

LODDON SHIRE COUNCIL

Notice of an Ordinary Meeting of the Loddon Shire Council to be held in the Council Chambers, Serpentine on Tuesday 26 August 2014 at 3pm.

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1. APOLOGIES

Nil

2. PREVIOUS MINUTES

2.1 CONFIRMATION OF MINUTES

SUMMARY

Seeking approval of the unconfirmed minutes of the previous Council Forum and Meetings.

Author: John McLinden - Chief Executive Officer

Council Plan ref: Core business 8: Compliance

File No: 02/01/001

Attachment: Nil

RECOMMENDATION

That Council confirm:

1. *the minutes of the Council Briefing of 22 July 2014*
2. *the minutes of the Ordinary Council Meeting of 22 July 2014*
3. *The minutes of the Special Council Meeting of 12 August 2014*
4. *The minutes of the Council Forum of 12 August 2014*

2.2 REVIEW OF ACTION SHEET

SUMMARY

Approval of Action Sheet.

Author: John McLinden - Chief Executive Officer

Council Plan ref: Core business 8: Compliance

File No: 02/01/001

Attachment: 2.2 Action Sheet

RECOMMENDATION

That Council receive and note the Action Sheet.

3. COUNCILLORS' REPORTS

3.1 MAYORAL REPORT

SUMMARY

Approval of the Mayoral Report.

Author:	John McLinden, Chief Executive Officer
Council Plan ref:	Core business 1: Leadership
File No:	02/01/001
Attachment:	Nil

RECOMMENDATION

That Council receive and note the Mayoral Report.

3.2 COUNCILLORS' REPORT

SUMMARY

Approval of Councillors' Reports.

Author:	John McLinden, Chief Executive Officer
Council Plan ref:	Core business 1: Leadership
File No:	02/01/001
Attachment:	Nil

RECOMMENDATION

That Council receive and note the Councillors' Report.

4. **DECISION REPORTS**

4.1 **2013/14 FINANCIAL, STANDARD AND PERFORMANCE STATEMENTS IN PRINCIPLE REPORT**

SUMMARY

This report seeks "in principle" support from Council for the Financial, Standard and Performance Statements for the year ended 30 June 2014.

Author	Deanne Caserta, Manager Financial Services
Council Plan ref:	Core business 6: Financial stability
File no:	08/06/001
Attachment:	Draft Financial Statements and Performance Statements Draft Standard Statements

RECOMMENDATION

That Council:

1. *Adopts the Financial, Standard and Performance Statements for the year ended 30 June 2014 as presented, "in principle"*
2. *Authorise the Chief Executive Officer to make any amendments to the Financial, Standard and Performance Statements for the year ended 30 June 2014 that may be requested by the Auditor General*
3. *Authorise the Mayor Cr Gavan Holt and one other Councillor to certify the audited Financial, Standard and Performance Statements for the year ended 30 June 2014.*

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

Council's external auditors, Richmond, Sinnott and Delahunty, acting on behalf of the Victorian Auditor General's Office, visited Council's Wedderburn office on 28 and 29 July 2014 to finalise the audit of Council's Financial, Standard and Performance Statements for the year ended 30 June 2014.

A condition of the Local Government Act is that Council cannot formally submit the Financial or Standard Statements (S. 131 (7)) or Performance Statements (S. 132 (6)) to the Minister without having passed a motion giving in principle support to those statements.

It is also a condition of the Local Government Act that Council authorise two Councillors to certify the Financial and Standard Statements after any modifications required by audit process (S. 131 (8)); and also that Council authorise two Councillors to certify the Performance Statement after any modifications required by the audit process (S. 132(7)).

ISSUES/DISCUSSION

The annual Financial Statements are presented in accordance with all relevant Australian Accounting Standards and consist of a Comprehensive Income Statement, a Balance Sheet, a Statement of Changes in Equity and a Statement of Cash Flows, along with detailed notes expanding upon each of these.

The Standard Statements consists of a Standard Income Statement, a Standard Balance Sheet, a Standard Cash Flow Statement and a Standard Capital Works Statement. The Standard Statements require a comparison of actual results to initial budget, and include an explanation where all material (greater than 10%) actual variances to budget occur.

The Performance Statement compares Council performance over the year for the Key Deliverables as identified in the 2013/14 Annual Budget.

COSTS/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed.

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

RISK ANALYSIS

The provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget.

CONSULTATION AND ENGAGEMENT

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

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.

4.2 VOLUNTEER POLICY FOR ADOPTION

SUMMARY

This report is to provide the Volunteer Policy for adoption by Council.

Author	Wendy Gladman, Director Community Wellbeing
Council Plan ref:	Core business 2: Provision of wellbeing services
File no:	12/14/001
Attachment:	Volunteer Policy

RECOMMENDATION

That Council adopt the Volunteer Policy.

PREVIOUS COUNCIL DISCUSSION

The draft Volunteer Policy was provided to a Council briefing on Tuesday 22 July 2014 for consideration.

BACKGROUND

The Community Care Common Standards accreditation undertaken by the Community Care Department identified a requirement to have an overarching volunteer policy to support the involvement of volunteers in the delivery of the service.

Currently volunteers support the Home and Community Care (HACC) Meals on Wheels program and the Loddon Visitor Information Centre. The policy has been written to encompass these departments and any future volunteer activity that develop in other areas within Council.

ISSUES/DISCUSSION

The Volunteer Policy establishes how volunteers will be supported by Council and provides a framework in which volunteer services will operate. The policy will be supported by individual volunteer guidelines established by the operational departments who engage volunteers.

These guidelines align with Council and volunteer responsibilities as outlined in the policy.

COSTS/BENEFITS

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

Volunteering benefits the Loddon community, Council and the volunteers. It is acknowledged that there are responsibilities that both the volunteer and Council are required to commit to in order to provide the best possible service to the Loddon community.

