

LODDON SHIRE COUNCIL
LODDON SHIRE COUNCIL - MINUTES OF THE ORDINARY MEETING HELD IN THE NEWBRIDGE HALL,
NEWBRIDGE – MONDAY 24 JUNE 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 Ian McLauchlan, Director Operations
Mrs Jude Holt, Director Corporate Services
Mr Bryan McEwan, Director Economy and Community
Mrs Wendy Gladman, Director Community Wellbeing

ORDER OF BUSINESS

1. APOLOGIES	3
2. PREVIOUS MINUTES	3
2.1 CONFIRMATION OF MINUTES	3
2.2 REVIEW OF ACTION SHEET	3
3. INWARDS CORRESPONDENCE.....	5
4. COUNCILLORS' REPORTS	6
4.1 MAYORAL REPORT	6
4.2 COUNCILLORS' REPORT	8
5. CHIEF EXECUTIVE OFFICER'S REPORT	13
5.1 DOCUMENTS FOR SIGNING AND SEALING.....	13
5.2 ADOPTION OF COUNCIL PLAN 2013-2017	14
5.3 COMMUNITY SATISFACTION SURVEY 2013	16
6. DIRECTOR CORPORATE SERVICES' REPORTS	18
6.1 FINANCE REPORT FOR THE PERIOD ENDING 31 MAY 2013.....	18
6.2 MAY 2013 AUDIT COMMITTEE MEETING	20
6.3 ACTIVITIES IN RECORDS AND ARCHIVES PROGRAM	23
6.4 PROVISION FOR DOUBTFUL DEBTS.....	28
6.5 REVIEW OF SECTION 86 COMMITTEES OF MANAGEMENT DELEGATIONS – BOORT RESOURCE AND INFORMATION CENTRE COMMITTEE OF MANAGEMENT, INGLEWOOD LIONS COMMUNITY ELDERLY PERSONS UNITS COMMITTEE OF MANAGEMENT, INGLEWOOD RIDING CLUB COMMITTEE OF MANAGEMENT, WEDDERBURN COMMUNITY CENTRE COMMITTEE OF MANAGEMENT, WEDDERBURN ENGINE PARK COMMITTEE OF MANAGEMENT AND WEDDERUBRN TOURISM COMMITTEE OF MANAGEMENT	30
6.6 SECTION 86 COMMITTEES OF MANAGEMENT COMMITTEE MEMBERSHIP – BOORT RESOURCE AND INFORMATION CENTRE, INGLEWOOD LIONS COMMUNITY ELDERLY PERSONS UNITS, INGLEWOOD RIDING CLUB, WEDDERBURN COMMUNITY CENTRE, AND WEDDERBURN ENGINE PARK COMMITTEES OF MANAGEMENT	33
6.7 ADOPTION OF 2013/14 DRAFT BUDGET	36
6.8 SUPPLEMENTARY VALUATIONS REPORT	38
6.9 LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK - FINANCIAL PERFORMANCE INDICATORS.....	40

7.	DIRECTOR OPERATIONS' REPORTS	49
7.1	PLANNING APPLICATIONS CURRENTLY BEING PROCESSED	49
7.2	2013-2014 ANNUAL INFRASTRUCTURE PROGRAM	51
7.3	WITHDRAWAL OF PROJECTS FROM THE 2012-2013 APPROVED ANNUAL INFRASTRUCTURE PROGRAM.....	54
7.4	LODDON SHIRE COUNCIL EVENT SPONSORSHIP APPLICATIONS – FOR EVENTS 1 JULY 2013 – 31 DECEMBER 2013	56
7.5	ESTIMATED COST OPTIONS TO SEAL THE FLANK ON GODFREY STREET BOORT	59
7.6	DOMESTIC ANIMAL MANAGEMENT PLAN.....	61
7.7	ROAD MANAGEMENT PLAN REVIEW REPORT	63
7.8	2013-2014 LODDON SHIRE COMMUNITY GRANTS SCHEME	65
7.9	MATES MENTORING PROGRAM REQUEST FOR FUNDING ASSISTANCE	68
8.	DIRECTOR ECONOMY AND COMMUNITY REPORTS	72
8.1	WEDDERBURN HOUSING ESTATE SALE CONDITIONS	72
8.2	AGRIFOOD SKILLS AUSTRALIA NATIONAL REGIONAL INITIATIVE - REGIONAL STEERING GROUP	74
8.3	LODDON POWERCOR EXCELLENCE AWARDS 2013	77
9.	DIRECTOR COMMUNITY WELLBEING REPORTS	79
9.1	OUTCOME OF COMMUNITY CARE COMMON STANDARDS QUALITY REVIEW – HOME & COMMUNITY CARE PROGRAM.....	79
10.	GENERAL BUSINESS	82

1. APOLOGIES

Nil

2. PREVIOUS MINUTES

2.1 CONFIRMATION OF MINUTES

SUMMARY

Approval of the Forum Minutes of 27 May 2013.

Approval of Ordinary Minutes of 27 May 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 27 May 2013*
2. *the minutes of the Ordinary Council Meeting of 27 May 2013*

MOTION

Moved: Cr Holt

Seconded: Cr McKinnon

That Council confirm:

1. the minutes of the Council Forum of 27 May 2013
2. the minutes of the Ordinary Council Meeting of 27 May 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 Condliffe

Seconded: Cr Beattie

That Council receive and note the Action Sheet.

Carried

UNCONFIRMED

3. INWARDS CORRESPONDENCE

Nil

UNCONFIRMED

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

12/6/13: Annual Meeting held at Barham

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

DATE	Activity
30/5/13	Attended Loddon Powercor Excellence Awards at Eddington
3/6/13	Attended meeting in Echuca with RAMROC executive
4/6/13	Attended Budget discussion for Local Government meeting in Melbourne with Minister Jeanette Powell
5/6/13	Attended MRGC dinner at Echuca
6/6/13	Attended MRGC meeting at Echuca with J McLinden and L Habner
7/6/13	Attended MAV Emergency Management meeting in Melbourne
14/6/13	MRGC met with Minister Ryan Smith's advisers to discuss waste management along the Murray River

14/6/13	Chaired the public meeting at Laanecoorie to discuss camping at Laanecoorie Loddon River Recreation Reserve
16/6/13	Attended the welcome function of the ALGA conference
16/6/13	Attended dinner at Parliament House hosted by Minister Albanese, for Council Mayors and Presidents
17/6/13	Attended ALGA conference along with Cr Holt, Mr McLinden, and Ms Habner
17/6/13	Led delegation of MRGC along with RAMROC to meet with politicians and advisers to discuss progress and developments on the MDB Plan and future
17/6/13	Attended ALGA conference dinner
18/6/13	Attended ALGA conference
18/6/13	Led MRGC delegation to meet with Catherine King, Minister for Regional Services to discuss future funding for MDB affected communities
18/6/13	Attended the ALGA dinner at the Great Hall in Parliament House
20/6/13	Attended meeting in Maryborough of authors of the Integrated Fire Management Plan
21/6/13	Attended the launch of e-learning Program at Wedderburn Community House
24/6/13	Attended June Loddon Shire Council meeting at Newbridge Hall
21/6/13	Attended Inglewood Lions Club President Changeover dinner

MOTION

Moved: Cr Condliffe

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

Calder Highway Improvement Committee	
Section 86 Committees: 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	
19/6/13: Inglewood Sports Centre	
Australia Day Committee	
Loddon Youth Committee	
Healthy Minds Network	
19/6/13: Healthy Minds Meeting at Tarnagulla	
Other Council Activities	
DATE	Activity
28/5/13	Inglewood and District Bendigo Bank meeting Inglewood
29/5/13	TAC meeting Dingee along with Cr Cheryl McKinnon
30/5/13	Loddon Shire Tourism meeting Eddington – excellent night
11/6/13	Inglewood Resource Centre meeting

12/6/13	Rural Financial Counselling meeting Bendigo
18/6/13	Women's Health meeting Bendigo
21/6/13	Inglewood Lions Club Changeover dinner
22/6/13	Inglewood and Districts Community Bank Dinner send off for Jon Champion
24/6/13	Council meeting Newbridge

Cr McKinnon

North Central Goldfields Regional Library	
29/5/13: Special meeting to adopt the budget	
13/6/13: Special meeting re CEO temporary replacement	
Section 86 Committees: 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	
11/6/13: Pyramid Hill Memorial Hall meeting	
Nature Tourism Advisory Team	
3/6/13: Met in Inglewood, Paul Haw reported an increase in interest in indigenous sites. Looking at creating an educational component to increase tourism opportunities.	
Other Council Activities	
DATE	Activity
28/5/13	Loddon Mallee Transformative Towns Toolkit – roadtest workshop with Tim Jenkyn in Wycheproof. McKinna consultants have produced a “toolkit” identifying the key drivers of change and ways to support towns through transition
29/5/13	TAC meeting in Dingee – interim Board has been installed and is undergoing governance training
30/5/13	Loddon Shire Excellence Awards at Eddington – the evening was a credit to all involved. Need to encourage more nominations
8/6/13	Attended funding announcements by Peter Walsh at Pyramid Hill Historical Society and Calivil Netball Courts
11/6/13	Pyramid Hill Historical Society AGM – took the chair for election of office bearers
	Pyramid Hill Memorial Hall Committee meeting

12/6/13	Final meeting of Operation Next Gen Advisory Committee in Boort. The project has produced different outcomes in each of the 3 target towns, and Kerry Anderson is now looking at ways to share the learnings with other communities
12/6/13	Around the Table project with NDCH – final meeting. Identifies the health and wellbeing issues of women in Pyramid Hill and Boort, and offers solutions and strategies – a very useful document – a copy will be sent to Wendy Gladman
19/6/13	Pyramid Hill Neighbourhood House meeting
	Pyramid Hill Progress Association meeting
20/6/13	Yarrawalla Community Centre AGM – took the chair for election of office bearers
24/6/13	Council meeting in Newbridge

Cr Beattie

Murray Darling Association	
Rail Freight Alliance	
Section 86 Committees: 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	
Recreation Strategy Implementation Steering Committee	
Other Council Activities	
DATE	Activity
30/5/13	Loddon Powercor Awards Eddington
3/6/13	Attended Boort Development Committee
8/6/13	Attended Sports Day at Boort Park where MP Peter Walsh announced \$200k

	towards \$400K redevelopment of facilities
13/6/13	Attended Boort Lake management meeting
19/6/13	Attended Community Plan meeting with Tim Jenkyn and community members
21/6/13	Presented Shane Crawford with \$1000 cheque from Loddon Shire towards his fund raising ride to Perth
24/6/13	Council meeting at Newbridge

Cr Holt

Municipal Association of Victoria	
16/5/13: Attended MAV State Council meeting. A successful motion of significance to Loddon was to alter valuations of properties from every 2 years to 4 years.	
Section 86 Committees: Donaldson Park Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Engine Park Committee of Management, Wedderburn Mechanics Institute Hall Committee of Management, Wedderburn Tourism Inc.	
Audit Committee	
Other Council Activities	
DATE	Activity
28/5/13	Attended Wedderburn Community Centre Committee meeting
30/5/13	Attended Loddon Shire Awards night at Eddington
31/5/13	Attended Wedderburn Community House Board meeting
1/6/13	Attended Wedderburn vs Birchip winter sports day at Birchip
3/6/13	Attended tri-annual meeting of Logan Recreation Reserve Committee meeting
7/6/13	Attended at the invitation of the Wedderburn Liberal Party Branch to put the Council supported view that there be a "Yes" vote at the 14 September referendum on the Constitutional Recognition of financial support from the national government to local government
8/6/13	Attended Wedderburn v Charlton winter sports program at Wedderburn
15/6/13	Attended the Wedderburn v St Arnaud winter sports day at St Arnaud

16-19/6/13	Attended the National General Assembly of local government in Canberra. The key focus of the assembly this year was the constitutional recognition of local government. A key vote at the Assembly was to replace the current Regional Development Australia Committee network with Area Consultative Committees as previously in place.
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MOTION

Moved: Cr Beattie

Seconded: Cr Condliffe

That Council receive and note the Councillors' Report.

