

LODDON SHIRE COUNCIL

Notice of an Ordinary Meeting of the Loddon Shire Council to be held in the Council Chambers, Serpentine on Monday 9 December 2013 at 3.30pm.

ORDER OF BUSINESS

1.	APOLOGIES	2
2.	PREVIOUS MINUTES	2
2.1	CONFIRMATION OF MINUTES	2
2.2	REVIEW OF ACTION SHEET	2
3.	COUNCILLORS' REPORTS	3
3.1	MAYORAL REPORT	3
3.2	COUNCILLORS' REPORT	3
4.	DECISION REPORTS	4
4.1	SOCIAL MEDIA STRATEGY	4
4.2	IDENTIFICATION OF PRIORITY IMPROVEMENT PROJECTS – CALDER HIGHWAY IMPROVEMENT COMMITTEE	6
4.3	FINANCE REPORT FOR THE PERIOD ENDING 22 NOVEMBER 2013	8
4.4	AUDIT COMMITTEE MEETING NOVEMBER 2013	9
4.5	COMMUNITY CARE STRATEGY 2013-2017	12
4.6	AMENDMENT TO THE FEES AND CHARGES SCHEDULE FOR 2013/2014	14
4.7	LODDON SHIRE 2014 GALA EVENT	16
4.8	EVENT SPONSORSHIP APPLICATIONS - 1 JANUARY 2014 TO 30 JUNE 2014	19
5.	INFORMATION REPORTS	21
5.1	INWARDS CORRESPONDENCE	21
5.2	LODDON HEALTHY MINDS NETWORK – STRATEGIC PLAN UPDATE	22
5.3	PLANNING APPLICATIONS CURRENTLY BEING PROCESSED	24
5.4	INTRODUCTION OF NATIONAL HEAVY VEHICLE REGULATOR SCHEME	25
5.5	STATUS OF THE COMMUNITY PLANNING PROGRAM COMMENCING SEPTEMBER 2013	29
5.6	COUNCIL PLAN IMPLEMENTATION PROGRESS REPORT	31
6.	COMPLIANCE REPORTS	33
6.1	SECTION 86 COMMITTEES OF MANAGEMENT FINANCIAL INFORMATION	33
6.2	DOCUMENTS FOR SIGNING AND SEALING	36
7.	GENERAL BUSINESS	37
8.	CONFIDENTIAL ITEMS	37

1. APOLOGIES

Nil

2. PREVIOUS MINUTES

2.1 CONFIRMATION OF MINUTES

SUMMARY

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

Author: John McLinden - Chief Executive Officer

Council Plan ref: Core business 8: Compliance

File No: 02/01/001

Attachment: Nil

RECOMMENDATION

That Council confirm:

1. *the minutes of the Council Forum of 25 November 2013*
2. *the minutes of the Ordinary Council Meeting of 25 November 2013*

2.2 REVIEW OF ACTION SHEET

SUMMARY

Approval of Action Sheet.

Author: John McLinden - Chief Executive Officer

Council Plan ref: Core business 8: Compliance

File No: 02/01/001

Attachment: 2.2 Action Sheet

RECOMMENDATION

That Council receive and note the Action Sheet.

3. COUNCILLORS' REPORTS

3.1 MAYORAL REPORT

SUMMARY

Approval of the Mayoral Report.

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

RECOMMENDATION

That Council receive and note the Mayoral Report.

3.2 COUNCILLORS' REPORT

SUMMARY

Approval of Councillors' Reports.

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

RECOMMENDATION

That Council receive and note the Councillors' Report.

4. **DECISION REPORTS**

4.1 **SOCIAL MEDIA STRATEGY**

SUMMARY

Report seeking adoption of a Social Media Strategy.

Author: Lynne Habner, Executive Assistant

Council Plan ref: Strategic Platform 1: Build a network of strong communities

File no: 21/01/001

Attachment: Draft Social Media Strategy

RECOMMENDATION

That Council adopt the Social Media Strategy.

PREVIOUS COUNCIL DISCUSSION

A draft of the Social Media Strategy was discussed by councillors at the November Council Forum.

BACKGROUND

During Council's community consultation sessions for the development of its Council Plan, concerns about the effectiveness and efficiency of Council's communication with the community were raised. Discussions indicated that some parts of the community were keen to communicate with Council via social media, and advocated social media, particularly Facebook, as a means to provide immediate and responsive information to interested members of the public.

In the 2013 – 2017 Council Plan, the defined core business of Council is reliant on communication and engagement with the community, and including social media as part of Council's communication tools will strengthen the strategic enabler of 'Transparent communication'. Specifically, Council's 'Strategic Platform 1 – Build a network of strong communities' contains 'Priority 1.4 Leverage social media to better communicate with our residents'. The action for this priority is to "develop a social media strategy and implement actions".

ISSUES/DISCUSSION

The draft Social Media Strategy recommends an approach to implementing the use of social media for Council communications. The objectives for the use of social media include complementing and linking back to the Loddon Shire Council website (the key communication tool for Council), engaging with the community, particularly a younger audience, promoting Council's services, Shire events and attractions, seeking feedback and input about plans, strategies and other key documents, and quickly and simply conveying vital information in times of emergency.

A single Facebook page for all of Loddon Shire's social media interactions is proposed as an initial step.

Ultimately, it is recommended that the administrator and "Likers" will be enabled to comment on the Facebook page, however, initially, the page will be established with "no comments" allowed, enabling only Council to make any comments or additions to the page.

Subject to Council adoption of the strategy, implementation will require several actions to be undertaken in terms of developing or revising policies and procedures, staff training and set-up of the site.

Depending on the availability of staff time to dedicate to these actions, implementation may be possible within six months of adoption of the strategy.

COSTS/BENEFITS

Costs and benefits are outlined in the strategy. Costs to Council will include staff training and resources required for posting information and keeping it up to date, and responding to public enquiries in a timely manner. It is proposed that this work will be undertaken by existing staff.

Identified benefits include efficiencies for the public in contacting Council, for Council to get messages out to a broader audience in an immediate and informal way, and the potential for more interactive communications.

RISK ANALYSIS

The strategy contains an analysis of identified risks in adopting social media. Many of these risks can be managed by establishing policies and procedures, training staff on behaviour and legal responsibilities, and ensuring adequate resources are in place.

CONSULTATION AND ENGAGEMENT

Internal consultation occurred through one-on-one discussions with council staff representing all areas of the organisation.

The community was asked to provide comment on what it would expect from a Council social media presence, and provide suggestions about engagement and communication through such a medium. No responses were received from Council's youth email contacts or the general public via a Mayoral Column article.

