



Date: Tuesday, 26 November 2019
Time: 3pm
Location: Council Chambers, Serpentine

MINUTES

Ordinary Council Meeting

26 November 2019

**MINUTES OF LODDON SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, SERPENTINE
ON TUESDAY, 26 NOVEMBER 2019 AT 3PM**

PRESENT: Cr Cheryl McKinnon (Mayor), Cr Neil Beattie, Cr Colleen Condliffe, Cr Geoff Curnow, Cr Gavan Holt

IN ATTENDANCE: Lynne Habner (Manager Executive and Commercial Services), Sharon Morrison (Director Corporate Services), Steven Phillips (Director Operations)

1 OPENING PRAYER

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES

Nil

4 DECLARATIONS OF CONFLICT OF INTEREST

Nil

5 PREVIOUS MINUTES**5.1 CONFIRMATION OF MINUTES****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 22 October 2019
2. The minutes of the Ordinary Council Meeting of 22 October 2019
3. The minutes of the Special Council Meeting of 7 November 2019
4. The minutes of the Council Forum of 12 November 2019

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

RESOLUTION 2019/257

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council confirm:

1. The minutes of the Council Briefing of 22 October 2019
2. The minutes of the Ordinary Council Meeting of 22 October 2019
3. The minutes of the Special Council Meeting of 7 November 2019
4. The minutes of the Council Forum of 12 November 2019

CARRIED

6 REVIEW OF ACTION SHEET

6.1 REVIEW OF ACTIONS

File Number: 02/01/002

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Action sheet

RECOMMENDATION

That Council receive and note the action sheet.

REPORT

Refer attachment.

RESOLUTION 2019/258

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council receive and note the action sheet.

CARRIED

7 MAYORAL REPORT**7.1 MAYORAL REPORT****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Mayoral Report

REPORT

The Mayor will present a report at the meeting.

Cr McKinnon**North Central Goldfields Regional Library**

Section 86 Committees: East Loddon Community Centre Committee of Management, Pyramid Hill Memorial Hall 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
25/10/19	I attended the AGM of the Dingee Progress Association.
25/10/19	GLC ordinary meeting in Bendigo
27/10/19	Launch of the Splatter Run in Wedderburn
28/10/19	I visited the Calivil Community Coffee Shop, which is run weekly at the Calivil Recreation Reserve, before attending the Strong Families Strong Children Forum in Serpentine
29/10/19	MAV North Central Regional meeting in Bendigo, followed by Loddon Campaspe Councils meeting
30/10/19	I judged the Fashions on the Field for St Patricks School Cup day

	celebrations
31/10/19	I met with the Pyramid Hill Op Shop committee to support them through the process of withdrawing from RESPECT Aged Care Management.
1/11/19	Victorian Aboriginal Local Government Action Plan Review and Future Strategy
3/11/19	Attended Inglewood Alive Festival – a fantastic community event that also attracted hundreds of visitors to the town
6/11/19	I Chaired the AGM of the Pyramid Hill Neighbourhood House
7/11/19	The Statutory Meeting was held in Pyramid Hill and those attending expressed their appreciation for having the opportunity to attend and to mingle informally with Councillors, staff and their partners afterwards.
11/11/19	I attended the Pyramid Hill Remembrance Day Service
12/11/19	Council's Forum was held in Wedderburn
12/11/19	That evening I attended the ACCC Inquiry into Water Markets public forum in Kerang
14/11/19	Womens Health Loddon Mallee AGM in Bendigo
15/11/19	Pyramid Hill swimming pool Committee of Management meeting.
17/11/19	Attended St Patricks School for a "Cultural Change" discussion, then the official opening of the Boort Dental Clinic and maintenance shed, followed by their AGM and dinner.
19/11/19	Conducted interviews for the interim CEO in Wedderburn
19/11/19	Staff long service recognition dinner in Newbridge
20/11/19	Pyramid Hill Progress Association meeting
25/11/19	Staff long service recognition dinner in Boort
26/11/19	Awarded prizes for Walk to School competitions to Wedderburn College P6 students

RESOLUTION 2019/259

Moved: Cr Geoff Curnow
 Seconded: Cr Colleen Condliffe

That Council receive and note the Mayoral Report

CARRIED

8 COUNCILLORS' REPORT**8.1 COUNCILLORS' REPORTS**

File Number: 02/01/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council receive and note the Councillors' reports

REPORT

Each Councillor will present a report at the meeting.

Cr Beattie

Murray Darling Association	
Rail Freight Alliance	
GMW Connections Project:	
Section 86 Committees: Boort Aerodrome Committee of Management, Boort Development Committee Inc., Boort Memorial Hall Committee of Management, Boort Park Committee of Management, Korong Vale Mechanics Hall Committee of Management, Korong Vale Sports Centre Committee of Management, Little Lake Boort Management Committee Inc., Yando Public Hall Committee of Management	
Other Council activities	
DATE	Activity
22/10/19	Council meeting, Serpentine
24/10/19	Boort Park meeting
29/10/19	Site visit Godfreys stables
7/11/19	Attended Statutory Meeting at Pyramid Hill

11/11/19	Attended Boort Tourism Development meeting
12/11/19	Council Forum Wedderburn
13/11/19	Attended Boort Trotting Club AGM
14/11/19	Chaired Boort Park AGM

Cr Beattie also made comments about the labelling of Code Red Days and days of Total Fire Ban, and how the public may react to these days.

Cr Condliffe

Calder Highway Improvement Committee	
Section 86 Committees: Bridgewater on Loddon Development Committee of Management, Campbells Forest Hall Committee of Management, Inglewood Community Sports Centre Committee of Management, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Town Hall Hub Committee of Management, Jones Eucalyptus Distillery Site Committee of Management	
Australia Day Committee	
Central Victorian Greenhouse Alliance	
Central Victoria Rural Women's Network	
Healthy Minds Network	
Loddon Youth Committee	
Other Council activities	
DATE	Activity
22/10/19	Inglewood and Districts Community Bendigo Bank Board Meeting
24/10/19	Campbells Forest Community Action AGM

24/10/19	IDHS Community Engagement Meeting Inglewood
25/10/19	Loddon Plains Landcare AGM Serpentine
25/10/19	Women on Farms Meeting Inglewood
26/10/19	Variety Bash Car Rally arrived in Inglewood Rec Reserve for lunch and then off to Echuca raising money for children
27/10/19	Official opening of the sports museum at Rochester. John Forbes sports memorabilia collection for his Puma working day
29/10/19	Council Meeting Wedderburn
30/10/19	Meeting with sky diving club Bridgewater
31/10/19	Inglewood Tourism and Development meeting Inglewood
3/11/19	Inglewood Alive Festival
7/11/19	Statutory Meeting at Pyramid Hill Bowling Club
8/11/19	Women on Farms meeting Inglewood
9/11/19	Bridgewater Market and also farewell to Lee Hanna from Bridgewater Post Office
10/11/19	Meeting Dingee Bush Nursing Centre
11/11/19	Australia Day meeting Serpentine
12/11/19	AGM Inglewood Resource Centre
12/11/19	Council Forum Wedderburn
14/11/19	Womens Health Loddon Mallee AGM Bendigo
15/11/19	Inglewood Lions Club Dinner Newbridge
	Meeting in Wedderburn
16/11/19	Bridgewater Bowls Club Tournament
18/11/19	DBN Centre Dingee
19/11/19	Inglewood and District Community Bank Campbells Forest AGM
19/11/19	Interview for Acting CEO Wedderburn
22/11/19	DBN Centre Christmas Breakup Bendigo
26/11/19	Council Serpentine

24/11/19	Meeting with Cath Bunnett, proposed solar farm, Derby
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Cr Curnow

Loddon Mallee Waste Resource Recovery Group	
Section 86 Committees: Kingower Development and Tourism Committee	
Municipal Emergency Management Plan Committee and Municipal Fire Management Plan Committee	
Other Council activities	
DATE	Activity
25/10/19	Official opening of boat ramp at Laanecoorie Loddon River Reserve and opening of the picnic area below Laanecoorie Weir
6/11/19	Municipal Fire Management Committee meeting at Serpentine
7/11/19	Loddon Shire Council Statutory Meeting at Pyramid Hill
12/11/19	Loddon Shire Council Forum at Wedderburn
15/11/19	LMWRRG Board Meeting in Melbourne
19/11/19	Interviews for Interim CEO position for Loddon Shire at Wedderburn office
19/11/19	Recognition dinner at Newbridge – Council staff members
22/11/19	DELWP training for Waste Resource Recovery Groups in Melbourne
26/11/19	Loddon Shire Council meeting at Serpentine

Cr Holt

Municipal Association of Victoria
Section 86 Committees: Donaldson Park Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Engine Park Committee of Management, Wedderburn Mechanics Institute Hall Committee of Management, Wedderburn Tourism Committee of Management

Audit Committee	
Other Council activities	
DATE	Activity
23/10/19	Attended meeting of the Wedderburn Development Association. The committee member held a long conversation in relation to the draft Loddon Shire Settlement Strategy
28/10/19	Chaired meeting of the Wedderburn Open Gallery Committee. The committee has developed a Tool Kit to provide a framework for progressing the project.
29/10/19	Met with Jason Russell, CEO of Central Victorian Group Training, to progress the Rural Councils Victoria "Local Government Career Pathway Project"
29/10/19	Attended the Municipal Association of Victoria Rural North Central Region meeting in Bendigo
31/10/19	Chaired meeting of the Redbacks Beyond 18 Project Steering Committee
7/11/19	Attended the Loddon Shire Council Statutory Meeting at Pyramid Hill
12/11/19	Attended Council Forum at Wedderburn
15/11/19	Attended Rural Councils Victoria Committee meeting in Melbourne
18/11/19	Chaired meeting of the Donaldson Park Committee of Management
25/11/19	Attended the annual general meeting of the Wedderburn Harness Racing Club

RESOLUTION 2019/260

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That Council receive and note the Councillors' reports

CARRIED

9 DECISION REPORTS

9.1 PROPOSED PROCUREMENT STRATEGY 2019-2021

File Number: 06/02/008

Author: Deanne Caserta, Manager Financial Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: 1. Draft Procurement Strategy 2019-2021 v1

RECOMMENDATION

That Council adopts the Procurement Strategy 2019-2021 v1.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council has discussed the proposed Procurement Strategy 2019-2021 (the strategy) at the November 2019 Council Forum.

BACKGROUND

This is the first time a procurement strategy (or procurement framework) has been developed for Council. It will be used as a key resource document to identify, track and report on the actions highlighted through various audits, reviews and inquiries. Overall these actions will assist Council to become more compliant with its procurement practices.

ISSUES/DISCUSSION

The strategy outlines Loddon Shire Council's (Council's) strategic approach to procurement over the next two financial years – 2019/20 and 2020/21. This timeframe was selected to align with the current Council Plan which spans 2017-2021.

The strategy was informed by two key documents:

1. Strategic Procurement Review 2017 - a review undertaken in 2017 by the Director of Corporate Services, Sharon Morrison and approved by Council on March 2018; and
2. MAV LEAP Program Review 2018 - Council joined the LEAP Program run by ArcBlue in 2018 and an initial assessment of Council's procurement maturity level was undertaken.

These documents included 66 recommendations and actions for Council to build and enhance its procurement capabilities. To date just less than half have been completed.