RISK ANALYSIS

The adoption of the Volunteer Policy will eliminate the risks associated with the absence of a policy:

- meeting Community Care Common Standards accreditation requirement
- creates a clear position on Council and volunteer responsibilities when engaging volunteers

CONSULTATION AND ENGAGEMENT

This policy was developed in consultation with the Community Care and Tourism departments, the key areas within Council who currently engage volunteers.

The policy has also been presented to relevant internal sectors as required in Council's Strategic Document policy and procedure framework:

- Management and Leadership Team
- Management Executive Group

- Council briefing

4.3 FINANCE REPORT FOR THE PERIOD ENDING 31 JULY 2014

SUMMARY

This report provides Council with financial information for the period ending 31 July 2014.

Author	Deanne Caserta, Manager Financial Services
Council Plan ref:	Strategic enabler: Sound financial management protocols
File no:	08/06/001
Attachment:	Finance Report for Period Ending 31 July 2014

RECOMMENDATION

That Council:

1. *receives and notes the 'Finance Report for the period ending 31 July 2014'*
2. *approves budget revisions included in the report for internal reporting purposes only*
3. *approves the supplementary valuations of rateable and non-rateable properties in respect of the 2014/15 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2014/15.*

PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis.

BACKGROUND

The Finance Report for the period ended 31 July 2014 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 in the format provided in the 2014/15 Budget, and includes operating results, capital expenditure and funding sources.

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

- splitting of parcels into new rateable assessments
- development of vacant or unproductive land (urban and rural)
- consolidation of separate rateable assessments into one assessment
- re-assessment of property valuations arising from objections to the initial valuation
- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title
- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)
- supplementary valuation correction.

ISSUES/DISCUSSION

Nil.

COSTS/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed along with an accurate representation of property valuations is reflected in Council's rating system and the distribution of rate notices for the year 2014/15.

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

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

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

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

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

4.4 REVIEW OF LEVELS OF AUTHORITY

SUMMARY

This report seeks Council adoption of the revised Levels of Authority document.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Core business 8: Compliance
File no:	18/01/001
Attachment:	Levels of Authority

RECOMMENDATION

That Council adopts the revised Levels of Authority document.

PREVIOUS COUNCIL DISCUSSION

Council considered the draft revised Levels of Authority document at its July 2014 Council Briefing.

BACKGROUND

The Levels of Authority provides staff with parameters around their ability to undertake certain functions. These include:

- Purchasing and payment of goods, services, and works
- Contact with the media
- Employment related matters
- Authorisation of the write off of debtors
- Management of bank accounts
- Authorisation for Section 181 sales
- Authorisation of credit cards.

The document is updated annually to ensure that it remains relevant to Council's operations.

ISSUES/DISCUSSION

Changes to the current version include:

- removal of position of Management Accountant, as the position no longer exists
- addition of Planning/Local Laws Compliance Officer and Recreation Facilities Handyman as purchasing officers
- the section on "Write off debtors" has been amended to refer to the Provision for Doubtful Debts and Writing off Bad Debts Policy that was adopted by Council on 24 June 2014.

COSTS/BENEFITS

There are no financial implications arising from the proposed changes to the document.

RISK ANALYSIS

Council's Risk Management Policy has been used to apply a risk based approach in assigning the various levels of authority in the document.

CONSULTATION AND ENGAGEMENT

Council staff was consulted to obtain feedback about any changes that were required to the current document.

4.5 BRIDGEWATER FLOOD MANAGEMENT PLAN

SUMMARY

Seeking Council representation on a steering committee to guide the development of the Bridgewater Flood Management Plan.

Author	John McLinden, Chief Executive Officer
Council Plan ref:	Core business 3: Planning for future needs
File no:	19/01/004
Attachment:	Community Reference Group Committee Invitation

RECOMMENDATION

That Council nominate two councillors as members of a steering committee to guide the development of the Bridgewater Flood Management Plan.

PREVIOUS COUNCIL DISCUSSION

Nil.

BACKGROUND

The Bridgewater Flood Management Plan was announced on 30 July 2014.

ISSUES/DISCUSSION

A community-led steering committee is being formed by the North Central Catchment Management Authority to guide the development of the Plan. The attached invitation provides more detail about the Plan and Draft Terms of Reference for the Committee.

Council has been invited to nominate a couple of councillors to sit on the steering committee, and also to nominate a staff member.

The staff member representative was requested to be someone who has a broad overview of the Council's strategic plans with regards to infrastructure, drainage and flood management, and have the authority to make commitments on behalf of Council within the scope of development and future execution of the Plan. Ian McLauchlan, Director Operations, will be the staff member representative on the committee.

Attached is an invitation and scope of reference for the steering committee members. The first meeting of the Bridgewater Flood Management Plan Steering Committee has been scheduled from 1-3pm on Thursday 4 August at the Bridgewater Bowling Club, with sandwiches beforehand from 12:30pm.

Following Council's decision, the North Central Catchment Management Authority will be advised who will be participating in the steering committee, and a signed agreement will be returned for each representative.

COSTS/BENEFITS

No financial costs or benefits have been identified with Council representation on this committee, other than time spent on the committee.

RISK ANALYSIS

If Council does not participate on the steering committee, there would be a risk that its position will not be represented in the final Plan.

CONSULTATION AND ENGAGEMENT

Nil.

4.6 COMMUNITY ACCESS AND INCLUSION PLAN 2013-2015 YEAR 1 PROGRESS REPORT

SUMMARY

Provides Council with an update on the Year 1 progress of the Community Access and Inclusion Plan 2013-2015

Author	Jolie Middleton, Disability Inclusion Officer
Council Plan ref:	Strategic enabler: Delivery of service excellence
File no:	12/12/004
Attachment:	Community Access and Inclusion Plan 2013-2015, Action Plan

RECOMMENDATION

That Council:

1. *Receive and note the Community Access and Inclusion Plan 2013-2015 progress report for Year 1.*
2. *Approve the recommended changes to the action plan for continuous improvement.*

PREVIOUS COUNCIL DISCUSSION

The Community Access and Inclusion Plan 2013 – 2015 was adopted by Council at its ordinary meeting held 25 February 2013.