4.2 IDENTIFICATION OF PRIORITY IMPROVEMENT PROJECTS – CALDER HIGHWAY IMPROVEMENT COMMITTEE

SUMMARY

Presents a list of potential projects for Council endorsement in response to the Calder Highway Improvement Committees recent call for submissions from member Councils, seeking confirmation of local and regional priorities in respect to potential improvements along the Calder Highway.

Author	Ian McLauchlan, Director Operations
Council Plan ref:	Core business 10: Advocacy and partnerships
File no:	19/01/004
Attachment:	Calder Hwy Improvement Committee – Call for Submissions & Current Project Register

RECOMMENDATION

That Council:

1. *Support the current register of potential improvement projects maintained by the Calder Highway Improvement Committee as provided within the attached correspondence.*
2. *In addition to supporting those projects currently listed, provide a submission to the Committee identifying additional potential improvement works in respect to the sealing of gravel road intersections with the highway.*

PREVIOUS COUNCIL DISCUSSION

Council is a participating member of the Calder Highway Improvement Committee and has periodically discussed issues relating to potential improvement works required along this highway.

BACKGROUND

The Calder Highway Improvement Committee was originally established in the late 1980's to lobby for the duplication of the Calder Highway from Melbourne to Bendigo. Over time the focus of the committee has broadened to encompass a wide variety of improvement and safety projects along the entirety of the 570km stretch of Highway.

The Calder Highway Improvement Committee is a Local Government based body comprised of representatives from all Councils along the Calder Highway, VicRoads and local community. To date the Committee has been highly successful in lobbying both federal and state politicians to undertake priority upgrade works. Cr Condliffe is currently Council's representative on this committee.

The sitting chair of the committee, Cr David Pollard recently wrote to Council seeking input in regards to a list of prioritised improvement or safety projects which would be subsequently used to inform future lobbying by the committee.

ISSUES/DISCUSSION

The Calder Highway Improvement Committee currently maintain a register of potential improvement projects which has been collated from previous feedback provided by member Councils and community representatives (see attached).

As requested by the Committee, a review of this register has been conducted and it is believed that the current list of projects is representative of improvement priorities along this highway. In addition to the listed projects Council officers have identified one additional area of potential focus which could be submitted to the Committee for consideration.

It has been identified that an opportunity may exist to improve the safety of intersections along the highway with local gravel roads. Specific hazards or problems believed to exist with such intersections include the transference of gravel material onto the sealed highway surface, loss of traction for approaching vehicles to the highway or encroachment and vehicle interaction with machinery undertaking required maintenance activities on gravel roads i.e. grading.

A potential treatment to alleviate these risks could be the systematic and progressive extension of seal approximately 50m along the intersecting local roads. Such a program would require collaboration and potential cost sharing between VicRoads and local councils.

COSTS/BENEFITS

As the Calder Highway is a state controlled arterial road it is not expected that projects identified within the Committees current register shall require any financial input by member Councils. Loddon Shire may however be called upon to consider joint funding arrangements for those improvements which interact with local roads or located within urban areas i.e. sealing of gravel road intersections or installation of the signalised crossing within Wedderburn.

If delivered it is expected that the listed projects would make a substantial contribution to the overall improvement of safety, functionality and amenity of the Calder Hwy and Calder Alternate.

RISK ANALYSIS

In reviewing the existing list of improvement projects, or identifying new initiatives, consideration was given to those projects which are likely to achieve the most benefit in improving both road safety and efficiency of this this important transport route.

CONSULTATION AND ENGAGEMENT

During the course of reviewing and identifying new improvement projects along the Calder Highway, consultation was undertaken with senior management within the operations directorate. At this point in time no public consultation with regard to the prioritised listing has been undertaken, nor is considered warranted.

4.3 FINANCE REPORT FOR THE PERIOD ENDING 22 NOVEMBER 2013

SUMMARY

This report provides Council with financial information for the period ending 22 November 2013.

Author:	Deanne Wingfield – Management Accountant
Council Plan ref:	Strategic Enabler: Sound financial management protocols
File no:	8/06/001
Attachment:	Finance report for Period Ending 22 November 2013

RECOMMENDATION

That Council:

1. *receives and notes the "Finance Report for the period ending 22 November 2013"*
2. *approves budget revisions included in the report for internal reporting purposes only.*

PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis.

BACKGROUND

The Finance Report for the period ended 22 November 2013 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the 2013/2014 Budget, and includes operating results, capital expenditure and funding sources. It also provides a focus report.

ISSUES/DISCUSSION

Due to the timing of the December 2013 Council Meeting, this report includes YTD actuals incurred until Friday 22 November 2013. This results in some variances between the YTD budget and the YTD actuals as the report is one week short of the full financial month.

COSTS/BENEFITS

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

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

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

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

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

4.4 AUDIT COMMITTEE MEETING NOVEMBER 2013

SUMMARY

This report provides Council with an overview of the Audit Committee meeting held in November 2013.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic enabler: Effective and efficient operating systems and procedures
File no:	06/02/003
Attachment:	Audit Report – Review of Financial Policies and Procedures Management Letter for the year ended 30 June 2013 Results of survey of other local governments in relation to Ordinary Returns VAGO Report: Organisational Sustainability of Small Councils VAGO Financial sustainability indicators Risk Management Report and Risk Management Policy

RECOMMENDATION

That Council:

1. *receives and notes the:*
 - a) *Audit Committee Meeting November 2013 Report*
 - b) *management letter for the year ended 30 June 2013*
 - c) *results of survey of other local governments in relation to Ordinary Returns*
 - d) *Victorian Auditor-General's Report: Organisational Sustainability of Small Councils*
 - e) *Victorian Auditor-General's Financial Sustainability Indicators*
 - f) *risk management report*
2. *endorses the performance improvement recommendations documented in the Audit Report – Review of Financial Policies and Procedures.*

PREVIOUS COUNCIL DISCUSSION

Council was provided with a summary of the August 2013 Audit Committee Meeting at the Ordinary Meeting held on 23 September 2013.

BACKGROUND

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

The committee is made up of four independent community members, and Cr Gavan Holt, as Council's representative. Council's Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

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

- The enhancement of the credibility and objectivity of internal and external financial reporting
- Effective management of financial and other risks and the protection of Council assets
- Compliance with laws and regulations as well as use of best practice guidelines
- The effectiveness of the internal audit function
- The provision of an effective means of communication between the external auditor, internal audit, management and the Council
- Facilitating the organisation's ethical development
- Maintaining a reliable system of internal controls.

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

ISSUES/DISCUSSION

Meeting agenda

Items included on the meeting agenda for November 2013 were:

- audit report for the review of financial policies and procedures
- external audit management letter for the year ended 30 June 2013
- results of survey of other local governments in relation to Ordinary Returns
- draft calendar for 2014
- overview of Council Plan
- VAGO Report: Organisational Sustainability of Small Councils
- VAGO financial sustainability indicators for Council
- staff presentation on the compilation of the 2012/2013 Annual Report.