The strategy and associated action plan incorporate further actions and recommendations from these and other documents. Consideration is given to what a realistic level of achievement would be over a two year period. The remaining actions and recommendations are intended to be included in the next Procurement Strategy 2021-2025.

The strategy outlines:

- the cost and benefits to Council of the strategy
- risks of implementing and not implementing the strategy
- alignment with Council Plan objectives
- the strategic framework, components and dimensions

- objectives of the proposed strategy.

It also outlines an action plan with 23 actions and proposed timelines in which they are to be completed.

COST/BENEFITS

The majority of the actions required to achieve the strategy objectives will be undertaken by the existing procurement team. Input and time will also be required from different Council department staff, consistent with a centre led approach to procurement.

Costs to Council are expected to be primarily in the area of technology and the implementation of new systems.

Achievement of the strategy objectives will result in the following significant benefits to Council:

- increased efficiency in procurement processes
- greater transparency of transactions
- improved governance of the procurement process
- reduced opportunity for fraud and corruption
- better contract management to ensure delivery of ordered goods and/or services
- improved internal audit outcomes
- reduced risk of compliance issues
- reduced risk of reputational damage resulting from external investigation
- a centre-led procurement approach
- streamlined processes which result in time saving for staff who can redeploy to other value add tasks
- increased management and procurement reporting capabilities to enhance management of departmental budgets and Council spend.

RISK ANALYSIS

The risks associated with implementing or not implementing this strategy is outlined in the attachment. Overall potential risks of not implementing the strategy far out-weigh the risks of implementing the strategy.

CONSULTATION AND ENGAGEMENT

The document has been subject to the normal approval process of Policy Review Group, Management Executive Group and Council Forum prior to presentation in the Council Meeting Agenda.

RESOLUTION 2019/261

Moved: Cr Geoff Curnow
Seconded: Cr Colleen Condliffe

That Council adopts the Procurement Strategy 2019-2021 v1.

CARRIED

9.2 DISPOSAL OF COUNCIL ASSETS POLICY

File Number: 08/01/005

Author: Deanne Caserta, Manager Financial Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: 1. Disposal of Council Assets Policy v1

RECOMMENDATION

That Council adopts the Disposal of Council Assets Policy v1.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first version of the Disposal of Council Assets Policy (Policy). This Policy was discussed at the Council Forum on 12 November 2019.

BACKGROUND

During a recent internal audit review it was highlighted that Council did not have a policy document that provides guidance for the disposal of council assets. This Policy has been drafted using samples from other Council and relevant asset documents.

ISSUES/DISCUSSION

The Policy applies to any person or persons responsible for the identification of assets that are no longer 'fit for purpose' and require disposal or rationalisation. Effective application of this policy will ensure that any disposal of Council's assets is carried out in a transparent, fair, independent and open manner. All asset sale actions must adhere to the Levels of Authority Delegations.

Before any request to dispose of or rationalise an asset is submitted from the relevant department, the relevant officer must ensure that the request is appropriate and must consider a number of defined items as described in the Policy.

The Policy also provides options for the method of disposal, requirements for land and property sales under the Local Government Act 1989, consultation required and the risk the buyer takes for assets.

COST/BENEFITS

There are no direct costs associated with adoption of the Policy; however there may be additional income earned with a variety of options now available for the disposal of assets.

RISK ANALYSIS

A statement has been included in the Policy to outline that all prospective buyers must be advised in writing that the asset is disposed of, with any faults, at the buyer's risk ('as is where is'). Buyers are to rely on their own investigations regarding the condition and function of the asset and Council will not be responsible for any repairs to or maintenance of the asset.

CONSULTATION AND ENGAGEMENT

The document has been drafted by the Finance Department and was reviewed by relevant asset stakeholders and the Loddon Leaders during the drafting stage. The Policy Review Group and

Management Executive Group have also reviewed the Policy and Council discussed the proposed policy at a Council Forum in November.

RESOLUTION 2019/262

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council adopts the Disposal of Council Assets Policy v1.

CARRIED

9.3 PROPOSED PRIVACY POLICY VERSION 2

File Number: 18/01/002
Author: Sharon Morrison, Director Corporate Services
Authoriser: Wendy Gladman, A/Chief Executive Officer
Attachments: 1. Privacy Policy version 2 draft

RECOMMENDATION

That Council adopt the Privacy Policy version 2.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Version 1 of the Privacy Policy was adopted 22 May 2018.

BACKGROUND

In February 2017 HLB Mann Judd conducted an internal audit to review the management of privacy responsibilities (the privacy audit). As a result of the privacy audit, Council undertook to complete a number of actions including the development of a privacy policy.

ISSUES/DISCUSSION

In February 2019 the Office of the Victorian Information Commissioner (OVIC) contacted councils to advise that it was conducting an examination of local government privacy policies. Council provide OVIC with the latest copy of its Privacy Policy. In May 2019 OVIC provided Council with the outcome of its review of local government privacy policies. The attached draft policy has been produced based upon feedback from OVIC.

COST/BENEFITS

The costs associated with the adoption of the recommendation relate to the administrative costs associated with review and implementation of the policy. Council staff are also required to complete privacy training on a regular basis and as part of their induction to ensure they are aware of their obligations.

RISK ANALYSIS

The risk associated with adopting the recommendation is minimal.

CONSULTATION AND ENGAGEMENT

This draft policy has been benchmarked against those of other Councils, subject to consultation with staff and reviewed by both the Policy Review Group and the Management Executive Group.

RESOLUTION 2019/263

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That Council adopt the Privacy Policy version 2.

CARRIED

9.4 FINANCE REPORT FOR THE PERIOD ENDING 31 OCTOBER 2019**File Number:** 08/06/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Finance report for the period ending 31 October 2019**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 31 October 2019'
2. approves budget revisions included in the report for internal reporting purposes only.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

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

BACKGROUND

The Finance Report for the period ended 31 October 2019 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 adopted 2019/20 Budget, and includes operating results, capital expenditure and funding sources.

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

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

ISSUES/DISCUSSION

Budgeted Surplus - Council's budgeted cash surplus has decreased by \$44K to \$1.2M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 96% of YTD budget. Revenue brought to account for October was \$597K (\$658K for September).

Income Statement (expenditure) - Council's operating expenditure is at 89% of YTD budget. Payments for this month totalled just over \$2.75M (\$2.1M for September).

Capital Works - The revised budget for capital works is \$20.9M and is 10% complete in financial terms for the current financial year (7% at the end of September).

Balance Sheet - Council has a cash total of \$22.1M with \$4.58M in general accounts. Debtors are \$11.8M which is a decrease of \$62K for the month. Sundry debtors total \$1.35M (\$1.42M in September) with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$301K.

There were no supplementary valuations updated during October. The total rateable CIV at the end of September remains at \$2.34B.

COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2019/20.

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.

RESOLUTION 2019/264

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That Council:

1. receives and notes the 'Finance report for the period ending 31 October 2019'
2. approves budget revisions included in the report for internal reporting purposes only.

CARRIED

9.5 ENDORSEMENT OF COMMUNITY PLANNING FRAMEWORK AND PLAN TEMPLATE**File Number:** 13/09/005**Author:** Wendy Gladman, A/Chief Executive Officer**Authoriser:** Wendy Gladman, A/Chief Executive Officer**Attachments:** 1. COMMUNITY PLANNING FRAMEWORK AND PLAN TEMPLATE**RECOMMENDATION**

That Council endorse the Community Planning Framework and Plan template as attached to this report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The draft Community Planning Framework and Plan template were provided to Councillors for review at the November Council Forum.

BACKGROUND

Community planning is an important scheme for Loddon Shire Council. The program encourages people to consider and document the social inclusion, capacity building and community participation needs of their community. The information gleaned from the community and provided to Council through the community plan document is used to inform planning, funding, advocacy and community development activities of Council.

ISSUES/DISCUSSION

Council's primary role is to provide services, strategic and orderly planning, leadership and good governance. Council delivers services and facilities for the community and is responsible for implementing many diverse programs, policies and regulations set by the Victorian and Australian governments.

Many of the trends and issues that will affect the local community over the next decade are beyond the control or influence of Council. Responsibility is often shared between Council, the Victorian and the Australian government, for example with roads, environmental management and public health. In areas where Council has no delivery responsibility, it acts as an advocate on behalf of the community, for example with provision of telecommunications.

In responding to our future Council will, through the community planning process, seek to engage with the community to understand the aspirations and opportunities that exist. Council recognises that the community planning process provides communities with the platform to shape the future of their area and sees local residents take charge of their community's future.

Once developed and endorsed by Council, community plans are used to help Council determine what projects and activities to prioritise and what involvement Council will have (planning, delivery, funding, advocacy or community development) as communities work to deliver the actions identified in their community plans.

The development of this Community Planning Framework provides improved governance and guidelines to further strengthen the community plan program. Included with the framework is a plan template to support the development of future plans.

COST/BENEFITS

Council provides a total of \$250,000 annually in funding across the municipality for ward based community planning. This funding is delivered equally in \$50,000 annual allocations to the five council wards.

In addition to the above allocations, Council commits internal staffing resources to guide and facilitate community planning groups in developing and implementing their community plans.

A further \$500,000 is allocated annually to the Community Plan Strategic Fund, which notionally rotates between the wards, and provides funding or seed funding for a project of significance that has been identified as a priority by the community through the community planning process.

RISK ANALYSIS

Council is committed to the community planning process and demonstrates this through the allocation of resources and funding to the program. The funding has enabled communities to take ownership of important projects they have identified for their communities, and has helped implement infrastructure, social and economic improvements throughout the municipality. To meet its responsibilities under the Local Government Act (1989), Council must be satisfied that the processes surrounding the development of community plans are robust, consultative and inclusive.

CONSULTATION AND ENGAGEMENT

A review of community planning, including broad community consultation, was undertaken a number of years ago. A range of Community Planning models were provided, but no one model was endorsed by Council at that time. Taking this consultation and Council feedback into consideration, Council officers have provided Councillors with a range of options over the preceding 12 months with the outcome of the discussions used to form the basis of this framework.

RESOLUTION 2019/265

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council endorse the Community Planning Framework and Plan template as attached to this report.

CARRIED

9.6 APPLICATIONS FOR 2019-20 COMMUNITY GRANTS UNSPENT FUNDS

File Number: 16/02/01
Author: Wendy Gladman, A/Chief Executive Officer
Authoriser: Wendy Gladman, A/Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council allocate the following amounts from the 2019/20 Community Grants unspent funds

1. \$2,000 to the Dingee Bowling Club in support of the east end recladding project
2. \$10,000 to the Boort Croquet Club in support of stage 1 of the fence replacement.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Information on the community grant applications in this report was provided to Councillors at the November 2019 Council Forum.

BACKGROUND

Two applications, seeking access to the 2019/20 community grants unspent funds are being presented to Council today.

Council, at its August 2019 Ordinary meeting resolved to hold the surplus funds from the 2019/20 community grant funding round in reserve for suitable community projects that arose throughout the year.

ISSUES/DISCUSSIONDingee Bowling Club

The Dingee Bowling Club (the Bowling Club) has received an allocation of \$6,475 from the Community Grants 2019/2020 Program to upgrade the alfresco BBQ area at the clubhouse. To enable the completion of the alfresco area, the east end of the clubhouse requires re-cladding.

