

## Intranet

Council has an intranet site that is used to communicate information. Staff located at the Wedderburn and Serpentine offices, Boort, Newbridge, Pyramid Hill and Wedderburn depots, plus some remote workers in the Community Services Department, have access to the intranet.

- ### All staff meetings

Council holds quarterly all-staff meetings. These meetings are an opportunity to provide staff with information about current events, presentations by external groups, all-staff training, recognise staff achievements (both personal and professional) and the opportunity to ask questions of the executive.

These meetings include an all-staff end of year meeting. The meeting provides staff with an opportunity for informal interaction with their colleagues, managers and Councillors, and provides Council with the opportunity to thank staff for their efforts throughout the year.

The December 2019 end of year meeting was held at the Newbridge Recreation Reserve.

Council's early years staff are employed under the Early Education Employees Enterprise Agreement. This agreement is a multi-employer enterprise agreement; the current agreement expires on 31 July 2019.

The agreement is negotiated with the Australian Education Union by the Municipal Association on behalf of the 22 councils involved, formal negotiations commenced for a new agreement on 10 May 2019.





## Staff years of service recognition

The Staff Recognition of Service Policy provides for staff to receive a Certificate of Service for each five years of service, with a Certificate of Service and badge at each 10 year increment.

At the all-staff meeting in November 2019, staff who had reached service periods of 10, 20, 30 and 40 years were presented with Certificates of Recognition and a Service Badge and staff who had reached service periods of 5, 15, 25, 35 years were presented with Certificates of Recognition.

They were:

### 30 years of service – certificate and badge

Denise Kosmatos	Michele Schmidt
-----------------	-----------------

### 25 years of service – certificate

Alan Last	
-----------	--

### 20 years of service – certificate and badge

Bill Chalmers	Julie Ritchie
Kerry Younghusband	Shayne Morris

### 15 years of service – certificate

Deanne Caserta	Michelle Hargreaves
----------------	---------------------

### 10 years of service – badge and certificate

Pauline Brown	
---------------	--

### 5 years of service – certificate

Michael Thornton	Paula Yorston
Teresa Pardy	



Above and right: Staff recognition celebration dinners.

The May 2020 all-staff meeting was cancelled due to COVID-19 restrictions. The following staff were due to receive their service recognitions and will be receiving them at a later date.

### 40 years of service – certificate

Evelyn Morrison	Graeme Smith
Owen Bailey	

### 10 years of service – badge and certificate

Carolyn Stephenson	Carleena Hughes
Louise Bewley	Sally Maxted
Sara Nesbit	

### 5 years of service – certificate

Leanne Rollinson	Melisa Kennedy
Vera Hanson	

The Staff Recognition Policy also provides a formal recognition of service for staff members who have completed five year increments of continuous service for 10 years or more. They will be invited to attend a service recognition dinner with Councillors, Senior Executive Staff, their direct line manager and their partners.

The first of three dinners was held in November 2019 at Boort and Newbridge hotels with 32 staff and their partners invited. A short citation about each staff member who attended was read out.



## Other staff matters

### Equal employment opportunity program

Council supports access and equity for all employees and recognises diversity as a valuable strength that will create benefits for employees and the community.

Council's Equal Opportunity and Anti-Discrimination Policy ensures that any potential breach is resolved impartially and fairly.

Council regularly reviews its policies, procedures and practices to ensure equity and transparency for all staff.

### Professional development

#### Staff training program

Council is committed to providing staff with access to training and development opportunities that will enable continuous learning and career growth in line with individual aspirations and Council's goals.

At the annual staff development review, employees identify training they would like to undertake the following year. Council also provides training that is required for legislative purposes and to keep qualifications current.

Council has a Study Support Policy that is available to permanent employees with more than 12 months service.

During the year, Council staff undertook training courses in the following areas:

#### Managing risk

Chemical Handling

Contact Officer Training

First Aid and Cardiopulmonary Resuscitation (CPR) Training

Health and Safety Representative (HSR) Refresher Training

Skid Steer Loader Operations

#### Loddon essentials

Loddon Induction

Raising purchase orders

Using Compliant Supplier Database

Using Loddon Content Manager for records management

Using Merit for customer requests

Using Mxie/ZAC to manage calls

Using RelianSys to manage compliance



Above: Farewell to Duncan Campbell after 15 years with other Finance department staff.

Above left: Staff recognition celebration dinner Community Wellbeing staff Michele Schmidt, Lyn Jenzen and Sue Pickles.

Left: Staff recognition celebration dinners, Dale Stephenson over 40 years of service.



## 40 Loddon Shire Council Annual Report 2019/20

## Our People | Other staff matters

**Loddon leadership and personal effectiveness**

Building Confidence in Working in Animal Management and Compliance

Certificate IV in Leadership and Management

Community Engagement

Diploma of Human Resource Management

Effective Consultative Committee

Good Governance

LGPro Ignite Program

Next Steps in Culture

Project Governance Executive Program

Rural Women's Professional Development

Workplace Manslaughter Legislation

**Local Government essentials**

Cybercrime

eLearning Compliance Modules:

- Equal Employment Opportunity
- Fraud and Corruption Awareness
- Information Privacy
- Loddon Child Safe Standards
- Loddon Induction
- Occupational Health and Safety
- Procurement
- Victorian Charter of Human Rights and Responsibilities
- Workplace Bullying and Harassment

Freedom of Information

Induction to Local Government

Workplace Equality and Respect

**Working productively**

Designing Easy to Read Resources

**Job related training**

Civil Design Features

Digital Marketing

Fringe Benefits Tax

Planning Enforcement Options

Smarty Grants

Taxation and Payroll Seminar

**Study support**

Assistance is provided in the form of subsidies for course fees, examination and assignment leave and some leave for attending classes.

During the year, two employees accessed study support while undertaking further study:

- Jen Dougall – Diploma of Human Resource Management
- Melissa Dowton – Bachelor Early Childhood Education

**ELearning**

Council has partnered with Horsham Rural City Council, Gannawarra Shire Council and Central Goldfields Shire Council to purchase eLearning Compliance Modules. All staff are required to complete the following compliance modules:

- Equal Employment Opportunity
- Fraud and Corruption Awareness
- Information Privacy
- Loddon Child Safe Standards
- Occupational Health and Safety
- Workplace Bullying and Harassment
- Victorian Human Rights and Responsibilities
- Loddon Induction



Volunteers Week 2020.



### Traineeships

Council supports staff who are prepared to undertake traineeships in their field.

The following staff member completed a traineeship this year:

- Daniel McNish – Certificate III in Landscape Construction

### Qualifications attained

The following staff completed qualifications during the year:

- Jen Dougall – Certificate IV Training and Assessment
- Trudi Van De Wetering – Bachelor Early Childhood Education

Council's support is provided in the form of time to attend required classes and in financial assistance for some of the cost of the course.

### Staff scholarship program

Council has a staff scholarship program aimed at reducing the financial burden of undertaking university education and providing relevant work experience in a Local Government setting.

### Work experience program

#### Secondary school students

Council supports work experience programs and hosts students from Years 10, 11 and 12, and students undertaking tertiary studies.

During the year, Council hosted the following students:

- Dale Kleehammer
- Emily Glenister
- Krystal Gloster

### School-based apprenticeships

Over the years, Council has hosted many students under school-based apprenticeships. This program provides a learning environment in the workplace while students remain at school. During 2019/20 Council did not host any students under this program.

### Preventing violence against women

Council introduced a Family Violence clause in its Enterprise Agreement No. 6 2011. This clause provides staff with 20 days special leave each year to deal with family violence.

The clause in the Enterprise Agreement safeguards security of employment for employees experiencing family violence, as well as providing workplace support to enable them to be safe at home and at work.

The 20 days special leave can be used for medical appointments, legal proceedings and other activities relating to family violence. Carer's leave is also offered for employees who are supporting a person experiencing family violence.



Loddon Tourism staff farewelling Sandra Steel.



Loddon Procurement Strategy team.

## 42 Loddon Shire Council Annual Report 2019/20

## Our People | Other staff matters



Listen Learn and Lead Gender Equity Workshop September 2019.

## Local Government Free from Violence Program

Council submitted a project proposal to the Local Government Free from Violence Program and was successful in obtaining one-off funding of \$61,940 to allocate to the project.

Council's project is called 'Leading Gender Equity in Our Workplace and Community'. This project is the first stepping stone in changing the structures, social norms and practices which contribute towards gender inequity in the workplace and the greater community. It builds on the knowledge and strategies identified through the Local Government Victoria Listen Learn and Lead Gender Equity Program.

The project has four primary objectives:

- to build primary prevention capacity within the organisation that can be expanded into the community
- to ensure Council maintains a gender equity-based approach to all organisational operational activities

- to promote Council as an organisation in which women and men are equally represented, valued and rewarded
- to develop an internally focused Gender Equity Strategy setting out the key focus areas and actions Council will take to address gender inequity, family violence and violence against women in the broader community for the following five years

## Health and safety

Council recognises its moral and legal responsibility to provide, as far as it is reasonably practicable, a safe and healthy work environment for employees, contractors, customers and visitors.

This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage. Council continues its commitment of consultation and cooperation between management and employees through Council's Occupational Health and Safety Committee.

This committee consists of staff and management representatives and meets quarterly, with all areas of the organisation represented.

All occupational health and safety obligations continue to be met in a systematic, proactive and consultative manner.

During the year Council appointed a dedicated OH&S and Risk Management Officer to assist with OH&S and Risk Management compliance.

Policies and procedures continue to be developed or reviewed to reflect new legislative requirements and better practice.



Immunisation program for Loddon Shire staff receiving their flu vaccination.





## Our performance

Hard Hill Reserve Wedderburn.

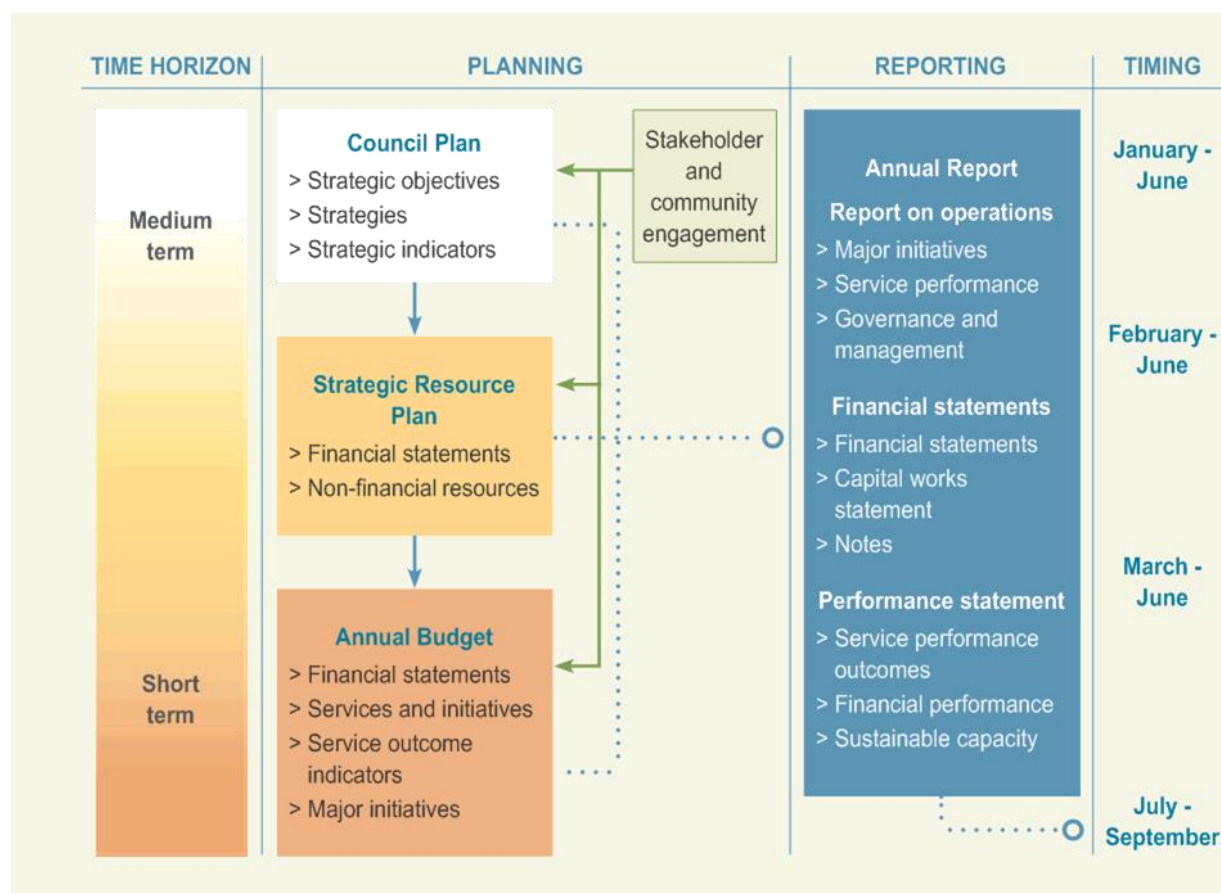
*The northern part of the Shire features broad flat plains of dry land, wetlands, rivers, lakes, woodlands and irrigated farming areas as well as granite outcrops and well-preserved heritage and cultural features.*

## Planning and Accountability Framework

The Planning and Accountability Framework is found in Part 6 of the Local Government Act 1989. The Act requires councils to prepare the following planning and reporting documents:

- a Council Plan within six months after each general election of the Council or by 30 June, whichever is the later
- a Strategic Resource Plan for a period of at least four years (and include this in the Council Plan)
- a budget for each financial year
- an Annual Report in respect of each financial year.

The following diagram shows the relationship between the key planning and reporting documents that make up the planning and accountability framework for local government. It also shows that there are opportunities for community and stakeholder input and feedback at each stage of the planning and reporting cycle.





## Council Plan

The Council Plan 2017-2021 includes strategic objectives, strategies for achieving these objectives for the four-year period, strategic indicators for monitoring achievement of the strategic objectives and a Strategic Resource Plan.

The following are Council's five strategic themes, with their strategic objectives as listed in the Council Plan:

### Strategic Platforms 2017-2021



#### Population

Grow and invigorate Loddon's population



#### Economic Prosperity

Support development of a prosperous and diverse economy



#### Liveability

Develop attractive, vibrant and well-served communities



#### Sustainability

Provide leadership which contributes to the sustainability of our region



#### High Performance Organisation

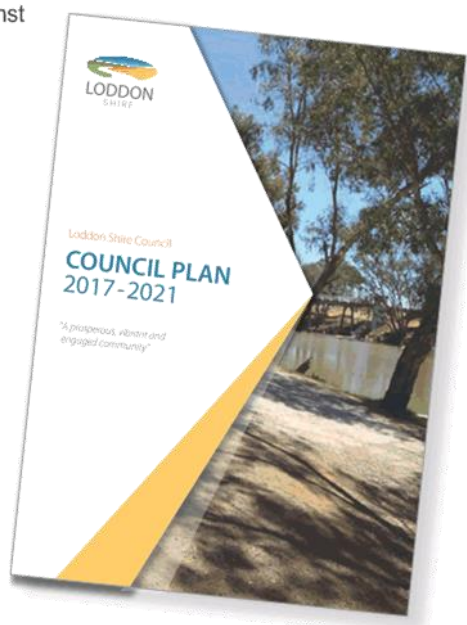
Implement frameworks which enable sound decision making and support a high performing and customer-focused organisation

### Performance against the Council Plan 2017-2021

Council's performance for the 2019/20 year has been reported against each strategic objective to demonstrate how Council is performing in achieving the Council Plan 2017-2021. Performance has been measured as follows:

- progress against key actions
- results achieved in relation to the strategic indicators in the Council Plan
- progress in relation to the major initiatives identified in the budget
- services funded in the budget and the persons or sections of the community who are provided those services
- results against the prescribed service performance indicators and measures.

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators in the Council Plan. As 2019/20 is the second year of the four year plan it is expected that a number of the indicators will be works in progress.





## Strategic Theme 1: Population

**Objective:** Grow and invigorate Loddon's population

Strategic Indicator	Status	Comment
Implement the Donaldson Park Master Plan	In progress	The funding commitment has been confirmed by the National Party's new member for Mallee, Anne Webster for \$2.5M from the Community Development Grants Programme, regional programs, Regional Development and local government. This amount, combined with the funds from other sources, will enable the implementation of the Donaldson Park Master Plan.
Complete feasibility study for childcare services	In progress	Draft document is in final stages to be presented to Council in the coming months.
Complete business case for childcare services	In progress	Draft document is in final stages to be presented to Council in the coming months.
95% or more of road defects completed within time frame allocated	<b>Complete</b>	During the fourth quarter of 2019/20 financial year, 99.4% of all date imposed defects were completed before their due date.
Complete reviews of Asset Management Plans	In progress	The Building Asset Management Plan was adopted in October 2019. Bridges, Urban Drainage and Footpath Asset Management Plans will follow.
Provision of vacant land zoned for residential development in and around towns	<b>Complete</b>	As a result of the completion of the Settlement Strategy 2019-2034, vacant land in and around towns has been identified.
New residential development in and around towns	In progress	During 2019/20 there were 16 residential developments approved across the Shire.
Complete feasibility study on increase to public transport	<b>Complete</b>	At the March 2019 Councillor Forum, there was an item presented regarding the preliminary project proposal for a Public Transport Feasibility Study. With the adoption of Council's Annual Report 2018/19 this action was concluded.
Work in collaboration with Loddon Campaspe Regional Partnership to examine opportunities for transport for smaller communities	<b>Complete</b>	In discussion with Councillors on the Public Transport Feasibility Study, the view was expressed that it is disingenuous to continue to promote this through Regional Partnerships as it seemed to be an unresolvable issue. This action was concluded with the adoption of the 2018/19 Annual Report.



**Services:**

The following statement provides information in relation to the services funded in the 2019/20 budget which help to grow and invigorate Loddon's population:

Service	Description
Infrastructure management	Provision of the following to the municipal community as a whole: long-term asset management planning for roads, buildings, recreational facilities, pools, parks, waste facilities and bridges, development and delivery of annual infrastructure projects and programs, contract administration, survey and design and digital mapping.
Recreation services	Provision of the following to the municipal community as a whole: financial and administrative support to sporting clubs, management of Council's swimming pools, applications for government grants and assistance with long-term strategies for recreation facilities.
Community planning	Provision of the following to the municipal community as a whole: support in building Loddon communities through facilitation, logistical and financial means to improve the aesthetic of communities and develop key community assets, supporting communities to identify their strengths and opportunities, and facilitating novel approaches and solutions to local issues.
Town planning services	Provision of the following to the municipal community as a whole: planning permit and subdivision approvals, planning scheme compliance and enforcement, changes to the planning scheme and protection of significant heritage, cultural and environmental assets within the Shire.
Building surveyor services	Provision of the following to the municipal community as a whole: building permit and occupancy approvals and administering the Building Act.



Fun in the sun at Little Lake Boort.



## Strategic Theme 2: Economic Prosperity

**Objective:** Support development of a prosperous and diverse economy

Strategic Indicator	Status	Comment
Complete a review of the Tourism Strategy	Complete	New Economic Development and Tourism Strategy adopted 26 November 2019.
Maintain and enhance resources to ensure timely processing of planning and building applications	Complete	Council is provided with quarterly reports on the statistical data for planning and building applications.
Continue to provide forums for business networks that provide training and support	In progress	Forums continue to be held on a quarterly basis by the Loddon Valley Tourism Network. This has been interrupted by COVID-19 restrictions, however, online training opportunities are being promoted when available.
Pursue advocacy opportunities for water security initiatives which support economic development as they arise	In progress	The economic analysis for the business case to support the Newbridge water and sewerage project has been developed, and broader landowner engagement will be undertaken to determine willingness to proceed.
Review Road Asset Management Plan	Complete	The Road Asset Management Plan was adopted by Council in March 2017 and is due for review by June 2021.
Pursue advocacy opportunities for essential infrastructure and services	In progress	Council had some success in achieving positive outcomes using the "priorities" document in the State elections. A number of priorities remain outstanding and opportunities were taken to promote those in the lead up to the Federal election in 2019. Loddon Shire is also actively participating in the development of the "Loddon Campaspe Investment Prospectus" that includes a number of Loddon's priorities. This Prospectus was used as an advocacy tool for the Federal election.
Provide communication and training opportunities about available grants and tender processes	In progress	Details of available grants have been communicated via Council's Mayoral Column and Social Media. Council's suppliers and community have been notified of e-Procure, Councils tender processing system via email and Mayoral Column.
Develop and implement a policy to provide a framework to access Council's heritage loans scheme	In progress	The draft document is scheduled to be reviewed by Council's internal policy review group in June 2020.



**Services:**

The following statement provides information in relation to the services funded in the 2019/20 budget which help to support development of a prosperous and diverse economy:

Service	Description
Tourism development	Provision of the following to the municipal community as a whole: services, including facilitation of strategic projects, assistance to small business, development of marketing and promotional material, assistance with advertising, direct financial support of key projects, provision and maintenance of tourism promotional signage, advice to new and existing tourism businesses, developing tourism linkages between regional communities and key tourism bodies such as Tourism Victoria, Tourism Alliance, Goldfields Committee and Bendigo Tourism, and administrative support to the Loddon Visitor Information Centre.
Loddon Discovery Tours	Provision of the following to the municipal community as a whole: assistance to the Loddon tourism industry, public speaking, marketing, promotion and booking of group tours, program delivery to improve customer service and business development, and financial support for promotion.
Economic development	Provision of the following to the municipal community as a whole: support to new and existing businesses through direct facilitation, development of networking opportunities, provision of information, leadership development, promotion and marketing of opportunities within the Shire, referral to internal and external agencies to encourage access to Shire, State and Federal development programs.
Industrial development	Provision of the following to the municipal community as a whole: support to industry with access to infrastructure in developed and zoned industrial land which is appropriately located and priced to encourage the sustainable growth of industry.



Loddon Visitors Information Centre.



### Strategic Theme 3: Liveability

**Objective:** Develop attractive, vibrant and well-served communities

Strategic Indicator	Status	Comment
Implement streetscape improvements in key townships	Complete	The Wedderburn Streetscape Improvement Project was officially opened in November 2018. Work has commenced on preparing for the improvement of the Pyramid Hill Streetscape.
Identify and manage rectification of unsightly premises	In progress	Council works proactively with property owners to improve the presentation of their properties.
Develop a volunteer strategy	Complete	The Volunteer Strategy 2018-2022 was adopted by Council on 27 November 2018. A Volunteer Support Officer has been appointed to assist with the implementation of the strategy.
Explore opportunities to rejuvenate a Youth Council in partnership with 'Youth Building Places and Spaces' project	Complete	A range of activities to support the rejuvenation of the Loddon Youth Council were adopted at the June 2018 Council meeting.
Continue the provision of library services	Complete	Services continue to be provided through the successful "agency" model which has temporarily been disrupted by the COVID-19 restrictions.
Provide opportunities for the community to develop community gardens	Complete	Communities are provided with opportunities through Loddon Shire Council Community Grants and Community Planning Programs.
Develop a plan for rationalisation of unnecessary assets with a direction towards future use of	In progress	The Building Asset Management Plan was adopted in October 2019. Other asset management plans will have their own asset rationalisation plan. A Small Towns Policy is being developed and service level reviews are commencing which will both assist in the identification of assets which can be rationalised.
Pursue advocacy opportunities for water security initiatives which support lifestyle needs and recreation choices as they arise	Complete	As well as the involvement in the South West Loddon Pipeline Project via the Steering Committee, work is being done to advocate for the Mitiamo pipeline project. This has been listed in the Regional Partnerships priorities as a key outcome for the Loddon Shire.  In addition, water for the reservoirs at Skinners Flat, Wedderburn and Inglewood is being negotiated with Grampians Wimmera Mallee Water so as to secure water at recreational lake water prices to maintain a level suitable for ongoing recreational use.





Loddon Visitor Information Centre volunteers on a day out visiting Laanecoorie.

### Services:

The following statement provides information in relation to the services funded in the 2019/20 budget which help to develop attractive, vibrant and well-served communities:

Service	Description
Community grants scheme	Provision of the following to the municipal community as a whole: administration of various community grants.
Access programs	Provision of the following to the municipal community as a whole: disability access to improve accessibility in and around the Shire.
Library service	Provision of the following to the municipal community as a whole: in collaboration with Goldfields Library Corporation, providing a wide range of relevant, contemporary library collections and services in library agencies and online, providing community spaces for individual and group study, reflection, activity and discovery, providing family, children and adult library programs and activities.
Aged services	Provision of the following to the municipal community as a whole: home, personal and respite care, property maintenance, senior citizens' centres, elderly persons' units and planned activity groups.
Early years services	Provision of the following to the municipal community as a whole: Maternal and Child Health, immunisations and cluster management of kindergartens.
Youth support services	Provision of the following to the municipal community as a whole: facilitating youth events, financial support for youth-related initiatives and long-term planning for youth development and retention.
Loddon Healthy Minds Network	Provision of the following to the municipal community as a whole: involvement in meetings and activities designed to boost mental health awareness and personal support for residents of Loddon Shire.
Works delivery	Provision of the following to the municipal community as a whole: maintenance and construction of roads, bridges, road reserves, footpaths, parks, gardens, rest areas, toilet facilities, playgrounds, buildings and pools, depot, plant and fleet maintenance and management, response to infrastructure-related customer requests; and waste management.