Carried

UNCONFIRMED

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 284 Bridgewater Bowling Club Clubroom Upgrade between Loddon Shire Council and BP and RM Carboon Pty Ltd

Contract 286 Construction of civil works at the Bridgewater Caravan Park between Loddon Shire Council and Global Contracting Pty Ltd

Contract 288 Construction of an extension to and alterations to the Wedderburn Community Centre, Wedderburn, between Loddon Shire Council and BP and RM Carboon P/L

Instrument of Delegation – Inglewood Town Hall Committee of Management

MOTION

Moved: Cr Holt

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 ADOPTION OF COUNCIL PLAN 2013-2017

SUMMARY

Report is seeking approval of the 2013-2017 Council Plan, as amended following the public comment period.

Author: John McLinden - Chief Executive Officer

File No: 02/02/003

Attachment: Submission from the North Central Local Learning and Employment Network
Draft Loddon Shire Council Plan 2013-2017 with highlighted amendments

RECOMMENDATION

That Council:

1. *Thank the North Central Local Learning and Employment Network for its submission*
2. *Amend the draft Council Plan in accordance with the proposals supported by this report*
3. *Adopt the Loddon Shire Council Plan 2013-2017 as amended*
4. *Forward a copy of the approved Council Plan to the Minister for Local Government*

PREVIOUS COUNCIL DISCUSSION

The 13 May 2013 Special Council Meeting considered the draft plan and resolved to advertise it for public comment.

BACKGROUND

The *Local Government Act 1989* requires that each council must, by the 30 June immediately following a general election, prepare a four year council plan.

Council considered a draft plan at its Special Council Meeting of 13 May, and at that meeting, resolved:

That the Loddon Shire Council Plan 2013- 2017 (as attached) is placed on public exhibition and that advertisements are placed in local papers inviting submissions on this plan pursuant to section 223 of the Local Government Act until Wednesday 12 June 2013.

The draft plan was placed on public display in accordance with section 223 of the *Local Government Act 1989* from 15 May to 12 June.

ISSUES/DISCUSSION

At the conclusion of the public submission period, Council received one submission. This submission was from the North Central Local Learning and Employment Network (NCLLEN), and a copy of the submission is attached.

The submission makes the following points:

- At section 2.2.2 it is suggested that greater clarity be provided by describing just what the lost opportunity is.

This proposal is supported, and the wording has been changed to clarify that the lost opportunity is "the disconnect of some families".

- The submission provides support for the term "a community of communities".

Noted.

- The submission notes that Council's current Youth Strategy expires at the end of 2013, and suggests that the review of the strategy be one of the key projects in Strategic Platform 7.

Supported.

- The submission also suggests a mention of the commitment to supporting mentoring programs in partnership with schools and the NCLLEN.

Supported.

The key projects in Strategic Platform 7 have been amended to include the two items noted above.

- The submission suggests that the draft Municipal Public Health Plan be referred to as a supporting document throughout the Council Plan as appropriate.

Not supported – this Municipal Public Health Plan is in draft and has not been adopted by Council.

COSTS/BENEFITS

Benefits in preparing a carefully drafted Council Plan are realised throughout the life of the plan. The plan will provide strategic direction for Council over the next four years and will ensure that the investment of Council's scarce resources is optimised.

RISK ANALYSIS

The Council Plan is the core document for Council activities over the next four years. Completion of the plan is a basic obligation prescribed to councils under the *Local Government Act 1989*.

CONSULTATION AND ENGAGEMENT

Consultation with community members was conducted during the development of the plan, and the draft plan was exhibited in accordance with section 223 of the *Local Government Act 1989*.

MOTION

Moved: Cr Holt

Seconded: Cr Condliffe

That Council:

1. Thank the North Central Local Learning and Employment Network for its submission
2. Amend the draft Council Plan in accordance with the proposals supported by this report
3. Adopt the Loddon Shire Council Plan 2013-2017 as amended
4. Forward a copy of the approved Council Plan to the Minister for Local Government

Carried

5.3 COMMUNITY SATISFACTION SURVEY 2013

SUMMARY

Report outlines results of the 2013 Loddon Shire Community Satisfaction Survey.

Author: John McLinden - Chief Executive Officer

File No: 08/09/001

Attachment: Community Satisfaction Survey Loddon Shire Council 2013

RECOMMENDATION

That Council:

1. *receive and note the community satisfaction survey report 2013*
2. *post this report on its website for community access.*

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

The state government, through the Department of Planning and Community Development on behalf of Victorian councils, conducts an annual community satisfaction survey.

The survey is conducted by phone and attempts to reach 450 households in each municipality. The results of the Loddon Shire survey have recently been released and are reported below.

ISSUES/DISCUSSION

In 2013 Loddon Shire Council recorded an overall performance index score of 68, which is an increase of one point from the score obtained in 2012. The result is significantly higher than both the statewide average of 60 and the average index score for small rural shires of 59.

The survey has a series of core measures. These are:

- Community Consultation and Engagement, which received a score of 62, unchanged from 2012
- Advocacy, which received a score of 60 which was down three points on last year
- Customer Service received a score of 72 which is down three points on last year
- the overall direction of Council received a score of 55 which is down one point since last year

In each of the core measures, Council's performance was higher than the statewide average and the small rural shires average, and for Consultation and Engagement and for Advocacy, Council's score was significantly higher than the statewide and small rural councils groups.

It is interesting to note that Council's overall performance was rated highest amongst women aged 50 and over and was rated lowest amongst men aged 50 and over.

Key findings and recommendations

One of the important benefits of analysing the data contained within this survey is to provide Council with an understanding of those services that are most important to its community and to then understand our community's view on Council's performance in relation to these. Council can improve its overall service to the community by looking at those service areas which rate highly on the importance scale and lower on the performance scale.

One of the key findings and recommendations is that the Loddon Shire should pay particular attention to service areas where importance exceeds performance by ten points or more. These include maintenance of unsealed roads, the condition of local streets and footpaths, our efforts in informing the community, community consultation and engagement, and lobbying on behalf of the community.

A full copy of the report is attached for councillors' information. This report provides a rich source of data to assist Council in understanding the attitudes of its community towards the services that council provides. It is worth noting that Council's performance in elderly support services continues to rate very high with a weighted score of 75, whilst Council's maintenance of unsealed roads continues to rate low with an index score of 54. This is a trend that has been observed since the survey first began approximately 12 years ago.

COSTS/BENEFITS

Not applicable

RISK ANALYSIS

Not applicable

CONSULTATION AND ENGAGEMENT

Nil

MOTION

Moved: Cr Beattie

Seconded: Cr Condliffe

That Council:

1. receive and note the community satisfaction survey report 2013
2. post this report on its website for community access.

Carried

6. DIRECTOR CORPORATE SERVICES' REPORTS

6.1 FINANCE REPORT FOR THE PERIOD ENDING 31 MAY 2013

SUMMARY

This report provides Council with financial information for the period ending 31 May 2013.

Author: James Rendell - Manager Financial Services

File No: 8/06/001

Attachment: 6.1

RECOMMENDATION

That Council:

1. *Receives and notes the "Finance Report for the period ending 31 May 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 31 May 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 2012/2013 Budget, and includes operating results, capital expenditure and funding sources. It also provides a focus report.

ISSUES/DISCUSSION

Nil

COSTS/BENEFITS

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

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

RISK ANALYSIS

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

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

CONSULTATION AND ENGAGEMENT

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

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

MOTION

Moved: Cr Condliffe

Seconded: Cr McKinnon

That Council:

1. Receives and notes the "Finance Report for the period ending 31 May 2013"
2. Approves budget revisions included in the report for internal reporting purposes only.

Carried

UNCONFIRMED

6.2 MAY 2013 AUDIT COMMITTEE MEETING

SUMMARY

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

Author: Jude Holt – Director Corporate Services

File No: 06/02/003

Attachment: 6.2a Audit Report - Review of Section 86 Committees
6.2b Results of performance survey
6.2c Audit Committee Charter
6.2d Audit program
6.2e Victorian Auditor-General's Audit Strategy for the year ended 30 June 2013

RECOMMENDATION

That Council:

1. *receives and notes the:*
 - a. *May 2013 Audit Committee Meeting Report*
 - b. *Results of the performance survey*
 - c. *Audit program*
 - d. *Victorian Auditor-General's Audit Strategy for the year ended 30 June 2013*
2. *endorses the performance improvement recommendations documented in the Audit Report – Review of Section 86 Committees.*
3. *approves the Audit Committee Charter.*

PREVIOUS COUNCIL DISCUSSION

Council was provided with a summary of the February 2013 Audit Committee Meeting at the Ordinary Meeting held on 25 February 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

Agenda items for the May 2013 Audit Committee meeting were:

- The election of Chair. Mr Ken Belfrage was the only nomination, and after accepting the nomination, was elected as Chair. The Council endorsed that recommendation at the Ordinary Meeting held on 27 May 2013.
- The audit report for the review of section 86 committees
- The results of the annual performance survey undertaken by committee members.
- The Audit Committee Charter for review. There were no changes recommended.
- The current audit program for review. There were no changes recommended.
- An overview of the 2013/2014 budget.
- An overview of the Victorian Auditor-General's audit strategy for the year ended 30 June 2013.
- A presentation of the current status of actions from the town planning advice review by the Manager Planning and Local Laws.

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 30 outstanding actions to be completed, with 14 added to the list from the Review of IT Security, and 8 completed during the period.

The next audit review will be section knowledge management and compliance framework, and the results will be provided to the committee at the 19 August 2013 meeting.

This meeting will coincide with the external auditors undertaking the end of financial year audit, which will provide the opportunity for the external auditor to brief the committee on the audit, and attend a meeting without officers present, in accordance with Clause 2.3(e) of the Charter.

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

MOTION

Moved: Cr McKinnon

Seconded: Cr Beattie

That Council:

1. receives and notes the:
 - a. May 2013 Audit Committee Meeting Report
 - b. Results of the performance survey
 - c. Audit Committee Charter
 - d. Audit program
 - e. Victorian Auditor-General's Audit Strategy for the year ended 30 June 2013
2. endorses the performance improvement recommendations documented in the Audit Report – Review of Section 86 Committees.

Carried

UNCONFIRMED

6.3 ACTIVITIES IN RECORDS AND ARCHIVES PROGRAM

SUMMARY

This report informs Council about activities within the Records and Archives program.

