

LODDON SHIRE COUNCIL

Notice of an Ordinary Meeting of the Loddon Shire Council to be held in the Serpentine Council Chambers, Serpentine, on Tuesday 29 January 2013 at 3.30pm.

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1. APOLOGIES

Nil

2. PREVIOUS MINUTES

2.1 CONFIRMATION OF MINUTES

SUMMARY

Approval of the Forum Minutes of 10 December 2012.
Approval of Ordinary Minutes of 10 December 2012

Author: John McLinden - Chief Executive Officer

File No: 02/01/001

Attachment: Nil

RECOMMENDATION

That Council confirm:

1. *the minutes of the Council Forum of 10 December 2012*
2. *the minutes of the Ordinary Council Meeting of 10 December 2012*

2.2 REVIEW OF ACTION SHEET

SUMMARY

Approval of Action Sheet.

Author: John McLinden - Chief Executive Officer

File No: 02/01/001

Attachment: 2.2 Action Sheet

RECOMMENDATION

That Council receive and note the Action Sheet.

3. **INWARDS CORRESPONDENCE**

SUMMARY

Relevant correspondence received by Council since previous meeting.

Author: John McLinden - Chief Executive Officer

File No: 02/04/001

Attachment: Copies of inwards correspondence

RECOMMENDATION

That Council:

1. *Reaffirms its commitment to advocating for improved financial support for small rural councils*
2. *Provides a contribution of \$5,000 to support the promotion of the principles explored in the Whelan Report Stage II.*

Date	From	Subject
29/11/12	Central Goldfields Shire	Local Government Sustainability "Whelan Model"

4. COUNCILLORS' REPORTS

4.1 MAYORAL REPORT

SUMMARY

Approval of the Mayoral Report.

Author: John McLinden – Chief Executive Officer

File No: 02/01/001

Attachment: Nil

RECOMMENDATION

That Council receive and note the Mayoral Report.

4.2 COUNCILLORS' REPORT

SUMMARY

Approval of Councillors' Reports.

Author: John McLinden – Chief Executive Officer

File No: 02/01/001

Attachment: Nil

RECOMMENDATION

That Council receive and note the Councillors' Report.

5. CHIEF EXECUTIVE OFFICER'S REPORT

5.1 DOCUMENTS FOR SIGNING AND SEALING

SUMMARY

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

Author: John McLinden - Chief Executive Officer

File No: 02/01/001

Attachment: Nil

RECOMMENDATION

That Council:

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

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

N/A

ISSUES/DISCUSSION

Instrument of Delegation to Korong Vale Sports Centre Committee of Management

Deed of Grant between the State of Victoria and Loddon Shire Council for funding under the Victorian Local Sustainability Accord (\$45,000)

Contract 248 Bitumen Sealing Works in Loddon Shire 2012-2013 between Loddon Shire Council and Inroads Pty Ltd

5.2 STAFF AND CONTRACTORS CODE OF CONDUCT

SUMMARY

A revised Code is presented to Council for adoption.

Author: John McLinden, Chief Executive Officer

File No: 18/01/001

Attachment: Draft Staff and Contractors Code of Conduct

RECOMMENDATION

That Council adopt the revised Staff and Contractors Code of Conduct.

PREVIOUS COUNCIL DISCUSSION

Council approved the previous Staff and Contractors Code of Conduct in 2010.

BACKGROUND

The Local Government Act requires a Chief Executive Officer to develop and implement a code of conduct for Council staff.

The Loddon Shire Council Staff and Contractors Code of Conduct (Code) approved in 2010 requires review.

ISSUES/DISCUSSION

The draft revised Code has the following additions and changes to the 2010 version:

- The document has been re-formatted to follow the current Strategic Document Template.
- Section 6 includes a set of updated values from the previous values listed as Honesty, Accountability, Objectivity, Openness, Courageous. The new set of values encompasses the former ones and expands on the meaning given to the values of Integrity, Accountability, Impartiality, Respect and Leadership.
- Section 7: The key focus areas were updated to reflect the current Council Plan.
- Additional Code rules (Section 8):
 - Authorised officers
 - Charter of Human Rights
 - Compliance with the law
 - Corporate identity
 - Delegated functions, powers or duties
 - Use of privileged information for unfair personal gain.
- Clarification of hospitality as a gift that should be included on the Gift register (Section 9.7).
- The review period for the Code has been changed from two years to three years (Section 10.8).

Being a strategic document, the draft Code was presented to Councillors at the November Council Forum for consideration. Allowing at least one month's consideration, the final draft is submitted to this Council

meeting for adoption, subject to any comments received from Councillors in the interim. There were no comments received.

COSTS/BENEFITS

Nil.

RISK ANALYSIS

An up to date Code that is provided to all staff can help mitigation of risks in a number of areas. The Code guides staff in appropriate behaviours and activities when representing Council, and sets standards that define staff performance requirements for all employees. Appropriate action may be taken by Council if requirements under the Code are breached.

CONSULTATION AND ENGAGEMENT

The draft Code has been provided to staff for comment before submitting it to Council for approval.

5.3 REVIEW OF COUNCILLOR ALLOWANCES

SUMMARY

Councillor and Mayoral allowances have been reviewed, and subject to Council support, will now be released for public submissions in accordance with the Local Government Act.

Author: John McLinden, Chief Executive Officer

File No: 02/04/001

Attachment: Review of councillor and mayoral allowances

RECOMMENDATION

That Council:

1. *provides in-principle support to the recommendations contained within the attached Review of councillor and mayoral allowances document*
2. *advertises the review and call for submissions pursuant to section 223 of the Local Government Act 1989.*

PREVIOUS COUNCIL DISCUSSION

Nil.

BACKGROUND

The Local Government Act, at section 74(1) requires that "a Council must review and determine the level of the councillor allowance and the mayoral allowances within the period of six months after a general election or by the next 30 June, whichever it is the later".

ISSUES/DISCUSSION

Attached to this report is a review of the allowances paid to the Mayor and Councillors of the Loddon Shire. This review recommends the status quo, in that councillors be paid a councillor allowance and the Mayor paid a mayoral allowance at the maximum permissible for Category One councils.

Section 74(4) requires that Council, before deciding this matter, must call for submissions pursuant to section 223 of the Local Government Act.

COSTS/BENEFITS

Nil.

RISK ANALYSIS

The risk of not completing this review in a timely manner will mean that Council is not able to comply with its obligations under the Local Government Act, thus eroding public confidence in Council.

