



Date: Tuesday, 28 January 2020
Time: 3pm
Location: Serpentine Council Chambers

MINUTES

Ordinary Council Meeting

28 January 2020

**MINUTES OF LODDON SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SERPENTINE COUNCIL CHAMBERS
ON TUESDAY, 28 JANUARY 2020 AT 3PM**

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

IN ATTENDANCE: Wendy Gladman (Director Community Wellbeing), Lynne Habner (Manager Executive and Commercial Services), Sharon Morrison (Director Corporate Services), Allan Bawden (Chief Executive Officer), 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:** Allan Bawden, Acting Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 10 December 2019
2. The minutes of the Ordinary Council Meeting of 10 December 2019
3. The minutes of the Council Forum of 14 January 2020

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

RESOLUTION 2020/1

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council confirm:

1. The minutes of the Council Briefing of 10 December 2019
2. The minutes of the Ordinary Council Meeting of 10 December 2019
3. The minutes of the Council Forum of 14 January 2020

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: Allan Bawden, Acting Chief Executive Officer

Attachments: 1. Action sheet

RECOMMENDATION

That Council receive and note the action sheet.

REPORT

Refer attachment.

RESOLUTION 2020/2

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

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:** Allan Bawden, Acting 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
14/12/19	I attended the opening of Paul Haw's Temporary Keeping Place for his collection of Aboriginal artefacts, which was well attended by a number of local residents and visitors
16/12/19	At Pyramid Hill College Presentation Night I presented Loddon Shire scholarships to the successful students
17/12/19	I attended the East Loddon Lions Club Xmas Dinner and presentation by the students heading off to Turkey on a school exchange program
19/12/19	I attended the official opening of the Bridgewater Foundation Project after having attended the East Loddon College presentation morning and the Loddon Shire staff Christmas breakup

8/1/20	I met with acting CEO Allan Bawden in Pyramid Hill where he was able to visit significant sites in the town.
14/1/20	I attended our Council Forum in Wedderburn, followed by the Nature Tourism and Spring Festival Committee meetings, and the Pyramid Hill Memorial Hall meeting back in Pyramid Hill, where the committee were very happy with the asbestos removal and recladding at the rear of the hall.
19/1/20	I had the pleasure of presenting the cup to the winner of the Loddon Shire sponsored race at Wedderburn, which was a great event and very well attended.
25/1/20	I attended the Australia Day Ambassadors dinner in Bridgewater where three of Loddon's ambassadors and their partners were joined by Councillors and members of the Bridgewater Development Committee
26/1/20	The East Loddon Australia Day breakfast was held in Dingee Progress Park with around 120 people attending. In Pyramid Hill, the Australia Day BBQ tea was also well attended, and we were fortunate to have such excellent guest speakers at each event.

RESOLUTION 2020/3

Moved: Cr Cheryl McKinnon

Seconded: Cr Geoff Curnow

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:** Allan Bawden, Acting 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
16/12/19	Showed CEO around Boort
10/12/19	Council and Forum
19/12/19	Attended staff Christmas breakup
20/12/19	Attended Boort Street party (Christmas)

6/1/20	Attended Boort Trotting meeting
13/1/20	Attended meeting with Anne and Sarah at Boorts Nolens Park
14/1/20	Attended Forum at Wedderburn
26/1/20	Attended Australia Day Celebrations at Boort
28/1/20	Council meeting Serpentine

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	
15/1/20: Campbells Forest Hall meeting	
Australia Day Committee	
Central Victorian Greenhouse Alliance	
Central Victoria Rural Women's Network	
Healthy Minds Network	
11/12/19: Healthy Minds Network meeting Charlton	
Loddon Youth Committee	
Other Council activities	
DATE	Activity
12/12/19	Bridgewater Primary School graduation followed by a school concert
13/12/19	Helping Hand Christmas breakup Bridgewater