Author: Lisa Poulier, Manager Records & Archives

File No: 05/01/001

Attachment: Nil

RECOMMENDATION

That Council receives and note the 'Activities in Records and Archives' report.

PREVIOUS COUNCIL DISCUSSION

Council is provided with reports on activities within Records and Archives on an ad-hoc basis. The last report to Council was on 27 June 2011, however regular reports have been made to Audit Committee after this period.

BACKGROUND

This report provides an overview of archival and records work undertaken since June 2011.

ISSUES/DISCUSSION

Transfer of Permanent archival records to Public Record Office Victoria

The Shire of East Loddon Council Minutes were transferred to Public Record Office Victorian (PROV) in May 2013, this being the third such transfer that has taken place. This means that the following groups (or series) or records are now located at North Melbourne:

East Loddon Rate Books	(1864-1953)	VPRS 16552 / P0001
East Loddon Rate Cards	(1954-1985)	VPRS 16553 / P0001
East Loddon Minute Books	(1870-1961)	VPRS 16928 / P0001
East Loddon Minute Books	(1961-1992)	VPRS 16928 / P0002
Indexes to East Loddon Minute Books	(1870-1946)	VRPS 16986 / P0001
Indexes to East Loddon Minute Books	(1974-1977)	VRPS 16986 / P0002
Indexes to East Loddon Minute Books	(1968-1993)	VRPS 16986 / P0003
Indexes to East Loddon Minute Books	(1959-1961)	VRPS 16986 / P0004
Indexes to East Loddon Minute Books	(1934-1949)	VRPS 16986 / P0005
East Loddon List of File Classification and Subject Headings Index, Multiple Number System	(c.1970-1994)	VRPS 16987 / P0001
Korong Rate Books	(1867-1938)	VPRS 16554 / P0001

Transfer of records into secondary storage

Council records are continually being transferred into storage when no longer active. Following the processing of backlog records held in shipping containers and outstanding transfers from previous years continuing, the current statistics are as follows:

2007: 4 transfers – 7 boxes and 37 historical volumes
 2008: 29 transfers – 343 boxes and 20 historical volumes
 2009: 44 transfers – 230 boxes and 92 maps
 2010: 74 transfers – 329 boxes and 85 volumes
 2011: 54 transfers – 203 boxes

2012: 61 transfers – 223 boxes and 6 volumes and 4 albums

2013: 10 transfers – 53 boxes (to 31/05/2013)

There are a number of outstanding transfers to be completed – two from 2010, one from 2012 and currently two for 2013.

Annual destruction

Records disposal is authorised by the Public Record Office Victoria under a number of records disposal authorities: Common Administrative records, Local Government records and Aged Care records.

The common administrative records cover records common across government such as finance, human resources and payroll, whereas the local government authority covers records unique to functions of local government such as animals, local laws, building and planning, roads and works.

The 2011 annual destruction of records took place on 7 March 2012, with the destruction of 11.25 metres of local government records and 54.4 metres of common administrative records.

The 2012 annual destruction of records took place on 31 March 2013, with the destruction of 3.65 metres of local government records and 40.3 metres of common administrative records.

Backlog of archival records in shipping containers

The first shipping container located at the Wedderburn Depot has almost been completely emptied apart from around half a dozen large boxes which will be relocated into one of the two other containers for storage once the July annual destruction takes place.

The second shipping container now contains backlog records from the previous shires and a limited amount of material from Operations and the Works department. The third smaller shipping container now contains financial records waiting for disposal and a range of rate cards and planning and building material.

It is anticipated that given current resources, it will take another 3-5 years to process the material, however all the permanent records and 19th century material has now been relocated to the compactus underneath the Wedderburn office.

Retrieval of records from secondary storage

The Records and Archives Unit maintains a register of retrieval of records from storage and details of who has accessed the record and when it has been accessed. The majority of retrievals are for financial or human resources records for checking or auditing purposes.

2008: 5 retrievals

2009: 15 retrievals

2010: 12 retrievals

2011: 62 retrievals

2012: 19 retrievals

2013: 6 retrievals (to 31/05/2013)

Research Requests

The number of research requests from individuals or organisations has rapidly increased over the last few years, particularly from the local historical societies within the Shire. East Loddon & District Historical Society made one request in 2008 and three in 2011 and 2012; Pyramid Hill Historical Society made one request in 2009; Boort Historical Society made one request in 2011, 2012 and 2013; Inglewood Historical Society made one request in 2011, two in 2012 and one in 2013; Korong Historical Society has made two requests in 2013, and Tarnagulla Historical Society has made one request in 2013.

The overall number of research requests and general enquiries is as follows:

2007: 3 requests

2008: 4 requests

2009: 9 requests

2010: 8 requests

2011: 36 requests

2012: 38 requests

2013: 20 requests (to 31/05/2013)

Information requests include cataloguing and conservation assistance (mainly from the historical societies), plans of Jarklin Hall for location of pipes, requests of photo of ancestors who served on Council - Donald Craig Laird (East Loddon councillor), Cr Redwood (Korong) and Cr Kelly, information regarding Daniel Sullivan (veteran of American Civil War residing in Wedderburn), Commercial Hotel (Boort), Inglewood Cemetery, Garibaldi Mine, Wedderburn Mechanics Institute, information on Yarrawalla, Emu Township, Borung, Waanyarra, Rudkins Reserve, Baron von Mueller, Serpentine's first official air race and the cordial factory in Bridgewater and Boort in the 1880s.

Family information requested includes the Simms family 1890s (Inglewood & Lake Marmal), Bryant family 1890s (Mitiamo), Letts family 1950's (Boort & Mt Korong), Johnson family (Janiember), Richards family (Yallook & Kinypaniel), Alexander Adam 1920s (Powlett Plains/Kurting), James Paul Thomson and Catherine Houston Boyd family 1850s and 1860s (Wedderburn), Robert Henry Enoch Barrah 1860s, Fisher family 1890s (Boort) and Brigadier Sir Lindsay Tasman Ride.

Microfilming and Digitisation Update

The 2011 Council report advised that microfilming and digitisation of the East Loddon Rate Books and Cards from 1865-1985, Gordon Rate Books 1926-1961 and Korong Rate Books 1867-1938 had been completed.

Since that period the East Loddon Minute Books and Indices (1870-1992) and the Korong Minute Books (1865-1994) have also been microfilmed and digitised. A number of volumes of the Korong Minute Books were treated by professional conservators at the Centre for Cultural Materials Conservation (CCMC) to enable this work to be completed. The East Loddon Soldiers Medals and Memorials Register was digitised as was the Korong Heritage Study and the Bet Bet Heritage Study. The Central Goldfields Shire loaned Council the original text of the Bet Bet Study, and the Dunolly Museum loaned Council the original photographs. Both of these organisations will receive an electronic copy of the study upon its final completion.

There are a number of 19th and 20th century Councillor photographs that are currently having conservation work done before they are digitised, and next financial year will see the full restoration of the magnificent 1880s illuminated address to Councillor Coutts framed with original photographs of the Councillors of the period.

Municipal Association of Victoria Step Records Management Program update

Since 2009 Council has been participating in the MAV's Step Records Management Program as a means to improving recordkeeping practices and assisting Council in becoming more compliant with legislative requirements. Council is audited across 17 elements such as policy, strategy, capability, managing compliance and risk, security management, disposal, business process management, capturing electronic records, storing and preserving digital records, delivering services etc.

There have been three audits of Loddon, the first two on 30 November 2009 and 7 June 2010 and the third on 5 October 2011. The next assessment is due on 28 August 2013.

Council's median scores for the first three audits were 1.71, 1.76 and 1.41 (the reduction in score may be due to a new consultancy firm taking over the project for the MAV) on a level of 1 to 5, where 1 is ad-hoc and compliance is measured at level 5 being optimised. The majority of councils are currently rated between 1 and 3, with most regional councils being rated at level 1.

Regular reports on progress have been made to the Audit Committee, although the committee has requested no further reports until Council has implemented a new enterprise content management system (electronic records management system). Records staff have also attended regular training workshops organised by the MAV through this program.

Sir Rupert Hamer Records Management Awards

The awards recognise excellence and innovation in records management within the Victorian Public Sector, and seek to highlight the importance of good recordkeeping in ensuring the effective accountability of governments and the efficient operation of public administration in the state of Victoria.

Loddon Shire Council nominated a project for the Community Archives Category – preservation of records of significance to the local community and the state. The project which was entitled “*Digitisation of the East Loddon ‘Soldiers Medals and Memorials Register 1915-1920’*” enabled accessible research by the East Loddon Historical Society for the Great War Centenary.”

On Thursday 16 May 2013 the Manager, Archives and Records, Lisa Poulier and the Director, Corporate Services, Jude Holt attended the 2012 Sir Rupert Hamer Records Management Awards. Two representatives from East Loddon Historical Society were also in attendance – Robert and Pam Plant. Loddon Shire Council was the successful recipient of the award and a presentation was made by the Director and Keeper of Public Records, Justine Heazlewood.



L-R: Lisa Poulier, Justine Heazlewood, Jude Holt.



L-R: Jude Holt, Lisa Poulier, Robert Plant, Justine Heazlewood & Pam Plant.

Enterprise Content Management System update

Council will begin preparations for the purchase of a new enterprise content management system over the 2013/2014 financial year. It is anticipated that Council will build on the work developed during the joint tender with other councils conducted in 2010. That initial project was put on hold after the flood.

COSTS/BENEFITS

The ongoing benefit of Council’s active records and archive program is a system of orderly records that can be easily retrieved when required.

A noticeable benefit is the reduction in backlog records that are yet to be processed. This program is continuing and will remain in place until all backlog records have been assessed, logged, transferred to Public Records Office Victoria, or destroyed in line with Council’s annual destruction program.

RISK ANALYSIS

Council’s active records and archives program is undertaken in line with the Public Records Act 1973, and adds to Council’s compliance with the Act.

CONSULTATION AND ENGAGEMENT

Most communication about the records and archives program is internal, ensuring that staff are undertaking records management activities in line with the Act and internal procedures.

External communication is with individuals and groups who contact Council for information, particularly historic information about former Councils and residents.

MOTION

Moved: Cr Condliffe

Seconded: Cr Holt

That Council receives and note the 'Activities in Records and Archives' report.

Carried

UNCONFIRMED

6.4 PROVISION FOR DOUBTFUL DEBTS

SUMMARY

This report seeks Council's approval of a reduction to the Provision for Doubtful Debts.

Author: Duncan Campbell, Financial Accountant

File No: 06/02/005

Attachment: Nil

RECOMMENDATION

That Council approves the:

1. *write off of Bad Debts of \$575.30 against the Provision for Doubtful Debts,*
2. *reduction of the Provision for Doubtful Debts to \$13,387.75, and*
3. *return of the over provision of doubtful debts at 30 June 2013 to the 2012/2013 operating surplus.*

PREVIOUS COUNCIL DISCUSSION

The Provision for Doubtful Debts was determined to be \$20,000 in 2010/2011. In subsequent years the provision was partially applied to bad debts to the value of \$527.22, leaving a balance at the commencement of 2012/2013 of \$19,472.78.

BACKGROUND

The Management Letter from Council's external audit for 2011/2012 advised that the technique of evaluating Provision for Doubtful Debts was invalid, and that a valuation required a specific evaluation of each debtor and not a generic evaluation.

