

**LODDON SHIRE COUNCIL**  
**LODDON SHIRE COUNCIL - MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL**  
**CHAMBERS, SERPENTINE – MONDAY 22 JULY 2013**

The meeting commenced at 3.30pm with the Prayer.

**Present**

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

**In Attendance**

Mr John McLinden, Chief Executive Officer  
 Mr David Fry, Manager Infrastructure  
 Mrs Jude Holt, Director Corporate Services  
 Mr Bryan McEwan, Director Economy and Community  
 Mrs Wendy Gladman, Director Community Wellbeing

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## 1. APOLOGIES

Nil

## 2. PREVIOUS MINUTES

### 2.1 CONFIRMATION OF MINUTES

#### SUMMARY

Approval of the Forum Minutes of 24 June 2013.  
Approval of Ordinary Minutes of 24 June 2013  
Approval of Special Forum of 8 July 2013

Author:	John McLinden - Chief Executive Officer
File No:	02/01/001
Attachment:	Nil

#### RECOMMENDATION

*That Council confirm:*

1. *the minutes of the Council Forum of 24 June 2013*
2. *the minutes of the Ordinary Council Meeting of 24 June 2013*
3. *The minutes of the Special Council Forum of 8 July 2013*

#### MOTION

**Moved: Cr Beattie**

**Seconded: Cr Condliffe**

That Council confirm:

1. the minutes of the Council Forum of 24 June 2013
2. the minutes of the Ordinary Council Meeting of 24 June 2013
3. The minutes of the Special Council Forum of 8 July 2013

**Carried**

### 2.2 REVIEW OF ACTION SHEET

#### SUMMARY

Approval of Action Sheet.

Author:	John McLinden - Chief Executive Officer
File No:	02/01/001
Attachment:	2.2 Action Sheet

#### RECOMMENDATION

*That Council receive and note the Action Sheet.*

**MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Condliffe**

That Council receive and note the Action Sheet.

**Carried**

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**3. INWARDS CORRESPONDENCE**

Nil

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#### 4. **COUNCILLORS' REPORTS**

##### 4.1 **MAYORAL REPORT**

###### **SUMMARY**

Approval of the Mayoral Report.

Author: John McLinden – Chief Executive Officer

File No: 02/01/001

Attachment: Nil

###### **RECOMMENDATION**

*That Council receive and note the Mayoral Report.*

###### **Central Murray Region Waste Management Group**

**Section 86 Committees:** Eddington Community Centre Committee of Management, Kingower Development and Tourism Committee Inc.

###### **Municipal Emergency Management Plan Committee**

###### **Municipal Fire Prevention Committee**

###### **Other Council Activities**

<b>DATE</b>	<b>Activity</b>
26/6/13	Attended office at Wedderburn
26/6/13	Attended Pyramid Hill Lions Club changeover dinner
27 & 28/6/13	Attended VFF general conference held at Melbourne showgrounds
27/6/13	Attended the Heart of Victoria dinner
29/6/13	Attended an Anglican Church induction service for Pam Lawry, Dingee
3/7/13	Attended the turning of the sod at Bridgewater Caravan Park – media event
4/7/13	Attended Birchip Cropping Group Expo
8/7/13	Attended Anzac Centenary Planning meeting, Wedderburn

8/7/13	Attended Council Forum meeting at Wedderburn
9/7/13	Attended the turning of the sod for the redevelopment of Wedderburn Community House
10/7/13	John McLinden and I as MRGC and other representatives met with Minister Ryan Smith and Paul Weller regarding campers' waste management
16 & 17/7/13	Attended the Councillor and MEG media training
20/7/13	Attended the Australian Sheep and Wool Show in Bendigo
22/7/13	Attended breakfast in Bendigo along with Hon Warren Truss
22/7/13	Attended Loddon Shire Council meeting at Serpentine

**MOTION**

**Moved: Cr Holt**

**Seconded: Cr McKinnon**

That Council receive and note the Mayoral Report.

**Carried**

## 4.2 COUNCILLORS' REPORT

### **SUMMARY**

Approval of Councillors' Reports.

Author: John McLinden – Chief Executive Officer

File No: 02/01/001

Attachment: Nil

### **RECOMMENDATION**

*That Council receive and note the Councillors' Report.*

### **Cr Condliffe**

<b>Calder Highway Improvement Committee</b>	
<b>Section 86 Committees:</b> Bridgewater Memorial Hall Committee of Management, Bridgewater on Loddon Development Committee of Management, Campbells Forest Hall Committee of Management, Inglewood Community Sports Centre Committee of Management, Inglewood Riding Club, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Town Hall Committee of Management, Inglewood Reservoir Committee of Management	
<b>Australia Day Committee</b>	
<b>Loddon Youth Committee</b>	
<b>Healthy Minds Network</b>	
<b>Other Council Activities</b>	
<b>DATE</b>	<b>Activity</b>
25/6/13	Inglewood and District Bendigo Bank meeting Inglewood
26/6/13	Attended the TAC meeting, Dingee
27/6/13	Tourism and Development meeting, Inglewood
3/7/13	Turning of the soil at Bridgewater Caravan Park



16/7/13	Media training, Wedderburn
17/7/13	Media training, Wedderburn
17/7/13	Meeting with Kooyoora Womens Network dinner and guest speaker
22/7/13	Council meeting, Serpentine
8/7/13	Funding project and financial budgeting Forum in Wedderburn

**Cr McKinnon**

<b>North Central Goldfields Regional Library</b>	
31/6/13 meeting in Eaglehawk	
<p><b>Section 86 Committees:</b> Dingee Progress Association, East Loddon Community Centre Committee of Management, Mitiamo Municipal Recreation Reserve Committee of Management, Pyramid Hill Memorial Hall Committee of Management, Pyramid Hill Swimming Pool Committee of Management, Serpentine Bowls and Tennis Pavilion and Reserve Committee of Management</p>	
<b>Nature Tourism Advisory Team</b>	
<b>Other Council Activities</b>	
<b>DATE</b>	<b>Activity</b>
25/6/13	East Loddon Lions Club changeover dinner at Dingee Hotel along with Mayor Geoff Curnow
26/6/13	TAC meeting in Dingee
31/6/13	NCRGL meeting at Eaglehawk Library
1/7/13	Jarklin Hall Committee of Management meeting
8/7/13	Special Council Forum in Wedderburn
16/7/13	Media Training Workshop Wedderburn
17/7/13	Media Training Workshop Wedderburn
22/7/13	Council meeting in Serpentine after visit to Prairie chicken farm

**Cr Beattie**

<b>Murray Darling Association</b>	
<b>Rail Freight Alliance</b>	
<p><b>Section 86 Committees:</b> Boort Aerodrome Committee of Management, Boort Development Committee Inc., Boort Memorial Hall Committee of Management, Boort Resource Information Centre Committee Inc., Boort Tourism Committee Inc., 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</p>	
<b>Recreation Strategy Implementation Steering Committee</b>	
<b>Other Council Activities</b>	
<b>DATE</b>	<b>Activity</b>
1/7/13	Attended Boort Development Committee meeting
3/7/13	Meeting with Graincorp
8/7/13	Attended funding meeting at Wedderburn
13/7/13	Attended meeting with builder at Boort Park
19/7/13	Attended opening of Boort Golf Tournament who we sponsor
20/7/13	Attended football at Wycheproof where I spoke about Bendigo Oncology
22/7/13	Attended Council meeting at Serpentine
	Doing Dry July for Bendigo Oncology

**Cr Holt**

<b>Municipal Association of Victoria</b>
22/7/13: Attended meeting in Bendigo of MAV North Central region delegates

<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 Inc.	
<b>Audit Committee</b>	
<b>Other Council Activities</b>	
<b>DATE</b>	<b>Activity</b>
26/7/13	Attended meeting of Wedderburn Development Association
27/7/13	Met with officials from Bendigo Bank to discuss progress of Wedderburn Community Bank
28/7/13	Attended meeting of Wedderburn Community House Board
6/7/13	Attended Wedderburn v Wycheproof winter sports day at Wedderburn
7/7/13	Officially opened Wedderburn Conservation Management Network photographic exhibition at Wedderburn Coach House Gallery of native flora and fauna from the Wedderburn district
8/7/13	Attended Council Forum meeting at Wedderburn
13/7/13	Attended Wedderburn v Boort winter sports day at Boort
15/7/13	Attended meeting of Wedderburn Community Bank Steering Committee
	Chaired meeting of Donaldson Park Committee of Management
16 & 17/7/13	Attended a media training workshop at Wedderburn
20/7/13	Attended Wedderburn v Birchip winter sports day at Wedderburn

**MOTION**

**Moved: Cr Holt**

**Seconded: Cr Beattie**

That Council receive and note the Councillors' Report.