Other items on the agenda included the following standing items:

1. Fraud Report
2. Major Lawsuits
3. Monthly Finance Report
4. Risk Management Report.

The committee was also provided with an overview of the Outstanding Action List which showed that Council had 37 outstanding actions to be completed, with 16 added to the list from the Review of IT Security, and 10 completed during the period.

The next audit review will be business continuity, and the results will be provided to the committee at the 20 February 2014 meeting.

Risk management report

The risk management report related to a review of the Risk Management Policy, and sought the Audit Committee's opinion on change to the risk matrix contained in the policy.

Council adopted its Risk Management Policy in 23 July 2012 after a major review undertaken by a risk consultant engaged during flood recovery. The policy was prepared with reference to the International Standard ISO 31000:2009 Risk management—principles and guidelines, and has been working effectively for Council's risk management program since adoption.

However, there has been some discussion at officer level about the risk matrix contained in the policy, and whether it can be enhanced to provide further relevance to Council's business.

In order to fully assess this, reference was made to the International Standards "Guide for managing risk in not-for-profit organisations HB266:2010". That document contains a sample risk matrix for not-for-profit organisations that covers two areas that are not currently included in Council's risk matrix; legal and compliance and management impact.

The report provided to the Audit Committee suggested that legal and compliance and management impact be included in Council's risk matrix, with the removal of environmental impact. The reason for removal of environmental impact is that any event that Council is involved in that impacts the environment will harm Council's reputation firstly, so these events should be considered under that area of the risk matrix.

A draft updated Risk Management Policy will be provided to Council at the January 2014 Council Forum for review.

Survey regarding Ordinary Returns

The survey regarding Ordinary Returns was requested by the Audit Committee. Currently Council exempts Audit Committee members from the requirement of submitting Ordinary Returns, and the committee was interested in knowing whether this was the standard in the sector.

The results showed that of the 16 councils that responded, only four exempt their Audit Committee from submitting Ordinary Returns.

Committee members expressed the view that they were generally unconcerned by the need to fill out a return and would comply with Council's directive. It is suggested that Council takes no action in relation to the need for Internal Audit Committee members to complete Ordinary Returns, as they have already been exempted by Council.

COSTS/BENEFITS

There are costs associated with the audit committee and internal audit function.

However, in most cases, actions resulting from audit reviews do not bear any new costs as they are undertaken by current staff.

The benefits that the internal audit function provides Council are:

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

RISK ANALYSIS

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

CONSULTATION AND ENGAGEMENT

Nil

4.5 COMMUNITY CARE STRATEGY 2013-2017

SUMMARY

This report recommends the adoption of the Loddon Shire Council Community Care Strategy 2013-2017.

Author	Wendy Gladman, Director Community Wellbeing
Council Plan ref:	Core business 2: Provision of wellbeing services
File no:	12/12/01
Attachment:	Community Care Strategy 2013-2017

RECOMMENDATION

That Council adopt the Community Care Strategy 2013-2017.

PREVIOUS COUNCIL DISCUSSION

A draft version of the Community Care Strategy 2013-2017 was presented to Council for consideration at the Council forum on 25 November 2013.

BACKGROUND

Council has previously adopted an Aged and Disability Strategy 2006-2010 and an Active Ageing Plan 2009-2011. This Community Care Strategy 2013-2017 combines both of these previous documents and reflects a partnership approach across all of council and whole of community.

ISSUES/DISCUSSION

The Community Care Strategy 2013-2017 provides strategic direction and actions for Council and key strategic partners, to continue to develop Loddon as a place where regardless of age or ability, people are active, engaged and supported.

The Community Care Strategy 2013-2017 provides eight key areas that will contribute to meeting outcomes that the community and other service providers have indicated are important to them as they age or support people as they age in Loddon.

Whilst key strategic areas have been identified, as this is a whole of community plan, many of the actions that will be undertaken will be in partnership with other agencies or community organisations.

The eight key strategic areas are:

1. Loddon Shire continues to provide high quality and efficient Home and Community Care (HACC) support services to meet the needs of the HACC target group
2. Loddon Shire advocates on behalf of the community for sufficient care supports and facilities to meet the needs in the community
3. Loddon Shire promotes positive ageing across a whole-of –council and whole-of-community approach to meeting the needs of people as they age.
4. Loddon Shire ensures that Council's community facilities (such as halls, senior citizens centres and meeting spaces) are revitalised and utilised in economical, efficient and equitable ways to provide opportunity and advantage for the whole community (inclusive of people as they age and people with disabilities).
5. Loddon Shire continues to explore options to improve transport within and outside the municipality
6. Loddon Shire continually improves community information, communication and engagement.

7. Loddon Shire supports and strengthens volunteering opportunities throughout the municipality
8. Loddon Shire maintains a skilled and sustainable workforce

COSTS/BENEFITS

The actions listed in the Community Care Strategy 2013-2017 will not require any additional council funding and will be undertaken within existing budget parameters or through funding from external sources.

RISK ANALYSIS

At the time of writing the Community Care Strategy the commonwealth and state governments are involved in implementing reform to the aged care system and changes to the responsibilities for the funding and administrative arrangements for the Home and Community Care program.

The details of these reforms are currently being established and the long-term implications for Council are yet to be determined.

An emphasis of this strategy is on positive ageing. Positive ageing reduces the risk of an ageing population having increasing health conditions and a corresponding increase in demand for community care services. This risk of not implementing opportunities for people to age well includes the potential increase in the number of people with complex and high support needs as they age.

CONSULTATION AND ENGAGEMENT

Consultation with the community and service providers within Loddon was undertaken by conducting:

- an aged and disability services community survey with 117 respondents
- a community focus group with 27 residents
- a staff and stakeholders focus group with 7 participants
- a Councillors and Council executive discussion with 11 participants.

4.6 AMENDMENT TO THE FEES AND CHARGES SCHEDULE FOR 2013/2014

SUMMARY

This report seeks Council's approval of additional items for the Fees and Charges Schedule for 2013/2014.

Author	Duncan Campbell, Financial Accountant
Council Plan ref:	Core business 9: Regulation
File no:	07/01/006
Attachment:	Nil

RECOMMENDATION

That Council:

1. *approves the fees and charges included in this report*
2. *authorises the updating of the schedule to give immediate effect to the raising of relevant charges.*

PREVIOUS COUNCIL DISCUSSION

Council approved the establishment of the fees and charges for the year 1 July 2013 to 30 June 2014 on 24 April 2013.

BACKGROUND

It was not appropriate to consider some items when the original schedule was adopted, and these are now presented for approval. In addition some corrections are required to published fees and charges, and there are omissions that should be catered for.