ISSUES/DISCUSSION

Finance staff have reviewed each debtor for Home and Community Care (HACC) Debtors, General Debtors, and Rates Debtors, and have come to the conclusions that:

1. Bad debts to the amounts of \$300.30 for HACC Debtors and \$275.00 for General Debtors totalling \$575.30 should be written off immediately
2. The Provision for Doubtful Debts should provide for \$553.70 in HACC debts, \$5,573.35 in General Debtors, and \$7,260.70 in Rates Debtors, being a total of \$13,387.75.

With regard to Bad debts, an analysis of HACC Debtors indicates that \$55.40 is owed from deceased estates, and persons owing \$144.90 cannot be located. The \$275.00 owing in General Debtors relates to a debtor who has not responded to solicitors letters, and which is not worth the cost of further pursuit.

In the matter of Rates debtors, if the particular properties are sold via Council's procedures for unpaid rates, the return may not be sufficient to eliminate the debt, and so a provision is required. These five properties are in the Terricks, and at Mincha, Borung and Korong Vale.

Council staff will continue to pursue debts for which the provision is made and expect the follow up will be successful. A provision of some \$5,000 is for one specific debtor who has reduced his debt significantly since incurring it, however, a conservative approach is warranted in that case.

COSTS/BENEFITS

Conversion of the non-required balance from the Provision for Doubtful Debts will benefit the Operating Surplus (not cash surplus) of Council by \$5,509.73 in the current year.

RISK ANALYSIS

There is a financial risk associated with carrying any and all debtors; however, Council manages that risk by:

- ensuring that a proactive approach is taken to debt recovery
- applying Section 181 of the Local Government Act 1989 for Rates Debtors, which allows for the sale of a property where more than three years rates are outstanding, and there is no arrangement for payment of the debt in place.

CONSULTATION AND ENGAGEMENT

Consultation in relation to outstanding debt is with the debtor. Monthly statements are provided to General Debtors and HACC Debtors reminding of the outstanding debt.

A formal process for collection of Rates Debtors has been in place for many years which has proven successful over time, with Council publishing a low percentage of rates outstanding annually.

MOTION

Moved: Cr McKinnon

Seconded: Cr Condliffe

That Council approves the:

1. write off of Bad Debts of \$575.30 against the Provision for Doubtful Debts,
2. reduction of the Provision for Doubtful Debts to \$13,387.75, and
3. return of the over provision of doubtful debts at 30 June 2013 to the 2012/2013 operating surplus.

Carried

6.5 REVIEW OF SECTION 86 COMMITTEES OF MANAGEMENT DELEGATIONS – BOORT RESOURCE AND INFORMATION CENTRE COMMITTEE OF MANAGEMENT, INGLEWOOD LIONS COMMUNITY ELDERLY PERSONS UNITS COMMITTEE OF MANAGEMENT, INGLEWOOD RIDING CLUB COMMITTEE OF MANAGEMENT, WEDDERBURN COMMUNITY CENTRE COMMITTEE OF MANAGEMENT, WEDDERBURN ENGINE PARK COMMITTEE OF MANAGEMENT AND WEDDERUBRN TOURISM COMMITTEE OF MANAGEMENT

SUMMARY

This report seeks Council's approval of the Instruments of Delegation for the Boort Resource and Information Centre Committee of Management, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Riding Club Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Engine Park Committee of Management and Wedderburn Tourism Committee of Management.

Author: Jude Holt –Director Corporate Services

File No: 02/01/011, 02/01/043, 02/01/049, 02/01/036, 02/01/048 and 02/01/040

Attachment: 6.5(a) Boort Resource and Information Centre Committee of Management
 6.5(b) Inglewood Lions Community Elderly Persons Units Committee of Management
 6.5(c) Inglewood Riding Club Committee of Management
 6.5(d) Wedderburn Community Centre Committee of Management
 6.5(e) Wedderburn Engine Park Committee of Management
 6.5(f) Wedderburn Tourism Committee of Management.

RECOMMENDATION

That Council approves the Instruments of Delegation as presented for:

1. *Boort Resource and Information Centre Committee of Management*
2. *Inglewood Lions Community Elderly Persons Units Committee of Management*
3. *Inglewood Riding Club Committee of Management*
4. *Wedderburn Community Centre Committee of Management*
5. *Wedderburn Engine Park Committee of Management*
6. *Wedderburn Tourism Committee of Management.*

PREVIOUS COUNCIL DISCUSSION

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

BACKGROUND

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

Council had not reviewed committee delegations for some time, and late in 2010 a review commenced. After the flood event of January 2011 the project was put on hold, and recommenced in January 2012.

Since then a number of delegations have been reviewed, including the one presented with this report. However, as they were all reviewed prior to the 2012 general election (and in some cases very close to the general election), and the Act states that all delegations must be reviewed within 12 months after a

general election, they have been provided to committee's to reconfirm that their content is correct, and are now being presented to Council for approval.

ISSUES/DISCUSSION

The Instruments of Delegation for:

- Boort Resource and Information Centre Committee of Management,
- Inglewood Lions Community Elderly Persons Units Committee of Management,
- Inglewood Riding Club Committee of Management,
- Wedderburn Community Centre Committee of Management,
- Wedderburn Engine Park Committee of Management
- Wedderburn Tourism Committee of Management.

are presented with this report as Attachments 6.5(a), 6.5(b), 6.5(c), 6.5(d), 6.5(d), and 6.5(f).

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

COSTS/BENEFITS

There are a number of benefits of this project including:

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

RISK ANALYSIS

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

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

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

CONSULTATION AND ENGAGEMENT

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

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

MOTION

Moved: Cr Condliffe

Seconded: Cr Holt

That Council approves the Instruments of Delegation as presented for:

1. Boort Resource and Information Centre Committee of Management
2. Inglewood Lions Community Elderly Persons Units Committee of Management
3. Inglewood Riding Club Committee of Management
4. Wedderburn Community Centre Committee of Management
5. Wedderburn Engine Park Committee of Management
6. Wedderburn Tourism Committee of Management.

Carried

UNCONFIRMED

6.6 SECTION 86 COMMITTEES OF MANAGEMENT COMMITTEE MEMBERSHIP – BOORT RESOURCE AND INFORMATION CENTRE, INGLEWOOD LIONS COMMUNITY ELDERLY PERSONS UNITS, INGLEWOOD RIDING CLUB, WEDDERBURN COMMUNITY CENTRE, AND WEDDERBURN ENGINE PARK COMMITTEES OF MANAGEMENT

SUMMARY

This report seeks Council's appointment of members to the Boort Resource and Information Centre, Inglewood Lions Community Elderly Persons Units, Inglewood Riding Club, Wedderburn Community Centre, and Wedderburn Engine Park Section 86 committees of management

Author: Jude Holt –Director Corporate Services

File No: 02/01/011, 02/01/043, 02/01/049, 02/01/036, 02/01/048

Attachment: Nil

RECOMMENDATION

That Council appoints members to the Boort Resource and Information Centre, Inglewood Lions Community Elderly Persons Units, Inglewood Riding Club, Wedderburn Community Centre, and Wedderburn Engine Park Section 86 committees of management, effective immediately, as per the names provided in this report.

PREVIOUS COUNCIL DISCUSSION

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

BACKGROUND

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

Included in the amended delegations is Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

Members and Office Bearers of the Committee

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- *President, who shall be Chairperson of the Committee*
- *Secretary*
- *Treasurer.*

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

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

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

ISSUES/DISCUSSION

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

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

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

The committees of management for Boort Resource and Information Centre and Inglewood Riding Club are both community based committees, which have preferred representation of at least 6 community members. The following is a list of nominated representatives for each committee, both of which meet the minimum requirement:

Boort Resource & Information Centre	Inglewood Riding Club
Leah Toose	Lea Romey
Dianne Johnston	Leigh Howard
Naomi Malone	Anne Moodie
Raymond Stomann	Brie Williams
Karen Coutts	Carey Imms
Dot Boyle	Susan Roberts
Peter Eicher	
Meredith Thompson	

The Inglewood Lions Community Elderly Persons Units, Wedderburn Community Centre, and Wedderburn Engine Park are organisation based committees. The delegations ask for representatives from stakeholder organisations, and at least one community representative. The committees provided for approval are:

Inglewood Lions Community Elderly Persons Units

Name	Group represented
Robert Condliffe	Inglewood Lions Club
Carol Gibbons	Loddon Shire Council Community Services Department
Mike Parker	Inglewood & District Health Services
Brian Rodwell	Community Member

Wedderburn Community Centre

Name	Group represented
Mike Parker	Inglewood & District Health Services
Jude Raftis	Wedderburn Community House
Robyn Vella	Loddon Shire Council Tourism Department
Wendy Gladman	Loddon Shire Council Community Wellbeing Department
Deanne Wingfield	Community Member

Wedderburn Engine Park

Name	Group represented
Mick Crawford	Wedderburn Community House
Jude Raftis	Wedderburn Community House

Peter Norman	Wedderburn Historical Engines & Machinery Society
Peter Lockhart	Wedderburn Historical Engines & Machinery Society
Bruce Hargreaves	Community Representative

COSTS/BENEFITS

The benefit of this project is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

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

MOTION

Moved: Cr Beattie

Seconded: Cr Condliffe

That Council appoints members to the *Boort Resource and Information Centre, Inglewood Lions Community Elderly Persons Units, Inglewood Riding Club, Wedderburn Community Centre, and Wedderburn Engine Park* Section 86 committees of management, effective immediately, as per the names provided in this report.

Carried

6.7 ADOPTION OF 2013/14 DRAFT BUDGET

SUMMARY

This report seeks Council's approval of the 2013/2014 Budget.

Author: James Rendell Manager Financial Services

File No: 07/01/001

Attachment: Nil

RECOMMENDATION

That Council having advertised the Draft Budget and having received no submissions adopt the 2013/2014 Budget without amendment.

PREVIOUS COUNCIL DISCUSSION

Council was presented with the 2013/14 Draft Budget at a Council forum on 23 April 2013.

Council resolved to advertise the Draft Budget at a Special Council Meeting held on Monday 13 May 2013.

BACKGROUND

The 2013/14 Budget has been prepared in draft following discussions with Councillors and senior officers.

The final Draft Budget document was presented to a Special Council Meeting held on Monday 13 May 2013 at which Council resolved to advertise the Draft Budget.

Advertisements were placed in the Bendigo Advertiser and Loddon Times on Wednesday 15 May 2013 and again in the Bendigo Advertiser on Saturday 18 May 2013.

The Draft Budget was placed on display for 28 days from Wednesday 15 May 2013 until Tuesday 11 June 2013, in accordance with the requirements of Section 223 of the Local Government Act 1989 (the Act).

During this period copies of the Draft Budget were made available for public inspection at the Wedderburn and Serpentine Council Offices, at Post Offices, Neighbourhood Houses and Resource Centres across the municipality, and on Council's website.

ISSUES/DISCUSSION

As at close of the submissions period no submissions had been received it is recommended that Council adopt the Draft Budget 2013/14 without amendment.

COSTS/BENEFITS

Preparation of an annual budget ensures that Council has resourced service delivery for the community for the financial year.

All costs and incomes related to the financial year are included in the budget, and there is no additional cost in undertaking the advertising and adoption process.