## Strategic Theme 4: Sustainability

**Objective:** Provide leadership which contributes to the sustainability of our region

Strategic Indicator	Status	Comment
Complete a minimum of three service delivery reviews per year	In progress	A service planning project has identified 46 services delivered by Council. Council's financial reporting has been improved to enable the cost of these services to be more accurately identified, and work is underway to confirm current service levels and demands. This work will ensure Council is able to meaningfully engage with the community to understand service expectations. The benefit of undertaking this work is that Council can review service delivery and alter its approach to ensure sustainable delivery of services.
Complete Urban Drainage Asset Management Plan	In progress	Consultants are working on the Pyramid Hill Drainage Strategy and a tender has been issued for capturing data for input into the Urban Drainage Asset Management Plan which will be developed over the next few years.
Complete Roadside Management Plan	<b>Complete</b>	The Roadside Management Plan was adopted in June 2018 and is due for review in June 2022.
Review the Small Towns Policy	In progress	Council is considering engaging a consultant to undertake this review and a budget has been allocated for this purpose. The project did not commence when planned due to a potential external funding opportunity. This funding did not eventuate and due to other competing demands, the project has not yet recommenced.
Complete a long-term community plan for Loddon Shire	In progress	The new Community Plan Framework was adopted by Council in November 2019.
Review the Community Support Policy	In progress	Preliminary draft of the policy completed, to be finalised and reported to Council.
Input into the Loddon and Buloke Education and Training Needs Analysis Project	<b>Complete</b>	Council provided input into the Loddon and Buloke Education and Training Needs Analysis Project to help inform the strategic direction of the Local Learning and Employment Network.
Acceptance of the Reconciliation Action Plan by Reconciliation Australia	<b>Complete</b>	The Loddon Aboriginal Community Partnership Plan 2019-2021 was adopted by Council in September 2019.
Adopt the Municipal Public Health and Wellbeing Plan	<b>Complete</b>	Municipal Public Health and Wellbeing Plan was adopted by Council at its September 2017 meeting.

**Services:**

The following statement provides information in relation to the services funded in the 2019/20 budget which contribute to the sustainability of our region:

Service	Description
Recovery	Provision of the following to the municipal community as a whole: working with Council's emergency management team to deliver initial relief measures, then aid in ongoing recovery work. Also includes response to single incidents of personal trauma.
Environmental health services	Provision of the following to the municipal community as a whole: septic tank and waste water management approvals, food safety inspections and certification, monitoring of tobacco and alcohol sales, compliance with the Public Health and Wellbeing Act and Environment Protection Act and their enforcement.
Local Laws services	Provision of the following to the municipal community as a whole: stock and domestic animal management permits, management of unsightly premises, roadside bushfire management works and local laws enforcement and compliance.
Environmental management services	Provision of the following to the municipal community as a whole: weed management on Council property and development and implementation of Loddon's response to climate change.



Bridgewater on Loddon picturesque redevelopment along the riverside.





## Strategic Theme 5: High Performance Organisation

**Objective:** Implement frameworks which enable sound decision making and support a high performing and customer-focused organisation

Strategic Indicator	Status	Comment
Prepare an annual budget with a budgeted cash surplus	<b>Complete for 2019/20</b>	The adopted budget for year ending 30 June 2021 included a cash surplus of \$96K.
Review the Customer Service Charter and develop a Customer Service Strategy	<b>Complete</b>	The Customer Service Charter and Strategy was adopted by Council on 27 March 2018. Council is now implementing the Strategy and delivering on the Charter.
Review the Communication and Community Engagement Policy	<b>Complete</b>	The Community Engagement Policy was adopted by Council at the May 2019 meeting. The policy will need to be reviewed to ensure compliance with the new Local Government Act 2020. The Community Engagement Policy guides Council in the level and type of engagement on various documents developed by Council.
Upgrade finance, human resource, document management and payroll software	In progress	The Document Management software has now been fully implemented and has been operational now for over six months. Finance and Payroll are part of the \$5M Rural Council Transformation Program Grant (RCTP), which is about to commence from July 2020 when the Project Director has been appointed.
Replace phone system	<b>Complete</b>	The new phone system was implemented in June 2018.
80% of Strategic Indicators met by 30 June 2021	In progress	Of the 45 strategic indicators for the 2017-2021 Council Plan, 25 (55%) have been completed (target 60%) with the remaining strategic indicators in progress. This is on track to completing 80% by 30 June 2021.
Complete a Workforce Strategy	<b>Complete</b>	In June 2019, Councillors were briefed on the key findings and recommendations in the Workforce Strategy. Recommendations were progressed during 2019/20.
Adopt a Child Safe Standards Framework and associated policies	<b>Complete</b>	The Child Safe Standards Framework and associated policies were adopted by Council on 23 April 2019. This framework helps to ensure the safety and wellbeing of children in our community.
Undertake staff climate survey and address outcomes	<b>Complete</b>	Council has implemented a process for conducting quarterly staff surveys. Outcomes of each survey are communicated to staff.
Implement corporate planning and reporting software	<b>Complete</b>	Software has been implemented and is used for quarterly audit committee reporting, monthly performance reporting and six monthly reporting against the Council Plan. Corporate planning and reporting is a key activity of Council, providing transparency of Council's progress against commitments to the community.

Strategic Indicator	Status	Comment
Maintain an ongoing focus on the principle of continuous improvement	In progress	Council is involved in a collaborative project with five other councils to establish shared corporate systems. The outcome of this project will be increased efficiency in the delivery of corporate services. A project director has been appointed and will start to deliver on the project outcomes, providing systems that will improve service delivery to the community.

**Services:**





The following statement provides information in relation to the services funded in the 2019/20 budget which help to enable sound decision making and support a high performing and customer-focused organisation:

Service	Description
Council committees	Provision of the following to support Council's direct service delivery areas: administrative support for Section 86 committees in managing compliance with the Local Government Act 1989.
Council administration	Provision of the following to support Council's direct service delivery areas: customer service and administrative support, records management, municipal building and equipment provision.
Financial management	Provision of the following to support Council's direct service delivery areas: preparation and management of the Council budget, preparation of financial statements and government statistical returns, collection of various revenue sources and payment of employees and suppliers.
Rating and valuations	Provision of the following to support Council's direct service delivery areas: management of valuations of properties in the Shire, contract management relating to the revaluation process and raising annual rates and charges.
Staff management	Provision of the following to support Council's direct service delivery areas: recruitment, development, wellbeing program and occupational health and safety.
Governance	Provision of the following to support Council's direct service delivery areas: Council, Councillors, the Chief Executive Officer and the Management Executive Group and administrative support, administering the conduct of Council meetings and elections, managing Freedom of Information, Information Privacy, protected disclosures and internal ombudsman functions, maintaining statutory registers, authorisations and delegations, co-ordinating civic events and citizenship ceremonies, administering the risk management framework.
Communication	Provision of the following to support Council's direct service delivery areas: enhancing and protecting the Council's reputation, developing communication plans for key initiatives linked to the Council Plan, delivering advocacy campaigns in collaboration with the responsible officer/Councillor.

## Performance against major initiatives in the 2019/20 budget

### Major initiatives

For 2019/20 Council identified the following as major initiatives:

Strategic theme	Executive	Corporate Services
 <b>Population</b>	Provision of vacant land zones for residential development in and around towns.	As a result of the completion of the Settlement Strategy 2019-2034, vacant land in and around towns has been identified.
 <b>Economic Prosperity</b>	Complete a review of the Tourism Strategy.	New Economic Development and Tourism Strategy adopted 26 November 2019.
 <b>Liveability</b>	Provide communication and training opportunities about available grants and tender processes.	Details of available grants have been communicated via Council's Mayoral Column and social media. Council's suppliers and community have been notified of e-Procure, Council's tender processing system via email and Mayoral Column.
 <b>Sustainability</b>	Review the Communication and Community Engagement Policy.	The Community Engagement Policy was adopted by Council at the May 2019 meeting. The policy will need to be reviewed to ensure compliance with the new Local Government Act 2020. The Community Engagement Policy guides Council in the level and type of engagement on various documents developed by Council.





## Performance against the Local Government Performance Reporting Framework

### Service performance indicators

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations:

	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Aquatic Facilities</b>						
<b>Service standard</b>						
AF2	Health inspections of aquatic facilities [Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]	1.00	1.00	1.60	1.40	With a continued focus on complying with the Public Health and Wellbeing Act Regulations 2019, the number of required follow up visits to Council's public swimming pools was less this year.
<b>Utilisation</b>						
AF6	Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population]	3.23	3.06	2.93	2.60	During 2019/20 the municipality experienced extreme weather days such as code red days and cold weather which impacted on opening time. Council's pools are operated by contractors who manually collect utilisation data. This lack of auto capture can result in inaccurate mapping of utilisation. There were fewer breakdowns and capital works this year however some breakdowns such as solar heating may have impacted on numbers attending.
<b>Service cost</b>						
AF7	Cost of aquatic facilities [Direct cost of aquatic facilities less income received / Number of visits to aquatic facilities]	New in 2020	New in 2020	New in 2020	\$28.98	This is a new indicator. The cost per visit has increased from last year, attributable to the drop in attendance figures against a rise in cost of operating and maintaining Council's pools.  <b>Note:</b> From 2020, this measure replaced two previous measures: 'Cost of indoor aquatic facilities' and 'Cost of outdoor aquatic facilities', see retired measures.

	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Animal Management</b>						
<b>Timeliness</b>						
AM1	Time taken to action animal management requests  [Number of days between receipt and first response action for all animal management requests / Number of animal management requests]	2.43	1.00	1.00	1.00	Council's animal management staff aim to respond to all animal management requests on the same day. If this is not possible then staff prioritise the response for the next business day.
<b>Service standard</b>						
AM2	Animals reclaimed  [Number of animals reclaimed / Number of animals collected] x100	20.22%	71.43%	40.58%	52.50%	During the past 12 months there have been 40 impoundments, of these 19 dogs and two cats were reclaimed.
AM5	Animals rehomed  [Number of animals rehomed / Number of animals collected] x100	New in 2020	New in 2020	New in 2020	45.00%	During the past 12 months there have been 40 impoundments with 19 dogs and two cats reclaimed, of the remaining 19 animals 10 were dogs and nine were cats. Nine out of the 10 dogs as well as the nine cats were rehomed. Unfortunately one dog was not suitable for rehoming as it had been involved in an unprovoked attack on another dog.  <b>Note:</b> New measure for 2019-20 financial year.
<b>Service cost</b>						
AM6	Cost of animal management service per population  [Direct cost of the animal management service / Population]	New in 2020	New in 2020	New in 2020	\$8.99	Loddon Shire Council is a large geographic area with a dispersed population. This increases the cost per population for services such as animal management.  <b>Note:</b> This measure is replacing previous 'Cost of animal management service' which was based on cost per number of registered animals, see retired measures.
<b>Health and safety</b>						
AM7	Animal management prosecutions  [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	New in 2020	New in 2020	New in 2020	0.00%	There has been no matters requiring prosecution during the reporting year.  <b>Note:</b> This measure is replacing previous 'Animal management prosecutions' which was a measure of number, not proportion, see retired measures.

	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Food Safety</b>						
<b>Timeliness</b>						
FS1	Time taken to action food complaints [Number of days between receipt and first response action for all food complaints / Number of food complaints]	1.50	1.00	1.00	1.67	Council's food safety staff aim to respond to food safety complaints on the same day. When this is not possible the response is prioritised for the next business day. During this year a number of complaints were actioned in two days instead of one.
<b>Service standard</b>						
FS2	Food safety assessments [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100	97.98%	73.53%	90.63%	111.46%	Council's registration period runs from 1 Oct to 30 September. Sometimes premises that are inspected early in the calendar year can be inspected later in the calendar year but they still receive only one inspection per registration period.
<b>Service cost</b>						
FS3	Cost of food safety service [Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]	\$165.08	\$148.59	\$112.34	\$538.07	Loddon Shire Council is a large geographic area with a dispersed population and comprises small rural towns with limited food premises. Consequently Council has allocated an adequate but much smaller resource than may be required in another local government area to deliver the same service.
<b>Health and safety</b>						
FS4	Critical and major non-compliance outcome notifications [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	100.00%	100.00%	100.00%	100.00%	Council continues to follow up critical and major non-compliance outcomes in a timely manner.



Pyramid Hill Fiesta celebrations.



2019 opening of exercise stations.

	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Governance</b>						
<b>Transparency</b>						
G1	Council decisions made at meetings closed to the public  [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors ] x100	11.76%	15.21%	9.29%	10.36%	Council continues to focus on making decisions in meetings open to the public wherever possible.
<b>Consultation and engagement</b>						
G2	Satisfaction with community consultation and engagement	55.00	51.00	52.00	57.00	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement.
<b>Attendance</b>						
G3	Councillor attendance at council meetings  [The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x100	100.00%	100.00%	98.92%	100.00%	



	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Governance</b>						
<b>Service cost</b>						
G4	Cost of elected representation  [Direct cost of the governance service / Number of Councillors elected at the last Council general election]	\$44,874.20	\$46,641.20	\$44,406.40	\$45,372.20	
<b>Satisfaction</b>						
G5	Satisfaction with council decisions  [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	55.00	48.00	50.00	57.00	As a result of community feedback, Council has identified the need to better communicate its decisions to the community including the rationale for those decisions. Consistent resourcing of communications and messaging through media and social media has strengthened Council's communication with the community. This has resulted in increases over the last two years.



Soldiers Memorial Park fence rejuvenation.



	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Libraries</b>						
<b>Utilisation</b>						
LB1	Physical library collection usage [Number of physical library collection item loans / Number of physical library collection items]	2.81	2.78	2.83	2.57	<b>Note:</b> From 2019/20, this indicator measures the performance of physical library items as a subset of the wider library collection.
<b>Resource standard</b>						
LB2	Recently purchased library collection [Number of library collection items purchased in the last 5 years / Number of library collection items] x100	70.59%	75.01%	72.00%	72.00%	
<b>Participation</b>						
LB4	Active library borrowers in municipality [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	8.19%	7.21%	7.01%	7.30%	
<b>Service cost</b>						
LB5	Cost of library service per population [Direct cost of the library service / Population]	New in 2020	New in 2020	New in 2020	\$28.23	<b>Note:</b> This measure is replacing the previous 'Cost of library service' indicator which measured based on number of visits, see retired measures.
<b>Maternal and Child Health (MCH)</b>						
<b>Service standard</b>						
MC2	Infant enrolments in the MCH service [Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100	100.00%	100.00%	100.00%	101.64%	Council's results have remained above 100%. Development and growth assessments along with parent education and wellbeing are some of the key features of the service.
<b>Service cost</b>						
MC3	Cost of the MCH service [Cost of the MCH service / Hours worked by MCH nurses]	\$65.94	\$80.48	\$73.25	\$76.80	The cost of the service has slightly increased, staffing numbers and hours have been stable throughout the year.

	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Maternal and Child Health (MCH) continued</b>						
<b>Participation</b>						
MC4	Participation in the MCH service  [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	69.75%	65.14%	65.54%	83.37%	Council have achieved an average of 83.37% compliance with the Key Ages and Stages framework. This is a 27% increase on participation rates from 2018/19.
<b>Participation</b>						
MC5	Participation in the MCH service by Aboriginal children  [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	56.25%	83.33%	56.67%	85.71%	Council have been working closely with other services including Aboriginal Health Services, Department of Health and Human Services, Department of Education and Family Services to increase participation of Aboriginal children. These partnerships have seen an increase in participation of the Maternal and Child Health Service.
<b>Satisfaction</b>						
MC6	Participation in 4-week Key Age and Stage visit  [Number of 4-week key age and stage visits / Number of birth notifications received] x100	New in 2020	New in 2020	New in 2020	91.80%	Council have achieved a participation rate of 91.8% in the 4-week Key Age and Stage visit. Participation in the Maternal and Child Health Service has been affected by the coronavirus pandemic.



Water fun at Little Lake Boort.



Appin South bridge.



Sloans Road Bridge.

	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Roads</b>						
<b>Satisfaction of use</b>						
R1	Sealed local road requests  [Number of sealed local road requests / Kilometres of sealed local roads] x100	18.62	35.63	9.52	11.95	Apart from 2017/18 where unsealed local roads and sealed local roads request data was combined, requests for action on sealed local roads has been consistently lower than many other local government areas. Council put significant effort into ensuring that our sealed local roads are maintained in the most effective way possible.
<b>Condition</b>						
R2	Sealed local roads maintained to condition standards  [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100	100.00%	98.83%	100.00%	99.90%	Council puts significant effort into maintaining the quality of its sealed local road network.
<b>Service cost</b>						
R3	Cost of sealed local road reconstruction  [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]	\$34.55	\$35.92	\$40.24	\$42.05	Council strives to deliver sealed local road reconstructions in the most efficient way possible.



	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Roads continued</b>						
<b>Service cost</b>						
R4	Cost of sealed local road resealing [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]	\$3.46	\$3.93	\$4.01	\$4.93	Asphalting works in Inglewood incurred a larger unit rate than works in previous years.
<b>Satisfaction</b>						
R5	Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	50.00	50.00	52.00	47.00	Notwithstanding Council's efforts in providing an efficient and effective sealed local road network at the lowest possible cost and even though Council receives relatively low customer requests, customer satisfaction with sealed local roads is consistently low. Council does receive many requests relating to the State Government road network as many within the community do not distinguish between Council and State Government roads. This may be influencing the community's satisfaction with the road network in general as opposed to sealed local roads specifically.



Murphys bridge.



Solar bollards Pyramid Hill.

	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Statutory Planning</b>						
<b>Timeliness</b>						
SP1	Time taken to decide planning applications [The median number of days between receipt of a planning application and a decision on the application]	51.00	56.00	40.50	48.50	Council endeavours to process and resolve planning applications in the most constructive way possible. The size and complexity of applications can vary greatly, impacting on the time taken to decide planning applications. Council is committed to providing the most efficient planning service as possible.
<b>Service standard</b>						
SP2	Planning applications decided within required time frames [(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100	60.00%	62.96%	72.45%	78.76%	Council is committed to improving its performance in processing applications within the set timeframes within its limited resources. Gradually over time Council has made some progress as indicated by this indicator.
<b>Service cost</b>						
SP3	Cost of statutory planning service [Direct cost of the statutory planning service / Number of planning applications received]	\$522.47	\$532.05	\$1,922.90	\$1,224.29	Council is committed to providing an efficient and cost effective statutory planning service that it possibly can within its limited resources. From time to time it is required to engage external services that can significantly impact its usual costs.
<b>Decision making</b>						
SP4	Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	100.00%	0.00%	100.00%	0.00%	There were no applications before VCAT.



	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Waste Collection</b>						
<b>Satisfaction</b>						
WC1	Kerbside bin collection requests [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000	43.52	12.95	100.15	69.63	Closer monitoring of the kerbside collection contract and consistency with kerbside collection drivers has improved the amount of requests received.
<b>Service standard</b>						
WC2	Kerbside collection bins missed [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	0.54	2.17	5.70	2.19	Closer monitoring of the kerbside collection contract and consistency with kerbside collection drivers has improved the amount of missed bin requests received.
<b>Service cost</b>						
WC3	Cost of kerbside garbage bin collection service [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]	\$127.31	\$116.13	\$121.68	\$138.75	Loddon Shire is a large geographic area with a dispersed population. This is a significant challenge for managing the cost of delivering this service.



South Wedderburn tank.

	Service Performance Indicators [Service / indicator / measure]	Results 2017	Results 2018	Results 2019	Results 2020	Comments
<b>Waste Collection <i>continued</i></b>						
<b>Service cost</b>						
WC4	Cost of kerbside recyclables collection service  [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]	\$59.76	\$60.81	\$90.43	\$78.86	Kerbside recyclable collection service is currently a significant national challenge. This is leading to increasing costs for the foreseeable future if Council is to continue to provide this service.
<b>Waste diversion</b>						
WC5	Kerbside collection waste diverted from landfill  [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	22.95%	21.89%	26.38%	28.12%	As far as practicable Council is committed to increasing kerbside waste collection diversion from landfill.

## Community Satisfaction Survey

Council has been involved in the annual Community Satisfaction Survey undertaken by the sector since 1998.

The survey provides Council with important information about how the community perceives Council's performance in the current year, as well as providing Council with the ability to assess the trends in results.

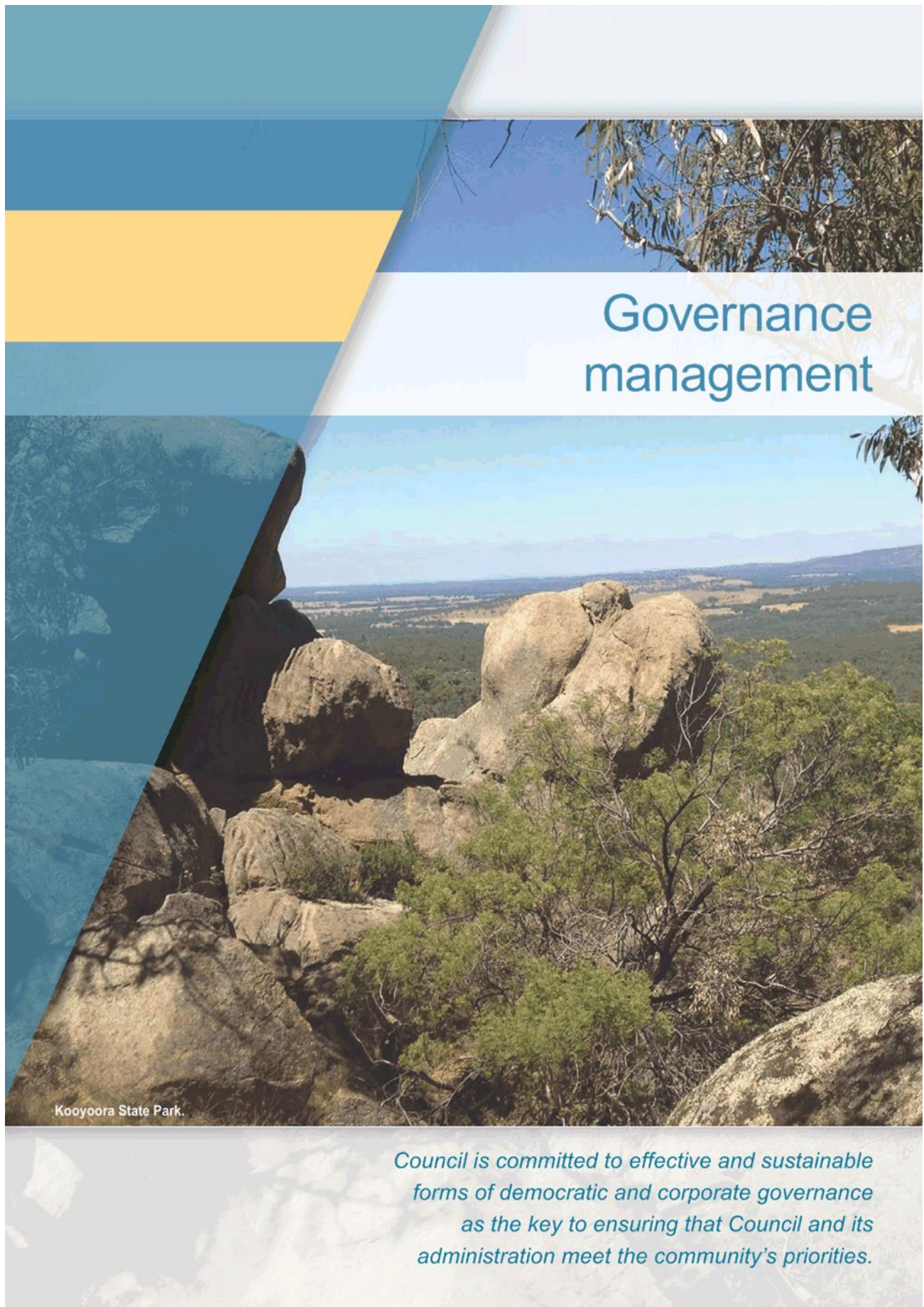
In 2017/18, Council changed its provider for the survey to enable a better survey frequency in 2019/20. In 2019/20 Council changed its provider again however the frequency of surveying remained the same.

Further details are available at [www.loddon.vic.gov.au/Our-Council/Community-Satisfaction-Surveys](http://www.loddon.vic.gov.au/Our-Council/Community-Satisfaction-Surveys)



Detector Jamboree.





## Governance

### Introduction

Loddon Shire Council is constituted under section 3D of the Local Government Act 1989 to provide leadership for the good governance of the municipal district and the local community. The role of a council includes:

- (a) acting as a representative government by taking into account the diverse needs of the local community in decision making
- (b) providing leadership by establishing strategic objectives and monitoring their achievement
- (c) maintaining the viability of the council by ensuring that resources are managed in a responsible and accountable manner
- (d) advocating the interests of the local community to other communities and governments
- (e) acting as a responsible partner in government by taking into account the needs of other communities
- (f) fostering community cohesion and encouraging active participation in civic life.

Council is committed to effective and sustainable forms of democratic and corporate governance as the key to ensuring that Council and its administration meet the community's priorities.

The community has many opportunities to provide input into Council's decision making processes including community consultation, the ability to address Council on specific topics at monthly Council Forums, involvement in Council's Special Committees and feedback on draft publications.

Council's formal decision making processes are conducted through Council meetings and Special Committees of Council.

Council delegates the majority of its decision making to Council staff. These delegations are exercised in accordance with adopted Council policies.

### Meetings of Council

Council conducts open public meetings on the fourth Tuesday of each month. Members of the community are welcome to attend these meetings and observe from the gallery. Council meetings also provide the opportunity for community members to submit a question to the Council, make a submission or speak to an item. For the 2019/20 financial year Council held 11 ordinary Council meetings and one special Council meeting.

### Attendances at Council functions

During the year, the Mayor and Councillors attended various functions on behalf of Loddon Shire.

Some of the functions are related to Councillors' representation on committees while others arose from invitations from community groups, local government bodies, politicians and other stakeholders.

In total, the Mayor attended 152 functions while the other Councillors combined attended 394.

### Special committees

#### Committees appointed by Council

Under Section 86 of the Local Government Act 1989 (the Act), Council may establish special committees comprising Councillors, Council staff and other persons.

The purpose of establishing a committee is to delegate some of Council's functions and responsibilities to a local level.

Council's committees are made up of dedicated community members who give their time and energy to the committees they represent.

Some committees manage facilities, while others exist to promote tourism and economic development within the Shire.

By instrument of delegation, Council may delegate any of its functions, duties or powers to a special committee, although there are certain functions that cannot be delegated and these are listed under the Act.

Council respects and appreciates the contribution made by our volunteers which enriches our community, and provides a much broader range of services and activities than Council could provide on its own.



