



**Notice is given that an Ordinary Meeting of Council will be held on:**

**Date: Tuesday, 15 September 2020**  
**Time: 3pm**  
**Location: Video conference**  
**Public access via audio live stream**

# **AGENDA**

**Ordinary Council Meeting**

**15 September 2020**

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**OPENING COMMENT**

THIS MEETING IS BEING CONDUCTED IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT 2020 AS TEMPORARILY AMENDED TO ENABLE MEETING BY ELECTRONIC MEANS OF COMMUNICATION.

THIS MEETING IS BEING RECORDED AND AUDIO STREAMED VIA THE COUNCIL WEBSITE AND FACEBOOK.

**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****4 DECLARATIONS OF CONFLICT OF INTEREST**

**5 PREVIOUS MINUTES****5.1 CONFIRMATION OF MINUTES**

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

**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 25 August 2020.
2. The minutes of the Ordinary Council Meeting of 25 August 2020.
3. The minutes of the Confidential Council Meeting of 25 August 2020.
4. The minutes of the Council Forum of 8 September 2020.

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

**6 ASSEMBLY OF COUNCILLORS****6.1 RECORD OF ASSEMBLY OF COUNCILLORS**

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

**RECOMMENDATION**

That Council note the Assembly of Councillors records for the following meetings:

1. Council Briefing 25 August 2020.
2. Council Forum 8 September 2020.

In accordance with Section 80A of the Local Government Act 1989 (the Act), records of Assemblies of Councillors must be reported at the next practicable Council meeting and recorded in the minutes.

An Assembly of Councillors is defined in Section 76AA of the Act as a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of a delegated authority and which is either of the following:

- A meeting of an advisory committee where at least one Councillor is present; or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

The record is therefore presented for Council's noting.

**RECORD OF ASSEMBLIES OF COUNCIL**

Assembly details	Briefing
Date	25 August 2020
Councillor Attendees	Cr Beattie Cr Condliffe Cr Curnow Cr Holt Cr McKinnon
Staff/Stakeholder representatives	Phil Pinyon, Chef Executive Officer Wendy Gladman, Director Community Wellbeing Sharon Morrison, Director Corporate Services Steven Phillips, Director Operations Lynne Habner, Manager Executive and Commercial Services David Southcombe, Manager Assets and Infrastructure Sarah Perry, A/Manager Community Support
Items discussed.	<ol style="list-style-type: none"> <li>1. Electric Vehicle Charging Network Implementation</li> <li>2. Community Plan funding recommendations</li> <li>3. Inglewood Industrial update</li> <li>4. General business: <ul style="list-style-type: none"> <li>• Funding requests</li> <li>• Wedderburn matters</li> </ul> </li> </ol>
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

Assembly details	Forum
Date	8 September 2020
Councillor Attendees	Cr Beattie Cr Condliffe Cr Curnow Cr Holt Cr McKinnon
Staff/Stakeholder representatives	Phil Pinyon, Chef Executive Officer Wendy Gladman, Director Community Wellbeing Sharon Morrison, Director Corporate Services Steven Phillips, Director Operations Lynne Habner, Manager Executive and Commercial Services Sarah Perry, A/Manager Community Support
Items discussed.	<ol style="list-style-type: none"> <li>1. Economic Development and Tourism Update</li> <li>2. Local Government Act 2020 Implementation Plan Update</li> <li>3. Annual Report</li> <li>4. Skinners Flat</li> <li>5. Donaldson Park Project</li> <li>6. Halls and Recreation Reserve Allocation</li> <li>7. Draft Councillor Induction Timetable for input</li> <li>8. General business: <ul style="list-style-type: none"> <li>• Pyramid Hill Streetscape Project</li> <li>• Internet arrangements</li> <li>• Boort residential activity</li> </ul> </li> </ol>
Conflict of Interest Disclosures - Councillor/officer making disclosure	Nil
Councillor/officer left room	

**7 REVIEW OF ACTION SHEET****7.1 REVIEW OF ACTIONS**

**File Number:** 02/01/002

**Author:** Christine Coombes, Executive and Commercial Services Officer

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** 1. Action sheet

**RECOMMENDATION**

That Council receive and note the action sheet.

**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.

**REPORT**

Refer attachment.

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 2 September 2020 12:02:02 PM

**Outstanding action from previous meetings**

Meeting	Officer/Director	Section	Subject
Council 28/01/2020	Phillips, Steven Pinyon, Phil	New Item	Skidders Flat reservoir
<p>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 Skidders Flat, and provide a report to the next Council meeting about progress with finalising the heads of agreement between Council and GWM Water.</p> <p><i>14/02/2020 5:26:20 PM - Steven Phillips</i> Council Staff have been in discussions with GWMWater staff about the terms contained within the Heads of Agreement for several months, with a major sticking point being the allocation of Recreational Water for Skidders Flat Reservoir. GWMWater is seeking that Council acquire a water entitlement up to the maximum volume as listed at Item 5 of Schedule A of the Heads Of Agreement (currently stated as 200 MI) from Northern Victoria trading zone 1A (Goulburn regulated). Council Officers have been able to secure agreement from GWMWater for the allocation of up to 200 MI of Recreational Water once off as an initial allowance. Arrangements are being made to secure a meeting between senior members of Council and GWMWater to continue negotiations over this matter.</p> <p><i>13/03/2020 5:21:57 PM - Steven Phillips</i> The Southwest Loddon Pipeline Steering Committee has a meeting scheduled for Friday 20 March. GWMWater are continuing discussion with Coliban Water to further investigate opportunities for the provision of an ongoing water supply for Skidders Flat Reservoir.</p> <p><i>14/04/2020 5:22:52 PM - Steven Phillips</i> Discussions have been undertaken and an agreement has been reached to honor the provision of recreational water to Skidders Flat.</p> <p><i>11/05/2020 8:42:39 PM - Steven Phillips</i> According to GWMWater staff, a definitive solution to the 200 megalitre problem remains to be found. Discussions are ongoing with GWMWater Staff.</p> <p><i>11/06/2020 2:25:54 PM - Steven Phillips</i> This matter was discussed at the June 2020 Council Forum noting that the supply of water to Skidders Flat is still an outstanding issue. Cr Beattie undertook to contact the Chairman of the Board of GWMWater to discuss how to progress the matter.</p> <p><i>20/07/2020 1:48:05 PM - Steven Phillips</i> A meeting between Cr Holt, Cr Beattie, Phil Pinyon CEO Loddon Shire Council and Peter Vogel Chairman of the Board of GWMWater and Mark Williams Managing Director GWMWater was held on 22 June 2020 in Beaufort. Following this meeting Cr Holt, Cr Beattie, Phil Pinyon CEO Loddon Shire Council were to meet with Damian Wells Managing Director of Coliban Water to discuss possible solutions to this matter. This meeting has not been able to take place due to COVID-19 restrictions.</p> <p><i>10/08/2020 11:44:55 AM - Steven Phillips</i> Progress has been significantly hampered due to the current COVID – 19 restrictions and the desire for a face to face meeting with Coliban Water. Once restrictions allow, a face to face meeting with Coliban Water will be arranged.</p> <p><i>1/09/2020 6:05:17 PM - Steven Phillips</i> This matter is scheduled on the September Council Forum agenda for discussion. The timing and circumstances for a meeting with Coliban Water remains a critical issue. It is important that Council is able to engage with them in a meaningful way about potential solutions that they may be able to assist with.</p>			

<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b> <b>Committee:</b> <b>Officer:</b></p>	<p><b>Date From:</b> <b>Date To:</b></p> <p><b>Printed: Wednesday, 2 September 2020</b> <b>12:02:02 PM</b></p>
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**Actions completed since last meeting**

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Morrison, Sharon Morrison, Sharon	Decision Reports	August 2020 Audit and Risk Committee Meeting Overview
<p><b>RESOLUTION 2020/104</b></p> <p>Moved: Cr Gavan Holt Seconded: Cr Geoff Curnow</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. receives and notes this report on the August 2020 Audit and Risk Committee Meeting</li> <li>2. receives and notes the accepted minutes of the May 2020 Audit Committee meeting unsigned (<b>attached</b>)</li> <li>3. receives and note the draft Strategic Internal Audit Plan 2020-2023 including changes to timing of audits and additional focus on manslaughter legislation (<b>attached</b>)</li> <li>4. endorses the performance improvement recommendations documented in the "Review of the Victorian Protective Data Security Standards (VPDSS)" with Audit and Risk Committee changes (<b>attached</b>)</li> <li>5. notes the acceptance of Financial and Performance Statements for the year ended 30 June 2020 in principle by the Audit and Risk Committee</li> <li>6. receives and notes the Risk Management Report (<b>attached</b>)</li> <li>7. receives and notes the Audit and Risk Committee Annual Work Plan for the year ending 30 June 2021(<b>attached</b>)</li> <li>8. receives and notes the Loddon Performance Framework results for the year ending 30 June 2019 (<b>attached</b>)</li> <li>9. notes the upcoming external audit by the Victorian Auditor General's Office of Council's grant programs</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>1/09/2020 11:18:19 AM - Sharon Morrison</i> Action completed by: Morrison, Sharon Relevant staff have been notified.</p>			

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	2019/20 Financial and Performance Statements in Principle Report

<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b> <b>Committee:</b> <b>Officer:</b></p>	<p><b>Date From:</b> <b>Date To:</b></p> <p><b>Printed: Wednesday, 2 September 2020</b> <b>12:02:02 PM</b></p>
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**RESOLUTION 2020/105**

Moved: Cr Geoff Curnow  
 Seconded: Cr Colleen Condliffe

That Council:

1. Adopts the Financial Statements and Performance Statement for the year ended 30 June 2020 as presented "in principle".
2. Authorise the Chief Executive Officer to make any amendments to the Financial Statement and Performance Statement for the year ended 30 June 2020 that may be requested by the Victorian Auditor-General.
3. Authorise the Mayor Cr Cheryl McKinnon, Cr Holt, and the Chief Executive Officer to certify the audited Financial Statements and Performance Statement for the year ended 30 June 2020.