RISK ANALYSIS

The financial risk associated with service delivery is eliminated by preparation of the annual budget which provides a short term financial plan for Council and its residents. It provides sufficient financial resources to enable Council to deliver services to the community, while providing the community with advanced notice of the level of service to be provided, which should manage community expectation.

There are legislative requirements that Council must manage in adopting the Budget, which include:

- Section 130 (3) of the Act states that Council must adopt the budget by 31 August each year
- Section 130 (4) of the Act Council states that Council must submit a copy of the budget to the Minister by 31 August each year.

Council endeavours to adopt the annual Budget by 30 June each year which provides sufficient time to satisfy the legislative requirements.

CONSULTATION AND ENGAGEMENT

Consultation has been provided in accordance with the requirements of Section 223 of the Act.

MOTION

Moved: Cr Condliffe

Seconded: Cr McKinnon

That Council having advertised the Draft Budget and having received no submissions adopt the 2013/2014 Budget without amendment.

Carried

UNCONFIRMED

6.8 SUPPLEMENTARY VALUATIONS REPORT

SUMMARY

This report provides Council with the Supplementary Valuations that have been undertaken since May 2013, and seeks approval to have them included in Council's Rate Book for the 2012/2013 rating year.

Author: Julie Ritchie – Revenue Collector

File No: 09/01/003

Attachment: Nil

RECOMMENDATION

That Council approves the Supplementary Valuations of rateable and non-rateable properties in respect of the 2012/2013 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non-Rateable Properties and Rate Book for 2012/2013.

PREVIOUS COUNCIL DISCUSSION

Council is provided with Supplementary Valuation Reports periodically.

BACKGROUND

Each year Council makes a number of additions, subtractions and alterations to the valuations contained in the annual rate book. These changes arise from various sources including:

- Splitting of parcels into new rateable assessments
- Development of vacant or unproductive land (urban and rural)
- Consolidation of separate rateable assessments into one assessment
- Additions and cancellations of Licences (Grazing and Water Frontages)
- VCAT Orders
- Demolition of Buildings.

The following table shows the number and type of changes to properties to June 2013 as a result of 73 supplementary valuations being processed:

Details	No	Site Value (\$)	CIV (\$)	NAV (\$)
Splits/Consolidations	61	185,700	167,000	8,350
Licences	8	-26,900	42,100	2,105
Improvements: Rural	1	0	57,000	2,850
Demolition of Buildings	2	0	-153,000	-8,070
VCAT Order	1	0	-1,600,000	-80,000
Total	73	\$158,800	-\$1,486,900	-\$74,765

This table shows the change of valuations in total:

Valuation Type	Valuation approved by Council May 2013	Supplementary Valuations	Current Valuation
Site Value	965,471,100	158,800	965,629,900
Capital Improved Value	1,558,268,400	-1,486,900	1,556,781,500

Net Annual Value	79,842,321	-74,765	79,767,556
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ISSUES/DISCUSSION

This year Council has had 2 ratepayers lodge an application with the Victorian Civil & Administrative Tribunal (VCAT) relating to the valuation of their properties. This option is available to ratepayers who, during the objection process, cannot come to a compromise with Council's contract Valuer.

One case has been resolved with Council receiving an order from VCAT to reduce the capital improved valuation of the property owned by Boundary Bend by \$1,600,000. This order takes effect from the beginning of the financial year and has reduced the rates payable by \$6,470.40.

The VCAT application for the second ratepayer is still ongoing, however, if successful, the reduction of the valuation will not be as significant as the previous case.

COSTS/BENEFITS

The benefit to Council is that an accurate representation of property valuations is reflected in Council's rating system.

RISK ANALYSIS

Council's risk exposure is increased if the rating system does not reflect the valuation changes associated with supplementary valuations as Council will not be aware of the changes, which can alter the rate revenue in the current year, and in future rating years.

CONSULTATION AND ENGAGEMENT

Consultation with ratepayers and authorities who act on behalf of ratepayers occurs when a change to a property is required or occurs by virtue of a sale.

MOTION

Moved: Cr Holt

Seconded: Cr Beattie

That Council approves the Supplementary Valuations of rateable and non-rateable properties in respect of the 2012/2013 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non-Rateable Properties and Rate Book for 2012/2013.

Carried

6.9 LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK - FINANCIAL PERFORMANCE INDICATORS

SUMMARY

This report provides Council with an introduction to the draft Local Government Performance Reporting Framework and Indicators, and provides comparative results of Council's financial performance indicators with other small rural local governments and Victorian local government's average results (excluding City of Melbourne). It also provides trends of Council's results over the past 5 years.

Author: James Rendell Manager Financial Services

File No: 06/01/001

Attachment: Nil

RECOMMENDATION

That Council receives and notes the 'Local Government Performance Reporting Framework - Financial Performance Indicators' report.

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

The Department of Planning and Community Development has launched a discussion paper "Draft Local Government Performance Reporting Framework & Indicators" (LGPRF). All Victorian councils are being advised that mandatory reporting of a suite of indicators will come into force on 1 July 2014, and will be audited in the results for year ending 30 June 2015 and yearly thereafter.

The draft report contains 76 service indicators representing 14 different service activities. It also provides 12 financial performance indicators, 12 sustainability indicators, and 26 governance and management indicators. It is expected that the listing of 76 service indicators will be shortened to some 50 indicators during the pilot program phase.

The staged program in respect of LGPRF is:

- | | | |
|-----------|-----------------------|--|
| • Stage 1 | Indicator development | Oct 2012 to June 2013 |
| • Stage 2 | Pilot program | July 2013 to June 2014 |
| • Stage 3 | Enabling legislation | Aug 2013 to Mar 2014 |
| • Stage 4 | Data collection | 1 July 2014 to June 2015 and yearly thereafter |
| • Stage 5 | Reporting | July to Sep 2015. |

ISSUES/DISCUSSION

This report is focussed on financial performance indicators only. The LGPRF has 12 indicators over 5 categories of:

- Operating position
- Liquidity
- Obligations
- Stability
- Efficiency.

The following shows Council in respect of the 12 indicators with a comparative to the small rural council (SRC's) average and the state (ALL) average (excluding City of Melbourne) over the last 4 years beginning financial year 2008/2009.

The comparative data has been sourced from information received from Strategy plus, a company that has been providing comparative financial information to Council over the last 5 years.

It is emphasised that Council's information shows significant volatility associated with the flood disaster impact in 2010/11 to 2011/12.

Charts

Category 1: Operating position

Ratio 1:

Operating Result

Measured by:

Underlying result/underlying revenue

Measures:

whether revenues exceed expenses

This excludes abnormal or non-recurrent revenues from the published surplus/(deficit), including capital income that is received yearly.

Expected band for this measure is: 0% to 5%.



Blue diamond trend line is Loddon, Brown square trend line is SRC's, Green triangle trend line is ALL)

Small rural councils (SRC) show an historic underlying deficit. For Council the 2010/11 and 2011/12 financial years are somewhat distorted by the impact of the floods as the revenue from the floods is abnormal in nature and generally for capital purposes, however significant operating expenditure was undertaken in both years and this has not been extracted out of the data.

It will be extremely difficult for Loddon, and most small rural and regional councils to be able to budget and achieve an underlying surplus due to the limited types of income available.

It is emphasised that Council budgets traditionally to protect its cash base and that does not budget or achieve a cash deficit.

Category 2: Liquidity

Ratio 2:

Working capital

Measured by:

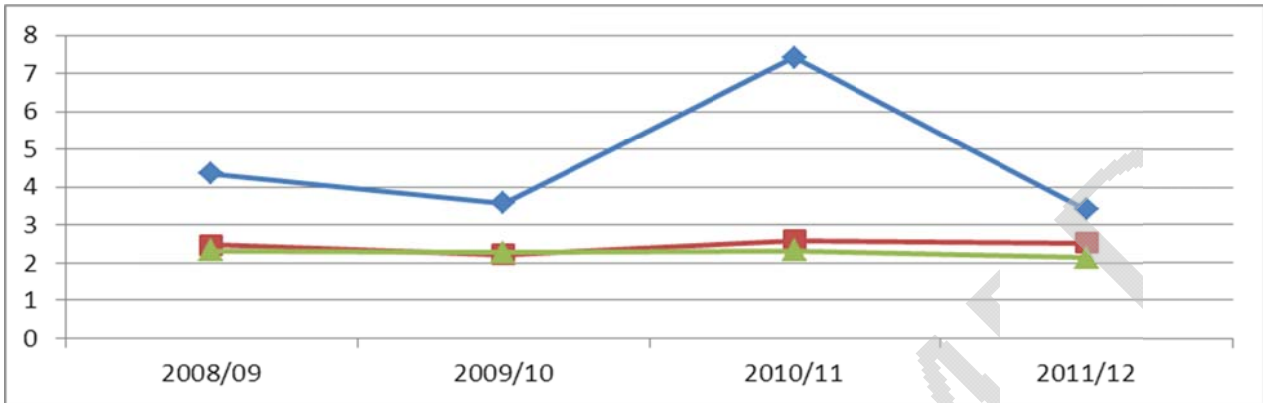
Current assets/Current liabilities

Measures:

the ability to pay short term liabilities

Expected band for this measure is:

1.2 to 2:1.



Blue diamond trend line is Loddon, Brown square trend line is SRC's, Green triangle trend line is ALL

The working capital ratio looks very positive for Council; however it is distorted by 3 significant elements:

- Prepaid Victorian Grants Commission funding of approximately \$3.6 million (M)
- Unexpended grants in respect of flood works, in particular the Bridgewater Public Caravan Park and Newbridge Recreation Reserve totalling approximately \$4.2M
- Other unexpended grants estimated at \$2M.

All of these elements demand expenditures in subsequent years. For Council this seems to be a continuing cycle. If these items were adjusted out of the current assets a 2:1 ratio would result, still within the expected range.

Ratio 3:

Unrestricted cash

Measured by:

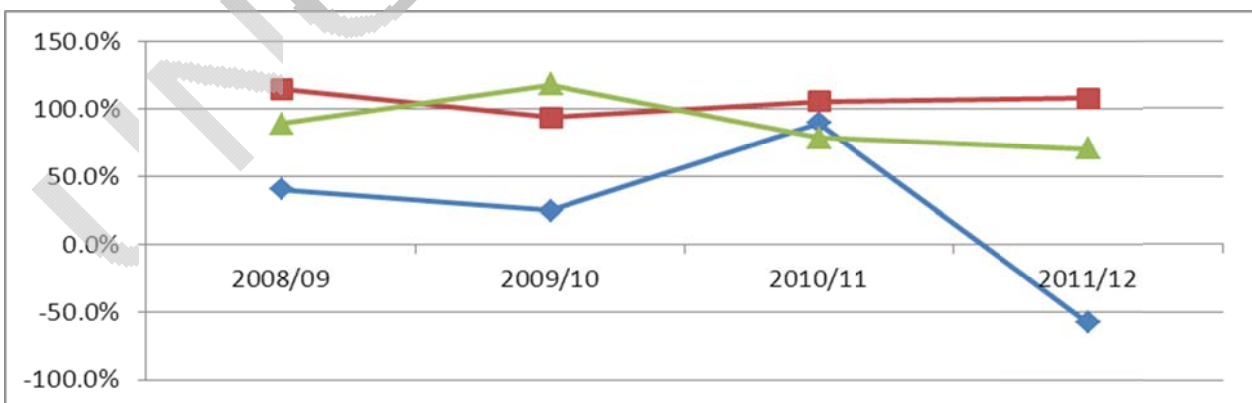
Unrestricted cash/Current liabilities

Measures:

the proportion of current liabilities that can be paid from unrestricted cash

Expected band for this measure is:

50% to 100%.