Council's current list of Section 86 committees of management include:

Special Committee of Management	Purpose
Boort Aerodrome Committee of Management	To administer, manage and control the facility known as the Boort Aerodrome.
Boort Memorial Hall Committee of Management	To administer, manage and control the facility known as the Boort Memorial Hall.
Boort Park Committee of Management	To administer, manage and control the facility known as Boort Park.
Boort Tourism Development Committee of Management	To promote economic development and tourism in the region. To facilitate events that support economic development and tourism in the region.
Bridgewater on Loddon Development Committee of Management	To administer, manage and control the facility known as the Bridgewater on Loddon Memorial Hall.
Campbells Forest Hall Committee of Management	To administer, manage and control the facility known as the Campbells Forest Hall.
Donaldson Park Committee of Management	To administer, manage and control the facility known as Donaldson Park.
East Loddon Community Centre Committee of Management	To administer, manage and control the facility known as the East Loddon Community Centre.
Inglewood Community Elderly Persons Units Committee of Management	To administer, manage and control the facility known as the Inglewood Community Elderly Persons Units.
Inglewood Community Sports Centre Committee of Management	To administer, manage and control the facility known as the Inglewood Community Sports Centre.



Historic church Korong Vale.



Special Committee of Management	Purpose
Inglewood Town Hall Hub Committee of Management	To administer, manage and control the facility known as the Inglewood Town Hall Hub.
Jones Eucalyptus Distillery Site Committee of Management	To administer, manage, and control the facility known as the Jones Eucalyptus Distillery Site, excluding the site as defined in the Memorandum of Understanding between the Committee and FBG (the land).
Kingower Development and Tourism Committee of Management	To promote economic development and tourism in the region. To facilitate events that support economic development and tourism in the region. To administer, manage, maintain and control the area known as the Village Green Church Kingower.
Korong Vale Mechanics Hall Committee of Management	To administer, manage and control the facility known as the Korong Vale Mechanics Hall.
Korong Vale Sports Centre Committee of Management	To administer, manage and control the facility known as the Korong Vale Sports Centre.
Little Lake Boort Committee of Management	To administer, manage and control the facility known as Little Lake Boort.
Loddon Southern Tourism and Development Committee of Management	To promote economic development and tourism in the region. To facilitate events that support economic development and tourism in the region.
Pyramid Hill Memorial Hall Committee of Management	To administer, manage and control the facility known as the Pyramid Hill Memorial Hall.
Pyramid Hill Swimming Pool Committee of Management	To administer, manage and control the facility known as the Pyramid Hill Swimming Pool.
Wedderburn Community Centre Committee of Management	To administer, manage and control the facility known as the Wedderburn Community Centre.
Wedderburn Engine Park and Market Square Reserve Committee of Management	To administer, manage and control the facility known as the Wedderburn Engine Park and Market Square Reserve.
Wedderburn Mechanics and Literary Institute Hall Committee of Management	To administer, manage and control the facility known as the Wedderburn Mechanics and Literary Institute Hall.
Wedderburn Tourism Committee of Management	To promote economic development and tourism in the region. To facilitate events that support economic development and tourism in the region. To administer, manage, maintain and control the Government Battery, Hard Hill Wedderburn. To administer, manage, maintain and control Hard Hill Tourist Reserve, a Crown land reserve with a community committee of management. The Hard Hill Tourist Reserve has provided permission for the committee to utilise the site.
Yando Public Hall Committee of Management	To administer, manage and control the facility known as the Yando Public Hall.

The following committees of management have disbanded since the last annual report and are now under a management agreement:

- Serpentine Bowls and Tennis Pavilion and Reserve

## Code of conduct

The Act requires councils to develop and approve a Councillor Code of Conduct within 12 months after each general election.

On 27 February 2017, Council adopted a revised Councillor Code of Conduct which is designed to:

- assist Councillors to maintain the highest standard of conduct and behaviour as well as provide a means to deal with problems they may encounter
- attract the highest level of confidence from Council's stakeholders
- assist the Mayor and Councillors to discharge the responsibilities of their public office appropriately.

In addition to setting out the Councillor Conduct Principles, the Code also outlines:

- other conduct definitions under the Act, such as those relating to misuse of position, improper direction, breach of confidentiality and conflict of interest
- roles and relationships
- dispute resolution procedures.

## Conflict of interest

Councillors are elected by the residents and ratepayers to act in the best interests of the community. This is a position of trust that requires Councillors to act in the public interest. When a Council delegates its powers to a Council officer or a committee, the committee or officer also needs to act in the public interest.

A conflict of interest occurs when a personal or private interest might compromise the ability to act in the public interest. A conflict of interest exists even if no improper act results from it. Council has a comprehensive procedure in place to accommodate the disclosure of a conflict of interest.

Declaration of a conflict of interest is a standard agenda item for all Council and Committee meetings.

While the procedures vary depending on the particular role and circumstances, in general they involve disclosing the relevant interests in a specific way and then stepping aside from the relevant decision making process or from the exercise of the public duty.

For example, Council's template for Council reports includes a declaration of conflict of interest by the authors and Council's template for Council Meeting agendas contains a declaration of conflict of interest agenda item.



Bridge over Loddon River at Bridgewater on Loddon.

## Councillor allowances

In accordance with Section 74 of the Act, Councillors are entitled to receive an allowance for performing their duties as a Councillor. The Mayor is entitled to receive a higher allowance.

The State Government sets the upper and lower limits for all allowances paid to Councillors and Mayors. Councils are divided into three categories based on the income and population of each council. In this instance, Loddon Shire Council is recognised as a Category One council.

Under 573B(4) of the Act, the Minister for Local Government approved an adjustment factor increase of 2 per cent effective from 1 December 2018.

At the Council Meeting on 28 February 2018 it was resolved that the Councillors and Mayor allowance be set at the maximum for Category One councils. An

additional 9.5 per cent of the allowance amount is also payable as an allowance equivalent to the value of the Superannuation Guarantee.

The following table contains a summary of the allowances relating to each Councillor during the year.

Name of Councillor	Councillor allowance paid 2018/19
Cr N Beattie	\$22,860
Cr C Condcliffe	\$22,860
Cr G Curnow	\$22,860
Cr G Holt	\$22,860
Cr C McKinnon (Mayor)	\$68,295
<b>Total</b>	<b>\$159,735</b>

## Councillor expenses

In accordance with Section 75 of the Local Government Act 1989, Council is required to reimburse a Councillor for expenses incurred while performing his or her duties as a Councillor. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors. The Councillors Support and Reimbursement of Expenses Policy provides guidance for the reimbursement of expenses and the provision of resources, facilities and other support to the Mayor and Councillors to enable them to discharge their duties. Council also publishes in its Annual Report the details of the expenses, including reimbursement of expenses for each Councillor and members of a Council committee.

The details of the expenses including reimbursement of expenses for each Councillor for the 2019/20 year are set out in the following table:

Name of Councillor	Travel	Car mileage	Child care	Information and communication expenses	Conferences and training expenses	Expense incurred	Total expenses
Cr N Beattie	0	\$3,903	\$0	\$641	\$0	\$0	\$4,544
Cr C Condcliffe	0	\$19,104	\$0	\$763	\$686	\$0	\$20,553
Cr G Curnow	0	\$4,162	\$0	\$910	\$686	\$0	\$5,758
Cr G Holt	0	\$6,909	\$0	\$763	\$1,510	\$0	\$9,182
Cr C McKinnon (Mayor)	0	\$18,000	\$0	\$1,618	\$1,428	\$0	\$21,046
<b>Total</b>	<b>0</b>	<b>\$52,078</b>	<b>\$0</b>	<b>\$4,695</b>	<b>\$4,310</b>	<b>\$0</b>	<b>\$61,083</b>

Please note: all travel (other than mileage) relates to conferences and training and is included therein.



## Management

### About the framework

Council has implemented a number of statutory and better practice items to strengthen its management framework. Having strong governance and management frameworks leads to better decision making by Council.

The Act requires Council to undertake an assessment against the prescribed Governance and Management Checklist and include this in its report of operations. Council's Governance and Management Checklist results are set out in the section on page 79.

The following items have been highlighted as important components of the management framework.

### Audit Committee

The Audit Committee's role is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management, and fostering an ethical environment.

### Membership

Council's Audit Committee is an advisory committee comprising five members – one Councillor (and an alternate Councillor) and four external independent persons. The current membership consists of:

#### Councillor:

- Cr Gavan Holt (Cr Neil Beattie as alternate)

#### Independent external persons:

- Mr Rodney Baker (Chair)
- Mr Alan Darbyshire
- Mr Rod Poxon
- Mr Jarrah O'Shea

Cr Holt was reappointed to the committee at the Statutory Meeting of Council held 7 November 2019.

Mr Baker was recommended as Chair of the committee for 2020 at the meeting held 20 February 2020 and Council endorsed that recommendation at the Ordinary Meeting held 25 February 2020.



Herauds Place Tarnagulla.

## Meetings

Meetings are held generally on the second Thursday in August, November, February and May. Council's Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

## Audit program

The audit program was originally developed following a risk profiling exercise for Council facilitated by HLB Mann Judd, Council's internal audit firm, and involved a number of key staff from Council's various business units. The program is reviewed annually to ensure it is still relevant and efforts are being invested into areas that will receive the most benefit from review.

## Internal audit reviews

During 2019/20 the following internal audits were presented to the Audit Committee:

- Review of Councillor Expenses (December 2019)
- Follow up of prior year internal audit recommendations (December 2019)
- Review of Risk Management Framework (February 2020)
- Review of Cash Handling (May 2020)

## Internal audit provider

Council's internal audit provider is HLB Mann Judd Pty Ltd.

## External audit

Council is externally audited by the Victorian Auditor-General. For the 2019/20 financial year the annual external audit of Council's Financial Statements and Performance Statement was conducted by the Victorian Auditor-General's representative.

The external auditors attended the December 2019 Audit Committee meeting to provide results from the external audit and in February 2020 provided the External Audit Strategy to the Audit Committee.

Actions arising from the external audit are included on the Audit Committee's outstanding action list to be completed in due course.



Historic streetscape of Tarnagulla.



## Strategic documents

Activating Open Space Strategy 2019-2024

Asset Management Strategy

Audit and Risk Committee Charter

Bridges Asset Management Plan

Building Asset Management Plan

Business continuity framework

Business continuity plan - Internal

Child Safe Standards Framework

Climate Proofing Sport and Recreation Facilities Strategy

Community care strategy

Community Planning Framework

Complaint handling framework

Council Plan

Councillor Code of Conduct

Customer Service Strategy 2018-22

Disability Access and Inclusion Plan 2018-2021

Domestic Animal Management Plan

Domestic Waste Water Management Plan

Economic Development and Tourism Strategy

Environmental Sustainability Strategy and action plan

Event Management - a Guide for Organisers of Events

Fees and Charges 2020-21

Footpath Asset Management Plan

Freedom of Information Statement

Gender Equity Action Plan

Information Technology Disaster Recovery Plan (IT DRP) 2019

Information Technology Strategy 2017-2022

Knowledge Management Strategy (internal strategy)

Local Law No.4 - Environment

Loddon Aboriginal Community Partnership Plan 2019-2021

Loddon Healthy Minds Network Strategic Plan 2017-2022

Loddon Shire Youth Strategy 2008-2013

Municipal Early Years Plan 2014-17

Municipal Emergency Management Plan

Municipal Fire Management Plan

Municipal Heatwave Plan

Municipal Pandemic Plan

Municipal Public Health and Wellbeing Plan 2017-2021

Neighbourhood Safer Places Plan September 2019

Northern Victorian Emergency Management Cluster - Emergency Animal Welfare Plan

Northern Victorian Integrated Municipal Emergency Management Plan

Parks Asset Management Plan

Performance Reporting Framework

Procurement Strategy

Project Management Framework

Rating strategy

Records Management Strategy 2018-2022

Recreation Strategy 2015-2020

Risk Management Framework

Road Asset Management Plan 2017-2021

Road Management Plan 2017

Roadside Management Plan

Rural Zones Review

Settlement Strategy

Staff, Volunteers and Contractors Code of Conduct

Strategic document, policy and procedure framework

Swimming Pool Improvement Plan 2018-22

Tourism Marketing Plan

Volunteer Strategy 2018-22

Waste Management Strategy 2011-2016

Workforce Plan 2020/21

Year 1 Action Plan Disability Access Inclusion Plan 2018-2021

## Strategic documents

Strategic documents adopted	Meeting
Revenue and Debt Collection Policy v3	July 2019
Financial Hardship Policy v3	July 2019
Rates Policy v3	July 2019
Financial Reserves Policy v9	July 2019
Procurement Policy v9	August 2019
Loddon Aboriginal Community Partnership Plan 2019-2021 v1	September 2019
Related Party Disclosures Policy v2	September 2019
Neighbourhood Safer Places Plan - September 2019 v9	October 2019
Building Asset Management Plan v2	October 2019
Procurement Strategy 2019-2021 v1	November 2019
Disposal of Council Assets Policy v1	November 2019
Private Policy v2	November 2019
Economic Development and Tourism Strategy v1	November 2019
Election Period Policy v2	November 2019
Delivery of Funded Community Care Services Policy v3	December 2019
Settlement Strategy 2019-2034 v1	February 2020
Financial Reserves Policy v9	April 2020
Surrender of Land Policy v3	May 2020
Cemetery Policy v1	May 2020
COVID-19 Financial Hardship Policy v1	May 2020
2020/21 Budget	June 2020
2020/21 Fees and Charges Schedule	June 2020
Provision for Doubtful Debts and Writing off Bad Debts Policy v4	June 2020

## Risk management

In February 2019, Council adopted an updated Risk Management Framework and Policy in line with the International Risk Management Guidelines and Principles (ISO 31000) which outlines the principles and processes for achieving best practice in risk management.

It articulates how Council will identify and record risks, and the roles and responsibilities associated with risk management throughout the Council.

It also documents the reporting structure to ensure that the Council, as the authority with ultimate responsibility for risk at Council, is provided with information at all levels of the risk management process.

### Risk Management Policy

The Risk Management Policy was adopted in February 2019.

Council is committed to proactive risk management and ensures it continues to prevent or minimise risks occurring that will have an adverse impact on the achievement of Council's objectives.



Canoeing on the Serpentine Creek trail.



## Governance and management checklist

Governance and Management Item	YES or NO	Date if YES (single item/date)	Date if YES (multiple items/dates)
Community engagement policy	YES	28/05/2019	<a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/policies/pol-community-engagement-policy-v1-2.pdf">www.loddon.vic.gov.au/files/assets/public/our-council/policies/pol-community-engagement-policy-v1-2.pdf</a>
Community engagement guidelines	YES	3/04/2019	For the purpose of the Local Government Act 1989, the Community Engagement Procedure constitutes the community engagement guidelines under the Local Government Performance Reporting Framework 2014.
Strategic Resource Plan	YES	23/06/2020	The Strategic Resource Plan is adopted as part of the budget each year and the Council Plan is updated annually to reflect the updated Strategic Resource Plan. <a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-council-plan-2017-2021-v4-2020-update.pdf">www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-council-plan-2017-2021-v4-2020-update.pdf</a>
Annual budget	YES	23/06/2020	<a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/financial-reports/fin-budget-2020-21-v1.pdf">www.loddon.vic.gov.au/files/assets/public/our-council/financial-reports/fin-budget-2020-21-v1.pdf</a>
Asset management plans	YES		Bridges AMP adopted 26/07/2010 Building AMP adopted 22/10/2019 Footpath AMP adopted 24/08/2009 Parks AMP adopted 22/03/2010 Road AMP adopted 28/03/2017
Rating strategy	YES	24/04/2019	<a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-rating-strategy-v2-1.pdf">www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-rating-strategy-v2-1.pdf</a>
Risk policy	YES	26/02/2019	<a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/policies/pol-risk-management-policy-v5.pdf">www.loddon.vic.gov.au/files/assets/public/our-council/policies/pol-risk-management-policy-v5.pdf</a>
Fraud policy	YES	25/06/2019	<a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/policies/pol-anti-fraud-and-corruption-policy-v4-1.pdf">www.loddon.vic.gov.au/files/assets/public/our-council/policies/pol-anti-fraud-and-corruption-policy-v4-1.pdf</a>
Municipal emergency management plan	YES	25/08/2015	<a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-northern-victorian-integrated-municipal-emergency-managment-plan.pdf">www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-northern-victorian-integrated-municipal-emergency-managment-plan.pdf</a>
Procurement policy	YES	27/08/2020	<a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/policies/pol-procurement-policy-v9.pdf">/www.loddon.vic.gov.au/files/assets/public/our-council/policies/pol-procurement-policy-v9.pdf</a>
Business continuity plan	YES	28/06/2016	The Business Continuity Framework is an internal document.
Disaster recovery plan	YES	11/09/2019	The IT Disaster Recovery Plan in an internal document.
Risk management framework	YES	26/02/2019	<a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-risk-management-framework-v2-1.pdf">www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-risk-management-framework-v2-1.pdf</a>
Audit Committee	YES	23/06/2020	<a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-audit-and-risk-committee-charter-v9.pdf">www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-audit-and-risk-committee-charter-v9.pdf</a>
Internal audit	YES	22/01/2019	The internal auditors are in the second year of their four year contract.

Governance and Management Item	YES or NO	Date if YES (single item/date)	Date if YES (multiple items/dates)
Performance reporting framework	YES	26/05/2020	<a href="http://www.loddon.vic.gov.au/files/assets/public/str-performance-reporting-framework-v5.pdf">www.loddon.vic.gov.au/files/assets/public/str-performance-reporting-framework-v5.pdf</a>
Council Plan reporting	YES		Annual report - 22/10/2019 Half year report - 25/02/2020
Financial reporting	YES		<div><div>27/08/2019</div><div>24/09/2019</div><div>22/10/2019</div><div>26/11/2019</div><div>28/01/2020 - November and December reports</div><div>25/02/2020</div><div>24/03/2020</div><div>28/04/2020</div><div>26/05/2020</div><div>23/06/2020</div></div>
Risk reporting	YES		<div><div>24/09/2019</div><div>24/03/2020</div></div>
Performance reporting	YES		<div><div>24/09/2020</div><div>24/03/2020</div></div>
Annual report	YES	22/10/2019	<a href="http://www.loddon.vic.gov.au/Our-Council/Annual-Report">www.loddon.vic.gov.au/Our-Council/Annual-Report</a>
Councillor Code of Conduct	YES	14/02/2017	<a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-councillor-code-of-conduct-v4-1.pdf">www.loddon.vic.gov.au/files/assets/public/our-council/plans-and-strategies/str-councillor-code-of-conduct-v4-1.pdf</a>
Delegations	YES	27/08/2019	
Meeting procedures	YES	26/04/2017	<a href="http://www.loddon.vic.gov.au/files/assets/public/our-council/local-laws/local-law-1-process-of-municipal-government/str-local-law-no-1-process-of-municipal-government-v1.pdf">www.loddon.vic.gov.au/files/assets/public/our-council/local-laws/local-law-1-process-of-municipal-government/str-local-law-no-1-process-of-municipal-government-v1.pdf</a>

We certify that this information presents fairly the status of Council's governance and management arrangements.



**Phil Pinyon,**  
**Chief Executive Officer**

Dated: 30/6/2020



**Cr Cheryl McKinnon,**  
**Mayor**

Dated: 30/6/2020

## Statutory information

### Documents available for inspection

Under various sections of the Local Government Act 1989, specific information is to be made available to the public.

For the purposes of section 222 of the Act, the following are prescribed matters if they are not published on the internet website of the Council:

- a) a document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including –
  - (i) the name of the Councillor or member of Council staff; and
  - (ii) the dates on which the travel began and ended; and
  - (iii) the destination of the travel; and
  - (iv) the purpose of the travel; and
  - (v) the total cost to the Council of the travel, including accommodation costs;
- b) the agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- c) the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- d) a register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;
- e) a document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease;
- f) a register maintained under section 224(1A) of the Act of authorised officers appointed under that section;
- g) a list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

The information listed is held at Council's office in Wedderburn.



Boort RSL Memorial and post office.



## Best Value

In December 1999, the Victorian Government passed the Local Government (Best Value Victoria) Act. This legislation identified six Best Value Principles that every Council in Victoria must comply with when providing services to the community. The Best Value Principles are set out in section 208B of the Local Government Act as follows:

- a) All services provided by a Council must meet quality and cost standards
- b) All services provided by a Council must be responsive to the needs of the community
- c) Each service provided by a Council must be accessible to those members of the community for whom the service is intended
- d) A Council must achieve continuous improvement in its provision of services for its community
- e) A Council must develop a program of regular consultation with its community in relation to the services it provides
- f) A Council must report regularly to its community on its achievements in relation to the Best Value Principles

In applying the Best Value Principles, a Council may take into account (in accordance with 208C), among other factors:

- a) The need to review services against the best on offer in both the public and private sectors
- b) An assessment of value for money in service delivery
- c) Community expectations and values
- d) The balance of affordability and accessibility of services to the community
- e) Opportunities for local employment growth or retention
- f) The value of potential partnerships with other councils and State and the Commonwealth governments
- g) Potential environmental advantages for the Council's municipal district

## Best Value at the Loddon Shire Council

Council has continued to strengthen its approach to Best Value by focusing on continuous improvement in the delivery of quality services at an affordable cost in response to community needs. In 2016/17, Council employed staff to develop and implement Service Delivery Reviews to methodically review the services delivered by Council to ensure Best Value continues to be delivered. This program of work continued in 2019/20.

### Meeting Principle (a): Quality and cost standards

A Council must develop quality and cost standards for the provision of any service it provides for its community. However, a Council may develop different quality and cost standards for different classes of services. The standards must set out the performance outcomes determined by the Council in relation to each service; and take into account the factors listed in sections 208C(a), (b), (c), (d) and (e).

Council has a hierarchy of indicators that monitor performance outcomes. They are:

- Strategic Indicators in the Council Plan, reported in the Annual Report
- Budget Actuals and Variances
- Indicators set out in the Local Government Performance Reporting Framework

In addition, Council conducts a number of annual internal audits which consider the quality and cost of the services provided by various units.

### Meeting Principle (b): Responsiveness

A hierarchy of plans including the Council Plan, department plans and individual plans ensures that services are responsive to community needs which have been identified through a variety of community engagement processes such as community forums, small township meetings, questionnaires, meetings, surveys and customer requests.

### Meeting Principle (c): Accessibility

Accessibility of services is ensured by the preparation of businesses cases (in accordance with Council's budget principles) to justify financial support for new positions, projects or services.

In addition, the Rating strategy helps to ensure that services are accessible financially to members of our community. The Community Engagement Policy mentioned in Principle (d) assists the Council to respond to accessibility from a social perspective, and the preparation of a number of strategies such as the Municipal Public Health and Wellbeing Plan and the Disability Access and Inclusion Plan also help to ensure that Council services are accessible to those members of the community for whom the service is intended.

#### Meeting Principle (d): Consultation

Council has adopted a Community Engagement Policy that aims to provide direction for Council's community engagement activities by establishing effective and relevant community engagement to improve decision making processes through inclusive, accessible and responsive community participation.

#### Meeting Principle (e): Reporting

Council reports regularly to its community on its achievements in relation to the Best Value Principles through the Annual Report.

### Continuous improvement

Section 208B(d) of the Act states that a Council must achieve continuous improvement in its provision of services for its community. This is done through both formal processes that can be assessed and measured, such as audits, and informal initiatives that improve the way we do things such as incorporating ideas from staff and residents into our practices. Local government is continually being asked to do more with the same or less resources. In order to maintain services at a quality and cost that is responsive to the needs of the community and accessible financially and physically to those members of the community for whom the service is intended, organisational improvements are an essential part of "business as usual". Each department at Council strives to deliver services in the most efficient and effective way to ensure that revenue is expended in a fiscally responsible manner that leads to both the achievement of strategic objectives and the financial sustainability of Council. In 2018/19, Council commenced comprehensive service delivery planning to methodically review the services delivered by Council to ensure Best Value continues to be delivered. This work continued in 2019/20

### Health Records Act 2001

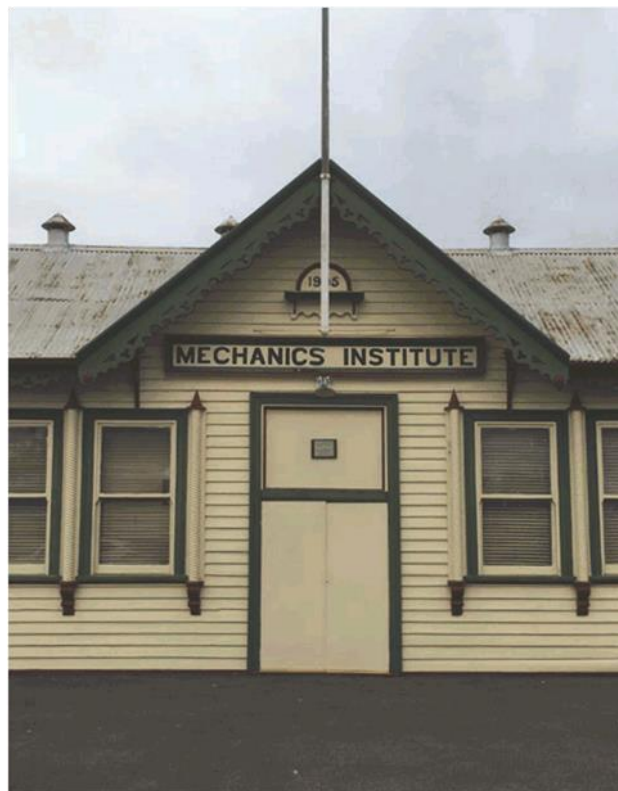
Council collects health data, particularly in the community service area, to be used solely for the primary purpose for which it is collected or directly related purposes.

Council may disclose this information to other allied health professionals for continuity of care. If a referral to an allied health professional is required, consent is obtained unless exempted by other legislation.

### Carers Recognition Act 2012

The Carers Recognition Act 2012 defines every council in Victoria as a 'public service care agency' and therefore a 'care support organisation'. As a consequence, councils are required to comply with the Act and to report on this in their annual reports from 2012/13 and thereafter.

