1



ODDON ORDINARY MEETING MINUTES

LODDON SHIRE COUNCIL

LODDON SHIRE COUNCIL - MINUTES OF THE ORDINARY MEETING HELD IN THE SERPENTINE COUNCIL CHAMBERS, SERPENTINE – MONDAY 10 DECEMBER 2012

The meeting commenced at 3.30pm with the Prayer.

<u>Present</u>	I <u>n Attendance</u>
Cr Geoff Curnow (Mayor)	Mr John McLinden, Chief Executive Officer
Cr Neil Beattie	Mr Ian McLauchlan, Director Operations
Cr Colleen Condliffe	Mrs Jude Holt, Director Corporate Services
Cr Gavan Holt	Mrs Wendy Gladman, Acting Director Community Wellbeing
Cr Cheryl McKinnon	Mr Bryan McEwan, Director Economy and Community

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1. <u>APOLOGIES</u>

Nil

2. PREVIOUS MINUTES

2.1 CONFIRMATION OF MINUTES

SUMMARY

Approval of the Forum Minutes of 26 November 2012. Approval of Ordinary Minutes of 26 November 2012

Author: John McLinden - Chief Executive Officer

File No: 02/01/001

Attachment: Nil

RECOMMENDATION

That Council confirm:

- 1. the minutes of the Council Forum of 26 November 2012
- 2. the minutes of the Ordinary Council Meeting of 26 November 2012

MOTION

Moved: Cr McKinnon

Seconded: Cr Beattie

That Council confirm:

- 1. the minutes of the Council Forum of 26 November 2012
- 2. the minutes of the Ordinary Council Meeting of 26 November 2012

Carried

2.2 REVIEW OF ACTION SHEET

SUMMARY Approval of Action Sheet. Author: John McLinden - Chief Executive Officer File No: 02/01/001 Attachment: 2.2 Action Sheet

RECOMMENDATION

That Council receive and note the Action Sheet.



10 December 2012

MOTION

Moved: Cr Holt

Seconded: Cr Condliffe

That Council receive and note the Action Sheet.



3. INWARDS CORRESPONDENCE

SUMMARY

Relevant correspondence received by Council since previous meeting.

Author: John McLinden - Chief Executive Officer

File No:

Attachment: Copies of inwards correspondence

RECOMMENDATION

That Council receive and note the Inwards Correspondence.

Date	From	Subject
25/11/12	North Central Football league	Letter of thanks for support of league in 2012
19/9/12	Department of Planning and Community Development	Roadside Weeds and Pests Management Program

MOTION

Moved: Cr Condliffe

Seconded: Cr McKinnon

That Council receive and note the Inwards Correspondence.



4. <u>COUNCILLORS' REPORTS</u>

4.1 MAYORAL REPORT

SUMMARY

Approval of the Mayoral Report.

Author:	John McLinden – Chief Executive Officer
File No:	02/01/001

Attachment: Nil

RECOMMENDATION

That Council receive and note the Mayoral Report.

Central Murray Region Waste Management Group

Section 86 Committees: Eddington Community Centre Committee of Management, Kingower Development and Tourism Committee Inc.

Municipal Emergency Management Plan Committee

Municipal Fire Prevention Committee

Other Council Activities

DATE	Activity
28/11/12	Dinner at Newbridge Hotel with Southern Loddon Regional Tourism and Development Group – Christmas Break-up
1/12/12	Attended Inglewood Alive Festival
2/12/12	Attended the opening of the building extension of Dunolly SES in Goldfields Shire
3/12/12	Loddon Campaspe Group of Councils met at Bendigo
3/12/12	Attended Tarnagulla Senior Citizens Christmas dinner
3/12/12	Met with Greater City of Bendigo CEO, Craig Neimann and Darren Fuzzard with Ray Collins to discuss city bypass around Bendigo

ODDON ORDI	NARY MEETING MINUTES 10 December 201
3/12/12	Attended NCCMA Board dinner
4/12/12	Dinner meeting with members of GITN and Agrifood Skills Australia to discuss proposed project to be run within Loddon, Buloke and Gannawarra Shires. Skills training to meet future needs within those shires – targeting employment opportunities
5/12/12	Cr Holt and I attended the MAV Conference in Melbourne – A Pilot Project re Emergency Management Plans
6/12/12	Attended Loddon Shire Senior Citizens Christmas celebration at Serpentine
6/12/12	Cr Beattie, Cr McKinnon, Mr McEwan, Mr Hinneberg and I met with three men from Korea in a delegation to discuss hay trade in the Boort area
7/12/12	Attended the Christmas carols evening at Rheola
10/12/12	Attended December Loddon Shire Council meeting at Serpentine

MOTION

Moved: Cr Holt

Seconded: Cr Beattie

-

That Council receive and note the Mayoral Report.

Carried



4.2 COUNCILLORS' REPORT

5	<u>SUMMARY</u>	
F	Approval of Cour	ncillors' Reports.
A	Author:	John McLinden – Chief Executive Officer
F	-ile No:	02/01/001
F	Attachment:	Nil

RECOMMENDATION

That Council receive and note the Councillors' Report.

Cr Condliffe

Calder Highway Improvement Committee

30/12/12: attended meeting in Wedderburn. Asked about a bypass for Inglewood township.

Section 86 Committees: Bridgewater Memorial Hall Committee of Management, Bridgewater on Loddon Progress Association, Campbells Forest Hall Committee of Management, Inglewood Community Sports Centre Committee of Management, Inglewood Equestrian Centre, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Pre-School Committee of Management, Inglewood Town Hall Committee of Management, Inglewood Reservoir Committee of Management

3/12/12: Bridgewater Hall AGM

Australia Day Committee

5/12/12: Committee meeting, Serpentine

Loddon Youth Committee

Healthy Minds Network

Other Council Activities

DATE	Activity
27/11/12	Meeting Inglewood and Districts Bendigo Bank
28/11/12	Send off to Geoff Stokie, 40 years police force (20 years in Inglewood)
29/11/12	Attended Youth Sports Star award followed by life membership to Sportsmen's Association



1/12/12	Inglewood Alive – excellent day, the town was packed with people – they catered for everyone
4/12/12	Bridgewater Inc. meeting
6/12/12	Senior Citizens Christmas break-up held in Serpentine
7/12/12	Attended the RSL Bridgewater/Inglewood Branch Christmas break-up

MOTION

Moved: Cr Condliffe

Seconded: Cr McKinnon

That Council write to VicRoads asking for consideration of an Inglewood bypass on the Calder Highway.