CONSULTATION AND ENGAGEMENT

Consultation will be conducted in accordance with the call for submissions under Section 223 of the Local Government Act 1989.

6. DIRECTOR CORPORATE SERVICES' REPORTS

6.1 FINANCE REPORT FOR THE PERIOD ENDING 31 DECEMBER 2012

SUMMARY

This report provides Council with financial information for the period ending 31 December 2012.

Author: James Rendell - Manager Financial Services

File No: 06/01/001

Attachment: 6.1

RECOMMENDATION

That Council:

3. *Receives and notes the "Finance Report for the period ending 31 December 2012"*
4. *Approves budget revisions included in the report for internal reporting purposes only.*

PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis.

BACKGROUND

The Finance Report for the period ended 31 December 2012 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

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

ISSUES/DISCUSSION

As this is an end of quarter report, detailed information about the capital works program has been provided. This includes progress to date on the full schedule of capital works as disclosed in the 2012/2013 Budget.

COSTS/BENEFITS

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

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

RISK ANALYSIS

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

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

CONSULTATION AND ENGAGEMENT

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

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

6.2 SECTION 86 COMMITTEE OF MANAGEMENT AMENDED INSTRUMENTS OF DELEGATION – EAST LODDON COMMUNITY CENTRE COMMITTEE OF MANAGEMENT

SUMMARY

This report seeks Council's approval of an amended Instrument of Delegation for the East Loddon Community Centre Committee of Management.

Author: Jude Holt, Director Corporate Services

File No: 02/01/020

Attachment: 6.2 East Loddon Community Centre Committee of Management Instrument of Delegation

RECOMMENDATION

That Council approves the amended Instrument of Delegation for the East Loddon Community Centre Committee of Management.

PREVIOUS COUNCIL DISCUSSION

Council has been progressively approving amended Instruments of Delegation as they are returned by committees.

BACKGROUND

A review of Section 86 committees' Instruments of Delegation within 12 months of a general election is required under Section 86(6) of the Local Government Act 1989.

ISSUES/DISCUSSION

The Instrument of Delegation for the East Loddon Community Centre Committee of Management is presented to Council for approval.

The delegation has been amended to the format that Council approved at the Ordinary Meeting held on 23 April 2012, and the further amendment of Clause 3.3 (representatives shall be nominated, not appointed) at the Ordinary Meeting held on 23 July 2012.

The Instrument of Delegation is provided as Attachments 6.2.

COSTS/BENEFITS

There are a number of benefits of this project including:

- Standardisation of committee Instruments of Delegation, which will be easier to administer during future reviews
- Inclusion of the committee's reporting requirements to ensure that all legislative requirements are met
- Increased compliance with the Local Government Act 1989
- An increased understanding of Section 86 of the Act for officers and Councillors.

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.

The project of updating every Section 86 committee delegation will be followed by a project to prepare a governance manual for use by committees which will guide them in their activities and provide information about their responsibilities.

This will not only support committees better, but ensure that they understand their legislative responsibilities and Council requirements.

CONSULTATION AND ENGAGEMENT

Every committee was advised that their delegation would be updated as part of an overall Council review of Section 86 committee delegations.

Each committee is consulted and communicated with as part of the individual review process.

**6.3 SECTION 86 COMMITTEES OF MANAGEMENT COMMITTEE MEMBERSHIP -
INGLEWOOD COMMUNITY SPORTS CENTRE COMMITTEE OF MANAGEMENT
KORONG VALE SPORTS CENTRE COMMITTEE OF MANAGEMENT
LODDON SOUTHERN TOURISM & DEVELOPMENT COMMITTEE OF MANAGEMENT
PYRAMID HILL SWIMMING POOL COMMITTEE OF MANAGEMENT
WEDDERBURN MECHANICS & LITERARY INSTITUTE HALL COMMITTEE OF MANAGEMENT**

SUMMARY

This report seeks Council's appointment of members to Section 86 committees of management.

Author: Jude Holt, Director Corporate Services

File No: 02/01/021, 02/01/027, 02/01/029, 02/01/033, 02/01/038

Attachment: Nil

RECOMMENDATION

That Council appoints members to the following Section 86 committees of management, effective immediately, as per the names provided in this report:

1. *Inglewood Community Sports Centre Committee of Management*
2. *Korong Vale Sports Centre Committee of Management*
3. *Loddon Southern Tourism & Development Committee of Management*
4. *Pyramid Hill Swimming Pool Committee of Management*
5. *Wedderburn Mechanics & Literary Institute Hall Committee of Management.*

PREVIOUS COUNCIL DISCUSSION

Council has been progressively approving committee membership of Section 86 committees of management as they are provided.

BACKGROUND

Council has been progressively approving amended Instruments of Delegation for Section 86 committees of management.

Included in the amended delegations is 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.

As contact has been made with committees, a form has been issued to them asking them to provide their current committee members' names and contact details.

Where delegations have organisation representatives (not community representatives), the names and details of the groups being represented are provided in the list.

ISSUES/DISCUSSION

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

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

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

Loddon Southern Tourism & Development, Pyramid Hill Swimming Pool, and Wedderburn Mechanics Literary Institute Hall Committees of Management are all community based committees, which has a preferred representation of at least 6 community members.

Their nominated representatives are:

Loddon Southern Tourism & Development Committee of Management	Pyramid Hill Swimming Pool Committee of Management	Wedderburn Mechanics Literary Institute Hall Committee of Management
Dorothy Silke	David James	Frank Canfield
Robyn Vella (Council representative)	Tania Burke	David Lockhart
Jan King	Colleen Hampson	Alan Mulraney
Colin Silke	Vaughan Herrick	Bob Nicholls
Jan Sharman	Deborah Foster	Daryl Arnott
Jan King	Kate Bartels	Darren Cole
	Chelsea Challis-Broad	Alan Thiele
		Lance Ward

Pyramid Hill Swimming Pool and Wedderburn Mechanic’s Literary Institute Hall have provided lists in excess of 6 community members.

Loddon Southern Tourism & Development has provided a list of 6 members, however, Robyn Vella, who was appointed as Council’s representative at the Statutory Meeting held in November 2012, is on the list. This leaves 5 community members for that committee.