This reporting requirement impacts across a wide range of Council activities, including human resources, home and community care, aged and disability services, leisure and recreation, community services, and family and children's services.



Mechanics Institute Hall, Main Street Korong Vale.



Council has taken all practicable measures to comply with its responsibilities outlined in the Act. Council has promoted the principles of the Act to people in care relationships and to the wider community by distributing printed material through relevant Council services, displaying posters at Council community venues and providing information to organisations represented in Council and community networks.

Council has also taken all practicable measures to ensure that staff, Council agents and volunteers working for us are informed about the principles and obligations of the Act by including information on the care relationship in Council induction and training programs for staff working in home and community care and disability services.

Council has made continuous efforts to review and modify policies, procedures and supports to include recognition of the carer relationship.

### Child Safe Standards

Council is committed to protecting the interests and safety of children. Council has a zero tolerance for child abuse. As part of its commitment, an organisational-wide approach is being developed to embed a child safe environment. In November 2017 Council adopted the Child Safe Standards Statement of Commitment. In April 2019 Council adopted a Child Safe Standards Policy and Child Safe Standards Framework.

### Contracts

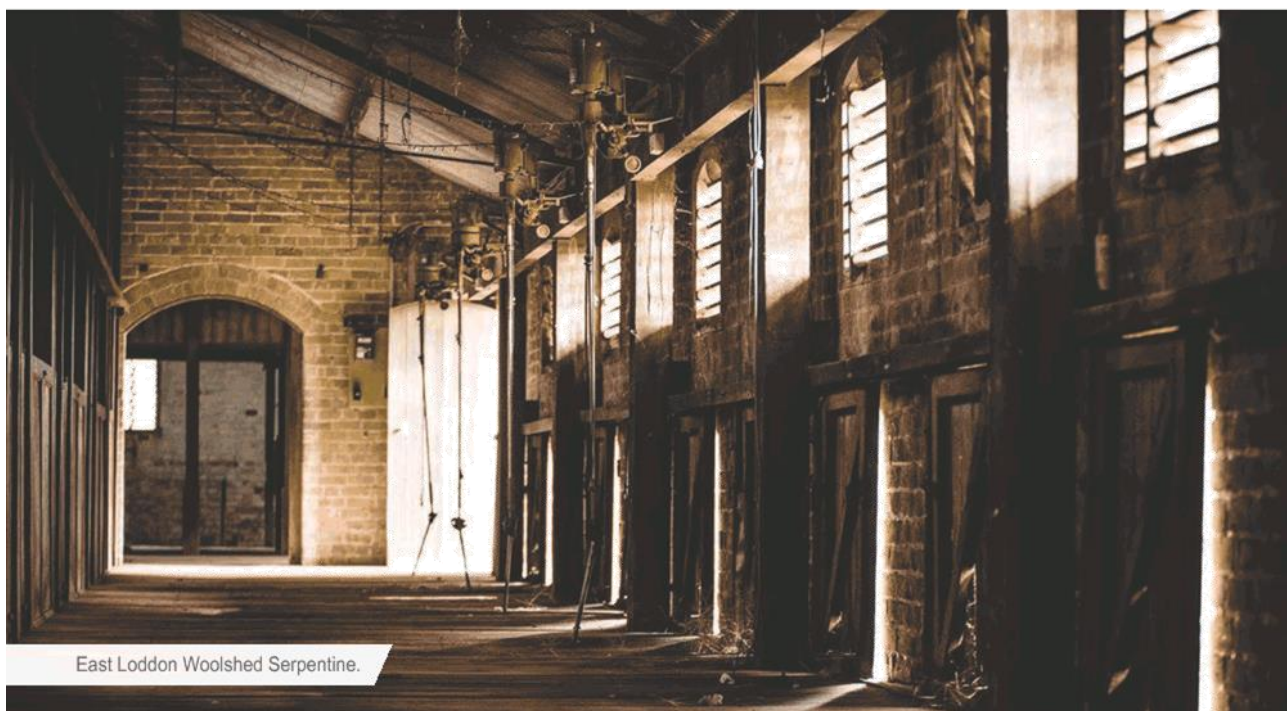
During the year Council did not enter into any contracts valued at \$150,000 or more without first engaging in a competitive process.

### Disability Act 2006

In accordance with legislative requirements under the Victorian Disability Act 2006 (the Act) Council has developed a new Disability Action Plan which is known as the Disability Access and Inclusion Plan (DAIP) 2018-2021. The DAIP 2018-2021 is the fourth plan for the Loddon Shire Council.

The development of the DAIP strengthened Council's acknowledgment that people living with disability are valuable members of the community who have the same fundamental rights and responsibilities as all citizens.

The DAIP was developed through extensive community and staff consultation which indicated that the community was generally satisfied with the services provided by Council. The community also thought that Council was making some good improvements to the accessibility of the Loddon Shire. However Council understands that to achieve a community that is liveable for everyone, it must continue to increase the accessibility and inclusion of people with a disability in the Loddon Shire.



East Loddon Woolshed Serpentine.

The DAIP has six guiding outcomes that Council, in partnership with all its citizens, State and Federal governments and other organisations, will work towards to build a truly inclusive community:

1. People with a disability have the same opportunities to participate in services, programs and events in the Loddon Shire as everyone else.
2. The Loddon Shire's built and natural environments are accessible, and people with a disability are able to move around and get to the places they want to go.
3. People with a disability are engaged in flexible and sustainable employment within the Loddon Shire and have opportunities to develop and succeed.
4. People with a disability can access the information they need to make informed decisions and choices and contribute to leading, shaping and influencing the Loddon Shire.
5. People with a disability, their families and carers are able to connect and participate in activities that are aligned to their interests and identities, and experience a high level of wellbeing in all aspects of their life.
6. People with a disability feel welcome and safe, and are as recognised and respected as any other resident in the Loddon Shire.

Council has identified 15 strategies that state how Council will work to achieve each outcome and a Year 1 Action Plan has been developed to guide Council on what needs to be done to achieve each strategy in the DAIP.

Achievements in the first three months of the DAIP included:

- Delivery of an annual training program to increase awareness and understanding of universal design principles for all relevant staff.
- Partnering with the City of Greater Bendigo to continue to implement the Inclusive Towns project to encourage and support local businesses to make changes to increase their accessibility.
- Delivery of training to staff on how to write in Plain English.



Wedderburn Coach House Gallery and Museum.

## Domestic Animal Management Plan

Council adopted its Domestic Animal Management Plan in July 2018.

An initiative from the plan was to actively promote the benefits of dog and cat registration. Local media and Facebook opportunities have promoted a 'register your dog/cat, get it back for free' initiative. The program has resulted in an increased number of registered dogs/cats within the Shire and has delivered several efficient and successful pet returns to their owners which has ultimately reduced instances of impounded animals.

Other actions have included:

- inspection of domestic animal businesses
- conduct joint inspections with RSPCA officers regarding various dog breeding activities
- investigate and resolve potential dangerous or menacing dog complaints, including dog attacks
- undertake a door knock program to identify unregistered dogs and cats
- attend applicable animal welfare forums and workshops
- implement appropriate staff training and development programs



## Freedom of Information Act 1982

In accordance with section 7(4AA)(a) and 7(4AA)(b) of the Freedom of Information Act 1982, Council is required to publish certain statements in their annual report or separately such as on its website, concerning its functions and information available. Council has chosen to publish the statements separately, however provides the following summary of the application and operation of the Freedom of Information Act 1982.

Access to documents may be obtained through written request to the Freedom of Information Officer, as detailed in section 17 of the Freedom of Information Act 1982 and in summary as follows:

- it should be in writing
- it should identify as clearly as possible which document is being requested
- it should be accompanied by the appropriate application fee (the fee may be reduced or waived on hardship grounds)

The prescribed fee for applications under the Act is outlined in Council's Fees and Charges Schedule which can be found on Council's website:

<http://www.loddon.vic.gov.au/Our-documents/Current-fees-and-charges>

Requests for access to information under the Freedom of Information (FOI) Act should be lodged on the FOI application form and sent to:

**Mrs Sharon Morrison**

Director Corporate Services and Freedom of Information Officer  
PO Box 21  
Wedderburn 3518  
Telephone: (03) 5494 1207  
Email: [smorrison@loddon.vic.gov.au](mailto:smorrison@loddon.vic.gov.au)

Requests can also be lodged online or by email. Access charges may also apply once documents have been processed and a decision on access is made (e.g. photocopying and search and retrieval charges).

During the year Council received four requests under the Act.

## Food Act Ministerial Directions

In accordance with section 7E of the Food Act 1984, Council is required to publish a summary of any Ministerial Directions received during the financial year in its annual report.

No such Ministerial Directions were received by Council during the financial year.

## Protected Disclosure Act 2012

In accordance with section 69 of the Protected Disclosure Act 2012, a council must include in their annual report information about how to access the procedures established by the council under Part 9 of that Act. It is also required to provide certain information about the number and types of protected disclosures complainants investigated during the financial year.

Council has a Protected Disclosure Policy available to the public on Council's website:

[www.loddon.vic.gov.au/About-us/Our-Council/Governance/Protected-disclosure](http://www.loddon.vic.gov.au/About-us/Our-Council/Governance/Protected-disclosure)

During 2019/20 there were no disclosures notified to Council officers appointed to receive disclosures.

## Road Management Act Ministerial Directions

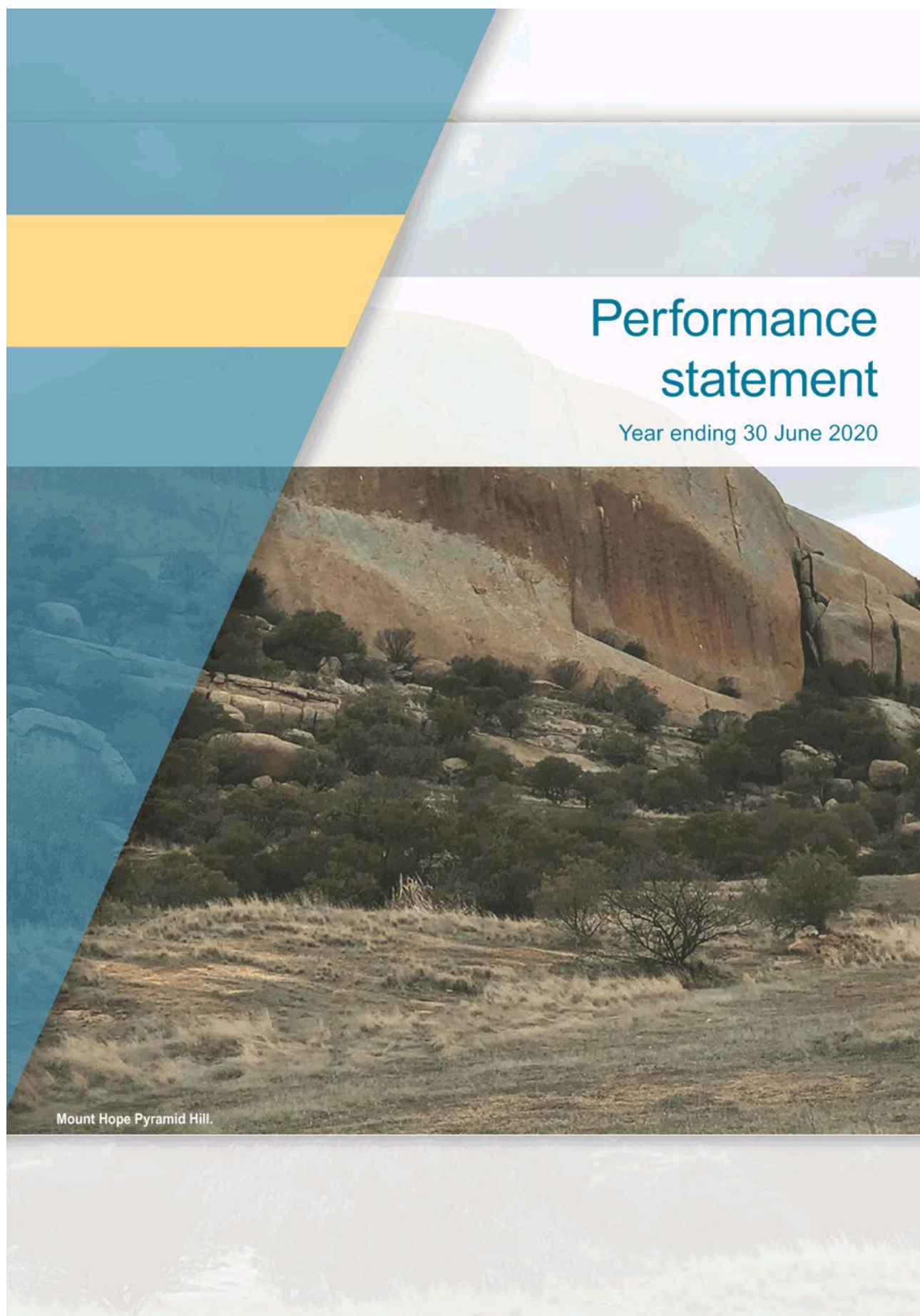
In accordance with section 22 of the Road Management Act 2004, Council must publish a copy or summary of any Ministerial Direction in its annual report.

No such Ministerial Directions were received by Council during the financial year.

## Planning and Environment Act 1987

In accordance with section 46GM and 46QD of the Planning and Environment Act 1987 there were no infrastructure and development contributions disclosed for the 2019/20 period.





## DESCRIPTION OF MUNICIPALITY

Loddon Shire Council is located in central Victoria, about 175 kilometres north-west of Melbourne. It is bounded by the Gannawarra Shire in the north, Shire of Campaspe and City of Greater Bendigo in the east, Mount Alexander Shire and Central Goldfields Shire in the south, and Northern Grampians Shire and Buloke Shire in the west.

Loddon Shire Council is a predominantly rural area, with many small towns and communities. The largest towns are Boort, Bridgewater on Loddon, Inglewood, Pyramid Hill, and Wedderburn.

The Shire encompasses a total land area of about 6,700 square kilometres. Land is used mainly for agriculture and horticulture, particularly grain, sheep, wool, beef cattle, dairy, pigs and poultry. In recent years, there has also been an increase in viticulture, olives, and fodder crops.

The primary source of employment in the Shire is agriculture, forestry and fishing with 37 per cent of employed residents working in those fields, while 10 per cent work in health care and social assistance, seven per cent in retail trade, and five per cent in public administration and safety.

## SUSTAINABILITY CAPACITY INDICATORS

Indicator/measure	Results			
	2017	2018	2019	2020
<b>Indicator: Population</b> <i>Measure:</i> Expenses per head of municipal population <i>Computation:</i> Total expenses/Municipal population	\$3,763	\$4,502	\$5,919	\$4,122
<b>Material variations:</b> Population remains steady with the main variations between the expenditure each year. 2018 and 2019 included significant flood restoration works, therefore producing a higher ratio.				
<b>Indicator: Population</b> <i>Measure:</i> Infrastructure per head of municipal population <i>Computation:</i> Value of infrastructure/Municipal population	\$39,764	\$43,768	\$45,810	\$47,012
<b>Material variations:</b> Gradual increase to infrastructure valuation over the full four year period with population remaining steady.				
<b>Indicator: Population</b> <i>Measure:</i> Population density per length of road <i>Computation:</i> Municipal population/Kilometres of local roads	1.60	1.59	1.59	1.59
<b>Material variations:</b> No material variations.				
<b>Indicator: Own-source revenue</b> <i>Measure:</i> Own source revenue per head of municipal population <i>Computation:</i> Own-source revenue/Municipal population	\$1,796	\$1,868	\$1,904	\$1,930
<b>Material variations:</b> No material variations.				
<b>Indicator: Recurrent grants</b> <i>Measure:</i> Recurrent grants per head of municipal population <i>Computation:</i> Recurrent grants/Municipal population	\$2,180	\$1,836	\$1,851	\$1,771
<b>Material variations:</b> Recurrent grants have remained steady for 2018, 2019 & 2020 due to the continued 50% upfront payment of the Financial Assistance Grant.				
<b>Indicator: Disadvantage</b> <i>Measure:</i> Relative socio-economic disadvantage <i>Computation:</i> Index of relative socio-economic disadvantage by decile	1	2	2	2
<b>Material variations:</b> No material variations.				
<b>Efficiency</b> <b>Indicator: Workforce turnover</b> <i>Measure:</i> Resignations and terminations compared to average staff <i>Computation:</i> [Number of permanent staff resignations and terminations/Average number of permanent staff for the financial year] x100	18.12%	12.29%	10.32%	13.59%
<b>Material variations:</b> The main variations occur within the resignations and terminations indicator, where the average number of staff has been consistent for the last 2 years.				

**Definitions:**

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred in paragraphs (a) and (b)

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website.

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

## SERVICE PERFORMANCE INDICATORS

Service/indicator/measure	Results			
	2017	2018	2019	2020
<b>Aquatic facilities</b> <b>Indicator: Utilisation</b> <i>Measure:</i> Utilisation of aquatic facilities <i>Computation:</i> Number of visits to aquatic facilities/Municipal population	3	3	3	3
<b>Material variations:</b> No material variations.				
<b>Animal management</b> <b>Indicator: Health and safety</b> <i>Measure:</i> Animal management prosecutions <i>Computation:</i> Number of successful animal management prosecutions	0	0	0	Retired in 2020.
<b>Material variations:</b> This measure was replaced from 1 July 2019.				
<b>Food Safety</b> <b>Indicator: Health and safety</b> <i>Measure:</i> Critical and major non-compliance notifications <i>Computation:</i> Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up/Number of critical non-compliance notifications and major non-compliance notifications about food premises x100	100%	100%	100%	100%
<b>Material variations:</b> No material variations.				
<b>Governance</b> <b>Indicator: Satisfaction</b> <i>Measure:</i> Satisfaction with Council decisions <i>Computation:</i> Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community	55	48	50	57
<b>Material variations:</b> As a result of community feedback, Council has identified the need to better communicate its decisions to the community including the rationale for those decisions. This has resulted in increases over the last two years.				
<b>Libraries</b> <b>Indicator: Participation</b> <i>Measure:</i> Active library members <i>Computation:</i> [Number of active library members for last three years/Municipal population for last three years] x100	8%	7%	7%	7%
<b>Material variations:</b> Loddon continues to experience a decline in the number of active members however this number does not include library visitors. This indicator is now an average on the previous three years active members and population.				
<b>Maternal and Child Health (MCH)</b> <b>Indicator: Participation</b> <i>Measure:</i> Participation in MCH service <i>Computation:</i> [Number of children who attend the MCH service at least once (in the year)/Number of children enrolled in the MCH service] x100	70%	65%	66%	83%
<b>Material variations:</b> Council continues to work closely with the Community Health Services to meet the needs of Loddon children. There has been an increase to the participation in the MCH service, while the children enrolled has decreased.				



## SERVICE PERFORMANCE INDICATORS (Continued)

Service/indicator/measure	Results			
	2017	2018	2019	2020
<b>Maternal and Child Health (MCH)</b>				
<b>Indicator: Participation</b>				
<i>Measure:</i> Participation in the MCH service by Aboriginal children				
<i>Computation:</i> [Number of Aboriginal children who attend the MCH service at least once (in the year)/Number of Aboriginal children enrolled in the MCH service] x100				
	56%	83%	57%	86%
<b>Material variations:</b> Council works closely with Community Health Services to meet the needs of Aboriginal children. There has been a significant increase in the number of children enrolled with a slight increase to the participation rates.				
<b>Roads</b>				
<b>Indicator: Satisfaction</b>				
<i>Measure:</i> Satisfaction with sealed local roads				
<i>Computation:</i> Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads				
	50	50	52	47
<b>Material variations:</b> This indicator has reduced slightly this year. For clarification, further information has been communicated to ratepayers around the sealed roads maintained by Council and those by VicRoads.				
<b>Indicator: Decision making</b>				
<i>Measure:</i> Council planning decisions upheld at VCAT				
<i>Computation:</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application/Number of VCAT decisions in relation to planning applications] x100				
	100%	0%	100%	0%
<b>Material variations:</b> One VCAT planning decision in 2017 and in 2019.				
<b>Indicator: Waste diversion</b>				
<i>Measure:</i> Kerbside collection waste diverted from landfill				
<i>Computation:</i> [Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins] x100				
	23%	22%	26%	28%
<b>Material variations:</b> There has been consistent increases in the weight collected from kerbside bins along with a reduction in overall waste weight.				



## SERVICE PERFORMANCE INDICATORS (Continued)

### Definitions:

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which Council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

## FINANCIAL PERFORMANCE INDICATORS

Dimension/indicator/ measure	Results				Forecasts			
	2017	2018	2019	2020	2021	2022	2023	2024
<b>Efficiency</b> <b>Indicator: Revenue level</b> <i>Measure:</i> Average rate per property assessment <i>Computation:</i> Rate revenue/Number of property assessments	N/A	N/A	N/A	\$1,226.81	\$1,255.49	\$1,276.84	\$1,302.37	\$1,328.42
<b>Material variations:</b> There is a steady increase in this indicator as the rates revenue increases where the property numbers remain constant. Prior to 2020 this indicator was for average residential rates.								
<b>Efficiency</b> <b>Indicator: Revenue level</b> <i>Measure:</i> Average residential rate per residential property assessment <i>Computation:</i> Residential rate revenue/Number of residential property assessments	\$992.71	\$1,011.60	\$1,007.51	Retired in 2020	Retired in 2020	Retired in 2020	Retired in 2020	Retired in 2020
<b>Material variations:</b> This measure was replaced from 1 July 2019.								
<b>Efficiency</b> <b>Indicator: Expenditure level</b> <i>Measure:</i> Expenses per property assessment <i>Computation:</i> Total expenses/Number of property assessments	\$3,670.24	\$4,339.15	\$5,685.05	\$3,948.74	\$4,324.29	\$4,271.88	\$4,370.63	\$4,479.24
<b>Material variations:</b> Property numbers remain constant with expenditure levels the main variance, during 2017/18 and 2018/19 significant flood restoration works were undertaken by Council which has caused a variance to this indicator.								
<b>Liquidity</b> <b>Indicator: Working capital</b> <i>Measure:</i> Current assets compared to current liabilities <i>Computation:</i> [Current assets/Current liabilities] x100	790.25%	742.25%	503.88%	744.86%	418.12%	353.11%	212.36%	119.75%
<b>Material variations:</b> Major variations can occur in this indicator due to the amount of cash and cash equivalents available for that projected year. The other components are fairly constant.								
<b>Liquidity</b> <b>Indicator: Unrestricted cash</b> <i>Measure:</i> Unrestricted cash compared to current liabilities <i>Computation:</i> [Unrestricted cash/Current liabilities] x100	-3.85%	91.92%	-156.79%	3.10%	311.57%	239.13%	93.94%	-2.07%
<b>Material variations:</b> Current liabilities has a slight decline each year, however Council has on hand large amounts of cash in some years compared to others which can cause variations to the result.								

## FINANCIAL PERFORMANCE INDICATORS (Continued)

Dimension/indicator/ measure	Results				Forecasts			
	2017	2018	2019	2020	2021	2022	2023	2024
<b>Obligations</b> <b>Indicator: Asset renewal</b> <i>Measure:</i> Asset renewal and upgrade compared to depreciation Computation: [Asset renewal and upgrade expenses/Asset depreciation] x100	N/A	N/A	N/A	57.71%	57.92%	57.34%	78.35%	62.44%
<b>Material variations:</b> Variations can occur within this indicator depending on the capital works program delivered each year, depreciation increases slightly in line with asset values. From 2020 the values include renewal and upgrade.								
<b>Obligations</b> <b>Indicator: Asset renewal</b> <i>Measure:</i> Asset renewal compared to depreciation Computation: [Asset renewal expenses/Asset depreciation] x100	33.93%	35.98%	19.86%	Retired in 2020	Retired in 2020	Retired in 2020	Retired in 2020	Retired in 2020
<b>Material variations:</b> This measure was replaced from 1 July 2019.								
<b>Obligations</b> <b>Indicator: Loans and borrowings</b> <i>Measure:</i> Loans and borrowings compared to rates Computation: [Interest bearing loans and borrowings/Rate revenue] x100	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Material variations:</b> Council made the last payment of outstanding loans during early 2016.								
<b>Obligations</b> <b>Indicator: Loans and borrowings</b> <i>Measure:</i> Loans and borrowings repayments compared to rates Computation: [Interest and principal repayments on interest bearing loans and borrowings/Rate revenue] x100	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Material variations:</b> Council made the last payment of outstanding loans during early 2016.								
<b>Obligations</b> <b>Indicator: Indebtedness</b> <i>Measure:</i> Non-current liabilities compared to own source revenue Computation: [Non-current liabilities/Own source revenue] x100	12.52%	11.76%	12.57%	11.85%	16.55%	18.14%	19.89%	21.61%
<b>Material variations:</b> Council's non current liabilities increase slightly each year in line with EA increases, own source revenue also increases slightly each year in line with expected CPI increases.								

## FINANCIAL PERFORMANCE INDICATORS (Continued)

Dimension/indicator/ measure	Results				Forecasts			
	2017	2018	2019	2020	2021	2022	2023	2024
<b>Operating position</b> <b>Indicator: Adjusted underlying result</b> <i>Measure:</i> Adjusted underlying surplus (or deficit) <i>Computation:</i> [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	9.83%	-4.51%	-2.87%	-8.06%	-46.59%	-17.87%	-18.54%	-19.34%
<b>Material variations:</b> Future year projections include all costs to address the renewal gap, however based upon current forecasting Council will not have enough income to address the gap without compromising on other services or generating more of other source revenue income.								
<b>Stability</b> <b>Indicator: Rates concentration</b> <i>Measure:</i> Rates compared to adjusted underlying revenue <i>Computation:</i> [Rate revenue/Adjusted underlying revenue] x100	32.05%	32.31%	24.87%	38.60%	49.60%	41.07%	41.17%	41.26%
<b>Material variations:</b> Council has continued to apply the rate cap to rates and charges for forecast years. The main variation between years for this indicator is the operating grants.								
<b>Stability</b> <b>Indicator: Rates effort</b> <i>Measure:</i> Rates compared to property values <i>Computation:</i> [Rate revenue/Capital improved value of rateable properties in the municipality] x100	0.58%	0.50%	0.52%	0.49%	0.48%	0.48%	0.48%	0.48%
<b>Material variations:</b> No material variations.								