Carried

Cr McKinnon

North Central Goldfields Regional Library

Section 86 Committees: Dingee Pre-School Committee of Management, Dingee Progress Association, East Loddon Community Centre Committee of Management, Mitiamo Municipal Recreation Reserve Committee of Management, Pyramid Hill Memorial Hall Committee of Management, Pyramid Hill Pre-School Committee of Management, Pyramid Hill Swimming Pool Committee of Management, Serpentine Bowls and Tennis Pavilion and Reserve Committee of Management

Nature Tourism Advisory Team

Other Council Activities

DATE	Activity
26/11/12	Dingee Progress meeting and community planning (also attended by Tim Jenkyn)
4/12/12	East Loddon Lions Youth of the year Dinner
6/12/12	Seniors Christmas lunch at Serpentine



6/12/12

Korean delegation at BRIC, Boort

Cr Beattie

Murray Darling Association			
Rail Freight Alliance			
Section 86 Com	mittees: Boort Aerodrome Committee of Management, Boort Development		
Committee Inc., E	Boort Memorial Hall Committee of Management, Boort Pre-School Committee		
	Boort Resource Information Centre Committee Inc., Boort Tourism Committee		
	Mechanics Hall Committee of Management, Korong Vale Sports Centre		
	anagement, Little Lake Boort Management Committee Inc., Yando Public Hall		
Committee of Ma	anagement		
Recreation Strat	tegy Implementation Steering Committee		
Other Council Activities			
DATE	Activity		
3/12/12	Attended Boort Development Committee meeting		
6/12/12	Attended Senior Citizens Christmas party		
6/12/12	Meeting with South Korea delegation along with Minister Peter Walsh		
6/12/12	Inspection with Minister Walsh of co-op site and new proposed site		
10/12/12	Council meeting, Serpentine		

Cr Holt

Municipal Association of Victoria Section 86 Committees: Donaldson Park Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Historical Engines & Machinery Society Committee of

Management, Wedderburn Mechanics Institute Hall Committee of Management, Wedderburn Pre-School Committee of Management, Wedderburn Tourism Inc.

27/11/12: Chaired Wedderburn Community Centre Committee meeting

Audit Committee

Other Council Activities DATE Activity 27/11/12 Attended Wedderburn Community Bank Steering Committee meeting 27/11/12 Attended Wedderburn Harness Racing Club working bee in preparation for Dec 16 Cup meeting at Donaldson Park Attended meeting of Wedderburn Development Association 28/11/12 30/11/12 Attended Wedderburn Community House Board meeting Officially opened Loddon Darts Association White 20 darts tournament at 1/12/12 Wedderburn Mechanics Institute Hall 4/12/12 Again a Harness Club working bee Attended Municipal Association of Victoria annual conference in Melbourne 5/12/12 6/12/12 Attended Wedderburn Harness Racing Club Committee meeting

MOTION

Moved: Cr Condliffe

Seconded: Cr Beattie

That Council receive and note the Councillors' Report.



5. <u>CHIEF EXECUTIVE OFFICER'S REPORT</u>

5.1 DOCUMENTS FOR SIGNING AND SEALING

SUMMARY

This report provides Council with a list of documents signed and sealed during the month.

Author: John McLinden - Chief Executive Officer

File No:

lo: 02/01/001

Attachment: Nil

RECOMMENDATION

That Council:

- 1. receive and note the 'Document for Signing and Sealing' report
- 2. endorse the use of the seal on the documents listed

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

N/A

ISSUES/DISCUSSION

Instrument of Delegation for Wedderburn Mechanics and Literary Institute Hall Committee of Management

Instrument of Delegation for Donaldson Park Committee of Management

MOTION

Moved: Cr Holt

Seconded: Cr McKinnon

That Council:

- 1. receive and note the 'Document for Signing and Sealing' report
- 2. endorse the use of the seal on the documents listed



5.2 ANNUAL LEAVE CHIEF EXECUTIVE OFFICER

SUMMARY		
Report requests annual leave for the Chief Executive Officer.		
Author:	John McLinden, Chief Executive Officer	
File No:		
Attachment:	Nil	

RECOMMENDATION

That Council grant the Chief Executive Officer annual leave from Monday 7 January 2013 to Friday 18 January 2013 inclusive.

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

Nil

ISSUES/DISCUSSION

The Chief Executive Officer wishes to apply for 2 weeks annual leave to be taken from Monday 7 January 2013 to Friday 18 January 2013 inclusive.

It is proposed that Mrs Jude Holt, Director Corporate Services be appointed as Acting Chief Executive Officer during the Chief Executive Officer's absence.

COSTS/BENEFITS

Nil

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

Nil

MOTION

Moved: Cr Condliffe

Seconded: Cr Holt

That Council grant the Chief Executive Officer annual leave from Monday 7 January 2013 to Friday 18 January 2013 inclusive.



5.3 MUNICIPAL ASSOCIATION OF VICTORIA COMMITTEES

SUMMARY	
Report provided	for councillors to consider their involvement in MAV Committees.
Author:	John McLinden, Chief Executive Officer
File No:	
Attachment:	Terms of reference and expression of interest forms for each committee

RECOMMENDATION

That Councillors consider involvement in MAV committees in which they have a strong interest.

PREVIOUS COUNCIL DISCUSSION

Nil.

BACKGROUND

The Municipal Association of Victoria operates a number of committees that provide input to the MAV on a range of critical issues impacting on the local government sector. Committees operate to assist the MAV in its role of policy development and also provide opportunities for networking and information sharing and professional development in the sector.

The MAV committees are:

- arts and culture
- emergency management
- environment
- human services
- multicultural
- planning
- transport infrastructure
- professional development reference group

ISSUES/DISCUSSION

Nominations for councillors or senior officers for each of the MAV committees close on Friday 25 January 2013. It is expected that generally no more than one councillor and one Council officer from the same municipality would be appointed to a committee. The terms of reference of each committee along with an expression of interest form is attached.