The Bowling Club submitted a community planning application to replace this cladding. The community planning application was refused as it did not meet the program guidelines, rather it should have been submitted under the community grant program.

The Bowling Club has completed a community grant application requesting an allocation of \$2,000 with the club contributing \$1,046.65 towards the recladding of the east end of the club house.

When considering the criteria for access to community grant funding, officers confirm that:

- The group meets the eligibility criteria required to apply for a community grant.
- The project meets the grant eligibility; develop or improve upon existing facilities
- There are no sections of the 'what will not be funded' components that exclude this project from accessing community grant funding
 - there are no outstanding acquittals from previous funding rounds
 - the project is not retrospective

- the project can be delivered in the required timeframe
- the project is not considered as being the responsibility of another authority
- the project is not on open space or publicly owned or managed land
- the request for funding does not include support for admin, utility or ongoing maintenance costs
- the project doesn't promote political or religious beliefs
- the project meets the funding ratio requirements.

Boort Croquet Club

The Boort Croquet Club Inc. (the Club) wish to replace their perimeter fence, which has deteriorated to a point that the maintenance requirements and costs necessitate a renewal. Safety is also an issue, particularly with the treated pine posts in poor shape.

The cost of the fence necessitates a staging of the works with the first stage to be 132m of shamrock style fence and stage 2 to consist of the remainder of the shamrock fence and the Colorbond.

The Club have requested a \$10,000 allocation towards stage 1. The club will contribute \$9,000 in cash and a further \$1,000 of in-kind labour for removal of the existing fence and site preparation. The applicant has been notified that stage 2 of the project will be subject to the community grant competitive process and cannot be assured of funding.

When considering the criteria for access to community grant funding, officers confirm that:

- The group meets the eligibility criteria required to apply for a community grant.
- The project meets the grant eligibility; develop or improve upon existing facilities
- There are no sections of the 'what will not be funded' components that exclude this project from accessing community grant funding
 - there are no outstanding acquittals from previous funding rounds
 - the project is not retrospective
 - the project can be delivered in the required timeframe
 - the project is not considered as being the responsibility of another authority
 - the project is not on open space or publicly owned or managed land
 - the request for funding does not include support for admin, utility or ongoing maintenance costs
 - the project doesn't promote political or religious beliefs
 - the project meets the funding ratio requirements.

COST/BENEFITS

The Community Grant Program 2019/2020 has allocated \$167,246 to date, resulting in an underspend of \$32,754 for the 2019/2020 grant round.

Two requests are being brought forward to Council for funding from Council's community grants scheme 2019/20 unspent funds. The amounts applied for in these two late applications are within the total funds remaining for Community Grants.

RISK ANALYSIS

Primary risks associated with the Community Grants Scheme are believed to be as follows:

Adherence to Program Guidelines: Detailed program guidelines identify which projects and programs are considered eligible for Community Grants. All applications are assessed against these guidelines for eligibility so as to ensure that funding made available through this program is distributed equitably and provides greatest benefit to the overall Loddon community.

Failure to adhere to these guidelines could comprise the integrity of the grant program and the ability for Council to adequately fund appropriate community projects.

Failure to deliver projects: All successful applicants are required to adhere to a formal funding agreement which clearly identifies the purpose of the grant, delivery timeframes and reporting requirements. This is to ensure that expenditure of public money is conducted in a transparent and efficient manner.

CONSULTATION AND ENGAGEMENT

Consultation has been undertaken with the individual clubs identified in this report.

RESOLUTION 2019/266

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council allocate the following amounts from the 2019/20 Community Grants unspent funds

1. \$2,000 to the Dingee Bowling Club in support of the east end recladding project
2. \$10,000 to the Boort Croquet Club in support of stage 1 of the fence replacement.

CARRIED

9.7 ECONOMIC DEVELOPMENT AND TOURISM STRATEGY

File Number: 13/09/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments:

1. Submission from City of Greater Bendigo
2. Draft Economic Development and Tourism Strategy

RECOMMENDATION

That Council adopt the Economic Development and Tourism Strategy.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council resolved to advertise the draft Economic Development and Tourism Strategy for public comment at its meeting of September 2019. During development of the draft Strategy, Council was involved in workshops with the consultant to provide direction in the development of the strategy.

BACKGROUND

The September 2018 Council Briefing received a presentation of the proposed process for preparation of a new Economic Development and Tourism Strategy.

Requests for quotation were issued, and Street Ryan and Associates Pty Ltd were selected to deliver the project.

Since that time, the consultant has prepared a draft strategy based on desktop research, consultation with other organisations in the region, and several interviews with key businesses and stakeholders in the Loddon Shire, as well as relevant officers within Council.

Loddon Shire businesses, other community, and regional organisations contributed to the development of this strategy through personal consultation, meetings and forums, including:

- workshops and briefing sessions with Council
- meetings with Council staff
- individual meetings and discussions with forty Loddon businesses and community organisations
- individual meetings and discussions with representatives of nine regional organisations, government agencies and adjoining local government areas.

The draft Strategy was advertised for public comment in October 2019.

ISSUES/DISCUSSION

One submission (attached) was received from the City of Greater Bendigo, which was very supportive in nature and included (extracts from submission):

- "Employment and Industrial Land Development

The Greater Bendigo Industrial Land Development Strategy is currently under preparation and the City is very appreciative of the collaboration with the Loddon Shire where staff from

both municipalities are working together to strengthen key elements of the Strategy by undertaking an inventory of those types of land uses that are needed to complement the City's overall Strategy.

- Development of Road and Rail Transport

The City views the progressive development of the road and rail network, particularly on the western side of Bendigo, as critical infrastructure for the region and for our two municipalities.

- Agribusiness

The City will be appointing a person to take on a support role for agribusiness development, particularly to support the many small businesses that operate in this space... and we would be keen to collaborate with Loddon Shire in any work that you undertake in the agribusiness area, particularly in the intensive animal industry which is such an important employer in both our municipalities.

- Tourism Destination Management Plan, Gastronomy Designation and Proposal for World Heritage Listing

The existing collaboration with Loddon Shire under the banner of the region's Tourism Destination Management Plan is very important to the City and we strongly support further joint initiatives, product development, marketing and promotion. We strongly appreciate Loddon Shire's support for the development of a regional Food, Wine and Beverage Strategy. We see considerable further opportunities for joint initiatives and partnerships through the City and region with the Gastronomy brand and the continuing work on the application for UNESCO World Heritage listing of the central Victorian goldfield through a serial listing of key sites.

We look forward to the opportunities to continue to collaborate and support each other's economic development and tourism and to implement important partnerships. We would welcome further discussions on how the two municipalities can work together on this important agenda.”

No suggestions for changes to the Strategy were received, therefore it is recommended that Council adopt the strategy unchanged from the draft.

COST/BENEFITS

Indicative costs have been estimated for the proposed work plan, however, several actions within the strategy will require detailed scoping before they can be properly costed.

The economic development target for Loddon is to generate five net-new full-time equivalent jobs across the Shire per annum between 2019 and 2024. If this is achieved, the population of the Shire could be expected to increase to 8,086 people; an average annual increase of 0.7%.

RISK ANALYSIS

Without an agreed strategy, there are risks that Council's efforts and resources could be applied to ad hoc tasks without clear objectives or results. The strategy identifies priorities and actions which reflect research, consultation and consistency with wider regional directions to give clarity on where Council's resources and efforts should be directed.

It will never avoid all ad hoc initiatives and opportunities being raised and pursued, but decisions by Council to pursue these opportunities can be measured against the relative merits (and resourcing requirements) of the initiatives in this strategy.

CONSULTATION AND ENGAGEMENT

Consultation throughout the development of the strategy is detailed above in “Background”.

RESOLUTION 2019/267

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council adopt the Economic Development and Tourism Strategy.

CARRIED

10 INFORMATION REPORTS**10.1 PUBLIC HEALTH ACTIVITY REPORT****File Number:** 12/02/001**Author:** Teresa Arnup, Senior Public Health Officer**Authoriser:** Glenn Harvey, Manager Development and Compliance**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Public Health activity report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2019-2020 financial year, summarising public health activities within the Development and Compliance Department.

BACKGROUND

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

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

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

ISSUES/DISCUSSION**Registered Premises**

Council undertakes annual inspections of premises that are registered under the Food Act, Public Health and Wellbeing Act and Residential Tenancies Act. Inspections are also undertaken of public swimming pools and of properties that are required to meet the requirements of the Tobacco Act. Table 1 provides a summary of the inspections undertaken during the reporting period.

Table 1: Registered premises inspections

1 July to 30 September 2019		
Governing Legislation	Inspection Outcome	Number of inspections
Food Premises	Compliant*	52
Health Premises	Compliant*	7
Total number of inspections for reporting period		59

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

All unsatisfactory inspections are followed up with the businesses to ensure remedial actions are taken to reach compliance.

Tobacco Act

Council is funded to undertake a set number of Tobacco inspections throughout the year. Most of the inspections are carried out in conjunction with Food Act inspections, however a number of them are non-smoking public outdoor venues such as at kindergartens, schools, play grounds and hospitals. Table 2 summarises the Tobacco Act activities undertaken during the reporting period.

Table 2: Tobacco inspections

1 July to 30 September 2019	
Inspection Type	Number
Retailer includes vending machines	3
Indoor Drinking and Dinning Areas	5
Outdoor Drinking and Dinning Areas	4
Public Outdoor Venues	-
Complaint	1
Total number of Inspections	13

Septic Systems

Table 3 summarises septic system permit applications processed during the reporting period.

Table 3: Septic system permits

1 July to 30 September 2019	
Permit Type	Number
Installation or alteration	4
Certificate to use	3
Time Extensions or Change to Existing Permit	3
Total Number of Permits	10

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

Table 4 summarises the activities associated with management of septic tank applications and installed systems.

Table 4: Septic system activity

1 July to 30 September 2019	
Activity / Inspection Type	Number
Application Inspection	4
Installation Inspection	3
Final Inspection	4
Complaint Inspection	2
Total Number of Inspections	13

Public Health Complaints

Council is responsible for the investigation of nuisance complaints under the Public Health and Wellbeing Act. Complaints of nuisance can be complex and time consuming. Table 5 summaries the complaints during the reporting period.

Table 5: Public health complaints

1 July to 30 September 2019				
Nature of complaint	Number carried over from previous reporting period	Number received	Number resolved	Number currently pursuing resolution
Food Premises	-	3	3	-
Odour	-	-	-	-
Noise	-	-	-	-
Mosquitoes	-	-	-	-
Wastewater	-	3	1	2
Tobacco	-	1	1	-
Other	-	-	-	-
Total	0	7	5	2

COST/BENEFITS

The actual expenditure for the fourth quarter of 2019-2020 financial year of the public health unit activities contained within this report is \$33,193

Administration of the Acts that the Public Health officer has responsibility for includes significant field work, with staff regularly in the field engaging with business operators, developers, residents and ratepayers.

This investment increases significantly when compliance issues are identified within registered premises and when complaints are received.

The benefits that stem from this investment include:

- improved public health and safety within registered premises
- improved local amenity
- full implementation by Council of our responsibilities under the various Acts and regulations.