## FINANCIAL PERFORMANCE INDICATORS (Continued)

### Definitions:

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.



## OTHER INFORMATION

### Basis of preparation

Council is required to prepare and include a Performance Statement within its Annual Report. The Performance Statement includes the results of the prescribed sustainability capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and Local Government (Planning and Reporting) Regulations 2014.

Where applicable, the results in the Performance Statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from Council information systems or from third parties (e.g. Australian Bureau of Statistics).

The Performance Statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by Council's Strategic Resource Plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the Performance Statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the Performance Statement are those adopted by Council in its Strategic Resource Plan on 23 June 2020 and which forms part of the Council Plan. The Strategic Resource Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The Strategic Resource Plan can be obtained by contacting Council.

**CERTIFICATION OF PERFORMANCE STATEMENT**

In my opinion the accompanying Performance Statement has been prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.


Signed:  Date: 22, 9, 2020  
SHARON ROSEMARIE MORRISON BA (POLITICS), LLB (HONS), GDLP, DIP BUS, CERT IV HR,  
PRINCIPAL ACCOUNTING OFFICER  
Wedderburn, Victoria, 3518

In our opinion, the accompanying Performance Statement of the Loddon Shire Council for the year ended 30 June 2020 presents fairly the results of Council's performance in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

The Performance Statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainability capacity.

As at the date of signing, we are not aware of any circumstances that would render any particulars in the Performance Statement to be misleading or inaccurate.

We have been authorised by the Council and the Local Government (Planning and Reporting) Regulations 2014 to certify this Performance Statement in its final form.

Signed:  Date: 22, 9, 2020  
CHERYL ANNETTE MCKINNON, MAYOR  
Wedderburn, Victoria, 3518

Signed:  Date: 22, 9, 2020  
GAVAN LINDSAY HOLT, COUNCILLOR  
Wedderburn, Victoria, 3518

Signed:  Date: 22, 09, 2020  
PHILIP LEONARD PINYON, CHIEF EXECUTIVE OFFICER  
Wedderburn, Victoria, 3518



## Independent Auditor's Report

### To the Councillors of Loddon Shire Council

#### Opinion

I have audited the accompanying performance statement of Loddon Shire Council (the council) which comprises the:

- description of municipality for the year ended 30 June 2020
- sustainable capacity indicators for the year ended 30 June 2020
- service performance indicators for the year ended 30 June 2020
- financial performance indicators for the year ended 30 June 2020
- notes to the performance statement and
- the certification of the performance statement.

In my opinion, the performance statement presents fairly, in all material respects, the performance of the council for the year ended 30 June 2020 in accordance with the performance reporting requirements of Part 6 of the *Local Government Act 1989*.

#### Basis for Opinion

I have conducted my audit in accordance with the *Audit Act 1994* which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the *Auditor's Responsibilities for the Audit of the performance statement* section of my report.

My independence is established by the *Constitution Act 1975*. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the performance statement in Victoria and have also fulfilled our other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Councillors' responsibilities for the performance statement

The Councillors is responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the *Local Government Act 1989* and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.

#### Auditor's responsibilities for the audit of the performance statement

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance

Engagements will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE  
25 September 2020



Sanchu Chummar

*as delegate for the Auditor-General of Victoria*



The cover image is a composite of three horizontal sections. The top section shows a cloudy sky with a yellow geometric shape on the left. The middle section features a large, leafy tree in a field at sunset, with a fence line in the background. The bottom section shows a close-up of water with ripples. The text 'Financial statements' is in a large, blue, sans-serif font, and 'Year ending 30 June 2020' is in a smaller, blue, sans-serif font below it. The text 'Sunset at Serpentine.' is in a small, white, sans-serif font in the bottom left corner of the middle section.

# Financial statements

Year ending 30 June 2020

Sunset at Serpentine.



## TABLE OF CONTENTS

Certification of financial statements	3
Victorian Auditor - General's Office Report	4
<b>Financial Statements</b>	
Comprehensive Income Statement	6
Balance Sheet	7
Statement of Changes in Equity	8
Statement of Cash Flows	9
Statement of Capital Works	10
<b>Overview</b>	11
<b>Notes to the financial statements</b>	
<b>Note 1 Performance against budget</b>	12
1.1 Income and expenditure	12
1.2 Capital works	13
<b>Note 2 Council results by program</b>	15
2.1 Analysis of Council results by program	15
<b>Note 3 Funding for the delivery of our services</b>	16
3.1 Rates and charges	16
3.2 Statutory fees and fines	16
3.3 User fees	17
3.4 Funding from other levels of government	17
3.5 Contributions	19
3.6 Reimbursements and subsidies	19
3.7 Net gain / (loss) on disposal of property, infrastructure, plant and equipment	19
3.8 Interest received	20
3.9 Other income	20
<b>Note 4 The cost of delivering services</b>	21
4.1 Employee costs	21
4.2 Materials, services and contracts	21
4.3 Depreciation	22
4.4 Bad debts expense	23
4.5 Other expenses	23
<b>Note 5 Our financial position</b>	24
5.1 Financial assets	24
5.2 Non-financial assets	26
5.3 Payables	28
5.4 Provisions	30
5.5 Financing arrangements	32
5.6 Commitments	33
5.7 Leases	34
<b>Note 6 Assets we manage</b>	37
6.1 Non current assets classified as held for sale	37
6.2 Property, infrastructure, plant and equipment	38
6.3 Investments in associates, joint arrangements and subsidiaries	45
<b>Note 7 People and relationships</b>	47
7.1 Council and key management remuneration	47
7.2 Related party disclosure	48
<b>Note 8 Managing uncertainties</b>	49
8.1 Contingent assets and liabilities	49
8.2 Change in accounting standards	49
8.3 Financial instruments	50
8.4 Fair value measurement	52
8.5 Events occurring after balance date	53
<b>Note 9 Other matters</b>	54
9.1 Reserves	54
9.2 Reconciliation of cash flows from operating activities to surplus / (deficit)	60
9.3 Superannuation	60
<b>Note 10 Change in accounting policy</b>	63

**CERTIFICATION OF FINANCIAL STATEMENTS**


In my opinion the accompanying financial statements have been prepared in accordance with the **Local Government Act 1989**, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

Signed:  Date: 22/9/2020  
SHARON ROSEMARIE MORRISON BA (POLITICS), LLB (HONS), GDLP, DIP BUS, CERT IV HR,  
PRINCIPAL ACCOUNTING OFFICER  
Wedderburn, Victoria 3518

In our opinion the accompanying financial statements present fairly the financial transactions of the Loddon Shire Council for the year ended 30 June 2020 and the financial position of the Council as at that date.

At the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

Signed:  Date: 22/9/2020  
CHERYL ANNETTE MCKINNON, MAYOR  
Wedderburn, Victoria, 3518

Signed:  Date: 22/9/2020  
GAVAN LINDSAY HOLT, COUNCILLOR  
Wedderburn, Victoria, 3518

Signed:  Date: 22/09/2020  
PHILIP LEONARD PINYON, CHIEF EXECUTIVE OFFICER  
Wedderburn, Victoria 3518



Victorian Auditor-General's Office

## Independent Auditor's Report

### To the Councillors of Loddon Shire Council

<b>Opinion</b>	<p>I have audited the financial report of Loddon Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"> <li>• balance sheet as at 30 June 2020</li> <li>• comprehensive income statement for the year then ended</li> <li>• statement of changes in equity for the year then ended</li> <li>• statement of cash flows for the year then ended</li> <li>• statement of capital works for the year then ended</li> <li>• notes to the financial statements, including significant accounting policies</li> <li>• certification of the financial report.</li> </ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2020 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Councillors's responsibilities for the financial report</b>	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

**Auditor's responsibilities for the audit of the financial report**

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors
- conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE  
25 September 2020



Sanchu Chummar

as delegate for the Auditor-General of Victoria

### COMPREHENSIVE INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2020

	Note	2020 \$	2019 \$
<b>Income</b>			
Rates and charges	3.1	11,047,771	10,751,069
Statutory fees and fines	3.2	462,337	419,014
User fees	3.3	1,607,281	1,676,373
Grants - operating	3.4	11,748,029	26,115,760
Grants - capital	3.4	4,026,095	5,002,287
Contributions - monetary	3.5	21,165	93,475
Reimbursements and subsidies	3.6	885,849	971,794
Net gain on disposal of property, infrastructure, plant and equipment	3.7	29,889	-
Interest earnings	3.8	442,148	481,846
Share of net profits of associates and joint ventures	6.3	10,042	2,432
Other income	3.9	103	1,658
<b>Total income</b>		<b>30,280,709</b>	<b>45,515,708</b>
<b>Expenses</b>			
Employee costs	4.1	11,734,709	11,293,506
Materials and services	4.2	8,987,370	23,158,346
Depreciation	4.3	9,898,344	9,473,510
Bad debts expense	4.4	9,255	12,747
Other expenses	4.5	300,773	297,160
Net loss on disposal of property, infrastructure, plant and equipment	3.7	-	233,155
<b>Total expenses</b>		<b>30,930,451</b>	<b>44,468,424</b>
<b>Surplus / (deficit) for year</b>		<b>(649,742)</b>	<b>1,047,284</b>
<b>Other comprehensive income</b>			
<i>Items that will not be reclassified to surplus or deficit</i>			
Net asset revaluation increment/(decrement)	9.1(a)	12,996,471	18,055,306
Share of other comprehensive income of associates and joint ventures accounted for by the equity method	6.3	(4,278)	(4,240)
<b>Total comprehensive result</b>		<b>12,342,451</b>	<b>19,098,350</b>

The above Comprehensive Income Statement should be read with the accompanying notes.



### BALANCE SHEET AS AT 30 JUNE 2020

	Note	2020 \$	2019 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1	8,326,446	2,182,697
Other financial assets	5.1	22,000,000	13,710,435
Trade and other receivables	5.1	807,408	2,498,935
Other assets	5.2	462,212	801,952
Inventories	5.2	26,782	40,278
Non-current assets classified as held for sale	6.1	540,076	556,092
<b>Total current assets</b>		<b>32,162,924</b>	<b>19,790,389</b>
<b>Non-current assets</b>			
Other financial assets	5.1	-	10,000,000
Other assets	5.2	100	100
Trade and other receivables	5.1	1,168	2,297
Investments in associates and joint ventures	6.3	275,336	269,572
Intangible assets	5.2	2,979,650	2,702,545
Property, infrastructure, plant and equipment	6.2	362,791,061	353,733,914
Right-of-use assets	5.7	-	-
<b>Total non-current assets</b>		<b>366,047,315</b>	<b>366,708,428</b>
<b>Total assets</b>		<b>398,210,239</b>	<b>386,498,817</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3(a)	634,196	1,174,480
Trust funds and deposits	5.3(b)	356,380	340,748
Unearned income	5.3(c)	705,000	-
Provisions	5.4	2,622,435	2,412,407
Lease liabilities	5.7	-	-
<b>Total current liabilities</b>		<b>4,318,011</b>	<b>3,927,635</b>
<b>Non-current liabilities</b>			
Provisions	5.4	1,716,013	1,797,418
Lease liabilities	5.7	-	-
<b>Total non-current liabilities</b>		<b>1,716,013</b>	<b>1,797,418</b>
<b>Total liabilities</b>		<b>6,034,024</b>	<b>5,725,053</b>
<b>Net assets</b>		<b>392,176,215</b>	<b>380,773,764</b>
<b>Equity</b>			
Accumulated surplus		90,918,332	93,620,656
Reserves	9	301,257,883	287,153,108
<b>Total equity</b>		<b>392,176,215</b>	<b>380,773,764</b>

The above Balance Sheet should be read with the accompanying notes.

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2020

**2020**

	Note	Total 2020 \$	Accumulated surplus 2020 \$	Revaluation reserve 2020 \$	Other reserves 2020 \$
Balance at beginning of the financial year		380,773,764	93,620,656	265,442,673	21,710,435
Impact on change of accounting policy - AASB 15 Revenue from Contracts with Customers		-	-	-	-
Impact on change of accounting policy - AASB 1058 Income of Not-for-Profit-Entities		(940,000)	(940,000)	-	-
Impact on change of accounting policy - AASB 16 Leases		-	-	-	-
Adjusted opening balance		379,833,764	92,680,656	265,442,673	21,710,435
Surplus/(deficit) for the year		(649,742)	(649,742)	-	-
Net asset revaluation increment/(decrement)	9.1(a)	12,996,471	-	12,996,471	-
Transfer to reserves	9.1(b)	-	(18,170,723)	-	18,170,723
Transfer from reserves	9.1(b)	-	17,062,419	-	(17,062,419)
Share of other comprehensive income		(4,278)	(4,278)	-	-
<b>Balance at end of financial year</b>		<b>392,176,215</b>	<b>90,918,332</b>	<b>278,439,144</b>	<b>22,818,739</b>

**2019**

	Note	Total 2019 \$	Accumulated surplus 2019 \$	Revaluation reserve 2019 \$	Other reserves 2019 \$
Balance at beginning of the financial year		361,675,414	95,354,472	247,387,367	18,933,575
Surplus/(deficit) for the year		1,047,284	1,047,284	-	-
Net asset revaluation increment/(decrement)	9.1(a)	18,055,306	-	18,055,306	-
Transfer to reserves	9.1(b)	-	(15,753,317)	-	15,753,317
Transfer from reserves	9.1(b)	-	12,976,457	-	(12,976,457)
Share of other comprehensive income		(4,240)	(4,240)	-	-
<b>Balance at end of financial year</b>		<b>380,773,764</b>	<b>93,620,656</b>	<b>265,442,673</b>	<b>21,710,435</b>

The above Statement of Changes in Equity should be read with the accompanying notes.

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2020

	Note	2020 Inflows/ (outflows) \$	2019 Inflows/ (outflows) \$
<b>Cash flows from operating activities</b>			
Rates and charges		10,986,638	10,843,895
Statutory fees and fines		454,147	491,673
User fees		2,468,996	464,988
Grants - operating		11,964,173	29,150,748
Grants - capital		4,903,322	3,996,405
Contributions		21,165	93,475
Reimbursements and subsidies		935,089	943,282
Interest received		449,893	498,029
Net GST refund (payable)		1,153,154	978,331
Short-term, low value and variable lease payments		-	-
Trust funds and deposits taken		15,632	(35,014)
Employee costs		(11,540,031)	(11,246,525)
Material and services		(11,189,843)	(23,955,700)
Trust funds and deposits repaid		-	-
<b>Net cash provided by (used in) operating activities</b>	9.2	<b>10,622,335</b>	<b>12,223,587</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	6.2	(6,504,115)	(8,374,932)
Proceeds from sale of property, infrastructure, plant and equipment		313,894	508,770
Payments for intangible assets		-	-
Payments from / (for) investments		1,710,435	(4,919,123)
Loans and advances to community organisations		-	-
Repayment of loans and advances from community organisations		1,200	82,200
<b>Net cash provided by (used in) investing activities</b>		<b>(4,478,586)</b>	<b>(12,703,085)</b>
<b>Cash flows from financing activities</b>			
Repayment of interest bearing loans and borrowings		-	-
Borrowing costs		-	-
Interest paid - lease liability		-	-
Repayment of lease liabilities		-	-
<b>Net cash provided by (used in) financing activities</b>		<b>-</b>	<b>-</b>
Net increase/(decrease) in cash and cash equivalents		6,143,749	(479,498)
Cash and cash equivalents at the beginning of the financial year		2,182,697	2,662,195
<b>Cash and cash equivalents at the end of the financial year</b>	5.1	<b>8,326,446</b>	<b>2,182,697</b>

The above Statement of Cash Flows should be read with the accompanying notes.

### STATEMENT OF CAPITAL WORKS FOR THE YEAR ENDED 30 JUNE 2020

	Note	2020 \$	2019 \$
<b>Land and buildings</b>			
Land		-	-
Buildings - specialised		795,763	452,106
Work in progress		79,285	887,334
<b>Total buildings</b>		<b>875,048</b>	<b>1,339,440</b>
<b>Plant and fittings</b>			
Plant, machinery and equipment		1,214,486	2,397,567
Office furniture and equipment		336,300	58,430
<b>Total plant and equipment</b>		<b>1,550,786</b>	<b>2,455,997</b>
<b>Infrastructure</b>			
Roads		2,614,113	2,477,860
Bridges		499,518	657,245
Footpaths and cycleways		549,199	295,395
Kerb and channel		-	-
Drainage		31,736	267,839
Street furniture		7,227	15,365
Work in progress		376,488	865,791
<b>Total infrastructure</b>		<b>4,078,281</b>	<b>4,579,495</b>
<b>Total capital works expenditure</b>		<b>6,504,115</b>	<b>8,374,932</b>
<b>Represented by:</b>			
New asset expenditure		597,416	2,415,697
Asset renewal expenditure		3,141,769	1,881,432
Asset expansion expenditure		194,720	773,270
Asset upgrade expenditure		2,570,210	3,304,533
<b>Total capital works expenditure</b>		<b>6,504,115</b>	<b>8,374,932</b>

The above statement of capital works should be read with the accompanying notes.

## OVERVIEW

### Introduction

The Loddon Shire Council was established by an Order of the Governor in Council on 19 January 1995 and is a body corporate. The Council's main office is located at 41 High Street, Wedderburn.

### Statement of compliance

These financial statements are a general purpose financial report that consist of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

### Impact of COVID-19 on Loddon

On 30 January 2020, COVID 19 was declared as a global pandemic by world health organisation. Since then, various measures are taken by all three levels of Government in Australia to reduce the spread of COVID-19. This crisis and measures taken to mitigate it has impacted council operations in the following areas for the financial year ended 30 June 2020:

- In response to significant decrease in demand / government directive amidst the COVID-19 outbreak, Council leisure facilities / libraries / community centres were closed. These closures resulted in no change to the direct revenue received for these facilities.
- Council did not pause commercial rent agreements.
- Council activated its hardship policy in response to this crisis on 26 May 2020. This resulted in a slight decrease in overdue interest earned along with a slight lag on cash flow income from rates and related charges.

### Significant accounting policies

#### *Basis of accounting*

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AASB's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.4)
- the determination of landfill provisions (refer to Note 5.4)
- the determination of whether performance obligations are sufficiently specific as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income for Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.7)
- other areas requiring judgements.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation (except where transitional requirements of *AASB 15 Revenue from Contracts with Customers*, *AASB 16 Leases* and *AASB 1058 Income for Not-for-Profit Entities* do not require restatements of comparatives under the modified retrospective approach adopted by the Council), and disclosure has been made of any material changes to comparatives.



## NOTE 1 PERFORMANCE AGAINST BUDGET

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Management has adopted a materiality threshold of 20 percent and \$50,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 25 June 2019. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

### 1.1 Income and expenditure

	Budget 2020 \$	Actual 2020 \$	Variance 2020 \$	Variance 2020 %	Ref
<b>Income</b>					
Rates and charges	11,027,275	11,047,771	(20,496)	0.2%	
Statutory fees and fines	241,877	462,337	(220,460)	91.1%	1
User fees	1,594,127	1,607,281	(13,154)	0.8%	
Grants - operating	6,297,978	11,748,029	(5,450,051)	86.5%	2
Grants - capital	5,841,828	4,026,095	1,815,733	-31.1%	3
Contributions - monetary	310,000	21,165	288,835	-93.2%	4
Reimbursements and subsidies	819,897	885,849	(65,952)	8.0%	
Interest earnings	375,125	442,148	(67,023)	17.9%	
Share of net profits/(losses) of associates and joint ventures	-	10,042	(10,042)	100.0%	
Other income	-	103	(103)	100.0%	
<b>Total income</b>	<b>26,508,107</b>	<b>30,250,820</b>	<b>(3,742,713)</b>	<b>14.1%</b>	
<b>Expenses</b>					
Employee costs	12,125,227	11,734,709	390,518	-3.2%	
Materials and services	9,455,317	8,987,370	467,947	-4.9%	
Depreciation	9,431,014	9,898,344	(467,330)	5.0%	
Bad and doubtful debts	-	9,255	(9,255)	100.0%	
Other expenses	310,797	300,773	10,024	-3.2%	
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	(29,889)	29,889	100.0%	5
<b>Total expenses</b>	<b>31,322,355</b>	<b>30,900,562</b>	<b>421,793</b>	<b>-1.3%</b>	
<b>Surplus/(deficit) for the year</b>	<b>(4,814,248)</b>	<b>(649,742)</b>	<b>(4,164,506)</b>	<b>-86.5%</b>	

**NOTE 1 PERFORMANCE AGAINST BUDGET (CONTINUED)****1.1 Income and expenditure (continued)****(i) Explanation of material variations**

- 1 The increase to statutory fees and fines relates mainly to additional income received for planning services (\$155K) and increase income from gravel pit operations (\$114K).
- 2 Operating grant income is higher than expected mainly due to the 50 per cent upfront payment of the Financial Assistance Grant of \$4.54M.
- 3 Capital grant income is lower due with the grant for Donaldson Park (\$2.5M) delayed until 2020/21. This is partially offset with additional infrastructure grants (\$1.14M) received during the year.
- 4 Contributions are lower with the community contribution for the Donaldson Park project (\$310K) not due until the project commences.
- 5 Council does not budget for a net gain or loss on disposal of assets. Therefore there is a cost variance of \$30K.

**1.2 Capital works**

	Budget 2020 \$	Actual 2020 \$	Variance 2020 \$	Variance 2020 %	Ref
<b>Property</b>					
Land	-	-	-	0.0%	
Land improvements	84,932	58,900	26,032	-30.7%	
<b>Total land</b>	<b>84,932</b>	<b>58,900</b>	<b>26,032</b>	<b>-30.7%</b>	
Buildings	500,000	-	500,000	100.0%	6
Building improvements	464,000	438,052	25,948	-5.6%	
<b>Total buildings</b>	<b>964,000</b>	<b>438,052</b>	<b>525,948</b>	<b>-54.6%</b>	
<b>Total property</b>	<b>1,048,932</b>	<b>496,952</b>	<b>551,980</b>	<b>-52.6%</b>	
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,275,763	1,214,486	61,277	-4.8%	
Office furniture and equipment	405,500	336,300	69,200	-17.1%	
<b>Total plant and equipment</b>	<b>1,681,263</b>	<b>1,550,786</b>	<b>130,477</b>	<b>-7.8%</b>	
<b>Infrastructure</b>					
Roads	3,680,082	2,621,340	1,058,742	-28.8%	7
Bridges	1,031,454	663,943	367,511	-35.6%	8
Footpaths and cycleways	261,057	549,199	(288,142)	110.4%	9
Drainage	924,000	243,799	680,201	-73.6%	10
Recreation, leisure and community facilities	4,507,054	27,048	4,480,006	-99.4%	11
Parks, open space and streetscapes	550,000	351,048	198,952	-36.2%	12
<b>Total infrastructure</b>	<b>10,953,647</b>	<b>4,456,377</b>	<b>6,497,270</b>	<b>-59.3%</b>	
<b>Total capital works expenditure</b>	<b>13,683,842</b>	<b>6,504,115</b>	<b>7,179,727</b>	<b>-52.5%</b>	
<b>Represented by:</b>					
New asset expenditure	2,464,585	597,416	1,867,169	-75.8%	
Asset renewal expenditure	6,036,593	3,141,769	2,894,824	-48.0%	
Asset expansion expenditure	3,891,164	194,720	3,696,444	-95.0%	
Asset upgrade expenditure	1,291,500	2,570,210	(1,278,710)	99.0%	
<b>Total capital works expenditure</b>	<b>13,683,842</b>	<b>6,504,115</b>	<b>7,179,727</b>	<b>-52.5%</b>	

**NOTE 1 PERFORMANCE AGAINST BUDGET (CONTINUED)****1.2 Capital works (continued)****(i) Explanation of material variations**

- 6 The variation to budget for buildings relates to the community planning contribution (\$500K) which was unspent and carried over to 2020/21.
- 7 The variation to the roads program is mainly due to the completion of some works under budget along with minor carry over projects that have not commenced or were not completed at year end.
- 8 The variation to the bridges program is mainly due to the minor carry over projects that have not commenced or were not completed at year end.
- 9 Additional footpath projects were added to the program during the year which resulted in a variation to budget. This is partially offset by lower expenditure in roads and bridges.
- 10 The main variations relate to flood mitigation works in Pyramid Hill and Boort (\$574K) where work has commenced but land use approvals have caused delay in progressing.
- 11 The main variations relate to the Donaldson Park Pavilion project (\$3.3M) which has not yet commenced and the purchase of caravan parks (\$778K) which is waiting for final government approval.
- 12 The main variation relates to the Bridgewater Stage Two project (\$289K) due to a delay in the commencement until the earlier stage had been finalised.

**NOTE 2 COUNCIL RESULTS BY PROGRAM****2.1 Analysis of Council results by program**

Council delivers its functions and activities through the following programs.

**1 - Economic development and tourism**

To promote economic growth through the retention and development of agriculture and business, and the development and promotion of tourism.

**2 - Leadership**

To provide Loddon Shire with strategic direction, representation and advocacy to promote good government, realisation of opportunities and to build confidence, pride and unity within the community.

**3 - Works and infrastructure**

Infrastructure to be provided in an efficient manner that meets the needs of the community.

**4 - Good management**

Ensure best practice management of human, physical and financial resources.

**5 - Environment**

To promote and enhance the natural and built environment for the enjoyment of future generations.

**6 - Community services and recreation**

To enhance the quality of life of all ages through the provision of community services and support of community organisations.