COSTS/BENEFITS

The terms of reference of each committee spell out the expected time commitment of a councillor, should a councillor be appointed to that specific committee. Generally the committees meet for a limited number of occasions per annum, and the cost to councillor will be the cost of time devoted to reading the business papers and attending committee meetings.

The benefits of councillor involvement in MAV committees are generally to the Municipal Association and the local government in Victoria through improved policy development of the MAV.

RISK ANALYSIS

There is little risk to individual councillors or to the Loddon Shire in councillors being appointed to MAV committees. If strong representation is not obtained on each committee, there is a risk that the local government sector in Victoria will develop policies that are not as broad-based as they could be.

CONSULTATION AND ENGAGEMENT

Nil.



MOTION

Moved: Cr McKinnon

Seconded: Cr Beattie

That Councillors consider involvement in MAV committees in which they have a strong interest.

The following councillors will be nominated:

Cr Holt – Planning Committee

Cr Curnow – Emergency Management Committee

Cr Condliffe – Transport and Infrastructure Committee



6. DIRECTOR CORPORATE SERVICES' REPORTS

6.1 FINANCE REPORT FOR THE PERIOD ENDING 23 NOVEMBER 2012

SUMMARY		
This report provides Council with financial information for the period ending 23 November 2012.		
Author:	James Rendell - Manager Financial Services	
File No:	8/06/001	
Attachment:	6.1 Finance Report for the period ended 23 November 2012	

RECOMMENDATION

That Council:

- 1. Receives and notes the "Finance Report for the period ending 23 November 2012
- 2. Approves budget revisions included in the report for internal reporting purposes only.

PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis.

BACKGROUND

The Finance Report for the period ended 23 November 2012 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is provided is in the format provided in the 2012/2013 Budget, and includes operating results, capital expenditure and funding sources. It also provides a focus report.

ISSUES/DISCUSSION

As the December Council Meeting is being held on the second Monday of the month (which is earlier than the normal cycle of the fourth Monday of the month), this report has been compiled with financial information to 23 November 2012. Therefore, the actual results do not include the final week of November.

COSTS/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed and the approved budget is being monitored on a constant basis.

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

RISK ANALYSIS

Council's management of projects against budget at officer level, and the provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget.

Council's practice of revising budgets as changes become known provides current information about the expected results for the financial year, and assists in forward planning for future budgets.

CONSULTATION AND ENGAGEMENT

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



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

MOTION

Moved: Cr Condliffe

Seconded: Cr Holt

That Council:

- 1. Receives and notes the "Finance Report for the period ending 23 November 2012
- 2. Approves budget revisions included in the report for internal reporting purposes onl.y.

Carried

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6.2 NOVEMBER 2012 AUDIT COMMITTEE MEETING

SUMMARY

This report provides Council with a summary of the Audit Committee Meeting held on 15 November 2012.

Author: Jude Holt – Director Corporate Services

File No: 06/02/003

Attachment: 6.2a Audit Report – Review of Reliance on Grants 6.2b End of Financial Year Closing Report 6.2c End of Financial Year Management Letter 6.2d Victorian Auditor-General's Office Local Government Results: Results of 2011-2012 Audits

RECOMMENDATION

That Council:

- 1. Receives and notes the:
 - a. November 2012 Audit Committee Meeting Report
 - b. End of Financial Year Closing Report
 - c. End of Financial Year Management Letter
 - d. Victorian Auditor-General's Office Local Government Results: Results of 2011-2012 Audits
- 2. Endorses the performance improvement recommendations documented in the Audit Report Review of Reliance on Grants.

PREVIOUS COUNCIL DISCUSSION

Council was provided with a summary of the August 2012 Audit Committee Meeting at the Ordinary Meeting held on 24 September 2012.

BACKGROUND

The Audit Committee was created under Section 139 of the Local Government Act 1989, which states that "Council must establish an audit committee".

The committee is made up of four independent community members, and Cr Gavan Holt, as Council's representative. Council's Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for:

- The enhancement of the credibility and objectivity of internal and external financial reporting
- Effective management of financial and other risks and the protection of Council assets
- Compliance with laws and regulations as well as use of best practice guidelines
- The effectiveness of the internal audit function
- The provision of an effective means of communication between the external auditor, internal audit, management and the Council
- Facilitating the organisation's ethical development
- Maintaining a reliable system of internal controls.



In order to provide a structured approach and ensure that the committee addresses each of its responsibilities, an annual calendar of actions and an internal audit review program are established each year, and these guide the activities of the committee.

ISSUES/DISCUSSION

There was full attendance at the November 2012 Audit Committee Meeting. The main focus of the meeting was presentation of the:

- Reports on the results of the end of financial year audit for 2011/2012
- The audit review of Reliance on Grants.

Other items on the agenda included:

- The following standing items:
 - 1. Fraud Report
 - 2. Major Lawsuits
 - 3. Monthly Finance Report
 - 4. Risk Management Report
- A presentation on the Road Management Plan and Road Asset Management Plan by Council's Manager Infrastructure Policy Development
- An overview of the corporate planning process that will be undertaken with the new Council over the next six to eight months to ensure that Council has adopted a Council Plan by 30 June 2013
- An overview of the Outstanding Action List which shows that Council currently has 21 outstanding actions to be completed, with 9 added to the list from the Review of Planning, and four being completed since the August 2012 meeting.

The next audit review will be information technology network and security, and the results will be provided to the committee at the February 2013 meeting.

COSTS/BENEFITS

There are costs associated with the audit committee and internal audit function.

However, in most cases, actions resulting from audit reviews do not bear any new costs as they are undertaken by current staff.

The benefits that the internal audit function provides Council are:

- Business improvement relating to the audit review areas
- Standard policy and procedure documents which are developed through the action list
- Improvement in knowledge management that will assist with succession planning over time
- A reduction in risk in areas relating to audit reviews.

RISK ANALYSIS

The internal audit program has been created and is annually updated on a risk basis, ensuring that Council's program addresses the areas of highest risk or greatest concern to audit committee members and Council officers.