**CARRIED**

*31/08/2020 10:07:20 AM - Deanne Caserta*  
 Action completed by: Caserta, Deanne  
 Documents updated to include authorised Councillors and revised drafts sent to auditors.

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Finance Report for the period ending 31 July 2020

**RESOLUTION 2020/106**

Moved: Cr Gavan Holt  
 Seconded: Cr Colleen Condliffe

That Council:

1. receives and notes the 'Finance report for the period ending 31 July 2020'
2. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2020/21 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 2020/21.

<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b></p> <p><b>Committee:</b></p> <p><b>Officer:</b></p>	<p><b>Date From:</b></p> <p><b>Date To:</b></p> <p><b>Printed: Wednesday, 2 September 2020</b> <b>12:02:02 PM</b></p>
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**CARRIED**

31/08/2020 10:06:49 AM - Deanne Caserta  
Action completed by: Caserta, Deanne  
For information

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Morrison, Sharon Morrison, Sharon	Decision Reports	Rescission of Section 86 Committee Instruments of Delegation
<b>RESOLUTION 2020/107</b>			
Moved: Cr Neil Beattie			
Seconded: Cr Gavan Holt			
That Council:			
<ul style="list-style-type: none"> <li>a) rescind all instruments of delegation issued to committees of management pursuant to section 86 of the Local Government Act 1989 effective from 31 August 2020</li> <li>b) support relevant committees to transition to Community Asset Committees with the role stated in Table 1 for the asset stated in Table 1</li> <li>c) support relevant committees to transition to other structures in order to fulfil their role as stated in Table 2.</li> </ul>			
<b>CARRIED</b>			
1/09/2020 11:18:38 AM - Sharon Morrison Action completed by: Morrison, Sharon Committees have been advised of outcome of meeting.			

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Morrison, Sharon Morrison, Sharon	Decision Reports	Local Government Act 2020 - Establishment of Community Asset Committees
<b>RESOLUTION 2020/108</b>			
Moved: Cr Colleen Condliffe			
Seconded: Cr Neil Beattie			

<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b></p> <p><b>Committee:</b></p> <p><b>Officer:</b></p>	<p><b>Date From:</b></p> <p><b>Date To:</b></p> <p><b>Printed: Wednesday, 2 September 2020</b> <b>12:02:02 PM</b></p>
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1. That in exercise of the power conferred by section 65 of the Local Government Act 2020 (the 2020 Act), Council resolves that:
    - a. From the date of this resolution, there be established as a Community Asset Committee the Community Asset Committee (the Committee) listed in column 2 of Attachment 1 to this report
    - b. The purpose of each Committee is set out in column 3 of Attachment 1 to this report
    - c. The members of each Committee are set out in column 4 of Attachment 1 to this report
    - d. The Chairperson of the Committee is set out in column 6 of Attachment 1 to this report
    - e. The quorum for each Committee is a whole number that is an absolute majority, which is greater than half the total number of members or member groups (where applicable) of the Committee
    - f. All members of the Committee have voting rights on the Committee in accordance with the Committee's instrument of delegation
  2. That Council endorse Attachment 2 as the proposed delegation template to be received by the Committees from the Chief Executive Officer.
  3. That Council adopt Community Asset Committee Policy version 2
- CARRIED**
- 1/09/2020 11:16:58 AM - Sharon Morrison*  
Action completed by: Morrison, Sharon  
All community asset committees have received their instrument of delegation.

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Habner, Lynne Pinyon, Phil	Decision Reports	GOVERNANCE RULES FOR ADOPTION
<b>RESOLUTION 2020/109</b>			
Moved: Cr Colleen Condliffe			
Seconded: Cr Gavan Holt			
That Council:			
<ol style="list-style-type: none"> <li>1. adopt the Governance Rules</li> <li>2. rescind the Election Period Policy</li> <li>3. authorise staff to make arrangements, if necessary, to rescind Local Law 1.</li> </ol>			

Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>
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**CARRIED**

31/08/2020 11:37:27 AM - Lynne Habner  
Action completed by: Habner, Lynne  
Completed. Rules have been uploaded to Council website, and Election Period Policy rescinded. Local Law 1 needs no further action as it lapsed with the adoption of the Governance Rules.

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Pinyon, Phil Pinyon, Phil	Decision Reports	Review of Election of Mayor Policy
<b>RESOLUTION 2020/110</b>			
Moved: Cr Geoff Curnow Seconded: Cr Neil Beattie			
That Council adopts the Election of Mayor Policy v4.			
<b>CARRIED</b>			
31/08/2020 10:20:37 AM - Phil Pinyon Action completed by: Coombes, Christine The Election of Mayor Policy has been finalised as approved and uploaded to Council's website.			

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Review of Procurement Policy
<b>RESOLUTION 2020/111</b>			
Moved: Cr Colleen Condliffe Seconded: Cr Gavan Holt			
That Council adopts the Procurement Policy v10.			
<b>CARRIED</b>			

Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>
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31/08/2020 10:07:45 AM - Deanne Caserta  
 Action completed by: Caserta, Deanne  
 Finalised, published on website and sent out to staff for information.

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Review of Kerbside Waste and Recycling Policy
<b>RESOLUTION 2020/112</b>			
Moved: Cr Neil Beattie Seconded: Cr Geoff Curnow			
That Council adopts the Kerbside Waste and Recycling Policy v3.			
<b>CARRIED</b>			
31/08/2020 10:08:03 AM - Deanne Caserta Action completed by: Caserta, Deanne Finalised, published on website and sent out to staff for information.			

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Southcombe, David Phillips, Steven	Decision Reports	Review of Asset Management Policy
<b>RESOLUTION 2020/113</b>			
Moved: Cr Colleen Condliffe Seconded: Cr Geoff Curnow			
That Council resolve to adopt the reviewed Asset Management Policy version 3.			
<b>CARRIED</b>			
1/09/2020 1:11:39 PM - David Southcombe Action completed by: Southcombe, David			

<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b></p> <p><b>Committee:</b></p> <p><b>Officer:</b></p>	<p><b>Date From:</b></p> <p><b>Date To:</b></p> <p><b>Printed: Wednesday, 2 September 2020</b> <b>12:02:02 PM</b></p>
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Policy adopted and loaded on website.

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Morrison, Sharon Morrison, Sharon	Decision Reports	Service Planning Policy version 1
<p><b>RESOLUTION 2020/114</b></p> <p>Moved: Cr Colleen Condliffe Seconded: Cr Neil Beattie</p> <p>That Council adopts the Service Planning Review Policy version 1.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>1/09/2020 11:17:18 AM - Sharon Morrison</i> Action completed by: Morrison, Sharon Policy has been placed on the internet.</p>			

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Investment Policy v5
<p><b>RESOLUTION 2020/115</b></p> <p>Moved: Cr Gavan Holt Seconded: Cr Neil Beattie</p> <p>That Council adopts the Investment Policy v5.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>31/08/2020 10:07:56 AM - Deanne Caserta</i> Action completed by: Caserta, Deanne Finalised, published on website and sent out to staff for information.</p>			

Meeting	Officer/Director	Section	Subject
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Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>
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Council 25/08/2020	Caserta, Deanne Morrison, Sharon	Decision Reports	Review of COVID-19 Financial Hardship Policy
<b>RESOLUTION 2020/116</b>			
Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe			
That Council adopts the COVID-19 Financial Hardship Policy v2.			
<b>CARRIED</b>			
<i>31/08/2020 10:07:51 AM - Deanne Caserta</i> Action completed by: Caserta, Deanne Finalised, published on website and sent out to staff for information.			

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Morrison, Sharon Morrison, Sharon	Decision Reports	COVID-19 Business Support
<b>RESOLUTION 2020/117</b>			
Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe			
That Council:			
1. waive the fees outlined in this report totalling \$39,777.10			
2. fund the waived fees from the \$400,000 allocation set aside for initiatives to support the community to recover from the impacts of COVID-19.			
<b>CARRIED</b>			
<i>1/09/2020 11:17:52 AM - Sharon Morrison</i> Action completed by: Morrison, Sharon Staff have been advised of outcome.			

Meeting	Officer/Director	Section	Subject
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<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b> <b>Committee:</b> <b>Officer:</b></p>	<p><b>Date From:</b> <b>Date To:</b></p> <p><b>Printed: Wednesday, 2 September 2020</b> <b>12:02:02 PM</b></p>
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<p>Council 25/08/2020</p>	<p>Southcombe, David Phillips, Steven</p>	<p>Decision Reports</p>	<p>Electric Vehicle Charging Network Implementation</p>
<p><b>RESOLUTION 2020/118</b></p> <p>Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe</p> <p>That Council resolve to:</p> <ol style="list-style-type: none"> <li>1. Install three 25kW Electric Vehicle Chargers within Loddon Shire using funding available through a DELWP grant.</li> <li>2. Install one 25kW Charger in each Town of Wedderburn, Inglewood, and Newbridge.</li> <li>3. Install each charger at the preferred location as indicated in the attachment.</li> <li>4. Make available funding of up to \$60,000 in total for any required upgrade to the power supply at each site, should there be a shortfall in the allocated grant funding from the Annual Infrastructure Program by reallocation of the Reseal Program.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>1/09/2020 1:12:15 PM - David Southcombe</i> Action completed by: Southcombe, David Have informed the CVGA of sites and entered a Heads of Agreement with them for the tender process.</p>			

Meeting	Officer/Director	Section	Subject
<p>Council 25/08/2020</p>	<p>Habner, Lynne Pinyon, Phil</p>	<p>Decision Reports</p>	<p>Review of Delegations, Appointments and Authorisations</p>
<p><b>RESOLUTION 2020/119</b></p> <p>Moved: Cr Geoff Curnow Seconded: Cr Colleen Condliffe</p> <p>That Council</p> <ol style="list-style-type: none"> <li>1. In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolves that:                     <ol style="list-style-type: none"> <li>(a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and</li> </ol> </li> </ol>			

Outstanding	Division: Committee: Officer:	Date From: Date To:
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limitations specified in that Instrument.

(b) On the coming into force of the instrument all previous Council delegations to members of Council staff (other than the Chief Executive Officer) are revoked.