**Carried**

## 5. CHIEF EXECUTIVE OFFICER'S REPORT

### 5.1 DOCUMENTS FOR SIGNING AND SEALING

#### SUMMARY

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

Author: John McLinden - Chief Executive Officer

File No: 02/01/001

Attachment: Nil

#### RECOMMENDATION

That Council:

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

#### PREVIOUS COUNCIL DISCUSSION

Nil

#### BACKGROUND

N/A

#### ISSUES/DISCUSSION

Contract 273 Rehabilitation of Wilkinsons Swamp Road and Associated Drainage Works between Loddon Shire Council and RE Civil Pty Ltd

Instrument of Delegation for Mitiamo Municipal Recreation Reserve Committee of Management

Instrument of Delegation for Little Lake Boort Committee of Management

Instrument of Delegation for Wedderburn Engine Park

#### MOTION

**Moved: Cr Condliffe**

**Seconded: Cr McKinnon**

That Council:

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

**Carried**

## 5.2 ANNUAL LEAVE CHIEF EXECUTIVE OFFICER

### **SUMMARY**

Report requests annual leave for the Chief Executive Officer.

Author: John McLinden, Chief Executive Officer

Council Plan ref: Effective and efficient operating systems and procedures

File No:

Attachment: Nil

### **RECOMMENDATION**

That Council:

1. grant the Chief Executive Officer annual leave from Friday 13 September 2013 to Friday 20 September 2013 inclusive.
2. appoint Ms Wendy Gladman, Director Community Wellbeing, as Acting CEO for the period Friday 13 September 2013 to Friday 20 September 2013 inclusive.

### **PREVIOUS COUNCIL DISCUSSION**

Nil

### **BACKGROUND**

Nil

### **ISSUES/DISCUSSION**

The Chief Executive Officer wishes to apply for annual leave to be taken from Friday 13 September 2013 to Friday 20 September 2013 inclusive.

It is proposed that Mrs Wendy Gladman, Director Community Wellbeing, be appointed as Acting Chief Executive Officer during the Chief Executive Officer's absence.

### **COSTS/BENEFITS**

Nil

### **RISK ANALYSIS**

Nil

### **CONSULTATION AND ENGAGEMENT**

Nil

### **MOTION**

**Moved: Cr Condliffe**

**Seconded: Cr Holt**

That Council:

1. grant the Chief Executive Officer annual leave from Friday 13 September 2013 to Friday 20 September 2013 inclusive.
2. appoint Ms Wendy Gladman, Director Community Wellbeing, as Acting CEO for the period Friday 13 September 2013 to Friday 20 September 2013 inclusive.

**Carried**

### 5.3 COUNCILLOR SUPPORT AND REIMBURSEMENT POLICY

#### **SUMMARY**

Seeking Council's adoption of a revised policy.

Author:	John McLinden – Chief Executive Officer
Council Plan ref:	Effective and efficient operating systems and procedures
File no:	18/01/001
Attachment:	Revised Councillor Support and Reimbursement Policy

#### **RECOMMENDATION**

*That Council adopts the revised Councillor Support and Reimbursement Policy*

#### **PREVIOUS COUNCIL DISCUSSION**

Council considered the revised draft of the policy at its May 2013 Council Forum.

#### **BACKGROUND**

The Local Government Act 1989 requires council to maintain a councillor reimbursement policy. The Councillors Support and Reimbursement of Expenses Policy sets out how Loddon Shire provides assistance and support to the Mayor and Councillors in carrying out their role and official duties as Councillors. This policy was last updated in July 2012.

#### **ISSUES/DISCUSSION**

At its 25 March 2013 meeting, Council resolved to "review the Councillors Support and Reimbursement Policy to amend the travelling allowance to reflect the amount paid to home care staff, as amended from time to time, rather than the Council standard rates per kilometre." An amendment has been made to the policy to reflect this resolution.

Minor amendments have also been made to incorporate changes to the information technology equipment provided to councillors. The policy has been amended to incorporate the provision of I pads or tablet devices and desktop computers to councillors, where laptops were previously provided. This reflects the new practice of supplying Council agendas and minutes to councillors in electronic form, which are downloaded and read on the tablet devices.

It is also proposed to change the review cycle for this policy from one to four years, reflecting the council election cycle. This sets the maximum time for review, but does not prevent the policy from being reviewed earlier if changes are necessary.

#### **COSTS/BENEFITS**

The costs of the increased travelling allowance are supported in the current budget.

#### **RISK ANALYSIS**

Nil.

#### **CONSULTATION AND ENGAGEMENT**

Councillors considered a draft of the revised policy in May 2013.

**MOTION**

**Moved: Cr Beattie**

**Seconded: Cr Condliffe**

That Council adopts the revised Councillor Support and Reimbursement Policy

**Carried**

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## 5.4 COUNCILLOR CODE OF CONDUCT

### **SUMMARY**

Seeking Council adoption of the revised Councillor Code of Conduct

Author:	John McLinden – Chief Executive Officer
Council Plan ref:	Effective and efficient operating systems and procedures
File no:	18/01/001
Attachment:	Revised Councillor Code of Conduct

### **RECOMMENDATION**

*That Council adopts the revised Councillor Code of Conduct.*

### **PREVIOUS COUNCIL DISCUSSION**

Council considered a revised draft of the Councillor Code of Conduct at its June 2013 Council Forum meeting.

### **BACKGROUND**

The Local Government Act 1989 requires Council to maintain a Councillor Code of Conduct, and review it within the period of 12 months after a general election. The Councillor Code of Conduct sets out legal requirements under the Local Government Act 1989 and minimum standards of behaviours for Councillors in their role as Loddon Shire Councillors. The Code was last updated in July 2009.

Similar standards for staff are set out in the current Staff and Contractors Code of Conduct, approved by Council in January 2013.

### **ISSUES/DISCUSSION**

The Code has been revised to reflect Council's new Strategic Document, Policy and Procedure Framework, incorporating standard headings for budget implications and risk analysis.

One paragraph has been added to address communications between councillors and staff, under section 4.3 "Other matters". This amendment has arisen from the need for councils to be clear about the relationship between councillors and staff.

### **COSTS/BENEFITS**

Nil.

### **RISK ANALYSIS**

Adopting a Councillor Code of Conduct meets the legal requirements under the Local Government Act 1989, and minimises reputational risks for Council when councillors adhere to the Code.

### **CONSULTATION AND ENGAGEMENT**

At the June 2013 Council Forum, councillors were invited to consider the revised draft and provide comments.



**MOTION**

**Moved: Cr Holt**

**Seconded: Cr McKinnon**

That Council adopts the revised Councillor Code of Conduct.

**Carried**

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## **6. DIRECTOR CORPORATE SERVICES' REPORTS**

### **6.1 FINANCE REPORT FOR THE PERIOD ENDING 30 JUNE 2013**

#### **SUMMARY**

This report provides Council with financial information for the period ending 30 June 2013.

Author:	James Rendell - Manager Financial Services
Council Plan ref:	Strategic Enabler: Sound financial management protocols
File No:	8/06/001
Attachment:	6.1

#### **RECOMMENDATION**

*That Council receives and notes the "Finance Report for the period ending 30 June 2013".*

#### **PREVIOUS COUNCIL DISCUSSION**

Council is provided with Finance Reports on a monthly basis.

#### **BACKGROUND**

The Finance Report for the period ended 30 June 2013 includes standard monthly information about cash, investments, interest, debtors and creditors. This report does not contain the budget versus actual information which is usually provided. Full information will be provided to Council when the Financial Statements for the year have been finalised and audited.