CONSULTATION AND ENGAGEMENT

Nil

MOTION

Moved: Cr Holt

Seconded: Cr Condliffe

That Council:

- 1. Receives and notes the:
 - a. November 2012 Audit Committee Meeting Report
 - b. End of Financial Year Closing Report
 - c. End of Financial Year Management Letter
 - d. Victorian Auditor-General's Office Local Government Results: Results of 2011-2012 Audits
- 2. Endorses the performance improvement recommendations documented in the Audit Report Review of Reliance on Grants.

Carried



6.3 **REVIEW OF PROCUREMENT POLICY**

SUMMARY		
This report seeks Council approval of the Procurement Policy.		
Author:	Jude Holt – Director Corporate Services	
File No:	18/01/001	
Attachment:	6.3 Procurement Policy	

RECOMMENDATION

That Council approves the Procurement Policy.

PREVIOUS COUNCIL DISCUSSION

Council's current Procurement Policy was adopted by Council on 23 January 2012.

BACKGROUND

In accordance with Section 186A (1) of the Local Government Act 1989 (the Act), Council must prepare and approve a Procurement Policy.

Further, in accordance with Section 186A (7) Council must at least once in the financial year review the current Procurement Policy, and may amend the policy.

A Procurement Policy means the principles, processes and procedures that will apply to all purchases of goods, services and works by Council.

Council adopted the current Procurement Policy on 23 January 2012 after an extensive review and update of the previous policy.

ISSUES/DISCUSSION

Council's Procurement Policy guides officers in the task of undertaking the procurement function for Council. It provides guidelines on consistent activity and minimum standards that are expected by the organisation in the areas of:

- Compliance with legal obligations
- Ethical and fair behaviour
- Obtaining value for money
- Supporting local sustainability
- Supporting environmental sustainability
- Managing procurement risk
- Incorporating continuous improvement processes

It is proposed that there be no amendment to the current policy. The previous review ensured that the policy encompassed all aspects of procurement that were important to Council, and they appear to be relevant still.

COSTS/BENEFITS

The benefits associated with having any policy include Council formally documenting:

- Its philosophy regarding a particular function
- Consistent standards and behaviour required by all staff.

The benefits associated with the Procurement Policy include Council's expectations about:

- Supporting local communities
- Managing risk
- Obtaining value for money



• Ethical and fair behaviour.

RISK ANALYSIS

The policy outlines the mechanisms that Council has in place to reduce risks associated with procurement, which include:

- Council's supplier management database which assesses risks associated with supplier groups and outlines the requirements for those group
- Council's standard tendering documentation which requires information about tenderers' occupational health and safety, insurance and indemnity, plant and equipment, subcontracting ad assignment intentions, and termination clauses.

CONSULTATION AND ENGAGEMENT

The current Procurement Policy was provided to staff with purchasing responsibilities, and at each worksite after its adoption in January. The updated policy will be issued in the same way.

Community members can access the Procurement Policy at the Council offices in Serpentine and Wedderburn, and on Council's website, in accordance with Section 186A (8) of the Act.

MOTION

Moved: Cr Condliffe

Seconded: Cr McKinnon

Carried

That Council approves the Procurement Policy.



6.4 SUPPLEMENTARY VALUATIONS REPORT

SUMMARY This report provides Council with the Supplementary Valuations that have been undertaken since August 2012, and seeks approval to have them included in Council's Rate Book for the 2012-13 rating year. Author: Julie Ritchie – Revenue Collector File No: 09/01/003

Attachment: Nil

RECOMMENDATION

That Council approve:

- 1. The Supplementary Valuations of rateable and non-rateable properties in respect of the 2012-13 financial year as returned by the Shire Valuer, L G Valuations Pty Ltd, incorporated into this report.
- 2. The valuations being incorporated into the Register of Rateable and Non Rateable Properties and the Rate Book for 2012-13.

PREVIOUS COUNCIL DISCUSSION

Council is provided with Supplementary valuation Reports periodically.

BACKGROUND

Each year Council makes a number of additions, subtractions and alterations to the valuations contained in the annual rate book. These arise from various sources including:

- Splitting of parcels into new rateable assessments;
- Development of vacant or unproductive land (urban and rural);
- Consolidation of separate rateable assessments into one assessment;
- Re-assessment of property valuations arising from objections to the initial valuation;
- Additions and cancellations of Licences (Grazing and Water Frontages)
- Change of Use.

Details	No	Site Value (\$)	CIV (\$)	NAV (\$)
Splits/Consolidations	23	(135,200)	(185,600)	(9,280)
Rural Development	3	0	269,000	13,450
Licences	6	5,000	4,000	200
Total	32	(130,200)	87,400	4,370

The following table shows the changes to the total valuation to August 2012 as a result of the supplementary valuations.

	Valuation approved by Council August 2012	Supplementary Valuations	Current Valuation
Site Value	966,743,300	(130,200)	966,613,100
Capital Improved Value	1,561,018,000	87,400	1,561,105,400
Net Annual Value	79,978,801	4,370	79,983,171



Alterations have been made to the 32 properties involved in the supplementary valuations and amended rate notices sent out.

ISSUES/DISCUSSION

Supplementary valuations will occur each year, it is cognisant to adjust the rates book accordingly.

COSTS/BENEFITS

The benefit to Council and the community is that accurate details in respect of valuations, rates charged and property ownership is recorded in the rates book.

RISK ANALYSIS

The risk of not adjusting valuations in accordance with revised valuations is that Council may not be charging rates accurately on a fair and equitable basis and the rates record will not be accurate.

CONSULTATION AND ENGAGEMENT

Nil.

MOTION

Moved: Cr Beattie

Seconded: Cr Holt

That Council approve:

- 1. The Supplementary Valuations of rateable and non-rateable properties in respect of the 2012-13 financial year as returned by the Shire Valuer, L G Valuations Pty Ltd, incorporated into this report.
- 2. The valuations being incorporated into the Register of Rateable and Non Rateable Properties and the Rate Book for 2012-13.



7. DIRECTOR OPERATIONS' REPORTS

7.1 PLANNING APPLICATIONS CURRENTLY BEING PROCESSED

SUMMARY

Provides Council with an update on Planning applications currently under consideration and a register of planning permits issued between 15 November and 27 November 2012.