ISSUES/DISCUSSION

Bridgewater Public Caravan Park

The Bridgewater Public Caravan Park has now reached the stage where it can open in a limited capacity. The following are the recommended fees and charges upon reopening of the park:

Fee type	Per day	Per week
Powered Caravan Site (2 people)	\$35.00	\$196.00
Additional Person	\$10.00	
Unpowered Caravan Site (2 people)	\$25.00	\$146.00
Cabin (2 people)	\$120.00	\$762.00
Fee type	Per day	Per annum
Boat Ramp Fee	\$7.00	\$40.00
Fee type		For 2 months
Seasonal Permit Powered Site		\$1,490.00
Laundry Fees		Per cycle
Washing Machine		\$6.00
Dryer		\$1.00

These charges are considered to be attractive to potential users during the period for which they are recommended. Decisions regarding fees for users in the longer term will be the subject of negotiation with prospective contractors for the operation of the caravan park.

Waste management fees:

In addition to the fees currently approved and listed for waste management, a fee of \$15.00 is recommended for disposal of electronic equipment such as television sets, computers, and like items. This addition corrects a previous omission from the original schedule.

Swimming pool fees for school usage:

The recently approved rate for use of swimming pools by schools (which was approved at the Ordinary meeting of Council on 24 October 2013 (Report 7.4)) will be included on the schedule. Those fees are:

Where a suitably qualified supervising teacher is in attendance	\$15.00 per hour
Where no suitably qualified supervising teacher is in attendance	\$45.00 per hour

COSTS/BENEFITS

With regard to the Bridgewater Public Caravan Park, the fee structure is an interim measure intended to raise some revenue, but more particularly to begin marketing the caravan park to potential users and potential operators under contract.

The other fee changes will adjust anomalies and omissions in the original schedule.

RISK ANALYSIS

Council updating and reviewing the fees and charges schedule when required ensures that the published document contains accurate and up to date information for all applicable fees and charges.

CONSULTATION AND ENGAGEMENT

Consultation with the responsible manager of the budget items included in the report has been undertaken.

4.7 LODDON SHIRE 2014 GALA EVENT

SUMMARY

Sports Awards to be chosen as the theme of the 2014 Gala Event.

Author	Christine Coombes, Economic Development Officer
Council Plan ref:	Core business 4: Economic development
File no:	13/09/011
Attachment:	Nil

RECOMMENDATION

That Council:

1. *approve Sports Awards to be the theme of the 2014 Gala Event*
2. *agree that the awards be held at Pyramid Hill Memorial Hall on Wednesday 20 August 2014*

PREVIOUS COUNCIL DISCUSSION

In April 2011, Council moved to hold a non-awards based event in 2012, with awards to be held biennially and a gala event to be held in the alternate year.

At the September 2013 Council forum, Council agreed that the gala event required a theme to be successful, with further discussion held at the October and November Council forums, it was suggested that triennial awards be held with sports awards to be held in the first year, followed by tourism, hospitality, arts and heritage awards in the second year and business awards in the third year.

BACKGROUND

On Thursday May 31 2012 a Gala Evening was held at the Serpentine Hall:

- Tickets sales were steady with a total of 125 guests in attendance
- Council invited a total of 58 guests with 29 in attendance, at no cost to the guest
- Theme for the evening was to support the Australian Year of the Farmer

Entertainment for the evening consisted of:

- A guest speaker and
- Entertainment

Cost to Council: \$17827

Sponsorship received: Powercor Australia Ltd \$2000

In 2013 the Loddon Powercor Excellence Awards were held at Eddington Community Centre:

- There were 148 guests, 35 of these tickets were invited guests, at no cost to the guest
- Guests included 8 Loddon Shire staff and 12 guests not representing/attending with a finalist on the evening

Entertainment for the evening was in two formats:

- Guest Speaker
- Entertainment.

Cost to Council: \$16789

Sponsorship received: \$13300 – Powercor Australia Ltd \$8000, Department of State Development, Business and Innovation \$2500 The Loddon Times \$700, MEGT \$700, Hazeldene's \$700, Inglewood &

Districts Community Bank Branch Bendigo Bank \$700.

ISSUES/DISCUSSION

Proposed theme for the 2014 Gala Event is a Sports Award theme.

Current categories being investigated are:

- Male and Female Sportsperson of the Year (21 & over),
- Junior Male and Female Sportsperson of the Year (under 21),
- Masters Male and Female Sportsperson of the Year (over 40),
- Sports Club of the Year,
- Sports Coach of the Year, Sports team of the Year,
- Sports Official of the Year,
- Sports Administrator of the Year, Animal of the Year.

The format of the evening will remain similar to past events, including:

- Pre-dinner canapés, drinks and networking
- Three course meal
- Sport orientated guest speaker/motivational speaker

To enable preparations for the 2014 Gala Event to begin, approval is required from Council as to the location and the date for the event.

Past locations that the Excellence awards/Gala Event have been held are:

Year	Township	Ward
2013	Eddington	Tarnagulla
2012	Serpentine	Terrick
2011	Wedderburn	Wedderburn
2010	Boort	Boort
2009	Serpentine	Terrick
2008	Inglewood	Kooyoora
2007	Wedderburn	Wedderburn
2006	Yarrawalla	Terrick
2005	Pyramid Hill	Terrick
2004	Boort	Boort
2003	Serpentine	Terrick
2002	Yarrawalla	Terrick
2001	Tarnagulla	Kooyoora
2000	No Awards	
1999	Inglewood	Kooyoora
1998	Wedderburn	Wedderburn

Considering past locations of the event the preferred location for the gala evening would be the Pyramid Hill Memorial Hall, the facility has recently undergone refurbishment and has sufficient area adjacent to the hall for installation of a marquee for pre-dinner networking.

The gala evening in the past has been held on a Thursday evening in May, due to time constraints of a proposed change of awards theme and taking into account winter sports training the preferred date for the 2014 event would be Wednesday 20 August 2014.

This event will be reviewed and reported as plans are finalised in 2014.

As per suggestions from Council, future possible events to be held on alternate years are, Business Awards and Tourism, Hospitality, Arts and Heritage Awards. These events will require further discussion,

investigation and reporting as to the quality of the categories, entries that may be included and sponsorship.

COSTS/BENEFITS

The budgeted cost to Council to hold a Gala Event in 2014 is \$19,000, with budgeted sponsorship of \$2000. A sponsorship application has been lodged with Powercor for \$2000 contribution for a gala event and \$9000 towards excellence awards for 2015

RISK ANALYSIS

As per previous excellence awards further sponsorship will be required to cover costs such as television marketing, judges and marquee for sit down meal if required. Sponsorship for the 2013 excellence awards was \$13,300.

