



Council Agenda



Date: 26 November 2024

Time: 6:00 pm

Venue: Echuca Civic Centre

Photo Left to Right: Cr Tony Marwood, Cr Adrian Weston, Cr Zoe Cook, Cr Rob Amos, Cr Paul Jarman, Cr Daniel Mackrell (Mayor), Cr Jessica Mitchell (Deputy Mayor), Cr John Zobec, Cr Luke Sharrock.

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For a meeting of the Campaspe Shire Council meeting held on Tuesday 26 November 2024, commencing at 6:00pm at the Echuca Function Room, Echuca Civic Centre.

Acknowledgement of Country

The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta Peoples.

We respect and acknowledge their unique Aboriginal cultural heritage and pay our respect to their ancestors, descendants and emerging leaders as the Traditional Owners of this Country.

We acknowledge their living culture and their unique role in the life of this region.

Opening Prayer

We pray to almighty God that our decisions as a Council be in the best interest of the people, culture and the environment of the Shire of Campaspe.

Amen.

Meeting Procedures

Please ensure that all electronic devices are turned off or switched to silent.

Council meetings are broadcast live via the internet. During the meeting, members of the public may be recorded, particularly those speaking to an item. By attending this meeting, you are consenting to the possibility that your image may also be broadcast to the public. Any personal and health information voluntarily disclosed by any person at Council meetings may be broadcast live, held by Council and made available to the public for later viewing.

Those people who have requested to speak to an item will be allowed five minutes to address Council. Speakers will be notified with a bell when there is 60 seconds remaining. Speakers must only speak in relation to the subject stated on their application and shall not debate the issue with Councillors and officers. Councillors are able to ask questions of the speaker on points of clarification.

Speakers are advised that they do not enjoy any special protection from defamation arising from comments made during their presentation to Council and should refrain from voicing defamatory remarks or personal defamatory statements against any individual. Speakers will be treated with respect when addressing Council. I ask that the same respect is extended to Councillors and officers.

1 Apologies and Requests for Leave of Absence

1.1 Apologies

1.2 Leave of Absence

2 Confirmation of Minutes and Attachments

RECOMMENDATION

That the Minutes of the Unscheduled Campaspe Shire Council Meeting held on 15 October 2024 and 19 November 2024 be confirmed.

3 Disclosure of Conflicts of Interest

In accordance with Section 130(1)(a) of the *Local Government Act 2020* Councillors are required to disclose any conflict of interest in respect of a matter to be considered at a Council meeting.

4 Changes to the Order of Business

Once an Agenda has been published on the Council website, the Order of Business for that Council Meeting may only be altered as follows: -

- by the CEO prior to the commencement of the Council Meeting following consultation with the Mayor. Where the alteration occurs after the Agenda has been distributed to the public the alteration must be communicated to the Chair to explain the alteration at the Council Meeting under “changes to Order of Business”; or
- by the Chair during the Council Meeting; or
- by Resolution of the Council during the Council Meeting.

A change to the Order of Business after distribution of the Agenda to the public will be recorded in the Minutes of that Council Meeting.

5 Notes of Appreciation

Directorate: Office of the CEO

Responsible Officer: Business Support Officer – Office of the CEO

Manager: Executive Officer

1. PURPOSE

To present the notes of appreciation that Council has received since its last meeting.

2. RECOMMENDATION

That Council acknowledge the notes of appreciation as listed and convey this appreciation to the relevant parties.

1. Judith, Girgarre

Judith from Girgarre wishes to pass on her thanks to the road crew for the excellent job they did on the recent grading of White Road. She expressed her appreciation *“for doing such a wonderful job on the recent grading.”*

2. Craig, Wyuna

Craig from Wyuna called to thank the JR Richards truck driver for going above and beyond during their collection last week. The driver stopped to pick up a bin that had blown over and gathered the rubbish that had fallen out.

3. Rich River Calisthenics Club, Echuca

The Rich River Calisthenics Club would like to thank the Council for the \$4,000 grant, which has gone towards the installation of new air-conditioning at the old Dining Room at the Harness Racing Track. The club is busy upgrading the space to provide the best conditions for their students to train in.

The grant has helped to make the large hall more comfortable, especially during extreme weather. The club is also excited to feature the Shire’s logo on their new Sponsor’s Wall and will recognise the Council in their newsletter, competition program in September, and annual concert program in October.

4. Greg, Unknown.

Greg called to say thank you for the positive experience he had with our customer service and planning staff. They’ve been helpful with my planning and building enquires, and it’s been much easier dealing with Campaspe Shire Council compared to other councils.

5. Kyabram Croquet Club Inc.

Kyabram Croquet Club Inc sent a letter to Brendan, our Parks and Gardens Arboriculture Officer, expressing their thanks for the excellent work done on trimming the old pepper trees and removing the damaged palm trees.

The improvements to the court have been noticeable, especially with the increased sunlight and airflow, which have already made a positive impact on the moss control and overall court conditions.

6. Campaspe Cohuna Local Learning and Employment Network (CCLLEN)

CCLLEN emailed The Council with a Certificate of Appreciation expressing:

"I would like to express my sincere thanks and gratitude for your participation in last week's Echuca Moama Youth Expo. We have received very positive feedback from the students who all enjoyed the day. We greatly appreciate your support of this event as it is important to highlight the services, clubs, community groups and volunteering opportunities available for young people in the Echuca/Moama area."

7. Jim & Prue, Echuca

"We would like to take this opportunity to thank you all for your efforts in the construction of new toilet facilities in Echuca. It is great to finally have new toilet facilities at the Victoria Park Boat Ramp precinct, as well as the Alton Reserve Park."

The new toilets were much needed and will be more convenient for both residents and visitors to the area. We're also pleased to see that they are being well maintained and cleaned."

8. Kyabram P-12 College

Kyabram P-12 College thanks the Council for the time and effort everyone put into making the Tongala Industry Day and Kyabram P-12 visit to the Tongala Works Depot a success. The students really enjoyed the day and were excited to learn about the opportunities available to them.

Thank you to all involved for your hard work in organizing these events and making them a valuable experience for the students.

9. Kyabram Urban Landcare Group

The council received a letter from the Secretary of the Kyabram Urban Landcare Group: *"Thank you for mowing the Ern Miles Reserve – Kyabram last week. Much appreciated!"*

10. Wayne and Julie, Echuca

"Thanks again to the Parks and Gardens Team for mowing our reserve in Wisteria St. As always, your efforts are very much appreciated."

11. Carol, Kyabram

The Council recently received a message from Carol, former Kyabram Ward Councillor, expressing her gratitude for the excellent work done on the Breen Avenue shared user walking path. Carol was highly impressed with the efforts made by the team and wanted to extend her thanks for the outstanding work.

Thanks to all the team members involved in these projects for their dedication and hard work, which has been appreciated by the local community.

12. Run Echuca Moama

The Council received a certificate of appreciation from Run Echuca Moama.

This year, over 600 participants raised more than \$50,000 for the Opening Doors Project. *"Thanks to the unwavering support from our community and partners."*

Since 2014, Run Echuca Moama (formerly Johnna's Run) has raised nearly \$500,000 which has helped to complete five housing projects, providing homes for 22 people living with disabilities.

13. Sandra, Kyabram

The Council received an email from Sandra;

"Please pass on my appreciation to the current Campaspe Shire Council staff and elected Councillors for their efforts in completing the long-awaited shared pathway along Breen Avenue in Kyabram. It's wonderful to see so many Kyabram residents getting out in the natural environment and enjoying their new walkway / cycleway."

14. Mark, Echuca

Mark phoned The Council to pass on his appreciation to the roads team for their excellent work in grading Hick Road and Simmie Road simultaneously. He mentioned that in the past, these roads have been graded months apart, leading to one road degrading at a different rate than the other. This coordinated effort has had a significant positive impact, and Mark wanted to ensure the team knows their work is greatly appreciated.

15. Peter, Echuca

Peter phoned The Council regarding a request he put in for a pothole in Simmie Road. He wanted to thank the Road Services team and guys who did the work for prompt actioning his call and completing the work... *"Job well done. Thank you!"*

16. Lyn, Unknown

"We were passing through Rushworth and stopped at the Lions Park for Lunch and a Toilet break, I must compliment you on the Toilet and Park, both were spotless and a pleasure to use. Thank you from an older traveler"

17. Ross, Tongala

Ross called the Council to express his appreciation of the works the Parks and Gardens Team have been doing over in Tongala. Ross said, *"he is looking out on a beautiful park that our crew have trimmed and revived. The plants/trees are great, and the roses are in bloom, it is lovely to see, thank you."*

6 Acknowledgements / Councillor Reports

At each Ordinary Meeting, Councillors will have the opportunity to: -

- acknowledge significant community members and events. These may relate to notable achievements by community members and groups, and the offering of condolences to a person who has distinguished service in the local area.
- report on any meetings, conferences or events that they have recently attended; or
- report on any matters or progress in relation to a Delegated Committee they are part of.

The duration of any acknowledgement or report from a Councillor will be limited to two (2) minutes.

The CEO must be notified of any acknowledgment or report to be raised by a Councillor at a Council Meeting at least three (3) hours before the commencement of the Council Meeting.

7 Public Question Time

Question time will be available at a Council Meeting, except for an Unscheduled Meeting, to enable members of the public to address questions to Council.

All questions must: -

- be received in writing on either of the prescribed forms as outlined on Council's website; and
- be received no later than 12:00pm (noon) on the day before the Council Meeting.

Please refer to Council's Governance Rules for further information regarding Public Question Time procedures.

8 Petitions / Joint Letters

Petition to upgrade kerb channel footpath and sealed roads - Alfred Crescent - William Street - Barwood Street and Clare Avenue, Lockington.

The petition requests:

1. Investigate costings to provide full upgrade (kerb and channel, footpath, and sealed road), to streets: Alfred, Williams, Barwood and Clare Avenue.
2. Report to the Chief Petitioner Arthur Fehling, Costings, Timing and Staging proposals.
3. Findings to be reported to Council for actioning.

Petitioner: Arthur Fehling

Support: 44 signatures

RECOMMENDATION

That Council:

1. receive the petition; and
2. require a report to be brought to a future Council Meeting.

9 Council Decisions

9.1 Planning Authority Decisions

A Planning Authority is defined under Section 12 of the *Planning & Environment Act 1987* and is responsible for implementing the objectives of planning in Victoria and reviewing and preparing amendments to a planning scheme.

9.1.1 Planning Decision Monthly Update

Directorate:	Sustainability
Responsible Officer:	Manager Planning and Building
Manager:	Manager Planning and Building
Attachments:	Nil
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Not applicable
Other Strategic Context:	Not applicable

1. PURPOSE

The purpose of this report is to provide information on the determined planning applications including other planning decisions between 1 September to 31 October 2024.

2. RECOMMENDATION

That Council note the determined planning permit applications and other planning decisions between 1 September to 31 October 2024.

3. DISCUSSION

The snapshot provided below outlines the number of applications determined and processing times of determined planning permit applications for the months of September and October 2024.

- 64 planning permit applications received.
- 64 planning permits determined (including VicSmart).
- In total 117 planning decisions were processed with the following breakdown;
 - 64 planning permits determined (including 7 VicSmart)
 - 2 secondary consents determined.
 - 40 condition plans determined.

- 10 extensions of time determined.

The median processing of a standard application to determination was 30 days for the month of September and 44.5 days for October.

The median processing of a VicSmart application to determination was 3 days for the month of September and 8.5 for the month of October.

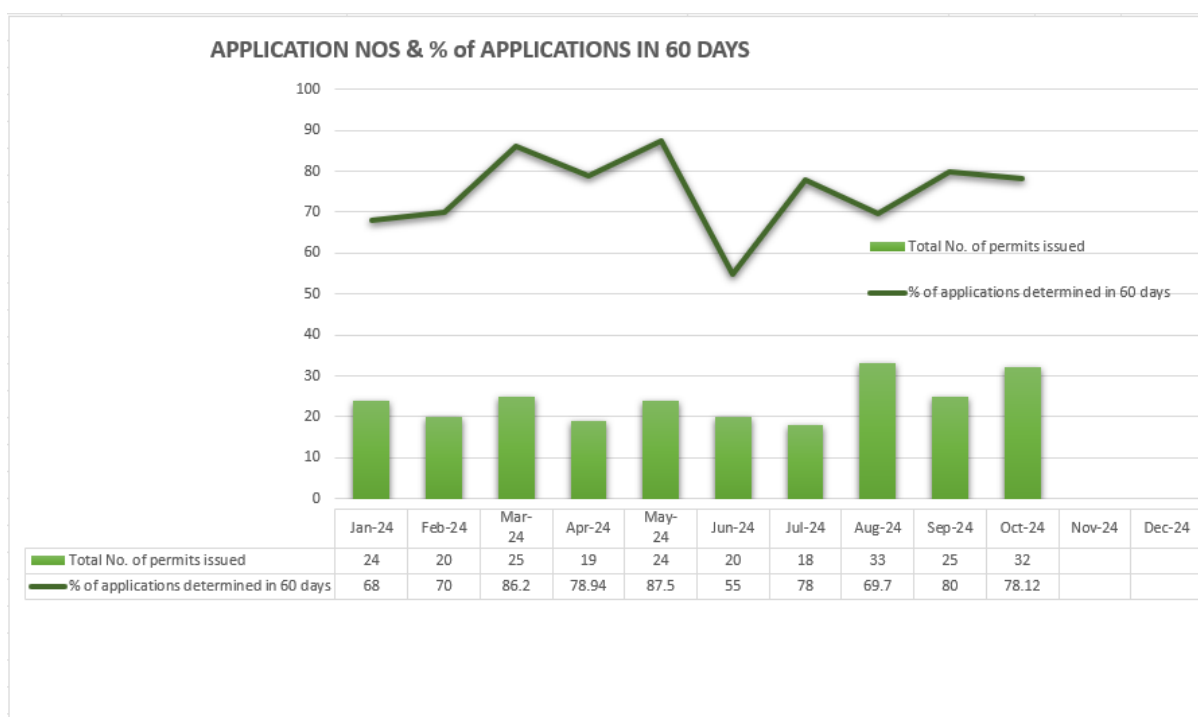
Campaspe's percentage of standard applications determined in 60 days was 80.00 percent for the month of September which is higher than the State average of 65.74 percent.

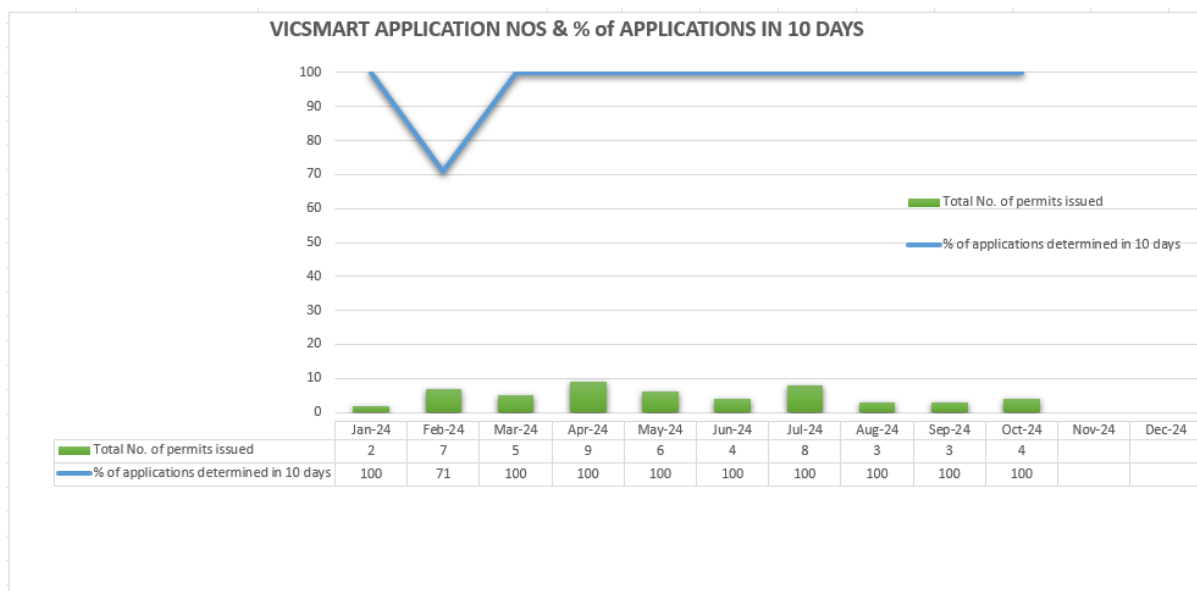
Campaspe's percentage of standard applications determined in 60 days was 78.12 percent for the month of October which is higher than the State average of 66.09 percent.