(c) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

2. In the exercise of the powers conferred by section 224 of the Local Government Act 1989 and the other legislation referred to in the attached instruments of appointment and authorisation, resolves that:

(a) The members of Council staff referred to in the instruments be appointed and authorised as set out in the instrument.

(b) The instruments come into force immediately and remain in force until Council determines to vary or revoke them.

3. Revokes existing Instruments of Appointment and Authorisation in the attached Revocation of Authorisation and Appointment, effective from the date the new instrument comes into force.

**CARRIED**

*31/08/2020 11:38:03 AM - Lynne Habner*  
Action completed by: Habner, Lynne  
Completed. Documents have been signed and filed.

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Gladman, Wendy Gladman, Wendy	Decision Reports	Tarnagulla Ward Strategic Fund allocation

**RESOLUTION 2020/120**

Moved: Cr Geoff Curnow  
Seconded: Cr Gavan Holt

That Council allocate funds from the Tarnagulla Ward strategic fund budget as follows:

(a) \$30,000 to support the development of detailed plans for new public toilet amenities at Soldiers Memorial Park, Tarnagulla

(b) \$27,500 to support the restoration and painting of the Rheola Hall exterior and roof

(c) \$20,000 to further support the painting of the Laanecoorie Hall.

<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b> <b>Committee:</b> <b>Officer:</b></p>	<p><b>Date From:</b> <b>Date To:</b></p> <p><b>Printed: Wednesday, 2 September 2020</b> <b>12:02:02 PM</b></p>
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**CARRIED**

*1/09/2020 3:19:29 PM - Wendy Gladman*  
Action completed by: Coombes, Christine  
Acting Manager Community Support to provide resolution to Finance Manager to create project ledgers.

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Gladman, Wendy Gladman, Wendy	Decision Reports	Loddon Shire Community Grants Program 2020/2021 - Group 2 allocations
<p><b>RESOLUTION 2020/121</b></p> <p>Moved: Cr Neil Beattie Seconded: Cr Geoff Curnow</p> <p>That Council endorse the allocation of \$55,688 in grants to Group 2 applications under the 2020/21 Loddon Shire Community Grants Scheme as outlined in the attachment provided with this report.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>1/09/2020 3:20:07 PM - Wendy Gladman</i> Action completed by: Coombes, Christine Community Support Officer has sent out notifications to successful applicants via SmartyGrants. The Community Support Officer is awaiting the completion of the Terms and Conditions Form. Once the form is returned, payment requests will be made to Finance Dept to allow for the payment of the allocation.</p>			

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Gladman, Wendy Gladman, Wendy	Decision Reports	Review of the Community Grant Program eligibility criteria
<p><b>RESOLUTION 2020/122</b></p> <p>Moved: Cr Neil Beattie Seconded: Cr Colleen Condliffe</p> <p>That Council endorse the suggested new or amended Community Grant Program criteria as detailed in the body of this report.</p>			

Outstanding	<b>Division:</b> <b>Committee:</b> <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>
Action Sheets Report		Printed: Wednesday, 2 September 2020 12:02:02 PM

**CARRIED**

1/09/2020 3:20:30 PM - Wendy Gladman  
Action completed by: Coombes, Christine  
Community Support Officer to update Community Grants Program documentation and website with the new criteria.

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Gladman, Wendy Gladman, Wendy	Decision Reports	Childcare Feasibility Study and Business Case
<b>RESOLUTION 2020/123</b>			
Moved: Cr Colleen Condliffe Seconded: Cr Cheryl McKinnon			
That Council			
<ol style="list-style-type: none"> <li>1. receive and note the Childcare Feasibility Study and Business Case</li> <li>2. endorse Option 3: Long Day Care as Council's preferred model as recommended in the report.</li> </ol>			
<b>CARRIED</b>			
2/09/2020 11:55:48 AM - Wendy Gladman Action completed by: Coombes, Christine Item complete, as there are no actions associated with the motion.			

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Perry, Sarah Gladman, Wendy	New Item	Community grants
<b>RESOLUTION 2020/133</b>			
Moved: Cr Neil Beattie Seconded: Cr Colleen Condliffe			
That Council:			
<ul style="list-style-type: none"> <li>• provide funding of \$3,500 to the Boort Resources and Information Centre (BRIC) to support publication of the About Boort Newsletter</li> <li>• that these funds are provided from the 2020/21 Community Grant unallocated funds.</li> </ul>			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 2 September 2020 12:02:02 PM

**CARRIED**

1/09/2020 2:59:19 PM - Sarah Perry  
Currently developing a process to handle Council initiated allocations from Community Grants underspend via SmartyGrants.  
7/09/2020 4:55:37 PM - Sarah Perry  
Action completed by: Coombes, Christine  
Email notification sent to recipients of project allocation.

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Perry, Sarah Gladman, Wendy	New Item	COMMUNITY GRANTS - KORONG NEWSLETTER AND CAMPBELLS FOREST AND DISTRICT COMMUNITY NEWSLETTER
<b>RESOLUTION 2020/135</b>			
Moved: Cr Colleen Condliffe Seconded: Cr Neil Beattie That Council:			
<ol style="list-style-type: none"> <li>1. provide funding of \$3,500 to the Inglewood Community Neighbourhood House to support publication of the Korong News newsletter</li> <li>2. provide funding of \$500 to the Campbell's Forest and District Community Action Planning Group to support publication of the Campbells Forest and District Community Newsletter</li> <li>3. that these funds are provided from the 2020/21 Community Grant unallocated funds.</li> </ol>			
<b>CARRIED</b>			
1/09/2020 2:59:11 PM - Sarah Perry Currently developing a process to handle Council initiated allocations from Community Grants underspend via SmartyGrants. 7/09/2020 4:55:46 PM - Sarah Perry Action completed by: Coombes, Christine Email notification sent to recipients of project allocation.			

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Perry, Sarah Gladman, Wendy	New Item	Korong Vale Golf Club

<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b></p> <p><b>Committee:</b></p> <p><b>Officer:</b></p>	<p><b>Date From:</b></p> <p><b>Date To:</b></p> <p><b>Printed: Wednesday, 2 September 2020</b> <b>12:02:02 PM</b></p>
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**RESOLUTION 2020/132**

Moved: Cr Neil Beattie  
 Seconded: Cr Colleen Condliffe

That Council:

1. provide funding of \$2000 to the Korong Vale Golf Club to be combined with the Club's \$1000 allocation, to assist in establishing a free camping area at the Golf Club facility, subject to written confirmation being received from the land manager, the Department of Environment Land, Water and Planning indicating approval for this use to proceed
2. that these funds are provided from the 2020/21 Community Grant unallocated funds.

**CARRIED**

*1/09/2020 2:41:00 PM - Sarah Perry*  
 Currently developing a process to handle Council initiated allocations from Community Grants underspend via SmartyGrants.  
*7/09/2020 4:55:55 PM - Sarah Perry*  
 Action completed by: Coombes, Christine  
 Email notification sent to recipients of project allocation.

Meeting	Officer/Director	Section	Subject
Council 25/08/2020	Holmes, Amy Gladman, Wendy	New Item	Wedderburn Aged Care Facility

**RESOLUTION 2020/137**

Moved: Cr Gavan Holt  
 Seconded: Cr Geoff Curnow

That advice be given to the Wedderburn Lions Club that Council is prepared to make Council owned land at 32 Wilson Street Wedderburn available to the Wedderburn Lions Club at no cost for the purpose of building an aged care facility.

This offer is subject to all costs associated with the establishment and operation of the aged care facility being met by parties other than the Loddon Shire Council.

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 2 September 2020 12:02:02 PM

This offer from the Loddon Shire Council expires on 31 August 2024 if the project has not been substantially commenced by that date.

It should also be noted that the Wedderburn Community Centre Committee of Management is the Council's delegated operator of this site, and it should be informed of Council's offer to the Wedderburn Lions Club.

**CARRIED**

*7/09/2020 9:54:52 AM - Amy Holmes*  
Action completed by: Coombes, Christine  
Letters have been sent to the Wedderburn Lions Club and Wedderburn Community Centre Committee of Management.

**8 MAYORAL REPORT**

**8.1 MAYORAL REPORT**

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

**RECOMMENDATION**  
 That Council receive and note the Mayoral Report

**REPORT**

The Mayor will present a report at the meeting.

**Cr McKinnon**

<b>North Central Goldfields Regional Library</b>	
<b>Section 86 Committees:</b> East Loddon Community Centre Committee of Management, Pyramid Hill Memorial Hall Committee of Management, Pyramid Hill Swimming Pool Committee of Management and Reserve Committee of Management	
<b>Nature Tourism Advisory Team</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**9 COUNCILLORS' REPORT**

**9.1 COUNCILLORS' REPORTS**

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

**RECOMMENDATION**

That Council receive and note the Councillors' reports

**REPORT**

Each Councillor will present a report at the meeting.

**Cr Beattie**

<b>Murray Darling Association</b>	
<b>Rail Freight Alliance</b>	
<b>GMW Connections Project:</b>	
<b>Section 86 Committees:</b> 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	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**Cr Condliffe**

<b>Calder Highway Improvement Committee</b>	
<b>Section 86 Committees:</b> 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	
<b>Australia Day Committee</b>	
<b>Central Victorian Greenhouse Alliance</b>	
<b>Central Victoria Rural Women's Network</b>	
<b>Healthy Minds Network</b>	
<b>Loddon Youth Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**Cr Curnow**

<b>Loddon Mallee Waste Resource Recovery Group</b>	
<b>Section 86 Committees:</b> Kingower Development and Tourism Committee	
<b>Municipal Emergency Management Plan Committee and Municipal Fire Management Plan Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**Cr Holt**

<b>Municipal Association of Victoria</b>	
<b>Section 86 Committees:</b> 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	
<b>Audit Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>

**10 DECISION REPORTS****10.1 2020 CHRISTMAS NEW YEAR HOLIDAY PERIOD**

**File Number:** 02/04/001

**Author:** Christine Coombes, Executive and Commercial Services Officer

**Authoriser:** Lynne Habner, Manager Executive and Commercial Services

**Attachments:** Nil

**RECOMMENDATION**

That subject to the resumption of operations at Council's administrative centres in compliance with COVID-19 restrictions:

1. Council approve the closure of the Wedderburn and Serpentine administrative centres from midday Thursday 24 December 2020 and reopening at 8.15 am on Monday 4 January 2021.
2. Council give notice of these amended office hours by publishing the details in the public notices section of the Bendigo Advertiser, on Council's website and on social media.