BACKGROUND

Section 38 of the Victorian Disability Act 2006 sets a legislative requirement for all Local Governments to have a Disability Action Plan (Community Access and Inclusion Plan). The Community Access and Inclusion Plan 2013 - 2015 is Loddon Shire Council's commitment to continue to reduce the barriers experienced by people with a disability.

It is a requirement of this plan that progress be evaluated annually to monitor goals and achievements as well as identify opportunities for continuous improvement.

ISSUES/DISCUSSION

Evaluation of Year 1 of the Community Access and Inclusion Plan 2013-2015 demonstrates that initial steps have been achieved towards progressing the goals of the plan. When reviewing the action items it was evident much of the progress had been completed as part of normal practices and processes within Loddon Shire. This is a positive reflection upon the Shire; demonstrating that staff are incorporating access and inclusion principles within their work, which could perhaps be an indicator of the subtle changes in the culture of the organisation influenced by this plan and its predecessors.

Year 1 has seen positive changes towards reducing the barriers experienced by people with a disability and has built a good foundation for further achievements and proactive approaches to be implemented in Year 2 of the plan.

A detailed report of progress against each objective is outlined below.

Objective 1: Reducing barriers to persons with a disability accessing goods, services and facilities

Positive steps have been taken to *reduce barriers to persons with a disability accessing goods, services and facilities* however review of the Year 1 progress for this objective shows that further consideration and planning needs to be given to sustainable processes and practices that will increase the Shire's proactive approach to the objective.

Progress of each action for this objective is highlighted below:

Actions 1.1 & 1.2: *Undertake audits on Loddon Shire Council's buildings and facilities for accessibility and subject to the audit outcomes, prioritise and action works identified (Subject to yearly budget).*

Accessibility considerations have been built into the standard inspection template applied to all Shire buildings and facilities.

Physical inspection is scheduled to occur during 2014-2015 at which time it is envisaged that a number of required accessibility improvements projects shall be identified.

Action 1.3: *All new Loddon Shire Council Capital Works projects are to have an access audit completed.*

Two internal access audits and one external access audit were conducted during Year 1.

Review of this action item indicates that the requirement of an access audit to be completed for all new capital projects poses significant budget implications that present as a barrier to this occurring.

It is recommended that this action item be changed to: "All new Loddon Shire Council Capital Works projects comply, so far as reasonably practicable, with the Disability Discrimination Act 1992".

It is recommended that this action indicator be changed to: "Evidence that planning and delivery for relevant capital projects has incorporated consideration and compliance with the Disability Discrimination Act 1992 can be demonstrated".

Plans for inclusion of an item to prompt a check for accessibility compliance in the internal project checklist have been identified.

Action 1.4: *Continue to work with and build the skills of the Loddon Shire Council staff who have undertaken accessibility training.*

It has been identified that Loddon Shire does not complete sufficient works requiring full access audits to facilitate staff maintaining formal accreditation.

It is recommended that this action indicator be changed to "Maintain/Improve number of staff trained". At present three staff members have completed disability access professional development sessions.

Action 1.5: *Investigate potential funding opportunities for third party owned buildings to improve facilities.*

Four community groups were supported to lodge funding applications for general building upgrades which also resulted in significantly improved access to these community facilities.

Support to identify alternative options to improve accessibility was also provided for instances where funding was not required or could not be sourced.

Action 1.6: *When any publications, documents and media prepared by the Loddon Shire Council are reviewed, ensure they comply with accessibility guidelines.*

During the implementation of Year 1 for this plan, it was identified that the Responsible Manager for this action item needed to be changed to Executive Assistant.

Council have adopted a style guide for all Council documents and publications. At the time of the Year 1 review of this plan, limited progress has been achieved. Further improvements, with the aim to review the style guide, are planned for Year 2 of the plan.

Action 1.7: *Continue to advocate for improved and accessible public transport systems.*

The Transport Connections Program finished in June 2013. Transport accessibility has been allocated as a standing agenda item for the Loddon Primary Care Partnership meetings.

It is proposed to change the indicators of this action to better reflect the objective.

It is recommended to change the indicator to: "Number of opportunities to advocate for improved and accessible public transport systems engaged".

It is recommended that the Responsible Manager be changed to "Manager Community Planning" and the Partners be changed to "All Managers".

Action 1.8: *Continue to provide and promote Loddon Shire Council's accessible website that features tools such as BrowseAloud.*

Readspeaker, screen reader software, was purchased to replace the previous application, BrowseAloud. This new software has now been integrated into the new website. The new website is being developed to meet the Web Content Accessibility Guidelines (WCAG 2.0).

Since its launch in April 2014, and as at the time of drafting this report, 16 June 2014, the ReadSpeaker software on the new website has received 102 hits.

Objective 2: Reducing barriers to persons with a disability obtaining and maintaining employment

Year 1 has seen a focus upon policy development and strategic changes, through the Equal Opportunity Policy and the actual implementation of the new Community Access and Inclusion Plan. Promoting awareness and understanding of these changes has provided the basis for initiatives that will support the organisation to work towards being an employer of choice for people with a disability.

Progress of each action for this objective is highlighted below:

Action 2.1: *Implement new Equal Opportunity Act 2010 legislation to ensure Loddon Shire Council takes appropriate steps to prevent discrimination, in conjunction with prevention of sexual harassment and victimisation.*

New Equal Opportunity Policy adopted in August 2013, in line with the Equal Opportunity Act 2010.

Action 2.2: *Enhance work experience and placement opportunities for people experiencing disadvantage/disability.*

Two work experience opportunities were coordinated through Wedderburn Secondary College within the workshop and parks & gardens areas. Further exploration of how to engage community members who may require further work experience in order to enhance their skills and gain employment is planned for Year 2. Initial discussions have commenced with the National Disability Recruitment Coordinator (NDRC) who will be able to form a partnership with Loddon Shire and support this process as well as enhance the organisations ability to employ people with a disability.