The number of standard planning permits issued in October was the second highest month for this calendar year.

With VicSmart applications, the State average for September was 85.30 percent and for October 82.04 percent. Campaspe Shire achieved 100 percent for both months and therefore all applications were decided upon under the statutory timeframe of 10 business days.

There are two planning matters currently with the Victorian Civil and Administrative Tribunal (VCAT).





It is noted that the statutory timeframe to determine an application within 60 days under the Planning and Environment Act 1987 includes mandated referral authority time and advertising. When reviewing the timeframes, consideration must be applied where the application has requested additional time to resolve matters for an improved outcome, resolving matters with referral authorities or where the additional information sought requires specialised skills.

Planning register

All planning permit applications are available on the planning register to view the progress of the application, check if further information is required, check for public notification and view decisions on applications: online www.campaspe.vic.gov.au/Plan-build/Planning/Planning-register.

9.2 Responsible Authority Decisions

A Responsible Authority is defined under Section 13 of the *Planning & Environment Act 1987* and is responsible for administering and enforcing the planning scheme and its provisions in relation to use and development.

9.3 Communities

9.3.1 Outdoor pool fees - "out of hours"

Directorate:	Communities
Responsible Officer:	Aquatic Facilities Coordinator
Manager:	Acting Manager Active Communities
Attachments:	Nil
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Well planned places Quality, attractive recreational spaces.
Other Strategic Context:	Open Space Strategy.

1. PURPOSE

The purpose of this report is to align outdoor pool entry fees for the 2024/25 season to reflect previous years council decision, which includes the waiving of general admission during normal operating times

2. RECOMMENDATION

That Council:

- 1. Confirm the waiving of only general admission fees during normal operating times for the outdoor pools for the 2024-25 financial year.**
- 2. Note that fees will still apply to use outside of normal operation hours, including school swimming lessons and school bookings such as carnivals, in line with the approach of previous years.**

3. BACKGROUND

At the September 2024 council meeting by Notice of Motion, it was resolved to waive all entry fees for outdoor pools for the 2024-25 financial year.

The rationale for this was council had resolved to waive entry fees for outdoor pools for the last two years and this has been well received by communities across Campaspe shire.

Waiving all entry fees has not been the case previously, during the outdoor pool seasons of 2022/23 and 2023/24, free general admission was waived as per the September 2022 Council resolution, however school bookings and bookings outside the normal operating hours were charged.

Previous Council Discussion

September 2024 Council meeting - resolution to waive all entry fees for outdoor pools for 2024/25

June 2023 Council budget endorsed, including to provide free access to outdoor pools in 2023/24

September 2023 Council meeting - resolution for free general admission to the seven outdoor pools for 2022/23

4. DISCUSSION

Waiving all entry fees, would include any fees outside of normal operation hours, including school swimming lessons and school bookings such as carnivals.

Last season, school carnival bookings were held at Tongala, Stanhope, Rushworth, Lockington and Kyabram. There is also a Learn to Swim program that Campaspe Aquatics staff facilitate at the outdoor pools.

The state government offers a Swimming in Schools program which provides funding to support the delivery of quality swimming and water safety education. This provides Victorian Government primary, specialist and English Language Schools and Catholic primary school students with an opportunity to:

- Learn how to swim
- Develop lifelong skills in water safety to reduce their risk of drowning and injury.

5. STAKEHOLDER ENGAGEMENT

Internal consultation:

- Not applicable

Councillors:

- Not applicable

External consultation:

- Not applicable

Community Engagement

Council's Community Engagement Policy identifies the level of community engagement to be undertaken in accordance with the IAP2 framework. The level of community engagement undertaken was not required.

Nil.

Public Transparency Policy

Not applicable

6. LEGISLATIVE CONTEXT

Not applicable

7. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

Additional staff are required to open the pools for school bookings outside the normal operating hours, and a loss of revenue

8. ENVIRONMENTAL IMPLICATIONS

Not applicable

9. OPPORTUNITIES AND RISK

Opportunities:

Not applicable

Risk:

Not applicable

10. CONCLUSION

Align the previous outdoor pool season fee waiving of general admission during normal operating times for the outdoor pools for the 2024-25 financial year.

9.3.2 Taungurung – Local Government Forum & Terms of Reference

Directorate:	Communities
Responsible Officer:	Facilitator Indigenous Engagement
Manager:	Manager Community Partnerships
Attachments:	1. TLaWC LGA Forum Terms of Reference [9.3.2.1 - 7 pages]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Growing quality of life Communities have a say on local infrastructure and attractions that stimulate engagement and activity. Effective and efficient services available locally. Children, young people and families healthy and well. Inclusive, connected, culturally diverse and safe.
Other Strategic Context:	Access and Inclusion Strategy. Arts and Culture Strategy - Creative Campaspe. Municipal Public Health and Wellbeing Plan.

1. PURPOSE

To provide advice on the Terms of Reference for the Taungurung Local Government Forum, with a view to the Terms of Reference being endorsed by Council and the organisation becoming a member of the Taungurung Land and Waters Council's (TLaWC) Local Government Forum ("Forum").

2. RECOMMENDATION

That Council support the Taungurung Land and Waters Council Terms of Reference for the Local Government Forum and become a member of the Forum.

3. BACKGROUND

Campaspe Shire Council is located on the traditional lands of three Traditional Owner groups, being Dja Dja Wurrung Clans Aboriginal Corporation (DJARRA), TLaWC and Yorta Yorta Nation Aboriginal Party (Yorta Yorta).

There are 15 different Local Government Agencies who operate in Taungurung Country. TLaWC has determined that a collaborative approach via a forum is their preferred method for engaging with these 15 Local Government Agencies and Local Government Victoria (LGV).

On 10 April 2024 the Campaspe Shire Council Mayor and CEO attended the first meeting of the Forum, hosted by TLaWC in Alexandra with LGV and the 15 other Local Government Agencies who operate in Taungurung Country.

Post this first meeting, a copy of the Forum's Terms of Reference was received for consideration (Attachment 9.3.2.1).

The Forum is a mechanism to foster and govern a constructive and meaningful operational relationship between TLaWC and Local Government in Taungurung Country. The three objectives are:

1. Work together in partnership;
2. Respect, Celebrate and Support Taungurung People, Culture and Country; and
3. Achieve our responsibilities together.

The intent of the Forum is to provide a streamlined approach to engagement and a transparent space to exchange ideas, compare experiences and resource people's time efficiently where they may be limited.

The Forum is consistent with the Council Plan 2021-2025 which states:

"We will work with Aboriginal communities and Elders so they are more engaged with Council and have a genuine voice as a result of improved formal and informal communication mechanisms (e.g. committees, MOUs).

Previous Council Discussion

A briefing report was presented at the 6 August 2024 Council briefing session to inform Council of the Terms of Reference and the invitation from TLaWC to Council for membership of the Forum.

There was concern expressed by Councillors at the Briefing Session about committing to the Terms of Reference, notably a need for more clarity around the purpose of the Forum and a clearer understanding of expectations. The Terms of Reference note that once the Forum is formally established, priorities and measures of success will be designed collaboratively.

Since that briefing session, a forum was held the week of 19 August 2024 and attended by the Acting CEO and Facilitator Indigenous Engagement. On this day there was further discussion around the important collaborative working function of the Forum. Priorities for the group were also discussed, being:

- A partnerships agreement, or 'Walking together statement'.
- An arrangement for improved cultural heritage processes including staff education.
- Development of a notification process for triggers of the Land Use Activity Agreement, including staff education.
- The development of cultural awareness strategies and other tools to support education of the broader community about Taungurung Nation.

A further briefing for Councillors was provided on 20 November 2024 to ensure all Councillors are updated with the current discussions on the Terms of Reference.

4. DISCUSSION

TLaWC has had formal acceptances from Alpine Shire Council, City of Greater Bendigo, City of Greater Shepparton, Shire of Macedon Ranges, Mitchell Shire Council, Mount Alexander Shire Council, Murrindindi Shire Council, Rural City of Wangaratta, City of Whittlesea and LGV.

The four other LGA's yet to commit have cited change in critical staff, new CEO's, lack of resourcing and funding, hesitance to make commitments heading into caretaker period and further engagement required internally or with TLaWC before commitment.

Only Wellington Shire Council has declined, who TLaWC share only a very small border and no residents.

Campaspe's Facilitator Indigenous Engagement has had discussions with both Yorta Yorta and DJAARA around the Forum who are supportive of the Forum and encourage Campaspe to take part.

5. STAKEHOLDER ENGAGEMENT

Stakeholder engagement has included informal discussions with TLaWC officers and officers from other Councils operating on Taungurung Country.

Community Engagement

Council's Community Engagement Policy identifies the level of community engagement to be undertaken in accordance with the IAP2 framework. The level of community engagement to be undertaken will be to inform TLaWC (and the wider community) of the decision of whether Council has accepted the Terms of Reference.

Public Transparency Policy

Not applicable.

6. LEGISLATIVE CONTEXT

The Local Government Act 2020 identifies that the municipal community includes "Traditional Owners of land in the municipal district of the Council". It is important that Council engages with the Traditional Owners of the land of Campaspe and inclusion in the forum provides a formal opportunity for this.

7. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

There are no financial or resource implications, other than time and travel costs of those attending the forum.

8. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

9. OPPORTUNITIES AND RISK

There is a risk of reputational damage for Campaspe Shire Council. This could exist in two instances:

- Campaspe does not accept the Terms of Reference of the forum, or
- Campaspe does accept the Terms of Reference of the forum but later withdraw.

It is the Officers opinion that the reputational risk of Council not accepting the Terms of Reference now is far greater than if we had a seat at the table during the initial year(s) and then by mutual agreement we step aside with the realisation our priorities aren't aligned.

Officers also identified the following issues:

Issues	Solution
Timeframes around acceptance of proposals such as drafts of the Reconciliation Action Plan (RAP) delaying Campaspe's Progress. Yorta Yorta and DJAARA accepting drafts and Taungurung holding the process up through a desire for communication to go through the Forum.	Request that the Forum not be the only method of communication around important collaborations like the RAP. TLaWC have already initiated development of working groups and sub-committees with specialists in those key areas such as the Corop Cultural Waterscape Project, LUAA networks and Tourism and Economic Development through Wawa Biik networks.
Facilitator Indigenous Engagement not in attendance and unaware of discussions, ideas and experiences at the Forum.	A briefing set with CEO, Director Communities, Manager Community Partnerships and Facilitator Indigenous Engagement immediately after to initiate any actions that arise from the Forum. TLaWC will establish a regular special focus group with all persons actively working in the First Nations space. TLaWC have also employed a person solely responsible for LGA engagement.
Availability of The Mayor and CEO to attend	With sufficient notice from TLaWC (12 months as per the Terms of Reference), twice a year should be achievable for attendance by Mayor and CEO, or senior proxy.
There may be priorities specific to Campaspe that arise that are not considered priorities by other LGA's which may not qualify for the agenda.	Having flexibility to have discussions around Campaspe priorities not in the set agenda between leaders at other specified times more than bi-annually, through sub committees and working groups specific to projects or departments.

10. CONCLUSION

A formal relationship with all three Registered Aboriginal Parties is essential for meaningful consultation during the development of the RAP, which is a priority for the Council. Officers are currently working on agreements with each of the Traditional Owners of Campaspe Shire. Officers are currently working on renewing our MOU with Yorta Yorta and a Statement of Intent has been developed for consideration with DJAARA. Agreeing to TLaWC's Terms of Reference for the Forum will allow officers to work towards Campaspe Shire having a formal relationship with each of the Traditional Owners.



Taungurung-Local Government Forum

Terms of Reference

Purpose

The Taungurung Local Government Forum (the Forum) is a mechanism to foster and govern a constructive and meaningful operational relationship between Taungurung Land and Waters Council (TLWC) and Local Governments on Taungurung Country.

Functions

The functions of the Taungurung Local Government Forum are to:

1. Develop collaborative working arrangements that enable a meaningful, efficient, and mutually beneficial operational relationship between Local Governments and Taungurung Land and Waters Council.
2. Work collaboratively towards the achievement of outcomes which benefit our organisations and the communities which we represent.
3. Support the delivery of obligations, and implementation of commitments within relevant legislation and agreements, including:
 - a) The Local Government Act 2020,
 - b) The Aboriginal Heritage Act 2006,
 - c) The Taungurung Recognition and Settlement Agreement (RSA), particularly Schedule 5,
 - d) The Taungurung Land Use Activity Agreement (LUAA), and
 - e) Victorian Aboriginal and Local Government Strategy 2021.
4. Create and delegate activities to a sub-committee or working group, for approval by the Forum.
5. Govern, monitor, and evaluate the effectiveness of the Forum.

Objectives

The Objectives of the Taungurung Local Government Forum are to:

Work together in partnership

- Establish a partnership agreement between TLaWC and Local Government on Taungurung Country, built on mutual respect and a willingness to work as equal partners.
- Activate the partnership through positive and mutually beneficial initiatives.

Respect, Celebrate and Support Taungurung People, Culture and Country

- Build respect and understanding within Local Governments of Taungurung as the Traditional Owners of Country, establish cultural protocols and increase cultural awareness and safety.
- Support the healing and caring for Country on Taungurung Lands.
- Grow the employment and training of Taungurung people and the procurement of Taungurung services.
- Provide local services in a culturally appropriate manner and improve infrastructure for the recognition of Taungurung as the Traditional Owners for the area.

Achieve our responsibilities together

- Build a shared understanding of relevant legislation and agreements, including:
 - The Local Government Act 2020,
 - The Aboriginal Heritage Act 2006,
 - The Taungurung Recognition and Settlement Agreement (RSA), particularly Schedule 5,
 - The Taungurung Land Use Activity Agreement (LUAA),
 and the responsibilities of each party relating to those documents.
- Develop collaborative processes and programs to facilitate the delivery of responsibilities under these legislation and agreements.

Length of Term

The Taungurung – Local Government Forum is a permanent forum.

Once the Forum is formally established, priorities and measures of success will be designed collaboratively. A program for effectiveness monitoring will be developed with regular review horizons set, and which will include consultation with all member organisations, to ensure that the Forum achieves its purpose. In the first instance, a review of the effectiveness of the Forum will be conducted by Members after two years of becoming operational, to ensure its effectiveness. The appropriate time horizon for review, thereafter, will be determined by the members as part of the development of the effectiveness monitoring program.