14/12/19	Bridgewater market
14/12/19	Inglewood Bowling Club Christmas breakup
15/12/19	Inglewood Lions Christmas breakup at the Recreation Reserve
16/12/19	Suicide Prevention Forum meeting in Wedderburn Shire office
16/12/19	Dingee Bush Nursing Centre meeting and Christmas dinner
17/12/19	Meeting Dingee Railway Station
17/12/19	IDHS AGM Inglewood Town Hall Hub
19/12/19	Shire Christmas Breakup at Newbridge
19/12/19	Official opening Bridgewater Foreshore followed by community carols and BBQ tea
20/12/19	Inglewood Lions Christmas breakup
13/1/20	Met with our acting CEO Allan Bawden and showed him around my ward. Meeting Campbells Forest about their water issue also meeting other community people.
13/1/20	Meeting at Inglewood Historical Society regarding Varland Tours. Peter and Jill into Inglewood looking at historical buildings.
14/1/20	Council Forum Wedderburn
17/1/20	Inglewood Lions dinner
18/12/19	St Marys Catholic School Mass and presentation of awards to children finishing grade 6
20/1/20	Meeting with Robyn and Glenn regarding the Ansett plane
24/1/20	WOFG meeting Inglewood
25/1/20	Meeting with Australia Day Ambassador at Bridgewater for tea
26/1/20	Australia Day at Bridgewater was well organised. Breakfast and Guest speaker Robin Daubney very interesting his time at St Kilda Football Club as a players mentor.
26/1/20	Australia Day at Inglewood swimming pool was well attended. Ward winner Joe Watts from CFA was very surprised but enjoyed and accepted his certificate

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
16/12/19	Tarnagulla Community Planning meeting with Allan Stobaus, Anne Donovan and three members of Tarnagulla Action Group
18/12/19	Southern Loddon Tourism Dinner at Tarnagulla Community Centre
19/12/19	Loddon Shire Council Christmas dinner at Newbridge
19/12/19	Official opening of Bridgewater Foreshore project
20/12/19	LMWRRG Board meeting in Melbourne
14/1/20	Loddon Shire Council Forum at Wedderburn
21/1/20	Community Planning meeting at Newbridge
22/1/20	Met with Shelbourne residents to discuss concerns
26/1/20	Australia Day celebration and breakfast at Eddington
26/1/20	Australia Day celebration and luncheon at Newbridge
26/1/20	Australia Day celebration and BBQ at Tarnagulla
28/1/20	Loddon Shire Council meeting at Serpentine
25/1/20	Dinner with Australia Day Ambassadors at Bridgewater Hotel

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
19/1/20	Attended Wedderburn Harness Racing Club Cup meeting at Donaldson Park
22/1/20	Attended Wedderburn Development Association meeting where the main issues raised with me were: <ol style="list-style-type: none"> 1. The current status of the \$2.5 million of Commonwealth Government grant funding for Donaldson Park 2. The arrangements between Loddon Shire and Grampians Wimmera Mallee Water for the provision of permanent recreational water for Skinners Flat reservoir 3. The progress of Council approval for the WDA proposed new township entrance signs for Wedderburn
26/1/20	Attended Australia Day celebration at Soldiers Memorial park Wedderburn where among other presentations I presented the award for the Loddon Shire Citizen of the Year, Mr Peter Norman senior of Wedderburn

RESOLUTION 2020/4

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council receive and note the Councillors' reports

CARRIED

9 DECISION REPORTS

9.1 NOVEMBER 2019 AUDIT COMMITTEE MEETING OVERVIEW

File Number: 06/02/003

Author: Sharon Morrison, Director Corporate Services

Authoriser: Allan Bawden, Acting Chief Executive Officer

Attachments:

1. Minutes of August 2019 Audit Committee Meeting
2. Report on Review of Outstanding Audit Actions
3. Report on Review of Councillor Expenses
4. Audit Committee Proposed Calendar 2020
5. Final Management Letter for Year Ended 30 June 2019

RECOMMENDATION

That Council:

1. receives and notes this report on the December 2019 Audit Committee Meeting
2. receives and notes the confirmed signed minutes of the August 2019 Audit Committee meeting (**attached**)
3. endorses the performance improvement recommendations documented in the:
 - (a) "Review of Outstanding Audit Actions" (**attached**)
 - (b) "Review of Councillor Expenses" (**attached**)
4. endorses the Audit Committee Proposed Calendar for 2020 (**attached**)
5. endorses the recommended actions in the Final Management Letter for Year Ended 30 June 2019 (**attached**)

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 was provided with a summary of the August 2019 Audit Committee Meeting at the Ordinary Meeting held on 24 September 2019.