Author:Tyson Sutton – Manager Planning & Local LawsFile No:02/01/001Attachment:7.1 Planning Applications

RECOMMENDATION

That Council receives and notes 'Planning Applications Currently Being Processed' report.

PREVIOUS COUNCIL DISCUSSION

Council is provided with a monthly report identifying the status of planning applications currently under consideration or those permits which have been issued within the preceding month.

BACKGROUND

The Loddon Shire's Planning Scheme sets out Council's objectives for the Shire with regard to land use and development via the Municipal Strategic Statement and Local Policies, and specifies which uses and developments require planning approval via zones and overlays.

As the responsible Authority it is Loddon Shire Council's duty to administer and enforce its planning scheme.

ISSUES/DISCUSSION

Attachment 7.1 provides Council with a full list of planning applications currently under consideration and those planning permits issued between 15 November and 27 November 2012.

COSTS/BENEFITS

Nil

RISK ANALYSIS

Failure to process planning applications in a timely manner or undertake rigorous assessment of development or works proposals is considered to pose the following risks:

- Barrier to development and associated economic growth within the Shire
- Proliferation of incompatible land use development
 - Council's reputation as a regulatory authority
- Infrastructure, service provision or regulatory and enforcement pressures
- Protection of zones to accommodate intended activities or reduction of surrounding property amenity

CONSULTATION AND ENGAGEMENT

Consultation and engagement with planning permit applicants is routinely conducted at the required periods throughout the assessment and permit approval process.



MOTION

Moved: Cr McKinnon

Seconded: Cr Beattie

That Council receives and notes 'Planning Applications Currently Being Processed' report.



7.2 PROPOSED PUBLIC CONSULTATION FOR REVIEW OF THE ROAD MANAGEMENT PLAN AND ROAD ASSET MANAGEMENT PLAN

SUMMARY

Provides Council with a summary of proposed public consultation in relation to the review of Council's Road Management Plan and Road Asset Management Plan.

Author: Terry Watson Manager Infrastructure Policy and Strategy

File No: 14/01/020

Attachment:

RECOMMENDATION

That Council receive and note the proposed public consultation process in relation to the review of Council's Road Management Plan and Road Asset Management Plan.

PREVIOUS COUNCIL DISCUSSION

At its ordinary meeting on 22 June 2009 Council considered and adopted a Road Management Plan Review Report. Pursuant to section 54(5) of the Road Management Act 2004 and Regulation 301 of the Road Management (General Regulations) 2005, a further review is required to be completed by 30 June 2013.

BACKGROUND

Loddon Shire Council maintains responsibility for the operation, maintenance and renewal of an extensive network of local roads. The Road Management Act 2004 (The Act) outlines various responsibilities and obligations of Road Authorities so as to ensure that they act 'reasonably' by inspecting and maintaining these assets to protect the travelling public.

The purpose of the Road Management Plan (RMP) is to establish a management system for Council to inspect, maintain and repair public roads for which it is responsible. Council's RMP is based on policy and operational objectives and considers affordability, resource availability and management of risk.

The Plan utilises documents that set the relevant standard in relation to discharge of duties in the performance of Council's road management functions. In particular, maintenance of the road network through "levels of service" that meets the community's expectations and the definition of 'reasonable' as defined in the Act.

Whilst it is not a legislative requirement for Council to have a RMP, clearly defined and documented operational, management and risk mitigation principals along with specified intervention standards, allows Council to more easily demonstrate that it is acting 'reasonably' with respect to its obligations as a Road Authority.

Council adopted its existing RMP on 22 November 2004 following the introduction of the Act, with subsequent amendment to the Plan occurring on the 26 June 2006. A further Review of the Plan was conducted in 2009 to comply with the requirements of the Act and associated Road Management Act (General Regulations) 2005 (The Regulations).

Complementary to the RMP, Council also adopted its Road Asset Management Plan (RAMP) in June 2008 which outlined financial strategies for asset maintenance, upgrade and renewal along with defined construction standards in an attempt to put in place systems for ensuring the long term financial sustainability of maintaining Councils Road Network utilising existing resources.

In accordance with Local Government Act, Road Management Act and associated Regulations, Council is required to have completed a review of its RMP by no later than 30th June 2013. Whilst it is a mandatory requirement to conduct this review, any subsequent amendment of the plan is at the discretion of Council.



ISSUES/DISCUSSION

An integral part of the formal process of reviewing the RMP and RAMP is public comment and input on matters such as:

- current levels of service, road hierarchy standards and the distribution of hierarchy within the road network
- desired standards and levels of service in the future and any desired changes to the road hierarchy and its distribution.

Public consultation is proposed through a series of targeted community discussions, where selected road users/ratepayers and members of representative bodies (e.g. Victorian Farmers Federation) will be invited to a discussion with Councillors, Senior Staff and Council Officers responsible for the operation, maintenance and renewal of the road network.

Council is also required to prepare a Roadside Weed Management Plan. It is suggested that the same targeted community conversations will assist Council to prepare a plan that best meets the expectations of its community. Discussion on the contents of a Roadside Weed Management Plan can occur at the same targeted community conversations, maximising the benefit Council receives.

COSTS/BENEFITS

The approach of undertaking targeted consultation is expected to facilitate identification and discussion of strategic road use and service provision priorities within the local community, as opposed to specific or isolated matters. These issues may be then used as the primary focus of the review in conjunction with those aspects identified for consideration by internal staff and management.

In accordance with the Act, subsequent consultation with the wider public will also occur through the formal notification and submission process. This process shall provide the opportunity for general input on those aspects of the RMP and RAMP which the public believe require review. It considered likely that many of the matters raised through this formal submission process will relate to site or location specific issues. As such, the completion of the preceding targeted workshop shall assist Council officers in assessing these submissions within the context of the strategic focus previously identified.

RISK ANALYSIS

The risk of not obtaining public input is that the review of the RMP & RAMP may not adequately address local concerns and levels of service provided throughout the road network may ultimately fall short of community expectations.

Conversely, there is a risk that if not adequately structured, the consultation process may lack focus upon the strategic components of the plans, including road management hierarchies, service levels, construction standards and polices. Whilst consideration should be given to individual or site specific road management issues, these ultimately will need to be related back to a strategic focus within the relevant plan.