Membership

Membership is open to:

- Taungurung Land and Waters Council

- The 15 Local Governments who operate on Taungurung Country
 - Alpine Shire Council
 - Benalla Rural City Council
 - City of Greater Bendigo
 - Campaspe Shire Council
 - Macedon Ranges Shire Council
 - Mansfield Shire Council
 - Mitchell Shire Council
 - Mount Alexander Shire Council
 - Murrindindi Shire Council
 - Greater Shepparton City Council
 - Strathbogie Shire Council
 - The Rural City of Wangaratta
 - Wellington Shire Council
 - Whittlesea City Council
 - Yarra Ranges Council
- Local Government Victoria, Department of Government Services
- First Peoples – State Relations, Department of Premier and Cabinet

As the forum is a governance mechanism, it is expected that decision makers are participating in the forum. For each organisation this means:

- TLaWC – Four members: The Chairperson and Executive Leadership Team.
- Each Local Governments – Two members: Mayor and Chief Executive Officer.
- Each State Government body – Two members: A senior executive (ED level) and a suitable senior officer.
- If one or more of a partner organisation's representative members are unable to attend a particular meeting of the Forum, they may send a suitably senior proxy in their place. It is expected that this occurrence should be an exception rather than regular.

Membership is achieved by agreeing to these Terms of Reference in writing in the form at the bottom of this document.

Member organisations of the Forum should inform the Secretariat of the names, titles and contact details of their delegated members, including updating these details when changes occur.

It is recognised that, in some circumstances, Members may not be able to make a decision on behalf of their organisation without approval. For example, Local Government Members may need to seek a

resolution of their Council. The Forum will seek to accommodate organisational decision-making processes.

Organisations may cancel their membership at anytime in writing to the co-Chairs.

Co-Chairs

The Forum will have a Co-Chair Model.

Taungurung Land and Waters Council will nominate one of its members to hold one of the Co-Chair positions, with the nomination to be reviewed by TLaWC every two years.

The other Co-Chair position will be held by a nominated Local Government member.

Once membership of the Forum has been established, a call for self-nominations for the Local Government Co-Chair will be circulated. If more than one person nominates, then Local Government members will be asked to vote. The Local Government Co-Chair appointment will be for a period of two years.

Co-chairs will participate equally, along with any other committee member, in the discussions and decisions of the Forum.

Observers

Observers may be invited to attend meetings with the permission of the Co-chairs.

Meeting Schedule and Quorum

It is expected the group will meet twice a year.

The Chairs may schedule extraordinary meetings as required (this may be required in the establishment phase).

A quorum requires the presence of:

- Taungurung Land and Waters Council, and
- At least half or more of the relevant Local Governments, represented by at least one delegate each.

Meeting Procedure

1. A meeting schedule will be drawn up, forecasting meetings 12 months in advance.
2. The meeting schedule and venue may be adjusted by the Co-Chairs. Where possible, members will be notified of any changes at least two weeks prior to the meeting date.
3. The Co-Chairs may invite guests to attend the Forum meetings. Members may also request the Chairs invite other participants.

4. A record of meeting proceedings will be kept by the secretariat. Circulation of such records is restricted to members.
5. Any presentations provided by forum members may be circulated to the broader local government members at the discretion of the Chairs.

Agenda

1. The Chairs set the agenda for each meeting in collaboration with the TLaWC Executive Leadership Team. Members of the forum can propose agenda items to the Chairs for inclusion, and agenda items will be called for from all members prior to the agenda being finalised.
2. Meeting agendas and associated documents will be circulated to all members at least two weeks prior to the meeting.
3. Meeting agendas will aim to include at least one presentation by a forum member on a pre-determined topic.
4. Members can choose to present together on a shared topic but are not required to do so. The Secretariat can facilitate collaborative presentations.
5. The Secretariat will coordinate members' preferences for topics to present to the forum.

Media

Members of the Forum will be respectful of the Forum and of fellow Members in public and in the media. Members of the Forum will take care not to purport to represent other members and note that Forum membership does not represent a formal partnership, though it may be a step towards partnership. Tags on social media highlighting and celebrating Member's involvement in the collaboration are encouraged. If at anytime Members are unsure about media content they should contact the Forum Secretariat (below) who will be happy to assist.

The following media guidelines will be observed:

- Any media or comment on behalf of the Forum must be approved by the Co-chairs prior to publication. If any media representatives make contact with a Member for the purposes of a story about the Forum, the Member should forward the enquiry to the Forum Secretariat (below) for co-Chair consideration.
- Individual members may make social or other media posts and/or comments about their membership of the Forum on their own behalf, respecting content confidentiality (below).
- Any comment about or on behalf of a specific organisation, or using branding, imagery or information of that organisation, including the organisation's logo, flag or quotes, must be approved by the organisation prior to publication.
- Members will be aware of the difference between acknowledging Taungurung Country and citing the Taungurung Local Government Forum in communication to stakeholders, the media or the public:

Once an organisation has signed onto the Forum they can acknowledge: "... [org name] is proud to be a member of the Taungurung Local Government Forum..." compared to any person or organisation acknowledging Country, such as 'we acknowledge that we are on Taungurung Country'. Any specific media enquiries relating to Taungurung Land and Waters Council, including if a member has general questions, can be forward to TLaWC's media representative at communications@tlawc.com.au.

Confidentiality

In order that the Forum fosters open discussion Members agree to keep information discussed and shared within the Forum, written and aural, confidential. From time to time, guided by the co-Chairs, Members may jointly agree to make particular content developed by the forum public.

Secretariat

Taungurung Land and Waters Council will provide secretariat support to the Forum. The Secretariat responsibilities will include assisting the Chairs with meeting arrangements, correspondence, and information management related to the operations of the forum.

The Secretariat can be contacted by email at TLGF@tlawc.com.au.

Formal Membership Acceptance

Organisation Name	
-------------------	--

On behalf of the above named organisation, I _____ **[insert name of authorising person]** agree to join the Taungurung Local Government Forum as a member organisation and accept to these Terms of Reference.

Signed	
Date	

The following individuals will be the current representatives for our organisation, noting that any representative changes will be forwarded to the Forum Secretariat.

	Representative 1	Representative 2
Local Government Position [delete row it not relevant]	Mayor	CEO
State Government body Position [delete row it not relevant]	Executive Director	Senior Officer or above

Name		
Contact email		
Contact telephone		
Executive Assistant name and details, if applicable		

9.3.3 Diversity and Inclusion Reference Group

Directorate:	Communities
Responsible Officer:	Community Development Coordinator
Manager:	Manager Community Partnerships
Attachments:	1. Diversity and Inclusion Reference Group Terms of Reference draft 20241121 (1) [9.3.3.1 - 5 pages]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Growing quality of life Inclusive, connected, culturally diverse and safe.
Other Strategic Context:	Access and Inclusion Strategy.

1. PURPOSE

The purpose of this report is to seek endorsement for the establishment of a Diversity and Inclusion Reference Group (Group) that is representative of Campaspe Shire Council's nine Communities of Priority.

2. RECOMMENDATION

That Council endorse the establishment of a Diversity and Inclusion Reference Group that is representative of Campaspe Shire Council's nine Communities of Priority.

3. BACKGROUND

Campaspe Shire Council's Access and Inclusion Strategy 2020-2026 identifies nine Communities of Priority. The Campaspe Communities of Priority are LGBTIQ+, women, people with mental illness, older people, culturally diverse communities, Aboriginal and Torres Strait Islander peoples, people with social disadvantage, people with disability and youth.

On 2 April 2024 Council received a petition signed by residents and ratepayers of Campaspe Shire for Council requesting an LGBTIQ+ advisory committee. This petition was signed by 14 individuals.

Previous Council Discussion

The petition was presented at the 21 May 2024 Council Meeting, including advice that Officers would *"look to establish a Community Committee that will be representative of Campaspe's Communities of Priority. The Committee will act as a voice to Council on relevant matters to the nine (9) Communities of priority, not exclusively to the LGBTIQ+ community"*. This approach is to ensure that all nine (9) Communities of priority are provided with an opportunity to have a voice for the Council.

Council directed officers to develop a framework for the establishment of a group, to be presented to Council.

4. DISCUSSION

In preparing the proposed model, the following considerations have been undertaken:

- Review of other LGA Committees including:
 - o Bendigo City Council – Disability Inclusion Reference Committee
 - o Greater Shepparton City Council - LGBTIQA+ Advisory Committee
 - o Geelong City Council – Access and Inclusion Advisory Committee
 - o Benalla Rural City Council – Accessibility Reference Group
 - o Manningham City Council - Advisory Committee Policy
 - o Baw Baw Shire Council - Advisory Committee Policy

In undertaking this review, Terms of References and Policies were considered to identify key components from each of these Committees/documents from the various LGA's.

Risks were also considered in the preparation of this model. To mitigate risks the following has been built into the model:

- The Group has no financial delegation
- The Group has no Council decision making powers
- The Group exists purely for advisory purposes, providing recommendations only

Proposed Model

Key features of the proposed model for the Group includes:

1. *Purpose:*
Provide updates to Council and provide appropriate advice and recommendations on matters relevant to the Terms of Reference to facilitate decision making by the Council in relation to the discharge of its responsibilities.
2. *Membership:*
A minimum of seven members, incorporating:
 - (b) a minimum of six and a maximum of nine independent committee people with each member representative of at least one of the nine Communities of Priority.
 - (b) One Councillor, who shall not have voting rights nor act as Chair.
3. *Role of Council:*
To provide secretarial support and advice to the group in a non-voting capacity.
4. *Selection of Group members:*
An Expression of Interest process will be undertaken to ensure all nine Communities of Priority are represented, with applicants to submit relevant information including a resume detailing community involvement, employment history and providing an indication of the Community(ies) of Priority that they represent.
5. *Tenure:*
Maximum of four years for external independent members.
6. *Meeting frequency:*
Quarterly, with additional meetings as approved by the CEO.
7. *Delegation:*
The Group shall have no executive powers, financial delegation or ability to delegate responsibility.

5. STAKEHOLDER ENGAGEMENT

Councillors:

- 27 August 2024, Briefing session
- 20 November 2024, Briefing session

External consultation:

A review of several similar committees from Victorian LGA's were reviewed, as detailed in the discussion section of this report.

Community Engagement

Council's Community Engagement Policy identifies the level of community engagement to be undertaken in accordance with the IAP2 framework. The level of community engagement undertaken was:

Inform: Communicate a change, focusing on why, when and how it will happen (Community influence: Nil).

Public Transparency Policy

No public transport implications have been identified.

6. LEGISLATIVE CONTEXT

No legislative implications have been identified.

7. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

It is intended that the members of the Diversity and Inclusion Reference Group will volunteer their time to ensure impartiality.

Officer time and resources, and that of the nominated Councillor will be dedicated to the Group.

8. ENVIRONMENTAL IMPLICATIONS

No environmental implications have been identified.

9. OPPORTUNITIES AND RISK

Opportunities:

The establishment of a Diversity and Inclusion Reference Group provides an opportunity for Council to develop further meaningful relationships with representatives of the nine Communities of Priority, while providing an opportunity for those communities to provide advice on relevant matters for Council consideration.

Risk:

Reputation Risk.

As the genesis for this reference group was the petition put forward to Council, there is a reputational risk for Council to move away from establishing a group that would allow members of our nine communities of priority an opportunity to provide advice on matters relevant to their community.

10. CONCLUSION

The establishment of a Diversity and Inclusion Reference Group provides Council with an opportunity to engage with representatives of Council's nine Communities of Priority, to allow advice and recommendations to be received on Council activities as required.

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Diversity & Inclusion Reference Group Terms of Reference (ToR)

1. Objectives and Purpose

1.1 The Campaspe Shire Council (the Council) Diversity & Inclusion Reference Group (the Group) is a formally appointed Reference Group of the Council.

1.2 The Group's role is to report to Council and provide appropriate advice and recommendations on matters relevant to this Terms of Reference (ToR) to facilitate decision making by the Council in relation to the discharge of its responsibilities.

1.3 The Group is to assist the Council by offering advice and assistance with research on issues of interest to Council and the Community.

1.4 The Group does not have any executive powers, nor does it have any delegated financial responsibility.

1.5 The Group does not have the authority to delegate tasks to subcommittees nor direct the work of Officers.

2. Duties and Responsibilities

The Group will carry out the following duties and responsibilities:

2.1 Bring forward issues identified by community/group members relevant to the Community of Priority that the Group member has been appointed to represent.

2.2 Council Officer Referrals:

2.2.1 Provide appropriate advice and recommendations to Officers when requested, including but not limited to:

- Infrastructure design projects
- Policy consultation
- Strategy consultation
- Community support and advocacy programs
- Civic and council managed events

2.3 Reporting Responsibilities

2.3.1 Report at least annually to the Council about Group activities, issues, and related recommendations through the circulation of minutes.

2.3.2 A review will take place 12 months after the establishment of the Group to ensure efficient and effective operations of the Group and their meetings.

2.3.3 A review will take place at least once every four years at which time the ToR will also be reviewed.

2.3.4 A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Group members, management and any other relevant stakeholders, as determined.

2.4 Other Responsibilities

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2.4.1 Perform other activities related to this ToR as requested by Council.

3. Membership

3.1 The Group will be a minimum of seven members, comprising of:

3.1.1 One Councillor, (non-voting rights, appointed by Council).

3.1.2 A minimum of six external independent members, and a maximum of nine, with a view to maximising diversity and inclusion.

3.1.2.1 The external independent members are to have lived experience in the Community of Priority for which they nominate to represent, being:

- LGBTIQA+
- Women
- People with mental illness
- Older people
- Culturally diverse communities
- Aboriginal and Torres Strait Islander peoples
- People with social disadvantage
- People with disability
- Youth

3.2 Council will provide secretariat support to the Group.

3.3 All members except the Councillor and Council Officers shall have full voting rights, with the Chairperson having a casting vote as required.

3.4 Appointments and Tenure

3.4.1 Council will appoint the external independent Reference Group members at the beginning of each Council term.

3.4.2 The CEO may appoint external independent Group members to fill any vacancy that occurs within the Council term and cannot reasonably be left vacant until the beginning of the next Council term.

3.4.3 The Group will nominate a community lead Chair on an annual basis. For the avoidance of doubt, the Chair position cannot be filled by the Councillor or an officer of Council.

3.4.4 Tenure of the external independent members shall be a maximum of four years.

3.4.5 Appointment of external members shall be made by the Council by way of public advertisement, and Council Resolution, and be to the end of that current Council Term (except in the case of a vacancy as per 3.4.2).

3.4.6 Appointment to the Group may be decided by factors such as suitability, experience, expertise, and with a view to ensuring a diverse and well-balanced Group.

3.5 Disqualification of a Member

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3.5.1 If Council proposes to remove a member from the Reference Group, it must give written notice to the member of its intention to do so and provide that member with opportunity to be heard if that member so requests.

3.5.2 If a member misses two consecutive Reference Group meetings without an accepted approval of absence, they will have disqualified themselves from membership.

3.6 Members are expected to:

3.6.1 Contribute the time needed to study and understand the papers provided.

3.6.2 Apply good analytical skills, objectivity and judgement; and

3.6.3 Express opinions appropriately, ask questions that go to the fundamental core of the issue and pursue independent lines of enquiry.

4. Meetings

4.1 Conduct of Meetings

4.1.1 The CEO will provide the support required to enable the meetings of the group and invite members of staff or others to attend meetings to provide pertinent information as necessary.

4.2 Attendance and Quorum

4.2.1 Reference Group members are expected to attend each meeting.

4.2.2 Quorum will be a majority of Reference Group members with at least four external independent members.

4.2.3 In the absence of the Chairperson from a meeting, the meeting shall appoint an acting Chairperson from the members present.

4.3 Meeting Administration

4.3.1 The Reference Group shall meet once a quarter, with authority from the CEO (which will not be unreasonably withheld) to convene additional meetings, as circumstances require.

4.3.2 To facilitate the operation of the Reference Group, Council will provide secretariat services and officer advice in respect of matters before the Group.

4.3.3 Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials electronically.