Council's external auditors have been scheduled to undertake the audit on 16 and 19 August. Council will be asked to adopt the Financial Statements "in principle" at the Ordinary Meeting of Council to be held on 26 August 2013.

#### **ISSUES/DISCUSSION**

Nil

#### **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.

**MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Condliffe**

That Council receives and notes the "Finance Report for the period ending 30 June 2013".

**Carried**

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## 6.2 REQUEST TO CHANGE COMMITTEE MEMBERSHIP – WEDDERBURN ENGINE PARK SECTION 86 COMMITTEE OF MANAGEMENT

### **SUMMARY**

This report seeks Council's approval to change the membership of the Wedderburn Engine Park Section 86 Committee of Management.

Author:	Jude Holt – Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/037
Attachment:	6.2

### **RECOMMENDATION**

*That Council:*

1. *approves change of membership of the Wedderburn Engine Park Section 86 Committee of Management to:
 
  - a. *Remove two representative from the Wedderburn Community House*
  - b. *Include two representatives from Wedderburn Men's Shed Incorporated**
2. *asks Wedderburn Men's Shed Incorporated to provide the names of two representatives for the committee.*

### **PREVIOUS COUNCIL DISCUSSION**

Council approved the Instrument of Delegation for Wedderburn Engine Park Section 86 Committee of Management on 24 June 2013.

### **BACKGROUND**

According to the Instrument of Delegation committee membership is made up of:

- At least two representatives from Wedderburn Historical Engines & Machinery Society
- At least two representatives from Wedderburn Community House
- At least one community representative
- At least one representative nominated by Council.

The involvement of Wedderburn Community House is due to the construction of a building on the site by them for use by the Wedderburn Men's Shed.

### **ISSUES/DISCUSSION**

Since approval of the delegation, Council has been contacted by the Wedderburn Community House advising that ownership of the shed will be transferred to the Wedderburn Men's Shed group once they become incorporated, as Wedderburn Community House has no interest in the asset.

Wedderburn Community House has requested that membership of the Section 86 committee Instrument of Delegation be changed to remove their representatives and include representatives from the Wedderburn Men's Shed Incorporated.

Council has communicated with a representative of the Wedderburn Men's Shed Incorporated to confirm that the group agrees to this change.

This report is seeking Council's approval to amend the current Instrument of Delegation for Wedderburn Engine Park to include two representatives of the Wedderburn men's Shed Incorporated, and remove two representatives from Wedderburn Community House.

Should Council accept this change, Wedderburn Men's Shed Incorporated will be contacted to provide the names of two representatives for the committee.

A copy of the draft Instrument of Delegation has been provided as Attachment 6.2.

**COSTS/BENEFITS**

Nil

**RISK ANALYSIS**

By implementing this change, Council is ensuring that committee membership of Wedderburn Engine Park Section 86 Committee of Management is representative of the key stakeholders.

**CONSULTATION AND ENGAGEMENT**

Consultation has been limited to the two parties involved – Wedderburn Community House and Wedderburn Men’s Shed Incorporated.

**MOTION**

**Moved: Cr Holt**

**Seconded: Cr Beattie**

That Council:

1. approves change of membership of the Wedderburn Engine Park Section 86 Committee of Management to:
  - a. Remove two representatives from the Wedderburn Community House
  - b. Include two representatives from Wedderburn Men’s Shed Incorporated
2. asks Wedderburn Men’s Shed Incorporated to provide the names of two representatives for the committee.

**Carried**

## **7. DIRECTOR OPERATIONS' REPORTS**

### **7.1 PLANNING APPLICATIONS CURRENTLY BEING PROCESSED**

#### **SUMMARY**

Provides Council with an update on Planning applications currently under consideration and a register of planning permits issued between 12 June 2013 and 4 July 2013.

Author:	Tyson Sutton – Manager Planning & Local Laws
Council Plan ref:	Strategic platform 2 - Grow our population through appropriate development
File no:	02/01/001
Attachment:	7.1(a) List of Active Planning Applications, 7.1(b) List of Applications Approved under Delegation

#### **RECOMMENDATION**

*That Council 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**

Attachments 7.1(a) and 7.1(b) provides Council with a full list of planning applications currently under consideration and those planning permits issued between 12 June 2013 and 4 July 2013.

#### **COSTS/BENEFITS**

Nil

#### **RISK ANALYSIS**

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

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

#### **CONSULTATION AND ENGAGEMENT**

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

**MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Condliffe**

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

**Carried**

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## 7.2 NETBALL COURT AUDIT – ACTION ITEM PROGRESS REPORT

### **SUMMARY**

Report provides a summary of progress to date in regard to implementing the recommendations contained within Councils Netball Court Audit 2008.

Author:	Allan Stobaus Manager Community and Recreation Development
Council Plan ref:	Strategic Platform No. 4 - Make our towns more liveable and memorable
File no:	16/04/012
Attachment:	Nil

### **RECOMMENDATION**

*That Council receive and note the progress report on implementation of actions identified within the 2008 Netball Court Audit report.*

### **PREVIOUS COUNCIL DISCUSSION**

N/A

### **BACKGROUND**

An audit of all netball courts with the Shire that host North Central and Loddon Valley netball competitions was completed in August 2008. This audit made a number of recommendations relating to safety improvements and was prepared in consideration of Netball Victoria Safety Guidelines.

Council officers have been implementing the recommendations stemming from the audit to ensure that over time all netball courts in the Shire meet Netball Victoria Safety Standards. Recommendations listed within the audit report included the construction of new courts, the extension of run off areas, providing level playing surfaces and removing obstructions.

### **ISSUES/DISCUSSION**

Works were necessary to improve the overall safety of these facilities and to ensure that finals were able to be played using these courts. A summary of courts to be upgraded and progress made to date with these upgrades is provided in table 1 below.

*Table 1 – Audit Recommendations and progress to date*

Venue	Upgrade Description	Comments	Status
Inglewood Sports Centre	Resurfacing of both courts and removal of obstructions from within the defined run off areas.	This work was completed in 2006	Complete
Wedderburn Donaldson Park	Construction of a new second court.	This was completed in 2006	Complete



Wedderburn Donaldson Park (Existing Court)	Improve surface, remove obstacles and increase run off areas	In addition to the construction of a new court, some refurbishment works on the existing court have been undertaken. There is still however a requirement that this court be replaced, with works pending finalisation of master plan design for Donaldson Park to determine its preferred location.	Pending confirmed location
Boort Secondary College	To support the college and the Boort Netball Club to construct a new court within the school grounds.	This was completed by Boort College and The Boort Netball Club in May 2008, this court acts as a secondary court for Boort Netball Club fixtures.	Complete
Boort Park	To construct a new court at the venue to replace one of the existing.	This work was completed in April 2009.	Complete
Bridgewater Netball Courts	Construction of two new courts	This was completed prior to the completion of the Netball Court Audit and meets all Netball Victoria Safety Guidelines.	Complete
Mitiamo Recreation Reserve	To improve the run off areas, remove obstructions and provide a consistent height between courts.	This recommendation was revised to construct two new netball courts. This decision was taken due to the further deterioration of the courts and the availability of external funding. Two new courts were constructed in 2012 and are inclusive of tennis lines to add a multi-purpose component to the facility.	Complete
Newbridge Recreation Reserve	To construct two new courts that meet with Netball Victoria Safety Standards	External funding was received in July 2011 to construct one new court. A further contribution from the community resulted in 2 new courts being constructed in February 2012.	Complete
Calivil Recreation Reserve	To construct two new courts that meet with Netball Victoria Safety Standards	External funding was received in 2012 to construct 2 new courts. These courts were constructed inclusive of tennis lines.	Complete

Serpentine Recreation Reserve	To construct two new courts that meet with Netball Victoria Safety Standards	External funding was received in May 2012 to construct two new courts. These courts were constructed and completed in April 2013 and is inclusive of tennis lines to add a multi-purpose component to the facility.	Complete
Pyramid Hill Netball Courts	To improve the run off areas, remove obstructions and provide a consistent height between courts.	This recommendation was revised to construct two new netball courts. This decision was taken due to the further deterioration of the courts and the availability of external funding. The construction of two new courts will begin in September 2013 after the completion of the current season. These courts will be inclusive of tennis lines to add a multi-purpose component to the facility.	WIP

### **COSTS/BENEFITS**

A summary of project costs and income is summarised in the table below. These figures demonstrate the significant amount of external funding, community cash and in-kind contributions to these projects.