CONSULTATION AND ENGAGEMENT

Ratepayers have at times expressed dissatisfaction, through the customer request system, with matters such as:

- low levels of service in regard to tree clearance and grading response on minor gravel and formed roads
- policy of not re-sheeting minor gravel roads
- classification of some roads as private driveways.

Consultation with operations staff concluded that targeted community conversations is the most effective way to gather preliminary public comment on existing levels of service which may then be used in the preparation of materials during the formal review process.



10 December 2012

MOTION

Moved: Cr Condliffe

Seconded: Cr Holt

That Council receive and note the proposed public consultation process in relation to the review of Council's Road Management Plan and Road Asset Management Plan.



8. DIRECTOR ECONOMY AND COMMUNITY REPORTS

8.1 2013 LODDON POWERCOR EXCELLENCE AWARDS

SUMMARY

Report on proposed preparations for the 2013 Loddon Powercor Excellence Awards

Author: Christine Coombes

File No: 13/09/11

Attachment: Nil

RECOMMENDATION

That Council approve the following venue and date for the 2013 Loddon Powercor Excellence Awards:

- 1. Venue, the Laanecoorie Foreshore Reserve
- 2. Date, Thursday May 30, 2013

PREVIOUS COUNCIL DISCUSSION

At the September 2010 meeting, Council approved that the Excellence Awards be held biennially. The 2011 Excellence Awards were held at the Wedderburn Mechanics Institute with awards to be held again in May 2013. The Loddon Shire Council held a Gala Evening in Serpentine in 2012 as the alternate function to the Excellence Awards.

BACKGROUND

The Loddon Powercor Excellence Awards celebrate the success and dedication of businesses, community organisations and individuals within the Loddon Shire. Past locations that the Excellence awards have been held are:

Year	Township	Ward
2011	Wedderburn	Wedderburn
2010	Boort	Boort
2009	Serpentine	Terrick
2008	Inglewood	Kooyoora
2007	Wedderburn	Wedderburn
2006	Yarrawalla	Terrick
2005	Pyramid Hill	Terrick
2004	Boort	Boort
2003	Serpentine	Terrick
2002	Yarrawalla	Terrick
2001	Tarnagulla	Kooyoora
2000	No Awards	
1999	Inglewood	Kooyoora
1998	Wedderburn	Wedderburn

In 2011 the categories included in the Excellence Awards were:

- Young Achiever
- Employee of the Year
- Major Event Award
- Best Tourism Operator
- Food, Wine and Hospitality Award
- Best Small Business



- Best Large Business
- Agriculture and Primary Industries Award

ISSUES/DISCUSSION

To enable preparations for the 2013 Excellence Awards to begin, approval is required from council as to the location and the date for the event.

The towns in the Tarnagulla Ward have hosted the event less than other Wards over the last 14 years. There is no venue in the Tarnagulla Ward capable of hosting the Excellence Awards until the Newbridge Recreation Reserve is completed. Council may consider hosting the event in Laanecoorie on the banks of the Loddon River in the shadows of the historic Janevale Bridge. This would require Council to hire a marquee for the event, adding approximately \$5,000 to the cost of the evening.

The gala evening in the past has been held on a Thursday evening in May, the preferred date for 2013 would be Thursday May 30.

Categories for the 2013 awards will remain the same as 2011, as holding awards biennially may result in increased nominations and entries with businesses/individuals and organisations not feeling the pressure of entering the awards process each year.

The format of the evening will remain similar to past events, including:

- Pre-dinner canapés, drinks and networking
- Three course meal
- Guest Speaker
- High calibre entertainment

Dependent on the approval of the date of the awards, tentative bookings have been made for a Guest Speaker and Entertainment. The Guest Speaker will be Neil Druce from the Junee Liquorice and Chocolate Factory, the Factory is operated by Green Grove Organics, a family operated farm based enterprise that has been practicing organic farming since 1962. The Entertainer for the evening will be one of Victoria's most iconic musical performers Mike Brady.

COSTS/BENEFITS

Nil

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

Nil

MOTION

Moved: Cr Condliffe

Seconded: Cr McKinnon

That Council approve the following venue and date for the 2013 Loddon Powercor Excellence Awards :

- 1. Venue, the Eddington Hall
- 2. Date, Thursday May 30, 2013



8.2 INGLEWOOD TOWN HALL HUB FUNDING STRATEGY

SUMMARYThis report provides Council with an overview of the Inglewood Town Hall Hub Funding Strategy and
request for allocation of the community planning strategic fund to the project.Author:Tim Jenkyn, Manager Community Planning

File No: 13/09/005

Attachment: Nil

RECOMMENDATION

That Council:

- 1. Receive and note the Inglewood Town Hall Hub Funding Strategy
- 2. Allocate the 2012-13 \$500,000 community planning strategic fund to the project

PREVIOUS COUNCIL DISCUSSION

- Council Report April 2011 Inglewood Focus on Feasibility Study
- Council Forum August 2012 Inglewood Town Hall Hub Discussion
- Council Forum September 2012 Stakeholder Presentation
- Council Report September 2012 Update on the Inglewood Town Hall Hub Project

BACKGROUND

At the September 2012 meeting Council received a presentation from the stakeholder Project Working Group (PWG.) Additionally a draft funding strategy was presented to Council as to how the project can move forward.

FUNDING SOURCE	1 STAGE	2 STAGE PROJECT	2 STAGE PROJECT
Community Planning CP	PROJECT	with RDAF	without RDAF
Community Planning Strategic	CP 150K	CP 75K x 2 (150K)	CP 150K x 1
Fund (CPSF)	CPSF 500K	CPSF 125K x 2 (250K)	CPSF 500K x 1
Putting Locals First (PLF)	PLF 500K	PHL 50K x 2 (100K)	PLF 500K x 2 (1M)
Philanthropic (PHL)	PHL 100K	PLF 500K x 2 (1M)	PHL 200K
Regional Development	RDAF 500K	RDAF 500K x 1	RDAF Nil
Australia Fund (RDAF)	CEEP 100K	CEEP 100K x 1	CEEP 100K
Community Energy Efficiency Program (CEEP)	TOTAL 1.85M	TOTAL 2.1M	TOTAL 1.95M

ISSUES/DISCUSSION

Based on estimates the cost for a first stage development of the Inglewood Town Hall Hub project is around \$1.8 to 2.1 million, the elements of which were presented at the September council forum. In order to attract external funding detailed plans and opinion of probable cost are required for any application to the State or Federal Governments.