**2020**

	Income \$	Expenses \$	Surplus / (Deficit) \$	Grants included in income \$	Total assets \$
Economic development and tourism	682,749	1,362,084	(679,335)	49,000	4,699,972
Leadership	389,519	1,623,623	(1,234,104)	321,892	31,409,290
Works and infrastructure	4,652,758	14,765,252	(10,112,494)	3,524,252	305,499,922
Good management	19,324,128	4,564,842	14,759,286	9,169,589	6,385,317
Environment	1,868,248	2,025,854	(157,606)	124,057	13,882,135
Community services and recreation	3,363,307	6,588,796	(3,225,489)	2,585,334	36,333,603
<b>Total</b>	<b>30,280,709</b>	<b>30,930,451</b>	<b>(649,742)</b>	<b>15,774,124</b>	<b>398,210,239</b>

**2019**

	Income \$	Expenses \$	Surplus / (Deficit) \$	Grants included in income \$	Total assets \$
Economic development and tourism	984,832	1,165,882	(181,050)	86,591	4,184,593
Leadership	14,142,608	15,923,583	(1,780,975)	14,040,305	32,208,811
Works and infrastructure	11,361,209	8,418,959	2,942,250	3,620,510	306,098,726
Good management	12,443,731	9,314,251	3,129,480	9,334,607	3,809,879
Environment	2,082,273	2,534,670	(452,397)	537,928	12,883,894
Community services and recreation	4,501,055	7,111,079	(2,610,024)	3,498,106	27,312,914
<b>Total</b>	<b>45,515,708</b>	<b>44,468,424</b>	<b>1,047,284</b>	<b>31,118,047</b>	<b>386,498,817</b>

**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES****3.1 Rates and charges**

Council uses Capital Improved Value (C.I.V.) as the basis of valuation of all properties within the municipal district. The C.I.V. of a property includes the value of the land and all improvements on the land.

The valuation base used to calculate general rates for 2019/20 was \$2,258,890,400. The valuation base used in 2018/19 was \$2,074,220,300.

	2020 \$	2019 \$
General rates	2,407,703	2,381,877
Rural production rates	5,963,864	5,765,928
Municipal charges	1,238,037	1,199,791
Kerbside recycling charges	372,372	359,186
Garbage charges	1,034,163	1,001,121
Interest on rates and charges	31,632	43,166
<b>Total rates and garbage charges</b>	<b>11,047,771</b>	<b>10,751,069</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2018, and the valuation was first applied in the rating year commencing 1 July 2018.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

**3.2 Statutory fees and fines**

	2020 \$	2019 \$
<b>Statutory fees and fines</b>		
Animal control	71,792	80,438
Building services fees	84,645	110,683
Election fines	201	451
Fire hazards	3,552	1,541
Health Act fees	48,110	45,757
Land information certificates	10,105	11,088
Local laws	1,245	35,637
Other	113	-
Town planning fees	242,574	133,419
<b>Total statutory fees and fines</b>	<b>462,337</b>	<b>419,014</b>

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever occurs first.



**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.3 User fees**

	2020 \$	2019 \$
<b>User fees</b>		
Aged services fees	488,143	496,535
Boat ramps	11,000	-
Caravan park fees	417,328	429,169
Emergency management	20,825	20,901
Gravel pit fees	240,700	98,216
Pre-schools	68,816	108,847
Private works charges	59,950	123,552
Road opening permits	8,757	13,022
Sale of tools and equipment	327	8,346
Staff training / educational fees	937	39,477
Standpipes and truck washes	61,515	99,301
Tip and recycling fees	91,530	49,078
Tourism	12,214	42,839
Other	20,250	35,410
<b>Rent received</b>		
Elderly persons units	61,898	65,264
Commercial properties	43,091	46,416
Council residences	-	-
<b>Total user fees</b>	<b>1,607,281</b>	<b>1,676,373</b>
<b>User fees by timing of revenue recognition</b>		
User fees recognised over time	-	-
User fees recognised at a point in time	1,607,281	1,676,373
<b>Total statutory fees, fines and user fees</b>	<b>1,607,281</b>	<b>1,676,373</b>

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

**3.4 Funding from other levels of government**

	2020 \$	2019 \$
Grants were received in respect of the following:		
<b>Summary of grants</b>		
Commonwealth funded grants	11,443,924	25,991,579
State funded grants	4,330,200	5,126,468
<b>Total grants received</b>	<b>15,774,124</b>	<b>31,118,047</b>

	2020 \$	2019 \$
<b>(a) Operating grants</b>		
<b>Recurrent - Commonwealth Government:</b>		
Financial Assistance Grant - general purpose grant	5,261,324	5,525,044
Financial Assistance Grant - local roads	3,794,873	3,711,629
<b>Non recurrent - Commonwealth Government:</b>		
Flood restoration	-	14,040,305
<b>Total operating Commonwealth Government grants</b>	<b>9,056,197</b>	<b>23,276,978</b>

**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.4 Funding from other levels of government (continued)**

	2020 \$	2019 \$
<b>Recurrent - State Government:</b>		
Aged services	909,385	872,355
Pre-schools	539,857	622,560
Families and children	243,870	211,693
Fire Services Property Levy	43,721	42,655
Youth development	24,500	53,000
Community safety	6,146	6,072
Tips and recycling	4,865	-
Environment	75,000	150,000
<b>Non recurrent - State Government:</b>		
Aged services	30,000	-
Tips and recycling	44,192	125,728
Community support	1,500	85,500
Employment costs	321,892	-
Community safety	123,467	434,331
Preschools	138,976	71,978
Recreation facilities	153,400	6,539
Community facilities	25,061	-
Tourism	-	52,591
Families and children	-	20,000
Environment	6,000	48,570
Other	-	35,210
<b>Total operating State Government grants</b>	<b>2,691,832</b>	<b>2,838,782</b>
<b>Total operating grants</b>	<b>11,748,029</b>	<b>26,115,760</b>
<b>(b) Capital grants</b>		
<b>Recurrent - Commonwealth Government:</b>		
Roads to Recovery	2,387,727	2,714,601
<b>Total capital Commonwealth Government grants</b>	<b>2,387,727</b>	<b>2,714,601</b>
<b>Recurrent - State Government:</b>		
Nil	-	-
<b>Non recurrent - State Government:</b>		
Recreation facilities	105,890	79,272
Community facilities	118,671	20,000
Road infrastructure	1,136,524	905,908
Community support	42,283	80,306
Water infrastructure	235,000	1,202,200
<b>Total capital State Government grants</b>	<b>1,638,368</b>	<b>2,287,686</b>
<b>Total capital grants</b>	<b>4,026,095</b>	<b>5,002,287</b>

**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.4 Funding from other levels of government (continued)****(c) Unspent grants received on condition that they be spent in a specific manner**

	2020 \$	2019 \$
<b>Operating</b>		
Balance at start of year	6,158,203	5,585,418
Received during the financial year and remained unspent at balance date	5,355,843	5,195,908
Received in prior years and spent during the financial year	(4,791,201)	(4,623,123)
<b>Balance at year end</b>	<b>6,722,845</b>	<b>6,158,203</b>
<b>Capital</b>		
Balance at start of year	2,529,985	2,146,319
Received during the financial year and remained unspent at balance date	918,381	2,148,662
Received in prior years and spent during the financial year	(2,161,664)	(1,764,996)
<b>Balance at year end</b>	<b>1,286,702</b>	<b>2,529,985</b>

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

**3.5 Contributions**

	2020 \$	2019 \$
Contributions - operating - monetary	1,165	93,475
Contributions - capital - monetary	20,000	-
<b>Total contributions</b>	<b>21,165</b>	<b>93,475</b>

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

**3.6 Reimbursements and subsidies**

	2020 \$	2019 \$
Main roads maintenance and construction	587,516	596,242
Insurance	57,439	55,263
Workcover	54,361	131,142
Fuel rebate	138,477	138,042
Contracted staff	45,556	51,105
Other	2,500	-
<b>Total reimbursements and subsidies</b>	<b>885,849</b>	<b>971,794</b>

Reimbursements and subsidies are recognised as revenue when the service has been provided or Council has otherwise earned the income.

**3.7 Net gain / (loss) on disposal of property, infrastructure, plant and equipment**

	2020 \$	2019 \$
Proceeds from sale	313,894	508,770
Written down value of assets disposed	(284,005)	(741,925)
<b>Total net gain / (loss) on disposal of property, infrastructure, plant and equipment</b>	<b>29,889</b>	<b>(233,155)</b>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

**NOTE 3 FUNDING FOR THE DELIVERY OF OUR SERVICES (Continued)****3.8 Interest received**

	2020 \$	2019 \$
Interest on investments	410,516	438,680
Rates interest	31,632	43,166
<b>Total interest received</b>	<b>442,148</b>	<b>481,846</b>

**3.9 Other income**

	2020 \$	2019 \$
Reversal of impairment of assets	103	1,658
<b>Total other income</b>	<b>103</b>	<b>1,658</b>

**NOTE 4 THE COST OF DELIVERING SERVICES****4.1 (a) Employee costs**

	2020 \$	2019 \$
Salaries and wages	9,455,460	9,054,751
Annual leave and long service leave	979,870	1,022,561
Superannuation	983,370	954,398
Fringe benefits	108,089	99,471
Workcover	207,920	162,325
<b>Total employee costs</b>	<b>11,734,709</b>	<b>11,293,506</b>

**(b) Superannuation**

Council made contributions to the following funds:

	2020 \$	2019 \$
<b>Defined benefit fund</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	69,522	73,851
<b>Total defined benefit fund</b>	<b>69,522</b>	<b>73,851</b>

Employer contributions payable at reporting date **NIL**.

	2020 \$	2019 \$
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	521,537	553,084
Employer contributions - other funds	392,311	327,463
<b>Total accumulated funds</b>	<b>913,848</b>	<b>880,547</b>

Employer contributions payable at reporting date **NIL**.

Refer to Note 9.3 for further information relating to Council's superannuation obligations.

**4.2 Materials and services**

	2020 \$	2019 \$
<b>Major contracts</b>		
Caravan park management	140,808	113,836
Garbage collection	825,979	789,973
Pool operations	255,915	229,882
Public facility cleaning	125,180	116,131
Waste management operations	180,045	118,052
<b>Other materials and services</b>		
Plant operating costs	1,259,746	1,442,680
Utility costs	575,497	606,953
Corporate governance	379,705	366,995
Local road materials	401,896	267,403
Flood recovery works	57,482	13,851,092
Building maintenance	233,416	261,798
Aged care services	234,091	161,382
Training and subscriptions	170,199	216,011
Computer costs and computer programs	600,802	555,409
Office expenses	90,943	107,570
North Central Goldfields Regional Library Corporation	206,312	205,745
Community plan projects	100,569	82,526



**NOTE 4 THE COST OF DELIVERING SERVICES (Continued)****4.2 Materials and services (continued)**

	2020 \$	2019 \$
Recreation projects	617,672	437,199
Insurances	478,697	412,476
Pool maintenance and strategy	148,479	174,529
Loddon Discovery Tours	322	15,148
Main roads materials	53,238	41,937
Parks and gardens maintenance	141,642	159,797
Waste management	297,044	742,024
Families and children	153,695	191,277
Caravan park operations	174,184	130,025
Economic development and tourism initiatives	145,142	104,135
Private works materials	22,344	12,784
Public facilities	60,449	70,710
Community grant projects	213,687	183,416
Community safety	102,674	60,960
Workshops and depots	55,911	93,921
Youth and transport services	12,263	64,422
Valuations	90,571	78,934
Regulatory services	43,777	128,285
Environment	112,390	278,369
Other materials, services and contracts	72,001	133,750
Gravel pit operations	46,038	25,817
Community facilities	-	60,754
Cleaning	21,052	29,242
Other road projects	33,138	34,997
Water	52,375	-
<b>Total materials and services</b>	<b>8,987,370</b>	<b>23,158,346</b>

**4.3 Depreciation**

	2020 \$	2019 \$
Roads	6,625,748	6,484,510
Buildings	1,245,171	1,113,954
Plant and equipment	976,570	882,691
Bridges	400,051	393,759
Urban drains	210,708	206,919
Furniture and equipment	130,099	84,174
Footpaths	157,482	155,250
Kerb and channel	97,768	97,942
Landfills	25,655	25,654
Street furniture	27,779	27,279
Quarries	1,313	1,378
<b>Total depreciation</b>	<b>9,898,344</b>	<b>9,473,510</b>

Refer to Note 5.2 (c) and 6.2 for a more detailed breakdown of depreciation charges and accounting policy.

**NOTE 4 THE COST OF DELIVERING SERVICES (Continued)****4.4 Bad and doubtful debts**

	2020 \$	2019 \$
Rates debtors	2,338	10,120
Sundry debtors	6,917	2,627
<b>Total bad debts expense</b>	<b>9,255</b>	<b>12,747</b>

**Movement in provisions for doubtful debts**

	2020 \$	2019 \$
Balance at beginning of the year	118,887	112,950
New provisions recognised during the year	9,639	22,077
Amounts already provided for and written off as uncollectible	(894)	(16,140)
Amounts provided for but recovered during the year	(384)	-
<b>Balance at end of year</b>	<b>127,248</b>	<b>118,887</b>

Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

**4.5 Other expenses**

	2020 \$	2019 \$
Councillors' emoluments	220,814	213,850
Internal audit remuneration	40,127	43,407
External audit remuneration - VAGO - Audit of the financial statements,	39,800	39,800
Impairment of interest free loans	32	103
<b>Total other expenses</b>	<b>300,773</b>	<b>297,160</b>

**NOTE 5 OUR FINANCIAL POSITION****5.1 Financial assets****(a) Cash and cash equivalents**

	2020 \$	2019 \$
Cash on hand	3,900	4,750
Cash at bank (CEO's advance account)	4,000	4,000
Cash at bank (general account)	4,135,428	1,993,947
Cash at bank (trust account)	183,118	180,000
Term deposits (less than 90 days)	4,000,000	-
<b>Cash and cash equivalents</b>	<b>8,326,446</b>	<b>2,182,697</b>

**(b) Other financial assets**

	2020 \$	2019 \$
Term deposits (current)	22,000,000	13,710,435
Term deposits (non-current)	-	10,000,000
<b>Total other financial assets</b>	<b>22,000,000</b>	<b>23,710,435</b>

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

	2020 \$	2019 \$
<b>Restricted funds</b>		
Trust funds (Note 5.3)	356,380	340,748
<b>Total restricted funds</b>	<b>356,380</b>	<b>340,748</b>
<b>Total unrestricted cash and cash equivalents</b>	<b>21,643,620</b>	<b>25,552,384</b>

**Intended allocations**

Although not externally restricted the intended allocations above have been allocated for specific future purposes by Council.

	2020 \$	2019 \$
Unspent grants (refer to Note 9.1)	8,009,547	8,688,188
Long service leave (refer to Note 5.4)	1,866,223	1,796,636
<b>Total restricted and intended allocation funds</b>	<b>9,875,770</b>	<b>10,484,824</b>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either revenue or expense.

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.1 Financial assets (continued)****(c) Trade and other receivables**

	2020 \$	2019 \$
<b>Current</b>		
<i>Statutory receivables</i>		
Rates debtors	275,553	214,420
LESS provision for doubtful debts	(19,800)	(17,462)
	<b>255,753</b>	<b>196,958</b>
<i>Non statutory receivables</i>		
Sundry debtors	547,667	2,094,620
Other debtors	110,237	112,621
LESS provision for doubtful debts	(107,448)	(101,425)
Net receivable GST	(1)	194,961
Loans and advances to community organisations	1,200	1,200
	<b>551,655</b>	<b>2,301,977</b>
<b>Total current</b>	<b>807,408</b>	<b>2,498,935</b>
<b>Non-current</b>		
<i>Non statutory receivables</i>		
Loans and advances to community organisations	1,168	2,297
<b>Total non-current</b>	<b>1,168</b>	<b>2,297</b>
<b>Total trade and other receivables</b>	<b>808,576</b>	<b>2,501,232</b>

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using effective interest rate method.

**(i) Ageing of receivables**

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

	2020 \$	2019 \$
Current (not yet due)	86,196	1,637,718
Past due by up to 30 days	10,474	486,768
Past due between 31 and 180 days	7,850	67,476
Past due between 181 and 365 days	444,346	98,819
Past due over 365 days	2,789	11,196
<b>Total trade and other receivables</b>	<b>551,655</b>	<b>2,301,977</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.1 Financial assets (continued)****(c) Trade and other receivables (continued)****(ii) Ageing of individually impaired receivables**

At balance date, other debtors representing financial assets with a nominal value of \$107,448 (2019: \$101,425) were impaired. The amount of the provision raised against these debtors was \$107,448 (2019: \$101,425). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

	2020 \$	2019 \$
Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 180 days	-	-
Past due between 181 and 365 days	107,448	101,425
Past due by more than 1 year	-	-
<b>Total trade and other receivables</b>	<b>107,448</b>	<b>101,425</b>

**5.2 Non-financial assets****(a) Inventories**

	2020 \$	2019 \$
Inventories held for distribution	26,782	40,278
Inventories held for sale	-	-
<b>Total inventories</b>	<b>26,782</b>	<b>40,278</b>

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

**(b) Other assets**

	2020 \$	2019 \$
<b>Current</b>		
Accrued income	161,202	649,761
Prepayments	301,010	152,191
Term deposits (original maturity of 90 days or greater)	-	-
<b>Total current</b>	<b>462,212</b>	<b>801,952</b>
<b>Non-current</b>		
Procurement Australia Pty Ltd Shares	100	100
<b>Total non-current</b>	<b>100</b>	<b>100</b>
<b>Total other assets</b>	<b>462,312</b>	<b>802,052</b>



**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.2 Non-financial assets (continued)****(c) Intangible assets**

	2020 \$	2019 \$
<b>Non-current</b>		
Water rights	2,979,650	2,702,545
<b>Total intangible assets</b>	<b>2,979,650</b>	<b>2,702,545</b>

**Reconciliation of movements in intangible assets for the reporting period**

	2020 \$	2019 \$
<b>Water rights</b>		
Gross carrying amount at beginning of period	2,702,545	1,979,130
Additional water rights obtained during the period	-	-
Water rights disposed of during the period	-	-
Revaluation increment / (decrement)	277,105	723,415
Depreciation & amortisation	-	-
<b>Gross carrying amount at end of period</b>	<b>2,979,650</b>	<b>2,702,545</b>

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life.

Water rights are revalued at 30 June 2020 to the published water trade market rate applying at that date.

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.3 Payables****(a) Trade and other payables**

	2020 \$	2019 \$
Trade creditors	(245)	662,794
Accrued wages and salaries	291,310	203,439
Accrued expenses	343,131	308,247
<b>Total trade and other payables</b>	<b>634,196</b>	<b>1,174,480</b>

**(b) Trust funds and deposits**

	2020 \$	2019 \$
Contract retentions	66,443	66,302
Fire services property levy	67,970	55,097
Building deposits	37,340	37,340
Unclaimed monies	533	533
Other refundable deposits:		
St Andrews church repair fund	976	1,476
Wedderburn pre school investment	183,118	180,000
<b>Total trust funds and deposits</b>	<b>356,380</b>	<b>340,748</b>

**(c) Unearned income**

	2020 \$	2019 \$
Grants received in advance - operating	-	-
Grants received in advance - capital	705,000	-
<b>Total unearned income</b>	<b>705,000</b>	<b>-</b>

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

**Purpose and nature of items*****Contract retentions***

Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

***Fire Services Property Levy***

Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.3 Payables (continued)****Purpose and nature of items*****Building deposits***

Under the provisions of the Building Act 1993, Council may issue a Building Permit subject to a condition that the applicant must deposit with the Council a bond, for an amount determined in accordance with the regulations, to secure the complete and satisfactory carrying out of the work authorised by the Building Permit.

***St Andrews church repair fund***

These funds were held by a Section 86 committee which was disbanded in 2012. The funds were returned to Council to use for repairs to the building.

***Wedderburn pre-school investment***

Council is holding funds on behalf of the Wedderburn Pre-school. These funds are invested by Council according to the instructions of the pre-school.

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.4 Provisions****2020**

	Annual leave	Long service leave	RDOs	Landfill rehabilitation	Gravel pit rehabilitation	Total
Balance at beginning of the financial year	864,146	1,796,636	128,088	1,347,842	73,113	4,209,825
Additional provisions	818,831	281,865	513,984	(43)	21,859	1,636,496
Amounts used	(767,592)	(212,278)	(528,003)	-	-	(1,507,873)
Variation in the discounted amount arising because of time and the effect of any change in the discount rate	-	-	-	-	-	-
<b>Balance at the end of the financial year</b>	<b>915,385</b>	<b>1,866,223</b>	<b>114,069</b>	<b>1,347,799</b>	<b>94,972</b>	<b>4,338,448</b>

**2019**

	Annual leave	Long service leave	RDOs	Landfill rehabilitation	Gravel pit rehabilitation	Total
Balance at beginning of the financial year	856,052	1,793,538	120,578	1,216,200	59,623	4,045,991
Additional provisions	777,578	244,983	589,097	131,642	13,490	1,756,790
Amounts used	(769,484)	(261,046)	(581,587)	-	-	(1,612,117)
Variation in the discounted amount arising because of time and the effect of any change in the discount rate	-	19,161	-	-	-	19,161
<b>Balance at the end of the financial year</b>	<b>864,146</b>	<b>1,796,636</b>	<b>128,088</b>	<b>1,347,842</b>	<b>73,113</b>	<b>4,209,825</b>

**(a) Employee benefits**

	2020 \$	2019 \$
<b>Current provisions expected to be wholly settled within 12 months</b>		
Annual leave	732,308	691,317
Long service leave	197,640	184,622
RDOs	114,069	128,088
<b>Total</b>	<b>1,044,017</b>	<b>1,004,027</b>
<b>Current provisions expected to be wholly settled after 12 months</b>		
Annual leave	183,077	172,829
Long service leave	1,322,665	1,235,551
<b>Total</b>	<b>1,505,742</b>	<b>1,408,380</b>
<b>Total current employee provisions</b>	<b>2,549,759</b>	<b>2,412,407</b>
<b>Non-current</b>		
Long service leave	345,918	376,463
<b>Total non-current employee provisions</b>	<b>345,918</b>	<b>376,463</b>
<b>Aggregate carrying amount of employee provisions</b>		
Current	2,549,759	2,412,407
Non-current	345,918	376,463
<b>Total aggregate amount of employee provisions</b>	<b>2,895,677</b>	<b>2,788,870</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.4 Provisions (continued)****(a) Employee benefits (continued)**

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

***Wages and salaries and annual leave***

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

***Long service leave***

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

## Key assumptions:

	2020	2019
Weighted average increase in employee costs	3.44%	3.62%
Weighted average discount rates	0.64%	2.08%
Weighted average settlement period	21 months	21 months

**(b) Landfill restoration**

	2020 \$	2019 \$
Current	72,676	-
Non-current	1,275,123	1,347,842
<b>Total landfill restoration</b>	<b>1,347,799</b>	<b>1,347,842</b>

Council is obligated to restore landfill sites to a particular standard. The forecast life of the sites are based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected costs of works to be undertaken. The expected cost of works have been estimated based on the current understanding of work required to reinstate the site to a suitable standard and budgeted costs for that work. Accordingly, the estimation of a provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

## Key assumptions:

	2020	2019
Weighted average increase in costs	2.56%	2.09%
Weighted average discount rates	0.72%	1.04%
Weighted average settlement period	16 years	17 years



**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.4 Provisions (continued)****(c) Gravel pit rehabilitation**

	2020 \$	2019 \$
Current	-	-
Non-current	94,972	73,113
<b>Total</b>	<b>94,972</b>	<b>73,113</b>

Council is obligated to restore gravel pit sites to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for gravel pit restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard and budgeted costs for that work. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

## Key assumptions:

Weighted average increase in costs	2.56%	2.09%
Weighted average discount rates	0.83%	1.04%
Weighted average settlement period	18 years	18 years

**5.5 Financing arrangements**

	2020 \$	2019 \$
Bank overdraft - National Australia Bank	500,000	500,000
Bank overdraft - Westpac	500,000	500,000
Credit card facilities	100,000	100,000
<b>Total facilities</b>	<b>1,100,000</b>	<b>1,100,000</b>
Used facilities	-	-
<b>Unused facilities</b>	<b>1,100,000</b>	<b>1,100,000</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.6 Commitments**

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

**2020**

	Not later than 1 year \$	Later than 1 year and not later than 2 years \$	Later than 2 years and not later than 5 years \$	Later than 5 years \$	Total \$
<b>Operating</b>					
Environment services	728,889	-	-	-	728,889
Insurance services	496,824	-	-	-	496,824
Caravan park operations	165,234	109,210	111,394	-	385,838
Workcover	354,689	-	-	-	354,689
Library corporation	216,502	-	-	-	216,502
Swimming pool services	280,000	-	-	-	280,000
Internal audit	23,400	26,000	52,000	-	101,400
Other minor orders committed	38,900	-	-	-	38,900
<b>Operating commitments for expenditure</b>	<b>2,304,438</b>	<b>135,210</b>	<b>163,394</b>	<b>-</b>	<b>2,603,042</b>
<b>Capital</b>					
Inglewood dam project	678,549	-	-	-	678,549
Purchase caravan parks	778,322	-	-	-	778,322
Sloans bridge works	501,340	-	-	-	501,340
<b>Capital commitments for expenditure</b>	<b>1,958,211</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,958,211</b>
<b>Total commitments for expenditure</b>	<b>4,262,649</b>	<b>135,210</b>	<b>163,394</b>	<b>-</b>	<b>4,561,253</b>

**2019**

	Not later than 1 year \$	Later than 1 year and not later than 2 years \$	Later than 2 years and not later than 5 years \$	Later than 5 years \$	Total \$
<b>Operating</b>					
Environment services	878,180	728,889	-	-	1,607,069
Insurance services	443,598	-	-	-	443,598
Caravan park operations	49,043	-	-	-	49,043
Library corporation	226,984	-	-	-	226,984
Swimming pool services	280,000	280,000	-	-	560,000
Cleaning services	159,446	-	-	-	159,446
Internal audit	23,400	26,000	52,000	-	101,400
Other minor orders committed	154,618	-	-	-	154,618
<b>Operating commitments for expenditure</b>	<b>2,215,269</b>	<b>1,034,889</b>	<b>52,000</b>	<b>-</b>	<b>3,302,158</b>
<b>Capital</b>					
Information technology items and telephone	52,274	-	-	-	52,274
Vehicle purchases	137,650	-	-	-	137,650
Planning and building system modules	18,000	-	-	-	18,000
Donaldson Park redevelopment	500,000	-	-	-	500,000
<b>Capital commitments for expenditure</b>	<b>707,924</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>707,924</b>
<b>Total commitments for expenditure</b>	<b>2,923,193</b>	<b>1,034,889</b>	<b>52,000</b>	<b>-</b>	<b>4,010,082</b>

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.7 Leases****Policy applicable before 1 July 2019**

As a lessee, council classifies leases as operating or finance leases based on its assessment of whether the lease transferred significantly all of the risks and rewards incidental to ownership of the underlying asset to council.