4.3.4 Minutes will be prepared and distributed within one week of the relevant meeting.

5. Dispute resolution

5.1 Should a dispute arise over the actions and/or behaviour of members(s) within the Reference Group, the following procedure will be adopted to negotiate a satisfactory resolution:

5.1.1 The matter shall be referred to the Chair, which shall be made verbally and then confirmed in writing. Should the matter involve the Chair, then the matter shall be referred to the Director Communities, or suitable Council officer to resolve the matter.

6. Confidentiality

6.1 All members are subject to Section 125 of the *Local Government Act 2020* in terms of information that the person knows or should reasonably know, is confidential information as defined by The Act.

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6.2 Failure to comply with provisions of the Act with regard to confidentiality may result in termination of the members appointment.

6.3 The ToR and Reports from the Reference Group to Council where appropriate, will be available on Council's website.

6.4 All independent members of the Reference group shall sign a confidentiality agreement as shown below:

DRAFT

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THIS AGREEMENT is made on the _____ day of 20____

BETWEEN _____

AND _____

I herewith agree that I must not whether during or after my membership of the Campaspe Shire Council Reference Group, unless expressly authorised by the CEO or in accordance with the law, make any disclosure or use of:

1. Any information or trade secrets of the Council
2. The position of Council or of any Councillor or Council Officer on any confidential matter; or
3. Any other information whatsoever, the disclosure of which may be detrimental to the interest of Council or of any other person who has provided it to the Council on a confidential basis, unless I am required to disclose the information by law. I must use my best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

The termination or expiry of my membership of the Reference Group, for whatever reason, does not affect or derogate from my obligations of confidentiality set out above.

Signed by: _____ Date: _____

COMMUNITY REFERENCE GROUP MEMBER

Signed by: _____ Date: _____

(On behalf of Campaspe Shire Council)

CHIEF EXECUTIVE OFFICER

9.4 Corporate

9.4.1 Quarterly Financial Report

Directorate:	Corporate
Responsible Officer:	Manager Finance and Investment
Manager:	Manager Finance and Investment
Attachments:	1. FINAL Sept 2024 Qtr Budget Report - Council [9.4.1.1 - 17 pages]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Enablers Financial services.
Other Strategic Context:	Budget.

1. PURPOSE

The purpose of this report is to present the Council's financial operating result and position for the three (3) months ended 30 September 2024.

2. RECOMMENDATION

That Council receives the Quarterly Financial Report, consisting of the Income Statement, Balance Sheet, Consolidated Changes of Equity Statement, Cash Flow Statement, and Statement of Capital Works for the period 1 July 2024 to 30 September 2024.

3. BACKGROUND

The Local Government Act 2020 (The Act) Section 97 requires that a quarterly budget report comparing budgeted revenue and expenditure for the financial year with actual revenue and expenditure year to date is presented to the Council at a Council meeting which is open to the public.

Previous Council Discussion

Not applicable.

4. DISCUSSION

The purpose of this report is to inform the community of Council's financial performance to 30 September 2024, as set out in the attachment. Further analysis is provided in detail in the attached document.

This quarterly report provides the financial performance and position of Campaspe Shire Council compared to the adopted 2024/25 annual budget, as of the period 30 September 2024. Council adopted the original 2024/25 annual budget on 4 June 2024.

The Key Highlights table below compares the year to date actual against the latest adopted budget, whether original or forecast, as indicated in the table. The Consolidated Comprehensive Income Statement, Balance Sheet, Statement of Equity, Statement of Cash Flows, and Statement of Capital Works are attached to this quarterly report also reference the latest adopted budget, which is the original budget.

Results Summary	Year to Date			Full Year		
	Actual (\$'000)	Budget (\$'000)	Variance Actual to Budget (\$'000)	Adopted Forecast Budget (\$'000)	Original Annual Budget (\$'000)	Variance Actual to Budget (\$'000)2
Operating Surplus / (Deficit)	44,037	34,466	9,571	1,923	1,923	-
Underlying Operating Surplus / (Deficit)	43,362	33,052	10,310	(8,649)	(8,649)	-
Capital Works Expenditure	6,790	5,736	1,054	32,596	32,596	-
Cash and Cash Equivalents	14,974	9,355	5,619	13,409	13,409	-
Total Cash and Investments	81,974	79,355	2,619	80,909	80,909	-

For the 3 months to 30 September 2024, Council has an operating budget surplus of \$44.037 million and Year to Date (YTD) budget for the same period was \$34.466 million, an overall improvement of \$9.571 million.

The main reason for the variance was due to Council receiving the financial assistance grant revenue 85% up-front of \$12.88 million instead of in equal quarterly instalments as originally budgeted.

Further analysis is provided in detail in the attached document (Attachment 9.4.1.1).

5. STAKEHOLDER ENGAGEMENT

Internal consultation:

- Executive Team Meeting 21 November 2024.

Councillors:

- Councillor Briefing 26 November 2024.

External consultation:

- Nil. However, the quarterly financial report will be presented to the Audit and Risk Committee meeting on 6 December 2024. This Committee comprises two Councillors and three independent community members with relevant experience and expertise.

Community Engagement

Council's Community Engagement Policy identifies the level of community engagement to be undertaken in accordance with the IAP2 framework. The level of community engagement undertaken was:

Inform: Communicate a change, focusing on why, when and how it will happen (Community influence: Nil). This report is provided to inform the community on Council's progress against the 2024/25 Budget when compared to the actuals, as of 30 September 2024.

Public Transparency Policy

Under Council's Public Transparency Policy and Principles, outlined in section 58 of the Local Government Act (Vic) 2020, the six-monthly budget review allows for transparency and public awareness by reporting to the community on the progress of the 2024/25 financial year budget.

The overall outcome of this process is to:

- (a) increase confidence and trust in the community through greater understanding and awareness.
- (b) provide information that is current, easily accessible and disseminated in a timely manner.
- (c) reassure the community that Council is spending public monies appropriately.

6. LEGISLATIVE CONTEXT

Local Government Act 2020 (Vic) Section 97

7. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

The financial implications are detailed in the body of the report and attachments. For the 3 months to 30 September 2024, Council has an operating budget surplus of \$44.037 million and Year To Date (YTD) budget for the same period was \$34.466 million. The main reason for the variance was due to Council receiving the financial assistance grant revenue 85% up-front of \$12.88 million instead of in equal quarterly instalments as originally budgeted for.

Council's 2024/25 full year budget operating surplus of \$1.923 million remains unchanged as of 30 September 2024.

The reason for the variance between the YTD surplus of \$44.037 million and Council's 2024/25 full year budget is the result of timing of revenue and expense reporting on the Consolidated Comprehensive Income Statement. Rates and financial assistance grant funding are recorded/received early in the financial year, with expenses applied over the financial year.

8. ENVIRONMENTAL IMPLICATIONS

There are no environmental sustainability issues or opportunities directly related to this report.

9. OPPORTUNITIES AND RISK

Opportunities:

No new opportunities have been identified and reported within this quarter report.

Risk:

Compliance Risk - Council is required, under Section 97 of the Local Government Act 2020, to undertake a quarterly budget review against the adopted 2024/25 Budget. This report is provided to meet this legislated obligation. Failure to adhere to this compliance could result in Council receiving a formal breach notification from Local Government Victoria.

Financial Risk - Council monitors financial budget allocations on a regular basis and as required under legislation, to identify opportunities for savings/improvements as well as to ensure adequate controls are in place to manage expenditure and revenue. The overall aim is to maintain or improve on the original 2024/25 budgeted operating surplus, whilst maintaining service delivery.

Failure to monitor budgets could result in overspends going unchecked or revenue not being matched to budget expectations and Council running a larger deficit for the financial year.

Reputation Risk – Poor financial management poses a significant reputational risk for Council. Council must show that it can manage/control expenditure and pursue revenue opportunities that provide overall maximised benefit/return to the community. Council can measure this through reporting back to the community on progress of Budget and variations.

Risk	Likelihood	Consequence	Rating	Mitigation action
Compliance	Possible	Minor	Low	Report by due dates
Financial	Possible	Minor	Low	Regular monitoring
Reputation	Possible	Minor	Low	Transparency in reporting

10. CONCLUSION

That Council receive this report and attachment showing Council's operating result for the 3 months ended 30 September 2024 as a net \$44.037 million surplus.

The financial statements and associated financial performance indicators included with this report show that Council remains in a sound financial position.

Campaspe Shire Council

QUARTERLY BUDGET FINANCIAL STATEMENTS
for the period from 01/07/24 to 30/09/24



Campaspe Shire Council

Quarterly Budget Financial Statements

for the period from 01/07/24 to 30/09/24

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Quarterly Budget Financial Statements:	
Consolidated Comprehensive Income Statement	2
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Consolidated Statement of Changes in Equity	4
Consolidated Statement of Cash Flows	5
Statement of Capital Works	6
Notes to the Financial Statements	n/a

Campaspe Shire Council

Consolidated Comprehensive Income Statement

for the period from 01/07/24 to 30/09/24

	Actual 01/07/24 to 30/09/24	Budget 01/07/24 to 30/09/24	Year To Date \$ Variance Actual vs. Budget	Year To Date % Variance Actual vs. Budget	Adopted Annual Budget 01/07/24 to 30/06/25
\$ '000					
Income / Revenue					
Rates and charges	51,201	50,802	399	1%	51,068
Statutory fees and fines	430	544	(114)	(21)%	1,958
User fees	4,072	4,026	46	1%	16,962
Grants - operating (IS1)	14,125	4,316	9,809	227%	16,733
Grants - capital (IS2)	675	1,414	(739)	(52)%	10,272
Contributions - monetary	202	13	189	1,454%	80
Contributions - non monetary	—	63	(63)	(100)%	250
Net gain on disposal of property, infrastructure, plant and equipment	238	58	180	310%	300
Other income	930	1,067	(137)	(13)%	3,972
Total income / revenue	71,873	62,303	9,570	13%	101,595
Expenses					
Employee costs (IS3)	9,051	10,014	963	10%	38,658
Materials and services (IS4)	8,687	10,342	1,655	16%	30,346
Depreciation (IS5)	6,324	5,703	(621)	(11)%	22,817
Depreciation - Right of use assets	—	—	—	∞	30
Allowance for impairment losses	—	—	—	∞	—
Borrowing costs	26	30	4	13%	108
Finance Costs - Leases	—	—	—	∞	27
Net loss on disposal of property, infrastructure, plant and equipment	—	—	—	∞	—
Other expenses (IS6)	3,748	1,748	(2,000)	(114)%	7,686
Impairment	—	—	—	∞	—
Total expenses	27,836	27,837	1	0%	99,672
Surplus/(deficit) for the year	44,037	34,466	9,571	22%	1,923
Other comprehensive income:					
Items that will not be reclassified to surplus or deficit in future periods					
Net asset revaluation gain/(loss)	—	—	—	∞	13,503
Total items which will not be reclassified subsequently to the operating result	—	—	—	∞	13,503
Total other comprehensive income	—	—	—	∞	13,503
Total comprehensive result	44,037	34,466	(9,571)	(28)%	15,426

The above consolidated comprehensive income statement should be read in conjunction with the accompanying notes. Refer to Notes for the Income Statement (IS) page.

Campaspe Shire Council

Consolidated Balance Sheet

for the period from 01/07/24 to 30/09/24

\$ '000	Actual 01/07/24 to 30/09/24	Budget 01/07/24 to 30/09/24	Year To Date \$ Variance Actual vs. Budget	Year To Date % Variance Actual vs. Budget	Adopted Annual Budget 01/07/24 to 30/06/25
Assets					
Current assets					
Cash and cash equivalents (BS1)	14,974	9,355	5,619	38%	13,409
Trade and other receivables	47,330	46,025	1,305	3%	5,244
Other financial assets	62,000	65,000	(3,000)	(5)%	52,201
Inventories	2,129	2,305	(176)	(8)%	858
Other assets	2,223	1,807	416	19%	2,030
Total current assets	128,656	124,492	4,164	3%	73,742
Non-current assets					
Trade and other receivables	16	23	(7)	(44)%	23
Other financial assets	5,000	5,000	–	0%	15,299
Property, infrastructure, plant and equipment (BS2)	837,256	802,392	34,864	4%	826,378
Intangible assets	4,261	4,261	–	0%	4,261
Right-of-use assets (BS3)	493	1,337	(844)	(171)%	1,917
Total non-current assets	847,026	813,013	34,013	4%	847,878
Total assets	975,682	937,505	38,177	4%	921,620
Liabilities					
Current liabilities					
Trade and other payables (BS4)	2,289	3,326	1,037	45%	8,241
Trust funds and deposits (BS5)	3,478	–	(3,478)	(100)%	–
Contract and other liabilities	3,482	3,608	126	4%	6,736
Provisions	6,127	5,730	(397)	(6)%	5,617
Interest-bearing liabilities	1,250	1,251	1	0%	1,219
Lease liabilities	402	612	210	52%	742
Total current liabilities	17,028	14,527	(2,501)	(17)%	22,555
Non-current liabilities					
Trust funds and deposits (BS5)	18	1,561	1,543	8,572%	1,561
Provisions	1,130	1,246	116	10%	1,184
Interest-bearing liabilities	2,331	2,331	–	0%	1,112
Lease liabilities	104	501	397	382%	381
Total non-current liabilities	3,583	5,639	2,056	36%	4,238
Total liabilities	20,611	20,166	(445)	(2)%	26,793
Net assets	955,071	917,339	37,732	4%	894,827
Equity					
Accumulated surplus	322,886	330,666	(7,780)	(2)%	294,650
Reserves	632,185	586,673	45,512	7%	600,177
Total Equity	955,071	917,339	37,732	4%	894,827

The above consolidated balance sheet should be read in conjunction with the accompanying notes. Refer to Notes for the Balance Sheet (BS) page.

Campaspe Shire Council

Consolidated Statement of Changes in Equity

for the period from 01/07/24 to 30/09/24

\$ '000	Total	Accumulate d Surplus	Revaluation Reserves	Other Reserves
01/07/24 to 30/09/24				
Balance at beginning of the financial year	913,370	279,822	565,995	67,553
Surplus/(deficit) for the year	44,037	44,037	–	–
Other comprehensive income				
Net asset revaluation gain/(loss)	–	–	–	–
Other comprehensive income	–	–	–	–
Total comprehensive income	44,037	44,037	–	–
Transfers to other reserves	(2,336)	(2,336)	–	–
Transfers from other reserves	–	1,363	–	(1,363)
Balance at end of the financial year	955,071	322,886	565,995	66,190
2024				
Balance at beginning of the financial year	884,328	297,655	527,357	59,316
Surplus/(deficit) for the year	(9,596)	(9,596)	–	–
Other comprehensive income				
Net asset revaluation gain/(loss)	38,638	–	38,638	–
Other comprehensive income	38,638	–	38,638	–
Total comprehensive income	29,042	(9,596)	38,638	–
Transfers to other reserves	–	(12,811)	–	12,811
Transfers from other reserves	–	4,574	–	(4,574)
Balance at end of the financial year	913,370	279,822	565,995	67,553

The above consolidated statement of changes in equity should be read in conjunction with the accompanying notes.