Action 2.3: *Raise awareness of diversity, access and inclusion through the internal staff newsletter.*

Regular presentations at staff meetings to raise awareness of diversity, access and inclusion have been conducted throughout Year 1. This approach to raising awareness has proved valuable with many staff members actively approaching the Disability Inclusion Officer for support or guidance in ensuring their work is accessible and inclusive for all members of the Loddon Shire community.

A brief Year 1 report on the CAIP progress is planned to be the first instalment for ongoing newsletter articles, continuing to be complimented by presentations/updates at staff meetings.

Action 2.4: *Build on/enhance manager and staff knowledge and practical skills that support diversity within the workplace.*

No training has been provided. The potential partnership with the National Disability Recruitment Coordinator (NDRC) will provide the opportunity for expert advice and training sessions on how to employ and support people with a disability in the workplace.

Objective 3: Promoting inclusion and participation in the community of persons with a disability

Significant steps have been taken in Year 1 towards achieving the actions of this objective which provide a good basis for further promotion of innovative ideas and concepts, that continue to enhance the inclusion and participation of people with a disability and in turn influence the broader community.

Progress of each action for this objective is highlighted below:

Action 3.1.1: *Prepare an Accessible Accommodation Listing Guide.*

An Accessible Accommodation Guide and Access Checklist for accommodation providers were developed with the support of a community reference group. Visits to accommodation providers and project completion are anticipated to be delivered by June 2014.

Action 3.1.2: *Promote the Accessible Accommodation Listing Guide through the Loddon Visitor Information Centre and Loddon Shire Council Website.*

Completion of the Accessible Accommodation Guide project will provide for this action to be achieved as planned in Year 2.

Action 3.2: *Promote accessibility and inclusion through the Community Grants Program.*

The Community Grants Program assessment criteria give higher priority consideration to applications that address access for all and consider the needs of people with a disability. In Year 1, two successful grant applications addressed increasing accessibility for all.

Action 3.3: *Promote and encourage the use of the Companion Card and Victorian Carers Card throughout Loddon Shire.*

Loddon Shire Council is affiliated with the Companion Card Program and the Victorian Carer Card Program. Management contracts for all Council owned ticketed facilities require that these programs be supported, with five places offering concession as part of the Carer Card Program.

In addition to those facilities owned by Council, two tourism businesses within the Loddon Shire promote the companion card through their business and two football clubs are registered affiliates with the Companion Card Program as part of the North-Central Football League.

Further awareness raising of these initiatives needs to be explored for Year 2 to increase the number of affiliated businesses and services within the Loddon Shire.

Objective 4: Achieving tangible changes in attitudes and practices which discriminate against persons with a disability

Year 1 has seen many activities that support tangible changes in discriminatory attitudes and practices conducted as part of the normal roles of staff however limited deliberate actions were implemented which may indicate a lack of "disability confidence" for staff. Future focus will need to be given to enhancing staff awareness, understanding, attitudes and ability to grow existing practices and implement specific actions towards achieving this objective.

Action 4.1: *Work with community groups to provide opportunities to up-skill and change attitudes and practices which discriminate against persons with a disability.*

No formal sessions were held, however:

- Community Planning staff support several community groups, who are preparing plans for public open space upgrades, to consider the needs of people with a disability and proactively engage with local people with a disability when consulting with community on these projects.
- Recreation staff are involved in future planning with clubs, through which they support groups to consider disability and understand the accessibility requirements associated with any facility upgrades.
- The Accessible Accommodation Guide works with accommodation providers across the Shire to raise awareness of disability and change discriminatory attitudes and practices.

Planned training sessions need to be considered for Year 2 and attention given to identifying existing opportunities for disability awareness raising.

The Municipal Public Health & Wellbeing Plan gives further priority to this action and compliments it with an additional key project to "Work with Sporting groups to provide

opportunities to up-skill and change attitudes and practices which discriminate against people with a disability”.

Action 4.2: *Promote the Community Access and Inclusion Plan 2013-2015 to staff.*

An all staff presentation was conducted in September 2013. It is intended that actions are put into 2014 Staff Development Reviews.

Action 4.3: *Report on the implementation of the Community Access and Inclusion Plan 2012-2015.*

As per this report.

Action 4.4: *Ensure the voices of people with a disability are heard and considered in community engagement.*

No community consultations were conducted where the number of people with a disability included was recorded. However, people with a disability were included in Council engagements through other means; three community members with a disability were involved as part of a reference group for the Accessible Accommodation Guide project and ten community requests regarding disability access were raised through the Operational Access Group meetings.

Further to this, staff are regularly contacting the Disability Inclusion Officer for advice and guidance to ensure their work considers the needs of people with a disability.

Exploration of Council’s processes for recording of demographic details of community members in Council engagements may need to be explored in Year 2 in order to assess Council’s engagement processes are adequately reaching people with a disability. Adding further to this, the Municipal Public Health & Wellbeing Plan compliments this action, highlighting the need for increased and more inclusive engagement with our community, with an additional key project to “Develop a community engagement framework and policy”.

Action 4.5: *Ensure all strategies and plans developed by the Loddon Shire Council consider access and inclusion principles as specified in ‘Strategic Document Policy & Procedure Framework’.*

All strategic documents now consider and make reference to the Charter of Human Rights and Responsibilities Act 2006 as part of the ‘Strategic Document Policy & Procedure Framework’. This provides a prompt for the responsible officer to consider access and inclusion principles in relation to the twenty fundamental human rights when developing strategies and plans.

The Municipal Public Health and Wellbeing Plan is an example of a plan that specifically considers the principles with specific actions to address access and inclusion of people with a disability.

In Year 2, consideration may need to be given to staff understanding of the Human Rights and Responsibilities Charter and their ability to apply it when developing strategies and plans. The need for a more thorough prompting checklist may need to be explored to ensure staff are considering all diverse groups.

A further observation during Year 1 is that there would be benefit in introducing a steering group for the plan, with key responsible managers as members. Regular meetings of this group would provide a forum where the actions of the plan are continually discussed and gaps can be identified and responded to through the life of the plan versus on an annual basis. Such a forum would also provide opportunity to increase the “disability confidence” and understanding of the goals of the plan for responsible managers and identify cross-departmental partnering opportunities within the organisation to achieve the goals of the plan.