BACKGROUND

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

The committee is made up of four independent community members, and Cr Gavan Holt, as Council's representative. At the Statutory Meeting on 7 November 2019, it was decided that Councillor Beattie be the alternate Council representative in the event that Cr Holt is unable to attend the Audit Committee Meeting. Council's Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

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

- the enhancement of the credibility and objectivity of internal and external financial reporting
- effective management of financial and other risks and the protection of Council assets

- compliance with laws and regulations as well as use of best practice guidelines
- the effectiveness of the internal audit function
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council
- facilitating the organisation's ethical development
- maintaining a reliable system of internal controls.

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

ISSUES/DISCUSSION

The Audit Committee meeting was scheduled to occur on 21 November 2019, however due to illness and the Code Red Day, the meeting was rescheduled for 5 December 2019.

The agenda for the December 2019 meeting included the following:

Meeting with internal and external auditors without officers present

This meeting resulted in an action that HLB Mann Judd propose a suggested framework for the Council to better manage and make decisions regarding outstanding audit items. It was also agreed to circulate this proposal to the Audit Committee out of session.

Decision Reports

The minutes of the August 2019 Audit Committee meeting (**attached**) were endorsed.

A review of outstanding audit actions (**attached**) and a review of Councillor expenses (**attached**) were considered and referred to the Council meeting for endorsement.

The draft 2020 Audit Committee calendar was discussed and referred to Council for endorsement. (proposed calendar **attached**).

Compliance Reports

A number of compliance reports were considered and noted including:

- the Fraud Report for the July to September quarter – the Director Corporate Services provided an update
- a review of major lawsuits facing council since February 2019 – the Director Corporate Services provided an update
- items raised by Council that may impact the Audit Committee – none raised

Information Reports

The Audit Committee also received the following information reports:

- Update on service planning
- Report on superannuation and taxation process
- Reports by insurers and integrity agencies
- Monthly Finance Report
- Presentation by a staff member – Director Corporate Services
- Update on review of Local Government Act

The date of next audit committee meeting is 20 February 2020.

The next review will be Cash Handling.

COST/BENEFITS

There are costs associated with the Audit Committee and internal audit function. However, in most cases, actions resulting from audit reviews do not bear any new costs as they are undertaken by current staff.

The benefits that the internal audit function provides Council are:

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

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

Nil

RESOLUTION 2020/5

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council:

1. receives and notes this report on the December 2019 Audit Committee Meeting
2. receives and notes the confirmed signed minutes of the August 2019 Audit Committee meeting (**attached**)
3. endorses the performance improvement recommendations documented in the:
 - (a) "Review of Outstanding Audit Actions" (**attached**)
 - (b) "Review of Councillor Expenses" (**attached**)
4. endorses the Audit Committee Proposed Calendar for 2020 (**attached**)
5. endorses the recommended actions in the Final Management Letter for Year Ended 30 June 2019 (**attached**)

CARRIED

9.2 FINANCE REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2019**File Number:** 08/06/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Finance Report for Period Ending 30 November 2019**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 30 November 2019'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2019/20 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2019/20.

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 30 November 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 increased by \$33K to \$1.27M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 101% of YTD budget. Revenue brought to account for November was \$2.13M (\$597K for October).

Income Statement (expenditure) - Council's operating expenditure is at 89% of YTD budget. Payments for this month totalled just over \$2.21M (\$2.75M for October).

Capital Works - The revised budget for capital works is \$21.1M and is 12% complete in financial terms for the current financial year (10% at the end of October).

Balance Sheet - Council has a cash total of \$23.5M with \$3.6M in general accounts. Debtors are \$10.6M which is a decrease of \$1.13M for the month. Sundry debtors total \$0.9M (\$1.35M in October) with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$64K.

There were 36 supplementary valuations updated during November. The total rateable CIV at the end of November is \$2.35B.

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 2020/6

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council:

1. receives and notes the 'Finance report for the period ending 30 November 2019'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2019/20 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2019/20.