Blue diamond trend line is Loddon, Brown square trend line is SRC's, Green triangle trend line is ALL

Unrestricted cash for Council shows a negative of \$3.8M, which is predominantly due to a large debtor of \$6M that was owed to Council from Department of Treasury and Finance that was received in the first week in July 2012. By adjusting this Council's unrestricted cash would have been a positive \$2.2M, in line with previous trends.

It is difficult to analyse the unrestricted cash with other local governments as the use of Reserve funding is not universal.

A better understanding of the unrestricted cash position for Council is reflected below:

Cash at year end June 2012		\$15.2 M
Restricted Cash at year end June 2012:		
Discretionary Reserves	\$17.4M	
Long Service Leave	\$1.6M	\$19.0M
Unrestricted Cash		(\$3.8M)

Category 3: Obligations

Ratio 4:

Indebtedness

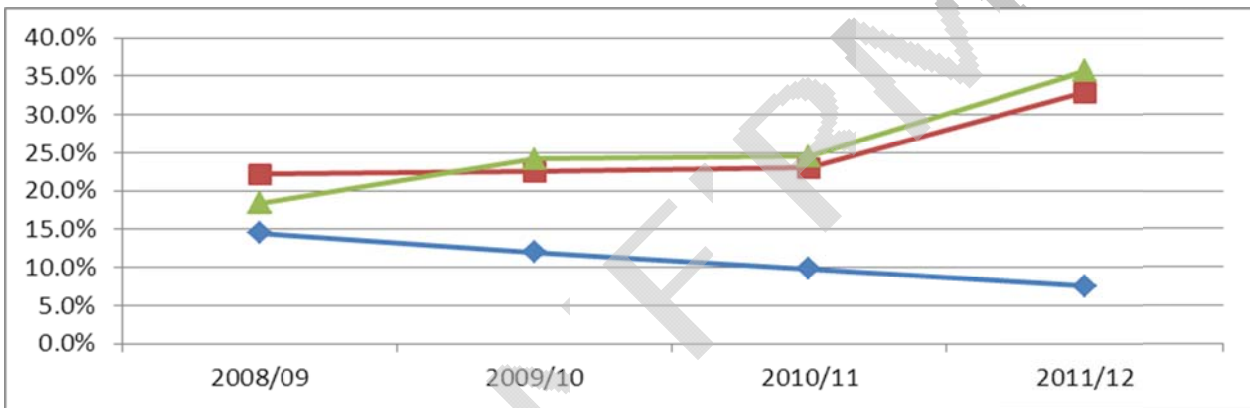
Measured by:

Interest bearing loans and borrowings/Total rates

Measures:

the proportion of rates income that is required to underwrite existing debt

Expected band for this measure is: 20% to 60%.



Blue diamond trend line is Loddon, Brown square trend line is SRC's, Green triangle trend line is ALL

Council's policy has been to restrain borrowings. Council has two current loans representing approximately \$580K. The trend shows a declining ratio, and that Council has a very low exposure to debt based on rating revenue.

Ratio 5:

Debt repayments

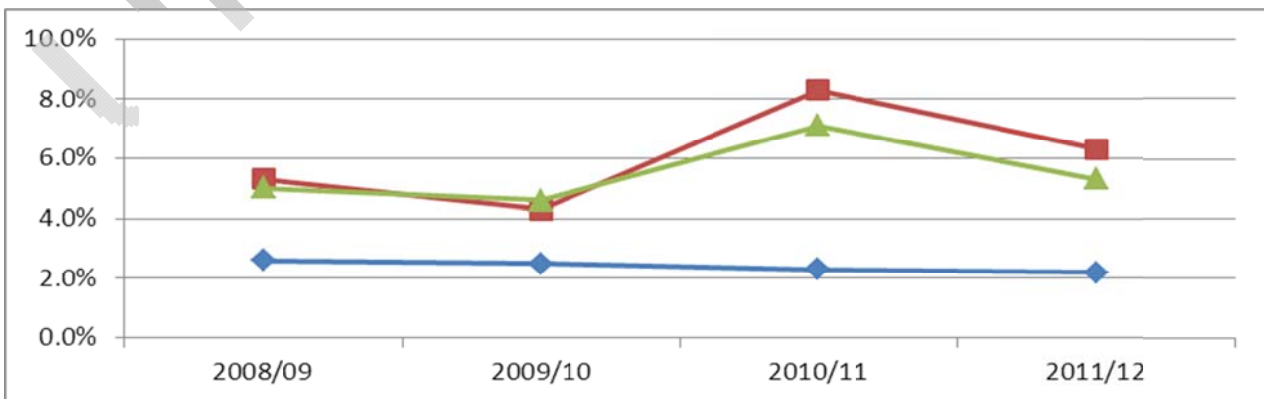
Measured by:

Annual interest and principal repayments/Total rates

Measures:

the capacity to service current debt

Expected band for this measure is: 0% to 5%.



Blue diamond trend line is Loddon, Brown square trend line is SRC's, Green triangle trend line is ALL

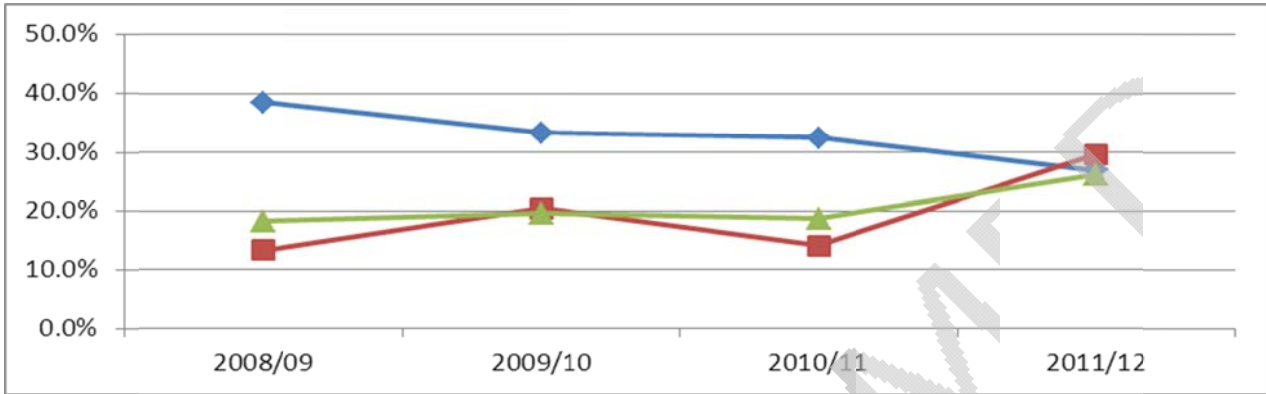
This ratio is diminishing at a slow rate; loan repayments remain constant (as Council is not entering into any new borrowings), while rates income increases each year.

Ratio 6: Long term obligations

Measured by: Non-current liabilities/Own sourced revenue

Measures: the proportion of own sourced revenue that is required to meet non-current liabilities

Expected band for this measure is: 10% to 40%.



Blue diamond trend line is Loddon, Brown square trend line is SRC's, Green triangle trend line is ALL

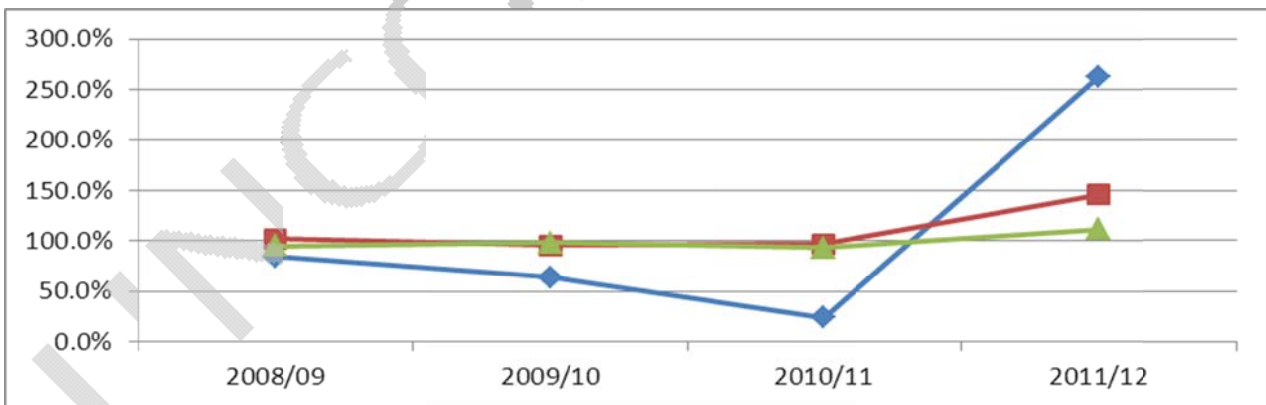
This shows a declining trend for Council; however, own sourced revenue includes gravel pit income as a consequence of the flood works. Once this is completed in 2012/2013 it is expected that the trend will increase. Non-current liabilities of \$3.1M includes \$2.3 M in respect of landfill and gravel site rehabilitation.

Ratio 7: Asset renewal

Measured by: Actual asset renewal expenditure/Depreciation expense

Measures: the ability to meet asset renewal demand

Expected band for this measure is: 90% to 110%.



Blue diamond trend line is Loddon, Brown square trend line is SRC's, Green triangle trend line is ALL

This shows that Council is extremely high on this ratio, which is due to the significant capital expenditure in respect of flood rectification works.

Category 4: Stability

Ratio 8:

Rates concentration

Measured by:

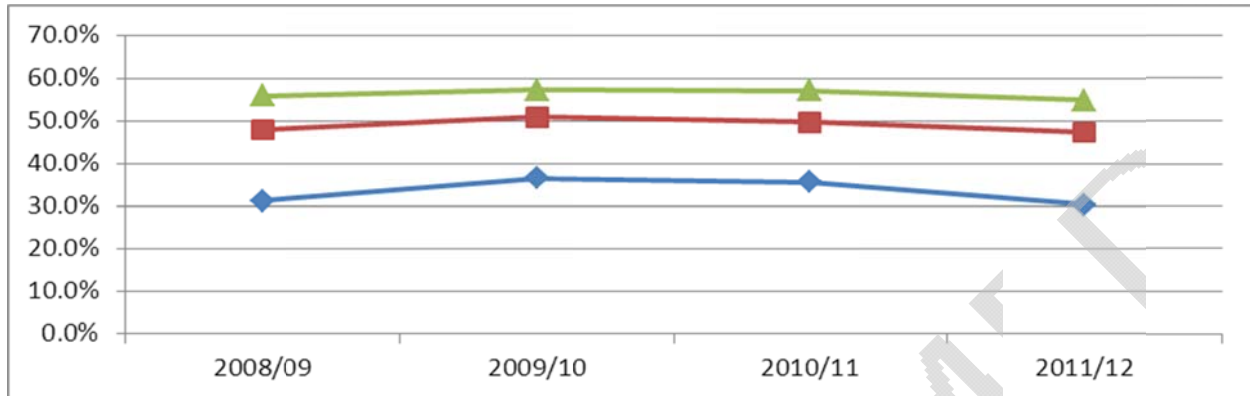
Rates income/Total underlying revenue

Measures:

the concentration of revenue sources and the reliance on rates

Expected band for this measure is:

50% to 80%.