CONSULTATION AND ENGAGEMENT

Consultation has been undertaken with the Loddon Shire Manager Community and Recreation and the Director of Operations, along with Sports Focus and Vicsport as to the criteria and categories involved with Sports Awards.

Powercor will be notified as to the changes to the event theme, with a new application to be submitted upon confirmation of the recommendation of this report.

4.8 EVENT SPONSORSHIP APPLICATIONS - 1 JANUARY 2014 TO 30 JUNE 2014

SUMMARY

Report recommends allocation of funding under the Loddon Shire Events Sponsorship Scheme for five major and ten minor events to be held between 1 January 2014 and 30 June 2014.

Author	Allan Stobaus, Manager Community and Recreation
Council Plan ref:	Strategic Platform 4: Make our towns liveable and memorable
File no:	19/02/004
Attachment:	Event Sponsorship Recommendations : 1 January 2014 to 30 June 2014

RECOMMENDATION

That Council award \$9,000 in grants under the 2013/14 Loddon Shire Council "Events Sponsorship Scheme" as nominated in the attached schedule.

PREVIOUS COUNCIL DISCUSSION

At its ordinary meeting held during June 2013, Council resolved to allocate a total of \$11,000 under the 2013/14 Loddon Shire Council Events Sponsorship Scheme.

BACKGROUND

The Loddon Shire Events Sponsorship Scheme was initiated in 1999, since this time over \$182,000 has been allocated to Community Groups to promote events held within the municipality.

Guidelines relevant to the scheme are as follows;

1. Recipients of allocations are required to enter into a formal accountability process, this process is inclusive of the following;
 - A one page formal agreement outlining conditions of the grant is to be signed by the recipient organisation prior to receiving an allocation.
 - A completion statement is to be completed by the recipient organisation confirming that the grant has been spent in accordance with the grant conditions.

2. Two funding categories are available to community groups within the municipality, these are as follows;
 - Major Event Category: Up to \$1,000 for events of regional or state significance i.e. state sporting events and/or major festivals, and that attract a significant number of visitors from outside the region.
 - Minor Event Category: \$400 for events of local and sub-regional significance i.e. annual sporting tournaments or local community festivals.

3. Two funding periods are relevant to the scheme, and funding recommendations are reported to Council twice a year, as follows;
 - For events planned between, 1 January and 30 June annually – Applications must be received no later than *30 October*.
 - *Recommendations reported to Council at the December Council Meeting.*
 - For events planned between 1 July – 31 December annually – Applications must be received no later than *30 May*.
 - *Recommendations reported to Council at the June Council Meeting.*

ISSUES/DISCUSSION

In total 16 applications have been received for events to be held between 1 January and 30 June 2014.

Of these applications seven requested financial assistance from the Major Event Category, from these 5 applications have been recommended for full funding of \$1,000.

One of these applications have been assessed as being eligible for "Minor Events" funding only, and one has not been recommended for any funding assistance.

The reason for these assessments is as follows;

- The Boort Bowling Club applied for Major Event funding of \$1,000 for its "Celebrating 100Years Event". In line with other local sporting tournaments this has been recommended for funding as a Minor Event for \$400.
- The Wedderburn Harness Racing Club submitted an application for the Wedderburn Cup event, this application was received on 25 October 2013 with the event to be held on 15 December 2013. Although this is a significant event and would normally be recommended for funding, the current guidelines stipulate that this application should have been received by 30 May 2013 to make it eligible for funding.

The nine applications received in the Minor Event Category (\$400) all meet the criteria and have been recommended for funding.

COSTS/BENEFITS

The Event Sponsorship allocations are for promoting events held within the municipality. This promotion is designed to provide the following benefits:

- The attraction of more participants/spectators to events.
- Economic benefits resulting from increased visitation to Loddon.
- The promotion of Loddon's organisations and clubs, both locally and to wider areas.

RISK ANALYSIS

- A risk exists that Councils may receive some negative feedback as one applicant (Boort Bowls Club) who have applied for funding from the Major Event category for \$1,000 and have only been allocated \$400 from the Minor Event category.
- This same risk exists in regard to the "Wedderburn Harness Racing Club" whom has not been recommended for funding due to their application being for an event that falls outside of this funding period.

CONSULTATION AND ENGAGEMENT

The Loddon Shire Events Sponsorship Scheme is widely promoted throughout local community and sporting organisations.

5. INFORMATION REPORTS

5.1 INWARDS CORRESPONDENCE

SUMMARY

Relevant correspondence received by Council since previous meeting.

Author: John McLinden - Chief Executive Officer

Council Plan ref: Strategic enabler: Transparent communication

File No: various

Attachment: Copies of inwards correspondence

RECOMMENDATION

That Council receives and notes the Inwards Correspondence.

Date	From	Subject
19/11/13	Department of Veterans' Affairs	Ballot registration opens 15 November for attendance at Anzac Day commemorations, 25 April 2015

5.2 LODDON HEALTHY MINDS NETWORK – STRATEGIC PLAN UPDATE

SUMMARY

This report provides Council with an update on progress in relation to the Loddon Healthy Minds Network Strategic Plan.

Author: Wendy Gladman, Director Community Wellbeing

Council Plan ref: Core business 2: Provision of wellbeing services

File no: 12/01/005

Attachment: Loddon Healthy Minds Network – Strategic Plan 2011-2016 Action Plan

RECOMMENDATION

That Council receive and note the Loddon Healthy Minds Network Strategic Plan progress report.

PREVIOUS COUNCIL DISCUSSION

Council adopted the Healthy Minds Strategic Plan 2011-2016 in December 2011. A progress report was presented in December 2012.

BACKGROUND

The Loddon Healthy Minds Network is a special committee of Council which has been operating since 2007. The network meets bi-monthly and consists of representatives from Council, health professionals and community members with an interest in mental health and wellbeing. Cr Condliffe is the current Chair of the network.

The strategic plan adopted by Council in December 2011 established the direction of the Healthy Minds Network for the period 2011-2016.

The six key performance priorities of the network were determined as:

Community Awareness	Build an awareness with the general public about mental health issues
Advocacy	Advocate for the best possible outcomes for Loddon residents
Education	Educate clients, carers and network members about the services that are available
Promotion	Promote the network and its services
Partnerships	Develop key partnerships
Governance	Improve the governance of the network

From each of these key performance areas, goals were identified, and an action plan developed providing timeframes and measures.

ISSUES/DISCUSSION

The Loddon Healthy Minds Strategic Plan 2011-2016 action plan is attached and demonstrates progress on actions during 2013.

COSTS/BENEFITS

Council allocates an annual budget of \$5,000 to the Healthy Minds Network Committee and all activities are conducted within this budget.

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

Bi-monthly meetings inform the progress of the Loddon Healthy Minds Strategic Plan actions.