Operating lease payments, including any contingent rentals, were recognised as an expense in the comprehensive income statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset. The leased asset was not recognised in the balance sheet.

All incentives for the agreement of a new or renewed operating lease were recognised as an integral part of the net consideration agreed for the use of the leased asset, irrespective of the incentive's nature or form or the timing of payments.

In the event that lease incentives were received to enter into operating leases, the aggregate cost of incentivised were recognised as a reduction of rental expense over the lease term on a straight-line basis, unless another systematic basis was more representative of the time pattern in which economic benefits from the leased asset were consumed.

**Policy applicable after 1 July 2019**

Council has applied *AASB 16 Leases* using a modified retrospective approach with the cumulative effect of initial application recognised as an adjustment to the opening balance of accumulated surplus at 1 July 2019, with no restatement of comparative information. The council applied the approach consistently to all leases in which it is a lessee.

On transition to *AASB 16 Leases*, Council elected to apply the practical expedient to 'grandfather' the assessment of which transactions are leases. The council has applied this practical expedient to all of its contracts and therefore applied *AASB 16 Leases* only to contracts that were previously identified as leases.

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- the contract involves the use of an identified asset;
- the customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- the customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.7 Leases (continued)****Policy applicable after 1 July 2019 (continued)**

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments
- variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date
- amounts expected to be payable under a residual value guarantee; and
- the exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under *AASB 16 Leases* which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

<b>Right of use assets</b>	<b>Property \$</b>	<b>Vehicles \$</b>	<b>Other \$</b>	<b>Total \$</b>
Balance as at 1 July 2019	-	-	-	-
Additions	-	-	-	-
Amortisation charge	-	-	-	-
<b>Balance as at 30 June 2020</b>	-	-	-	-

	<b>2020 \$</b>
<b>Lease liabilities</b>	
Maturity analysis - contractual undiscounted cash flows	-
Less than one year	-
One to five years	-
More than five years	-
Total undiscounted lease liabilities as at 30 June:	-
Lease liabilities included in the Balance Sheet as at 30 June:	
Current	-
Non-current	-
<b>Total lease liabilities</b>	-

**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.7 Leases (continued)****Short-term and low value leases**

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

	2020 \$
<b>Expenses relating to:</b>	
Short-term leases	-
Leases of low value assets	26,090
<b>Total</b>	<b>26,090</b>

**Non-cancellable lease commitments - Short-term and low-value leases**

	2020 \$
Commitments for minimum lease payments for short-term and low-value leases are payable as follows:	
Payable:	
Within one year	5,218
Later than 1 year but no later than 5 years	20,872
<b>Total lease commitments</b>	<b>26,090</b>

**i. Leases classified as operating leases under AASB 117 Leases**

At transition, lease liabilities were measured at the present value of the remaining lease payments, discounted at Council's incremental borrowing rate as at 1 July 2019. Right-of-use assets are measured at an amount equal to the lease liability, adjusted by the amount of any prepaid or accrued lease payments. Council applied this approach to all applicable leases.

Council used the following practical expedients when applying *AASB 16 Leases* to leases previously classified as operating leases under *AASB 117 Leases*:

- applied a single discount rate to a portfolio of leases with similar characteristics
- adjusted the right-of-use assets by the amount of *AASB 137 Provisions, Contingent Liabilities and Contingent Assets* onerous contract provision immediately before the date of initial application, as an alternative to an impairment review
- applied the exemption not to recognise right-of-use assets and liabilities for leases with less than 12 months of lease term
- used hindsight when determining the lease term if the contract contains options to extend or terminate the lease.

**ii. Leases previously classified as finance leases**

For leases that were classified as finance leases under *AASB 117 Leases*, the carrying amount of the right-of-use asset and the lease liability at 1 July 2019 are determined at the carrying amount of the lease asset and lease liability under *AASB 117 Leases* immediately before that date.

Council is not required to make any adjustments on transition to *AASB 16 Leases* for leases in which it acts as a lessor, except for a sub-lease. Council accounted for its leases in accordance with *AASB 16 Leases* from the date of initial application.



**NOTE 5 OUR FINANCIAL POSITION (Continued)****5.7 Leases (continued)****Impact on financial statements**

On transition to AASB 16 Leases, Council recognised \$NIL of right-of-use assets and \$NIL of lease liabilities, recognising the difference in retained earnings.

	2019 \$
Operating lease commitment at 30 June 2019 as disclosed in Council's financial statements	26,090
Discounted using the incremental borrowing rate at 1 July 2019	-
<b>Finance lease liability recognised as at 30 June 2019</b>	<b>26,090</b>

	2019 \$
Recognition exemption for:	-
- short term leases	-
- leases of low-value assets	(26,090)
Extension and termination options reasonably certain to be exercised	-
Residual value guarantees	-
<b>Lease liabilities recognised as at 1 July 2019</b>	<b>-</b>

**NOTE 6 ASSETS WE MANAGE****6.1 Non current assets classified as held for sale**

	2020 \$	2019 \$
<b>Non current</b>		
Land at valuation	559,664	576,260
LESS selling costs	(19,588)	(20,168)
<b>Total non current assets held for sale</b>	<b>540,076</b>	<b>556,092</b>

Non-current assets classified as held for sale (including disposal groups) is measured at the lower of its carrying amount and fair value less costs to disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment****Summary of property, infrastructure, plant and equipment**

	At fair value 30 June 2019 \$	Additions \$	Revaluation / transfers \$	Depreciation \$	Disposals \$	At fair value 30 June 2020 \$
Land	9,561,001	-	499,651	-	(44,390)	10,016,262
Buildings	45,516,210	795,763	3,959,224	(1,245,173)	-	49,026,024
Plant and equipment	7,170,493	1,550,786	-	(1,106,667)	(239,615)	7,374,997
Infrastructure	289,324,375	3,701,793	10,030,720	(7,546,504)	-	295,510,384
Work in progress	2,161,835	455,773	(1,754,214)	-	-	863,394
<b>Total</b>	<b>353,733,914</b>	<b>6,504,115</b>	<b>12,735,381</b>	<b>(9,898,344)</b>	<b>(284,005)</b>	<b>362,791,061</b>

**Summary of work in progress**

	Opening WIP \$	Additions \$	Transfers \$	Write-off \$	Closing WIP \$
Buildings	1,296,044	79,285	(976,752)	-	398,577
Infrastructure	865,791	376,488	(777,462)	-	464,817
<b>Total</b>	<b>2,161,835</b>	<b>455,773</b>	<b>(1,754,214)</b>	<b>-</b>	<b>863,394</b>

**(a) Property**

	Land	Buildings - specialised	Work in progress	Total land and buildings
<b>Land and Buildings</b>				
At fair value 1 July 2019	9,561,001	82,988,169	1,296,044	93,845,214
Acc depreciation at 1 July 2019	-	(37,471,959)	-	(37,471,959)
	<b>9,561,001</b>	<b>45,516,210</b>	<b>1,296,044</b>	<b>56,373,255</b>
<b>Movements in fair value</b>				
Addition of assets at fair value	-	795,763	79,285	875,048
Contributed assets	-	-	-	-
Revaluation increments / (decrements)	483,636	4,416,061	-	4,899,697
Fair value of assets disposed	(44,390)	-	-	(44,390)
Impairment losses recognised in operating result	-	-	-	-
Transfers between asset classes	16,015	976,762	(976,752)	16,025
	<b>455,261</b>	<b>6,188,586</b>	<b>(897,467)</b>	<b>5,746,380</b>
<b>Movements in acc depreciation</b>				
Depreciation and amortisation	-	(1,245,173)	-	(1,245,173)
Revaluation (increments) / decrements	-	(1,433,599)	-	(1,433,599)
Acc depreciation of disposals	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-
	<b>-</b>	<b>(2,678,772)</b>	<b>-</b>	<b>(2,678,772)</b>
At fair value 30 June 2020	10,016,262	89,176,755	398,577	99,591,594
Accumulated depreciation at 30 June 2020	-	(40,150,731)	-	(40,150,731)
<b>Total</b>	<b>10,016,262</b>	<b>49,026,024</b>	<b>398,577</b>	<b>59,440,863</b>

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (continued)****(b) Plant and equipment**

<b>Plant and equipment</b>	<b>Plant machinery and equipment</b>	<b>Fixtures fittings and furniture</b>	<b>Total plant and equipment</b>
At fair value 1 July 2019	13,233,163	1,443,079	14,676,242
Acc depreciation at 1 July 2019	(6,416,505)	(1,089,244)	(7,505,749)
	<b>6,816,658</b>	<b>353,835</b>	<b>7,170,493</b>
<b>Movements in fair value</b>			
Addition of assets at fair value	1,214,486	336,300	1,550,786
Contributed assets	-	-	-
Revaluation increments / (decrements)	-	-	-
Fair value of assets disposed	(942,457)	(2,098)	(944,555)
Impairment losses recognised in operating result	-	-	-
Transfers between asset classes	-	-	-
	<b>272,029</b>	<b>334,202</b>	<b>606,231</b>
<b>Movements in acc depreciation</b>			
Depreciation and amortisation	(976,568)	(130,099)	(1,106,667)
Acc depreciation of disposals	702,842	2,098	704,940
Impairment losses recognised in operating result	-	-	-
	<b>(273,726)</b>	<b>(128,001)</b>	<b>(401,727)</b>
At fair value 30 June 2020	13,505,192	1,777,281	15,282,473
Accumulated depreciation at 30 June 2020	(6,690,231)	(1,217,245)	(7,907,476)
<b>Total</b>	<b>6,814,961</b>	<b>560,036</b>	<b>7,374,997</b>

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (continued)****(c) Infrastructure**

<b>Infrastructure</b>	<b>Roads</b>	<b>Bridges</b>	<b>Footpaths and cycleways</b>	<b>Kerb and channel</b>	<b>Drainage</b>
At fair value 1 July 2019	371,525,569	38,904,278	7,319,595	5,869,545	16,050,385
Acc depreciation at 1 July 2019	(119,157,467)	(19,676,675)	(2,019,295)	(2,229,217)	(8,153,269)
	<b>252,368,102</b>	<b>19,227,603</b>	<b>5,300,300</b>	<b>3,640,328</b>	<b>7,897,116</b>
<b>Movements in fair value</b>					
Addition of assets at fair value	2,614,113	499,518	549,199	-	31,736
Revaluation increments / (decrements)	4,633,064	101,737	(463,625)	(9,601)	(212,333)
Fair value of assets disposed	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-
Transfers between asset classes	759,392	-	18,070	-	-
	<b>8,006,569</b>	<b>601,255</b>	<b>103,644</b>	<b>(9,601)</b>	<b>(180,597)</b>
<b>Movements in acc depreciation</b>					
Depreciation and amortisation	(6,625,748)	(400,051)	(157,482)	(97,768)	(210,708)
Revaluation (increments)/decrements	4,631,266	282,283	130,907	68,834	61,433
Acc depreciation of disposals	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-
	<b>(1,994,482)</b>	<b>(117,768)</b>	<b>(26,575)</b>	<b>(28,934)</b>	<b>(149,275)</b>
At fair value 30 June 2020	379,532,138	39,505,533	7,423,240	5,859,944	15,869,788
Accumulated depreciation at 30 June 2020	(121,151,949)	(19,794,443)	(2,045,870)	(2,258,151)	(8,302,544)
	<b>258,380,189</b>	<b>19,711,090</b>	<b>5,377,370</b>	<b>3,601,793</b>	<b>7,567,244</b>

<b>Infrastructure (continued)</b>	<b>Quarries</b>	<b>Street Furniture</b>	<b>Landfills</b>	<b>Work In Progress</b>	<b>Total Infrastructure</b>
At fair value 1 July 2019	58,507	664,595	1,994,306	865,791	443,252,571
Acc depreciation at 1 July 2019	(25,796)	(187,250)	(1,613,436)	-	(153,062,405)
	<b>32,711</b>	<b>477,345</b>	<b>380,870</b>	<b>865,791</b>	<b>290,190,166</b>
<b>Movements in fair value</b>					
Addition of assets at fair value	-	7,227	-	376,488	4,078,281
Revaluation increments / (decrements)	-	4,941	-	-	4,054,183
Fair value of assets disposed	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-
Transfers between asset classes	-	-	-	(777,462)	-
	-	<b>12,168</b>	-	<b>(400,974)</b>	<b>8,132,464</b>
<b>Movements in acc depreciation</b>					
Depreciation and amortisation	(1,313)	(27,779)	(25,655)	-	(7,546,504)
Revaluation (increments)/decrements	-	24,351	-	-	5,199,074
Acc depreciation of disposals	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-
	<b>(1,313)</b>	<b>(3,428)</b>	<b>(25,655)</b>	<b>-</b>	<b>(2,347,430)</b>
At fair value 30 June 2020	58,507	676,763	1,994,306	464,817	451,385,036
Accumulated depreciation at 30 June 2020	(27,109)	(190,678)	(1,639,091)	-	(155,409,835)
	<b>31,398</b>	<b>486,085</b>	<b>355,215</b>	<b>464,817</b>	<b>295,975,201</b>

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (continued)****Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

**Asset recognition thresholds and depreciation periods**

	Depreciation period Years	Threshold limit \$
Property		
land	-	3,000
leasehold improvements	10 - 30	3,000
Buildings		
buildings	50 - 100	3,000
building and leasehold improvements	10 - 30	3,000
Plant and equipment		
plant, machinery, minor plant and equipment	5 - 30	3,000
motor vehicles	9 - 10	3,000
fixtures fittings and furniture	10 - 100	3,000
computers and telecommunications	3	3,000
Infrastructure		
road seals	13 - 26	3,000
road pavements - sealed	80	3,000
road pavements - unsealed	30	3,000
road formation and earthworks	-	3,000
road kerb, channel and minor culverts	60	3,000
bridges deck and substructure	80 - 100	3,000
footpaths and cycle ways	15 - 50	3,000
drainage	50 - 80	3,000
recreational, leisure and community facilities	50 - 80	3,000
waste management assets	20	3,000
parks, open space and streetscapes	15 - 50	3,000
off street car parks	80	3,000
aerodromes	30 - 80	3,000
Intangible assets - water rights	-	3,000

**Land under roads**

Council recognises land under roads it controls at fair value.



**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (continued)****Depreciation and amortisation**

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and methods are reviewed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

**Repairs and maintenance**

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold, the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

**Leasehold improvements**

Leasehold improvements are recognised at cost and are amortised over the unexpired period of the lease or the estimated useful life of the improvement, whichever is the shorter. At balance date Council has no leasehold improvements.

**Valuation of land and buildings**

The valuation of land and buildings was undertaken by LG Valuation Services a qualified independent valuation firm. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Specialised land is valued at fair value using site values adjusted for englobe (undeveloped and / or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table. A full revaluation of these was be conducted in the current year, this valuation was based on land values and market sales, a full revaluation of these assets was conducted in 2019/20.

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (continued)****Valuation of land and buildings (continued)**

Council values all land and building assets every two years. The next full revaluation is due on 30 June 2022. Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1	Level 2	Level 3	Date of valuation
Land	-	1,284,878	8,731,384	30/6/2020
Specialised land	-	-	-	30/6/2020
Buildings	-	-	-	30/6/2020
Specialised buildings	-	3,826,992	85,349,763	30/6/2020
<b>TOTAL</b>	-	<b>5,111,870</b>	<b>94,081,147</b>	

**Valuation of infrastructure**

A valuation of Council's infrastructure assets was performed by David Southcombe, Manager Technical Services of the Loddon Shire Council, as at 30 June 2020.

There were no changes in valuation techniques throughout the period to 30 June 2020.

For all assets measured at fair value, the current use is considered the highest and best use.

The date of the current valuation is detailed in the following table. An indexed based revaluation was conducted in the current year, this valuation was based on current unit rates and sample analysis of condition ratings. Full revaluation of all assets are coordinated on a cyclic timeframe.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1	Level 2	Level 3	Date of valuation
Unsealed roads formation	-	-	15,916,494	30/6/2020
Unsealed roads pavement	-	-	65,060,440	30/6/2020
Road seal	-	-	18,830,638	30/6/2020
Sealed roads pavement	-	-	253,877,441	30/6/2020
Sealed road formation	-	-	10,200,176	30/6/2020
Footpaths	-	-	7,423,240	30/6/2020
Culverts	-	-	15,646,949	30/6/2020
Bridges	-	-	39,505,533	30/6/2020
Kerb and channel	-	-	5,859,944	30/6/2020
Urban drains	-	-	15,869,788	30/6/2020
Street furniture	-	-	676,763	30/6/2020
Landfills	-	-	1,994,306	30/6/2020
Quarries	-	-	58,507	30/6/2020
Work in progress	-	-	464,817	30/6/2020
<b>TOTAL</b>	-	-	<b>451,385,036</b>	

**NOTE 6 ASSETS WE MANAGE (Continued)****6.2 Property, infrastructure, plant and equipment (continued)****Description of significant unobservable inputs into level 3 valuations**

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0 and \$138 per square metre.

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement cost is calculated on a square metre basis and ranges from \$45 to \$3,700 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 1 year to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 2 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

**Reconciliation of specialised land**

	2020 \$	2019 \$
Land under roads	-	-
Parks and reserves	-	-
<b>TOTAL</b>	-	-

**COVID-19 Impact on Valuations**

The impact that the COVID-19 pandemic has had on the fundamental valuation inputs remains to be seen. However, given the current lack of observable transactions, it is not possible to reliably determine whether the COVID-19 pandemic has caused a significant or material impact on the valuations. In addition, buildings and infrastructure assets are predominantly valued according to depreciated replacement costs which are largely unaffected by the COVID-19 pandemic. Therefore, Council believes that the valuations as disclosed in these financial statements are a true reflection of fair value as at 30 June 2020.

**NOTE 6 ASSETS WE MANAGE (Continued)****6.3 Investments in associates, joint arrangements and subsidiaries****Investments in associates**

Investments in associates accounted for by the equity method are:

**North Central Goldfields Regional Library Corporation**

The Council is a member of the North Central Goldfields Regional Library Corporation. At 30 June 2020 Council's equity was \$275,336. At 30 June 2019 Council's equity in the corporation was \$269,572.

Loddon has a 4.96 per cent share of the net assets, and this is calculated on the same ratio as Council contributes to the operating costs of the service. At 30 June 2019 Council's share of the net assets was 5.04 per cent. Any adjustments required due to the reduction in the share of net assets from 2019 to 2020 is reflected as Variation Account - Change in Equity in the following schedules.

	2020 \$	2019 \$
<b>Council's share of accumulated surplus/(deficit)</b>		
Council's share of accumulated surplus/(deficit) at start of year	82,425	82,328
Share of reported surplus/(deficit) for year	10,042	2,432
Variation account - change in equity	(1,901)	(2,335)
Council's share of accumulated surplus/(deficit) at end of year	<b>90,566</b>	<b>82,425</b>
<b>Council's share of reserves</b>		
Council's share of reserves at start of year	187,148	189,053
Variation account - change in equity	(2,377)	(1,905)
Council's share of reserves at end of year	<b>184,771</b>	<b>187,148</b>
<b>Movement in carrying value of share in library</b>		
Carrying value of investment at start of year	269,572	271,380
Share of accumulated surplus/(deficit) for the year	10,042	2,432
Variation account - change in equity	(4,278)	(4,240)
Carrying value of share in library investment at end of year	<b>275,336</b>	<b>269,572</b>
<b>Council's share of expenditure commitments</b>		
Operating commitments	17,792	13,458
Capital commitments	211	4,506
Council's share of expenditure commitments	<b>18,003</b>	<b>17,964</b>
<b>Council's share of contingent liabilities and contingent assets</b>		
Nil	-	-
Council's share of contingent liabilities and contingent assets	-	-

**Adjustment to the carrying value of North Central Goldfields Regional Library**

	2020 \$	2019 \$
Adjustment to the carrying value of North Central Goldfields Regional Library Corporation	5,764	(1,808)
<b>Total adjustment to the carrying value of North Central Goldfields Regional Library Corporation</b>	<b>5,764</b>	<b>(1,808)</b>

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

**NOTE 6 ASSETS WE MANAGE (Continued)****6.3 Investments in associates, joint arrangements and subsidiaries (continued)**

Investments in joint arrangements are classified as either joint operations or joint ventures depending on the contractual rights and obligations each investor has, rather than the legal structure of the joint arrangement.

For joint operations, Council recognises the right to its share of jointly held assets, liabilities, revenues and expenses of joint operations. Council has no joint arrangements at reporting date.

Interests in joint ventures are accounted for using the equity method. Under this method, the interests are initially recognised in the consolidated balance sheet at cost and adjusted thereafter to recognise Council's share of the post-acquisition profits or losses and movements in other comprehensive income in profit or loss and other comprehensive income respectively.

**Principles of consolidation**

The consolidated financial statements of Council incorporate all entities controlled by Council as at 30 June 2020, and their income and expenses for that part of the reporting period in which control existed.

Subsidiaries are all entities over which Council has control. Council control an entity when it is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power to direct the activities of the entity. Subsidiaries are fully consolidated from the date on which control is transferred to Council. They are deconsolidated from the date that control ceases.

Where dissimilar accounting policies are adopted by entities and their effect is considered material, adjustments are made to ensure consistent policies are adopted in these financial statements.

Council has no consolidated entities.

**Committees of management**

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.



**NOTE 7 PEOPLE AND RELATIONSHIPS****7.1 Council and key management remuneration****(a) Related parties**

Loddon Shire Council is the parent entity. There are no further interests in subsidiaries and associates.

**(b) Key Management Personnel**

Details of persons holding the position of Councillor or other members of Key Management Personnel at any time during the year were:

<b>Councillors:</b>	<b>2020</b>	<b>2019</b>
Cr Cheryl McKinnon (Mayor from July 19 to June 20)	1	1
Cr Neil Beattie (Councillor from July 19 to June 20)	1	1
Cr Geoff Curnow (Councillor from July 19 to June 20)	1	1
Cr Gavan Holt (Councillor from July 19 to June 20)	1	1
Cr Colleen Condliffe (Councillor from July 19 to June 20)	1	1
<b>Total number of Councillors</b>	<b>5</b>	<b>5</b>
<b>Chief Executive Officer and other Key Management Personnel:</b>		
Mr Phil Pinyon (CEO from July 19 to June 20)	1	1
Mrs Wendy Gladman (Director Community and Wellbeing July 19 to June 20)	1	1
Mrs Sharon Morrison (Director Corporate Services July 19 to June 20)	1	1
Mr Steven Phillips (Director Operations July 19 to June 20)	1	1
Mrs Lynne Habner (Manager Executive and Commercial Services July 19 to June 20)	1	1
Mr Allan Bawden (Acting CEO from November 19 to February 20)	1	-
<b>Total Key Management Personnel</b>	<b>6</b>	<b>5</b>

**(c) Remuneration of Key Management Personnel**

Total remuneration of Key Management Personnel was as follows:

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Short-term benefits	1,087,595	1,086,725
Long-term benefits	10,311	18,992
Post employment benefits	89,905	83,642
<b>TOTAL</b>	<b>1,187,811</b>	<b>1,189,359</b>

**NOTE 7 PEOPLE AND RELATIONSHIPS (Continued)****7.1 Council and key management remuneration (continued)****(c) Remuneration of Key Management Personnel (continued)**

The numbers of Key Management Personnel whose total remuneration from Council and any related entities, fall within the following bands:

Income range	2020 number	2019 number
\$20,000 - \$29,999	2	4
\$30,000 - \$39,999	1	-
\$40,000 - \$49,999	1	-
\$50,000 - \$59,999	1	-
\$60,000 - \$69,999	-	1
\$80,000 - \$89,999	1	-
\$110,000 - \$119,999	-	1
\$130,000 - \$139,999	1	-
\$150,000 - \$159,999	-	1
\$160,000 - \$169,999	-	2
\$170,000 - \$179,999	2	-
\$180,000 - \$189,999	1	-
\$250,000 - \$259,999	1	1
	<b>11</b>	<b>10</b>

All Councillors are ratepayers in the Loddon Shire Council and have completed appropriate Declaration of Interest Forms.

**7.2 Related party disclosure****(a) Transactions with related parties**

No transactions other than remuneration payments or the reimbursement of approved expenses were entered into by Council with responsible persons or related parties of such responsible persons during the reporting year (Nil in 2018/19).

**(b) Outstanding balanced with related parties**

There are no outstanding balances outstanding at the end of the reporting period in relation to transactions with related parties (Nil in 2018/19).

**(c) Loans to/from related parties**

No loans have been made, guaranteed or secured by the Council to a responsible person of the Council during the reporting year (Nil in 2018/19).

**(d) Commitments to/from related parties**

No commitments have been made, guaranteed or secured by Council to a responsible person of the Council during the reporting year (Nil in 2018/19).

## NOTE 8 MANAGING UNCERTAINTIES

### 8.1 Contingent assets and liabilities

#### (a) Contingent assets

Council has no contingent assets.

#### (b) Contingent liabilities

##### Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets, the likelihood of making such contributions in future periods exists.

At this point in time, it is not known if additional contributions will be required, their timing or potential amount.

##### Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each year the participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of the participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

### 8.2 Change in accounting standards

The following new AAS's have been issued that are not mandatory for the 30 June 2020 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

#### **AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applied 2020/21 for LG Sector)**

AASB 1059 addresses the accounting for a service concession arrangement by a grantor that is a public sector entity by prescribing the accounting for the arrangement from the grantor's perspective. It requires the grantor to:

- recognise a service concession asset constructed, developed or acquired from a third party by the operator, including an upgrade to an existing asset of the grantor, when the grantor controls the asset;
- reclassify an existing asset (including recognising previously unrecognised identifiable intangible assets and land under roads) as a service concession asset when it meets the criteria for recognition as a service concession asset;
- initially measure a service concession asset constructed, developed or acquired by the operator or reclassified by the grantor at current replacement cost in accordance with the cost approach to fair value in *AASB 13 Fair Value Measurement*. Subsequent to the initial recognition or reclassification of the asset, the service concession asset is accounted for in accordance with *AASB 116 Property, Plant and Equipment* or *AASB 138 Intangible Assets*, as appropriate, except as specified *AASB 1059*;
- recognise a corresponding liability measured initially at the fair value (current replacement cost) of the service concession asset, adjusted for any other consideration between the grantor and the operator; and
- disclose sufficient information to enable users of financial statements to understand the nature, amount, timing and uncertainty of assets, liabilities, revenue and cash flows arising from service concession arrangements.

Based on the Council's current assessment, there is expected to be no impact on the transactions and balances recognised in the financial statements as the Council is not a grantor in a service concession arrangement.

**NOTE 8 MANAGING UNCERTAINTIES (Continued)****8.2 Change in accounting standards (continued)****AASB 2018-7 Amendments to Australia Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)**

The Standard principally amends AASB 101 *Presentation of Financial Statements* and AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors*. The amendments refine the definition of material in AASB 101. The amendments clarify the definition of material and its application by improving the wording and aligning the definition across AASB Standards and other publications. The impacts on the local government sector are expected to be minimal.

**AASB2019-1 Amendments to Australia Accounting Standards - References to the Conceptual Framework**

This Standard sets out amendments to Australian Accounting Standards, Interpretations and other pronouncements to reflect the issuance of the Conceptual Framework for Financial Reporting (Conceptual Framework) by the AASB. The impacts on the local government sector are expected to be minimal.

**8.3 Financial instruments****(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

**(b) Market risk**

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposures to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes Council to fair value interest rate risk. Council repaid the balance of its loan borrowings in 2015/16, thereby reducing the risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its levels of cash and deposits that are at a floating rate.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*.

Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product and financial institutions
- monitoring of return on investment
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.



**NOTE 8 MANAGING UNCERTAINTIES (Continued)****8.3 Financial instruments (continued)****(c) Credit risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in our balance sheet.

To help manage this risk:

- Council may require bank guarantees or security deposits for contracts where appropriate
- Council will only invest surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party. Council has no such guarantees in place at 30 June 2020.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of our operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has historically minimised borrowings in the short to medium term
- reduced its reliance on borrowings with repayment of all borrowings occurring in 2015/16
- have readily accessible standby facilities and other funding arrangements in place
- ensures that surplus funds are invested within various bands of liquid investments
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal or agreed terms.

Unless otherwise stated, the carrying amount of financial instruments reflect their fair value.

**(e) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 1.5% and -1.5% in market interest rates (AUD) from year-end rates of 0.85%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.



**NOTE 8 MANAGING UNCERTAINTIES (Continued)****8.4 Fair value measurement****Fair value hierarchy**

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy. Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. *AASB 13 Fair Value Measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

**Revaluation**

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment and furniture and equipment, are measured at their fair value, being the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 1 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

## NOTE 8 MANAGING UNCERTAINTIES (Continued)

### 8.4 Fair value measurement (continued)

#### Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

### 8.5 Events occurring after balance date

In July 2020, the Victorian State Government imposed further lockdown restrictions on the state as a result of a second wave of the COVID-19 pandemic commencing. Due to the inherent uncertainty surrounding the duration of such restrictions it is not possible for Council to estimate the full impact on Council's operations, financial position and cash flow at this point in time. This being the case it is not considered practical to provide quantitative or qualitative estimates on the potential financial impacts of the second wave at this time. Accordingly, no adjustments have been made at balance date to reflect ongoing uncertainties surrounding the COVID-19 pandemic.

Council will continue to monitor both the financial and non-financial impacts of COVID-19 on its operations and has put in place mitigating strategies where possible to ensure Council is well positioned to respond to future events whilst continuing as a going concern.

**NOTE 9 OTHER MATTERS****9.1 Reserves****(a) Asset revaluation reserve****2020**

	Balance at beginning of reporting period \$	Revaluation increment / (decrement) \$	Balance at end of the reporting period \$
<b>Property</b>			
Land	8,612,532	483,635	9,096,167
Buildings	30,700,051	2,982,460	33,682,511
	<b>39,312,583</b>	<b>3,466,095</b>	<b>42,778,678</b>
<b>Infrastructure assets</b>			
Sealed roads	149,664,910	4,570,728	154,235,638
Unsealed roads	61,200,290	4,693,615	65,893,905
Footpaths	1,564,603	(332,718)	1,231,885
Street furniture	65,379	29,292	94,671
Kerbs	873,309	59,233	932,542
Bridges	10,219,647	384,021	10,603,668
Drains	776,454	(150,900)	625,554
<b>Other infrastructure</b>	<b>224,364,592</b>	<b>9,253,271</b>	<b>233,617,863</b>
<b>Total tangible assets</b>	<b>263,677,175</b>	<b>12,719,366</b>	<b>276,396,541</b>
<b>Intangible assets</b>			
Water rights	1,765,499	277,105	2,042,604
<b>Total</b>	<b>265,442,674</b>	<b>12,996,470</b>	<b>278,439,144</b>

**2019**

	Balance at beginning of reporting period \$	Revaluation increment / (decrement) \$	Balance at end of the reporting period \$
<b>Property</b>			
Land	8,607,663	4,869	8,612,532
Buildings	30,700,051	-	30,700,051
	<b>39,307,714</b>	<b>4,869</b>	<b>39,312,583</b>
<b>Infrastructure assets</b>			
Sealed roads	138,281,752	11,383,158	149,664,910
Unsealed roads	55,101,213	6,099,077	61,200,290
Footpaths	1,949,986	(385,383)	1,564,603
Street furniture	191,521	(126,142)	65,379
Kerbs	866,271	7,038	873,309
Bridges	9,359,822	859,825	10,219,647
Drains	1,287,005	(510,551)	776,454
<b>Other infrastructure</b>	<b>207,037,570</b>	<b>17,327,022</b>	<b>224,364,592</b>
<b>Total tangible assets</b>	<b>246,345,284</b>	<b>17,331,891</b>	<b>263,677,175</b>
<b>Intangible assets</b>			
Water rights	1,042,084	723,415	1,765,499
<b>Total</b>	<b>247,387,368</b>	<b>18,055,306</b>	<b>265,442,674</b>

The asset revaluation reserve is used to records the increased (net) value of Council's assets over time.

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves****2020**

	Balance at beginning of reporting period \$	Transfer from accumulated surplus \$	Transfer to accumulated surplus \$	Balance at end of reporting period \$
Land and buildings reserve	726,889	36,363	(778,322)	(15,070)
Boundary and township signage reserve	-	123,206	(40,000)	83,206
Capital expenditure reserve	3,436,895	6,244,527	(3,436,895)	6,244,527
Caravan park development reserve	361,187	13,206	(325,000)	49,393
Community planning reserve	1,625,220	1,157,039	(775,220)	2,007,039
Economic development reserve	385,410	100,000	(113,670)	371,740
Fleet replacement reserve	523,757	221,834	(104,637)	640,954
Gravel and sand pit restoration reserve	558,192	240,700	(398,892)	400,000
Heritage loan scheme reserve	100,000	-	-	100,000
Information technology reserve	1,115,596	285,000	(600,596)	800,000
Little Lake Boort water reserve	17,069	7,000	-	24,069
Waste management reserve	352,207	35,010	(87,217)	300,000
Major projects reserve	259,796	80,000	(185,800)	153,996
Plant replacement reserve	1,410,711	895,357	(819,115)	1,486,953
Professional development reserve	3,619	6,000	-	9,619
Recreation facilities improvement reserve	100,000	-	-	100,000
Skinner's Flat water reserve	7,535	-	(7,535)	-
Swimming pool major projects reserve	100,000	50,000	-	150,000
Unfunded superannuation liability reserve	797,616	101,192	-	898,808
Units reserve	113,744	14,741	(68,485)	60,000
Unlawful premises enforcement provision reserve	100,000	-	-	100,000
Unspent contributions reserve	-	-	-	-
Unspent grants reserve	8,688,188	8,009,548	(8,688,189)	8,009,547
Urban drainage reserve	800,598	550,000	(506,640)	843,958
Valuations reserve	123,206	-	(123,206)	-
War memorial reserve	3,000	-	(3,000)	-
<b>Total</b>	<b>21,710,435</b>	<b>18,170,723</b>	<b>(17,062,419)</b>	<b>22,818,739</b>

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves (continued)**

2019

	Balance at beginning of reporting period \$	Transfer from accumulated surplus \$	Transfer to accumulated surplus \$	Balance at end of reporting period \$
Land and buildings reserve	632,946	96,500	(2,557)	726,889
Capital expenditure reserve	2,160,830	3,436,895	(2,160,830)	3,436,895
Caravan park development reserve	259,937	106,930	(5,680)	361,187
Community planning reserve	1,003,063	1,125,220	(503,063)	1,625,220
Economic development reserve	235,655	171,000	(21,245)	385,410
Fleet replacement reserve	461,737	218,375	(156,355)	523,757
Gravel and sand pit restoration reserve	488,719	98,042	(28,569)	558,192
Heritage loan scheme reserve	100,000	-	-	100,000
Information technology reserve	1,133,398	185,000	(202,802)	1,115,596
Little Lake Boort water reserve	34,525	-	(17,456)	17,069
Waste management reserve	317,517	34,690	-	352,207
Major projects reserve	179,796	80,000	-	259,796
Plant replacement reserve	2,349,664	873,031	(1,811,984)	1,410,711
Professional development reserve	(1,436)	6,000	(945)	3,619
Recreation facilities improvement reserve	100,000	-	-	100,000
Skinners Flat water reserve	15,565	-	(8,030)	7,535
Swimming pool major projects reserve	100,000	50,000	(50,000)	100,000
Unfunded superannuation liability reserve	696,424	101,192	-	797,616
Units reserve	94,965	18,779	-	113,744
Unsightly premises enforcement provision reserve	100,000	-	-	100,000
Unspent contributions reserve	-	-	-	-
Unspent grants reserve	7,731,737	8,688,188	(7,731,737)	8,688,188
Urban drainage reserve	692,866	370,000	(262,268)	800,598
Valuations reserve	42,667	93,475	(12,936)	123,206
War memorial reserve	3,000	-	-	3,000
<b>Total</b>	<b>18,933,575</b>	<b>15,753,317</b>	<b>(12,976,457)</b>	<b>21,710,435</b>



**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves (continued)****Purpose of general reserves*****Land and buildings reserve***

The land and buildings reserve is used to fund the purchase and improvement of land and buildings. Proceeds received from the sale of Council owned land and buildings are transferred to the reserve.

***Boundary and township signage reserve***

The Boundary and Township Signage Reserve is used to fund replacement of Council's boundary and township signage. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund the boundary and township signage replacement program, to a maximum reserve level of \$100K, the net cost of boundary and township signage purchases and installation for the year is transferred from the reserve.

***Capital expenditure reserve***

The capital expenditure reserve is used to set aside funds that have been budgeted for capital works projects in one financial year but will not be expended by the end of that year. Council transfers to the reserve annually the unexpended budget amounts for capital works and other projects that will be undertaken in the following financial year.

***Caravan park development reserve***

The caravan park development reserve is used to set aside surpluses made from the operations of Council's caravan parks to assist with financing major works carried out at those caravan parks. The annual surplus made on the operations of Council's caravan parks is transferred to the reserve annually, and the funds required to finance major works undertaken at Council's caravan parks are transferred from the reserve.

***Community planning reserve***

The community planning reserve is used to set aside unspent funds for community planning projects. Council transfers to the reserve annually cumulative unspent funds for each ward's community planning projects. Council transfers from the reserve the amount placed into the reserve at the end of the previous financial year.

***Economic development reserve***

The economic development reserve is used to assist with economic development initiatives that Council wishes to financially support. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund economic development initiatives, and proceeds from the sale of industrial land and transfers from the reserve the cost of economic development initiatives during the financial year.

***Fleet replacement reserve***

The fleet replacement reserve is used to fund the replacement of office vehicles. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund the fleet replacement program, and transfers from the reserve the net cost of fleet purchases for the year.

***Gravel and sand pit (GSP) restoration reserve***

The gravel and sand pit (GSP) restoration reserve is used to fund land purchase, development and restoration of gravel and sand pits used by Council for the extraction of road building materials. Council transfers from the reserve the cost of purchasing new sites, development and restoration of gravel and sand pits, and transfers to the reserve annual surplus on operations of gravel and sand pits.

***Heritage loan scheme reserve***

The heritage loan scheme reserve is used to provide loans to owners of properties located in significant heritage precincts, heritage registered buildings or structures of local heritage significance, to enable repair and maintenance of those buildings with the aims of quality appearance and public safety.

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves (continued)****Purpose of general reserves (continued)*****Information technology reserve***

The information technology reserve is used to assist with the purchase of information technology assets. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund information technology assets, and transfers from the reserve the net cost of information technology assets.

***Little Lake Boort water***

The Little Lake Boort water reserve is used to secure the proceeds from sale of temporary water rights relating to Little Lake Boort. Council transfers to the reserve the proceeds from the sale of temporary water rights and unexpended amounts from annual expenditure budget and transfers from the reserve the amounts required to purchase water rights or for any other expenditures relating to Little Lake Boort.

***Waste management reserve***

The waste management reserve is used to assist with the cost of strategic projects, compliance and long term planning for Council's landfills and transfer stations. Council transfers to the reserve annually \$10 per kerbside collection levy (or a pro-rated amount for a pro-rated collection). Council transfers from the reserve the cost of strategic projects, compliance and long term planning within Council landfills and transfer stations.

***Major projects reserve***

The major projects reserve is used to assist with the funding of major projects identified by Council. An annual allocation determined during the budget process as sufficient to fund major projects is transferred to the reserve. When a major project is identified and approved, an amount will be transferred from the reserve to assist with funding the project.

***Plant replacement reserve***

The plant replacement reserve is used to fund plant purchases. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund the plant replacement program. Council transfers from the reserve the net cost of plant purchases for the year.

***Professional development reserve***

The professional development reserve is used to fund the professional development undertaken by executive officers of Council. An annual allocation is provided to each executive officer in accordance with their contract of employment, while the cost of the professional development undertaken during the year is transferred from the reserve.

***Recreation facilities improvement reserve***

The recreation facilities improvement reserve is an allocation of funds used to provide interest free loans to community groups for improvements at Council reserves.

***Skidders Flat water reserve***

The Skidders Flat water reserve is used to fund major repairs and capital works at the Skidders Flat Water Supply. The surplus on operations of the water supply is transferred to the reserve annually and the cost of major repairs and capital works is transferred from the reserve. This reserve was closed in 2020.

***Swimming pool major projects reserve***

The Swimming Pool Major Projects Reserve is used to fund unplanned major repairs and capital works at the various swimming pool sites across the Shire. Council transfers to the reserve annually an amount determined during the budget process, to a maximum reserve level of \$200K. Council transfers from the reserve the net cost of unplanned major repairs and capital works.

**NOTE 9 OTHER MATTERS (Continued)****9.1 Reserves (continued)****(b) General reserves (continued)****Purpose of general reserves (continued)*****Unfunded superannuation liability reserve***

The unfunded superannuation liability reserve is used to assist with funding any call that may be made on Council as a result of shortfall in the Local Authorities' Superannuation Defined Benefits Plan. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund potential future calls by the superannuation authority in relation to an unfunded superannuation liability. Council transfers from the reserve any funds required to finance a call made upon Council by the superannuation authority.

***Units reserve***

The units reserve is used to fund the purchase or improvement of Council owned elderly persons' units. The net surplus generated from rental income is transferred to the reserve annually. Funds are transferred out of the reserve to cover the cost of capital works undertaken at elderly persons' units.

***Unightly premises enforcement provision reserve***

The Unightly Premises Enforcement Provision Reserve is used to provide funds to assist with the enforcement and rectification works on determined unightly premises with costs recouped via legal or other action.

***Unspent contributions reserve***

The unspent contributions reserve is used to set aside contributions received for a specific purpose in one financial year that will not be expended until a later financial year. Council transfers to the reserve contributions received during the financial year that have not been expended, and transfers from the reserve the amount placed into the reserve at the end of the previous financial year.

***Unspent grants reserve***

The unspent grants reserve is used to set aside grants received in one financial year that will not be expended until a later financial year. Council transfers to the reserve grants received during the financial year that have not been expended, and transfers from the reserve the amount placed into the reserve at the end of the previous financial year.

***Urban drainage reserve***

The urban drainage reserve is used to fund urban drainage works in the towns within the Shire. Council transfers to the reserve annually an amount determined during the budget process sufficient to fund the urban drainage program, and transfers from the reserve the annual cost of urban drainage work.

***Valuations reserve***

The valuations reserve is used to fund the cost of Council's bi-annual valuations for rating purposes. Council transfers to the reserve the net surplus of valuations in the years that Council is paid for the provision of its data to state government authorities, and amounts determined during the budget process sufficient to fund the bi-annual revaluation process. Council transfers from the reserve the net cost of the revaluation process. This report was closed in 2020.

***War memorial restoration reserve***

The war memorial restoration reserve is used to fund the cost of maintaining and renewing war memorials across the Shire. Council transfers to the reserve annually an amount determined during the budget process as sufficient to fund the war memorial program, and transfers the cost of works to war memorials from the reserve. This reserve was closed in 2020.

**NOTE 9 OTHER MATTERS (Continued)****9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)**

	2020 \$	2019 \$
Surplus / (deficit) for the period	(649,742)	1,047,284
Depreciation	9,898,344	9,473,510
(Profit) / loss on disposal of assets	(29,889)	233,155
Impairment of financial assets	32	103
Reversal of impairment of assets	(103)	(1,658)
Bad debts expense	9,255	12,747
Share of other comprehensive income of associates	(18,003)	(16,156)
<b>Change in assets and liabilities</b>		
(Increase) / decrease in receivables (net of advances)	1,692,656	(1,553,663)
(Increase) / decrease in accrued income	488,559	2,535,361
(Increase) / decrease in prepayments	(148,819)	67,854
(Increase) / decrease in other assets and liabilities	(1,078,876)	631,274
Increase / (decrease) in trust funds and deposits	(15,632)	35,014
(Increase) / decrease in inventories	13,496	3,211
Increase / (decrease) in payables	540,284	(372,687)
Increase / (decrease) in employee benefits	(106,807)	(18,702)
Increase / (decrease) in other provisions	21,816	145,132
(Increase) / decrease in library equity	5,764	1,808
<b>Net cash provided by / used by operating activities</b>	<b>10,622,335</b>	<b>12,223,587</b>

**9.3 Superannuation**

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

**Accumulation**

The Fund's accumulation categories, Vision MySuper / Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2020, this was 9.5% required under Superannuation Guarantee Legislation).

**Defined benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB119.



**NOTE 9 OTHER MATTERS (Continued)****9.3 Superannuation (continued)****Defined benefit (continued)*****Funding arrangements***

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on advice of the Fund Actuary.

A triennial actuarial review is currently underway for the Defined Benefit category as at 30 June 2020 and is expected to be completed by 31 December 2020.

At 30 June 2019, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 107.1%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns	6.0% pa
Salary information	3.5% pa
Price inflation (CPI)	2.0% pa

Vision Super has advised that the actual VBI at 30 June 2020 was 104.6 per cent.

The VBI is used as the primary funding indicator. When the VBI was above 100%, the 30 June 2019 interim actuarial investigation determined the Defined Benefit category is in a satisfactory financial position and that no change is necessary to the Defined Benefits category's funding arrangements from prior years.

***Employer contributions******Regular contributions***

On the basis of the results of the 2017 full actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2020, this rate was 9.5% of members' salaries (9.5% in 2018/19). This rate is expected to increase in line with any increases in the SG contribution rate and reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

***Funding calls***

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.



**NOTE 9 OTHER MATTERS (Continued)****9.3 Superannuation (continued)****Defined benefit (continued)****The 2019 interim actuarial investigation surplus amounts**

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigation are conducted for each intervening year. An interim investigation was conducted as at 30 June 2019 and a full actuarial investigation was conducted as at 30 June 2017.

The Fund's actuarial investigations identified the following in the Defined Benefit category of which Council is a contributing employer:

	2019 \$M	2017 \$M
- A VBI surplus	\$151.30	\$69.80
- A total service liability surplus	\$233.40	\$193.50
- A discounted accrued benefits surplus	\$256.70	\$228.80

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2019.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2019.

Council was notified of the 30 June 2019 VBI during August 2019 (2018: August 2018).

**The 2020 triennial actuarial investigation**

An triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2020. It is anticipated that this actuarial investigation will be completed by 31 December 2020. The financial assumptions for the purposes of this investigation are:

	2020 Triennial	2017 Triennial
Net investment return	5.6% pa	6.5% pa
Salary inflation	2.5% pa for the first two years and 2.75% pa thereafter	3.5% pa
Price inflation	2.0% pa	2.5% pa

**Superannuation contributions**

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2020 are detailed below:

Scheme - Type of Scheme - Rate	2020 \$	2019 \$
Vision super - Defined Benefit - 9.50%	69,522	73,851
Vision super - Accumulation fund - 9.50%	521,537	553,084
Other super funds	392,311	327,463

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2020.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2020 is \$NIL.

## NOTE 10 CHANGE IN ACCOUNTING POLICY

Council has adopted *AASB 15 Revenue from Contracts with Customers*, *AASB 16 Leases* and *AASB 1058 Income of Not-for-Profit Entities*, from 1 July 2019. This has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements.

Due to the transition methods chosen by Council in applying these standards, comparative information throughout these financial statements has not been restated to reflect the requirements of the new standards except in relation to contracts that were not complete at 1 July 2019. The transition impact of these are detailed below.

### 10.1 AASB 15 Revenue from Contracts with Customers - Impact of Adoption

*AASB 15 Revenue from Contracts with Customers* applies to revenue transactions where Council provides services or goods under contractual arrangements.

Council adopted *AASB 15 Revenue from Contracts with Customers* using the modified (cumulative catch up) method. Revenue for 2019 as reported under *AASB 118 Revenue* is not adjusted, because the new standard is only applied from the date of initial application.

*AASB 15 Revenue from Contracts with Customers* requires revenue from contracts with customers to be recognised as Council satisfies the performance obligations under the contract.

### 10.2 AASB 16 Leases

*AASB 16 Leases* requires right of use assets and related liabilities for all lease agreements to be recognised on the balance sheet. The Statement of Comprehensive Income is to separately recognise the amortisation of the right of use asset, and the finance costs relating to the lease. Council has elected to adopt the modified (cumulative catch up) method under the standard and as such has not adjusted 2019 disclosures. The transition impact of these are detailed below.

### 10.3 AASB 1058 Income of Not-for-Profit Entities

*AASB 1058 Income of Not-for-Profit Entities* applies to income received where no contract is in place. This includes statutory charges (such as rates) as well as most grant agreements.

Council adopted *AASB 1058 Income of Not-for-Profit Entities* using the modified (cumulative catch up) method. Income for 2019 is not adjusted, because the new standard is only applied from the date of initial application.

*AASB 1058 Income of Not-for-Profit Entities* requires income to be recognised as Council satisfies the performance obligations under the contract.

### 10.4 Transition impacts

The following table summarises the impact of transition to the new standards on retained earnings at 1 July 2019.

	2019 \$
Retained earnings as at 30 June 2019	380,773,764
Revenue adjustment - impact of <i>AASB 15 Revenue from Contracts with Customers</i>	-
Income adjustment - impact of <i>AASB 1058 Income of Not-for-Profit Entities</i>	(940,000)
<b>Retained earnings at 1 July 2019</b>	<b>379,833,764</b>

Council adopted the practical expedient of deeming the lease asset to be equal in value to the lease liability at 1 July 2019. As such there was no impact on retained earnings on the adoption of *AASB 16 Leases*.

**NOTE 10 CHANGE IN ACCOUNTING POLICY (Continued)****10.4 Transition impacts (continued)**

The following table summarises the impacts of transition to the new standards on Council's balance sheet for the year ending 30 June 2019.

	As reported 30 June 2019 \$	Adjustments \$	Post adoption \$
<b>Assets</b>			
Right of use assets	-	-	-
Grants receivable	-	-	-
	-	-	-
<b>Liabilities</b>			
Unearned income - operating grants	-	-	-
Unearned income - capital grants	-	(940,000)	(940,000)
Lease liability - current	-	-	-
Lease liability - non-current	-	-	-

This page is intentionally blank



**Postal address** PO Box 21 Wedderburn Vic 3518

**Telephone** (03) 5494 1200

**Fax** (03) 5494 3003

**Email** [loddon@loddon.vic.gov.au](mailto:loddon@loddon.vic.gov.au)

**Website** [www.loddon.vic.gov.au](http://www.loddon.vic.gov.au)

**Municipal office** 37-41 High Street Wedderburn Vic 3518

**Office hours** Monday to Friday 8.15am-4.45pm



**13      GENERAL BUSINESS**

**14 CONFIDENTIAL ITEMS****RECOMMENDATION**

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

**14.1 Finalisation of Sale of Properties for Rate Recovery Under Section 181 of the Local Government Act 1989**

This matter is considered to be confidential under Section 3(1)(f) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

Pursuant to section 66(5)(b) of the Local Government Act 2020, if released the information to be received, discussed or considered in relation to this agenda item, may prejudice the personal information hardship of a resident or ratepayer.

**14.2 Inglewood Industrial Estate**

This matter is considered to be confidential under Section 3(1)(a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

Pursuant to section 66(5)(b) of the Local Government Act 2020, if released the information to be received, discussed or considered in relation to this agenda item, may prejudice the commercial position of Council, as various negotiations remain pending.

Closing of Meeting to the Public

**RECOMMENDATION**

That the meeting be closed to the public.

**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 15 December 2020 commencing at at 3pm.

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

Confirmed this.....day of..... 2020