Table 2: Cost Summary

Venue	When	No of Courts	Total Cost (Includes In-Kind)	External Funds	Community Funds	Council Funds	Community In-Kind
Bridgewater	2005	4	\$220,000	\$60,000	\$40,000	\$100,000	\$20,000
Wedderburn	2006	1	\$125,000	\$55,000	\$25,000	\$30,000	\$15,000
Inglewood	2006	2	\$70,000	\$50,000	\$4,000	\$6,000	\$10,000
Boort	2007	2	\$173,060	\$108,000	\$41,700	\$6,000	\$17,360
Newbridge	2011	2	\$165,351	\$33,909	\$32,952	\$6,000	\$92,490
Mitiamo	2012	2	\$198,753	\$121,566	\$13,903	\$43,284	\$20,000
Calivil	2013	2	\$197,647	\$151,248	\$15,899	\$5,000	\$25,500
Serpentine	2013	2	\$155,997	115,000	\$9,997	\$21,000	\$10,000
Pyramid Hill	Dec 2013	2	\$97,500 (Estimated)	\$75,000 (Confirmed)	\$7,500 (Confirmed)	\$15,000 (Confirmed)	TBC
<b>TOTAL</b>		<b>17</b>	<b>\$1,403,308</b>	<b>\$769,723</b>	<b>\$190,951</b>	<b>\$232,284</b>	<b>\$210,350</b>

### **RISK ANALYSIS**

By the end of 2013 all netball courts that host Loddon Valley and North Central fixtures will meet Netball Victoria Standards thus ensuring that they are safe and able to host finals in accordance with Netball Victoria requirements.

The exception to this is the remaining court at Wedderburn, the upgrade of this court will take place upon clarification of preferred site and availability of funding.

### **CONSULTATION AND ENGAGEMENT**

All of these projects were completed in consultation with individual netball clubs. This was done to ensure the facilities were constructed fit for purpose, in a timely manner and to budget.

### **MOTION**

**Moved: Cr Holt**

**Seconded: Cr Condliffe**

That Council receive and note the progress report on implementation of actions identified within the 2008 Netball Court Audit report.

**Carried**

### 7.3 PLANNING PERMIT APPLICATIONS FOR REFUSAL

#### **SUMMARY**

Recommends the refusal of planning permit applications 4746, 4778, 4786 and 4862

Author:	Tyson Sutton – Manager Planning & Local Laws
Council Plan ref:	Strategic Platform 2 – Grow our population through appropriate development.
File no:	13/02/004
Attachment:	Nil

#### **RECOMMENDATION**

*That Council*

1. *Refuse planning permit application 4746 on the grounds that insufficient information has been provided to allow the proper and thorough assessment of the proposal.*
2. *Refuse planning permit application 4778 on the grounds that insufficient information has been provided to allow the proper and thorough assessment of the proposal.*
3. *Refuse planning permit application 4786 on the grounds that a statutory referral authority has objected to the grant of a planning permit.*
4. *Refuse planning permit application 4862 on the grounds that a statutory referral authority has objected to the grant of a planning permit.*

#### **PREVIOUS COUNCIL DISCUSSION**

Council has not previously discussed this matter.

#### **BACKGROUND**

This report has been prepared for two reasons. Firstly to address a lack of responses to requests for further information and secondly to formalise the refusal of two planning permit application where there is no discretion for their approval.

Planning applications are frequently submitted with insufficient information to allow a proper and thorough assessment of the proposal. In such circumstances Staff request further information in accordance with Section 54 of the Planning and Environment Act 1987. Where the information is requested within 28 days of the application being received the request for further information will include a lapse date.

In the case of the applications addressed by this report the information was requested after 28 days, therefore the applications do not lapse with the failure to provide the requested information.

The Loddon Planning Scheme contains provisions requiring the mandatory referral of specified applications to external authorities such as the North Central Catchment Management Authority or Department of Environment and Primary Industries. Section 61(2) of the Planning and Environment Act 1987 does not allow the Responsible Authority to approve an application where a referral authority has objected to a proposal.

#### **ISSUES/DISCUSSION**

##### Permit application 4746

Planning permit application 4746 was received on 28 February 2012 and proposed the construction of a dwelling, installation of a rainwater tank to supply a toilet and shower and construction of a septic tank. The application relates to land on Ainsworth Road, Woolshed Flat.

A request for further information was sent to the applicant on 11 April 2012 seeking information on the use of the land and how the proposed development related to that use. In addition it was also requested that plans clearly demonstrating the proposal also be provided. No response has been received. Insufficient information has been provided to determine compliance of the proposal with the provisions of the Loddon Planning Scheme.

Permit application 4778

Application 4778 was received on 5 June 2012 and proposes the use of an existing building for a hairdressing salon at 96 Brooke Street, Inglewood. The use has commenced without the relevant statutory approvals.

A letter was sent to the applicant on 12 June 2012 requesting the payment of the relevant fee to allow the application to be processed. It is a requirement of the Planning and Environment Act 1987 that all applications be accompanied by the prescribed fee.

The applicant is subject to current enforcement action for the use of the land. Council's compliance officer has sent several items of correspondence to the operator of the site and has made face to face contact to reinforce that the use of the land requires planning approval and that the fee must be paid.

The operator has also been contacted by Council's Manager Environmental Health regarding non-compliance with relevant legislation. Despite all contact the applicant has failed to pay the relevant fees. Therefore, the application has not progressed beyond lodgement. The application as submitted contains little more than a completed application form and copy of title for the land.

There is insufficient information to assess the proposed use against the Loddon Planning Scheme. Given that the application has had ample opportunity to pay the prescribed fee and has made little attempt to obtain the appropriate approvals for the use of the land it is recommended that Council refuse this application.

Two current planning permit applications have received objections from statutory referral authorities and therefore must be refused.

Permit application 4786

Application 4786 proposed the use and development of a dwelling in Waanyarra Drive, Waanyarra. It was referred to Goulburn Murray Water in accordance with the requirements of the Loddon Planning Scheme and they have objected on the following grounds:

1. The application does not comply with the DPCD Guidelines "Planning permit applications in open, potable water supply catchment areas, May 2009."
2. The application is not consistent with the objectives of the State Planning Policy Framework and Local Planning Policy Framework.

The applicant was given the opportunity to discuss the objection with Goulburn Murray Water but has not been able to satisfactorily address their concerns. Given that a statutory referral authority has objected to the application the Responsible Authority has no option but to issue a refusal.

Permit application 4862

Application 4862 proposed a four lot subdivision of land in Park Street, Bridgewater. This land is affected by the Land Subject to Inundation Overlay and was therefore referred to the North Central Catchment Management Authority in accordance with the requirements of the Loddon Planning Scheme. The North Central Catchment Management Authority has objected on the following grounds:

1. The proposed development is located in the Land Subject to Inundation Overlay (LSIO) in the Council's Planning Scheme.
2. It would result in danger to life, health and safety of occupants.
3. It would increase demand on community infrastructure and emergency services, and in community recovery services.
4. It would create an obstruction to the flow of floodwater and reduce flood storage.

As with application 4786 the applicant was given the opportunity to discuss the objection with the relevant authority. No advice has been received indicating that the North Central Catchment Management Authority will alter their position. As the North Central Catchment Management Authority is a statutory referral authority and they have objected to the proposal the application must be refused.

**COSTS/BENEFITS**

Nil

**RISK ANALYSIS**

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

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

**CONSULTATION AND ENGAGEMENT**

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

**MOTION**

**Moved: Cr Condliffe**

**Seconded: Cr Holt**

That Council

1. Refuse planning permit application 4746 on the grounds that insufficient information has been provided to allow the proper and thorough assessment of the proposal.
2. Refuse planning permit application 4778 on the grounds that insufficient information has been provided to allow the proper and thorough assessment of the proposal.
3. Refuse planning permit application 4786 on the grounds that a statutory referral authority has objected to the grant of a planning permit.
4. Refuse planning permit application 4862 on the grounds that a statutory referral authority has objected to the grant of a planning permit.