5.3 PLANNING APPLICATIONS CURRENTLY BEING PROCESSED

SUMMARY

Provides Council with an update on planning applications currently under consideration and a register of planning permits issued under delegation for the period 11-11-2013 and 27-11-2013.

Author	Tyson Sutton, Manager Planning and Local Laws
Council Plan ref:	Strategic Platform 2: Grow our population through appropriate development
File no:	02/01/001
Attachment:	List of Active Planning Applications List of Applications Approved under Delegation

RECOMMENDATION

That Council receive and note the 'Planning Applications Currently Being Processed' report.

PREVIOUS COUNCIL DISCUSSION

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

BACKGROUND

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

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

ISSUES/DISCUSSION

The attached registers provide Council with a full list of planning applications currently under consideration and those planning permits issued under delegation between 11-11-2013 and 27-11-2013.

COSTS/BENEFITS

Encouragement of appropriate development within the Shire is considered to offer a variety of benefits including population growth, economic diversity and development, infrastructure improvement or increased community and private services.

RISK ANALYSIS

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

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

CONSULTATION AND ENGAGEMENT

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

5.4 INTRODUCTION OF NATIONAL HEAVY VEHICLE REGULATOR SCHEME

SUMMARY

Provides Council with a briefing on the pending introduction of the National Heavy Vehicle Regulator on 10 February 2014 and associated potential impacts upon Council in respect to the assessment and approval of heavy vehicle and freight routes across the Loddon Shire road network.

Author	Ian McLauchlan, Director Operations
Council Plan ref:	Core business 9: Regulation
File no:	14/01/006
Attachment:	Nil

RECOMMENDATION

That Council receive and note this report outlining the pending introduction of the National Heavy Vehicle Regulator Scheme.

PREVIOUS COUNCIL DISCUSSION

Council has not previously discussed this matter.

BACKGROUND

The Australian Government and the States and Territories have passed new legislation to establish a national heavy vehicle operating framework, managed by the newly established National Heavy Vehicle Regulator (NHVR).

Previously, heavy vehicles (Gross Vehicle Mass in excess of 4.5 tonne) were controlled by State legislation. This created a number of complexities, confusion and inefficiencies for transport operators in the requirement to comply with multiple state and territory rules and regulations. Introduction of the new national framework, and associated NHVR body to provide administration and oversight, is aimed towards achieving economic, social and safety improvements and efficiencies through the application of a consistent and uniform standard of heavy vehicle operation across the nation. Areas encompassed by the framework include.

- Heavy vehicle charges
- transportation of dangerous goods
- registration
- vehicle standards
- mass and loading
- oversize and overmass vehicle standards
- restricted access vehicles
- higher mass limits
- driver fatigue management
- heavy vehicle speeding
- compliance and enforcement provisions.

Amidst the wide range of functions which the NHVR is responsible for, is the administration and approval of Higher Mass Limit (HML), Performance based Standards (PBS), B-double and specific commodity route approvals. This area is of particular interest to local government given the potential impact upon the condition and safety of local road networks as well as the current role which Council plays in the route approval process.

Enforcement of the national regulations in respect to transport operations still rests with individual state road authorities i.e. VicRoads.

The commencement date for the new Heavy Vehicle Operating Framework has been delayed due to NHVR software issues and is now expected to start on 10 February 2014.

ISSUES/DISCUSSION

As a co-ordinating road authority and infrastructure manager, Council has obligations, responsibilities and duties to ensure the safe, efficient and sustainable operation of the local road network. The co-ordination and control of heavy vehicle movements throughout the Shire plays a key part in Council's ability to protect its road infrastructure, encourage economic prosperity and development as well as protect the safety of local resident and amenity of residential areas.

Previously approval of HML, B-Double or PBS route applications was co-ordinated and performed by VicRoads as the State Road Authority. Transport operators applying for route approvals which involved the use of roads under control of local government, were also required to obtain prior endorsement of such routes from Council before VicRoads would consider issuing a permit. This effectively required applicants (or their agents) to approach two or more road authorities separately, thus creating inefficiencies and sometimes frustration in the approval process.

Anecdotally it is believed that a number of transport operators either do not obtain pre-approval from Council before applying to VicRoads for their route approvals and subsequently omit local roads from their applications. This effectively results in potential risk to infrastructure, safety and local amenity given the lack of scrutiny being able to be placed on roads used by HML, PBS or B-Double vehicles. Similarly such non-compliance, whilst avoiding potential red tape, contravenes state and national law and as such exposes transport operators to severe penalties.

The introduction of the new NHVR is intended to reduce confusion associated with the route approval process and create efficiencies in processing of applications.

Under the new national heavy vehicle operating framework, local Councils will be directly responsible for controlling heavy vehicle access on local roads. Upon implementation of new NHVR framework transport operators who previously applied for all route approvals through VicRoads will now apply to the NHVR.

Where an application involves the use of a local road, the NHVR will contact the relevant Council requesting assessment and approval or otherwise of the proposed route. The NHVR will then reply to the applicant thus eliminating the requirement for operators to directly approach Council.

Upon receiving a route approval application from the NHVR, Council may approve (either with or without conditions) or reject (with sufficient reason) the proposed route or propose an alternative route. It is expected that a response to each application will be provided within 28 days however if detailed inspection or assessment of a proposed route is required Council may ask for an extension to this timeframe.

At any time Council may elect to withdraw approval for a route. Circumstances in which this may be necessary include deteriorating pavement or structure condition, weather, amenity or safety impacts. Unlike VicRoads, the NHVR cannot overrule a road manager (e.g. a Council) but the NHVR can ask the State Road Authority to review a decision of a Council and this review can overrule the Council decision.

In order to determine whether a proposed route is acceptable, verification or field inspections by council officers may be required to assess such matters as:

- Load rating of structures
- vegetation clearance envelopes
- pavement condition
- potential amenity impacts
- safety hazards

The requirement to undertake such inspections may impose, subject to how many applications Loddon Shire receives, an additional workload on council staff particularly given the relatively short timeframes for responding to a route application. For this reason it is being advised by the MAV that councils consider pre-approval or gazettal of as many local roads as possible so as to expedite the approval process and reduce the ongoing demand upon Council's technical staff.

Where detailed technical inspections are required to assess the appropriateness of a proposed route i.e. specific pavement or structure testing, applicants can be asked to pay for technical inspections of roads or bridges or for increased maintenance due to use of specific roads by heavy vehicles.

Under the new national heavy vehicle legislation councils will not however be able to charge for processing of permit applications (note: some Victorian councils currently charge for heavy vehicle applications). The NHVR will however charge \$70 for heavy vehicle applications and this funding will all go to the NHVR.