CARRIED

9.3 FINANCE REPORT FOR THE PERIOD ENDING 31 DECEMBER 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 December 2019**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 31 December 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 December 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 \$8K to \$1.26M.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 91% of YTD budget. Revenue brought to account for December was \$552K (\$2.13 for November).

Income Statement (expenditure) - Council's operating expenditure is at 86% of YTD budget. Payments for this month totalled just over \$2.43M (\$2.21M for November).

Capital Works - The revised budget for capital works is \$21.1M and is 17% complete in financial terms for the current financial year (12% at the end of November).

Balance Sheet - Council has a cash total of \$21.8M with \$2.27M in general accounts. Debtors are \$10.2M which is a decrease of \$0.47M for the month. Sundry debtors total \$0.89M (\$0.91M in November) with invoices outstanding for 90 or more days relating to community wellbeing debtors and local community groups totalling approximately \$45K.

There were no supplementary valuations updated during December. The total rateable CIV at the end of December remains at \$2.35B.

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 2020/7

Moved: Cr Neil Beattie

Seconded: Cr Colleen Condliffe

That Council:

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

CARRIED

9.4 AMENDED FEES AND CHARGES FOR THE YEAR 1 JULY 2019 TO 30 JUNE 2020**File Number:** 07/01/006**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Fees and Charges 1 July 2019 to 30 June 2020 v3**RECOMMENDATION**

That Council:

1. approves the amended Fees and Charges Schedule v3 for the year 1 July 2019 to 30 June 2020
2. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges Schedule for the year 1 July 2019 to 30 June 2020.

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 adopted version two of the Fees and Charges Schedule (Schedule) at a Council meeting held on 24 September 2019.

BACKGROUND

Each year, as a part of the budget process, a Schedule is prepared and submitted for approval by Council.

Minor amendments occur throughout the year as a result of legislation changes. Other changes are required to be resubmitted to Council for approval.

ISSUES/DISCUSSION

The change for version two of the Schedule related to boat launching fees as a result of the State Government introducing the Boat Launching and Parking Fees Abolition Program.

The proposed changes to version three is the inclusion of the new swimming pool legislation fees along with further clarification around animal registration fees with dates added.

COST/BENEFITS

The Schedule will raise an equitable contribution of revenue towards the cost of service delivery.

RISK ANALYSIS

There is a risk that if the Schedule is not updated there will be no ability to raise fees for swimming pool inspections along with rectifying the confusion around animal registrations which apply from 1 April 2020 to 31 March 2021.

CONSULTATION AND ENGAGEMENT

The recommendations in the report have been considered by management.

RESOLUTION 2020/8

Moved: Cr Geoff Curnow

Seconded: Cr Neil Beattie

That Council:

1. approves the amended Fees and Charges Schedule v3 for the year 1 July 2019 to 30 June 2020
2. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges Schedule for the year 1 July 2019 to 30 June 2020.

CARRIED

9.5 WEDDERBURN TOWNSHIP ENTRANCE SIGNS**File Number:** FOL/19/432616**Author:** David Southcombe, Manager Assets and Infrastructure**Authoriser:** Steven Phillips, Director Operations**Attachments:**

1. Wedderburn Township Signs Design Details
2. Wedderburn Township Entrance Signs Cost Estimate

RECOMMENDATION

That Council resolve to:

1. Approve the design and proposed locations for the Wedderburn Township Entrance Signs.

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

There has been no previous Council discussion.

BACKGROUND

The Wedderburn Development Association has approached Council seeking permission and project management assistance to install two stone township entrance signs in Wedderburn beside the Calder Highway at the entrances at each end of Wedderburn. They have funding of \$40,000 allocated to undertake the project.

A design has been developed for the signage (see Attachment 1 for details). The signs are to be constructed with black granite capping, Harcourt granite stone on the front and rear walls, and quartz stone to signify the Mallee Fowl. The signs will be constructed on a reinforced concrete footing and concrete fill-in.

The Entry wall also include a laser cut "Miner Panel" of selected colours on aluminium sheet, a curved bronze strip reflecting the gold history and a rebated Black Granite panel with "Wedderburn" as bronze lettering.