Campaspe Shire Council

Consolidated Statement of Cash Flows

for the period from 01/07/24 to 30/09/24

		Actual 01/07/24 to 30/09/24 Inflows/ (Outflows)	Budget 01/07/24 to 30/09/24	Year To Date \$ Variance Actual vs. Budget	Year To Date % Variance Actual vs. Budget	Adopted Annual Budget 01/07/24 to 30/06/25
\$ '000	Note					
Cash flows from operating activities						
Rates and charges (CF1)		11,603	10,195	1,408	12%	50,976
Statutory fees and fines		397	544	(147)	(37)%	1,958
User fees		3,630	4,026	(396)	(11)%	17,090
Grants - operating (CF2)		13,425	4,316	9,109	68%	16,753
Grants - capital (CF3)		1,194	1,414	(220)	(18)%	14,879
Contributions - monetary		202	45	157	78%	80
Interest received		732	904	(172)	(23)%	3,415
Trust funds and deposits taken		8,660	—	8,660	100%	—
Other receipts		(471)	163	(634)	135%	(864)
Net GST refund/payment (CF4)		1,125	—	1,125	100%	—
Employee costs		(9,278)	(10,014)	736	(8)%	(38,858)
Materials and services		(15,616)	(14,330)	(1,286)	8%	(29,734)
Trust funds and deposits repaid		(7,111)	—	(7,111)	100%	—
Other payments (CF5)		(2,890)	(1,748)	(1,142)	40%	(7,684)
Payments for landfill rehabilitation		—	—	—	∞	—
Net cash provided by/(used in) operating activities	9.2	5,602	(4,485)	10,087	180%	28,011
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment (CF6)		(6,790)	(6,171)	(619)	9%	(32,596)
Proceeds from sale of property, infrastructure, plant and equipment		238	—	238	100%	—
Payments for investments (CF7)		(10,500)	—	(10,500)	100%	—
Proceeds from sale of investments		9,664	12,000	(2,336)	(24)%	12,000
Net cash provided by/(used in) investing activities		(7,388)	5,829	(13,217)	179%	(20,596)
Cash flows from financing activities						
Finance costs		(26)	(30)	4	(15)%	(108)
Repayment of borrowings		(410)	(409)	(1)	0%	(1,660)
Interest paid - lease liability		—	—	—	∞	(27)
Repayment of lease liabilities		5	(125)	130	2,600%	(786)
Net cash flow provided by/(used in) financing activities		(431)	(564)	133	(31)%	(2,581)
Net Increase (decrease) in cash and cash equivalents		(2,217)	780	(2,997)	135%	4,834
Cash and cash equivalents at the beginning of the financial year		17,191	8,575	8,616	50%	8,575
Cash and cash equivalents at the end of the financial year		14,974	9,355	5,619	38%	13,409

The above consolidated statement of cash flows should be read in conjunction with the accompanying notes. Refer to Notes for the Statement of Cash Flows (CF) page.

Campaspe Shire Council

Statement of Capital Works

for the period from 01/07/24 to 30/09/24

\$ '000	Actual 01/07/24 to 30/09/24	Budget 01/07/24 to 30/09/24	Year To Date \$ Variance Actual vs. Budget	Year To Date % Variance Actual vs. Budget	Adopted Annual Budget 01/07/24 to 30/06/25
Property					
Land	2	3	1	50%	217
Total land	2	3	(1)	(50)%	217
Buildings	1,333	920	(413)	(31)%	5,358
Total buildings	1,333	920	413	31%	5,358
Total property	1,335	923	412	31%	5,575
Plant and equipment					
Plant, machinery and equipment	592	780	188	32%	6,315
Total plant and equipment	592	780	(188)	(32)%	6,315
Infrastructure					
Roads	2,048	2,197	149	7%	11,725
Bridges	341	301	(40)	(12)%	1,364
Footpaths and cycleways (CW1)	1,216	222	(994)	(82)%	692
Drainage	660	568	(92)	(14)%	1,641
Recreational, leisure and community facilities	109	—	(109)	(100)%	50
Waste management	—	—	—	∞	—
Parks, open space and streetscapes	415	735	320	77%	5,174
Aerodromes	—	—	—	∞	—
Other infrastructure	74	10	(64)	(86)%	60
Total infrastructure	4,863	4,033	830	17%	20,706
Total capital works expenditure	6,790	5,736	1,054	16%	32,596
Represented by:					
New asset expenditure	169	283	114	67%	4,828
Asset renewal expenditure	4,971	3,542	(1,429)	(29)%	21,266
Asset upgrade expenditure	1,650	1,911	261	16%	6,502
Total capital works expenditure	6,790	5,736	1,054	16%	32,596

The above consolidated statement of capital works should be read in conjunction with the accompanying notes. Refer to Notes for the Statement of Capital Works (CW) page.

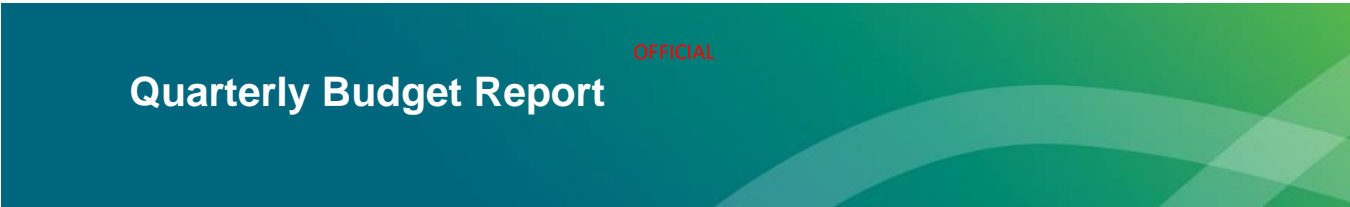


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Glossary of Terms

Definitions

Key Terms	Definition
Annual Budget	A plan that forecasts income and expenditures for the current financial year.
Balance Sheet	A financial statement that shows the assets and liabilities of the local government at a specific point in time. Also referred to as the statement of financial statement.
Consolidated Comprehensive Income Statements	A financial statement that includes all incomes and expenses that impact the government's financial standing over a period of time.
Council	Refers to Campaspe Shire Council
Mid-Year Budget Review	The Annual Budget Review is an assessment by Council of how it is financially performing to date and is used to identify variations from the budget by the year end. It may include new works and/or services not identified in the adoption of the budget.
Operating Result	The balance of Council's operating income and expenses for the financial year.
Reserve	Funding broken into statutory (for a specific performance or obligation) or internal (for a council resolved purpose).
Statement of cash flows	A financial statement that summarises the cash inflows and outflows for a reporting period.
Treasury Corporation of Victoria (TCV)	TCV is the central financing authority and financial adviser for the State of Victoria.
Underlying Operating Surplus or (Deficit)	A council's operating position is its surplus or deficit after non-recurrent revenues (such as one-off capital grants and non-monetary contributions from developers) have been removed. If the result is positive (above zero), the council's ongoing revenue is sufficient to fund its current activities.
Unrestricted Funds	Monies not held for a specific purpose (statutory reserve) or council decision/performance (internal reserve).
Year to Date (YTD) Indicators	A ratio or dollar amount result of an activity compared to a base line, or budgeted, result for the period between the beginning of the year to the end of the month reported on.

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Quarterly Budget Report

Executive Summary

This quarterly report provides the financial performance and position of Campaspe Shire Council compared to the adopted 2024/25 annual budget, **as of the period ending 30 September 2024**. Council adopted the original 2024/25 annual budget on the 4 June 2024.

The table below compares the year to date actual against the latest adopted budget, whether original or forecast, as indicated in the table. The Consolidated Comprehensive Income Statement, Balance Sheet, Statement of Equity, Statement of Cash Flows, and Statement of Capital Works are attached to this quarterly report also reference the latest adopted budget, which is the original budget until Council resolves to accept a revised forecast budget as part of the quarterly budget review.

Note that this report is for Council only and does not include any information relating to any associates or joint arrangements Council may have.

Results Summary	Year to Date			Full Year		
	Actual (\$'000)	Budget (\$'000)	Variance Actual to Budget (\$'000)	Adopted Forecast Budget (\$'000)	Original Annual Budget (\$'000)	Variance Actual to Budget (\$'000)2
Operating Surplus / (Deficit)	44,037	34,466	9,571	1,923	1,923	-
Underlying Operating Surplus / (Deficit)	43,362	33,052	10,310	(8,649)	(8,649)	-
Capital Works Expenditure	6,790	5,736	1,054	32,596	32,596	-
Cash and Cash Equivalents	14,974	9,355	5,619	13,409	13,409	-
Total Cash and Investments	81,974	79,355	2,619	80,909	80,909	-

Financial Summary

The September quarter report consolidated underlying operating result is \$43.36 million, which reflects a favourable variance of \$10.31 million compared to the year-to-date 2024/25 budget surplus position of \$33.05 million. This variance is discussed further in the relevant sections contained in this report.

The report focuses on the underlying operating result as it removes the effect on one-off capital grants and contributions – Council should focus on the ability to generate surplus in the ordinary course of business, excluding non-recurrent capital grants, non-monetary asset contributions and other contributions.

Description	Year to Date			Full Year		
	Actual (\$'000)	Budget (\$'000)	Variance Actual to Budget (\$'000)	Adopted Forecast Budget (\$'000)	Original Annual Budget (\$'000)	Variance Actual to Budget (\$'000)
Operating						
Revenue	70,960	60,831	10,129	90,723	90,723	-
Expenditure	27,836	27,837	(1)	99,672	99,672	-
Gain/(Loss) on disposal of assets	238	58	180	300	300	-
Underlying operational result	43,362	33,052	10,310	(8,649)	(8,649)	-
Capital						
Revenue	675	1,414	(739)	10,572	10,572	-
Operational result surplus/(deficit)	44,037	34,466	9,571	1,923	1,923	-

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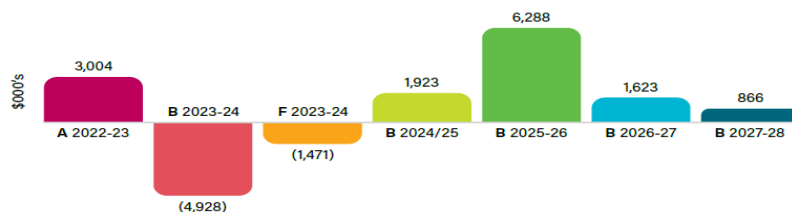
2024/25 Original Budget Information

The adopted original budget operating surplus/ (deficit) and underlying operating surplus / (deficit), as well as the financial sustainability of Council as presented in the original 2024/25 annual budget document.

1. Operating Result

The expected operating result for the 2024/25 year is a surplus of \$1.92 million, which is an improvement of \$6.85 million from the deficit position budgeted for 2023/24. The improvement is the result of an increase in budgeted revenue opportunities in 2024/25.

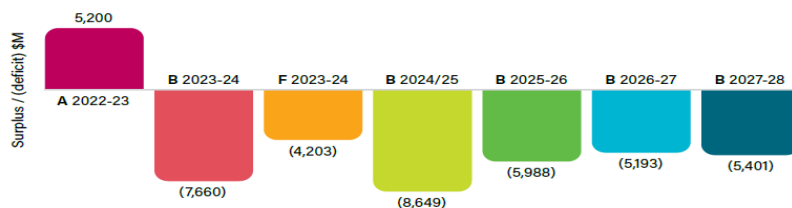
A - Actual result
F - Forecast result
B - Budget result



2. Adjusted Underlying Result

The adjusted underlying deficit calculation removes grant income received for capital purposes and one-off income items such as the sale of assets. The adjusted underlying result is budgeted to be a deficit of \$8.65 million in the 2024/25 year, with smaller deficits also forecast in the future three years. To address this, we will continue to review services for efficiencies in consultation with the community.

A - Actual result
F - Forecast result
B - Budget result

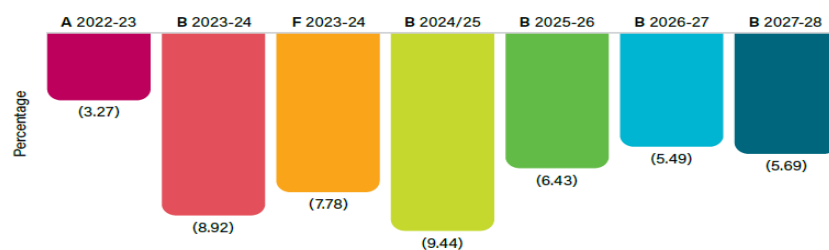


5. Financial Sustainability

The Budget for the years 2024/25 to 2027/28 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the plan is financial sustainability in the medium to long term, while still achieving Council's strategic objectives as specified in the Council Plan. The measure of financial sustainability, which looks at adjusted underlying result compared to total income shows an operating deficit in the 2024/25 year and ongoing, but reduced, deficits in the following forecast years.

While Council is currently in a good financial position, to ensure ongoing financial sustainability, Council will continue to review its services for efficiencies as part of its Service Planning program.

A - Actual result
F - Forecast result
B - Budget result



2023/24 Actual Results

The graphics above shows the adopted and forecast 2023/24 budgets. The information below displays the 2023/24 actual results:

Financial Indicator	Result (\$'000)
Operating result	(9,596)
Underlying operating result	(22,157)
Financial Indicator	Result (%)
Financial sustainability	(26.51)

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Notes for the Income Statement (IS)

Council has adopted a materiality threshold of the lower of 10 per cent or \$500,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is material because of its nature. Individual variations within each total line movement will only be on amounts \$50,000 or greater.

Description	Year to Date			Full Year		
	Actual (\$'000)	Budget (\$'000)	Variance Actual to Budget (\$'000)	Adopted Forecast Budget (\$'000)	Original Annual Budget (\$'000)	Variance Actual to Budget (\$'000)
Operating						
Revenue	70,960	60,831	10,129	90,723	90,723	-
Expenditure	27,836	27,837	(1)	99,672	99,672	-
Gain/(Loss) on disposal of assets	238	58	180	300	300	-
Underlying operational result	43,362	33,052	10,310	(8,649)	(8,649)	-
Capital						
Revenue	675	1,414	(739)	10,572	10,572	-
Operational result surplus/(deficit)	44,037	34,466	9,571	1,923	1,923	-

Variation Notes - Revenue

Line Item	Commentary
IS1 Grants – operating	Council received the 2024/25 financial assistance grant payment on the 5 July 2024, for a total of \$12.88 million. This represented an advance payment of 85% of the year allocation. Budget spread was set to receive 25% each quarter. This will be updated in the mid-year budget review.
IS2 Grants - capital	<p>It is difficult to budget for capital grants due to uncertainty at the time of setting the original budget. Current variations are due to budget alignment. Variance is predominately made up of:</p> <p>Revenue budgeted but not yet received in the 3 months to September 2024 (Budget phasing realignment required):</p> <ul style="list-style-type: none"> - \$0.47 million Echuca aerodrome upgrade grant funding - \$0.35 million Victoria boat ramp grant funding - \$0.27 million LRCI phase 3 grant funding - \$0.25 million Waranga rail trial grant funding <p>The above adjustments offset by \$0.60 million grant funding received by Council for the Wilf Cox pavilion, but no budget exists in the 3 months to September 2024 (Budget phasing realignment required).</p>

Variation Notes - Expenses

Line Item	Commentary
IS3 Employee costs	Council continues to have many positions vacant for the first 3 months of the financial year. When budget is set, it is based on all positions being filled and for the full financial year. \$0.36 million is the result of vacancies, with the remaining \$0.60 million the result of budget phasing alignment (due to 2023/24 year accruals process). This will be updated in the mid-year budget review. As of 30 September 2024, Council had 35.65 FTE positions vacant.