To assist in the route assessment process the Municipal Association of Victoria (MAV), in collaboration with ARRB Group Ltd (ARRB), have prepared a Route Assessment Tool (RAT). This tool is being made available to councils to assist in both the reactive assessment of applications but also the assessment of all local road suitability for either conditional or full pre-approval as a heavy vehicle route. The MAV/ARRB RAT can produce a route assessment including reasons why a route is suitable or not suitable for a proposed vehicle type. Upon the identification of local roads being suitable for heavy vehicles, notification may be provided to the NHVR who subsequently shall include this information in their national mapping system.

It is believed that pre-identification of suitable transport routes offers a more efficient and effective method of route assessment. The workload involved in completing these assessments is however substantial and as such will require a period of time to complete. As such it is envisaged that Council officers will progressively undertake an assessment of the entire local road network, utilising the RAT, with the aim of identifying those roads which may be identified as pre-approved routes. This information will subsequently be provided to the NHVR with the aim of reducing the number of route assessment requests which Loddon may receive into the future.

One of the complexities which Loddon Shire has historically dealt with in the assessment and approval of heavy vehicle routes has been the existence and limitations imposed by third party infrastructure throughout the road network, specifically those structures under the responsibility of Goulburn Murray Water (GMW). Such issues surrounding infrastructure under the ownership and control of non-road authorities, but which is located within and impacts upon the road network, are still being discussed with the NHVR.

Currently GMW maintain a number of structures over channels which limit Councils ability to approve HML, PBS and B-double routes given the lack of available information relating to safe load limits.

In providing updates and advice to Council in relation to the pending introduction of the NHVR, the MAV have also flagged that all councils should consider participating in the development of regional freight strategies which will define a regional freight network. Such a network would include those roads which Council considers preferable for use by freight vehicles.

These strategies can then be relied upon in response to route applications sent to Councils by the NHVR and it is felt that there will be less chance of a Council decision being overruled if it is backed up by a regional freight strategy. Loddon Shire currently participates in the Northern Victorian Regional Transport group and is looking to become further involved with the North West Regional Transport group.

COSTS/BENEFITS

Costs associated with the current administration of HML, PBS and B-Double route approval requests are built into the general road management function of the Operations Directorate. The introduction of the NHVR has the potential to increase the number of applications received by Council however at this point in time the degree to which application numbers are likely to increase is unknown.

Additional operational costs may be incurred in the event that Council is required to undertake specific technical investigations on bridge or pavement integrity. In such instances it is envisaged that the costs of these investigations will be passed on to specific applicants.

Benefits offered by the introduction of the NHVR include improvements in the formal notification and assessment process for all HML, PBS and B-Double vehicles. It is expected that having a single point of contact for heavy vehicle route enquiries will create efficiencies in the application and assessment

process and provide greater control and regulation over heavy vehicle movements through the local road network.

RISK ANALYSIS

The primary risks for Council in relation to the introduction of the new route approval process are:

- Potential impacts upon other operational programs given the introduction of specified timeframes in which to respond and the potential requirements to undertake field validation of proposed routes.
- Greater requirement to ensure data relating to road network condition and structural limitations is up to date so as to ensure safety of approved routes.

CONSULTATION AND ENGAGEMENT

The MAV have been undertaking a series of workshops across the state, informing local councils as to the rules, processes and expectations surrounding route approval applications. At the same time officers have been able to express any concerns with respect to increasing workloads, complications with third party infrastructure or other aspects of the scheme which could adversely impact upon local government. The MAV as the peak local government body has subsequently reported these concerns back to the NHVR and state government.

The NHVR have also been actively engaging and consulting with the transport industry to raise awareness of the various legislative and operational changes coming into effect.

5.5 STATUS OF THE COMMUNITY PLANNING PROGRAM COMMENCING SEPTEMBER 2013

SUMMARY

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

Author:	Tim Jenkyn, Manager Community Planning
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	13/09/005
Attachment:	Status of the Loddon Shire Community Planning Program December 2013

RECOMMENDATION

That Council note the Status of the Community Planning Program report.

PREVIOUS COUNCIL DISCUSSION

- Council Report January 2013 – Community Planning Program Status
- Council Report July 2013 – Community Planning Program 2013-14
- Council Report September 2013 – Community Planning Program Status

BACKGROUND

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

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

Projects with multiple allocations over financial years have been placed on one line with information about those allocations.

ISSUES/DISCUSSION

Currently Loddon Shire Council's community planning program represents a total allocated value of \$1,107,000 for Loddon's communities (December 2013). This figure is based on Council's financial contribution to 39 projects, and includes those that Council and the community have invested in over previous and the current financial year.

Larger and medium scale projects that have attracted external funding will be transferred from the community planning budget to a project management budget, and noted in future reports.

Together with smaller projects numerous members of each community volunteer their time in planning, contributing funds and in kind work on the ground.

Thirteen of these projects are marked complete as of December 2013 as detailed in the attached spread sheet. Completed projects will be removed from the spread sheet at the end of the 2013-14 financial year, when new projects will be added.

COSTS/BENEFITS

Council has appointed a project manager, Adrian Lowrey, to oversee the delivery and further planning of a number of projects. From the community planning portfolio this includes the Inglewood Town Hall Hub Project, the Wedderburn Streetscape Improvement Project and Boort Eastern Entry Stage 3.

Community plan funding for these projects has now been transferred from community planning to the appropriate project management budget. These projects have been noted as 100% complete in the attached report, as responsibility and reporting shifts to project management.

RISK ANALYSIS

Whilst Council encourages community 'ownership' of projects Council remains treasurer and project manager for all projects in community planning to ensure effective delivery. For example – utilising contractors that meet the requirements of Loddon preferred suppliers on projects.

A risk for some medium to large projects is the ability to attract external funding so the project can be realised. Projects of this nature are developed with a funding strategy that identifies funding sources and amounts that can potentially be accessed. Current funding programs can be identified however there is no guarantee that these programs will continue to be available from one year to the next.

CONSULTATION AND ENGAGEMENT

Consultation on projects includes meeting with community plan committees and project groups in order to deliver the program. Meetings are held annually with community plan committees and on a as needs basis with community members in order to bring projects to fruition.

The Manager Community Planning moderates an e-mail network to share information efficiently with the key community plan contacts in each community (Chair and Secretary), who are then able to distribute the information within the wider community, or specifically target groups if it is of value to them i.e. grant information for a sporting club.

Some projects have a higher consultation requirement than others. Projects such as the Inglewood Town Hall, Laanecoorie Foreshore Project, Boort Eastern Entry and Serpentine Recreation Reserve projects involve regular meetings and communication with community members and stakeholders involved.