ISSUES/DISCUSSION

The Wedderburn Development Association has a budget of \$40,000 assigned to the project. \$4,160 has currently been expended on the project resulting in \$35,840 remaining for project completion. The estimated cost for both signs is \$58,500 ex GST including \$5,375 as contingency (refer Attachment 2).

Additional funding of \$22,660 is required if the project is to be completed this financial year. Rather than source additional funding, it is proposed to deliver the project over multiple years. This would be achieved by delivering different sections of the project in subsequent years such as installing foundations in the first year and manufacturing and erecting the signs in the second. This will allow the Wedderburn Development Association to source and allocate additional funding for the project, it will also accommodate the expected lead time of over a year for the stone mason to complete the manufacture of the signs.

For the project to be fully completed either the Wedderburn Development Association would have to source additional funds or Council would be required to provide additional funding. It is not preferred that Council contribute additional funds as this would create an inequity between Wards.

The proposed signs are a different design to Council's current township signs. Whilst they are more expensive than other Council signage it is expected the life of the signs will be greater, the estimate is 30 years.

The Works Department have been consulted regarding maintenance on the signs. They have indicated they will be able to maintain the signs and don't anticipate any substantial problems with the signs during their life.

COST/BENEFITS

The signs are greater in cost than the township signage used in other locations around Loddon Shire. The Wedderburn Development Association is currently providing all the funding for the signs so there is no additional expense to Council. It is not expected that maintenance costs associated with the sign will be prohibitive and should be similar to the signs that currently exist.

RISK ANALYSIS

One of the risks associated with the project is other Loddon Shire towns may expect upgrade of their township entrance signs. This will be managed by ensuring each town and associated development/progress associations understand the project was funded by the Wedderburn Development Association.

CONSULTATION AND ENGAGEMENT

The Wedderburn Development Association has been in contact with Council officers on a number of occasions regarding the development and progress of the project. Council have consulted with a number of contractors to develop the project including local stonemasons to determine the feasibility and timing of completing the project. It is expected the stonemason works will have the longest lead time and could take up to two years.

RESOLUTION 2020/9

Moved: Cr Gavan Holt
Seconded: Cr Geoff Curnow

That Council resolve to:

1. Approve the design and proposed locations for the Wedderburn Township Entrance Signs.

CARRIED

9.6 PLANNING PERMIT APPLICATION 5475 - USE AND DEVELOPMENT OF THE LAND FOR A RENEWABLE ENERGY FACILITY (55 MW SOLAR ENERGY FACILITY) AND THE REMOVAL OF NATIVE VEGETATION.

File Number: 5475

Author: Carolyn Stephenson, Statutory / Strategic Planner

Authoriser: Glenn Harvey, Manager Development and Compliance

Attachments: 1. **Decision Report: 5457 Use and development of the land for a renewable energy facility (55 MW solar energy facility) and removal of native vegetation**

RECOMMENDATION

That Council grant a planning permit for the use and development of 217 Burkes Lane Bridgewater for a renewable energy facility (55 MW solar energy facility) and the removal of native vegetation subject to the conditions set out in the attached decision 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

There have been no previous Council discussions on this matter.

BACKGROUND

Applicant: BayWa r.e.

Contact: Fi Cotter, Energy Forms Pty Ltd

Subject land: 217 Burkes Lane Bridgewater

The application proposes the use and development of the land for a renewable energy facility (55 MW solar energy facility) and the removal of native vegetation.

The proposed solar facility will have a total area of approximately 134 ha. The development will consist of solar arrays, a control compound, substation, a number of internal access tracks, laydown areas and general grid connection infrastructure. Stage 2 of the project will involve installation of batteries.

The proposed native vegetation removal consists of 0.094 ha (three scattered trees).

ISSUES/DISCUSSION

Under the Planning and Environment Act 1987 the Minister for Planning delegates a municipal council power to become the planning authority for any planning scheme in force in its municipal district.

A municipal council is obligated to enforce and administer the relevant Planning Scheme and must use the Scheme to determine relevant applications.

For Council the Loddon Planning Scheme is the relevant Planning Scheme which must be used by Council when determining applications.