Inglewood Community Sports Centre and Korong Vale Sports Centre are organisation based committees. The delegation asks for two representatives from the following organisations, and at least one community representative:

Inglewood Community Sports Centre:

Name	Group represented
Andrew Nevins	Inglewood Cricket Club
James Nevins	Inglewood Cricket Club
Wade Roberts	Inglewood Football Club
Ron Heenan	Inglewood Football Club
Alan Last	Inglewood Lawn Tennis Club
Helen Canfield	Inglewood Lawn Tennis Club
Vicky Tierney	Inglewood Netball Club
Marie Ralph	Inglewood Netball Club
Gordon McNaughton	Community representative
Shane Maxwell	Community representative
Les Miller	Community representative

Korong Vale Sports Centre:

Name	Group represented
Judy Matthews	Korong Vale Bowls Club
Andrew Day	Korong Vale Bowls Club
Robert Day	Korong Vale Cricket Club
Faye Day	Korong Vale Cricket Club
Joan Earl	Korong Vale Tennis Club
Peter Gibson	Korong Vale Tennis Club
Lee Day (Listed as cricket club representative; as 2 representatives have been provided he has been changed to community representative)	Community representative
John Murnane	Community representative

COSTS/BENEFITS

The benefit of this project 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

Council has been advising committees in writing of the requirement to provide the list of committee members nominated at their Annual General Meeting, which requires Council approval.

6.4 SECTION 86 COMMITTEES OF MANAGEMENT – PROGRESS IN UPDATING INSTRUMENTS OF DELEGATIONS REPORT

SUMMARY

This report provides Council with information about the progress of updating Section 86 committees of management Instruments of Delegation.

Author: Jude Holt, Director Corporate Services

File No: 02/01/005

Attachment: 6.4 Table showing status of each committee

RECOMMENDATION

That Council receives and notes the Section 86 Committees of Management – Progress in Updating Instruments of Delegation Report.

PREVIOUS COUNCIL DISCUSSION

Council has approved a number of Instruments of Delegation for Section 86 committees over the past calendar year.

BACKGROUND

A Section 86 Committee of Management (S86 Committee) is a special committee created under Section 86 of the Local Government Act 1989 (the Act). The Act states that a special committee means:

- “(a) a committee established by a Council under section 86;
- (b) a committee that exercises a power, or performs a duty or function, of the Council that has been delegated to that committee under any Act”.

In creating a S86 Committee, Council is providing that committee with powers and duties to perform a function for and on behalf of Council.

In order to ensure that S86 Committees work within their authority, a formal Instrument of Delegation is approved by Council, and co-signed by Council and the committee.

The Instrument of Delegation provides important information about the:

- Committee itself
- Powers and duties of all Section 86 committees
- Objectives and powers and duties specific to the committee
- Duties of the secretary and treasurer
- Committee proceedings
- Committee’s finances
- Committee’s reporting requirements.

ISSUES/DISCUSSION

Section 86(6) of the Act states:

“The Council must review any delegations to a special committee in force under this section within a period of 12 months after a general election.”

This means that all of the current S86 committee Instruments of Delegation are required to be reviewed and approved by Council by 26 October 2013.

There are a number of delegations that have been updated and approved by Council over the past year; where this approval was prior to 27 October 2012 they will need to be reviewed and approved again. In most instances, this will be a minor review.

Attachment 6.4 shows the current progress of the review. Of the thirty-eight S86 Committees, there are two Instruments of Delegation which are complete, 12 which although are complete will need to be reviewed again prior to October, 19 which are works in progress, and 5 which are not started.

Complete (2)

The two S86 committees that are complete were disbanded by Council in the past year.

Complete, but will need to be reviewed again (12)

Of the 12 which are complete but will need to be reviewed again:

- Letters have been sent to 10 of the S86 committees advising them of the review that is required under the Act and stating that Council will approve their current delegation at the March 2013 Council Meeting unless they make contact about any changes they may consider necessary.
- The remaining two S86 committees will need new Instruments of Delegation as their documents have not been formally reviewed since October 2010.

Works in progress (19)

Of the nineteen S86 committees that are works in progress:

- Five relate to Council's preschools. Mrs Wendy Gladman, Acting Director Community Wellbeing has been advised that it is intended to disband the five S86 committees as they are now redundant.

Historically the committees were created to formalise the relationship between the preschool parent committees and Council, as the committees were using Council's buildings to provide their service.

In 2004 the state government invited Councils and other large organisations to become cluster managers of local preschools, which Council did, so all preschools in the Shire are now licensed to Council, operated by Council, preschool staff are employed by Council, and Council owns and manages the facilities that the services are provided from.

The relationship with parent committees has changed, and now parent committees have the important role of fundraising for their centre, but no other obligations in relation to delivery of the service.

- One Instrument of Delegation has been presented to Council at the January 2013 Council Meeting for approval
- One Instrument of Delegation has been presented for signing and sealing at the Council Meeting in January 2013
- One final Instrument of Delegation has been sent to the committee for signing
- Eight draft Instruments of Delegation have been sent to the committees for consideration
- Two committees have been contacted in relation to clarifying their specific duties and objectives
- The Department of Sustainability and Environment has been contacted about ownership of land relating to one Instrument of Delegation.

Not started (5)

The final five committees will be contacted as a matter of priority to ensure that their Instruments of Delegation can be updated and approved by 30 June 2012.

COSTS/BENEFITS

There are no direct financial costs associated with management of S86 committees.

RISK ANALYSIS

In the past Council has not been enforcing the requirements of the Act in relation to Section 86 committees. This was recognised some time ago, and work commenced on updating all Instruments of Delegation as a starting point for compliance in the future. The committees that have had Instruments of Delegation approved by Council more recently are now contacted regularly to ensure that they are meeting the reporting requirements under the Act.

Council will not comply with the Act if the review of all S86 Committee Instruments of Delegation is not complete by 26 October 2014.

CONSULTATION AND ENGAGEMENT

Each committee has been contacted verbally prior to providing any written communication in relation to updating their particular delegation.

7. DIRECTOR OPERATIONS' REPORTS

7.1 PLANNING APPLICATIONS CURRENTLY BEING PROCESSED

SUMMARY

Provides Council with an update on Planning applications currently under consideration and a register of planning permits issued between 8 December 2012 and 9 January 2013.

Author: Tyson Sutton – Manager Planning & Local Laws

File No: 02/01/001

Attachment: 7.1(a) List of Active Planning Applications
7.1(b) List of Applications Approved under Delegation

RECOMMENDATION

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

PREVIOUS COUNCIL DISCUSSION

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

BACKGROUND

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

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

ISSUES/DISCUSSION

Attachments 7.1(a) and 7.1(b) provides Council with a full list of planning applications currently under consideration and those planning permits issued between 8 December 2012 and 9 January 2013.