**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**

Nil

**BACKGROUND**

The Loddon Shire Council has historically closed the Wedderburn and Serpentine administrative centres to the public over the Christmas/New Year holiday period. At the time of preparing this report, both administrative centres are closed to public access due to the COVID-19 pandemic and it is unknown when operational restrictions will ease sufficiently to allow the centres to re-open.

**ISSUES/DISCUSSION**

In 2020, Christmas Day falls on a Friday and it is proposed that Council shut the Wedderburn and Serpentine Administrative Centres from midday Thursday 24 December 2020 and reopen at 8.15 am on Monday 4 January 2021. In the event that the impact of COVID-19 is still preventing the re-opening of the administrative centres on the 24 December, staff working from home and those who are working in the administrative centres, will cease work during the times nominated for the closure of the centres.

Council's traditional Staff Christmas Party is proposed to be held on the afternoon of Wednesday 23 December 2020, details of the function are to be confirmed.

An emergency response crew will be available on call for the afternoon of the staff function. A skeleton crew will be employed across the Christmas/New Year period to attend to any emergency callouts.

**COST/BENEFITS**

Whilst there is some cost borne by Council with this arrangement, it reflects past custom and practice, it engenders goodwill with staff and it supports the Loddon Shire's reputation as being an employer of choice.

**RISK ANALYSIS**

This period has generally been a time of low customer enquiry and the shutdown has provided the opportunity to allow staff to have a refreshing family break with minimum interruption to business activities.

**CONSULTATION AND ENGAGEMENT**

The shutdown was discussed at the Consultative Committee meeting held on Thursday 20 August.

**10.2 WEDDERBURN HOUSING ESTATE - 28 RIDGE STREET - CONDITION AMENDMENT**

**File Number:** 13/09/008  
**Author:** Christine Coombes, Executive and Commercial Services Officer  
**Authoriser:** Lynne Habner, Manager Executive and Commercial Services  
**Attachments:** Nil

**RECOMMENDATION**

That Council resolve to amend the conditions regarding construction and completion of a residence placed on the sale of Lot 5, 28 Ridge Street, Wedderburn to:

1. construction to commence within 2 years of purchase
2. construction to be completed within 3 years of purchase.

**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**

In November 2011 approved the sale of properties at Ridge Street Wedderburn, commonly known as four lots being the Wedderburn Housing Estate.

Council approved the conditions of sale of the lots at the Wedderburn Housing Estate at the August 2012 meeting, as being:

- The construction of a dwelling, with a minimum 24 squares (220 m<sup>2</sup>) of living area.
- All construction (including outbuildings and fences) to consist solely of new materials.
- The structure of the dwelling to incorporate a fully enclosed garage.
- The dwelling is to be constructed of not less than 80% of brick, brick veneer; brick cement render, stone, masonry or masonry veneer.
- No front fence.
- No construction to incorporate the use of galvanised iron or aluminium cladding.
- Any shed (or other outbuildings) construction is not to exceed 80m<sup>2</sup> in floor area or exceed 4m in height.
- Fencing to be of Colorbond, 1.8m in height and of the colour 'Domain'.
- Allow for the construction of a single dwelling only.
- No ability to subdivide the property.
- Construction to commence within 12 months of purchase and be completed within 2 years.

The conditions were then relaxed as per the request of Wedderburn Development Association in June 2013, with the variation of.

- a minimum living area of 18 squares (167 m<sup>2</sup>) for each construction
- construction to be completed within 2 years of purchase.

**BACKGROUND**

Council completed the first stage of the Wedderburn housing development in 2011, Lot 1 being occupied by the Council executive house with lots 2 -5 being vacant land available for sale.

Three lots have been sold, with residences completed:

- Lot 2 sold in 2014

- Lot 3 2017
- Lot 4 in 2018

Lot 5, 28 Ridge Street is available for sale.

### **ISSUES/DISCUSSION**

No formal offers have been made on Lot 5, with advertising of notification of intention to sell and calling for submissions last advertised in July of this year. The property has previously been listed with local real estate agents.

Interest has previously been shown in the property, with comments made that the time constraints of commencement and completion are difficult to adhere to due to the time required to:

- secure building finance
- prepare building specifications to meet Bushfire Management Overlay conditions
- and engage a company able to meet the build timeframe in the area.

It is proposed to amend the conditions of sale for the property to attract potential buyers with the new timeframe on construction to be:

- construction to commence within 2 years of purchase
- construction to be completed within 3 years of purchase.

### **COST/BENEFITS**

Council is currently paying Fire Services Levy on this property, so there would be a benefit to Council in eliminating this ongoing cost.

There is a general economic development benefit to Council in being able to offer a property for sale, when it is known that potential buyers are seeking vacant land in Wedderburn.

### **RISK ANALYSIS**

There are no risks associated with this report.

### **CONSULTATION AND ENGAGEMENT**

Nil.

**10.3 COMMUNITY PLAN ALLOCATIONS 2020/21**

**File Number:** FOL/19/432449  
**Author:** Sarah Perry, Project Liaison Officer  
**Authoriser:** Wendy Gladman, Director Community Wellbeing  
**Attachments:** 1. Community Plan 2020/21 allocation recommendations

**RECOMMENDATION**

That Council approves the 2020-21 Community Plan project allocations of \$151,560 in accordance with the attached report.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

Council was provided with information on the community plan applications at the Council briefing on 25 August 2020.

**BACKGROUND**

Community planning is a long-term strategy for developing sustainable communities. Council commits funds from its annual budget to ensure a number of community planning projects are completed.

Annual community plan funding is based on a \$50,000 allocation per ward (five wards totalling \$250,000) and a \$500,000 Community Planning Strategic Fund allocation. This report will make recommendations related to the \$250,000 ward based allocation.

Community planning is a direct allocation to projects identified in the local community plan, facility master plans, through strategic initiatives, project development or partnerships across communities within the Shire. Community plan funds often contribute to projects that go toward fulfilling the community's vision and improved liveability, and assist in planning of a strategic or structural nature.

**ISSUES/DISCUSSION**

In total ten projects were assessed under the 2020-21 Community Planning Program.

The projects submitted are assessed based on total funding available, project readiness, alignment with Council's strategic direction and community involvement and support for each project. Of the ten submissions assessed:

- two have been recommended for full funding to undertake projects as identified
- one has been recommended for an allocation less than the amount requested
- five have been recommended for an increased amount to ensure sufficient funds are available to complete the projects
- one has not been recommended for funding, as the project does not meet community planning guidelines.
- one has been recommended for funding under the community grants scheme.

The funding available for each ward, based on the previous year's unallocated funds and the \$50,000 2020-21 allocation, is detailed in Table 1. The attached report (Attachment 1) provides the project assessment summary and recommended funding allocations totalling \$151,560.

Ward	CP Reserve	2020-21 budget allocation	Total funds available	2020-21 Requests	2020-21 Allocation recommendations
Boort	\$ 83,579	\$ 50,000	\$ 133,579	\$ 0	\$ 0
Inglewood	\$ 16,371	\$ 50,000	\$ 66,371	\$ 50,000	\$ 66,371
Tarnagulla	\$ 1,016	\$ 50,000	\$ 51,016	\$ 20,554	\$ 32,196
Terrick	\$ 2,993	\$ 50,000	\$ 52,993	\$ 95,748	\$ 52,993
Wedderburn	\$ 100,233	\$ 50,000	\$ 150,233	\$ 7,000	\$ 0
<b>Totals</b>	<b>\$ 200,762</b>	<b>\$ 250,000</b>	<b>\$ 450,762</b>	<b>\$ 173,302</b>	<b>\$ 151,560</b>

### COST/BENEFITS

Council's Community Planning Program has been a success story since its inception eighteen years ago. Council and Loddon communities continue to attract significant external funding through the community planning process, and have delivered numerous projects in Loddon's small towns and rural districts under this banner.

Community Planning has been a catalyst for attracting significant funding to projects such as the Wedderburn Streetscape Improvements, Serpentine Janiember Park Upgrade, Pyramid Hill Memorial Hall Precinct, Boort Park Upgrade, Tarnagulla Community Centre and Inglewood Town Hall Hub Development.

### RISK ANALYSIS

A strong focus for community planning is to ensure communities have the opportunity to participate in the planning and development of their projects. This helps engender collaboration and ultimately ownership, and encourages local community members to take a leadership role in improving their town or district, and communicating this with others.

When considering initiatives put forward through community planning, risk is assessed across some key areas; appropriate planning, capacity of volunteers, external funding and duration from inception to delivery. When allocating 'seed-funding' the initial risk review considers whether the project is likely to achieve external funding.

### CONSULTATION AND ENGAGEMENT

Prior to proceeding to Council, the Community Planning Program project summary and recommendations have been assessed at both departmental and executive levels.

The Community Support team works with specific groups to determine project scope and cost, and assist them (when required) in the delivery of their projects.

## Attachment 1: Community Plan 2020/21 allocation recommendations

### Assessment panel report and recommendations

#### Boort Ward

No Community Plan applications were submitted from the Boort Ward.

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#### Inglewood Ward

##### **Bridgewater**

The Bridgewater on Loddon Development Committee has submitted one project, to obtain funding to undertake Stage 3 of the restoration of the Bridgewater Hall.

The committee received funding (\$20,000) in the 2019/2020 Community Planning application to assist in drawing up the detailed plans and a quantity survey for the main hall, indoor toilets and foyer area that constitutes the Stage 3 of the Bridgewater Memoria Hall restoration. The drawing up of plans and costings has yet to commence. The requested allocation is to contribute to the construction project.

The committee hope to have the hall restoration project complete by 2023, which marks the centenary of the Hall.