RISK ANALYSIS

Failure of Council to adequately administer and enforce the provisions of the applicable legislation would pose the following possible risks:

- the spread of infectious diseases through the community including food poisoning
- a barrier to the new developments and economic growth within Council
- Council's reputation as a regulatory authority
- contamination of the local environment
- failure to meet obligations set within the relevant legislation.

CONSULTATION AND ENGAGEMENT

The Public Health officer regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts which can range from annual assessments/inspections to the provision of advice for the processing of septic tank permits. Any business operator, developer, residents or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process.

RESOLUTION 2019/268

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council receive and note the Public Health activity report.

CARRIED

10.2 LOCAL LAWS AND PLANNING COMPLIANCE ACTIVITY REPORT**File Number:** 04/02/012**Author:** David Price, Local Laws \ Planning Compliance Officer**Authoriser:** Glenn Harvey, Manager Development and Compliance**Attachments:** Nil**RECOMMENDATION**

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

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2019-20 financial year, summarising the local law and planning compliance and enforcement actions taken within the Development and Compliance Department. It provides Council with a high level summary for the purpose of monitoring performance within this area.

BACKGROUND

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

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

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

ISSUES/DISCUSSIONAdministrative and fire prevention

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

Table 1: Administrative and fire prevention activities

Quarter 1 (1 July 2019 – 30 September 2019)				
Activity	After hours call outs (*)	Littering or illegal rubbish dumping	Fire permits to burn (^)	Local law permits issued
No. actions	3	2	Not required	12

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

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

Following an internal review of service delivery, the statutory role of Municipal Fire Prevention Officer is now undertaken by the OHS/Risk Management and Fire Prevention Officer. This position is within Council's Corporate Services Directorate and no longer part of the local laws/planning compliance role. The reporting of municipal fire prevention activities to Council will still be included in this report.

Unightly properties

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

Table 2: Summary of unsightly properties activities

Quarter 4 (1 April 2019 – 30 June 2019)																
Town/Locality	Eddington	Rheola	Newbridge	Tarnagulla	Inglewood	Bridgewater	Wedderburn	Korong Vale	Borong	Boort	Pyramid Hill	Mitiamo	Dingee	Serpentine	Rural/Other	Total
No. identified from previous report period	2	0	3	2	4	3	12	10	3	1	2	1	0	0	2	45
No. resolved during quarter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New action commenced	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
No. currently pursuing	2	0	3	2	4	3	12	11	3	1	2	1	0	0	2	46
Progress Activities																
Site meeting / discussion held	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	4
Letter to comply issued	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Occupier has commenced clean-up work	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Notice to comply issued	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contractor engaged for clean-up work	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Local laws staff continue to work with community members in resolving unsightly property issues. Achieving resolution of unsightly property issues can be difficult, with many property owners committing to attend to the issue and in some cases starting the process of cleaning up only to

relapse. This requires an approach of escalation of interventions until compliance is reached. Many of these issues involve longstanding patterns of behaviour that will require continual intervention and time to establish significant change in individual's behaviour in order for lasting compliance to be reached.

Animal management

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

Table 3: Summary of animal management activities

Quarter 1 (1 July 2019 – 30 September 2019)						
Activity	Wandering livestock	Trespassing livestock	Dog attack	Domestic animal at large	Distribution of cat traps	General complaints / other
No. of actions	22	6	2	14	17	47

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

Table 4: Impoundment activities

Quarter 1 (1 July 2019 – 30 September 2019)				
Animal type	Impoundments	Returned to owners	Animals rehoused	Animals disposed
Livestock	36	11	0	25 (sold)
Dogs	8	4	3	1 (# put down)
Cats	1	0	1	37 (feral)
Total	45	15	4	63

(# dog put down due to dog attack on another dog)

Planning Compliance and Enforcement

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

Table 5: Planning compliance and enforcement activities

Quarter 1 (1 July 2019 – 30 September 2019)					
Type	No. identified from previous report period	New action commenced	PIN's issued	No. resolved during this quarter	No. currently pursuing resolution
Land use in contravention of planning scheme without a permit	7	2	0	2	7
Native vegetation removal without a permit	4	3	19	0	7
Breach of planning permit	2	2	0	0	4
Dog breeding / animal keeping	2	3	0	1	4

Quarter 1 (1 July 2019 – 30 September 2019)					
Type	No. identified from previous report period	New action commenced	PIN's issued	No. resolved during this quarter	No. currently pursuing resolution
Land used as a store without planning permit	2	2	0	0	4
Occupation of a shed without a planning permit	3	0	0	0	3
Total	20	12	19	3	29

Throughout all of the above compliance activities tabled, the Development and Compliance Department aims to work proactively with property and animal owners to achieve a positive outcome within the legislative framework set by the State Government and Council Local Laws.

COST/BENEFITS

The expenditure for the first quarter of 2019-2020 financial year for the local laws and compliance activities contained within this report is \$66,000. As the identified properties are escalated through the compliance process, costs associated with legal proceedings may also be incurred by Council.

The resulting cost to Council can be significant in terms of officer(s) time; particularly undertaking various site inspections across Loddon Shire. Direct monetary costs can be significant should a matter progress to the Victorian Civil and Administrative Tribunal (VCAT) or the Magistrates Court. Therefore, it is of benefit to Council and the community that the Development and Compliance Department work through these matters in a timely and respectful manner to reach an appropriate outcome wherever possible.

Benefits derived from investing in local law and planning compliance activities include:

- improving and maintaining township amenity
- ensuring that appropriate development occurs
- maintaining and improving public safety
- encouraging good domestic animal and livestock management
- reduced bushfire risks.

RISK ANALYSIS

Failure of Council to adequately manage the provisions associated with the Loddon Planning Scheme, Planning and Environment Act 1987 or other applicable legislation including the Domestic Animals Act 1994, Impounding of Livestock Act 1994, Country Fire Authority Act 1958 or Council Local Laws is considered to pose the following risks:

- barrier to development and associated economic growth within Loddon Shire
- inappropriate development
- Council's reputation as a regulatory authority
- public safety that endangers life and property
- adverse amenity of our townships
- increased bushfire hazards.

CONSULTATION AND ENGAGEMENT

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

RESOLUTION 2019/269

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

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

CARRIED

10.3 QUARTERLY BUILDING SERVICES ACTIVITY REPORT**File Number:** 13/06/001, 13/08/001 & 13/08/003**Author:** Greg Johnston, Municipal Building Surveyor**Authoriser:** Glenn Harvey, Manager Development and Compliance**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Building Services Activity report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council is provided with information quarterly summarising building services activities relating to permits, certificates and statutory enforcement activity undertaken within the Development & Compliance Department. This is the first quarterly report for the 2019-2020 financial year.

BACKGROUND

Council provides a range of building services through the Municipal Building Surveyor including the following:

- issuing relevant permits and certificates
- issuing report & consent determinations on matters not complying with the Building regulations
- building advisory and information services including legal point of discharge requests
- consultancy and building control functions
- administrative functions prescribed by the Building Act & Regulations including keeping records relating to the activity of private building surveyors issuing permits within Loddon Shire
- regulatory enforcement of relevant Acts.

The number of building permits, occupancy permits and final inspections is a basic indicator of building development and investment within the Loddon Shire Council area.

ISSUES/DISCUSSIONBuilding permits

Table 1 provides the number and total value of building permits issued for the final three quarters of the 2018-2019 financial year and the first quarter of the 2019-2020 financial year. The number of building permits across the various quarters has been relatively constant. There is variation in the value of permits throughout any given financial year. The variation in value is largely attributable to the scale and cost of individual projects. One building permit for this quarter has a value of \$800,000 for alteration and addition to a dwelling and only two others for new dwellings exceeded \$300,000 in value. This is compared to one permit for a broiler farm which had a value of over \$10,000,000 in the fourth quarter of 2018-19.

Table 1: Summary of new building permits issued

	Quarter 2 2018-19 (01/10/2018 – 31/12/2018)	Quarter 3 2018-19 (01/01/2019 – 31/03/2019)	Quarter 4 2018-19 (04/01/2019 – 30/06/2019)	Quarter 1 2019-20 (01/07/2019 – 30/09/2020)
No. of new Permits	55	44	45	45
Value of Works	\$7,014,588.00	\$3,588,195.65	\$13,484,687.57	\$3,951,645.58

Table 2 provides a summary of the number of final inspections and certificates of occupancy issued for building permits for the final three quarters of the 2018-2019 financial year and the first quarter of the 2019-2020 financial year.

Table 2: Summary of final inspections and occupancy permits

	Quarter 2 2018-19 (01/10/2018 – 31/ 12/2018)	Quarter 3 2018-19 (01/01/2019 – 31/03/2019)	Quarter 4 2018-19 (01/04/2019 – 30/06/2019)	Quarter 1 2019-20 (01/07/2019 – 30/09/2020)
Certificates of final inspection	39	31	32	42
Occupancy Permits	12	12	7	9

Council Building Services Staff continue to work proactively sending follow up letters with respect to the significant number of incomplete building permits that have lapsed from past years. Council now notifies building owners approximately two months before their building permits are due to lapse to inform them that they can either arrange a final inspection/occupancy permit or apply for an extension of time for their building permit to minimise the likelihood of old permits not being finalised or have occupancy permits issued. This seems to be improving completion rates for more recent permits with 35 of the total 51 final inspections and occupancy permits for the quarter being carried out by Council. There still remain a number of old building permits to be finalised.

Statutory enforcement

Table 3 provides a high level summary of statutory enforcement activities undertaken by the Municipal Building Surveyor.

Table 3: Summary of statutory enforcement activities

Type	Actions incomplete from previous report period	New action started	Total actions	Building notice issued	Building order issued	Legal action / solicitors letter started this quarter	Legal action ongoing	No. resolved during this quarter
Building damaged by fire	0	1	1	0	1	0	0	1
Works required to make building safe (including pools)	7	2	9	1	1	0	0	2
Carrying out building works without a permit	4	2	6	2	2	0	0	5
Works not in accordance with building permit	1	0	1	0	0	0	0	0
Illegal occupation of non-habitable building	0	0	0	0	0	0	0	0
Building with non-complying essential safety measures	2	0	2	0	0	0	0	0

Whilst new issues requiring enforcement are identified regularly, it is also noted there are some longstanding enforcement activities that are ongoing. The time spent on individual items can be significant particularly when it requires escalation to Court. Council officers work to try to resolve matters without legal intervention. Unfortunately this cannot always be achieved. One such matter where Council has tried to arrange an inspection has resulted in a threat to an Officer's life. This matter has been referred to Victoria Police for follow up.

There have been a number of other actions relating to matters under the Building Act & Building Regulations that have been resolved without the need for formal enforcement action. This has been achieved by staff working pro-actively with property owners to have works completed. Other inspections that have taken place following this reporting period have identified more matters that will require enforcement actions that will be captured in the next quarterly report.

Council is largely responding to matters on a complaints basis. There are a significant number of properties with illegal buildings, some of which are occupied that resources are not available to

follow up. This matter is covered in more detail under the Risk Analysis section. It remains a significant challenge for Council.

COST/BENEFITS

The expenditure for the first quarter of the 2019-2020 financial year for building services activities contained within this report is \$29,446. The provision of building activity statistics informs Council of the level of building activity and statutory enforcement activity in the municipality.