COSTS/BENEFITS

Nil

RISK ANALYSIS

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

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

CONSULTATION AND ENGAGEMENT

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

7.2 2011-2013 FLOOD RESTORATION PROGRAM PROGRESS REPORT

SUMMARY

Provides Council with a status update regarding progress in the delivery of the 2011-2013 Flood Restoration Program to the period ending 31st December 2012.

Author: Steven Phillips, Manager Works

File No: 14/01/001

Attachment: Nil

RECOMMENDATION

That Council receive and note the quarterly progress update on delivery of the 2011-2013 Flood Restoration Program.

PREVIOUS COUNCIL DISCUSSION

Council were presented with an initial delivery schedule for projects comprising the 2011-2013 Flood Restoration Program (the Program) at its Ordinary Meeting in August 2011.

Quarterly progress updates on the delivery of the Program have subsequently been provided.

BACKGROUND

In March 2011 a claim for \$22,422,329 towards repair costs for damage caused during the 2010/11 floods was submitted to the Department of Treasury & Finance (The Department) under the Natural Disaster Financial Assistance Council Guidelines. This claim was approved on 14th March 2011.

Following preparation of the initial claim further road network damage was identified and submitted to the Department for approval within claims 2 and 3 seeking additional restoration funding of \$8,281,664 and \$4,275,093 respectively.

A fourth claim under the Natural Disaster Financial Assistance Council Guidelines has been finalised for administration costs associated with the delivery of the Program. Further claims for administration costs associated with delivery of the Flood Restoration Program will be submitted until the program is completed.

A fifth claim which includes further restoration works with a value of \$1,629,148 has also been prepared and submitted, the works within this claim have been included into the delivery program as shown within table 1. It is anticipated that no further claims for restoration works as a result of the floods in January 2011 will be submitted.

Delivery of the Program commenced in March 2011 with the final completion date currently estimated as 30 April 2013; this assumes a program life of 27 months. At the end of this time all works relating to the Program need to be completed to allow for acquittal of expenditure prior to the end of the 2012/2013 financial year. As per the Natural Disaster Relief and Recovery Arrangements (NDRRA), completion and financial acquittal of all flood restoration works must be completed by 30 June 2013.

ISSUES/DISCUSSION

Table 1 below outlines both the quantity of approved and completed works currently included within the Program (Claims 1, 2, 3 and 5) along with a summary of expenditure incurred as at 31 December 2012. Figures within the table vary slightly from previous reports due to the rectification of errors in the database and the inclusion of projects identified in subsequent claims to the Department.

Table 1: Summary of Works Completed and Associated Expenditure to 31 December 2012

Activity	Programed Works		Completed Works		Original Estimate (Budget)	Actual Expenditure as at 31/12/2012	
Grading	261.7	Km	231.2	Km	88 (%)	\$750,074	\$804,357 107 (%)
Gravel Re-sheeting	505.8	Km	458	Km	91 (%)	\$26,785,562	\$14,255,820 53 (%)
Shoulder Re-sheeting	66.7	Km	60.4	Km	91 (%)	\$2,928,107	\$1,320,654 45 (%)
Sealed Road Repairs	22.8	Km	15.6	Km	68 (%)	\$3,436,728	\$2,747,555 80 (%)
Township Streets	13	No.	12	No.	92 (%)	\$217,829	\$176,757 81 (%)
Drainage Structures	2	No.	2	No.	100 (%)	\$130,000	\$81,804 63(%)
Safety Infrastructure	8	No.	8	No.	100 (%)	\$31,611	\$11,566 37 (%)
Township Amenity	2	No.	0	No.	0 (%)	\$12,825	\$ - 0 (%)
Bridges & Culverts	90	No.	72	No.	80 (%)	\$1,430,025	\$999,665 70 (%)
Floodway's	110	No.	101	No.	92 (%)	\$491,258	\$332,294 68 (%)
Total						\$36,214,019	\$20,730,472 57 (%)

As seen above 91.8km of grading, re-sheeting, shoulder re-sheeting and sealed road re-construction remains to be completed along with 30 separate jobs across remaining project categories. It is anticipated that all outstanding works shall be delivered by end of April 2013.

Council will receive further updates on progress of the 2011/2013 Flood Restoration Program delivery in April.

COSTS/BENEFITS

It is not anticipated that Council will incur any costs associated with the flood restoration program other than those required under the NDRRA funding guidelines, being an initial contribution of \$35,000.

RISK ANALYSIS

Primary risks associated with the delivery of the flood restoration program include:

- Completion and financial acquittal of all flood restoration projects prior to 30 June 2013.
- Ability of Council to source or maintain adequate contractors and resources to facilitate delivery of required works.
- Deteriorating weather conditions or delays.
- Financial and infrastructure management implications if works are not completed within the available timeframe.

Despite some significant risks being identified above it is believed that appropriate mitigating measures/systems have been put in place to address these. Such measures include:

- Sound programming of outstanding works
- Regular financial acquittal reports being presented to the Department
- Establishment of all supply & works contracts required
- Lodgement of a request for extension of time for those projects which may risk extending beyond the program deadline.

CONSULTATION AND ENGAGEMENT

A full copy of the Flood Restoration program for those works which had been approved for delivery by the Department (excluding Claims 3 & 5) was presented within the recent Loddon Bulletin (September 2012) and distributed to all Residents within the Shire.

This program provided residents with indicative delivery timeframes for all projects identified as part of the flood restoration effort and also called for residents to report any additional flood damage which they believe had not been captured.

A further update reporting an overview of the progress of the Flood Restoration Program will be provided in the up-coming Loddon Bulletin.

7.3 SPEED LIMIT REDUCTIONS AT LEVEL CROSSINGS ON SEALED COUNCIL ROADS

SUMMARY

Outlines the required actions of Council with regard to introduction of reduced speed limits at Level Crossings on sealed Council Roads, as per the recommendations of The Victorian Parliamentary Road Safety Committee's "Inquiry into Safety at Level Crossings" (2008).

Author: David Fry, Manager Infrastructure Program Development

File No: 14/01/008

Attachment: Nil

RECOMMENDATION

That Council receive and note the "Speed Limit Reductions at Level Crossings on Sealed Council Roads" report.

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

In 2008 the Victorian Parliamentary Road Safety Committee set up an inquiry into safety at level crossings across Victoria. This inquiry was in response to a number of near misses and fatalities at rail crossings in Victoria, including the Kerang rail disaster.