Council has delegated authority to its Planning officer to determine outcomes of applications, however it is the policy of Council to make the final determination for applications which:

- receive one or more public objection

and/or

- are to be recommended for refusal by the Planning officer.

Although this application is recommended to be approved and there are no objections, it is being put to Council for determination given the significant change in land use. This is consistent with other renewable energy facility proposals that have been received by Council. Any future applications for renewable energy facilities that have not already been submitted to Council are now required to be determined by the Minister for Planning. A detailed decision report is included in attachment 1 outlining the Planning officer's assessment and considerations in determining the recommendation to Council.

COST/BENEFITS

There are various cost associated with having a delegated Planning Officer consider an application and make a recommendation as well as with the time of the Councillors to consider this recommendation.

The benefits associated with this cost are the ability for Council to fulfil its requirement under law and provide the community with a statutory service that delivers well managed and appropriate development.

RISK ANALYSIS

The risks of Council not fulfilling its statutory obligation under the Planning and Environment Act 1987 include:

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

CONSULTATION AND ENGAGEMENT

Please refer to the decision report for further detail on the application.

A late objection to the permit application was tabled, and Councillors noted that the issues raised in the objection have been addressed.

RESOLUTION 2020/10

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council issue a notice of decision to grant a planning permit for the use and development of 217 Burkes Lane Bridgewater for a renewable energy facility (55 MW solar energy facility) and the removal of native vegetation subject to the conditions set out in the attached decision report.

CARRIED

10 INFORMATION REPORTS

10.1 SMALL BUSINESS FRIENDLY CHARTER

File Number: DOC/19/4433

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Allan Bawden, Acting Chief Executive Officer

Attachments: 1. Proposed Small Business Friendly Charter for Loddon Shire

RECOMMENDATION

That Council sign up to the Victorian Small Business Commission Small Business Friendly Charter.

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

A report was provided to the January 2020 Council Forum on this matter.

BACKGROUND

In May 2019, the Victorian Small Business Commission (VSBC) wrote to Loddon Shire about signing up to the Small Business Friendly Charter.

The Victorian Small Business Commission (VSBC) recognises the important role that councils play in supporting local small businesses, and it has looked at ways it can work in partnership with councils to the benefit of Victorian small businesses.

The VSBC worked with 12 councils to develop a charter that summarises shared goals of the VSBC and councils in working to create a fair and competitive trading environment for Victorian small businesses.

The charter is the foundation of the initiative and talks to a variety of areas where the VSBC and councils can work in partnership to deliver better outcomes for businesses, such as:

- mitigating the impact of disruptive infrastructure projects on small businesses
- supporting small businesses to build stronger business networks
- streamlining permit approvals processes for small businesses
- faster payment of invoices for small businesses
- coordinating resources available to small businesses from local councils, Small Business Victoria and the VSBC
- creating strong and mutually beneficial channels of communication between the VSBC and local councils.

The VSBC intends to review the charter in mid 2020 for its efficacy. It hopes that the charter is the pivot point for a range of new ideas so new projects and resources can be developed that meet practical needs.

According to the vsbc.vic.gov.au website, the 34 councils that have currently signed up to the initiative are:

Gannawarra Shire Council	Greater Shepparton City Council
Mount Alexander Shire Council	Cardinia Shire Council
Northern Grampians Shire Council	Moonee Valley City Council
City of Greater Bendigo	Mornington Peninsula Shire
Buloke Shire Council	City of Greater Dandenong
Swan Hill Rural City Council	Pyrenees Shire Council
Ararat Rural City Council	City of Whittlesea
City of Wodonga	Bass Coast Shire Council
City of Kingston	Hume City Council
Yarra Ranges Council	Melton City Council
Wyndham City	Manningham Council
City of Casey	City of Greater Geelong
Frankston City Council	City of Yarra
South Gippsland Shire Council	Glen Eira City Council
Moreland City Council	Corangamite Shire
Hepburn Shire Council	Baw Baw Shire Council
Colac Otway Shire	Latrobe City Council

ISSUES/DISCUSSION

The charter initially provided to Loddon Shire was reviewed internally, and ideas for amendment to the charter were fed back to the VBSC and discussed over the next few months. These were around making some adjustments to provide flexibility to allow for Loddon Shire's resource limitations, and not committing Council to actions that may not be possible or appropriate, such as "identify new opportunities for development".