##### **Inglewood**

The Inglewood Eucalyptus Distillery Museum Committee of Management (CoM) has submitted one application to provide additional funds towards the Tractor Engine Annex's construction. This application has written endorsement from the Inglewood Community Planning Group (ITDC).

The project has been in the planning and funding accumulation stage for many years. The CoM has set a budget of \$176,000 for the project with \$116,000 already raised. This includes \$81,000 of Community Planning funding allocated to date.

The applicant has requested \$25,000, which will be used to continue reaching the project total budget. Any application made to external agencies for a grant to complete the project requires Council consent.

#### **Assessment Panel Recommendations**

The Inglewood ward available funds are \$66,371. Due to the nature of the projects and the available funding it is proposed that each project receive \$33,185.50 for each project.

- That \$33,185 is allocated to fund the works of Stage 3 of the Bridgewater Memorial Hall restoration project.
- That \$33,185 is allocated to the Tractor Engine Annex project.

Project	Summary	Request	Allocation
<b>INGLEWOOD</b>			
Bridgewater on Loddon Development Committee	Contribution to Bridgewater Hall redevelopment project construction	\$ 25,000	\$ 33,185
Inglewood Eucalyptus Distillery Museum COM	Tractor Engine Annex Construction	\$ 25,000	\$ 33,185

### Tarnagulla Ward

#### **Newbridge, Arnold and Llanelly**

The Newbridge, Arnold and Llanelly Community Plan Committee Inc. have submitted three applications.

The first application is to undertake works at the Arnold Hall to repair exterior timber which has been damaged by termites. The Hall Committee are seeking \$2,196 to repair a section of a wall and repaint the wall.

The second and third applications are for proposed projects in Progress Park, Newbridge. These are:

- The installation of an electric car charger station
- The installation of an outdoor exercise fitness station

#### Electric car charger station:

In principle support has been provided by Assets and Infrastructure and DELWP as Progress Park is located on Council managed road reserve. The Car Charger proposed is a 22kw unit and will be set up so customers pay for the electricity usage. The exact location of the charger has not been determined. The allocation request is \$14,270 based on quotes supplied. Prior to the installation, it is likely that the Community Planning Group will be required to enter into an agreement with Council to delineate operational and maintenance responsibilities. It is recommended that the project allocation be rounded up to \$15,000 to cover any rises in costs as the agreement is being negotiated. Any underspend will be returned to surplus.

Council, in conjunction with Central Victorian Greenhouse Alliance (CVGA), have received funding of \$100,000 to install electric car charger/s at locations throughout the Loddon Shire. Newbridge is one potential site. If Newbridge is deemed appropriate, it is recommended that this allocation is applied as a co-contribution to a station at Newbridge to avoid duplication of similar facilities.

#### Outdoor exercise fitness station:

The exercise equipment station proposal requires further consideration. Council and the Healthy Heart of Victoria (HHV) program have recently completed three outdoor exercise equipment installations. The scoping of the HHV project recognised the need for equipment that is fit for purpose i.e. suitable for the target demographic. The Activating Open Spaces Strategy recommended installing both a pod and a linear style outdoor exercise equipment facility and Boort and Wedderburn were chosen. Part of the HHV project is to determine the ongoing feasibility of the exercise equipment installations. This work was progressing prior to being halted by Covid-19.

The proposed exercise station and under-surfacing are not suitable for the stated target demographic of older Newbridge residents and will likely also have ongoing maintenance issues. It is recommended that the location of the equipment also be investigated as Progress Park may not be the best location for such an installation.

Advice from the HHV Broker suggests that the project be re-scoped in its entirety. Council officers were not consulted in the development of this proposal. The funding request for \$4,088 does not provide for the full cost of the concrete base. The true cost of this project as proposed, \$11,438, would not cover a similar sized project utilising quality, known components as per the HHV installations.

The actual cost of a small, fit for purpose installation is approximately \$35,000. It is recommended that \$15,000 of seed funding be allocated to this project pending further investigation of the targeted demographic, selection of fit for purpose equipment, location and feasibility of the project.

#### **Assessment Panel Recommendations**

- That \$2,196 is allocated to fund the wall repairs and painting works at the Arnold Hall.

- That \$15,000 is allocated to fund the electric car charger project subject to Council and DELWP's final approval, and integration with the CVGA car charging station (if based at Newbridge).
- That \$15,000 is allocated to provide seed funding for an outdoor exercise equipment installation within Newbridge pending a re-scoping of the project to determine the targeted demographic, selection of fit for purpose equipment, location and feasibility of the project.

Project	Summary	Request	Allocation
<b>TARNAGULLA</b>			
Newbridge, Arnold and Llanelly Community Plan Committee Inc.	Repair to exterior of building caused by termite damage at Arnold Hall	\$ 2,196	\$ 2,196
Newbridge, Arnold and Llanelly Community Plan Committee Inc.	Installation of electric charger station at Progress Park*	\$ 14,270	\$ 15,000
Newbridge, Arnold and Llanelly Community Plan Committee Inc.	Installation of fitness station at Progress Park*	\$ 4,088	\$ 15,000

### Terrick Ward

#### **Calivil**

Calivil Recreation Reserve has submitted one application to install a shelter with BBQ, table and seating for patrons utilising the reserve facilities. The committee has indicated that the lack of BBQ hinders social interaction at the reserve and camping opportunities. A BBQ has been identified in the reserve master plan. The requested allocation is \$28,293. The application budget does not match the expected costs associated with the project with minor differences including a quote for 16sqm of concrete not 35sqm. The Committee of Management are capable of project managing and completing this project and this requires the addition of GST within the project budget. Therefore an allocation of \$35,000 is recommended to ensure the completion of this project. Any underspend can be returned to community plan surplus.

The reserve is owned by DELWP and the ongoing cleaning and maintenance associated with the installation of the BBQ will be the responsibility of the reserve.

#### **East Loddon**

The East Loddon Community Centre has submitted an application to replace the electrical wiring at the centre, as the current wiring is outdated and poses a safety risk. The Dingee Community Planning Group have endorsed and submitted this project.

An allocation of \$3,605 is recommended for this project.

#### **Dingee**

The Dingee Hall Committee has submitted an application to redevelop the current indoor toilet to accommodate disabled access. The Committee of Management has set a total budget of \$66,500 to this project. The Committee was allocated \$20,000 in the 2019/2020 Community Planning allocation, and the Hall is requesting the remaining amount required (\$46,500).

An allocation of \$14,388 is recommended for this project.

The Dingee Memorial Hall is a DELWP facility managed by a committee of management. A revisit of the project scope and existing plans is required to ensure the total budget is sufficient and plans

meet compliance requirements such as the Disability Discrimination Act and identification and removal of any asbestos. The project may bundle up other minor works and it is likely that external funding will be required to complete this project.

The project will require proper management. If Council assist with scoping, external funding applications and construction, the project will be prioritised amongst other projects.

#### **Mitiamo**

The Mitiamo Football and Netball Club Inc, who also operate as the Committee of Management for the Mitiamo Recreation Reserve, has submitted one application to install a non-slip surface to the floor of the existing football and netball change-rooms.

This project was also submitted in the 2019/2020 Community Planning Scheme. It was recognised that funding for an investigation of a change-room redevelopment was required. To this end, the club was allocated \$10,000 to prepare plans for the redevelopment of the netball and football change-room facilities.

This application has not been recommended for funding as it does not adhere to Community Planning guidelines for public open space.

#### **Pyramid Hill, Serpentine and Yarrowalla**

No projects were submitted for consideration by the Pyramid Hill, Serpentine or Yarrowalla communities.

#### **Assessment Panel Recommendations**

- That \$35,000 is allocated to support the installation of a BBQ and shelter at the Calivil Recreation Reserve as the project meets the Community Planning Guidelines.
- That \$14,388 is allocated to the Dingee Hall Committee to contribute towards the redevelopment of toilet facilities project.
- That \$3,605 is allocated to the East Loddon Community Centre to upgrade the electrical wiring
- That the Mitiamo Football and Netball Club project is not recommended for funding.

Project	Summary	Request	Allocation
<b>TERRICK</b>			
Calivil Recreation Reserve	Installation of a shelter and BBQ facilities at the reserve.	\$ 28,293	\$ 35,000
Dingee Hall Committee	Upgrade current indoor toilet to allow disabled access.	\$ 46,650	\$ 14,388
East Loddon Community Centre	Upgrade the current electrical wiring at the centre	\$ 3,605	\$ 3,605
Mitiamo Football and Netball Club & Mitiamo Recreation Reserve	Installation of non-slip flooring to the players and umpires change-rooms	\$ 17,200	\$ 0

#### **Wedderburn Ward**

##### **Wedderburn**

Wedderburn Historical Engine and Machinery Society has submitted an application to restore a rare 1916 Day-Elder truck. This is a project better suited to a community grant application and has previously been transferred to that program.

The July 2020 Community Grants Council report noted:

*Contact has been made to confirm that the applicant can meet the one third in-kind/cash contribution required. The applicant confirms that they have not approached the Ward Councillor about the Community Planning application and this application should have been submitted as a Community Grant application.*

This project is not recommended for funding as a Community Planning project.

No other applications were submitted.

Project	Summary	Request	Allocation
<b>WEDDERBURN</b>			
Wedderburn Historical Engine & Machinery Society	Restoration of a heritage truck	\$ 7,000	\$0

*\* indicates that this project will result in increased ongoing maintenance by internal council departments.*

Ward	CP Reserve	2020-2021 budget allocation	Total funds available	2020-2021 Requests	2020-2021 Allocation recommendations
Boort	\$ 83,579	\$ 50,000	\$ 133,579	\$ 0	\$ 0
Inglewood	\$ 16,371	\$ 50,000	\$ 66,371	\$ 50,000	\$ 66,371
Tarnagulla	\$ 1,016	\$ 50,000	\$ 51,016	\$ 20,554	\$ 32,196
Terrick	\$ 2,993	\$ 50,000	\$ 52,993	\$ 95,748	\$ 52,993
Wedderburn	\$ 100,233	\$ 50,000	\$ 150,233	\$ 7,000	\$ 0
<b>Totals</b>	<b>\$ 200,762</b>	<b>\$ 250,000</b>	<b>\$ 450,762</b>	<b>\$ 173,302</b>	<b>\$ 151,560</b>

**10.4 REVIEW OF DELEGATIONS - MARINE SAFETY ACT**

**File Number:** FOL/19/126337  
**Author:** Lynne Habner, Manager Executive and Commercial Services  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** 1. Instrument of delegation to staff - Marine Safety Act

**RECOMMENDATION**

That Council, in the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolves that:

- (a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
- (b) On the coming into force of the instrument, all previous Council delegations to members of Council staff (Marine Safety Act) are revoked.
- (c) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

**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**

The updates contained in this report have not been discussed by Council.