As a result of this inquiry VicRoads reduced the posted speed limits at 75 rail crossing locations across Victoria from 100kph to 80kph.

Prior to extending this program to include Council roads, the Victorian Railway Crossing Safety Committee (VRCSSC) commissioned VicRoads to undertake a study to assess the benefits of installing reduced speed limits at the approaches to high speed, low volume, level crossings in regional Victoria. In parallel to this a similar study was completed in Western Australia.

Results from the Western Australian study and preliminary feedback from the VicRoads study supported the hypothesis that a reduction in posted speeds does lead to a reduction in road user speeds even when there is a low probability of a driver encountering a train. The VRCSSC has therefore endorsed the proposal to reduce speed limits at high speed Council controlled level crossings to a maximum of 80kph.

ISSUES/DISCUSSION

In Loddon there are 10 crossings subject to these speed limit changes. To assist councils with the cost of this program the State Government has approved funding to cover the procurement of signs and associated infrastructure as well as the delivery cost to council depots. Council will however be responsible for the logistics and cost for installation of these signs.

To further assist councils undertaking this program VicRoads has streamlined the Memorandum of Authorisation (MOA) process. Instead of an MOA for each of the identified sites, a single multi-site MOA will be issued.

Signage for the program has now arrived at Council's Wedderburn depot and in accordance with the program guidelines is required to be installed by the end of June 2013.

COSTS/BENEFITS

The cost of this program has not been budgeted for in this financial year; however the cost of all required infrastructure has been covered by the State Government.

Council currently has a budget item to deal with safety issues at Council controlled level crossings as part of the Australian Level Crossing Assessment Model (ALCAM) program. Accordingly the cost of the installation of new speed signs will be addressed through this budget item.

RISK ANALYSIS

Potential risk to Council in relation to this program primarily relates to:

- Council's project delivery and road management reputation
- Potential financial liability should an accident occur.

CONSULTATION AND ENGAGEMENT

The Municipal Association of Victoria was consulted in relation the issue of multiple MOA's.

7.4 BUILDING DEPARTMENT ACTIVITY STATISTIC;; OCTOBER TO DECEMBER 2012

SUMMARY

Provides information to Council on the level of building activity within the municipality.

Author: David Turner – Municipal Building Surveyor

File No: 13/06/001

Attachment: Building Permit Approvals 1/10/12 – 31/12/12
Occupancy Permits Issued 1/10/12 – 31/12/12
Certificates of Final Inspection Issued 1/10/12 – 31/12/12
Summary of Building Inspections undertaken
Graph Sheets of Comparisons – 2005 to 2013

RECOMMENDATION

That Council receive and note the “Building Department Activity Statistics October to December 2012 Report”.

PREVIOUS COUNCIL DISCUSSION

Council is provided with a quarterly report regarding building activity statistics within the shire.

BACKGROUND

Loddon Shire provides a range of building advisory and control functions through its Building Department. The role of the Municipal Building Surveyor encompasses the provision of building advice, administration, issuing or review of relevant permits and approvals, advisory and consultancy services as well as performing regulatory administration and enforcement activities.

Capturing and reporting statistics relating to building activity within the shire also forms part of the Municipal Building Surveyor’s role. Accordingly this information is provided to Council as an indicator of local development and investment.

ISSUES/DISCUSSION

For the period October to December 2012 available data indicates that there has been an increase of approximately 21% in the number of building permits issued and an increase of approximately 50% in the total value of building works as compared with the previous three (3) months of 2012. This increase in value is attributed to several large new dwellings across the municipality and the reconstruction of the Newbridge Recreation Reserve Sports Pavilion.

Compared to the same period in 2011, figures show that the same number of building permits were issued but the value of works is approximately 50% lower. This decrease in value is mainly attributed to the large developments undertaken by Hazeldene’s in 2011.

COSTS/BENEFITS

Nil

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

Nil

7.5 SWIMMING POOL SAFETY

SUMMARY

Provides Council with information on the actions of the Municipal Building Surveyor in relation to monitoring and compliance of private swimming pools and spas within the municipality.

Author: David Turner – Municipal Building Surveyor

File No: 13/06/002

Attachment: Letter from the Building Commission.
Swimming pool & Spa permit review 2012

RECOMMENDATION

That Council receive and note the Swimming Pool Safety report which details the number of outstanding building permits for swimming pools and spas and the actions undertaken by the Municipal Building Surveyor.

PREVIOUS COUNCIL DISCUSSION

Council reviewed its Building Control Policy during its Ordinary Meeting in July 2012. This review identified the approach to be taken with respect to swimming pool safety and enforcement activities required by the Municipal Building Surveyor.

BACKGROUND

Under the provisions of the Building Control Policy adopted by Council at its meeting of 27 November 2006 and reviewed and endorsed again on 23 July 2012, the Loddon Shire Council's Building Department shall ensure that all building works, demolition works and dangerous structures falling under its control are dealt with in such a manner so as not to prejudice peoples health, safety, welfare and convenience.

Over the past few years the State Coroner has conducted a number of coronial inquests into swimming pool drownings throughout the state. The Building Commission is conducting a review of all known swimming pool and spa building permits issued from 1 February 1997.

This review of swimming pool and/or spa building permits by the Building Commission will help to achieve this requirement and will help finalise the building permits.

ISSUES/DISCUSSION

Following receipt of the attached letter from the Building Commission all building permits listed on the attached spread sheet were retrieved from the filing system and their status checked. From this several telephone calls were made to the relevant property owners and of the ten (10) properties identified, six (6) letters were sent out advising the owners of their obligations and requesting confirmation that the required works on the swimming pool and associated safety barriers has been completed to the required standard.

As a result of the telephone calls several inspections were also carried out and a number of the permits were either finalised or lapsed (pools dismantled or no works commenced).

There are still a small number of identified properties where the owner has not made contact with council in relation to the recent letter and these will require a follow up to ensure the required safety barriers are in place.

COSTS/BENEFITS

Nil

RISK ANALYSIS

The risk associated with the recommendation is that the property owners who believe that their swimming pool – spa does not comply with the regulations will not make contact with Council to advise

that works are complete, thus allowing a swimming pool and spas to remain as a danger to young children.

CONSULTATION AND ENGAGEMENT

Letters have been sent to all property owners who have existing permits for swimming pools or spa construction. Follow up telephone calls and site inspection have occurred for a number of these properties.

Over the past two years Council has attempted to raise community and property owner awareness with respect to the rules and regulations surrounding pools and spas through a combination of media releases and mayoral column items.