The cost to Council of enforcement activity can be quite significant, particularly in terms of Council officers' time. This in turn impacts on other activities such as the timeframe for building permits. Direct monetary costs significantly escalate if matters progress to a Magistrate's hearing or the Municipal Building Surveyor needs to arrange for the work associated with any order to be completed by Council. As such, the Municipal Building Surveyor, together with other Development & Compliance Department staff endeavours to work through enforcement matters in a manner that engages with property owners/occupiers to have required works completed.

Council's Municipal Building Surveyor has arranged for work to be carried out in respect to one property that required an emergency order and co-operation of the owner to complete the work could not be achieved. Ongoing costs are mounting in relation to this matter. Whilst not part of this quarter's report it is noted in early November this matter has been referred to Council's solicitor for prosecution. Once prosecution of this matter is completed costs will be sought to be recovered through the courts.

RISK ANALYSIS

There are risks associated with all building and development works. As such, it is imperative that Building legislation, standards and controls are administered effectively. Failure of Council to adequately enforce the provisions of applicable legislation poses the following possible risks:

- unsafe development and building works which may affect the safety of property owners, occupiers and the general public within Loddon Shire
- Council's reputation as a regulatory authority
- Council being held liable for failure to act in a matter which results in damage to other property, or injury or death to a person
- failure to meet statutory obligations set within relevant legislation.

1.

As part of the risk management process when undertaking enforcement work, the Municipal Building Surveyor makes reference to the building enforcement intervention filter criteria, developed by the Victorian Municipal Building Surveyors Group and which forms part of the procedures covered in Loddon Shire Council's Building Control Policy.

A significant risk within Loddon Shire is unregulated developments, in particular small allotments which are sold to purchasers that have expectations of using it for a cheap home or "weekender". Often the landholder is unable or unwilling to meet the regulatory requirements to safely utilise the site as they desire. This has led to a number of undesirable and potentially unsafe outcomes of unregulated developments. Action by Council's Local Laws & Planning Compliance Officer has improved some areas of the Shire in this regard. Development & Compliance staff will continue to work collaboratively to make best use of limited resources to address some of these issues. It is noted that Council's current capacity to enforce compliance in every instance, is limited. Generally enforcement matters are followed up by the Municipal Building Surveyor on a complaints basis having regard to risk management principles.

The Victorian Building Authority has recently released the Draft Building Regulations for proposed changes to Swimming Pool legislation that would require Councils to register pools and monitor safety measures. Whilst the Regulation is not legislated as yet all indications are this is set to be in place by 1 December 2019. The requirements of the proposed legislation will impact on Council's already limited Building Services resources.

CONSULTATION AND ENGAGEMENT

The Municipal Building Surveyor regularly engages with business operators, developers, residents and ratepayers during the administration of the various Acts which can range from annual assessments/inspection to the provision of advice for the processing of building permits. Any business operator, developer, residents or ratepayer that is subject to enforcement action is regularly consulted with during the enforcement process to give them the opportunity to avoid the next step up in enforcement action.

RESOLUTION 2019/270

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That Council receive and note the Building Services Activity report.

CARRIED

10.4 QUARTERLY PLANNING PERMIT ACTIVITY REPORT

File Number: 13/01/002
Author: Alexandra Jefferies, Planning Officer
Authoriser: Glenn Harvey, Manager Development and Compliance
Attachments: 1. Planning Applications Completed Between 1/7/2019 and 30/9/2019
2. Planning Applications Being Processed Between 1/7/2019 and 30/9/2019

RECOMMENDATION

That Council receive and note the planning application and permit activity report for July – September 2019.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2019- 2020 financial year summarising planning application activities undertaken within the Development and Compliance Department.

BACKGROUND

This report covers the planning permit activity for each quarter and provides Council with a high level summary for the purpose of monitoring performance within this area.

Council maintains powers under the Planning & Environment Act 1987 which are delegated to Planning Officers. Applications made under these powers may include (but are not limited to) the following:

- consideration of a planning application for a new use/development
- consideration of an amendment to an existing planning permit
- secondary consent applications (minor changes)
- extensions of time to existing planning permits.

ISSUES/DISCUSSION

Planning permit activities

A detailed summary of the status of planning permits can be found in attachments 1 and 2.

Timeframes

The Planning & Environment Act 1987 requires a 60 day timeframe for the processing of planning applications by Councils. The Act details how the 60 days are to be measured following the acceptance of a planning permit application.

Table 1 provides a summary of the average timeframes in which the Development and Compliance Department assessed and issued Planning Permits during the first quarter of the 2019-2020 financial year and compares these to the Victorian rural average.

Table 1: Average timeframes for decisions

Quarter 1 of the 2019/2020 financial year			
Month	Average gross days to determine	Completed within 60 days	Rural average completed within 60 days
July	62	83%	74%
August	99	56%	69%
September	56	80%	73%
	Total Quarterly average	73%	72%

During the first quarter of the 2019- 2020 financial year 73% of all Planning Permit applications were assessed and issued within the timeframes as set in the Planning & Environment Act 1987.

During August the average gross days to determine is considered to be particularly high. This can be explained by difficulties resourcing the Planning area. However in the month of September there is significant improvement for both the average gross days and percentage of applications completed within 60 days. There have been a couple of key improvements made in the Planning area such as the implementation of Open Office (planning software) and the employment of a student planner to assist in processing applications. It is anticipated that the second quarterly report for the 2019-2020 financial year will continue to reflect a significant improvement in these timeframes due to these factors.

COST/BENEFITS

The expenditure for the first quarter of 2019-2020 financial year of the statutory planning activities contained within this report is \$31,350. This is significantly lower than normal and reflects the current staffing levels.

Benefits derived from investing in the planning process managed by the Development and Compliance Department include:

- well managed and appropriate development
- well informed community members who understand the value of planning within local government
- applications processed in a timely manner
- correct implementation of regulations and standards.

RISK ANALYSIS

Failure of Council to adequately implement the planning scheme poses the following risks:

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

Insufficient investment in resources in the Development and Compliance Department may result in extended timeframes for the processing of applications.

CONSULTATION AND ENGAGEMENT

The Planning Staff consult with a number of stakeholders on a regular basis including:

- applicants
- surrounding land owners

- regulatory authorities
- other Loddon Shire Council departments
- other municipalities.

RESOLUTION 2019/271

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That Council receive and note the planning application and permit activity report for July – September 2019.

CARRIED

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

That Council receive and note the Strategic Planning Activity report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2019 – 2020 financial year summarising the strategic planning activities undertaken within the Development and Compliance Department.

BACKGROUND

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

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

ISSUES/DISCUSSIONCurrent Strategic Planning Projects

Table 1 provides a summary of current strategic planning projects and the activities undertaken as part of these projects during the first quarter of the 2019 – 2020 financial year.

Table 1: Current Strategic Planning Projects

Current Strategic Planning Projects Quarter 1 (1 July 2019 – 30 September 2019)			
Project	Tasks undertaken during the quarter	Future tasks	Estimated project completion
Settlement Strategy	The draft report was reviewed by the policy review committee, presented to the September Council forum and released for community comment. Community comment period was extended from 30 October to 8 November at the request of	Following the Council discussion at its Forum Council officers are preparing a response as well as making the necessary adjustments to the Strategy.	The final report is being prepared for presentation to the December Council forum.

Current Strategic Planning Projects Quarter 1 (1 July 2019 – 30 September 2019)			
Project	Tasks undertaken during the quarter	Future tasks	Estimated project completion
	<p>Wedderburn Development Association.</p> <p>Council has received a submission from the Wedderburn Development Association.</p> <p>The submission was presented to Council at the November Forum and the matter was discussed at length.</p>		
Planning Scheme Review	Report currently being prepared.	Presentation and adoption of report by Council. Submission of report to Minister for Planning.	The Planning Scheme Review Report is to be presented to Council following finalisation of the Settlement Strategy. Implementation of recommendations are to be staged over 2020 - 2022.
Bridgewater Planning Scheme Amendment – Flood controls	This planning scheme amendment is being prepared by the NCCMA. Council staff have been involved in the review of the prepared documentation.	Exhibition of the planning scheme amendment. Dates have not yet been set, however it is not likely to commence until early 2020.	It is estimated that this amendment will be completed by December 2020.

The time available for staff to spend on strategic planning is limited and can lead to protracted timeframes for the delivery of projects.

Upcoming Strategic Planning Projects

Table 2 outlines future strategic planning projects that have been identified to commence as soon as practicably possible.

Table 2: Upcoming Strategic Planning Projects

Future Strategic Planning Projects			
Project	Overview	Key Tasks	Estimated project timeframes
Heritage Framework	<p>Council has allocated \$100,000 in reserve to be used to support restoration of heritage buildings in the municipality.</p> <p>It is proposed that this money be used to provide loans to owners of buildings subject to heritage protection under the planning scheme or State legislation. The loans will be provided to successful applicants to undertake works on their property that would support the protection of the heritage buildings within Loddon Shire.</p>	Preparation of guidelines, criteria and process for approval and implementation.	<p>Document prepared for Policy Review Group: March 2020</p> <p>Document prepared for Management Executive Group: May 2020</p> <p>Document presented at Council Forum: June 2020</p> <p>Policy adopted by Council: August 2020</p>

COST/BENEFITS

The expenditure for the first quarter of the 2019-2020 financial year for the strategic planning activities contained within this report is \$8,583

Benefits derived from investing in strategic planning managed by the Development and Compliance Department include:

- clearly defined directions for land use and development that are underpinned by research and supported by the community
- a relevant and effective planning scheme that provides for economic development, population growth, attractive townships and protection of heritage and the environment.

RISK ANALYSIS

Failure of Council to undertake strategic planning includes:

- outdated planning controls that do not respond to current issues and opportunities
- inappropriate development that compromises the amenity of towns and undermines economic development opportunities
- loss of opportunities for population and residential growth.

CONSULTATION AND ENGAGEMENT

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

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

RESOLUTION 2019/272

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council receive and note the Strategic Planning Activity report.

CARRIED

10.6 ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT

File Number: 14/01/022
Author: Daniel Lloyd, Manager Works
Authoriser: Steven Phillips, Director Operations
Attachments: Nil

RECOMMENDATION

That Council receive and note the road management plan defect rectification compliance report.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2019 - 2020 financial year, summarising road network defect rectification compliance against requirements specified within the Loddon Shire Road Management Plan (RMP).

BACKGROUND

This report is produced quarterly and provides statistical data with respect to the Organisation's performance in managing the road network. Performance is measured through a comparison of actual defect rectification timeframes against requirements specified in the RMP.

ISSUES/DISCUSSION

Table 1 below provides a summary of the compliance against the schedule of road and street inspection regimes as set in the RMP.

Table 1: Inspection summary report

Quarter 1 (01/07/2019 – 30/09/2019)					
District	Number of scheduled inspections	Number completed by due date	Number completed after due date	Number not completed	Compliance
Loddon Plains	28	27	1	0	96.4%
Loddon Goldfields	33	33	0	0	100%
Total	61	60	1	0	98.4%

During the first quarter of 2019 – 2020 financial year, 98.4% of the programmed inspections were completed according to the schedule. This is 1.6% below the target of 100% set in the RMP.

Table 2 below provides a summary of compliance of actual response times for rectification works of defects as detailed in the defect intervention levels and response timetables of the RMP.