**BACKGROUND**

In order for Council officers to effectively and efficiently discharge their duties, specific delegations, authorisations and appointments are required under a variety of Acts.

Council is required to review its delegations within 12 months after a general election. In addition, due to the ever-changing nature of legislation, Council has subscribed to a service by Maddocks legal firm that regularly reviews all applicable delegations, authorisations and appointments, so revised delegations are submitted to Council more frequently.

Section 11(9) of the Local Government Act 2020 provides that "Unless sooner revoked, a delegation made by a Council under the Local Government Act 1989 continues in force until 1 September 2020."

**ISSUES/DISCUSSION**

The attached amended instrument of delegation has been updated to be compliant with the Local Government Act 2020.

**COST/BENEFITS**

Adoption of the recommendation will not have any financial impacts.

**RISK ANALYSIS**

Adoption of the recommendation will ensure that council staff are able to act on behalf of Council under the relevant legislation. If current delegations and appointments and authorisations are not in place, actions of a council officer exercising those powers could be legally challenged.

**CONSULTATION AND ENGAGEMENT**

The supervisors of the relevant staff were consulted about the changes to be made.

## Marine Safety Act 2010 - members of staff

### Preamble

In exercise of the power conferred by section 217 of the *Marine Safety Act 2010*, Loddon Shire Council, as Waterway Manager for the Loddon River and Little Lake Boort:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that a reference in the Schedule to:

	means
AMW	Assistant Manager Works -
AOO	Administrative Officer - Operations -
DMERO	Deputy Municipal Emergency Resource Officer -
DOP	Director Operations -
MERO	Municipal Emergency Resource Officer -
MW	Manager Works -

declares that:

- 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on **15 September 2020** and
- 2.2 the delegation:
  - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2.2 remains in force until varied or revoked;
  - 2.2.3 is subject to any conditions and limitations set out in the Schedule; and
  - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

**Phil Pinyon**  
**Chief Executive Officer**  
**Loddon Shire Council**

**Delegation Sources**

- Marine Safety Act 2010

**Marine Safety Act 2010 - members of staff**

<b>Marine Safety Act 2010</b> Loddon Shire Council as Waterway Manager for the Loddon River and Little Lake Boort			
<b>Provision</b>	<b>Item Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s.193(1)	Duty to notify the Safety Director of the intention to make a request under s194	AMW, MW	
s 193(3)(b)	Function of receiving notice from the Safety Director	AMW, MW	
s 193(5)	Function of receiving advice from the Safety Director	AMW, MW	
s 193(6)	Function of receiving advice from the Safety Director	AMW, MW	
s 193(7)	Function of receiving advice from the Safety Director	AMW, MW	
s 194(1)	Power to request that the Safety Director makes waterway rules	AMW, DOP, MW	in relation to waters under its control
s 196(1)	Duty to invite submissions and comments regarding proposed waterway rule	AMW, MW	Subject to Part 5.1
s 196(2)	Duty to publish notice and make copies available	AMW, MW	
s 196(5)	Duty to take into account every submission or comment received.	AMW, MW	
s 200	Function of consulting with the Safety Director	AMW, MW	
s 202	Duty to comply with a standard determined under s199	AMW, MW	
s 203(3)	Power to make a declaration in respect of the matters listed in ss203(3)(a) - 203(3)(c)	AMW, DOP, MW	Where Council is an applicable regulatory entity
s 203(6)	Duty to publish declaration	AMW, MW	Where Council is an applicable regulatory entity
s 204(1)	Duty to give certain documents to the Safety Director	AMW, AOO, MW	
s 204(4)	Duty to comply with a direction by the Safety Director	AMW, AOO, MW	
s 208(2)	Power to prohibit a person, or class of person, or vessel, or class of vessel, from entering or remaining in a specified part of waters under Council's control	AMW, AOO, DOP, MW	Subject to ss 208 and 209 For the purpose of giving effect to a declaration under section 203
s 209(1)	Duty to give a copy of the draft notice to the Safety Director	AMW, AOO, MW	
s 209(4)	Duty to comply with a direction by the Safety Director	AMW, AOO, MW	
s 211(1)(a)	Power to give directions to masters of vessels in relation to the navigation and movement of those vessels	AMW, AOO, DOP, MW	Where Council is an applicable regulatory entity
s 211(1)(b)	Power to publish notice in the Government Gazette prohibiting the navigation and movement of vessels, and or regulation the position and manner in which vessels may anchor or be secured	AMW, AOO, DOP, MW	Where Council is an applicable regulatory entity Subject to s 212
s 212(1)	Duty to give draft of the notice to the Safety Director	AMW, AOO, MW	
s 212(4)	Duty to comply with a direction of the Safety Director	AMW, AOO, MW	
s 215(1)	Function of determining that, due to an emergency, persons must not enter or remain in a part of waters	AMW, AOO, DMERO, DOP, MERO, MW	
s 215(2)	Power to direct a person not to enter or remain in waters	AMW, AOO, DMERO,	

<b>Marine Safety Act 2010</b> Loddon Shire Council as Waterway Manager for the Loddon River and Little Lake Boort			
		DOP, MERO, MW	
s 215(3)	Duty to make a written copy of oral direction as soon as possible and keep a copy for a period of 6 years after the date of the direction	AMW, AOO, MW	
s 216(1)(a)	Function of managing vessel activities on the water	AMW, AOO, MW	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(b)	Function of managing and allocating moorings and berths in water	AMW, AOO, MW	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(c)	Function of providing and maintaining navigation aids, including appropriate signage as to water levels, hazards and applicable marine laws	AMW, MW	In accordance with any standards developed by the Safety Director  Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(d)	Function of controlling the navigation and vessel movement in the water	AMW, MW	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(e)	Function of designating areas in which anchorage of vessels is permitted and not permitted	AMW, MW	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(1)(g)	Function of removing or marking obstructions in the water	AMW, MW	Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(3)(a)	Power to enter into contracts and agreements for the carrying out of Council's functions under s 216 of the Marine Safety Act 2010 (Vic)	AMW, DOP, MW	

<b>Marine Safety Act 2010</b> Loddon Shire Council as Waterway Manager for the Loddon River and Little Lake Boort			
s 216(3)(b)	Power to enter into contracts or agency agreements with persons to assist in the carrying out of Council's functions under the Marine Safety Act 2010 (Vic)	AMW, DOP, MW	
s 216(3)(d)	Power to do all things necessary to enable Council to carry out its functions under s 216 of the Marine Safety Act 2010 (Vic)	AMW, DOP, MW	
s 281	Function of consulting with the Safety Director regarding development and review of the Marine Enforcement Policy	DOP	
s 216(1)(f)	Function of altering and dredging channels for navigation in water	AMW, MW	In accordance with any directions or determination of the Safety Director  Council must carry out functions under s 216(1) in a manner that ensures the safe operation of vessels and minimises the risk of environmental damage from the operation of vessels
s 216(3)(c)	Power to charge the prescribed fees for any service provided	AMW, AOO, DOP, MW	Council must have regard to any relevant regulations made under s 311
s219A(1)	Power to move any 'thing' or cause any 'thing' to be moved from water	AMW, AOO, DOP, MW	Subject to ss 219A(1)(a) and 219A(1)(b)
s 219A(2)	Power to immediately remove a 'thing' from water	AMW, MW	Subject to ss 219A(2)(a) and 219A(2)(b)
s 219B(1)	Power to enter the vehicle or vessel using reasonable force if necessary	AMW, MW	For the purpose of conveniently or expediently moving the vehicle or vessel
s 219B(2)	Duty to move the 'thing' to the nearest safe and convenient place	AMW, MW	
s 219C	Duty to make all reasonable enquiries to establish the identity or location of the owner of the property	AMW, MW	
s 219D(1)	Power to dispose of a 'thing'	AMW, MW	Council must not dispose of a 'thing' under s 219D(1) subject to ss 219D(2)(a) - (b) and 219D(3)
s 219D(4)	Duty to give the owner of a 'thing' that has been moved notice, in writing, that Council intends to dispose of it	AMW, MW	
s 219D(5)	Power to dispose of the 'thing' after 28 days, either by gift, sale, destruction, or by otherwise dealing with the 'thing'	AMW, MW	If notice in writing is given under s 219D(4) to the owner and the owner does not recover the 'thing'
s 219E(1)	Power to recover costs from the owner of the 'thing'	AMW, MW	If a 'thing' has been moved under ss 219A(1) or 219A(2)
s 219F(1)	Duty to pay the owner, and any other person with an interest in the 'thing', an amount commensurate with the value of the person's interest in the 'thing', less any amount payable under s 219E	AMW, MW	If the owner of a 'thing' is unable to recover possession of the 'thing' because the 'thing' has been disposed of under Part 5.5 Division 2
s 219G(a)	Power to recover the costs of moving and disposing of the 'thing'	AMW, MW	If the 'thing' has been disposed of under s 219D(1) and the identity or location of the owner has not been established

<b>Marine Safety Act 2010</b> Loddon Shire Council as Waterway Manager for the Loddon River and Little Lake Boort			
s 227(2)	Function of consulting with the Safety Director	DOP, MW	
s 227(3)	Function of consulting with the Safety Director	DOP, MW	

**10.5 BOORT WARD STRATEGIC FUND - NOMINATION OF PROJECT**

**File Number:** FOL/19/432449  
**Author:** Wendy Gladman, Director Community Wellbeing  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council endorse the Boort Foreshore Sporting Precinct Development as the nominated project for the 2019/20 Community Planning Strategic Fund \$500,000 allocation; noting that the draft concept plans will be provided to Council when completed for consideration and approval.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

There has been no previous Council discussion on the content of this report.