**Carried**

## 7.4 BUILDING DEPARTMENT ACTIVITY STATISTICS: APRIL TO JUNE 2013

### **SUMMARY**

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

Author:	David Turner – Municipal Building Surveyor
Council Plan ref:	Core Business of Council – Item 9. Regulation
File no:	13/06/001
Attachment:	Building Permit Approvals Occupancy Permits Issued Certificates of Final Inspection Issued Summary of Building Inspections undertaken Graph Sheets of Comparisons – 2005 to 2013

### **RECOMMENDATION**

*That Council receive and note the “Building Department Activity Statistics Report”*

### **PREVIOUS COUNCIL DISCUSSION**

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

### **BACKGROUND**

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

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

### **ISSUES/DISCUSSION**

For the period April to June 2013, available data indicates that there has been a reduction of 43% in the number of building permits issued, however there has been a corresponding increase of 100% in the total value of building works as compared with the previous quarter.

This increase in value despite the reduced number of permits is primarily due to the value of works associated with the Wedderburn Community Centre redevelopment. The observed decrease in the total number of permits is believed to be linked with the downturn in the building industry, state wide.

Compared to the same period in 2012, current quarter figures show an even greater reduction in the number of building permits issued however as above the overall value of works remains approximately the same.

### **COSTS/BENEFITS**

Nil

### **RISK ANALYSIS**

Nil

### **CONSULTATION AND ENGAGEMENT**

Nil

**MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Beattie**

That Council receive and note the "Building Department Activity Statistics Report"

**Carried**

UNCONFIRMED



## 7.5 CHANGE IT UP INITIATIVE

### **SUMMARY**

Provides Council with a briefing following the introduction of the Victorian Governments new "Change It Up Initiative".

Author:	Ian McLauchlan – Director Operations
Council Plan ref:	Strategic Platform 7 – Connect with the Next Generation
File no:	12/06/005
Attachment:	Nil

### **RECOMMENDATION**

*That Council:*

1. *Receive and note the briefing regarding introduction of the Victorian government's Change It Up Initiative.*
2. *Contact the Foundation for Young Australians and express our interest in participating in or hosting a regional Change It Up workshop.*

### **PREVIOUS COUNCIL DISCUSSION**

Nil

### **BACKGROUND**

Earlier this year the state minister for youth affairs wrote to Council to provide notification of the introduction of a new initiative called "Change It Up". This initiative is being run through a partnership between the state government and the Foundation for Young Australians (FYA) throughout regional Victoria.

The intent of the Change It Up initiative is to engage with youth in regional and rural victoria and attempt to identify and overcome barriers to young people staying in these areas as well as becoming more involved in shaping their communities.

To this end the state government has provided \$540,000 funding over three years to support the partnership with FYA, and fund projects which are selected for delivery through the program. The \$540,000 funding to FYA notionally includes \$15,000 (each) for 30 rural and regional local government areas over three years, 2013 to 2015, to participate in the Change It Up program.

Information being released by FYA indicates that the program will involve the delivery of an intensive program of workshops and community development activities that strengthen the change making capabilities of local young people.

Change It Up aims to support and nurture the change making action of young people living in regional and remote Australian communities by:

- sparking change making ideas
- providing learning support and seed funding to develop ideas
- building local community connections that help to sustain and enhance change making ideas
- recognising young people's essential contributions to the economic and social wellbeing of regional and rural communities.

It is understood that program involves the establishment of hosting teams in regional locations, and the organisation of a youth workshop during which participants are provided the opportunity and encouraged to identify and discuss relevant issues affecting local youth. It is also envisaged that participants will be able to pitch programs or project ideas which may subsequently be selected to receive seed or full funding for implementation.

Hosting Teams will be led by a local Chairperson and generally consist of between five and 15 committed local citizens – i.e. from local council, business, educators and other interested and engaged people.

Selection of the 30 rural and regional local government areas over three years will be managed by FYA. Ten programs will be facilitated in 2013. The selection of participating local government areas will be based on the following criteria:

- Local government areas experiencing young people leaving country Victoria for the city and other urban locations.
- Capacity to deliver a successful program based on engagement and commitment of local government, community organisations and business.
- Preparedness to fund transport and accommodation for participants to attend the Change It Up in Shaping Victoria conference.
- A spread of programs across Victoria.

Selection of the participants will be managed by FYA and will be based on the following criteria in order of importance:

- Applicants must be aged between 16 and 19.
- Applicant is available for both workshop days and the PitchUp session.
- Demonstration of interest and capacity to benefit from and contribute to the program.

### **ISSUES/DISCUSSION**

A significant focus of the 2013 -2017 Council plan is the engagement and support of the next generation i.e. youth. This has been reflected through identification of a specific strategic platform and corresponding projects which aim to identify the needs of young people and develop future leaders.

The above "Change It Up Initiative" is considered to tie into this strategic direction in that the focus of the program is for the identification of local youth issues and promotion of programs or projects which seek to overcome barriers to youth remaining and engaging in local communities.

As such it would be appropriate for Loddon Shire to express its interest in participating in this program as the overarching concept is consistent with Councils objectives in the Youth development area.

Based upon the above selection criteria it may be difficult for Loddon Shire to attract one of the regional Change It Up Events to the local area in isolation. An opportunity may however exist for Loddon Shire to partner with any of its surrounding Councils should sufficient interest be expressed, with the aim of attracting a regional event to the local area.

Accordingly it is being recommended that an expression of interest be lodged with FYA identifying that Loddon Shire would be interested in either hosting or participating in a regional Change It Up event. At the same time a request for further information regarding the program, specifically the expected commitment which would be required of local government, can be made.

### **COSTS/BENEFITS**

Based upon available information it is not believed that any direct financial contribution towards the initiative is required from participants, including local government. Costs associated with participation in

this initiative would rather be related to in-kind labour contributions in the form of officer time dedicated to program workshops and subsequent projects.

Benefits of participating in the initiative include better support for local youth, creation of opportunities for potential future leaders to contribute towards development of their community and compliance with Councils objectives under its Council plan to connect with the next generation.

**RISK ANALYSIS**

No significant risks have been identified at this time should Council choose to participate in the above initiative. Depending on how the program evolves however, staff resource requirements may increase which could potentially impact upon delivery of some of Council's other youth related activities.

**CONSULTATION AND ENGAGEMENT**

Nil.

**MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Condliffe**

That Council:

1. Receive and note the briefing regarding introduction of the Victorian government's Change It Up Initiative.
2. Contact the Foundation for Young Australians and express our interest in participating in or hosting a regional Change It Up workshop.

**Carried**

## 8. **DIRECTOR ECONOMY AND COMMUNITY REPORTS**

### 8.1 **REGISTRATION OF A LAND USE ACTIVITY AGREEMENT FOR THE DJA DJA WURRUNG SETTLEMENT**

#### **SUMMARY**

Report provides council with a further update on progress of the Dja Dja Wurrung Native Title Settlement

Author:	Bryan McEwan
Council Plan ref:	1.3: Build a spirit of connectivity and mutual support amongst the communities of Loddon
File no:	13/09/001
Attachment:	Nil

#### **RECOMMENDATION**

*That Council receive and note the 'Registration of a Land Use Activity Agreement for the Dja Dja Wurrung Settlement'.*

#### **PREVIOUS COUNCIL DISCUSSION**

Council has been previously briefed by the Department of Justice on progress of the Native title claim by the Dja Dja Wurrung.

A report was provided to council at the April 2013 meeting. The report discussed progress of the Native Title claim and made note of specific parcels of crown land within the Loddon Shire that would be under direct management by the Dja Da Wurrung, comprising:

- Kooyoora State Park
- Wehla Nature Conservation Reserve

The report also noted that title to these lands will be held by the Dja Dja Wurrung as 'Aboriginal title'.

#### **BACKGROUND**

Council has been informed by the Department of Justice that a Land Use Activity Agreement (LUAA) has been registered the Traditional Owner Settlement Act 2010 (Vic.).

The notice makes particular reference to Agreement provisions for:

- Listing of land use activities including their classification
- The area in which the agreement applies
- A 'community benefits formula' which can be applied in specific circumstances.