Table 2: Defect rectification summary report

Quarter 1 (01/07/2019 – 30/09/2019)								
District	Number of Defects				Compliant with RMP			
	Adhoc	Requests	Defects from inspections	Total	Yes	No	Not complete	%
Loddon Goldfields	135	14	330	479	473	6	0	98.7%
Loddon Plains	83	18	298	399	392	5	2	98.2%
Shire Wide	198	6	359	563	563	0	0	100%
Townscape Services	94	2	323	419	405	14	0	96.7%
Total	510	40	1310	1860	1833	25	2	98.5%

Table 2 comprises a summary of defects that have been identified through programmed inspections, customer requests and works crews identifying and rectifying defects as they find them, known as adhoc work actions. During the first quarter of 2019 – 2020 financial year, 98.5% of all date imposed defects were completed before their due date. This is 1.5% below the target of 100% set in the RMP. There are two outstanding work actions to be completed. A plan is in place to complete the outstanding work actions in the next four weeks

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

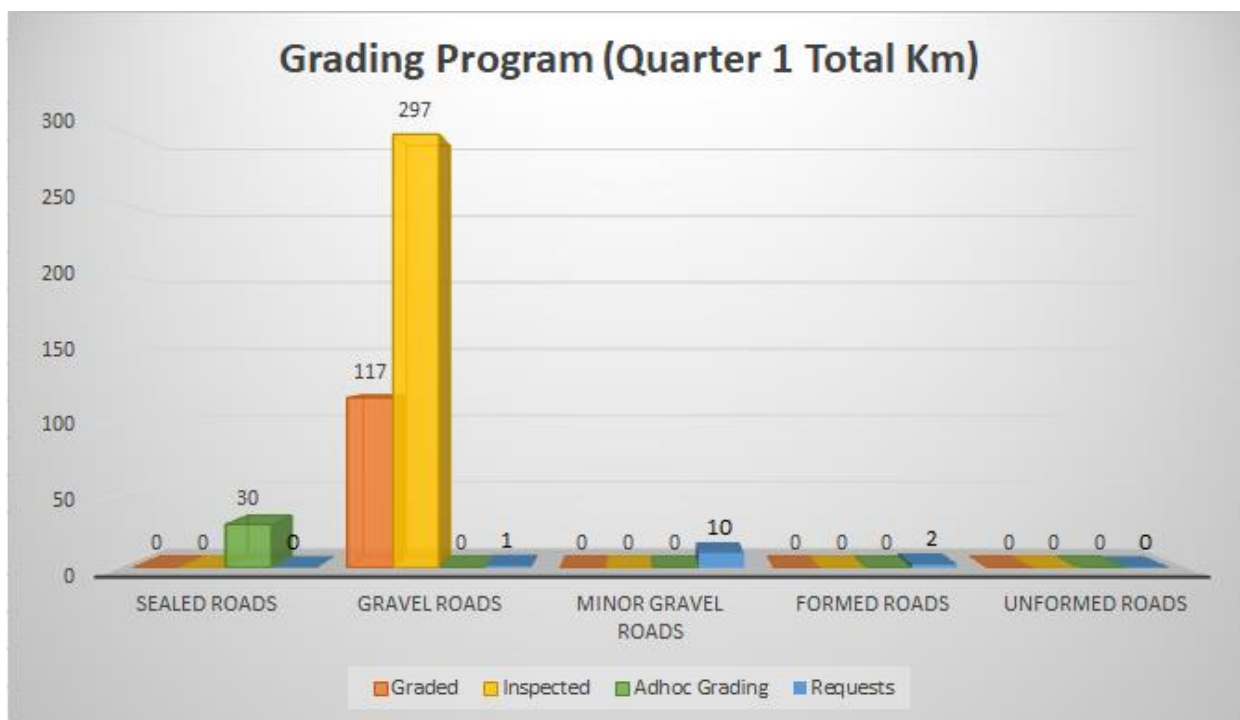
Table 3: Maintenance grading program

Quarter 1 (01/07/2019 – 30/09/2019)									
District	Number of Grading Work Actions					Compliant with scheduled timeframes			
	Programmed Maintenance Grading	Defects	Requests	Adhoc	Total	Yes	No	Not completed	%
Loddon Goldfields	374	2	1	25	402	379	21	2	94.3%
Loddon Plains	349	5	4	28	386	375	4	7	97.2%
Total	723	7	5	53	788	754	25	9	95.7%

The data in table 3 indicates that 754 grading work actions were completed within the scheduled timeframes for the first quarter of the 2019 – 2020 financial year. There is no set level of compliance for the maintenance grading program in the RMP.

A graph has been provided in Chart 1 indicating a breakdown of the grading work actions, by road hierarchy and kilometres. The sealed roads section relates to shoulder grading work actions on the Sealed Road network. The gravel road section includes all grading work actions on Gravel Collector and Gravel Access roads. The Gravel Minor and the Formed Road sections relate directly to Council's road hierarchy and show all grading work action on roads within that hierarchy.

Chart 1: Maintenance Grading Program



COST/BENEFITS

The year to date actual expenditure to the end of first quarter of 2019 – 2020 financial year of the Local Road Maintenance Program is \$1,705,720.

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

RISK ANALYSIS

Repairing 100% of all date imposed defects before their due date limits Council’s liability for any claims for damage made against Council.

CONSULTATION AND ENGAGEMENT

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

RESOLUTION 2019/273

Moved: Cr Geoff Curnow
 Seconded: Cr Colleen Condliffe

That Council receive and note the road management plan defect rectification compliance report.

CARRIED

10.7 UPDATE ON THE ANNUAL INFRASTRUCTURE PROGRAM 2019-2010 AND OTHER PROJECTS

File Number: 14/01/001

Author: Adam Cooper, Project Management Coordinator

Authoriser: David Southcombe, Manager Assets and Infrastructure

Attachments:

1. Annual Infrastructure Program 2019-2020
2. Other Projects 2019-2020

RECOMMENDATION

That Council note the update on progress of the Annual Infrastructure Program 2019-2020 and Other Projects as at September 2019.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

This report is for the first quarter of 2019-2020 financial year, providing an update on the progress of the Annual Infrastructure Program. The status of other projects that are delivered by the Assets & Infrastructure Department but are not part of the Annual Infrastructure Program are also included in the report.

BACKGROUND

This report is produced quarterly and is provided to Council for the purpose of reporting progress of the Annual Infrastructure Program and other projects that the Assets & Infrastructure Department is responsible for delivering. The information in this report covers progress up until the end of September 2019.

ISSUES/DISCUSSIONAnnual Infrastructure Program

Attachment 1 provides a progress summary for the end of quarter one of the 2019-2020 financial year of the Annual Infrastructure Program. There are 92 individual projects, including carryovers from previous financial years that form the Annual Infrastructure Program 2019-2020.

Other Projects

In addition to the Annual Infrastructure Program, the Assets & Infrastructure Department is responsible to oversee the delivery of a number of different projects. Attachment 2 provides a summary of the other projects at the end of first quarter of 2019-2020 financial year. All completed projects will be removed for subsequent quarterly progress reports.

COST/BENEFITS

The total proposed expenditure for the 2019-2020 financial year for the Annual Infrastructure Program is \$6,468,236.12. The expenditure for the first quarter is \$379,585.

The Annual Infrastructure Program includes a number of substantial grants for projects including:

- Bridgewater-Raywood Road widening – Heavy Vehicle Programme
- Echuca-Serpentine Road widening – Fixing Country Roads
- Serpentine-Prairie Road intersection upgrade – Fixing Country Roads

- Sloans Road bridge replacement – Bridges Renewal
- Old Inglewood Dam safety upgrade – DELWP Dam Safety
- Solar and LED installations - Local Government Energy Saver Facilities Upgrade

During the period covered within this report a number of major projects have been put out to public tender. Attachment 1 gives a summary of progress of individual projects within this program as at 30 September 2019.

The Assets & Infrastructure Department is currently managing other significant projects covered in Attachment 2 which are in different stages of progress. The combined value of such projects is in excess of \$1.5 million. Expenditure to date is on these projects is \$207,522.

RISK ANALYSIS

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

- delivering within timeframe and budget
- meeting community expectations
- delivering projects in accordance with engineering standards
- compliance with procurement legislation

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

CONSULTATION AND ENGAGEMENT

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

RESOLUTION 2019/274

Moved: Cr Geoff Curnow
Seconded: Cr Gavan Holt

That Council note the update on progress of the Annual Infrastructure Program 2019-2020 and Other Projects as at September 2019.

CARRIED

11 COMPLIANCE REPORTS

11.1 REVIEW OF COUNCIL PLAN AND BUDGET

File Number: 02/02/003

Author: Sharon Morrison, Director Corporate Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council resolve that:

1. the Council Plan does not require any adjustments in respect of the next 12 months remaining period of the Council Plan
2. Council does not intend to increase rates above the amount set by the Minister.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

At the ordinary meeting on 27 June 2017 Council adopted the Council Plan 2017-2021.

At the ordinary meeting on 25 June 2019 Council adopted the Annual Budget 2019-2020.

BACKGROUND

Section 125 (7) of the Local Government Act 1989 (the Act) states that "At least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan." Where adjustments are anticipated, Council needs to factor in additional time to review the Plan and collect information to support the revised Plan.

Under Section 185D of the Act, the Minister sets the amount by which rates can be increased. Section 185E of the Act states that a Council may apply to the Essential Services Commission for a special order to increase rates above the amount set by the Minister. Where an increase to rates above the amount set by the Minister is anticipated, Council needs to factor in additional time to make the application and collect information in support of the application.

In recent years the Minister has increased the rates by: 2.5% (applicable for the 2017/18 budget), 2.25% (applicable for the 2018/19 budget) and 2.5% (applicable for the 2019/20 budget).

ISSUES/DISCUSSION

The timetable for the development of the Council Plan and budget requires additional time and activities if it is anticipated that the Council Plan will be adjusted or that the budget will include an application for a rate variation.

Council Plan

At the Council Forum on 12 November 2019, it was discussed whether Council wished to make any adjustments in respect of the remaining period of the Council Plan. Council advised that they did not wish to make any adjustments.

Budget

It was also discussed whether Council wished to apply for an increase to rates. Council advised that they did not wish to increase the rates by more than the amount set by the Minister.

A corporate planning timetable will be developed to reflect the fact that the Council Plan does not require adjustments and that there is no intention to increase rates above the amount set by the Minister.

COST/BENEFITS

There are no direct costs associated with the adoption of the recommendation. However, there may be indirect costs involved in not applying for an increase to rates.

RISK ANALYSIS

Adopting the recommendation ensures compliance with the Local Government Act in respect of the annual review of the Council Plan.

There is a risk that Council will not be able to raise sufficient rates (despite applying the increased set by the Minister) to meet the cost of: services; programs; new, improved and adequately maintained assets.

CONSULTATION AND ENGAGEMENT

Councillors were consulted at the commencement of the corporate planning cycle to determine whether any adjustment was required to the Council Plan and whether Council intended to increase rates above the amount set by the Minister.

RESOLUTION 2019/275

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council resolve that:

1. the Council Plan does not require any adjustments in respect of the next 12 months remaining period of the Council Plan
2. Council does not intend to increase rates above the amount set by the Minister.