**BACKGROUND**

Community planning is a long-term strategy for developing sustainable communities. Council commits funds from its annual budget to ensure a number of community planning projects are completed.

Annual Community Plan funding is based on a \$50,000 allocation per ward (five wards totalling \$250,000) and a \$500,000 Community Planning Strategic Fund allocation. This report will make a recommendation in relation to the \$500,000 ward based allocation provided in the 2019/20 budget which is notionally listed as available to a nominated strategic project in the Boort Ward.

It was initially flagged that this funding might support the delivery of the Boort Streetscape development. This project has not yet progressed to the point that this funding is currently required, prompting the identification of an alternative project.

**ISSUES/DISCUSSION**

Consultation during the development of the Boort Foreshore Master Plan, representation from local residents and Council's Activating Open Spaces Strategy identified a desire from the Boort community for the establishment of a pump park (modular skate park).

A site has been earmarked at the Boort Tennis Courts and some early work had taken place to determine the scope of this original project. Continued discussions with the Tennis Club and other sporting facilities (the bowling club and the croquet club) located along the foreshore have generated some interest in undertaking a foreshore sporting precinct development which would combine a number of projects across this space.

This report seeks Council endorsement of the Boort Foreshore Sporting Precinct Development as the Boort Ward strategic fund nominated project. This will support the progress of this project, including determining the scope of the project, community and stakeholder consultation, return of concept plans to Council for endorsement, completing designs and plans to a shovel ready state, establishing an estimate of total project cost, and to provide seed or co-contribution funds where sourcing external funding will be required to meet project delivery costs.

## COST/BENEFITS

Council's Community Planning Program has been a success story since its inception sixteen years ago. Council and Loddon communities continue to attract significant external funding through the community planning process, and have delivered numerous projects in Loddon's small towns and rural districts under this banner.

A strong focus for community planning is to ensure communities have the opportunity to participate in the planning and development of their projects. This helps engender collaboration and ultimately ownership, and encourages local community members to take a leadership role in improving their town or district, and communicating this with others.

This project would enhance and expand the usage of the existing facilities, encourage increased physical activity opportunities, and compliment the recent installation of outdoor exercise equipment in Nolen's Park along with the planned installation of a section of foreshore walking path, providing an uninterrupted path circumnavigating Little Lake Boort.

Council's Activating Open Spaces Strategy notes the benefits of taking part in physical activity in outdoor spaces in reducing the risk of developing chronic disease, encouraging the development of more connected communities, decreasing stress levels, increasing people's resilience and improving people's overall sense of health and wellbeing. Council's Municipal Public Health and Wellbeing Plan 2017-2021 identifies the risk factors associated with a sedentary community as featuring highly in our population's poor health and wellbeing outcomes.

Further, the Activating Open Spaces Strategy notes there should be a key focus on upgrading, renewing and improving maintenance of what already exists; complemented with activation through community generated activities, programs and events.

## RISK ANALYSIS

Some identified risks associated with this project include:

Risk	Mitigation
Key stakeholders not understanding or being familiar with the scope of the project; what is and is not included, stakeholder roles and responsibilities, project cycle (expected timeframes) what will be required from the participating facilities.	Implementation of a robust project management cycle to support all stages of the project from concept, through planning and design, to delivery and culminating in activation.  Providing stakeholders with the expected timeframe for each stage of the project management cycle being delivered within Council's capital works program.
Limited ability to attract any required external funding due to the readiness status of the project.	The allocation of the Boort Ward strategic fund will allow the precinct development to advance to a shovel ready state which is commonly required as a prerequisite when applying for funding.
Project not delivering the outcomes desired by the key stakeholders.	Inclusion of key stakeholders in the concept, planning and design stages of the project will guide the final deliverables.

## CONSULTATION AND ENGAGEMENT

Council staff have been involved in preliminary discussions to develop this recommendation in consultation with Cr Beattie.

**10.6 COMMUNITY SUPPORT POLICY - INCLUSION OF ANNUAL ALLOCATION TO COMMUNITY NEWSLETTERS**

**File Number:** FOL/19/101  
**Author:** Wendy Gladman, Director Community Wellbeing  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. adds Community Newsletter allocations as an activity to the Community Support Policy, providing an annual allocation based on the allocation matrix detailed in the body of this report and provides funding based on:
  - (a) the confirmed production levels required for local distribution to areas where there is no other newsletter in circulation
  - (b) support to the newsletters identified in the report, and that any requests for funding of new newsletters must be accompanied by a business case demonstrating need and distribution area with Council determining their admission to the program
  - (c) the provision of an annual acquittal, demonstrating appropriate use of the allocated funds
  - (d) the newsletters inserting Council media releases (relevant to timeliness), including the Mayoral column and recognise Council as a funding contributor
  - (e) a copy of each newsletter edition being forwarded to Council
2. endorse the reduction of the Community Grants annual allocation to \$180K with the correlating introduction of a Community Newsletter annual allocation of \$20K (without indexation) to commence in the 2021/22 financial year.

**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**

As part of the review of the Community Support Policy the inclusion of an annual allocation to community newsletters in the Community Support Policy was discussed with Council at the August 2019 Council Forum.

Progressing inclusion of this item independent to finalising the revised Community Support Policy was discussed at the August 2020 Council meeting.

**BACKGROUND**

Community based newsletters currently access funds from Council through the submission of applications to Councils Community Grants Program on an annual basis.

Due to the inherent broad community benefit and demonstrated community need, the newsletter applications generally score very highly in the assessment process. Whilst this results in applications for community newsletter funding being approved almost all of the time it does not provide any consistency or equity when considering all the community newsletters currently produced within the Loddon municipal area.

Community newsletters currently in operation include:

Community	Newsletter
Boort	About Boort
Bridgewater	Bridgey Bulletin
Campbells Forest	Campbells Forest & District community newsletter
East Loddon district	East Loddon Community News
Inglewood	The Korong News
Pyramid Hill	The Pyramid Press
Wedderburn	Scoop and Scuttlebutt

## ISSUES/DISCUSSION

Funding support for community newsletters is currently assessed annually based on the amount requested by the community group through the community grants application process. It is understood, that the majority of community newsletters have other sources of funds, including sponsorship and advertising.

To remove the requirement for a repetitive application process, and to provide clearer consistency and equity across all newsletters, Council may wish to consider including community newsletter funding as a community support annual allocation, with the allocation level based on the approximate total number of newsletters produced annually.

An allocation based on the total annual production rates balance the variances in publishing periods with one newsletter published weekly, one fortnightly, one bi-monthly and the balance monthly.

There would be an expectation that sponsorship and advertising would continue to contribute to the overall cost or production and that Council would not be responsible for any shortfall in the funds required to produce the newsletters.

The following parameters were recommended and supported at the August 2019 forum:

- that Council provide funding based on a sliding scale relevant to annual distribution numbers, regardless of publishing periods
- that the distribution calculation is limited to only those areas where there is no other newsletter in circulation
- that this support be provided based on the newsletters identified in the report, and that any requests for funding of new newsletters must be accompanied by a business case demonstrating need, distribution, costs etc. with Council determining their admission to the program
- that an annual acquittal, demonstrating appropriate use of the allocated funds be required
- that the newsletters be required to insert Council media releases (relevant to timeliness), including the Mayoral column
- that a copy of each newsletter edition is forwarded to Council
- that the Community Grants annual allocation be reduced to \$180K with the correlating introduction of a Community Newsletter annual allocation of \$20K (without indexation). It is estimated that an annual budget of \$20,000 would adequately fund an annual allocation to Community newsletters.

Further it is suggested that the community newsletters are required to recognise Council as a funding contributor to the newsletters.

Based on allocations that have been made over recent years through the Community Grants program council officers have prepared a proposed allocation matrix:

Copies distributed annually	Annual funding provided
0-1000	\$ 500
1001-2000	\$1,000
2001-3000	\$1,500
3001-4000	\$2,000
4001-5000	\$2,500
5001-6000	\$3,000
6001and above	\$3,500

### **COST/BENEFITS**

Final production numbers require confirmation, but based on the current information available it is estimated that an initial budget of \$20,000 would adequately fund the annual allocation to Community newsletters. This estimate will be defined through a production confirmation process that will coincide with the development of the draft 2021/22 annual budget for Council consideration.

Based on current information it is estimated the following funding allocations would apply:

<b>Newsletter</b>	<b>Funding allocation</b>
About Boort	\$ 3,500
Bridgely Bulletin	\$ 1,500
Campbells Forest & District community newsletter	\$ 500
East Loddon Community News	\$ 3,500
The Korong News	\$ 3,500
The Pyramid Press	\$ 3,500
Scoop and Scuttlebutt	\$ 3,500
<b>Total</b>	<b>\$ 19,500</b>

As the community newsletters previously accessed funds from Council through the community grants program, it is suggested that the Community Grants annual allocation be reduced to \$180K with the correlating introduction of a Community Newsletter annual allocation of \$20K (without indexation).

### **RISK ANALYSIS**

The provision of funds on an annual allocation basis will:

- provide support to local communities to continue to produce and disseminate community newsletters broadly
- reduce the risk of inconsistency and inequality in the funding provided to individual newsletters through the use of a pre-established distribution matrix
- ensure that community newsletters do not risk failing to receive the funding necessary to support their operations through a community grant oversubscription or failure to submit an application.

With the reduced availability of a local newspaper there is a stronger reliance on community newsletters to disseminate information related to community activities, available services, business advertising, event promotion and council news.

**CONSULTATION AND ENGAGEMENT**

Council staff have been involved in the preliminary work undertaken to develop this allocation recommendation in consultation with Counsellors, using information provided by the community newsletters.