Blue diamond trend line is Loddon, Brown square trend line is SRC's, Green triangle trend line is ALL

Council appears more reliant on other sources of income, mainly recurrent grants. Council's current rating strategy is applying a 5.5% rate increase annually. The results show that Council sits below both indicator groups in relation to this ratio.

Ratio 9:

Rating effort

Measured by:

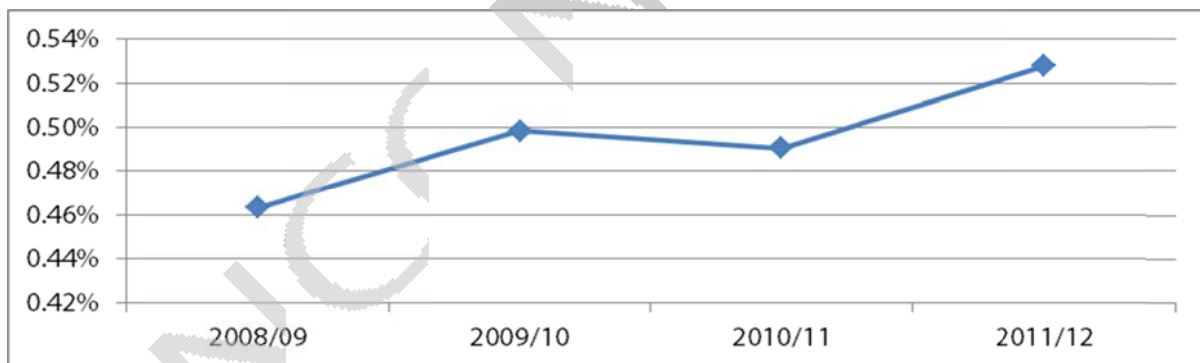
Rates income/Total Capital Improved Value (CIV)

Measures:

the amount of rates raised per dollar of property valuation

Expected band for this measure is:

None provided in the LGPRF



It is not possible to provide a comparative graph as the information for other councils is not readily available. Only Council's information has been included as the graph above shows.

Ratio 10:

Rates level

Measured by:

Rates/Total assessments

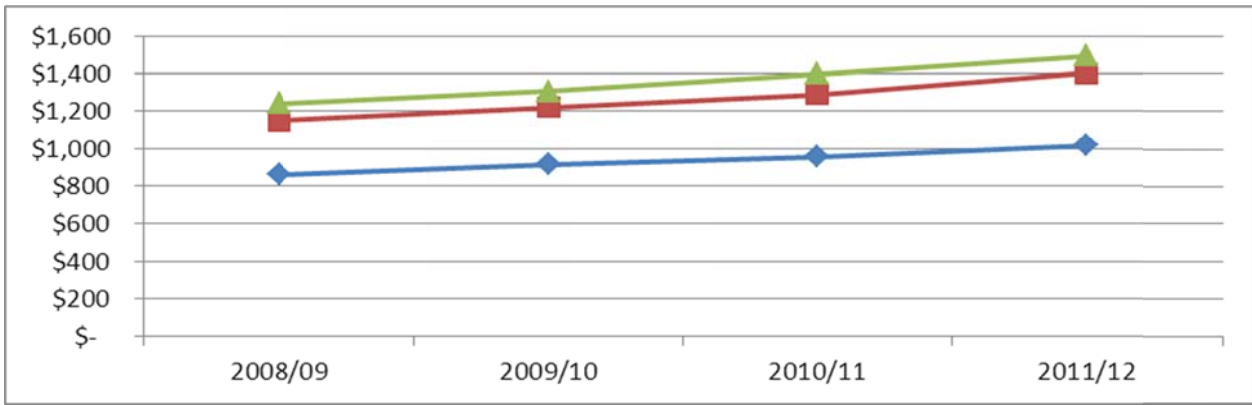
Measures:

the average rate dollar per assessment

Expected band for this measure is:

None provided in the LGPRF

Note: The LGPRF indicator is based on residential rates income/ number of residential rate assessments, but this information is not readily available. The ratio above refers to total rate income over total number of assessments to provide an indicative ratio of the requirement in the framework.



Blue diamond trend line is Loddon, Brown square trend line is SRC's, Green triangle trend line is ALL

This shows that Council charges approximately \$400 to \$500 less than other local governments on average per assessment.

Category 5: Efficiency

Ratio 11:

Expenditure efficiency

Measured by:

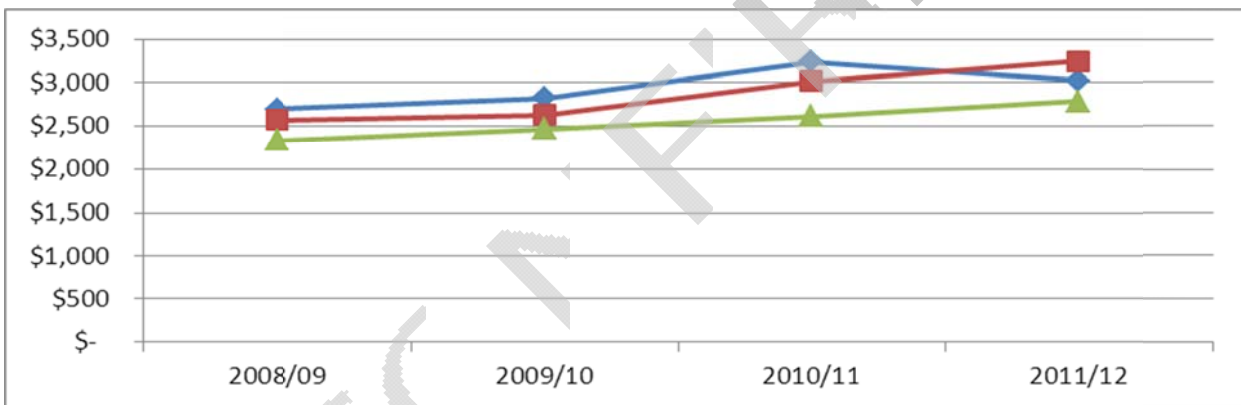
Underlying expenditure/Total assessments

Measures:

the efficient use of council resources per assessment

Expected band for this measure is:

None provided in the LGPRF



Blue diamond trend line is Loddon, Brown square trend line is SRC's, Green triangle trend line is ALL

Council is in line with other local governments for this ratio.

A query has been lodged with DPCD about the validity of this ratio, particularly for small rural councils with high cost of service delivery over large geographic areas.

Ratio 12:

Rate collection

Measured by:

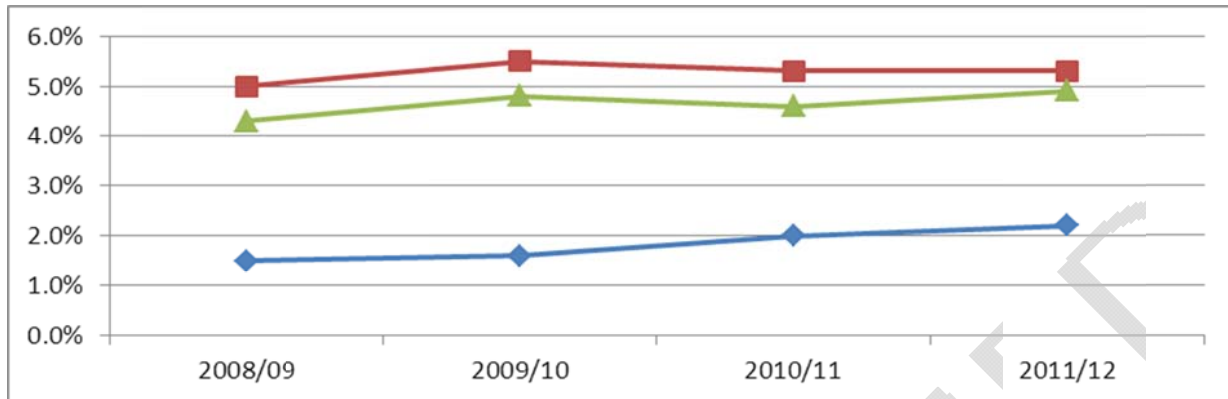
Outstanding rates and charges/Total rates income

Measures:

the council's ability to collect rates

Expected band for this measure is:

95% to 100% (Note A)



Blue diamond trend line is Loddon, Brown square trend line is SRC's, Green triangle trend line is ALL

This ratio indicates that on average Council has a successful collection rate.

Note A: DPCD has advised that the expected band for this measure is incorrect. It should be 0% to 5%.

COSTS/BENEFITS

The draft LGPRF states that the primary objective of the new framework is to provide comprehensive performance information that meets the needs of stakeholders. In meeting this objective:

- councils will have information to support strategic decision making and continuous improvement
- communities will have information about council performance and productivity
- regulators will have information to monitor compliance
- State and Commonwealth Government will be better informed to make decisions that ensure an effective, efficient and sustainable system of local government.

Key performance indicators on balance can provide a health check on the financial and service capabilities, and can in themselves establish agreed strategic indicators that can help Council in setting its longer term goals and objectives.

They also guide Council and the community of expected level of services.

RISK ANALYSIS

There are no risks associated with the recommendation itself but there are risks associated with comparative performance indicators. They are:

- Organisations have external factors that can impact a particular year's results. For example, Council's results have been significantly impacted for 2010/2011 and 2011/2012 due to flood recovery. Situations such as these make valid comparison impossible.
- Data from different sources can be analysed in various ways, which may invalidate comparatives between councils e.g. utilisation of reserves, treatment of restricted cash, depreciation methods, and capital allocation policies.

Council will have a legislative requirement to provide the indicators. Preparation must be undertaken to ensure that Council has the mechanisms in place to collect the data.

CONSULTATION AND ENGAGEMENT

The requirement for mandatory reporting has been communicated to the management and leadership team to start thinking about collection of the data.

MOTION

Moved: Cr McKinnon

Seconded: Cr Beattie

That Council receives and notes the 'Local Government Performance Reporting Framework - Financial Performance Indicators' report.

Carried

UNCONFIRMED

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 7 May 2013 and 11 June 2013.

Author: Tyson Sutton – Manager Planning & Local Laws

File No: 02/01/001

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

RECOMMENDATION

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

PREVIOUS COUNCIL DISCUSSION

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

BACKGROUND

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

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

ISSUES/DISCUSSION

Attachments 7.1(a) and 7.1(b) provides Council with a full list of planning applications currently under consideration and those planning permits issued between 7 May 2013 and 11 June 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 Holt

Seconded: Cr McKinnon

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

Carried

UNCONFIRMED

7.2 2013-2014 ANNUAL INFRASTRUCTURE PROGRAM

SUMMARY

Provides details of the proposed 2013-2014 Annual Infrastructure Program

Author: David Fry Manager Infrastructure

File No: 15/01/001

Attachment: 2013-2014 Annual Infrastructure Program

RECOMMENDATION

That Council:

1. *adopt the proposed 2013-2014 Annual Infrastructure Program.*
2. *approve a budget variation of \$55,055 to fund the additional Township Street Improvement project on Yelka Street Wedderburn.*

PREVIOUS COUNCIL DISCUSSION

A draft version of the 2013-2014 Annual Infrastructure Program was presented to Council during the May 2013 Forum. Following discussion at this forum any necessary changes to the program have been made for subsequent presentation at the June 2013 Council meeting.