Reports of non-compliant swimming pool or spa pool installations are currently being investigated as they arise.

8. DIRECTOR ECONOMY AND COMMUNITY REPORTS

8.1 LODDON DISCOVERY TOURS 2011/2012

SUMMARY

A report for the Loddon Discovery Tours program 2011/2012 and objectives for 2012/2013

Author: Robyn Vella Manager Tourism

File No: 16/07/001

Attachment: Loddon Discovery Tours, 4 Night/ 5 days program

RECOMMENDATION

That Council receive and note the report for Loddon Discovery Tours 2011/2012

PREVIOUS COUNCIL DISCUSSION

At the September 2011 Council Meeting a report was presented on the performance of the Loddon Discovery Tours program for 2010/2011.

BACKGROUND

Loddon Discovery Tours is an action within the Loddon Shire Tourism Strategy 2011-2016.

Strategy Actions (under Action 17) focussing on the development of Loddon Discovery Tours:

- Loddon Road Show in Melbourne
- provide other packages (example self-drive)
- consider focusing on higher yielding tours

A Council report is submitted after each financial year on the progress of the Loddon Discovery Tours program.

ISSUES/DISCUSSION

The Loddon Discovery Tours program is coordinated and promoted through the Loddon Visitor Information Centre.

The program offers a range of tours from day tours, self-drive to extended stay. The program comprises:

- Day Tours
- V Line Travel
- 2 Nights/ 3 days
- 3 Nights/4 days
- 4 Nights/5 days

The majority of visitors who participate in the Loddon Discovery Tours program are from Probus Clubs. It is noted however that the Probus club market is diversifying from coach travel into caravanning.

In the 2011/2012 financial year the Loddon Discovery Tours program assisted three Probus Clubs with one staying at the Wedderburn Pioneer Caravan Park and two at Boort Lakes Caravan Park, which is not captured in the data provided. Each club stayed a minimum of three nights.

A further objective of Loddon Discovery tours is to minimise any cost to Council and achieve an operating profit. For 2011/2012:

Financial Result excludes GST

- Income \$98,530
- Expenditure \$85,064
- Loddon Discovery Tours Surplus \$13,466

Expenditure comprises tour costs including accommodation, meals, tourist attractions, entertainment and Loddon Ambassadors. Individual spend whilst on the tour is not included.

Benefits to the economy of the Loddon Shire

The Loddon Discovery Tours program over the 2011/2012 financial year organised 58 days of group travel, ranging from day tours through to extended stays. This generated visitation of 686 people. The extended stays accumulated a total of 681 motel bed nights by 227 people.

The table below show that the Loddon Discovery Tours program in 2011/2012 had more tours and participants but less motel bed nights than the previous year.

Below is a breakdown of data for 2011/2012 & 2010/2011 the tour type, number of tours, number of participants and motel bed nights.

Data 2011/2012 financial year

Tour Type	Number of Tours	Total Number of People Participating	Motel Bed Nights
4 Nights / 5 Days	3	77	231
3 Nights / 4 Days	3	71	213
2 Nights / 3 Days	3	79	237
Day Tours	15	459	0
Total	24	686	681

Data 2010/2011 financial year

Tour Type	Number of Tours	Total Number of People Participating	Motel Bed Nights
4 Nights / 5 Days	6	187	1122
3 Nights / 4 Days	2	57	114
2 Nights / 3 Days	3	63	189
1 Night / 2 Days	1	18	18
Day Tours	11	332	0
Total	23	657	1443

Visitors Surveys: Visitor spend

Each year, an estimate is made of the financial return to the community through Loddon Discovery Tours. This estimate is based on survey returns from tour participants, with total spend is based on what is spent whilst visiting the region, for example: on luxury items or local produce while travelling.

In the 2011/2012 financial year, for visitors surveyed:

Number Surveyed	Total spend of visitors surveyed	Total average spend of visitors surveyed	Average spend per person per day surveyed
138	\$24,598	\$178.25	\$11.51

It is estimated that the Loddon Discovery Tours program contributed **\$122,280** to the Loddon economy in **2011/2012**.

In the 2010/2011 financial year, for visitors surveyed:

Number Surveyed	Total spend of visitors surveyed	Total average spend of visitors surveyed	Average spend per person per day surveyed
191	\$21,955	\$115.00	\$19.00

It is estimated that the Loddon Discovery Tours program contributed **\$75,555** to the Loddon economy in **2010/2011**.

Loddon Discovery Tours Guest speaking program

The Loddon Shire Tourism Manager attended 23 guest speaking engagements across Victoria last financial year. Most guest speaking engagements were based in the metropolitan area, with an average attendance of approximately 60 to 80 people. Presentations create a greater awareness of rural environments and offer the opportunity to travel to our region as individuals or by group travel (coach).

Loddon Discovery Tours group travel mail out

Annually staff at the Loddon Visitor Information Centre conduct two mail outs to promote the region. The first caters for group tours via coach travel, while the other focuses on the independent grouping that visit our region by self - drive but contribute to other accommodation occupancy and local businesses.

Typical self – drive groups include detector clubs, field naturalists, bird watching clubs, photography clubs, car clubs, walking clubs, motorhome and caravan clubs.

Loddon Discovery Tours program 4 night / 5 days

Attached with this report is an example of a 4 night/5 days tour to the region. This tour provides an overview of the Loddon Shire where participants experience first-hand daily life in a rural area. The price for the tour excludes the travel component allowing visitors to travel their preferred way to our region.

Loddon Discovery Tours Objectives for 2012/2013

- Conduct a Loddon Road Show in Melbourne
- Improve other visitor packages - for example self-drive
- Consider focusing on higher yielding tours
- Continue to promote the V/Line passenger service from Melbourne to Pyramid Hill via the Swan Hill service
- Continue to update Loddon Discovery Tours on the Loddon Shire website
- Strengthen communication with local operators and staff

COSTS/BENEFITS

The Loddon Discovery Tours program is utilised a number of ways to attract people to our region, not just for a holiday, but a new location if considering a life style change. Whilst visiting our region the Loddon Ambassadors promote the services and infrastructure available in our rural environment.

Using data from the 2011/2012 survey, the estimated total spend (exclusive of tour charges) based on 686 visitors X \$178.25 average spend was a total of \$122,279.50, which is an increase on the previous year.

This program brings local operators and organisations together through collaborative marketing which may not connect otherwise.