It is also noted that the LUAA will not come into effect until after the registration of the Indigenous Land Use Agreement with the *National* Native Title Tribunal, which is understood to be in September 2013.

The Native Title Unit of the Department of Justice will be responsible for the provision of additional information on the Agreement and any further direction provided through the State Government.

#### **ISSUES/DISCUSSION**

The Land Use Activity Agreement between the Dja Dja Wurrung Clans Aboriginal Corporation and the State of Victoria received Ministerial consent in March 2013. Signatories to the Agreement were; the Minister for Environment and Climate Change; Minister for Energy and Resources; the Minister for Agriculture and Food Security and the Assistant Treasurer.

The Agreement provides clarification, definition and direction on the application of the Agreement, including:

- The parties involved (the Corporation and the State)
- Date of effect of the Agreement
- The application and prevalence of the Aboriginal Heritage Act 2006
- Definition of the Agreement Land
- Traditional Owner Rights
- Land Use Activities, which provides definition of which (and type) of activities would be deemed to be 'Routine', 'Advisory', Negotiation and Agreement Activities

Land use activities are defined within Schedule 3 of the Agreement. These definitions include:

*Routine Activities:* examples provided include - authorisation of unused road licences, maintenance of infrastructure, fence erection and maintenance etc.

*Advisory Activities:* examples provided include - grazing or stock licence, extractive materials licence, agricultural lease

*Negotiation Activities:* examples provided include - the active use of land for mining, construction of new infrastructure, construction of public recreation or sports facilities where earthmoving is required.

The Agreement also provides for the application of a *Community Benefits* formula, which allows the application of a *rate* (based on the amount of any financial return to a land manager, for example) to provide benefit to the Corporation.

For example, a Commercial lease of more than 10 and up to and including 21 years (excluding Major Public Works), which attracts a rental return of between \$20,000 to \$100,000, a rate of 10% would be applied.

A number of formulae are defined within the Agreement and are dependent on the type of activity (for example forestry, commercial leases, clearing or major works) and amount of return.

The full implication for Council remains unclear both from an operational (as managers of crown land) and administrative perspective; inclusive of Council's potential responsibility for management of notifications to change of activity on Crown Land and the mechanism of referral.

It is understood that the Department of Environment and Primary Industries will be preparing further guidance material and information to councils in the coming months.

#### **COSTS/BENEFITS**

Further information required.

#### **RISK ANALYSIS**

Further information required.

#### **CONSULTATION AND ENGAGEMENT**

N/A

#### **MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Holt**

That Council receive and note the 'Registration of a Land Use Activity Agreement for the Dja Dja Wurrung Settlement'.

**Carried**

## 8.2 COMMUNITY PLANNING PROGRAM 2013-14

### **SUMMARY**

This report provides Council with recommendations from the Community Planning Assessment Committee for initiatives to be funded in the 2013-14 financial year.

Author:	Tim Jenkyn, Manager Community Planning
Council Plan ref:	1.2
File no:	13/09/005
Attachment:	Loddon Shire Community Planning Projects 2013-14

### **RECOMMENDATION**

*That Council approve the 2013-14 community planning projects in accordance with the attached list.*

### **PREVIOUS COUNCIL DISCUSSION**

- Council Report April 2013 – Community Planning Program Status
- Council Report June 2012 – Community Planning Program 2012-13

### **BACKGROUND**

Through the 2012-13 budget process and subsequent meetings held with all community plan groups (at Serpentine in August and November 2012) Council ratified the funding structure and nature of the Community Planning Program and the Loddon Shire Community Grants Program, going forward.

In the 2013-14 financial year Community Plan funding is based on a \$50,000 allocation per ward (5 wards totalling \$250,000), a \$500,000 Community Planning Strategic Fund Allocation, and \$200,000 for the Loddon Shire Community Grants Program.

Council's community grants program provides funding support for projects up to \$15,000 at a ratio of 2:1, with Council contributing \$2 for every \$1 contributed by the applicant. Community planning is a direct allocation to projects identified in the local community plan, facility master plans or partnerships across communities within the ward. Community plan funds often contribute to projects that go toward fulfilling the community's vision and assist in planning of a strategic or structural nature.

### **ISSUES/DISCUSSION**

Community Planning Committees have submitted community planning initiatives and directed smaller projects in their community to the Shire Community Grants Program. The assessment committee discussed each project in relation to all projects submitted, total funding available, alignment with Council's strategic direction and community involvement in each project.

Council received a request for funding and notification of priorities from 14 communities. The attached list identifies a total of 27 initiatives put forward for the next financial year, 7 of which have requested no funding for 2013-14, and 20 which have requested an allocation of funding that in total amounts to \$416,500.

Communities that have requested no funding for the 2013-14 financial year generally either have projects they are currently working on or further preparatory work is required on new initiatives.

Principally communities have requested 'seed-funding' for larger projects, or have requested funding to undertake planning work, or deliver projects in their community such as upgrading the community hall or Park.

The assessment committee recommends allocating funding to the projects listed in the attached spread sheet.

As Loddon's communities have come to terms with the financial changes in community planning (ward allocation halved-strategic fund increased) and the doubling in community grants funding, they have adjusted accordingly.

The funding ratio in community grants has generally not altered the number of projects or the community's contribution to a project; however the total value of projects requested has increased with the greater Council contribution (2:1.)

In community planning the halving of the ward allocation has generally halved the number of projects submitted and the total amount requested as communities have responded to these changes. It is evident in a number of the projects submitted that the community maintain a strategic approach to larger scale projects.

For the 2013-14 financial year the total number of requests received across both programs is 74 (27 in community planning and 47 in community grants). The community planning total amount requested was \$416,500 and in community grants the total value of projects, including community contribution, was \$463,200.

With regard to planning for streetscape projects in the towns of Boort, Bridgewater, Inglewood, Newbridge and Pyramid Hill, Council has been advised by the State Government that such projects can be bundled together and an application put forward under the one banner. A planning grant, under the Putting Locals First Program, has the potential to attract \$150,000 from the State Government. This has been identified in the attached spread sheet.

### **COSTS/BENEFITS**

The Loddon Shire Community Planning Program has been a success story since its inception over 10 years ago. Communities and Council have (and continue to) attract significant funding through the community planning process, and have delivered numerous projects in Loddon's small towns and rural districts under this banner.

For example the cost benefit ratio for larger community planning projects such as improving a community hall can range from \$2-\$3 for every (Council) \$1 contributed and up to \$9 for every (Council) \$1 contributed on upgrading netball courts across the Shire.

This ratio can be identified in projects that have attracted external funding through State or Federal government grants, such as the *State Putting Locals First Program* and *Federal Strengthening Basin Communities Program*.

### **RISK ANALYSIS**

When considering initiatives and allocating 'seed-funding' the initial risk is ascertaining whether the project is likely to achieve external funding. Loddon Shire Council has a strong record of success in this area.

### **CONSULTATION AND ENGAGEMENT**

Community meetings and correspondence with community planning groups to determine a priority list of initiatives and activity for the 2013-14 financial year.

### **MOTION**

**Moved: Cr Beattie**

**Seconded: Cr Condliffe**

That Council approve the 2013-14 community planning projects in accordance with the attached list, excluding the proposal for the BRIC A.C.E. Community Hub project until further clarification is received by Cr Beattie.

**Carried**



## 9. **DIRECTOR COMMUNITY WELLBEING REPORTS**

### 9.1 **OUTCOME OF QUALITY REVIEW – BOORT PRESCHOOL**

#### **SUMMARY**

This report is to provide Council with details of the outcomes of the National Quality Framework Assessment conducted at Boort Preschool

Author:	Wendy Gladman – Director Community Wellbeing
Council Plan ref:	Core Business of Council – 2: Provision of Wellbeing services
File no:	12/09/003
Attachment:	Nil

#### **RECOMMENDATION**

*That Council receive and note the report detailing the outcomes of the National Quality Framework Assessment conducted at Boort Preschool.*

#### **PREVIOUS COUNCIL DISCUSSION**

A report detailing the introduction of the National Quality Framework assessment process for Early Childhood Education and Care services was provided to the October 2012 Council meeting. That report detailed the quality review program that the five preschool services within the Loddon Kindergarten Cluster would undertake during 2012/13.