**10.7 2020/21 HALL AND RECREATION RESERVE ALLOCATION**

**File Number:** FOL/19/432445  
**Author:** Wendy Gladman, Director Community Wellbeing  
**Authoriser:** Phil Pinyon, Chief Executive Officer  
**Attachments:** Nil

**RECOMMENDATION**

That Council by exception increase the 2020/21 halls and recreation reserves allocation by 2%, noting that all subsequent allocations return to a CPI informed increase.

**CONFLICT OF INTEREST**

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

**PREVIOUS COUNCIL DISCUSSION**

At the August 2020 Council meeting a request was made to provide Councillors with a report to the September meeting outlining the amounts to be provided via the annual public hall and reserve allocation.

The proposal outlined in this report was discussed at the September 2020 Council forum.

**BACKGROUND**

Council provides an annual allocation to public halls and reserves to assist Committees of Management with the ongoing operation and maintenance costs of their facilities.

The guiding policy platform, the Public Hall and Reserve Allocation Policy, has expired and will be incorporated into the Community Support Policy review currently underway.

The hall and recreation reserve allocation is calculated annually based on the Melbourne Consumer Price Index (CPI) June Qtr to June Qtr.

A classification matrix provides the criteria for facility classification and the allocation calculation.

<b>Code</b>	<b>Facility</b>	<b>Allocation</b>
1	Playground	No allocation
2A	Hall (Major facility in a highly populated area)	Per facility
2B	Hall (Main facility in a medium populated area)	Per facility
2C	Hall (Main facility in a low populated area OR secondary facility)	Per facility
2D	Sports Stadium (Indoor)	Per facility
3	Paddock	No allocation
4	Unused Recreational Reserve	No allocation
5	Passive Recreation/Public Open Space	No allocation
6A	Main Active Reserve (Major facility in a highly populated area)	Base allocation and then additional amount per activity
6B	Main Active Reserve (Main facility in medium populated area)	Base allocation and then additional amount per activity
7	Active Reserve	Per reserve
8	Memorial Area	No allocation
9	Non Council Responsibility (private land etc)	No allocation

The following table provides the list of the current facility categories used to inform the allocations provided:

Halls	Category	
<b>Hall (Major facility in a highly populated area)</b>		
Boort Memorial Hall	2A	
Inglewood Public Hall	2A	
Pyramid Hill Memorial Hall	2A	
Wedderburn Public Hall	2A	
Newbridge Public Hall	2A	
<b>Hall (Main facility in a medium populated area)</b>		
Calivil Hall	2B	
Dingee Memorial Hall	2B	
Eddington Public Hall	2B	
Korong Vale Public Hall	2B	
Laanecoorie Public Hall	2B	
Mitiamo Public Hall – Historical Society	2B	
Bridgewater Public Hall	2B	
Serpentine Public Hall	2B	
Tarnagulla Public Hall	2B	
<b>Hall (Main facility in a low populated area OR secondary facility)</b>		
Arnold Public Hall & Library Reserve	2C	
Boort James Boyle Hall	2C	
Campbell's Forest Public Hall	2C	
Derby Public Hall	2C	
Durham Ox Hall	2C	
East Loddon Community Centre	2C	
Fenton's Creek Hall	2C	
Jarklin Public Hall	2C	
Powlett Hall & Recreation Reserve	2C	
Pyramid Hill C.E.R.T Hall	2C	
Boort RSL Hall	2C	
Rheola Hall	2C	
Woodstock Public Hall & Recreation Reserve	2C	
Yando Public Hall & Recreation Reserve	2C	
Yarrowalla Community Centre	2C	
East Loddon Scout Hall	2C	

Sports Stadium	Category	
<b>Sports Stadium (Indoor)</b>		
Boort Community Centre	2D	
East Loddon Sports Centre	2D	
Pyramid Hill Indoor Sports Centre	2D	
Wedderburn Indoor Stadium	2D	

Main Active Reserves	Category	Activities
<b>Main Active Reserve (Major facility in a highly populated area)</b>		
Boort Park	6A	6
Inglewood Recreation Reserve	6A	4
Pyramid Hill Mitchell Park	6A	2

Main Active Reserves	Category	Activities
Wedderburn Donaldson Park	6A	6
<b>Main Active Reserve (Main facility in medium populated area)</b>		
Boort Aerodrome	6B	1
Bridgewater Recreation Reserve	6B	4
Calivil Recreation Reserve	6B	5
Korong/Vale Comm Rec Reserve	6B	2
Mitiamo Recreation Reserve	6B	2
Newbridge Recreation Reserve	6B	4
Serpentine Recreation Reserve	6B	3
Tarnagulla Recreation Reserve	6B	1

Active Reserve	Category	
<b>Active Reserve</b>		
Arnold Recreation Reserve	7	
Bears Lagoon Tennis Club & Recreation Reserve	7	
Boort Bowling Club	7	
Boort Croquet Club	7	
Boort Gun Club	7	
Boort Angling Club	7	
Boort Ski Club	7	
Boort Tennis Club	7	
Bridgewater Bowling Club	7	
Bridgewater Golf Course	7	
Dingee Bowling Club	7	
Dingee Recreation Reserve	7	
Dingee Tennis Courts	7	
Eddington Golf Course	7	
Inglewood Riding Club	7	
Inglewood Bowling Club	7	
Inglewood Golf Course	7	
Kingower Recreation Reserve	7	
Korong Vale Golf Course	7	
Mitiamo Golf Course	7	
Pyramid Hill Bowling Club	7	
Pyramid Hill Fire Brigade	7	
Pyramid Hill Golf Course	7	
Pyramid Hill Quarter Horse Club	7	
Pyramid Hill Tennis Courts	7	
Rheola Memorial Reserve	7	
Serpentine Lawn Bowls	7	
Serpentine Tennis Courts	7	
Tarnagulla Golf Course	7	
Wedderburn Golf Course	7	
Wedderburn Market Square	7	
Woodstock Recreation Reserve	7	
Yarrowalla Recreation Reserve (TBC)	7	
Yarrowalla Tennis Courts (TBC)	7	

**ISSUES/DISCUSSION**

When sourcing the details of the annual allocation to inform the report being prepared for the September Council meeting it was found that the Melbourne CPI increase for the June Qtr 2019 – June Qtr 2020 is 0.3%.

Since 2012/13 the annual CPI increase applied to the hall and reserve allocation has ranged from 1.04% at its lowest to 3.2% at its highest, and has averaged 2.04% over that period.

The 2019/20 hall and reserve allocation budget was increased by 2% and rounded to provide \$127,000 available funds in the 2020/21 budget.

In the current exceptional circumstances Council may wish to consider increasing the allocation by the budgeted increase of 2% for the 2020/21 allocations, rather than the CPI increase of 0.3%.

The following tables provide the comparison between a 0.3% increase and a 2% increase for each facility category (all figures rounded to nearest dollar).

Category	2019/20 allocation	2020/21 allocation based on 0.3% increase	2020/21 allocation based on 2% increase
2A	\$2,474	\$2,481	\$2,523
2B	\$1,050	\$1,053	\$1,071
2C	\$ 510	\$ 511	\$ 520
2D	\$2,474	\$2,481	\$2,523
6A	\$3,298	\$3,308	\$3,364
6a per activity	\$1,319	\$1,323	\$1,346
6B	\$1,649	\$1,654	\$1,682
6B per activity	\$ 828	\$ 830	\$ 844
7	\$ 510	\$ 511	\$ 520

Whilst the current category listing is being applied to calculate total funding allocations it should be noted that a review and confirmation of the current status of each of the facilities is currently underway, which will inform the final allocation which may see a minor variation to the calculated figures.

Based on the allocation matrix and the number of facilities, the allocation category totals for comparison are as follows (all figures rounded to nearest dollar):

Category	2019/20 allocation	2020/21 allocation based on 0.3% increase	2020/21 allocation based on 2% increase
2A	\$ 12,370	\$ 12,405	\$ 12,617
2B	\$ 9,450	\$ 9,477	\$ 9,635
2C	\$ 8,160	\$ 8,176	\$ 8,319
2D	\$ 9,896	\$ 9,924	\$ 10,093
6A	\$ 35,626	\$ 37,055	\$ 37,682
6B	\$ 31,405	\$ 31,496	\$ 32,030
7	\$ 17,340	\$ 16,352	\$ 16,639
<b>TOTAL</b>	<b>\$124,247</b>	<b>\$124,885</b>	<b>\$127,014</b>

**COST/BENEFITS**

The 2019/20 hall and reserve allocation budget was increased by 2% and rounded to provide \$127,000 available funds in the 2020/21 budget. An increase in the 2020/21 allocation by exception to align with the budgeted increase of 2% would see a total estimated cost of \$127,014.

Hall and recreation facilities play an important role in our communities, all managed by volunteers and all currently facing extraordinary circumstances relating to the usage of their facilities due to the pandemic response. Whilst this may have reduced some of the operating costs, many facilities will also have faced a significant reduction in income through the closures experienced throughout the various COVID 19 restriction periods and will face increased requirements to operate in a COVID safe environment as they progressively re-open.

**RISK ANALYSIS**

Council faces a risk of creating a precedent in relation to the annual increase to the hall and recreation reserve allocations. It will be important to inform the facility committees of management that this is a 'by exception' allocation based on the current extraordinary circumstances and that it is Council's intention that all subsequent allocations return to a CPI informed increase.

**CONSULTATION AND ENGAGEMENT**

There has been no external consultation or engagement undertaken.

**11 INFORMATION REPORTS**

Nil

**12 COMPLIANCE REPORTS**

Nil

**13 GENERAL BUSINESS**

**14 CONFIDENTIAL ITEMS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 66(1) and 66(2)(a) of the Local Government Act 2020:

**14.1 REVIEW OF CONFIDENTIAL ACTIONS**

This matter is considered to be confidential under Section 3(1)(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 confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).

Pursuant to section 66(5)(b) of the Local Government Act 2020, if released the information to be received, discussed or considered in relation to this agenda item, may disclose confidential meeting information, being the records of meetings closed to the public under section 66(2)(a)

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 13 October 2020 commencing at at 3pm.

There being no further business the meeting was closed at [enter time](#).

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