The original charter had required that councils would register with the Better Approvals Project and complete it as scheduled, and the VBSC was advised that the resources required to join this project would be prohibitive for our Council. The VBSC was asked to investigate whether the Better Approvals Project would eventually produce generic supporting documentation/guidelines to help permit applicants through the process, which would be a valuable tool to address the most significant causes of delays in the permit application processes with Loddon Shire. Often the lack of understanding of the required information up-front can be a point of frustration for both the potential new small businesses/applicants and to Council staff in trying to work within statutory requirements. Council staff are working towards streamlining the permit application processes in other ways.

Amendments were made to the charter to address Loddon Shire's concerns, and the attached revised charter is presented for consideration by Council.

COST/BENEFITS

There are no additional costs to Council associated with signing the charter. Activities such as streamlining permit application processes are underway, and payments of invoices to small business by Council are already very fast.

Benefits from adopting the charter include access to additional tools and guidelines to assist Council to support and work with small businesses.

RISK ANALYSIS

There are no identified risks associated with signing up to this charter.

CONSULTATION AND ENGAGEMENT

Council staff who would be impacted by the charter were consulted, in addition to the consultation with the VBSC outlined in the Discussion above.

RESOLUTION 2020/11

Moved: Cr Gavan Holt

Seconded: Cr Geoff Curnow

That Council sign up to the Victorian Small Business Commission Small Business Friendly Charter.

CARRIED

11 COMPLIANCE REPORTS

Nil

12 GENERAL BUSINESS

URGENT BUSINESS

RESOLUTION 2020/12

Moved: Cr Gavan Holt

Seconded: Cr Neil Beattie

That the following item be treated as urgent business

CARRIED

12.1 SKINNERS FLAT RESERVOIR

Cr Holt requested that Council staff continue to liaise with Grampians Wimmera Mallee Water regarding changes to the originally proposed arrangements for the supply of permanent recreation water to Skinners Flat, and provide a report to the next Council meeting about progress with finalising the heads of agreement between Council and GWM Water.

13 CONFIDENTIAL ITEMS**RESOLUTION 2020/13**

Moved: Cr Geoff Curnow
Seconded: Cr Colleen Condliffe

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 472 - Annual Reseal Program 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.

13.3 Old Inglewood Reservoir Upgrade Works

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.

CARRIED

Closing of Meeting to the Public

RESOLUTION 2020/14

Moved: Cr Geoff Curnow
Seconded: Cr Colleen Condliffe

That the meeting be closed to the public at 3.46pm.

CARRIED**13.1 REVIEW OF CONFIDENTIAL ACTIONS****RESOLUTION 2020/15**

Moved: Cr Colleen Condliffe
Seconded: Cr Geoff Curnow

That Council receive and note the action sheet.

CARRIED

13.2 CONTRACT 472 - ANNUAL RESEAL PROGRAM 2019-2020**RESOLUTION 2020/16**

Moved: Cr Geoff Curnow
Seconded: Cr Colleen Condliffe

That Council:-

1. award Contract 472 – Annual Reseal Program 2019-2020 to Boral Resources (Vic) Pty Ltd
and
2. authorise the Chief Executive Officer to sign and affix the common seal of Council to the
Contract documents.

CARRIED

13.3 OLD INGLEWOOD RESERVOIR UPGRADE WORKS**RESOLUTION 2020/17**

Moved: Cr Neil Beattie
Seconded: Cr Colleen Condliffe

That Council:-

1. award Contract 473 – Provision of Upgrade and Rectification works at Old Inglewood
Reservoir to Maine Civil Pty Ltd
and
2. authorise the Chief Executive Officer to sign and affix the common seal of Council to the
contract documents.

CARRIED

RECOMMENDATION

That the meeting be re-opened to the public at 4.19pm.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 25 February 2020 at Serpentine commencing at 3pm.

There being no further business the meeting was closed at 4.19pm.

Confirmed this.....day of..... 2020

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CHAIRPERSON