5.6 COUNCIL PLAN IMPLEMENTATION PROGRESS REPORT

SUMMARY

Report providing Council the status of the projects listed in each of the strategic areas of the Council Plan 2013-2017

Author	John McLinden, Chief Executive Officer
Council Plan ref:	Core business 3: Planning for future needs
File no:	02/02/003
Attachment:	Council Plan 2013-2017 Status report

RECOMMENDATION

That Council receive and note the Council Plan Implementation Status Report.

PREVIOUS COUNCIL DISCUSSION

Council adopted the Council Plan 2013 – 2017 at its June 2013 Council Meeting.

BACKGROUND

The plan that has been developed aims to ensure that Council achieves its vision of ‘Strong communities proud of their individual identities’.

The Council Plan 2013-2017 is based on the delivery seven strategic platforms:

STRATEGIC PLATFORMS | 2013 -2017

1	BUILD A NETWORK OF STRONG COMMUNITIES	Support our townships in preserving their individuality whilst leveraging their collective strength.
2	GROW OUR POPULATION THROUGH APPROPRIATE DEVELOPMENT	Capitalise on the demand for lifestyle properties, without compromising premium agricultural land or our environment.
3	CHAMPION OUR AGRIFOOD ENTERPRISES	Be an advocate for our agrifood sector and support it to remain the backbone of our shire's economy.
4	MAKE OUR TOWNS LIVEABLE AND MEMORABLE	Improve the liveability of our towns by making them attractive to existing residents, prospective residents and tourists.
5	GROW AND DIVERSIFY OUR ECONOMY	Attract investment that introduces new industries, presents opportunity to existing businesses and grows our working population.
6	SUPPORT OUR TRANSITIONING TOWNSHIPS	Support small town communities to retain the best possible quality of life in the face of a declining population with increasing needs.
7	CONNECT WITH THE NEXT GENERATION	Engage our youth to equip them for a positive future and keep our communities young, vibrant and energised.

ISSUES/DISCUSSION

The attachment to this report provides a detailed analysis of progress against each of these strategic platforms.

COSTS/BENEFITS

Costs and benefits of implementing actions in the Council Plan will be identified for the individual projects.

RISK ANALYSIS

There is a large reputational risk in failing to fully implement the projects identified within the Council Plan, in addition to the risks relating to failure to achieve the benefits of each project.

CONSULTATION AND ENGAGEMENT

Nil

6. **COMPLIANCE REPORTS**

6.1 **SECTION 86 COMMITTEES OF MANAGEMENT FINANCIAL INFORMATION**

SUMMARY

This report provides Council with information about the financial status of Council's Section 86 committees of management.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/005
Attachment:	Nil

RECOMMENDATION

That Council receives and notes the Section 86 committees of management financial information report.

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

Currently Council has 31 Section 86 committees of management.

Reporting to Council about committees has not been undertaken in the past; however, a recent internal audit review recommended that regular reporting be provided to Council about the committees' compliance actions. Providing financial information annually is one of the compliance actions for committees.

ISSUES/DISCUSSION

The Section 86 committee of management instruments of delegation for 29 of the committees includes a requirement for the committee to provide audited financial statements to Council annually.

There are two committees which have been exempted from this requirement as they are low functioning committees that exist only to co-tenant Council land. They are the Wedderburn Engine Park committee and the Serpentine Bowls and Tennis Pavilion committee.

Where the committees have low turnover and low cash holdings, an offer has been made to committees that Council will undertake their annual audit. However, where committees have a turnover of greater than \$50,000 or hold cash greater than \$50,000, there is a requirement that a commercial auditing firm undertake the audit.

Council has been provided financial information for 26 of the 29 committees required to submit. Information from Boort Tourism Committee, Korong Vale Mechanics Hall and Inglewood Riding Club has not been received, and will be followed up.

The financial information for the remaining committees (with the exception of Boort Resource and Information Centre (BRIC)) has been summarised to provide Council with an overview of the funds being held, raised, and expended over the past financial year.

For the purpose of this analysis the financial information of BRIC has not been included, as the BRIC centre financial information is much broader than the Section 86 committee purpose.

The following summary outlines the combined financial information of the committees:

Opening balance of bank accounts	\$315,692.35
Receipts	\$350,745.27
	-
Payments	<u>\$325,999.53</u>
Closing balance of bank accounts	<u>\$340,438.09</u>

Represented by:

Operating accounts	\$158,609.85
Investment accounts	<u>\$181,828.24</u>
Total	<u>\$340,438.09</u>

At the commencement of the year they held \$315K. Over the course of the year they raised \$351K and expended \$326K, leaving \$340K at the end of the year.

All committees have an operating bank account, while 11 committees have funds on investment.

The following table outlines the funds held at year end by group:

Group	Amount
Community centres (2)	\$10,480.21
Development/tourism (6)	\$94,562.69
Halls (7)	\$71,613.79
Miscellaneous facilities (5)	\$51,263.61
Recreation reserves (5)	<u>\$112,517.79</u>
	<u>\$340,438.09</u>

There is considerable variance in the amounts being held by groups, with the lowest just under \$900 and the highest just over \$38K. The following table outlines the ranges of amounts held (with the number of committees in the group indicated by the number in the brackets):

Range	Amount
Less than \$5K (8)	\$16,571.57
\$5K to less than \$10K (5)	\$38,812.69
\$10K to less than \$20K (6)	\$84,364.79
Greater than \$20K (6)	<u>\$200,689.04</u>
	<u>\$340,438.09</u>

Some Section 86 committees are very financial, and appear to be working hard to maintain and build on their cash reserves.

The information provided in this report provides an overview of the committees' financial positions. Council holds the information at individual committee level, and will continue to monitor compliance with this requirement under each committee's instrument of delegation.

From February 2014, the Audit Committee will be provided quarterly compliance reports, and these will be presented to Council in the Audit Committee meeting summary in the month following the meeting.

COSTS/BENEFITS

Section 86 committees of management are custodians of community funds. By Council being informed about the financial information of the committees, Council can be confident of the amounts being held, and if necessary, can communicate with committees about protection of the funds.

RISK ANALYSIS

Council has an annual audit process included in the Section 86 committees of management instruments of delegation. This function has been included so that an independent person (commercial auditing firm where funds are high) can undertake an assessment of the financial transactions of each committee, and provide assurance that all transactions have been accounted for correctly.

CONSULTATION AND ENGAGEMENT

Nil

6.2 DOCUMENTS FOR SIGNING AND SEALING

SUMMARY

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

Author: John McLinden - Chief Executive Officer

Council Plan ref: Core business 8: Compliance

File No: 02/01/001

Attachment: Nil

RECOMMENDATION

That Council:

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

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

N/A

ISSUES/DISCUSSION

Transfer of Land for contract of sale of property, 36 Allen Street, Korong Vale, to Harold Gough

7. GENERAL BUSINESS

8. CONFIDENTIAL ITEMS

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 28 January at Serpentine commencing at 3pm.