COSTS/BENEFITS

The continued priority given to this plan is crucial in influencing the broader Loddon Shire community to be inclusive of people with a disability.

Works that Loddon Shire Council does towards reducing the barriers experienced by people with a disability and supporting inclusion of all abilities within our community adds to the diverse wealth of our

communities. In addition, this work also contributes towards the bigger picture of supporting our country in achieving its obligations under the United Nations Convention on the Rights of Persons with Disabilities.

The majority of actions outlined within the plan will be completed using existing resources and therefore do not require additional funding.

Those which shall require funding are proposed to be resourced via internal/external grants or via redistribution of existing budgets.

RISK ANALYSIS

It is a legislative requirement that Council act compatibly with the basic rights, freedoms and responsibilities set out in the Victorian Charter of Human Rights and Responsibilities Act 2006 (the Charter) and ensure that none of its functions, services or corporate framework discriminates on the grounds of disability in accordance with the Disability Discrimination Act (DDA) 1992.

It is possible for Council to be sued if it does not adhere to the DDA or the Charter.

The Community Access and Inclusion Plan 2013-2015 specifically works to ensure that all areas of Council are being proactive in reducing the risks of discrimination and therefore adhere to the DDA and the Charter.

CONSULTATION AND ENGAGEMENT

All responsible managers were consulted with regard to the progress of their action items and submitted progress comments either as a written response or verbally to the Disability Inclusion Officer.

4.7 LODDON PLANNING SCHEME AMENDMENT C36

SUMMARY

Provides a summary of the report from the Independent Panel appointed to review Amendment C36 and recommends adoption of the amendment subject to changes recommended by the Panel.

Author	Tyson Sutton, Manager Planning and Local Laws
Council Plan ref:	Strategic Platform 2: Grow our population through appropriate development
File no:	13/01/003
Attachment:	Panel Report

RECOMMENDATION

That Council adopt Amendment C36 to the Loddon Planning Scheme subject to the changes recommended by the Independent Panel.

PREVIOUS COUNCIL DISCUSSION

At its March 2014 ordinary meeting Council considered submissions to Loddon Planning Scheme Amendment C36 (Rural Zones Review) and resolved to refer the amendment to an independent panel for review of requested changes to the proposal that it had resolved not to support.

BACKGROUND

Loddon Planning Scheme Amendment C36 was exhibited between 6 February 2014 and 6 March 2014 and received fourteen submissions, ten of which sought changes to the exhibited proposal. Council resolved that it did not support all of the requests for alterations and as a consequence referred the amendment to an independent panel for consideration.

A hearing by the appointed Planning Panel was conducted on 29 and 30 May 2014. They heard presentations from the Loddon Shire, Neil McHugh, Reginald Holt and Paul Bishop. In addition the Panel also considered all of written submissions previously received.

The report of the Independent Panel was received 8 Jul 2014 and contains five recommendations.

ISSUES/DISCUSSION

The Independent Planning Panel appointed by the Minister to review Loddon Planning Scheme amendment C36 recommended that Loddon Planning Scheme Amendment C36 should be adopted subject to the following recommendations:

1. The property at 421 Wedderburn – Wychitella Road in the Skinners Flat North Precinct should remain within the Farming Zone (Nash);
2. Lot 6 LP209162 in the Nine Mile South Road Precinct should remain within the Farming Zone (McHugh);
3. Part CA39 at Laanecoorie Reservoir should be rezoned to Public Use Zone (Goulburn-Murray Water depot);
4. CA40 (part), CA 42 (part) Section 9, Parish of Waanyarra and Lot 1 TP16953 at Laanecoorie Reservoir should be rezoned to Public Conservation and Resource Zone (Brownbill Reserve and eastern bank of Laanecoorie Reservoir); and
5. Modifications to the Local Planning Policy Framework and Schedules to the Rural Conservation Zone and Rural Activity Zone should be included, as shown in Appendices B to E of the attached panel report(refinement of wording of proposed changes to the Municipal Strategic Statement and the proposed Schedules to the Rural Activity Zone and Rural Conservation Zone to clarify intent).

Recommendations 1, 3 and 4 are consistent with Council's adopted position following consideration of submissions.

The recommendation of the Panel in relation to Mr. Neil McHugh's submission (recommendation 2) is contrary to the adopted position of Council. Mr McHugh's property is located in the Nine Mile South Road Precinct and is identified as Lot 6 LP209162. In relation to this precinct the Panel provided the following comments:

The Panel concurs that the Nine Mile South Road Precinct has considerable environmental value in providing a connection between different sections of the Wychitella Nature Conservation Reserve. However, it is also a significant agricultural area, therefore requiring a balance between its farming function and its ecological role.

Amendment C36 proposed to rezone part of Mr McHugh's land from Farming Zone to Rural Conservation Zone due to its function as a biolink between areas of the Wychitella Nature Conservation Reserve. The panel acknowledged that Mr McHugh's property is part of a larger farming enterprise and concluded that it would be impractical for his property to feature a mixture of zonings. They recommend the retention of Lot 6 LP209162 in the Farming Zone.

While the retention of Lot 6 LP209162 in the Farming Zone is not considered ideal it is a relatively small component of the Planning Scheme Amendment. The retention of this land in the Farming Zone will not significantly impact on achieving the overarching goals of the Rural Zones Review

The final recommendation of the Panel (recommendation 5) relates to the suggested wording changes to the Local Planning Policy Framework and the proposed schedules to the Rural Conservation Zone and the Rural Activity Zone. These are not considered to be significant changes to the proposed planning scheme provisions but aid in clearly expressing the intent of the proposed changes.

COSTS/BENEFITS

The proposal will benefit the community by providing a clear expression of appropriate locations for a variety and land uses and provide a range of zoned land to provide for the wider community's needs.

RISK ANALYSIS

Failure to provide appropriately zoned land throughout the Shire may result in lost development opportunities.