RISK ANALYSIS

The Loddon Discovery Tours program is reliant on the Loddon Shire Tourism Manager conducting presentations to clubs who travel collaborative as a group. Even though our region is recognised in the group tour market, there are other options that are provided to groups from travel agents which are a competitor.

The hire of a coach per day has risen due to the price of diesel; this may have contributed to the decrease in bed nights.

CONSULTATION AND ENGAGEMENT

The Loddon Shire Tourism Manager engages with local operators and community groups who are willing to take part in the Loddon Discovery Tours program. To be a part of the program local operators and organisations complete a registration form. The Loddon Visitor Information Centre accepts bookings for the Loddon Discovery Tours program and coordinates tours across the municipality on behalf of the operators and organisations.

Recently a Loddon Valley Expo was conducted in Melbourne to encourage visitors to the region. This was very well received with around 100 people attending the expo and 58 people who were genuinely interested in travelling to our region. The expo consisted of local operators from Bridgewater, Boort, Inglewood, Tarnagulla and Wedderburn showcasing our region.

8.2 STATUS OF THE COMMUNITY PLANNING PROGRAM AS AT JANUARY 2013

SUMMARY

This report provides Council with a list and the status of projects and initiatives currently active in community planning.

Author: Tim Jenkyn, Manager Community Planning

File No: Type file number

Attachment: Status of the Loddon Shire Community Planning Program January 2013

RECOMMENDATION

That Council note the Status of the community planning program as at January 2013 report.

PREVIOUS COUNCIL DISCUSSION

- Council Report July 2012 – Community Planning Program 2012-13
- Council Report October 2012 – Community Planning Program Status

BACKGROUND

The community planning program has a number of large, medium and small scale projects underway across the Shire, as detailed in the attached report.

ISSUES/DISCUSSION

The report lists the location, type of project, funding sources, community planning allocation, percentage complete and project management information on items initiated in community planning.

COSTS/BENEFITS

Currently Loddon Shire Council's community planning program represents an allocation value close to \$1.5 million for Loddon's communities (October 2012). This figure is based on projects that council and the community have invested in over previous and the current financial year.

As detailed in the attached report many large and medium scale projects have attracted or sought external funding. Together with smaller projects numerous members of each community volunteer their time in planning, contributing funds and in kind work.

RISK ANALYSIS

NA

CONSULTATION AND ENGAGEMENT

NA

8.3 HOUSING AND INDUSTRY MARKETING PLAN 2013 - 2017

SUMMARY

The marketing plan describes promotional activities designed to attract new industry, encourage residential development and to attract new residents to the shire. The Marketing Plan is a key result area under the Loddon Shire Housing Strategy and will support the delivery of the Loddon Economic Development Strategy.

Author: Bryan McEwan, Director Economy and Community

File No: 13/09/001

Attachment: Loddon Shire Council Housing and Industry Marketing Plan 2013 - 2017

RECOMMENDATION

That Council adopt the Housing and Industry Marketing Plan 2013 – 2017.

PREVIOUS COUNCIL DISCUSSION

Council has previously considered the plan at a special council forum in June 2012 (Wedderburn) and at the August 2012 council forum (Serpentine).

BACKGROUND

The Loddon Housing Strategy was adopted by council in 2009. Key recommendation 6 of the Strategy was to:

'Develop a marketing plan for the Shire and for both the Wedderburn estate and a potential estate in Bridgewater. The plan also needs to take into consideration the role of council and the potential for a partnership with a project building company and will also need to consider the involvement of local real estate agents as well as a high profile agents within target markets'.

The plan is also in line with the objectives of the Loddon Shire Economic Development Strategy, which recommends the development of industrial land in Boort, Serpentine, Wedderburn and Inglewood.

ISSUES/DISCUSSION

The marketing plan targets two key areas:

- The business and industry Sector, and
- The residential and lifestyle Sector

The plan will promote growth in residential land sales, housing and industrial land developments and by doing so will attract new residents and industry to the shire.

The plan will:

- Build a base of housing, land, agricultural and industrial asset promotional material
- Build a closer relationship with appropriate real estate agents
- Ensure council representation at promotional events
- Promote the shire through relevant networks
- Promote opportunities within the shire with appropriate investors and developers

The plan has a broad emphasis on council owned assets; promotional activities will also benefit the wider Loddon community and industry.

COSTS/BENEFITS

The plan is expected to create additional activity in residential and industrial property sales. The activity is also expected to attract new residents and industry to the Shire.

The Plan will require a budget allocation of \$20,000. This allocation will be applied over the life of the plan and may be used in some circumstances to apply for external funding (where required).

RISK ANALYSIS

Risk associated with the potential failure of the plan to attract growth in residential land, housing or industrial land sales and development.

Organisational risk has been assessed as 'Low'.

CONSULTATION AND ENGAGEMENT

Council has been briefed on two occasions and have provided feedback for incorporation into the Plan.

9. DIRECTOR COMMUNITY AND WELLBEING REPORTS

9.1 COMMUNITY CARE COMMON STANDARDS QUALITY REVIEW

SUMMARY

This report is to provide Council with information on the impending aged and disability services Community Care Common Standards quality review.

Author: Wendy Gladman – Acting Director Community Wellbeing

File No:

Attachment: Nil

RECOMMENDATION

That Council receive and note the information provided regarding the impending aged and disability services Community Care Common Standards quality review.

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

The Home and Community Care (HACC) program delivered by Council is governed by the Victorian Department of Health guidelines and has been required to comply with HACC National Service Standards.

In 2011 the Community Care Common Standards (CCCS) replaced the HACC National Service Standards across Australia. The CCCS are part of an ongoing process of reform by the federal and state governments and aims to streamline arrangements in community care.

ISSUES/DISCUSSION

CCCS are applicable to the Home and Community Care (HACC) Program, Community Aged Care Packages (CACP), Extended Aged Care at Home (EACH) and Extended Aged Care at Home Dementia (EACHD) packaged care programs. As a provider of each of these programs, Council will be required to meet the CCCS, comprising eighteen expected outcomes across three standards:

- effective management
- appropriate access and service delivery
- service user rights and responsibilities.

Australian Health Care Associates (AHCA) has been appointed by the Victorian Department of Health to conduct the CCCS quality reviews of HACC funded organisations.

Commonwealth funded program (CACP, EACH and EACHD) quality reviews will be conducted by quality reviewers from the Department of Health and Ageing (DoHA).