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Line Item	Commentary
IS4 Materials and Services	<p>On review of the expenses, majority of the variance is the result of budget phasing alignment. This will be updated in the mid-year budget review. To provide some further details on the large variances:</p> <p>Expense exceeding budget</p> <ul style="list-style-type: none"> - \$0.11 million powerline contractors. Works brought forward early in the financial year. Budget phasing realignment required. - \$60,000 for building control contractor. This expense is to engage a contractor to backfill vacant employee role. <p>Expense less than budget (budget phasing realignment required):</p> <ul style="list-style-type: none"> - \$0.27 million tourism development and promotion - \$0.24 million recycling operations. - \$0.24 million recovery hub expenses - \$0.14 million Echuca transfer station operations - \$0.14 million information technology licences - \$0.13 million waste collection service (kerbside) - \$0.13 million garden organics operations - \$0.11 million contractor savings across areas of Council, excluding waste and recovery hub above. - \$0.11 million aquatic operations - \$0.10 arts and culture - \$67,000 street lighting - \$65,000 library collection update - \$83,000 net remaining budget variation individually under \$50,000
IS5 Depreciation	<p>Actual depreciation is greater than budgeted due to revaluations completed at year end increasing the value of the infrastructure assets being depreciated. The increase is greater than expected when setting the budget. This will be updated in the mid-year budget review.</p>
IS6 Other expenses	<p>The result of the following:</p> <ul style="list-style-type: none"> - Council's contribution for CPE was paid in full for the financial year. Budget phasing for this contribution had been set as paid quarterly. This has resulted in a timing variance between budget vs actual of \$1.71 million. This will be updated in the mid-year budget review. - \$0.13 million for Echuca caravan park expenses. Combination of budget alignment and additional expenses such as splash park contribution to maintenance not in current budget. This will be updated in the mid-year budget review. - \$0.10 million school crossing on highway. Cost to have temporary lights on site until permanent lights were installed. This will be updated in the mid-year budget review.

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Quarterly Budget Report

Notes for the Balance Sheet (BS)

Council has adopted a materiality threshold of the lower of 10 per cent or \$500,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is material because of its nature.

Commentary on Balance Sheet – Assets

Line Item	Commentary
BS1 Cash and cash equivalents	The overall variance is \$5.62 million, mainly the result of two large variations: <ol style="list-style-type: none"> 1. \$3 million difference between actual and budget for Other Financial Assets. It was expected that term deposits held by Council would be budgeted \$3 million higher than actual result, but instead this \$3 million was recalled and sits in the cash and cash equivalents actual. 2. Council's contribution for CPE was paid in full for the financial year. Budget phasing for this contribution had been set as paid quarterly. This has resulted in a timing variance between budget vs actual of \$1.71 million.
BS2 Property, infrastructure, plant and equipment	Due to revaluations completed as of 30 June 2024 increasing the value of the infrastructure assets. When setting the budget, an estimate was made at the time of the overall projected increase in revaluation, but actual came back subsequently higher than expected. This will be updated in the mid-year budget review.
BS3 Right of Use Assets	Budget was set on expectation that Council would see an increase early in the financial year. Initial assessment is that this is a budget phasing alignment issue and will be updated in the mid-year budget review.

Commentary on Balance Sheet – Liabilities

Line Item	Commentary
BS4 Trade and other payables	This is a favourable result as budget. This is in line with an overall lower result in materials and services budget vs actual. Initial assessment is that this is a budget phasing alignment issue and will be updated in the mid-year budget review.
BS5 Trust funds and deposits	<p>The budget for this line currently sits in the non-current section of liabilities. The \$1.56 million budget will be reallocated to the current liabilities as part of the mid-year budget review.</p> <p>There is still a variance of \$2.25 million between budget versus actual. It is difficult to budget for trust fund and deposit movements during the year, so an estimate is made based on available data at the time of setting the annual budget. It would be expected to see this balance ebb and flow during the year.</p>

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Notes for the Statement Of Cash Flows (CF)

Council has adopted a materiality threshold of the lower of 10 per cent or \$500,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is material because of its nature.

Summary of Cash and Investment Totals	Actual Amount (\$'000)
Cash and cash equivalents (cash in bank)	14,974
Investments (with maturities > 12 months)	62,000
Investments (with maturities < 12 months)	5,000
End of Quarter Total	81,974

Commentary on Cash Flows – Operating Activities

Line Item	Commentary
CF1 Rates and charges	Better than expected result. Some ratepayers do choose to pay their rates in full up-front. Rates are due either by instalment date or in full in February each year. This will be updated in the mid-year budget review.
CF2 Grants - operating	Council received the 2024/25 financial assistance grant payment on the 5 July 2024, for a total of \$12.88 million. This represents an advance payment of 85% of the year allocation. Budget spread was original set to receive 25% each quarter. This will be updated in the mid-year budget review.
CF3 Trust funds and deposits	Budget allocation needs to be realigned. This will be updated in the mid-year budget review.
CF4 Net GST refund/payment	Budget allocation was never set for this. This will be updated in the mid-year budget review.
CF5 Other payments	Council's contribution for CPE was paid in full for the financial year. Budget phasing for this contribution had been set as paid quarterly. This has resulted in a timing variance between budget vs actual of \$1.71 million. This will be updated in the mid-year budget review.

Commentary on Cash Flows – Investing Activities

Line Item	Commentary
CF6 Proceeds from sale of property, infrastructure, plant and equipment	Budget allocation needs to be realigned. This will be updated in the mid-year budget review.
CF7 Payments for investments	Budget allocation was never set for this. This will be updated in the mid-year budget review.

Commentary on Cash Flows – Financing Activities

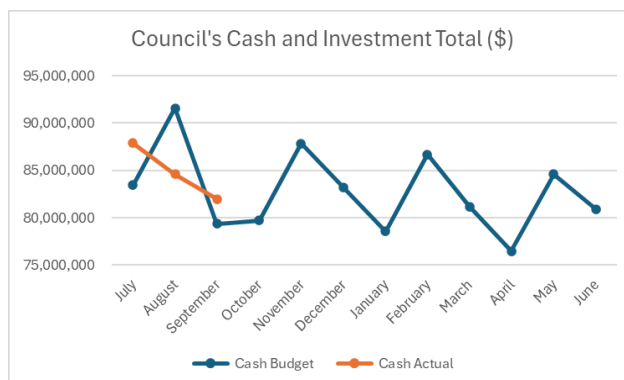
No commentary.

Quarterly Budget Report

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Reserve Allocations

Council's cash and cash equivalents and investments are split into Statutory Restricted, Internally Restricted and Unrestricted Funds. A summary at end of quarter is presented below:



Attachment: Cash Reconciliation

Report as at: 30 September 2024

	Tech 1 Nat Acc	2024/25 Year \$'000	2023/24 Year \$'000
<i>Cash and Investments</i>			
- Cash at bank *		14,974	15,210
- Term deposits	10010	67,000	68,500
Total Cash Available		81,974	83,710

Total cash available is restricted as follows:

<i>Restricted Reserves</i>			
Recreational	32003	1,536	1,536
Car park	32001	198	198
Unspent Grant Funding	32017	4,147	564
Total Restricted Reserves		5,881	2,298

<i>Unrestricted Reserves</i>			
Industrial	32000	2,949	2,949
Plant replacement	32002	2,906	2,906
Waste	32004	3,343	3,361
Commercial investment - Holiday Park	32005	305	305
Asset renewal	32006	14,770	15,406
Community plan implementation	32008	36	36
Disability Discrimination Act	32010	520	520
Strategic asset development	32013	29,196	30,000
Capital works contingency	32016	546	1,000
Carryover Works	32018	8,771	8,771
Total Unrestricted Reserves		63,342	65,254

Total Reserves		69,223	67,552
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Net Cash Available		12,751	16,158
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* Cash at bank is Council funds only. Excludes any impact of the Campaspe Port Enterprise Pty Ltd

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Notes for the Statement of Capital Works (CW)

Council has adopted a materiality threshold of the lower of 10 per cent or \$500,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is material because of its nature.

It should be noted that the carryover works of \$10.38 million from the 2023/24 financial year is included in the 2024/25 annual budget capital works allocation of \$32.60 million. Some of the actual expenditure, especially footpaths and cycleways, buildings, and roads, is the direct result of 2023/24 carryover works being completed, which in turn does overstate the variance when compared to budget.

The carryover amount of \$10.38 million will be updated in the mid-year budget review.

Line Item	Commentary
CW1 Footpaths and cycleways	Council had carryover works from 2023/24 financial year for footpaths. This work has been done early in the 2024/25 financial year under Council's footpath program to clear some of the backlog and reflects the budget vs actual large variation. This budget allocation will be updated in the mid-year budget review.

9.4.2 2023/2024 Annual Report Update

Directorate:	Corporate
Responsible Officer:	Manager Finance and Investment
Manager:	Manager Finance and Investment
Attachments:	<ol style="list-style-type: none">1. Extract - Adopted 15 October 2024 2023-24 Financial Reports [9.4.2.1 - 8 pages]2. Revised Extract - 2023-24 Financial Reports [9.4.2.2 - 8 pages]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Enablers The Annual Report reports against the Council Plan for the 2023/2024 financial year and provides a report card to the community on Council's achievements.
Other Strategic Context:	Council Plan 2021 - 2025 The Annual Report reports against the Council Plan for the 2023/2024 financial year and provides a report card to the community on Council's achievements.

1. PURPOSE

To provide an update on administrative changes to the 2023/2024 Annual Report post Council ordinary meeting held on the 15 October 2024 to adopt the 2023/2024 Annual Report, in relation to the financial reports section of the annual report.

2. RECOMMENDATION

That Council:

1. **note the administrative changes required to the 2023/2024 Financial Reports contained within the 2023/2024 Annual Report.**
2. **note that the web version of the 2023/2024 Annual Report, as provided on Council's website, has been updated to reflect the administrative changes.**

3. BACKGROUND

Council is required to adopt, by resolution each year, the Annual Report. The report is designed to meet our obligations under the Local Government Act 2020.

Council has already adopted the 2023/2024 Annual Report on 15 October 2024.

A review of the online version of Council's 2023/2024 Annual Report on 30 October 2024 (on Council's website), and subsequent review of the copy provided as an attachment to Council for the meeting on the 15 October 2024, highlighted that amendments made to the 2023/2024 financial report, agreed to between Council's Manager Finance and Investment, external auditors Johnson MME and the Victorian Auditor Generals' Office (VAGO), were not included in the version provided to Council for the October 2024 meeting. These amendments were processed in the financial reports on 25 September but not updated in the Annual Report to Council.

Previous Council Discussion

Council received and adopted the 2023/2024 Annual Report at the 15 October 2024 Council ordinary meeting. The changes post 15 October 2024 meeting have been flagged with Council but not been discussed in detail at a Council briefing session.

4. DISCUSSION

The amendments do not alter the financial reports outcome in terms of operating result nor balance sheet net assets/equity - it is an amendment to the presentation of information contained within the financial reports.

This report is to provide an update to Council, which will also be reported to the Audit and Risk Committee at the 6 December 2024 meeting. Attached to this report are the before and after changes, as per the financial reports.

The attachment with the yellow highlights is the one that shows the amounts/information changed (report is called Adopted 15 October 2024). The attachment with the pink highlights shows what the amounts/information changed (report is called Revised Extract and the updates show in the current Annual Report on Council's website). Amendments were made as follows:

Financial Report Location	Description of Update
Page 11 of 67 Statement of Capital Works	Update to the split of totals for capital works expenditure across the asset lines, as well as update of the total expenditure from \$34.719 million to \$34.924 million
Page 17 of 67 Note 2.1 Performance against budget	With the correction to Page 11 above, update required to the variances in terms of dollars and percentages between budget vs actual.
Page 18 of 67 Note 2.1 Performance against budget	Update to the explanation commentary for item 8. Drainage.
Page 25 of 67 Note 3 Funding for the delivery of our services	Correction to splits between Operating and Capital unspent grant funding. Update the totals to reflect balance at year end. Operating amended from \$555,000 to \$700,000 and Capital amended from \$3.026 million to \$2.963 million.

Page 32 of 67 Note 5 Investing in and financing our operations	Update of <i>Ageing of receivables Current (not yet due)</i> line total from \$1.572 million to \$2.813 million. This results in the overall total updating from \$2.593 million to \$3.834 million.
Financial Report Location	Description of Update
Page 34 of 67 Note 5 Investing in and financing our operations	Splitting of the <i>Grants received in advance</i> total of \$3.663 million into two lines – show operating of \$700,000 and capital of \$2.963 million. Total agrees to <i>Note 3 Funding for the delivery of our services</i> amendment above.
Page 34 and 35 of 67 Note 5 Investing in and financing our operations	Update to (c) <i>Contract and other liabilities</i> explanations.
Page 50 of 67 Note 6.2 Investments in associates, joint arrangements and subsidiaries	Update to Campaspe Port Enterprise explanation (second paragraph under <i>Background</i> heading).

5. STAKEHOLDER ENGAGEMENT

Internal consultation:

- Not applicable

Councillors:

- Councillors were advised that administrative changes were required to be made to the Financial Statements during a recent induction discussion.

External consultation:

- Council's external auditor, Johnson MME
- Victorian Auditor-General Office

Community Engagement

Council's Community Engagement Policy identifies the level of community engagement to be undertaken in accordance with the IAP2 framework. The level of community engagement undertaken was:

Inform: Communicate a change, focusing on why, when, and how it will happen (Community influence: Nil).

Public Transparency Policy

Under Council's Public Transparency Policy and Principles, this report allows for transparency and public awareness by reporting to the community on the administrative changes to the previous adopted 2023/2024 Annual Report.

The overall outcome of this process is to:

(a) increase confidence and trust in the community through greater understanding and awareness.

(b) provide information that is current, easily accessible and disseminated in a timely manner.

(c) reassure the community that Council is spending public monies appropriately.

6. LEGISLATIVE CONTEXT

Local Government Act 2020 (Vic).

7. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

There are no financial implications for this report.

8. ENVIRONMENTAL IMPLICATIONS

There are no specific negative economic, social, or environmental implications have been identified within this report.

9. OPPORTUNITIES AND RISK

Opportunities:

No new opportunities have been identified.

Risk:

Compliance Risk – Council continues to adhere to its compliance requirement to publish the 2023/2024 Annual Report. The changes are administrative in nature and do not affect reported results in terms of operating result nor balance sheet net assets/equity

Reputation Risk – 2023/2024 Annual Report corrections have been made to ensure that the document presented to the community reflects the correct information. Whilst changes are considered minor and administrative in nature, the correction is required to ensure the community can access the correct document. Administrative changes were identified and corrected as soon as possible.

Risk	Likelihood	Consequence	Rating	Mitigation action
Compliance	Possible	Minor	Low	Report by due dates
Reputation	Possible	Minor	Low	Transparency in reporting and acknowledging updates/ changes to official documents to Council and the community.

10. CONCLUSION

That Council receive this report and note that the web version of the 2023/2024 Annual Report, as provided on Council's website, has been updated to reflect the administrative changes.

Financial Reports

~~15/10/24~~

Adopted 15/10/24

Campaspe Shire Council
Statement of Capital Works
for the year ended 30 June 2024

2023/2024 Financial Report

	2024 \$ '000	2023 \$ '000
Property		
Land	150	-
Total land	150	-
Buildings	6018 5,807	3,493
Total buildings	6018 5,807	3,493
Total property	6168 5,957	3,493
Plant and equipment		
Plant, machinery and equipment	7,882	1,784
Computers and telecommunications	-	71
Total plant and equipment	7,882	1,855
Infrastructure		
Roads	9,697	5,598
Bridges	432	823
Footpaths and cycleways	1,262	325
Drainage	1,922	-
Recreational, leisure and community facilities	2,259	2,647
Waste management	562	72
Parks, open space and streetscapes	210	100
Aerodromes	3,841	-
Off street car parks	-	259
Other infrastructure	695	2,273
Total infrastructure	20,880	12,097
Total capital works expenditure	34,719	17,445
Represented by:		
New asset expenditure	727	701
Asset renewal expenditure	24,035	14,072
Asset upgrade expenditure	9,957	2,672
Total capital works expenditure	34,719	17,445

The above consolidated statement of capital works should be read in conjunction with the accompanying notes.