CONSULTATION AND ENGAGEMENT

Amendment C36 was exhibited between 6 February 2014 and 6 March 2014. Exhibition included:

- Publication in the Victorian Government Gazette
- Publication in the Bendigo Advertiser
- Publication in the Loddon Times
- Direct mail to prescribed ministers and surrounding landholders
- Copies of the Amendment and supporting documents being available at the Council Offices and on the Department of Planning and Community Development websites.

Submitters were given opportunity to present their position to an Independent Panel which conducted a hearing on 29 and 30 May 2014

4.8 PETITION REGARDING GLENMORE COURT, BOORT

SUMMARY

Presents Council with a petition received in relation to the re-erected dwelling at Lot 2, No. 4 Glenmore Court, Boort.

Author	David Turner, Municipal Building Surveyor
Council Plan ref:	Core business 9: Regulation
File no:	13/06/001
Attachment:	Letter from Mr K Linehan Petition from identified residents in Glenmore Court, Boort

RECOMMENDATION

That Council:

1. Receive and note the petition regarding building works occurring at No. 4 Glenmore Court, Boort.
2. Request that Officers investigate available options in respect to progressing building works at this site and subsequently report back to Council meeting at its next ordinary meeting.

PREVIOUS COUNCIL DISCUSSION

This matter has been reported to Council on several occasions in the "Building Department Statutory Enforcement Activity" reports, and was discussed in more detail at Council's meeting on 25 February 2014.

BACKGROUND

Under the provisions of Section 212 of the Building Act 1993, Loddon Shire is responsible for the administration and enforcement of Parts 3, 4, 5, 7 and 8 of the Building Act 1993 and the Building Regulations 1994, within its municipal district.

In regards to this matter, the owners of the property have failed to complete the dwelling to a standard that is suitable to occupy and despite numerous conversations, no further progress has been made on the re-erected dwelling.

ISSUES/DISCUSSION

A Building Permit was applied for by the owner builders on 3 November 2005.

Building Permit No 20059641 was issued for the re-erection of a weatherboard dwelling, and included an extension to the dwelling and the construction of a detached carport on 1 January 2006.

From commencement of works on the site, complaints have been received by Council from adjacent property owners about the style and nature of the building works.

An inspection was carried out on the site on 4 December 2006 and a "Direction Notice" and covering letter was issued to the owner directing some works to be undertaken on the dwelling as well as raising the issue of applicable time limits to complete approved works under the building permit.

An application to extend the original building permit along with payment of the associated fee was received by Council on 13 January 2007.

An extension to the original building permit was granted on 25 January 2007 with a covering letter emphasising the requirements to complete the project as soon as practically possible and to maintain the building site in a tidy and orderly way.

A further letter was sent to the owners in September 2007, reminding them of the applicable completion date and the possibility of a completely new building permit being required along with another security deposit should the works not be completed by the required date.

Because the works authorised by building permit, No 20059641, had not been completed by the required date another building permit application was received from the owners so they could complete the works under the authority of a valid building permit.

A new Building Permit, No 20080013, was issued on 14 March 2008 authorising the completion of the building works on the re-erected dwelling.

In June 2008 an application to extend the building permit, No 20080013, was received from the owner along with the payment of the associated fees.

In September 2008 a "Building Notice" was issued to the owner requesting them to show cause why they should not carry out building works to complete the dwelling within a period of six (6) months and obtain an occupancy permit or why a building order should not be served to them.

Because the works authorised by building permit number 20080013 had not been completed by the required date an application was received from the owners for a building permit to authorise the completion of building works on the weatherboard dwelling.

A new Building Permit, No 20080049, was issued on 19 November 2008 to authorise the completion of the building works on the re-erected dwelling. This permit excluded the large attached carport that was included on the original Building Permit.

Building Permit number 20080049 was extended on 4 June 2009 to allow the works to be undertaken up until 3 June 2010.

In March 2010, the Municipal Building Surveyor organised for a registered plumber to undertake the installation of spouting, down pipes and connection of the storm water on the dwelling as a means of progressing the works on the re-erected house. This work was paid for with money from the security deposit held by Council.

In April 2012 a letter was received from solicitors (acting for the owners) requesting copies of all building permits and other documents relating to the property at No 4 Glenmore Court, Boort because the owners were looking to sell the property.

During 2011 and 2012 the Municipal Building Surveyor was contacted by people looking to purchase the property and either modify and complete or just complete the dwelling. However complications with owner/builders selling uncompleted dwellings caused all possible purchasers to walk away from the property.

Copies of the Building Permits numbered 20059641, 20059641 amended, 20080013, 20080049, and 20080049 amended were all sent through to the solicitors along with copies of the direction notice and building notice.

During the progress of the building works approximately 26 inspections have been carried out and numerous discussions have occurred with the owner to advise them of their options.

COSTS/BENEFITS

Statutory Enforcement is a function of the Municipal Building Surveyor and is funded through this position. Benefits to the local community in performing enforcement duties include greater compliance with building regulations and improved public safety.

In the event that Council is able to progress this matter through the court system (subject to legal advice), there is a high possibility that a Magistrate will not award costs against the property owners and therefore Council will incur legal fees.

RISK ANALYSIS

Failure to adequately enforce compliance with the Building Act and associated regulations poses a number of risks, namely:

- Public safety
- Risk to Councils reputation as a regulatory authority within the community.

CONSULTATION AND ENGAGEMENT

Discussions and consultations have been ongoing with the owners during the progress of the building works and every endeavour has been made to assist the owners in achieving completion of the building project.

4.9 NORTH CENTRAL GOLDFIELDS REGIONAL LIBRARY CORPORATION AGREEMENT 2014-2018

SUMMARY

To seek Council approval to give notice of its intention to sign the revised North Central Goldfields Regional Library Corporation Agreement 2014 -2018.