#### **BACKGROUND**

During May 2013, two assessors visited the Boort Preschool to undertake the onsite component of the National Quality Framework assessment. The assessors spent two days at the Boort Preschool facility (during active preschool program delivery) and also met with Council's Early Years Coordinator who oversees the Loddon Kindergarten Cluster.

#### **ISSUES/DISCUSSION**

Correspondence received from the Department Education and Early Childhood Development (DEECD) in June 2013 has provided the final assessment and rating report and the Notice of Rating for the Boort Preschool service.

The Preschool was assessed against eighteen standards across seven quality areas within the prescribed rating levels:

- Significant Improvement Required
- Working towards National Quality Standard (NQS)
- Meeting National Quality Standard
- Exceeding National Quality Standard

If a service is rated below the National Quality Standard in any quality area, the overall rating will reflect the lowest quality area rating.

Boort Preschool has achieved the following ratings:

Quality Area 1	Educational program and practice	Meeting NQS
Quality Area 2	Children's health and safety	Meeting NQS
Quality Area 3	Physical environment	Meeting NQS



Quality Area 4	Staffing arrangements	Working towards NQS
Quality Area 5	Relationships with children	Meeting NQS
Quality Area 6	Collaborative partnerships with families and communities	Meeting NQS
Quality Area 7	Leadership and service management	Working towards NQS
	<b>OVERALL RATING</b>	<b>Working towards NQS</b>

Although the individual ratings for the standards ranged from Working towards NQS to Exceeding NQS, the rating structure of determining the overall standard as that of the lowest rated quality area has resulted in an overall rating of Working towards NQS for the Boort Preschool.

The ratings at either end of the scale were reflected in the following quality area standards and elements:

Standard 2.2	Healthy eating and physical activity are embedded in the program for children.	Exceeding NQS
Standard 4.2	Element 4.2.2 Educator, coordinators and staff members work collaboratively and affirm, challenge, support and learn from each other to further develop their skills, to improve practice and relationships.	Working towards NQS
Standard 5.1	Respectful and equitable relationships are developed and maintained with each child.	Exceeding NQS
Standard 7.1	Element 7.1.4 Provision is made to ensure a suitably qualified and experienced educator and coordinator leads the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning.	Working towards NQS

The Notice of rating must be displayed by the service and results are published on the Australian Children's Education and Care Quality Authority (ACECQA) and My Child websites.

The Boort Preschool will now be required to review their current Quality Improvement Plan to include actions that will be undertaken to ensure that the service meets elements 4.2.2 and 7.1.4.

Under the National Law and the National Regulations, Regulatory Authorities may at any time reassess a service or any aspect or element of a service, and with the exception of extraordinary circumstances it is considered likely that the Boort Preschool will undergo the next assessment and rating in a period of twelve to eighteen months. The review timeframe is shortened due to the overall rating.

### **COSTS/BENEFITS**

The Boort Preschool and Early Years team now have the opportunity to reflect on the outcomes and findings from the assessment and rating cycle to assist in raising quality and driving continuous improvement at the services. Particular focus on educational team collaboration will further compliment the service currently being delivered at the Boort Preschool.

**RISK ANALYSIS**

Nil

**CONSULTATION AND ENGAGEMENT**

Following the provision of the draft assessment report, the Quality Assessment and Regulation team (DEECD) provided Council's early year's team and Boort Preschool teacher with the opportunity to provide additional feedback. This feedback did not affect the final rating report.

**MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Condliffe**

That Council receive and note the report detailing the outcomes of the National Quality Framework Assessment conducted at Boort Preschool.

**Carried**

UNCONFIRMED

## 9.2 OUTCOME OF COMMUNITY CARE COMMON STANDARDS REVIEW – PACKAGED CARE PROGRAM

### **SUMMARY**

This report is to provide Council with details of the outcome of the Community Care Common Standards Quality Review of the Packaged Care Program

Author:	Wendy Gladman – Director Community Wellbeing
Council Plan ref:	Core Business of Council – 2: Provision of Wellbeing services
File no:	12/07/008
Attachment:	Nil

### **RECOMMENDATION**

*That Council receive and note the report detailing the outcomes of the Community Care Common Standards Quality review conducted on the Packaged Care Program.*

### **PREVIOUS COUNCIL DISCUSSION**

A report detailing the introduction of the Community Care Common Standards (CCCS) quality review cycle was provided to Council in January 2013. In that report it was noted that the Packaged Care program would undergo assessment against the new standards in May 2013.

### **BACKGROUND**

Council manages a range of Community Aged Care Packages (CACP), Extended Aged Care in the Home (EACH) and Extended Aged Care in the Home – Dementia (EACH D) through an agreement with the Loddon Mallee Local Government Aged & Disability Services Consortium (the Consortium). Swan Hill Rural City Council (SHRCC) is the lead agency and as such is the approved provider of the packages delivered through the Consortium. A regional packaged care team sits within SHRCC; this team manages governance, policy and procedure while each agency manages the delivery of packages in their local area.

In March 2013 Council's packaged care team submitted a self assessment addressing the outcomes required to demonstrate compliance with the standards. On 9 May 2013, two assessors representing the Commonwealth Department of Health and Ageing conducted an on site visit to assess the delivery of the packaged care program against the CCCS. Interviews and review of evidence was conducted with SHRCC prior to the visit.

Evidence during the review was obtained through interviews and discussions with:

Director Community Wellbeing

Human Resources Officer

Packaged Care Case Managers

Four direct care staff

Five package care recipients

Documents reviewed included service recipient files, staff files, policies and procedures.

### **ISSUES/DISCUSSION**

The CCCS Quality Review final report details the performance of the packaged care program against each of the eighteen expected outcomes within the three standards.

Performance against the expected outcomes within each standard is rated as either met or not met.

For outcomes that are assessed as not met, Council is provided with required improvements to be implemented to ensure compliance with the expected outcome.

Improvement opportunities, although not required to meet compliance with CCCS, are provided by the assessors and services are encouraged to consider implementing these as part of an ongoing continuous improvement cycle.

The quality review determined that the packaged care program met all of the eighteen outcomes in the CCCS. This success is largely due to the strong governance provided by the regional packaged care team based at SHRCC and the association between SHRCC as the lead agency and packaged care team within Council.

The quality review team recommended two improvement opportunities for Council's packaged care team:

	Expected Outcome	Improvement opportunity related to:
1.2	Regulatory Compliance	Systems in place to further protect client file security
1.5	Continuous Improvement	Service recipient file audit – implementation of standardised processes

Council's packaged care team has now developed and submitted an improvement plan detailing the actions to be taken to comply with the improvements identified during the assessment visit.

#### **COSTS/BENEFITS**

The actions listed in the CCCS improvement plan will not require any additional funding and will be undertaken within existing budget parameters.

#### **RISK ANALYSIS**

Nil

#### **CONSULTATION AND ENGAGEMENT**

The quality assessment team conducted interviews and discussions with:

- Director Community Wellbeing
- Human Resources Officer
- Packaged Care Case Managers
- Four direct care staff
- Five packaged care recipients

#### **MOTION**

**Moved: Cr Holt**

**Seconded: Cr Beattie**

That Council receive and note the report detailing the outcomes of the Community Care Common Standards Quality review conducted on the Packaged Care Program.

**Carried**

### 9.3 COMMUNITY WELLBEING SERVICE PROVISION STATUS REPORT – JUNE 2013

#### **SUMMARY**

This report is to provide Council with an end of 2012-2013 financial year status report on Maternal and Child Health, Immunisation and Home and Community Care services.

Author:	Wendy Gladman – Director Community Wellbeing
Council Plan ref:	Core Business of Council – 2: Provision of Wellbeing services
File no:	12/12/001
Attachment:	Nil

#### **RECOMMENDATION**

*That Council receive and note the Maternal and Child Health, Immunisation and Home and Community Care service provision status report 2012-2013.*

#### **PREVIOUS COUNCIL DISCUSSION**

Nil

#### **BACKGROUND**

Council provides a range of community services to support the health and wellbeing of the wider Loddon community, including Maternal and Child Health (MCH), Immunisation and Home and Community Care (HACC) programs. The Immunisation and HACC programs receive funding support from the Department of Health and the MCH program receives funding support from the Department Education and Early Childhood Development (DEECD). Each service program is funded using the following methodology:

Immunisation: Retrospective funding based on amount per immunisation delivered.