Financial Reports

Adopted 15/10/2024

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 2.1 Performance against budget

	Budget 2024 \$ '000	Actual 2024 \$ '000	Variance \$ '000	Variance %	Ref
2.1.2 Capital works					
Property					
Land	-	150	150	-	1
Total land	-	150	150	-	
Buildings	4,307	5,807	1,500	34.83%	2
Total buildings	4,307	5,807	1,500	34.83%	
Total property	4,307	5,957	1,650	38.31%	
Plant and equipment					
Plant, machinery and equipment	6,566	7,882	1,316	20.04%	3
Computers and telecommunications	50	-	(50)	(100.00)%	4
Total plant and equipment	6,616	7,882	1,266	19.14%	
Infrastructure					
Roads	6,691	9,697	3,006	44.93%	5
Bridges	859	432	(427)	(49.71)%	6
Footpaths and cycleways	1,659	1,262	(397)	(23.93)%	7
Drainage	1,928	1,922	(6)	(0.31)%	8
Recreational, leisure and community facilities	1,044	2,259	1,215	116.38%	9
Waste management	901	562	(339)	(37.62)%	10
Parks, open space and streetscapes	200	210	10	5.00%	11
Aerodromes	3,177	3,841	664	20.90%	12
Other infrastructure	-	695	695	-	13
Total infrastructure	16,459	20,880	4,421	26.86%	
Total capital works expenditure	27,382	34,719	7,337	26.79%	
Represented by:					
New asset expenditure	5,316	727	(4,589)	(86.32)%	
Asset renewal expenditure	16,148	24,035	7,887	48.84%	
Asset upgrade expenditure	5,918	9,957	4,039	68.25%	
Total capital works expenditure	27,382	34,719	7,337	26.79%	

Financial Reports

Adopted 15/10/24

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 2.1 Performance against budget

(i) Explanation of material variations

Variance Ref	Explanation
--------------	-------------

- | | |
|-----|---|
| 1. | Land - Council purchased land in Albion Street Kyabram. |
| 2. | Buildings - Capital expenditure deferred in the 2022/23 financial year due to the impact of the flood was expended in the 2023/24 financial year (not reflected in original budget). |
| 3. | Plant, machinery and equipment - Plant equipment that was budgeted in 2022/23 financial year was expended in the 2023/24 financial year (not reflected in original budget). |
| 4. | Computers and telecommunications - Capital purchases were via leasing arrangements rather than direct outright purchase. |
| 5. | Roads - Capital expenditure deferred in the 2022/23 financial year due to the impact of the flood was expended in the 2023/24 financial year (not reflected in original budget). |
| 6. | Bridges - Thompson Bridge (budgeted in 2023/24 financial year) delayed due to community consultation and negotiation with Gannawarra Shire Council (boundary bridge). Works rescheduled in 10 Year Plan. Some delays to Boat Ramp due to approvals/high river. |
| 7. | Footpaths and cycleways - Carryover of 2022/23 budgeted works resulted in delays in delivery of the 2023/24 program. Missing link and Waranga Rail Trail project delays (both carried over to 2024/25 year). |
| 8. | Drainage - On budget. |
| 9. | Recreational, leisure and community facilities - Carry over of Lockington Netball courts and Kyabram Northern Oval amenities from 2023/24. |
| 10. | Waste management - Delays to Resource Recovery Ramp Upgrades (carried over to 24/25). |
| 11. | Parks, open space and streetscapes - Expenditure was nearly on budget. Was for irrigation and playground works. |
| 12. | Aerodromes - Continuation of the works at Echuca aerodrome. Variation is the result of 2022/23 carryover works being completed in the 2023/24 financial year. The aerodrome was a two year project, which saw more work completed in 2023/24 financial year than anticipated. |
| 13. | Other infrastructure - All other expenditure that did not fit an asset grouping above. Includes wharf, fencing, and car parking facilities. |

Financial Reports

~~Website~~ Adopted 15/11/24

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 3. Funding for the delivery of our services

	2024 \$ '000	2023 \$ '000
(d) Unspent grants received on condition that they be spent in a specific manner:		
Operating		
Balance at start of year	2,201	43
Received during the financial year and remained unspent at balance date	227	2,196
Received in prior years and spent during the financial year	(1,873)	(38)
Balance at year end	555	2,201
Capital		
Balance at start of year	3,534	5,548
Received during the financial year and remained unspent at balance date	797	1,000
Received in prior years and spent during the financial year	(1,305)	(3,014)
Balance at year end	3,026	3,534

Unspent grants are determined and disclosed on a cash basis.

3.5 Contributions

Monetary contributions

Monetary	926	210
Total monetary contributions	926	210

Non-monetary contributions

Non-monetary	5,768	1,908
Total non-monetary contributions	5,768	1,908

Total contributions

	6,694	2,118
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Contributions of non monetary assets were received in relation to the following asset classes.

Land	105	169
Infrastructure	5,647	1,739
Other	16	—
Total non-monetary contributions	5,768	1,908

Monetary and non monetary contributions are recognised as income at their fair value when Council obtains control over the contributed asset.

Financial Reports

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 5. Investing in and financing our operations

	2024 \$ '000	2023 \$ '000
(c) Trade & Other Receivables		
Current		
<i>Statutory receivables</i>		
Rates debtors	2,790	2,680
Parking infringement debtors	1,435	1,415
Net GST receivable	(31)	(124)
<i>Non-statutory receivables</i>		
Other debtors	3,834	1,873
Provision for doubtful debts - parking infringements	(1,094)	(1,023)
Total current trade and other receivables	6,934	4,821
Non-Current		
<i>Statutory receivables</i>		
Special rate scheme	16	16
Total non-current trade and other receivables	16	16
Total trade and other receivables	6,950	4,837

Short term receivables are carried at invoice amount. An allowance for expected credit losses is recognised based on past experience and other objective evidence of expected losses. Long term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of receivables

The ageing of the Council's trade & other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	1,572	1,163
Past due by up to 30 days	212	158
Past due between 31 and 180 days	766	509
Past due between 181 and 365 days	16	16
Past due by more than 1 year	27	27
Total trade and other receivables	2,593	1,873

(e) Ageing of individually impaired receivables

At balance date, debtors representing financial assets with a nominal value of \$1,308,007 (2023: \$1,301,497) were impaired. The amount of the provision raised against these debtors was \$1,094,161 (2023: \$1,023,199). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged for debt collectors or are on payment arrangements. The ageing of receivables that have been Individually determined as Impaired at reporting date was:

Current (not yet due)	13	11
Past due by up to 30 days	16	37
Past due between 31 and 180 days	48	37
Past due between 181 and 365 days	42	64
Past due by more than 1 year	975	874
Total trade and other receivables	1,094	1,023

Financial Reports

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 5. Investing in and financing our operations

	2024 \$ '000	2023 \$ '000
5.3 Payables, trust funds and deposits and contract and other liabilities		
(a) Trade and other payables		
Current		
<i>Non-statutory payables</i>		
Trade payables	7,223	4,939
Accrued expenses	3,112	1,291
Other	7	-
Total current trade and other payables	10,342	6,230
(b) Trust funds and deposits		
Current		
Refundable deposits	952	651
Refundable contract retention deposits	478	428
Fire services levy	3	2
Caravan Park deposits	496	462
Total current trust funds and deposits	1,929	1,543
Non-current		
Other refundable deposits	18	18
Total non-current trust funds and deposits	18	18
(c) Contract and other liabilities		
Contract liabilities		
Current		
Grants received in advance:		
Grants received in advance	3,663	5,734
Total grants received in advance	3,663	5,734
User fees received in advance:		
Prepaid Rates	779	1,163
Total user fees received in advance	779	1,163
Total current contract liabilities	4,442	6,897
Total current contract and other liabilities	4,442	6,897

Unearned income/revenue represents contract liabilities and reflect consideration received in advance from customers in respect of grants and pre-paid rates. Unearned income/revenue are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

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

Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Financial Reports

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 5. Investing in and financing our operations

Fire Services 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.

Retention Amounts - 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 the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

Caravan park deposits - deposits are taken for forward accommodation bookings at the caravan park. These deposits are refundable if the accommodation booking is cancelled or converted to income when accommodation is used.

	2024 \$ '000	2023 \$ '000
5.4 Interest-bearing liabilities		
Current		
Treasury Corporation of Victoria borrowings - secured	962	933
Borrowings - secured	698	669
Total current interest-bearing liabilities	1,660	1,602
Non-current		
Treasury Corporation of Victoria borrowings - secured	2,018	2,980
Borrowings - secured	313	1,011
Total non-current interest-bearing liabilities	2,331	3,991
Total	3,991	5,593

Borrowings are secured by rates.

a) The maturity profile for Council's borrowings is:

Not later than one year	1,660	1,602
Later than one year and not later than five years	2,331	3,991
	3,991	5,593

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities based on contractual repayment terms at every balance date.

Financial Reports

~~Website~~ Adopted 15/10/24

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 6. Assets we manage

6.2 Investments in associates, joint arrangements and subsidiaries

(a) Subsidiaries

Campaspe Port Enterprise Pty Ltd
Background

Campaspe Port Enterprise Pty Ltd (CPE) was created on 1 October 2021 to assume responsibility for the management of tourism and paddlesteamer assets associated with the Port of Echuca Precinct. CPE is a separate entity, wholly owned by the Campaspe Shire Council. CPE has responsibility for managing the operations of the paddlesteamer and tourism business within the precinct. The board of directors were appointed in December 2021 but all of the company's operational transactions were still managed by Council. CPE began operating as a separate entity on 1 July 2022.

Note that Council contribution for the 2023/24 financial year of \$2.69 million is included in the Total income (\$2.11 million) and current liabilities (\$576,000 - deferred income) lines below, but netted off when reported as part of the consolidated financial statements.

Summarised financial information

Summarised Statement of Comprehensive Income

Total Income	4,317	1,805
Total expenses	(3,342)	(1,192)
Surplus/(Deficit) for the Year	975	613

Summarised Balance Sheet

Current assets	2,764	1,073
Non-current assets	45	-
Total assets	2,809	1,073
Current liabilities	1,002	259
Non-current liabilities	-	-
Total Liabilities	1,002	259
Net Assets	1,807	814

Significant Restrictions

Campaspe Port Enterprise operates the Port of Echuca precinct under a service level agreement, Council makes cash contributions to facilitate the management of the precinct and relevant assets.

The consolidated financial statements of Council incorporate all entities controlled by Council as at 30 June 2024, 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 controls 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 the 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.

Entities consolidated into Council include
- Campaspe Port Enterprise Pty Ltd

Revised Expend

Campaspe Shire Council
Statement of Capital Works
 for the year ended 30 June 2024

2023/2024 Financial Report

	2024 \$ '000	2023 \$ '000
Property		
Land	150	-
Total land	150	-
Buildings	6,018	3,493
Total buildings	6,018	3,493
Total property	6,168	3,493
Plant and equipment		
Plant, machinery and equipment	7,882	1,784
Computers and telecommunications	-	71
Total plant and equipment	7,882	1,855
Infrastructure		
Roads	10,509	5,598
Bridges	443	823
Footpaths and cycleways	1,264	325
Drainage	1,731	-
Recreational, leisure and community facilities	1,953	2,647
Waste management	562	72
Parks, open space and streetscapes	307	100
Aerodromes	3,841	-
Off street car parks	-	259
Other infrastructure	264	2,273
Total infrastructure	20,874	12,097
Total capital works expenditure	34,924	17,445
Represented by:		
New asset expenditure	688	701
Asset renewal expenditure	24,165	14,072
Asset upgrade expenditure	10,073	2,672
Total capital works expenditure	34,924	17,445

The above consolidated statement of capital works should be read in conjunction with the accompanying notes.

Revised Extract

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements
for the year ended 30 June 2024

Note 2.1 Performance against budget

	Budget 2024 \$ '000	Actual 2024 \$ '000	Variance \$ '000	Variance %	Foot
2.1.2 Capital works					
Property					
Land	-	150	150	-	1
Total land	-	150	150	-	
Buildings	4,307	6,018	1,711	39.73%	2
Total buildings	4,307	6,018	1,711	39.73%	
Total property	4,307	6,168	1,861	43.21%	
Plant and equipment					
Plant, machinery and equipment	6,566	7,882	1,316	20.04%	3
Computers and telecommunications	50	-	(50)	(100.00)%	4
Total plant and equipment	6,616	7,882	1,266	19.14%	
Infrastructure					
Roads	6,691	10,509	3,818	57.06%	5
Bridges	859	443	(416)	(48.43)%	6
Footpaths and cycleways	1,659	1,264	(395)	(23.81)%	7
Drainage	1,928	1,731	(197)	(10.22)%	8
Recreational, leisure and community facilities	1,044	1,953	909	87.07%	9
Waste management	901	562	(339)	(37.62)%	10
Parks, open space and streetscapes	200	307	107	53.50%	11
Aerodromes	3,177	3,841	664	20.90%	12
Other infrastructure	-	264	264	-	13
Total infrastructure	16,459	20,874	4,415	26.82%	
Total capital works expenditure	27,382	34,924	7,542	27.54%	
Represented by:					
New asset expenditure	5,316	686	(4,630)	(87.10)%	
Asset renewal expenditure	16,148	24,165	8,017	49.65%	
Asset upgrade expenditure	5,918	10,073	4,155	70.21%	
Total capital works expenditure	27,382	34,924	7,542	27.54%	

Revised Extract

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 2.1 Performance against budget

(i) Explanation of material variations

Variance Ref	Explanation
--------------	-------------

- | | |
|-----|---|
| 1. | Land - Council purchased land in Albion Street Kyabram. |
| 2. | Buildings - Capital expenditure deferred in the 2022/23 financial year due to the impact of the flood was expended in the 2023/24 financial year (not reflected in original budget). |
| 3. | Plant, machinery and equipment - Plant equipment that was budgeted in 2022/23 financial year was expended in the 2023/24 financial year (not reflected in original budget). |
| 4. | Computers and telecommunications - Capital purchases were via leasing arrangements rather than direct outright purchase. |
| 5. | Roads - Capital expenditure deferred in the 2022/23 financial year due to the impact of the flood was expended in the 2023/24 financial year (not reflected in original budget). |
| 6. | Bridges - Thompson Bridge (budgeted in 2023/24 financial year) delayed due to community consultation and negotiation with Gannawarra Shire Council (boundary bridge). Works rescheduled in 10 Year Plan. Some delays to Boat Ramp due to approvals/high river. |
| 7. | Footpaths and cycleways - Carryover of 2022/23 budgeted works resulted in delays in delivery of the 2023/24 program. Missing link and Waranga Rail Trail project delays (both carried over to 2024/25 year). |
| 8. | Drainage - Delays in some projects will see them carried over to the 2024/25 financial year. |
| 9. | Recreational, leisure and community facilities - Carry over of Lockington Netball courts and Kyabram Northern Oval amenities from 2023/24. |
| 10. | Waste management - Delays to Resource Recovery Ramp Upgrades (carried over to 24/25). |
| 11. | Parks, open space and streetscapes - Expenditure was nearly on budget. Was for irrigation and playground works. |
| 12. | Aerodromes - Continuation of the works at Echuca aerodrome. Variation is the result of 2022/23 carryover works being completed in the 2023/24 financial year. The aerodrome was a two year project, which saw more work completed in 2023/24 financial year than anticipated. |
| 13. | Other infrastructure - All other expenditure that did not fit an asset grouping above. Includes wharf, fencing, and car parking facilities. |

Revised Extract

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 3. Funding for the delivery of our services

	2024 \$ '000	2023 \$ '000
(d) Unspent grants received on condition that they be spent in a specific manner:		
Operating		
Balance at start of year	2,201	43
Received during the financial year and remained unspent at balance date	372	2,196
Received in prior years and spent during the financial year	(1,873)	(38)
Balance at year end	700	2,201
Capital		
Balance at start of year	3,534	5,548
Received during the financial year and remained unspent at balance date	697	1,000
Received in prior years and spent during the financial year	(1,268)	(3,014)
Balance at year end	2,963	3,534

Unspent grants are determined and disclosed on a cash basis.