Author	John McLinden, Chief Executive Officer
Council Plan ref:	Core business 7: Education and life-long learning
File no:	20/02/001
Attachment:	North Central Goldfields Regional Library Corporation Agreement 2014-2018

RECOMMENDATION

That Council:

1. *Advertise its intention to enter into the Regional Library Agreement 2014-2018, with the North Central Goldfields Regional Library Corporation.*
2. *Authorise the Chief Executive Officer to sign and seal the North Central Goldfields Regional Library Corporation Agreement 2014-2018, should no submissions be received.*

PREVIOUS COUNCIL DISCUSSION

Nil.

BACKGROUND

The Loddon Shire Council has been a member of the North Central Goldfields Regional Library Corporation since its inception in 1994. The Library Corporation consists of members from City of Greater Bendigo, and the Shires of Loddon, Macedon Ranges and Mount Alexander. The Corporation provides library services to the member municipalities, and on a fee basis to Central Goldfields and Buloke Shires. The current library agreement expires on 4 March 2015.

ISSUES/DISCUSSION

A new four year Library Agreement has now been prepared which supersedes the previous 3 year agreement. The current agreement outlines:

- the role of the Corporation
- its membership
- meeting procedures
- requirements for strategic planning, budgeting and financial contributions
- entry, exit and dissolution provisions

Section 197 of the *Local Government Act* requires Council's entering into a Regional Library Agreement, to advertise its intention. Any person has a right to make a submission and to be heard in respect to their submission.

The agreement is in line with current practice of the Library Corporation and represents good governance through the provision of an up to date agreement that specifies the responsibilities of all parties.

COSTS/BENEFITS

Funding for Regional Library Corporation is provided for in the current budget.

RISK ANALYSIS

There are no risks identified with this proposal.

CONSULTATION AND ENGAGEMENT

Councillor McKinnon and CEO, John McLinden are members of the North Central Goldfields Regional Library Corporation Board.

5. **INFORMATION REPORTS**

5.1 **2014 REVALUATION FINAL REPORT**

SUMMARY

This report provides Council with the final report on the 2014 revaluation of land and buildings in the Shire.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Core business 8: Compliance
File no:	09/01/001
Attachment:	Nil

RECOMMENDATION

That Council receives and notes the '2014 Revaluation Final Report'.

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

In accordance with Valuation Best Practice, Council undertakes a revaluation of all properties in the Shire every 2 years. The prescribed date for the next revaluation is 1 January 2014, and that valuation data will be used for the 2014/2015 budget.

Council undertakes its revaluation process via external contractor, and LG Valuations Pty. Ltd. (LG) is currently in the process of revaluing properties in the Shire.

ISSUES/DISCUSSION

Valuation Best Practice outlines milestone dates for the return of information during the revaluation process. This is to ensure that Council has a Valuation Return by the final due date of 30 April, 2014. The milestone dates for the 2014 revaluation are:

Stage	Details	Due Date	Date Lodged with VGV	Date Certified by VGV
Stage 1	Statistical Analysis	28 February 2013	13 February 2013	5 March 2013
Stage 2	Residential & Rural Preliminary Valuations			
	- Rural	31 October 2013	7 August 2013	16 September 2013
	- Residential	31 October 2013	13 May 2013	11 June 2013
Stage 3A	Specialist Properties	31 August 2013	16 October 2013	18 December 2013
Stage 3B	Commercial & Industrial	31 January 2014	5 February 2014	14 March 2014
Stage 4	Residential & Rural Final Valuations			
	- Rural	31 March 2014	28 March 2014	4 June 2014
	- Residential	31 March 2014	25 February 2014	4 April 2014
Stage 5	Valuation Return	30 April 2014	27 June 2014	28 July 2014

Stage 1:

Stage 1 includes preparation, planning and statistical analysis of the previous valuation against recent sales. It was due on 28 February 2013/

Stage 1 was lodged with the Valuer-General Victoria (VGV) on 13 February, and a 7A Certificate was received on 5 March 2013.

A 7A Certificate is authorisation of the revaluation stage by VGV and states that:

- The work was accompanied by the documentation and evidence required by the Valuer-General
- The work is in accordance with the standards required by the Valuer-General for the 2014 General Valuation and is considered satisfactory.

Stage 2:

Stage 2 includes the largest body of work – Rural and Residential properties. This stage is the preliminary work required for those properties, where the majority of inspections and field data verification is completed. A final review of values for these properties occurs in Stage 4. Stage 2 was due on 31 October 2013.

Due to the size of the data, Stage 2 is normally lodged in two parts – Rural and Residential.

Stage 2 Rural was lodged with VGV on 7 August 2013, and a 7A Certificate was received on 16 September 2013.

Stage 2 Residential was lodged with VGV on 13 May 2013, and a 7A Certificate was received on 11 June 2013.

Stage 3A:

Stage 3A includes specialist properties that Council has nominated in the contract as being unusual, due to size or nature. It includes chicken farms, olive groves, piggeries, and other commercial properties. It was due on 31 August 2013.

Stage 3A was lodged with VGV on 16 October 2013, and a 7A Certificate was received on 18 December 2013.

Stage 3B:

Stage 3B is Commercial and Industrial properties. This stage was due on 31 January 2014.

Stage 3B was lodged with VGV on 5 February 2014, and a 7A Certificate was received on 14 March 2014.

Stage 4:

Stage 4 is a review of Stage 2 data based on an analysis of subsequent sales. This stage is due on 31 March 2014.

Stage 4 Residential was lodged on 25 February 2014, and a 7A Certificate was received on 4 April 2014.

Stage 4 Rural was lodged on 28 March 2014, and a 7A Certificate was received on 4 June 2014.

Stage 5:

Stage 5 is the return of the valuation to Council, and includes the valuer's final report. This stage is due on 30 April 2014.

Stage 5 would have ordinarily been lodged immediately following the receipt of Stage 4 Rural (which was 4 June 2014), but unfortunately an increase in the expectations around quality of data now required by the Valuer-General Victoria meant extra work was required before lodgement took place, and this caused a delay. Stage 5 was lodged on 27 June 2014.

The Certificate 7a for Stage 5, and therefore, final approval of Council's valuation data, was received on 28 July 2014.

Summary:

Council's experience in the revaluation process for 2014 mirrored that of 2012. In short, everything progressed smoothly until the critical timeframes fell around Stage 4, when significant delays in certification of data occurred.