In September 2012 the Project Working Group submitted an application to the State Government Putting Locals First Program for a planning grant in order to produce a business plan, operational charter and governance process, opinion of probable cost and architectural plans for a community-business hub located at the Inglewood Town Hall. Council have been notified of success in achieving the planning grant so this work can now proceed.

Expressions of Interest for the Regional Development Australia Fund (RDAF) opened at the end of October 2012 and closed on the 5th of December 2012. Round three of RDAF, a competitive grants program can provide funding up to \$500,000 for projects located in small towns in rural and regional Australia, with a population less than 30,000. Preference is for projects that have partner contributions, particularly where the contributions include cash. (*RDAF guidelines*)

Council Officers submitted an expression of interest to the RDAF Committee for consideration requesting a \$500,000 contribution to the project. If the RDAF committee recommend the project proceed to application then it is to be submitted by the 27th of March 2013.

An application to the State Government Putting Locals First Program is also anticipated at this stage, as an adjunct to the planning work to be undertaken in early 2013. This has been discussed with State Government representatives and the detailed planning will direct thinking as to whether an application for funding to the PLF program is required for a single stage or 2 stage project.

If these applications are successful then the project seeks allocation of the community planning strategic fund in order to deliver the project.

COSTS/BENEFITS

Council and the Inglewood Community Plan have in previous years allocated \$150,000 in community plan funds. Allocation of the \$500,000 community plan strategic fund will provide a total council contribution of \$650,000 to the project. Based on the funding models identified this investment has the potential to attract between \$1.2 and \$1.5 million of external funding to the project.

RISK ANALYSIS

That funding sources are not secured.

CONSULTATION AND ENGAGEMENT

Project planning, consultation and engagement commenced in 2009. This has included the focus on feasibility study, town hall hub strategic plan and detailed planning work undertaken by the project working group to date.

MOTION

Moved: Cr Beattie

Seconded: Cr Condliffe

That Council:

- 1. Receive and note the Inglewood Town Hall Hub Funding Strategy
- 2. Allocate the 2012-13 \$500,000 community planning strategic fund to the project



9. DIRECTOR COMMUNITY AND WELLBEING REPORTS

9.1 LODDON HEALTHY MINDS NETWORK – STRATEGIC PLAN UPDATE

SUMMARY		
This report provides Council with an update on progress relative to the Loddon Healthy Minds Network Strategic Plan.		
Author:	Wendy Gladman – Acting Director Community Wellbeing	
File No:		
Attachment:	Loddon Health Minds Network – Strategic Plan 2011-2016 Action Plan	

RECOMMENDATION

That Council receive and note the Loddon Healthy Minds Network Strategic Plan progress report

PREVIOUS COUNCIL DISCUSSION

Council adopted the Healthy Minds Strategic Plan 2011-2016 at the Ordinary Meeting held on 12 December 2011

BACKGROUND

The Loddon Healthy Minds Network is a special committee of Council operating since 2007. The network meets bi-monthly and consists of representatives from Council, health professionals and community members with an interest in mental health and wellbeing. Cr Condliffe is the current Chair of the committee.

A strategic plan was developed and adopted by Council in December 2011 and further establishes the direction of the Healthy Minds Network for the period 2011-2016.

Community AwarenessBuild an awareness with the general public about mental health issuesAdvocacyAdvocate for the best possible outcomes for Loddon residentsEducationEducate clients, carers and network members about the services that are
availablePromotionPromote the network and its servicesPartnershipsDevelop key partnerships

The six key performance priorities of the network were determined as:

From each of these key performance areas goals were identified, and an action plan developed providing timeframes and measures that will assist in the reporting and evaluation of the outcomes.

Improve the governance of the network

ISSUES/DISCUSSION

The Loddon Health Minds Strategic Plan 2011-2016 Action plan has been provided as an attachment.

COSTS/BENEFITS

Governance

Council allocates an annual budget of \$5,000 to the Healthy Minds Network committee.

The 2012 activities of the network were further supported with funding provided through the Floods Community Recovery Fund.

RISK ANALYSIS

NIL



10 December 2012

CONSULTATION AND ENGAGEMENT

Bi-Monthly meetings inform the progress of the Loddon Health Minds Strategic Plan actions.

MOTION

Moved: Cr Condliffe

Seconded: Cr McKinnon

That Council receive and note the Loddon Healthy Minds Network Strategic Plan progress report



10. GENERAL BUSINESS

MOTION

Moved: Cr Condliffe

Seconded: Cr Beattie

That the following items be treated as urgent business.

Carried

10.1 EVENT SPONSORSHIP APPLICATIONS – JANUARY 2013 TO JUNE 2013

SUMMARY

Report recommends allocation of funding under the Loddon Shire Events Sponsorship Scheme for three major events and ten minor events to be held between 1 January 2013 and 30 June 2013, along with minor amendment to application closing dates.

Author: Allan Stobaus

File No: 19/02/004

Attachment: Recommended LSC Events Sponsorship Scheme Allocations: 1 Jan to 30 June 2013

RECOMMENDATION

That Council:

- 1. Allocate \$7,000 under the 2012/13 Loddon Shire Council Events Sponsorship Scheme towards 3 major and 10 minor events, as nominated within the attached schedule.
- 2. Change the application closing date for events held between 1 January and 30 June, to 31 October.

PREVIOUS COUNCIL DISCUSSION

In October 2010, Council resolved to adopt changes to the Loddon Shire Major Events Support Scheme. These changes included renaming of the scheme to the Loddon Shire Events Sponsorship Scheme as well as various administrative and structural improvements.

At its Ordinary meeting held during June 2012, Council resolved to allocate a total of \$6,000 under the 2012/13 Loddon Shire Council Events Sponsorship Scheme towards two major and ten minor events during the period 1 July to 31 December 2012.

BACKGROUND

Since the inception of the Loddon Shire Events Sponsorship Scheme in 1999, approximately \$162,000.00 has been allocated to support various community, sporting and public events throughout the Shire.