3.5 Contributions

Monetary contributions

Monetary	926	210
Total monetary contributions	926	210

Non-monetary contributions

Non-monetary	5,768	1,908
Total non-monetary contributions	5,768	1,908

Total contributions

6,694	2,118
--------------	--------------

Contributions of non monetary assets were received in relation to the following asset classes.

Land	105	169
Infrastructure	5,647	1,739
Other	16	-
Total non-monetary contributions	5,768	1,908

Monetary and non monetary contributions are recognised as income at their fair value when Council obtains control over the contributed asset.

Financial Reports

Revised Extract
2023/2024 Financial Report

Campaspe Shire Council

Notes to the Financial Statements

for the year ended 30 June 2024

Note 5. Investing in and financing our operations

	2024 \$ '000	2023 \$ '000
(c) Trade & Other Receivables		
Current		
<i>Statutory receivables</i>		
Rates debtors	2,790	2,680
Parking infringement debtors	1,435	1,415
Net GST receivable	(31)	(124)
<i>Non-statutory receivables</i>		
Other debtors	3,834	1,873
Provision for doubtful debts - parking infringements	(1,094)	(1,023)
Total current trade and other receivables	6,934	4,821
Non-Current		
<i>Statutory receivables</i>		
Special rate scheme	16	16
Total non-current trade and other receivables	16	16
Total trade and other receivables	6,950	4,837

Short term receivables are carried at invoice amount. An allowance for expected credit losses is recognised based on past experience and other objective evidence of expected losses. Long term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of receivables

The ageing of the Council's trade & other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	2,813	1,163
Past due by up to 30 days	212	158
Past due between 31 and 180 days	766	509
Past due between 181 and 365 days	16	16
Past due by more than 1 year	27	27
Total trade and other receivables	3,834	1,873

(e) Ageing of individually impaired receivables

At balance date, debtors representing financial assets with a nominal value of \$1,308,007 (2023: \$1,301,497) were impaired. The amount of the provision raised against these debtors was \$1,094,161 (2023: \$1,023,199). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged for debt collectors or are on payment arrangements. The ageing of receivables that have been individually determined as impaired at reporting date was:

Current (not yet due)	13	11
Past due by up to 30 days	16	37
Past due between 31 and 180 days	48	37
Past due between 181 and 365 days	42	64
Past due by more than 1 year	975	874
Total trade and other receivables	1,094	1,023

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Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 5. Investing in and financing our operations

	2024	2023
	\$ '000	\$ '000

5.3 Payables, trust funds and deposits and contract and other liabilities

(a) Trade and other payables

Current

Non-statutory payables

Trade payables	7,223	4,939
Accrued expenses	3,112	1,291
Other	7	-
Total current trade and other payables	10,342	6,230

(b) Trust funds and deposits

Current

Refundable deposits	952	651
Refundable contract retention deposits	478	428
Fire services levy	3	2
Caravan Park deposits	496	462
Total current trust funds and deposits	1,929	1,543

Non-current

Other refundable deposits	18	18
Total non-current trust funds and deposits	18	18

(c) Contract and other liabilities

Contract liabilities

Current

Grants received in advance:

Grants received in advance - operating	700	1,873
Grants received in advance - capital	2,963	3,861
Total grants received in advance	3,663	5,734

User fees received in advance:

Prepaid Rates	779	1,163
Total user fees received in advance	779	1,163

Total current contract liabilities

Total current contract and other liabilities

4,442	6,897
4,442	6,897

Trust funds and deposits

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.

Contract liabilities

Contract liabilities reflect consideration received in advance from customers in respect of grant funded projects. Contract liabilities are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

Revised Extract

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 5. Investing in and financing our operations

Purpose and nature of items

Fire services property levy - Council is the collection agent for fire services property 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.

Caravan park deposits - Amounts held by Council for bookings paid in advance.

Prepaid rates received in advance - Council has received rates in advance from ratepayers whereby rates liability is paid in full for the financial year and assessment is in credit. Amounts disclosed here are refundable to the ratepayer.

Refundable contract retention deposits - 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 satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

	2024	2023
	\$ '000	\$ '000

5.4 Interest-bearing liabilities

Current

Treasury Corporation of Victoria borrowings - secured

962 933

Borrowings - secured

698 669

Total current interest-bearing liabilities

1,660 1,602

Non-current

Treasury Corporation of Victoria borrowings - secured

2,018 2,980

Borrowings - secured

313 1,011

Total non-current interest-bearing liabilities

2,331 3,991

Total

3,991 5,593

Borrowings are secured by rates.

a) The maturity profile for Council's borrowings is:

Not later than one year

1,660 1,602

Later than one year and not later than five years

2,331 3,991

3,991 5,593

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities based on contractual repayment terms at every balance date.

Campaspe Shire Council

2023/2024 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2024

Note 6. Assets we manage

6.2 Investments in associates, joint arrangements and subsidiaries

(a) Subsidiaries

Campaspe Port Enterprise Pty Ltd
Background

Campaspe Port Enterprise Pty Ltd (CPE) was created on 1 October 2021 to assume responsibility for the management of tourism and paddlesteamer assets associated with the Port of Echuca Precinct. CPE is a separate entity, wholly owned by the Campaspe Shire Council. CPE has responsibility for managing the operations of the paddlesteamer and tourism business within the precinct. The board of directors were appointed in December 2021 but all of the company's operational transactions were still managed by Council. CPE began operating as a separate entity on 1 July 2022.

Note that Council contribution for the 2023/24 financial year of \$2.69 million, of which \$2.11 million is included in the overall total income of \$4.32 million, with the remaining \$576,000 included in the current liabilities total of \$1.00 million as deferred income. When it comes to preparing the consolidated financial statements for Council, these totals are netted off against Council's expense contribution.

Summarised financial information

Summarised Statement of Comprehensive Income

Total income	4,317	1,805
Total expenses	(3,342)	(1,192)
Surplus/(Deficit) for the Year	975	613

Summarised Balance Sheet

Current assets	2,764	1,073
Non-current assets	45	—
Total assets	2,809	1,073
Current liabilities	1,002	259
Non-current liabilities	—	—
Total Liabilities	1,002	259
Net Assets	1,807	814

Significant Restrictions

Campaspe Port Enterprise operates the Port of Echuca precinct under a service level agreement, Council makes cash contributions to facilitate the management of the precinct and relevant assets.

The consolidated financial statements of Council incorporate all entities controlled by Council as at 30 June 2024, 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 controls 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 the 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.

Entities consolidated into Council include
- Campaspe Port Enterprise Pty Ltd

9.4.3 Councillor Committee Nominations

Directorate:	Corporate
Responsible Officer:	Manager Governance and Risk
Manager:	Manager Governance and Risk
Attachments:	Nil
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Enablers Council Plan 2021 – 2025 Organisational strategy and performance.
Other Strategic Context:	The appointment of Councillors to the aforementioned committees allows for Council to fulfil its overall goals under all strategic pillars of the Council Plan.

1. PURPOSE

The purpose of this item is to consider the proposed Councillor appointments to the following committees for the upcoming calendar year.

2. RECOMMENDATION

That Council, from 26 November 2024:

1. appoints Councillor _____ and Councillor _____ to the Audit and Risk Committee;
2. appoints Mayor Daniel Mackrell, Councillor _____ Councillor _____ and Councillor _____ to the CEO Performance and Remuneration Advisory Committee;
3. appoints Councillor _____ as the Campaspe Shire Council Delegate for the Municipal Association of Victoria; and
4. nominates Councillor _____ to be considered for election by Rural Councils Victoria to the Committee for the Rural North Central Region.
5. notes that the Mayor will represent Council on the following Local Government Forums:
 - Murray River Group of Councils
 - Loddon Campaspe Group of Councils

3. DISCUSSION

Audit and Risk:

Local Government Act 2020, Part 3—Council decision making, Div 8. 53 - Audit and Risk Committee, states:

(1) A Council must establish an Audit and Risk Committee.

(3) An Audit and Risk Committee must— (a) include members who are Councillors of the Council; and (b) consist of a majority of members who are not Councillors.

With three external committee members the maximum number of Councillors required is two. The Mayor may also attend as an observer.

CEO Performance and Remuneration Advisory Committee

Local Government Act 2020, Part 3— Council decision making, Div 7. 44 - Chief Executive Officer and member of Council Staff, states:

(1) A Council must develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy.

(2) A Chief Executive Officer Employment and Remuneration Policy must— (a) provide for the Council to obtain independent professional advice in relation to the matters dealt with in the Chief Executive Officer Employment and Remuneration Policy.

Campaspe Shire Council's Policy states that Membership of the Committee (Members) will comprise the following:

- The Mayor, who will be the Chairperson
- Three (3) Councillors.
- An independent member (Independent Member) who may be the alternative Chairperson if elected by the Committee.

The Municipal Association of Victoria (MAV)

The Municipal Association Delegate is appointed by Council to attend State Council Meetings, exercise Council's vote and provide regular reports to Council on their activities.

Rural Councils Victoria

Councils may nominate a councillor for a position on the Committee. If more than one nomination is received for each region then an election will be undertaken. Campaspe Shire Council belongs to the Rural North Central Region.

Other Council roles

The role of the Mayor includes the representation of Council on the following regional Local Government Forums:

- Murray River Group of Councils
- Loddon Campaspe Group of Councils

4. STAKEHOLDER ENGAGEMENT

Councillors:

- During the 2024 Councillor Induction Program.

Community Engagement

Council's Community Engagement Policy identifies the level of community engagement to be undertaken in accordance with the IAP2 framework. The level of community engagement undertaken was:

Nil.

Public Transparency Policy

Not applicable.

5. LEGISLATIVE CONTEXT

Local Government Act 2020 (Vic).

Section 9(2)(a) of the Local Government Act 2020 (Vic) provides that Council decisions are to be made and actions taken in accordance with the relevant law.

This matter is in response to Council's responsibilities under the Local Government Act 2020 (Vic).

6. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

Section 9(2)(g) of the *Local Government Act 2020 (Vic)* provides that the ongoing financial viability of the Council is to be ensured.

There are no direct financial implications raised by this matter.

7. ENVIRONMENTAL IMPLICATIONS

The appointment of Councillors to committees lead to many positive indirect economic, social and environmental implications through the activities of these committees.

8. OPPORTUNITIES AND RISK

Issues:

Committee appointments represent an opportunity for Councillors to provide their specific expertise to particular areas of Council business, or to broader representation.

Risk:

The risk is that inappropriate appointments do not allow Council to fully benefit from the opportunities of representation. This risk is mitigated by careful consideration by Councillors prior to nomination.

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

9.4.4 Instrument of Appointment and Authorisation

Directorate:	Corporate
Responsible Officer:	Manager Governance and Risk
Manager:	Manager Governance and Risk
Attachments:	1. Instrument of App and Auth Kahlia Reid by Council 2024 11 19 [9.4.4.1 - 1 page]
Conflict of Interest:	In accordance with section 130 of the Local Government Act 2020, the officer preparing this report declares no conflict of interest regarding this matter.
Council Plan Reference:	Governance
Other Strategic Context:	Other

1. PURPOSE

To appoint Kahlia Reid (Manager Building and Planning) as an authorised officer for the purposes of the administration and enforcement of Acts and Regulations which relate to the functions and powers of Campaspe Shire Council.

2. RECOMMENDATION

That Council, in the exercise of the powers conferred by section 224 of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of appointment and authorisation (the instrument), resolves that:

- 1. The member of Council staff referred to in the instrument and listed below be appointed and authorised as set out in the instrument:**
 - 1.1. Kahlia Reid**
- 2. The instrument come into force following Council resolution and remain in force until Council determines to vary or revoke it, or on cessation of the officer's employment with Council.**
- 3. The instruments be signed by two Councillors and the Chief Executive Officer.**

The authorisation will ensure that Council is able to fulfill its administration and enforcement responsibilities under the following legislation:

- the Environment Protection Act 2017
- the Residential Tenancies Act 1997
- the Local Government Act 1989
- the Local Government Act 2020
- the Summary Offences Act 1966
- the Planning and Environment Act 1987
- the regulations made under each of those Acts

- local laws made under the *Local Government Act 1989* and the *Local Government Act 2020*.
- and any other Act, regulation of local law which relates to the functions and powers of the Council.

3. DISCUSSION

The authorisation will ensure that Council is able to fulfill its administration and enforcement responsibilities under relevant legislation as listed in the authorisation.

4. LEGISLATIVE CONTEXT

Section 9(2)(a) of the Local Government Act 2020 (Vic) provides that Council decisions are to be made and actions taken in accordance with the relevant law.

Section 14 of the Planning and Environment Act 1987 requires Council to efficiently administer and enforce the planning scheme. This duty must be carried out by a delegated officer of Council.

Section 224(1) of the Local Government Act 1989 provides that:

A Council may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

This appointment seeks authorisation under the legislation listed in the instruments.

5. FINANCIAL AND OTHER RESOURCE IMPLICATIONS

Section 9(2)(g) of the Local Government Act 2020 (Vic) provides that the ongoing financial viability of the Council is to be ensured. There are no direct financial implications of this authorisation.

6. ENVIRONMENTAL IMPLICATIONS

As noted above, the authorisation will ensure that Council is able to fulfill its administration and enforcement responsibilities under the Environment Protection Act 2017.

7. OPPORTUNITIES AND RISK

Without appropriately skilled authorised officers, Council is unable to fulfill its administration and enforcement responsibilities under relevant legislation as listed in the authorisation.

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

8. CONCLUSION

The authorisation will ensure that Council is able to fulfill its administration and enforcement responsibilities under relevant legislation as listed in the attached authorisation.

OFFICIAL

Instrument of Appointment and Authorisation

In this instrument "officer" means:

Kahlia Reid

by this instrument of appointment and authorisation Campaspe Shire Council (Council):

PART A

1. under Section 224 of the *Local Government Act 1989* appoints the officer to be an authorised officer for the administration and enforcement of:
 - the Environment Protection Act 2017
 - the Residential Tenancies Act 1997
 - the *Local Government Act 1989*
 - the *Local Government Act 2020*
 - the *Summary Offences Act 1966*
 - the *Planning and Environment Act 1987*
 - the regulations made under each of those Acts
 - the local laws made under the *Local Government Act 1989* and the *Local Government Act 2020*
 - and any other Act, regulation of local law which relates to the functions and powers of the Council.

PART B

2. under section 114(2) of the *Environment Protection Act 2017* appoints the officer to be a litter enforcement officer for the purposes of the *Environment Protection Act 2017*.
3. under s 242(2) of the *Environment Protection Act 2017* – appoints the officer to be an authorised officer for the purposes of the *Environment Protection Act 2017*.
4. under section 525(2) of the *Residential Tenancies Act 1997* – appoints the officer to exercise the powers set out in section 526 of that Act.
5. under s 71 (1) of the *Housing Act 1983* - appoints the officer to be an authorised person for the purposes of entering a house or building and conducting an inspection under s 71 of the *Housing Act 1983*.
6. under s 3 of the *Infringements Act 2006* - appoints the officer to be an issuing officer for the purposes of the *Infringements Act 2006*.

PART C

7. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act.
8. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument:

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied; or
- (c) remains in force until this appointment and authorisation is revoked on cessation of the officer's employment with Council.

This instrument is authorised by a resolution of the Campaspe Shire Council on 26 November 2024

Councillor _____

Councillor _____

Chief Executive Officer _____



10 Notices of Motion

11 Urgent Business

12 Confidential Business

13 Close Meeting

Pauline Gordon

Chief Executive Officer