Submission to Valuer-General Victoria

Earlier in the year the Valuer-General Victoria invited submissions for the Valuation Best Practice Guidelines (VBPG) for the 2016 revaluation. Council submitted concerns regarding the new budget adoption date of 30 June annually from 2015 (which has been 31 August annually up to and including 2014) along with the current VBPG date for Stage 5 of 30 April, and requested that the dates for stages 3B, 4 and 5 be brought forward by one month to assist all councils in meeting legislative timeframes.

The VBPG has now been released and unfortunately there is no change to the milestone dates for 2016.

This will provide a significant challenge to Council in revaluation years where Council's position has always been to defer advertising the budget until Stage 5 certification has been received.

COSTS/BENEFITS

There are no direct costs relating to this report.

The benefit of updating Council on the progress of the revaluation is that Council will be prepared for any delays in finalising the budget if it becomes apparent that milestone dates are not being met.

RISK ANALYSIS

There is a legislative risk that Council will not meet the new date for adopting the budget in a revaluation year unless the VBPG dates can be amended favourably or Stage 5 data is certified earlier than has been experienced in the past.

CONSULTATION AND ENGAGEMENT

As well as gauging progress against the milestone dates, Council is able to monitor the process by the following mechanisms:

1. Council is provided with a report from Valuer-General Victoria (VGV) when each stage is approved
2. Periodic meetings with LG Valuations Pty. Ltd. - Under Council's contract, Council can ask for meetings with LG to discuss progress, queries, and any potential issues with return of data.

Also, LG's representative often calls into the office to touch base when he is working in the Wedderburn area.

5.2 ROAD NETWORK DEFECT RECTIFICATION COMPLIANCE SUMMARY REPORT

SUMMARY

Provides a summary of Loddon Shire's compliance against its Road Management Plan for the period 1 April 2014 to 30 June 2014, being the fourth quarter of the 2013 - 2014 financial year.

Author	Steven Phillips, Manager Works
Council Plan ref:	Core business 5: Providing quality infrastructure
File no:	14/01/022
Attachment:	Nil

RECOMMENDATION

That Council receive and note the road network defect rectification compliance summary report.

PREVIOUS COUNCIL DISCUSSION

This is the forth report for the 2013 - 2014 financial year presented to Council summarising road network defect rectification compliance against requirements specified within the Loddon Shire Road Management Plan.

BACKGROUND

This report is produced quarterly and provides Council with evidence of the Loddon Shire's performance against requirements specified within the Loddon Shire Road Management Plan.

ISSUES/DISCUSSION

The following Defect Compliance Summary Report outlines Council's compliance against requirements specified within the Road Management Plan to the end of the most recent quarter. The report indicates compliance by percentage for each of Council's road patrol areas.

Date Imposed Works Action - Compliance Summary Report

Date Range: 01/04/2014 to 30/06/2014

Number of Works Actions	Number Completed By Due Date	Number Completed After Due Date	Number Not Completed	Compliance %	District
15	14	1	0	93.3%	Boort
33	32	1	0	97.0%	Newbridge
78	76	2	0	97.4%	Pyramid Hill
41	34	7	0	82.9%	Wedderburn

DEFINITIONS

Number of Works Actions - Within the date range, count the defects that were due for action

Number Completed by Due Date - From those defects in Column A to be rectified, how many were rectified by the due date

Number Completed After Due Date - From those defects in Column A to be rectified, how many were rectified outside the due date

Number Not Completed - Column A - Column B - Column C

Compliance % - Column B Divided by Column A

During the fourth quarter of 2013 - 2014, 92.7% of all date imposed defects were completed before their due date. This is below the target of 100%. It is noted however that all defects have now been completed and there are no outstanding date imposed defects.

Achieving the target of 100% of date imposed defects repaired by the due date was made difficult due to the availability of specialist additional resources to assist the Works Department in rectifying the roadside vegetation defects specifically branches infringing into the vegetation clearance envelope.

COSTS/BENEFITS

The benefits to the community in complying with the Road Management Plan are that it ensures a safe road network.

RISK ANALYSIS

Repairing 100 % of all date imposed defects before their due date limits Council's liability for any claims for damage made against Council. There have been no claims for damages against Loddon Shire as a result of a known defect this quarter.

CONSULTATION AND ENGAGEMENT

No internal or external consultation is required in the formation of this report.

6. COMPLIANCE REPORTS

6.1 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
Council Plan ref:	Core business 8: Compliance
File No:	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

Transfer of land from Loddon Shire Council to AS and DL Caserta – Volume 11375 Folio 831.

Deed between Loddon Shire Council and Telstra Corporation Limited in relation to renewal and variation of lease at Waits Hill off Coutts Street, Boort Victoria.

Contract G938-13 Provision of a Workcover Agent & Claims Administration Services on behalf of Central Goldfields, Gannawarra, Loddon, Buloke and Campaspe Shire Councils.

6.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS – YANDO PUBLIC HALL

SUMMARY

This report seeks Council's approval of the membership of Yando Public Hall Section 86 Committee of Management.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/041
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Yando Public Hall Section 86 committee of management, effective immediately.

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Yando Public Hall on 23 September 2013.

BACKGROUND

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

Members and Office Bearers of the Committee

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- *President, who shall be Chairperson of the Committee*
- *Secretary*
- *Treasurer.*

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, that is at least 6 community representatives.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

ISSUES/DISCUSSION

Yando Public Hall is a community based committees with representation of at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Craig Slatter	President
Ash Gawne	Vice President
Roslyn Gawne	Secretary/Treasurer

Bradley Haw	Committee Member
Doug Haw	Committee Member
Paul Haw	Committee Member
Kel Jeffrey	Committee Member
Ken Buchanan	Committee Member
Rose Buchanan	Committee Member
June Darker	Committee Member

COSTS/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

Nil

7. GENERAL BUSINESS

8. CONFIDENTIAL ITEMS

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 23 September at Serpentine commencing at 3pm.