Guidelines of the Scheme are as follows:

- 1. Recipients of allocations are required to enter into a formal accountability process which requires:
 - Acceptance of a formal agreement outlining conditions of the grant prior to receiving the allocation.



- Provision of a completion statement confirming that the grant has been spent in accordance with the grant conditions.
- 2. Two funding categories are available, namely:
 - Major Event Category: Grants available up to \$1,000 for events of regional or state significance i.e. state sporting events and/or major festivals, and that attract a significant number of visitors from outside the region.
 - Minor Event Category: Grants available up to \$400 for events of local and sub-regional significance i.e. annual sporting tournaments or local community festivals.
- 3. Allocations will be made bi-annually with funding recommendations reported to Council as follows:
 - For events planned during the period 1 January 30 June: Applications must be received no later than 5pm, 30 November with recommendations reported to Council at the December Council Meeting.
 - For events planned during the period 1 July 20 31 December: Applications must be received no later than 5pm, 30 May 2012 with recommendations reported to Council at the June Council Meeting.

ISSUES/DISCUSSION

Thirteen applications have been received for events to be held between 1 January 2013 and 30 June 2013.

Three of these applications requested funding under the Major Events Category (\$1,000), all 3 of these were considered to be eligible for Major Event funding.

All ten applications received under the Minor Event Category (\$400) have also been recommended for funding.

In regard to the November 30 closing date for applications, an issue has been identified with respect to meeting Council reporting deadlines as the agenda for December meeting closes prior to the closing date for applications.

In order to resolve this issue it is proposed that the application closing date for events held between 1 January and 30 June be brought forward to 31 October.

COSTS/BENEFITS

The Event Sponsorship allocations are intended to assist community and sporting groups promote events held within the municipality. Financial assistance for the promotion and organisation of local events is intended to result in the following benefits:

- Attraction of more participants/spectators to local events.
- Economic benefits resulting from increased visitation to Loddon
- The promotion of Loddon's organisations and clubs, both locally and to wider areas.

RISK ANALYSIS

N/A

CONSULTATION AND ENGAGEMENT

N/A

MOTION

Moved: Cr Beattie

Seconded: Cr Holt

That Council:

- 1. Allocate \$7,000 under the 2012/13 Loddon Shire Council Events Sponsorship Scheme towards 3 major and 10 minor events, as nominated within the attached schedule.
- 2. Change the application closing date for events held between 1 January and 30 June, to 31 October.
- 3. Add the March 2013 Boort Trotting Cup to the Major Events category

Carried



10.2 INNOVATIVE FARMING – IMPLEMENTATION PLAN

SUMMARY		
The Innovative Farming Implementation Plan has been developed by a consortium consisting of the Loddon, Campaspe and Gannawarra Shire Councils, the North Central Catchment Management Authority and La Trobe University.		
Author:	Bryan McEwan Director Economy and Community	
File No:		
Attachment:	Nil	

RECOMMENDATION

That Council endorse the Innovative Farming Implementation Plan.

PREVIOUS COUNCIL DISCUSSION

The innovative Farming Implementation Plan was reported to Council at the December 2012 Council Forum.

BACKGROUND

Nil

ISSUES/DISCUSSION

The Innovative Farming Implementation Plan is a key result outcome for the 'Living with Less Water: Adaptation Strategies for the New Dryland' project funded through the Commonwealth Department of Sustainability, Environment, Water, Population and Communities.

Loddon Shire Council is the lead agency in the administration of the project which includes consortium members of the Shires of Gannawarra and Campaspe, the North Central Catchment Management Authority and LaTrobe University. The NCCMA is the project manager on behalf of the consortium.

The project is nearing completion and a plan is in its final draft. The aim of the plan is to assist landholders as they make long-term decisions about farm modernisation.

The actions described within the plan are:

- Attract and enable investment in high value irrigation and new crops
- Lift regional farming competitiveness through research and development (R&D) and practice change programs
- Inform and facilitate modernisation with new "Future Farm Connect" (FFC) Program
- Rationalise under-utilised and high cost irrigation supply infrastructure
- Facilitating Government approvals
- Implementation Plan coordination and governance

The project has highlighted the enormous unrealised potential of the region and proposes further investment to assist in realising this potential.

The implementation of the plan's recommendations will:

- Enable a productive, sustainable and streamlined transition to the modernised G-MW system.
- Assist with the transition to a future with less water and/or more variable water.
- Encourage individuals to achieve their individual farm planning decisions more speedily, at less cost and more efficiently than would be the case without the Plan.
- Enable more effective management of the public benefits of farming land use change, such as environmental care.
- Provide processes that will optimise the benefits of irrigation modernisation and minimise the



risks of stranded public assets.

- Achieve a more self-reliant farming sector by addressing long term strategic farming decisions.
- Encourage regional development.
- Integrate irrigation modernisation with sustainable land and water use and community wellbeing

COSTS/BENEFITS

Nil

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

Nil

MOTION

Moved: Cr McKinnon

Seconded: Cr Condliffe

That Council endorse the Innovative Farming Implementation Plan.



11. CONFIDENTIAL ITEMS

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

MOTION	
Moved: Cr Beattie	Seconded: Cr McKinnon
That the meeting be closed to the public at 5.06pm.	
	Carried
11.1 REVIEW OF ACTION SHEET	
MOTION	
Moved: Cr Holt	Seconded: Cr Beattie
That Council receive and note the Action Sheet.	
	Carried
11.2 LODDON SHIRE PARKS AND GARDENS FA	CILITIES CLEANING CONTRACT
MOTION	
Moved: Cr Beattie	Seconded: Cr Holt
That Council:	
1. Increase the 2012/2013 Parks & Gardens	s Budget by \$83,571.

2. Award Contract No. 261 Cleaning Services – Loddon Shire Parks and Gardens Facilities to Wayne Cleaning Systems for the sum of \$450,631 over the next 3 years.

MOTION	
Moved: Cr Holt	Seconded: Cr Beattie



That the meeting be re-opened to the public at 5.40pm.

Carried

NEXT MEETING

The next Ordinary Meeting of Council will be held on 29 January 2013 at Serpentine commencing at 3.30pm.

There being no further business the meeting was closed at 5.40pm.

Confirmed this...... 2013

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