CARRIED

11.2 PROPOSED ELECTION PERIOD POLICY VERSION 2

File Number: 18/01/002
Author: Sharon Morrison, Director Corporate Services
Authoriser: Wendy Gladman, Director Community Wellbeing
Attachments: 1. Election Period Policy version 2

RECOMMENDATION

That Council adopt the Election Period Policy version 2.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Version 1 of this policy was adopted 22 March 2016.

BACKGROUND

The Election Period Policy version 1 was developed in response to Section 93B (1) of the Local Government Act 1989 (the Act) which states that “a Council must prepare, adopt and maintain an election period policy in relation to procedures to be applied by Council during the election period for a general election.”

By adopting this policy Council can communicate its commitment to ensuring that the community is aware of how it will conduct business openly and objectively immediately prior to an election. It will also ensure that Council elections are not compromised by inappropriate electioneering by existing councillors, and safeguard the authority of the incoming Council.

In developing the policy reference was been made to Local Government Victoria’s “Reforms arising from the Local Government Amendment (Improved Governance) Act 2015, A guide for Councils”, which contains information about what Council’s policy should include.

ISSUES/DISCUSSION

Version 2 of the policy has been amended to reflect changes in dates for the upcoming election.

For the 2020 election, and application of this policy, the election period is noon Tuesday 22 September 2020 to 6.00pm Saturday 24 October 2020, and Election Day is 24 October 2020.

In accordance with the Act, Councillors will be provided with a copy of the policy upon its adoption, and the relevant staff will be consulted about their role in ensuring that the policy is applied during the election period.

COST/BENEFITS

Adoption of the policy ensures that Council is adhering to legislative requirements, and provides confidence to the community that Council will act appropriately and impartially in the lead up to the 2016 election.

RISK ANALYSIS

Adoption and adherence to the policy should provide protection to Council’s reputation in the lead up to the 2020 election.

CONSULTATION AND ENGAGEMENT

Staff and councillors have been consulted in the review of this policy.

RESOLUTION 2019/276

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council adopt the Election Period Policy version 2.

CARRIED

11.3 SECTION 86 COMMITTEES - STATUS REPORT

File Number: 02/01/005
Author: Michelle Hargreaves, Administration Officer
Authoriser: Wendy Gladman, A/Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That Council note the status of the Section 86 Committees of Management.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council noted the status of Section 86 Committees of Management at the Council meeting on 27 November 2018.

BACKGROUND

Section 86 of the Act allows Loddon Shire Council (the Council) to delegate its powers, duties or functions (with certain limitations) to special Committees. These are commonly known as Section 86 Committees. A Section 86 Committee is established by an instrument of delegation by the Council, which outlines the Committee's purpose and specific powers. These Committees typically involve activities such as the management of halls, community centres, pools, recreation reserves and development & tourism within Council boundaries.

In April 2013, the internal auditors conducted a review of Section 86 Committees. The review assessed whether Council:

- has appropriate policies and procedures to effectively govern the delegation of Council's powers, functions and duties under Section 86 of the Act
- complies with the Act in relation to the delegation of powers and functions, the appointment and on-going operation of Section 86 Committees
- has appropriate monitoring and reporting mechanisms in place to enable effective management of the Committees.

The results of the review identified a number of strong controls around the management and operation of Section 86 Committees as well as some opportunities for improvement including:

- the need for formal reporting to the Council on the on-going conduct and financial operations of Section 86 Committees
- monitoring the holding of meetings and provision of financial reports on a consistent basis.

Council indicated at the Council meeting on 24 October 2017 that a half yearly status report would assist in monitoring the status of Section 86 Committees.

ISSUES/DISCUSSION

Annual meetings generally take place at the end of the financial year, generating the requirement for financials and Committee appointments to be provided to Council.

At the time of preparing this report (4 November 2019), the status of Committees was as follows:

Committee Name	Status of Committee (active / disbanded / under review)	Status of Instrument of Delegation (reviewed and approved / under review / draft sent / due for review / overdue for review)	Annual meeting minutes received? (yes / no / comment)	2018/19 financials received to be audited? (yes / no / comment)	Committee appointment received? (yes / no / comment)	Compliant with minutes forwarded (yes / no / comment)
Boort Aerodrome	Active	Reviewed and approved	Yes (late)	Yes	Yes (November Council meeting)	No 4 required 3 of 4 on time; 1 not received
Boort Tourism Development	Active	Reviewed and approved	Yes	No	Yes	No 12 required not all on time 2 not received
Boort Memorial Hall	Active	Reviewed and approved	Yes	Yes	Yes	No 4 required 2 on time 2 not received
Boort Park	Active	Reviewed and approved	No	Yes	No	No 4 required 2 received not on time 2 not received
Bridgewater On Loddon Development	Active	Reviewed and approved	Yes	Yes	Yes (November Council meeting)	No 6 required some not on time 2 not received
Campbell's Forest Hall	Active	Reviewed and approved	Yes	Yes	Yes	No 6 required 6 not on time

Committee Name	Status of Committee (active / disbanded / under review)	Status of Instrument of Delegation (reviewed and approved / under review / draft sent / due for review / overdue for review)	Annual meeting minutes received? (yes / no / comment)	2018/19 financials received to be audited? (yes / no / comment)	Committee appointment received? (yes / no / comment)	Compliant with minutes forwarded (yes / no / comment)
Donaldson Park	Active	Reviewed and approved	Yes (no quorum)	Yes	Yes	No 6 required 4 not on time 2 not received Changed to 4 required
East Loddon Community Centre	Active	Reviewed and approved	Yes	Yes	Yes	No 4 required 3 not on time 1 not received
Inglewood Community Sports Centre	Active	Reviewed and approved	Yes	Yes	Yes	No 4 required 4 not on time
Inglewood Community Elderly Persons Units	Active	Reviewed and approved	Yes	Yes	Yes (November Council meeting)	No 4 required not all on time
Inglewood Town Hall Hub	Active	Reviewed and approved	Yes (late)	Yes	Yes (November Council meeting)	No 12 required not all on time 5 not received
Jones Eucalyptus Distillery Site	Active	Reviewed and approved	Yes	Yes	Yes	No 6 required Not all on time All received

Committee Name	Status of Committee (active / disbanded / under review)	Status of Instrument of Delegation (reviewed and approved / under review / draft sent / due for review / overdue for review)	Annual meeting minutes received? (yes / no / comment)	2018/19 financials received to be audited? (yes / no / comment)	Committee appointment received? (yes / no / comment)	Compliant with minutes forwarded (yes / no / comment)
Kingower Development and Tourism	Active	Under review	Yes	Yes	Yes	No 4 required Not all on time All received
Korong Vale Mechanics Hall	Active	Reviewed and approved	Yes	Yes	Yes	No 4 required 3 on time one missing
Korong Vale Sports Centre	Active	Reviewed and approved	Yes	Yes	Yes	No 1 required 1 not on time
Little Lake Boort Management	Active	Reviewed and approved	Yes (late)	Yes	Yes	No 4 required 2 not on time 2 not received
Loddon Southern Tourism and Development	Active	Reviewed and approved	Yes	Yes	Yes (November Council meeting)	No 12 required 3 not on time 9 not received Changed to quarterly meetings
Pyramid Hill Memorial Hall	Active	Reviewed and approved	Yes	Yes	Yes	Yes
Pyramid Hill Swimming Pool	Active	Reviewed and approved	Yes	Yes	Yes	No 6 required 6 not on time

Committee Name	Status of Committee (active / disbanded / under review)	Status of Instrument of Delegation (reviewed and approved / under review / draft sent / due for review / overdue for review)	Annual meeting minutes received? (yes / no / comment)	2018/19 financials received to be audited? (yes / no / comment)	Committee appointment received? (yes / no / comment)	Compliant with minutes forwarded (yes / no / comment)
Serpentine Bowls and Tennis Pavilion Reserve	Under review	Under review	No	Exempt	No	No 1 required None received since September 2017
Wedderburn Community Centre	Active	Reviewed and approved	No	Yes	No	No 6 required 2 not on time 4 not received
Wedderburn Engine Park	Active	Reviewed and approved	Yes	Exempt	No	Yes 1 required 1 on time
Wedderburn Mechanics and Literary Institute	Active	Reviewed and approved	Yes	Yes	Yes	Yes 6 required 6 on time
Wedderburn Tourism	Active	Under review	Yes	Yes	Yes	No 11 required 5 not on time 6 not received
Yando Public Hall	Active	Reviewed and approved	Yes	Yes	Yes	No 1 required 1 not on time
Results as at October 2019	Total (n=25)	Reviewed and approved = 23 Under review = 2	Yes = 22 No = 3	Yes = 22 No = 1 Exempt = 2	Yes = 21 No = 4	Yes = 3 No = 22

Committee Name	Status of Committee (active / disbanded / under review)	Status of Instrument of Delegation (reviewed and approved / under review / draft sent / due for review / overdue for review)	Annual meeting minutes received? (yes / no / comment)	2018/19 financials received to be audited? (yes / no / comment)	Committee appointment received? (yes / no / comment)	Compliant with minutes forwarded (yes / no / comment)
Results as at April 2019	Total (n=25)	Reviewed and approved = 21 Draft = 1 Under review = 3	Yes = 22 No = 3	Yes = 19 No = 4 Exempt = 2	Yes = 17 No = 8	Yes = 3 No = 22
Results as at end of October 2018	Total (n=25)	Reviewed and approved = 19 Draft = 1 Under review = 5	Yes = 22 No = 3	Yes = 19 No = 4 Exempt = 2	Yes = 17 No = 8	Yes = 2 No = 23
Results as at end of March 2018	Total (n=25)	Under review = 14 Draft sent = 8 Finalised = 3	Yes = 22 No = 3	Yes = 22 No = 1 Exempt = 2	Yes = 23 No = 2	Yes = 3 No/comment = 22
Results as at end of October 2017	Total (n=29)	Under review = 29	Yes = 17 No = 10 Comment = 2	Yes = 16 No = 9 Comment = 4	Yes = 12 No = 15 Comment = 2	Not reported

COST/BENEFITS

There are no costs associated with the preparation of this report. The benefits of preparing this report include responding to previously identified opportunities for improvement identified in 2013 audit review.

RISK ANALYSIS

The risk of not reviewing the Section 86 Committees can be seen in the reputational impact following an investigation by Local Government Inspectorate where it was identified that the Council involved had not reviewed most Instruments of Delegation since 1995. There is also a risk that services for the community may not be suitable.

CONSULTATION AND ENGAGEMENT

Section 86 Committees are contacted on a regular basis to follow up any outstanding documentation required for auditing purposes.

RESOLUTION 2019/277

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That Council note the status of the Section 86 Committees of Management.

CARRIED

11.4 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-INGLEWOOD COMMUNITY ELDERLY PERSONS UNITS

File Number: 02/01/043

Author: Michelle Hargreaves, Administration Officer

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Inglewood Community Elderly Persons Units Section 86 Committee of Management, effective immediately.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report. Some staff members do have an involvement in the subject matter of the report by virtue of their volunteer commitment to the Committee of Management or the volunteer commitment by their family members.

As per Council's Staff, Volunteers and Contractors Code of Conduct, section 9.3.2 Community interest, "*Where a staff member is involved in a community group that has contact or dealing with the Council the staff member must advise the community group to use the appropriate channels to deal with its issue with the Council and must not act to provide that group with priority access or special benefits*".