In addition to meeting the CCCS, organisations funded to provide HACC services in Victoria are required to follow a variety of Victorian specific policy and program requirements. These include:

- the Victorian HACC Program Manual
- Diversity planning and practice
- Active Service Model implementation
- Service Coordination Tool Templates
- Framework for Assessment in the HACC Program

Council has received notification from quality reviewer, AHCA that the HACC program will be assessed on 30 April 2013 and the DoHA review of the packaged care program will be undertaken in early May 2013.

The AHCA assessment will include:

- review of self-assessment report provided by agency
- interview with management team
- interviews with service delivery staff
- review of documentation
- review of staff and volunteer records
- review of client records

Following the onsite assessment, Council will receive the HACC Quality review draft report within two weeks and will then be required to submit a service improvement plan to the assessment agency within a further two weeks. Following acceptance of the improvement plan, the final copy of the review is sent to Council and the Department of Health.

COSTS/BENEFITS

No significant additional costs are associated with the quality review process. Staff members of the Aged & Disability services will complete the preparation for the review within existing resources.

The quality review process will confirm that Council is meeting quality responsibilities for HACC and Packaged care programs and will provide advice on potential areas for improvement.

RISK ANALYSIS

With the adoption of the CCCS the rating process has moved away from a sliding scale scoring system which then contributed to the agencies final result, outcomes will now be rated as 'met' or 'not met', which removes the ability for the assessing agency to determine that an agency is in part meeting an outcome on a sliding scale which may result in increased 'unmet' outcomes.

CONSULTATION AND ENGAGEMENT

Surveys have been distributed to randomly selected service users to provide feedback to the assessment agency on the quality of the services they receive.

Council is required to seek consent from randomly selected services users, staff members and volunteers for their files to be reviewed by the assessors.

9.2 INFORMATION REGARDING VULNERABLE PEOPLE IN EMERGENCIES POLICY

SUMMARY

This report is to provide details of Council's obligation following the introduction of the State Government Vulnerable People in Emergencies Policy

Author: Wendy Gladman – Acting Director Community Wellbeing

File No:

Attachment: Nil

RECOMMENDATION

That Council receive and note the Information Regarding Vulnerable People in Emergencies Policy report ions.

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

The Victorian Bushfires Royal Commission, established to investigate the causes and responses to the 2009 bushfires, delivered its final report in 2010 with 67 recommendations, including recommendation 3, which states:

The State establish mechanisms for helping municipal councils to undertake local planning that tailors bushfire safety options to the needs of individual communities. In doing this planning, councils should:

- 3.1 urgently develop for communities at risk of bushfire local plans that contain contingency options such as evacuation and shelter
- 3.2 document in municipal emergency management plans and other relevant plans facilities where vulnerable people are likely to be situated-for example, aged care facilities, hospitals, schools and child care centres
- 3.3 compile and maintain a list of vulnerable residents who need tailored advice of a recommendation to evacuate
- 3.4 provide this list to local police and anyone else with pre-arranged responsibility for helping vulnerable residents evacuate

In meeting the requirements of these recommendations Council has previously:

- included a list of all facilities where vulnerable are likely to be situated in the Municipal Emergency Management Plan
- screened all residents who receive funded Aged & Disability services, compiled and maintained a list of vulnerable residents
- made the list available to local police.

Recommendation 67 of the 2010-11 review of the Victorian Floods warnings and response suggested that the definition of a vulnerable person be applicable across 'all hazards'.

The Vulnerable People in Bushfire Risk Areas Policy 2011-12, is superseded by the Vulnerable People in Emergencies Policy (the VPE Policy), dated November 2012.

ISSUES/DISCUSSION

The VPE Policy has been jointly developed by the Department of Human Services and the Department of Health to address the elements of Recommendation 3 of the 2009 Victorian Bushfires Royal Commission (VBRC) Final Report – relating to vulnerable people and to expand to an 'all hazards' approach.

For the purposes of the VPE Policy, a vulnerable person is defined as someone living in the community who is:

- frail, and or physically or cognitively impaired
- unable to comprehend warnings and directions and/or respond in an emergency situation.

A vulnerable person may be identified for inclusion on the Vulnerable Persons Register if they additionally cannot identify personal or community support networks to help them in an emergency.

Under the VPE Policy, Council is required to:

- develop and maintain a list of local facilities where vulnerable people are likely to be situated
- coordinate local implementation of the web based Vulnerable Persons Register
- work in partnership with Red Cross to support inclusion of people not receiving services from funded agencies.

Vulnerable Person's registers are not being publicly promoted. Red Cross will be trialling approaches for people not receiving services who may be eligible for inclusion on the register. Council will work with Red Cross to coordinate local processes for screening and registering vulnerable people not receiving services from funded agencies.

As a funded agency, Council's Aged & Disability Services Department has been undertaking screening of service recipients and has developed a list of vulnerable people. The service will now:

- renew consent from the current listed vulnerable people to enable entering of details into the new web based register
- continue to review and assess service users vulnerability status and modify the vulnerable register as required
- revalidate the listed persons on the vulnerable register on a regular basis.

COSTS/BENEFITS

The administration of the vulnerable persons register has been carried out within the function of the Emergency Management Coordinator and ongoing maintenance of the entries will be the responsibility of the individual funded agencies.

The benefits of the implementation of the web based vulnerable person register include:

- accessibility by emergency services and local support agencies through a log in process rather than a reliance on individual agencies and local government holding the information independently.
- providing funded agencies with the resource to input vulnerable service recipients, and will include the future expansion to enable registration of vulnerable people not receiving services.
- identification of multi-agency services users – creating a single entry for an individual across multiple services, thus avoiding duplication of data.
- the ability for funded agencies to manage and review their vulnerable persons listings is improved and streamlined.

RISK ANALYSIS

The VPE Policy cautions that 'while Vulnerable Person Registers will be established, personal and community resilience must be encouraged and expectations about potential provision of assistance or evacuation managed. Evacuation of vulnerable individuals within the community cannot be guaranteed in emergencies and any assistance in an emergency or evacuation will be dependent on the capacity and ability of emergency service organisations to safely provide it'.

CONSULTATION AND ENGAGEMENT

The relevant state government departments have provided funded agencies with information regarding the establishment of the web based vulnerable persons register and their responsibilities and obligations as a service provider.

An information and registration session is being conducted by Council in February to support funded agencies to register and access the Vulnerable Persons register.

10. GENERAL BUSINESS

11. CONFIDENTIAL ITEMS

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 25 February 2013 at Pyramid Hill commencing at 3.30pm.