MCH: Funding is calculated based on the number of births and children in the municipality who may access MCH centres for key ages and stages visits.

HACC: Target based funding – individual service categories funded at a per unit amount to deliver to an established target.

#### **ISSUES/DISCUSSION**

With the introduction of electronic client management systems in the MCH and Immunisation programs a new range of data can now be extracted and reported. This report will form the basis of data to enable comparisons in future reporting.

#### **Maternal and Child Health**

MCH universal services are currently provided four days per week and operate at Centres located at Boort, Dingee, Inglewood, Pyramid Hill, Serpentine and Wedderburn. Home visits are also offered following babies birth and in other extraordinary circumstances.

Birth notifications received in 2012/13:	75	This equates to 10 notifications higher than the previous year.
Active cards:	201	This reflects the number of children in the municipality who actively use the service.
Appointments:	625	Individual appointments conducted.

**Immunisation**

The Immunisation program is provided via infant immunisation sessions and secondary school immunisation sessions. Infant immunisation sessions are delivered on a month about basis in Boort, Dingee, Inglewood, Pyramid Hill and Serpentine, with each location receiving a bi-monthly service.

School immunisation sessions are conducted at Secondary Colleges at Boort, East Loddon, Pyramid Hill and Wedderburn. Three sessions are conducted at each school campus between March and October, arranged to meet the requirements for multiple dose vaccination programs.

Total individual school immunisations provided: 406  
 Total individual infant immunisations provided: 172

**Home and Community Care**

The Community Care team has been using an electronic client management system for a number of years which allows the reporting of last years data for comparison purposes.

<b>Service</b>	<b>2012/13 Target</b>	<b>2012/13 Provision</b>	<b>2011/12 Provision</b>
Assessment & Care Coordination	1297	<b>1013</b>	796
No of assessment events		<b>411</b>	375
No of Care Coordination events		<b>219</b>	116
Number of current clients visited by Assessment team at least once during the year		<b>93.85%</b>	93.37%
Total number of clients who received HACC services during the year		<b>427</b>	481
General Home Care	7,431	<b>5,475</b>	5,497
Personal Care	2,544	<b>894</b>	815
Respite Care	2,000	<b>457</b>	538
Property Maintenance	1,176	<b>618</b>	547
Planned Activity Groups – Core	3,303	<b>4,749</b>	5,174
Planned Activity Group – High	1,390	<b>329</b>	622
Flexible Service Response	974	<b>429</b>	
Food Services	10,001	<b>5,542</b>	8,028
Staff travel time		<b>1,425</b>	1,623
Staff travel kilometres		<b>133,480</b>	139,349

The data related to the provision of Home and Community Care services indicates that the service is currently delivering below target in each service provision area other than Planned Activity Groups – Core. This is a trend that has continued from the previous financial year.

The community care team consider that a number of factors impact on this outcome:

- Proactive assessment and care coordination with clients assessed in the first instance with an active service model overlay – short term episodic care is provided to support an enablement and restorative approach to client care.

- Proactive re-assessment and review, with a high proportion of clients visited at least once per year, ensuring relevant and appropriate service provision.
- Increasing number of externally funded packages provided to residents of Loddon Shire. Packaged care recipients cannot access HACC funded services (except planned activity groups).
- Other funded programs offering similar service provision – for example respite care.

### **COSTS/BENEFITS**

The funding received for each service delivery program does not cover the full cost of delivery of the program and each program operates at a cost to council.

As funding for MCH and Immunisation programs are based on a per capita basis, the challenge is to continue to provide relevant and appropriate services to a small population dispersed throughout the municipality.

The Home and Community Care funding based on a unit price and established service targets is impacted by the delivery of services in rural communities and the associated costs related to the distances travelled by staff.

The provision of MCH, Immunisation and Home and Community Care programs throughout the municipality support the most vulnerable members of our communities, contribute to making our communities liveable and improving the overall health and wellbeing of residents.

### **RISK ANALYSIS**

The current per capita funding model for MCH and Immunisation programs presents a risk of increased costs in continuing to deliver appropriate service levels to smaller populations in multiple communities throughout the municipality.

The current target based funding for Home and Community Care is challenging to acquit when operating under the new restorative and enablement approach. Unfunded operational activities have increased but are not reflected in the overall target figures. The Department of Health currently have an expectation that Council deliver to within 5% of the established targets, and require an explanation in regards to unmet targets. The risk to council may arise if the Department of Health reviews future funding levels based on the current service delivery, which may reduce the level of funding currently provided.

### **CONSULTATION AND ENGAGEMENT**

NIL

#### **MOTION**

**Moved: Cr Beattie**

**Seconded: Cr Holt**

That Council receive and note the Maternal and Child Health, Immunisation and Home and Community Care service provision status report 2012-2013.

**Carried**

## **10. GENERAL BUSINESS**

### **MOTION**

**Moved: Cr Holt**

**Seconded: Cr Condliffe**

That the following items be treated as urgent business.

**Carried**

### **10.1 COUNCIL DONATION**

### **MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Condliffe**

That Council support Cr Beattie's fundraising effort for Bendigo Oncology by donating \$1000.

**Carried**

### **MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Condliffe**

That Council fund the donation of \$1000 from the Councillors' Initiative Fund.

**Carried**

### **10.2 FUNDING FOR INGLEWOOD TOWN HALL HUB**

Cr Holt sought clarification about funding for the Inglewood Town Hall Hub. The CEO confirmed that Council has signed a funding agreement for \$500,000 from the Regional Development Australia Fund, and funding has been made available through the Local Government Infrastructure Program.

### **10.3 PYRAMID HILL CARAVAN PARK**

Cr McKinnon thanked Council for provision of the cabin at the Pyramid Hill Caravan Park, which has increased the usage of the park, and potential for visitors to the town.



## 11. CONFIDENTIAL ITEMS

Closing of Meeting to the Public

### RECOMMENDATION

*That the meeting be closed to the public.*

#### MOTION

**Moved: Cr Condliffe**

**Seconded: Cr Beattie**

That the meeting be closed to the public at 5.20pm

**Carried**

### 11.1 REVIEW OF ACTION SHEET

#### MOTION

**Moved: Cr Holt**

**Seconded: Cr McKinnon**

That Council receive and note the Action Sheet.

**Carried**

### 11.2 PLANNING AND LOCAL LAWS COMPLIANCE ACTIVITY REPORT

#### MOTION

**Moved: Cr Holt**

**Seconded: Cr Beattie**

That Council receives and notes the Planning and Local Laws Compliance report.

**Carried**

### 11.3 CONTRACT NO 282 – DRAINAGE IMPROVEMENT AND KERB AND CHANNEL WORKS IN ARMSTRONG STREET AND MCMILLANS ROAD BOORT

#### MOTION

**Moved: Cr Beattie**

**Seconded: Cr McKinnon**

That Council award Contract No 282 – Drainage Improvement and Kerb and Channel Works in Armstrong Street and McMillans Road Boort to Danspec Civil for the lump sum price of \$226,750.00

**Carried**

**11.4 CONTRACT NO 287 – MANAGEMENT OF LODDON SHIRE PUBLIC POOLS**

**MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Condliffe**

That Council award Contract 287 Management and Operation of Council Public Swimming Pools to Unified Community Sport and Leisure for the lump sum amount of \$636,502.50, subject to formalisation of a variation to modify the contract period to 12 months with an option for a 2 year extension and a corresponding amendment to the lump sum price reflecting the contract period of 12 months.

**Carried**

**11.5 BUILDING DEPARTMENT STATUTORY ENFORCEMENT ACTIVITY**

**MOTION**

**Moved: Cr Beattie**

**Seconded: Cr Condliffe**

That Council receive and note the Building Department Statutory Enforcement Activity report

**Carried**

**MOTION**

**Moved: Cr**

**Seconded: Cr**

That the meeting be re-opened to the public at 5.48pm

**Carried**

**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 26 August 2013 at Inglewood commencing at 3.30pm.

There being no further business the meeting was closed at 5.49pm.

Confirmed this.....day of..... 2013

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