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of Committee members for Inglewood Community Elderly Persons Units Committee of Management on 28 May 2019.

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, at least 6 community representatives are preferred.

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

ISSUES/DISCUSSION

Inglewood Community Elderly Persons Units is an organisation based Committee with representatives from each of the stakeholder groups. The following is a list of nominated representatives for the Committee which meets the minimum requirement:

Name	Organisation
Allan Saunders	Community representative
Tracey Wilson	Inglewood and Districts Health Service
Dallas Coghill	Inglewood and Districts Health Service
Robert Condliffe (President/Treasurer)	Inglewood Lions Club
Frank Stoel	Inglewood Lions Club
Vacant (Secretary)	Loddon Shire Council Community Wellbeing
Vacant	Loddon Shire Council Community Wellbeing

The Council representative for this Committee is Cr Colleen Condliffe.

COST/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

RESOLUTION 2019/278

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council appoints the persons named in this report as members of the Inglewood Community Elderly Persons Units Section 86 Committee of Management, effective immediately.

CARRIED

**11.5 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-
BRIDGEWATER ON LODDON DEVELOPMENT**

File Number: 02/01/047

Author: Michelle Hargreaves, Administration Officer

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Bridgewater on Loddon Development Section 86 Committee of Management, effective immediately.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of Committee members for Bridgewater on Loddon Development Committee of Management on 27 November 2018.

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, at least 6 community representatives are preferred.

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

ISSUES/DISCUSSION

Bridgewater on Loddon Development is a community based Committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the Committee which meets the minimum requirement:

Name	Position
Shannon Brown	President
Graham Morse	Vice President
Christine Wattie	Secretary
Kathy Bowen	Treasurer
David Edwards	Committee Member
Fred Shea	Committee Member
Graham Hosking	Committee Member
Jenny Hosking	Committee Member
Leanne Edwards	Committee Member
Mick Balaz	Committee Member
Steve Brown	Committee Member
Tim Ferguson	Committee Member

The Council representative for this Committee is Cr Colleen Condliffe.

COST/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

RESOLUTION 2019/279

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council appoints the persons named in this report as members of the Bridgewater on Loddon Development Section 86 Committee of Management, effective immediately.

CARRIED

11.6 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS: LODDON SOUTHERN TOURISM AND DEVELOPMENT

File Number: 02/01/029

Author: Michelle Hargreaves, Administration Officer

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Loddon Southern Tourism and Development Section 86 committee of management, effective immediately.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Loddon Southern Tourism and Development Committee of Management on 26 March 2019.

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, at least 6 community representatives are preferred.

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

ISSUES/DISCUSSION

Loddon Southern Tourism and Development is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Geoff Curnow	President
Isabelle Marshall	Vice President
Sue Horsley	Secretary
Norma Sokolowski	Treasurer
Harold Shipston	Committee Member
Jeanette Shipston	Committee Member
Jill Temby	Committee Member
Justine Smith	Committee Member
Ken Arnold	Committee Member

The Council representative for this committee is Geoff Curnow.

COST/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

RESOLUTION 2019/280

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council appoints the persons named in this report as members of the Loddon Southern Tourism and Development Section 86 committee of management, effective immediately.

CARRIED

11.7 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-BOORT AERODROME**File Number:** 02/01/008**Author:** Michelle Hargreaves, Administration Officer**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That Council appoints the persons named in this report as members of the Boort Aerodrome Section 86 Committee of Management, effective immediately.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of Committee members for Boort Aerodrome Committee of Management on 27 November 2018.

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, at least 6 community representatives are preferred.

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

ISSUES/DISCUSSION

Boort Aerodrome is a community based Committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the Committee which meets the minimum requirement:

Name	Position
Peter Eicher	President/Secretary
Campbell Chalmers	Vice President
Jamie Whitmore	Treasurer
Ken Loader	Airport reporting officer
Adam Wright	Committee Member
Dick Lanyon	Committee Member
Ray Stomann	Committee Member
Ewen Collins	Committee Member

The Council representative for this Committee is Cr Neil Beattie.

COST/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

RESOLUTION 2019/281

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council appoints the persons named in this report as members of the Boort Aerodrome Section 86 Committee of Management, effective immediately.

CARRIED

11.8 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-INGLEWOOD TOWN HALL HUB

File Number: 02/01/023

Author: Michelle Hargreaves, Administration Officer

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Inglewood Town Hall Hub Section 86 Committee of Management, effective immediately.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of Committee members for Inglewood Town Hall Hub Committee of Management on 27 November 2018.

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, at least 6 community representatives are preferred.

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

ISSUES/DISCUSSION

Inglewood Town Hall Hub is a community based Committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the Committee which does not meet the minimum requirement however the Committee is sharing the duties of Secretary.

Name	Position
Enzo Scafati	President
Brian Rodwell	Vice President
Deb Coon	Secretary
Pauline Wellman	Treasurer
Jean McClymont	Committee Member
Kim Hanlon	Committee Member

The Council representative for this Committee is Cr Colleen Condliffe.

COST/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

RESOLUTION 2019/282

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council appoints the persons named in this report as members of the Inglewood Town Hall Hub Section 86 Committee of Management, effective immediately.

CARRIED

11.9 SECTION 86 COMMITTEE OF MANAGEMENT CHANGES TO MEETING CYCLE - INGLEWOOD TOWN HALL HUB**File Number:** 02/01/023**Author:** Michelle Hargreaves, Administration Officer**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** Nil**RECOMMENDATION**

That Council approves the change in meeting cycle from monthly to bi-monthly for Inglewood Town Hall Hub Section 86 Committee of Management.

CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report. Some staff members are involved in the subject matter of the report but have not been involved in the preparation of the report.

PREVIOUS COUNCIL DISCUSSION

Council approved the current meeting cycle in the reviewed Inglewood Town Hall Hub Committee of Management Instrument of Delegation signed 19 November 2018.

BACKGROUND

By email dated 30 October 2019 the current Committee of management wrote to Council requesting that the meeting cycle change from monthly to bi-monthly. The proposed dates for meetings are first Wednesday of:

- December
- February
- April
- June
- August (Annual meeting)
- October

ISSUES/DISCUSSION

Section 86(5) of the Local Government Act states that

A Council may require a special Committee to report to the Council at intervals determined by the Council.

Council is keen to reduce the reporting burden on section 86 Committees to respect the voluntary nature of their role. A change in meeting cycle helps to reduce the reporting burden while still meeting the requirements of the Local Government Act.

COST/BENEFITS

There is minimal cost associated with the adoption of the recommendation. The benefit is a reduced reporting burden on section 86 Committees of management and a reduced administrative burden on Council officers.

RISK ANALYSIS

There is a risk that the longer period between reports to Council could result in issues not being addressed in a timely way, however this risk is partially offset by either a Council officer or Councillor attending section 86 Committee of management meetings.

CONSULTATION AND ENGAGEMENT

The change in meeting cycle has been requested by the Committee of management.

RESOLUTION 2019/283

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council approves the change in meeting cycle from monthly to bi-monthly for Inglewood Town Hall Hub Section 86 Committee of Management.

CARRIED

11.10 SECTION 86 COMMITTEE OF MANAGEMENT DETAILS: KORONG VALE MECHANICS HALL

File Number: 02/01/26
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Korong Vale Mechanics Hall Section 86 Committee of Management, effective immediately.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of Committee members for Korong Vale Mechanics Hall Committee of Management on 22 October 2019.

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, at least 6 community representatives are preferred.

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

ISSUES/DISCUSSION

Korong Vale Mechanics Hall is a community based Committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the Committee which meets the minimum requirement:

Name	Position
Glenda Brooker	President
Lyn Chapman	Secretary/ Treasurer
Jenni Bligh	Committee Member
Laurie Barby	Committee Member
Milivoj Zec	Committee Member
Rosaliza Azahar	Committee Member
Rita Tosch	Committee Member
Michael Woodburn	Committee Member

The Council representative for this Committee is Cr Neil Beattie.

COST/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

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.

CONSULTATION AND ENGAGEMENT

Nil

RESOLUTION 2019/284

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council appoints the persons named in this report as members of the Korong Vale Mechanics Hall Section 86 Committee of Management, effective immediately.

CARRIED

12 GENERAL BUSINESS

URGENT BUSINESS

RESOLUTION 2019/285

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That the following items be treated as urgent business

CARRIED

12.1 SERPENTINE AIR RACE EVENT

RESOLUTION 2019/286

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council waive the \$1286.10 planning permit fee to run the Serpentine Air Race commemorative event in March 2020.

CARRIED

13 CONFIDENTIAL ITEMS**RESOLUTION 2019/287**

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989:

13.1 Review of confidential actions

This matter is considered to be confidential under Section 89(2) - (h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Any other matter which the Council or special committee considers would prejudice the Council or any person.

13.2 Contract 465 - Sloans Road Bridge Replacement

This matter is considered to be confidential under Section 89(2) - (d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contractual matters.

13.3 Contract 466 Footpath Construction 2019-2020

This matter is considered to be confidential under Section 89(2) - (d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contractual matters.

13.4 Appointment of Acting Chief Executive Officer

This matter is considered to be confidential under Section 89(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters.

CARRIED

Closing of Meeting to the Public

RESOLUTION 2019/288

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That the meeting be closed to the public at 4.11pm.

CARRIED

13.1 REVIEW OF CONFIDENTIAL ACTIONS**RESOLUTION 2019/289**

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council receive and note the action sheet.

CARRIED

13.2 CONTRACT 465 - SLOANS ROAD BRIDGE REPLACEMENT**RESOLUTION 2019/290**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council:-

1. award Contract 465 – Sloans Road Bridge replacement to North-Vic Constructions Pty Ltd for the tendered price of \$645,569.70 (ex GST) and
2. authorise the Chief Executive Officer to sign and affix the common seal of Council to the contract documents

CARRIED

13.3 CONTRACT 466 FOOTPATH CONSTRUCTION 2019-2020**RESOLUTION 2019/291**

Moved: Cr Gavan Holt

Seconded: Cr Neil Beattie

That Council

1. award the Schedule of Rates Contract No. 466 Footpath Construction 2019-2020 to Tactile Australia Pty Ltd trading as One Stop Civil
2. authorise the Chief Executive Officer to sign and seal relevant documents relating to this contract.

CARRIED

13.4 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER**RESOLUTION 2019/292**

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That Council:

1. Appoint Allan Bawden to the position of Acting Chief Executive Officer of the Loddon Shire Council with a commencement date of 27 November 2019 until 16 February 2019 or such other date as is agreed between the parties.
2. In the exercise of the powers conferred by section 224 of the Local Government Act and the other legislation referred to in the attached instrument of appointment and authorisation, resolves that:
 - (a) Allan Bawden be appointed and authorised as set out in the instrument.
 - (b) the instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it
 - (c) the instrument be sealed.

CARRIED

RESOLUTION 2019/293

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That the meeting be re-opened to the public at 4..45pm.

CARRIED

NEXT MEETING

The next Ordinary Meeting of Council will be held on 10 December 2019 at Serpentine commencing at 3pm.

There being no further business the meeting was closed at 4.45pm.

Confirmed this.....day of..... 2019

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CHAIRPERSON