BACKGROUND

Projects identified within the Annual Infrastructure Program are developed using a combination of information contained within the Moloney Asset Management System, the infrastructure rolling works program, council's asset management plans and visual inspection. The attached program also includes modifications discussed at the May Forum.

The completion of this program along with the completion of Councils Local Road Maintenance Program will ensure the following financial requirements are met:

- Expenditure of Federal Government "Roads to Recovery" (R2R) funding of \$1.56m for 2013/2014 by 30 June 2014
- Expenditure of Council funds totalling \$2.85m on road related infrastructure
- Expenditure of Grants Commission funds tied to local roads totalling \$3.18m
- Expenditure of State Government funding tied to local roads totalling \$1m

ISSUES/DISCUSSION

The overall Infrastructure Program is divided into nine (9) separate program areas. Within each of these programs individual projects are assessed and given a priority score based upon associated project scoping documents. These scoping documents also include a budget figure. The one exception to this is in the resealing program where Moloney Seal and Pavement data is used to identify the individual projects.

Selection of projects for inclusion within each program is completed by sorting all eligible projects into priority order based upon their assessment score. The highest scoring projects, hence highest priority, are then allocated funding during the upcoming financial year based on the available budget for each overarching program area. The attached draft 2013-2014 Infrastructure Program identifies those projects earmarked for delivery next financial year as well as the list of projects which, based upon priority and available budget, have notionally been identified for delivery in subsequent years.

The following sections summarise the deliverables under the proposed Annual Infrastructure Program:

- Local Gravel Road Resheets

The 2013/2014 program allows for the gravel resheeting of 21.15km of local gravel Access and Collector roads. This figure is lower than normal mainly due to the significant amount of gravel resheeting completed following the 2011 floods as part of the flood recovery program.

- Local Road Gravel Shoulder Resheets

The 2013/2014 program allows for 31.8 lane km of shoulder resheeting. This figure is also lower than normal due to the works completed post the 2011 floods.

- Reseals

The 2013/2014 program allows for the resealing of 27.97 km of Councils sealed road network. A higher than normal proportion of these reseals are final seals. This is primarily as a result of timing associated with the delivery of a number of larger road construction projects. An example of this is the combining of a three year program for works on the Bridgewater Raywood Road into a single project, completed in the current financial year. As Council would be aware this was due to the difficulty in obtaining vegetation offsets for this project.

- Local Road Construction (Asset Preservation)

The 2013/2014 program includes 6 projects. One of these projects LRC0449 does not require any on ground construction works to be completed as part of this program. This is due to the difficulties experienced in previous program years in obtaining vegetation offsets in a timely manner. It is therefore proposed that a draft design and associated vegetation assessment be completed and any required offsets obtained prior to a budget allocation being sort for the physical completion of this project.

- Local Road Construction (Amenity)

The 2013/2014 program includes 2 projects. It is recognised that amenity projects are important to a large number of residents and to this end a more comprehensive list of potential projects and associated scoping documents are under development for future Infrastructure Programs.

- Local Road Construction (Safety)

The 2013/2014 program includes 2 projects. Like the Amenity Program it is recognised that there is a need to further develop the list of potential projects and associated scoping documents.

- Township Street Improvements

The 2013/2014 program includes 3 projects containing Kerb& Channel works, 6 projects containing footpath works and 1 project containing a small amount of pavement works. In most cases Township Street Improvement works contain a portion of amenity improvement.

After discussion at the May Council Forum a further Township Street Improvement project has been included within the program for consideration. The project requested for consideration was scoped but a number of factors, including the need to lower a water main and intersection re-alignment works meant that detailed investigation and design is required before an accurate budget estimate can be prepared. An alternative project, TSI0257 which would link the requested project to the CBD, as well as servicing a number of existing residences and a business, has been proposed.

This project provides for the installation of a footpath along the east side of Ridge Street Wedderburn from the entrance of the Loddon Shire Operations Centre to the existing footpath in Godfrey Street. This path would service 12 residences and would provide a link to the CBD for the proposed housing estate.

- Local Bridges and Culverts

The 2013/2014 program includes 7 projects. The most significant of these is the replacement of the Puntons Road Bridge over the Bradford Creek. This bridge has deteriorated to the point where maintenance activities alone are not sufficient to maintain the integrity of this structure. The replacement bridge has been designed and is able to be tendered early in the new financial year.

- Township (Urban) Drainage

The 2013/2014 program includes 7 projects. There are two significant projects being addressed as part of this year's program. The first is the extension of the Inglewood underground drainage network from the trunk drain in the Dunolly Rheola Road east along Borung Street to the new Industrial site. This drain will service this industrial site as well as a large portion of the south east section of Inglewood. This project is identified in the Inglewood Drainage Strategy.

The second major project is placement of an underground drain in Park View Drive Serpentine. This drain will provide protection for Serpentine south of Chapel Street and east of Park View Street. This drain is part of the Serpentine Drainage Strategy.

COSTS/BENEFITS

The development and completion of the Annual Infrastructure Program ensures that Council is doing all it can to maintain its Capital Assets to the highest possible standard, within current financial constraints.

RISK ANALYSIS

Failure to deliver the Annual Infrastructure Program poses a risk to the integrity of public infrastructure throughout the Shire as well as potential impact to Councils reputation as the responsible infrastructure manager.

CONSULTATION AND ENGAGEMENT

The processes undertaken to develop the Annual Infrastructure program included consultation with a number of professionals and stakeholders both in and outside the Loddon Community. They include consultants other authorities, internal professional staff and the community through Councils works request system and the rolling program.

MOTION

Moved: Cr Beattie

Seconded: Cr Condliffe

That Council:

1. adopt the proposed 2013-2014 Annual Infrastructure Program.
2. approve a budget variation of \$55,055 to fund the additional Township Street Improvement project on Yelka Street Wedderburn.

Carried

7.3 WITHDRAWAL OF PROJECTS FROM THE 2012-2013 APPROVED ANNUAL INFRASTRUCTURE PROGRAM

SUMMARY

Report outlines the need to withdraw 3 projects approved within the 2012-2013 Annual Infrastructure Program.

Author: David Fry, Manager Infrastructure

File No: 15/01/001

Attachment: Nil

RECOMMENDATION

That Council approve the withdrawal of projects TSI 0346, TSI0347 and TSD0031 from the 2012-2013 Annual Infrastructure Program.

PREVIOUS COUNCIL DISCUSSION

The Council at its June 2012 meeting adopted the 2012-2013 Annual Infrastructure Program. Contained within that program were three projects; TSI0346 and TSI0347, both Kerb and Channel replacement projects in Boort, and TSD0031 an underground drainage project in Brook Street Inglewood.

BACKGROUND

The two Holloway Street Township Street Improvement (TSI) projects were for the replacement and potential relocation of failing sections of Kerb and Channel.

The Township (Urban) Drainage (TSD) project was for the installation of a new section of underground drain in Brooke Street Inglewood.

ISSUES/DISCUSSION

Holloway Street TSI projects

It was proposed that two sections of Holloway Street Kerb and Channel would be completed this year under the TSI program, being projects TSI0346 and TSI0347. As part of the planning and design process for these works the residents of Holloway Street were given the opportunity to provide their opinion on two different options. One involved the removal of the Jacaranda trees that grow between the edge of seal and the Kerb and Channel, so that the Kerb and Channel could be moved out closer to the pavement (Councils preferred option) and the second option was to retain the existing alignment and just repair the sections that had been damaged by the tree roots. The clear preference was to retain the trees. The design work that had been completed was based on the first option.

Subsequent discussions with the Boort development committee and Councils design staff made it clear that to ensure the best outcome for the community and retain good asset integrity the scope of the project needed to change to ensure that the whole of Holloway Street was considered in any design for replacement Kerb and Channel, and that design should include all drainage and pavement issues. Also the preference for the delivery of the project would be to complete one whole side of Holloway Street in a single project and at a later date complete the other side. This approach could also have some cost benefits for Council.

The scoping and design work required for this changed project is significant and will take considerable time. The added workload on the design team during the flood program meant that no time has been spent on the re scoping and re design for this project.

It is therefore proposed that these projects are withdrawn from the 2012-2013 Annual Infrastructure Program and deferred to a later date, with a notional staged commencement in the 2014-2015 Annual Infrastructure Program.

Brooke Street TSD project

Included in the 2012-2013 Annual Infrastructure Program is a project TSD0031. This project allows for the placement of a 300mm underground pipe on the west side of Brooke Street, Inglewood between Houston and Verdon Streets. The purpose of this underground drain was to control flood waters flowing down Brooke Street from the northwest of town.

In the 2011-2012 financial year a project TSD 0025 in Nixon Street Flow Path was completed. This project included the defining and widening of existing drains, the installation of new culverts and the placement of rock beaching to control the overflow water from the Nixon Street Retardation Basin. When completed this project proved very successful and has seen a reduction of the flood water getting into Brooke Street by 100% in small events and in the order of 80% in larger flood type events.

This reduction in the amount of water getting into Brooke Street has meant that in all but exceptional events the water getting into Brooke Street can be successfully contained within the existing Drainage paths. Given the success of the Nixon Street project and taking into consideration the high cost and disruptive nature of the Brooke Street project it is proposed to withdraw it from the 2012-2013 Annual Infrastructure Program.

A re-scoping of the Brooke Street project, taking into account future proposed works to the north west of Inglewood, will be undertaken and the project will be re prioritised accordingly within the rolling program.

COSTS/BENEFITS

The re scoping of the TSI projects could lead to an overall cost reduction. The deferral and re-scoping of the TSD project will lead to budget savings.

RISK ANALYSIS

All of these projects have changed from the original concepts and completing them without further investigation would bring with it both financial and reputational risk.

CONSULTATION AND ENGAGEMENT

Public and internal consultation has been used with these projects.

MOTION

Moved: Cr Condliffe

Seconded: Cr Holt

That Council approve the withdrawal of projects TSI 0346, TSI0347 and TSD0031 from the 2012-2013 Annual Infrastructure Program.

Carried

**7.4 LODDON SHIRE COUNCIL EVENT SPONSORSHIP APPLICATIONS – FOR EVENTS 1 JULY 2013
– 31 DECEMBER 2013**

SUMMARY

Report summarises applications received and recommendations for Loddon Shires Events Sponsorship Scheme for events between 1 July 2013 and 31 December 2013.

Author: Allan Stobaus, Manager Community and Recreation

File No: 19/02/004

Attachment: Event Sponsorship Recommendations : 1 July 2013 to 31 December 2013

RECOMMENDATION

That Council awards \$10,400 in grants under the 2013/14 Loddon Shire Council "Events Sponsorship Scheme" as nominated in the attached schedule.

PREVIOUS COUNCIL DISCUSSION

In light of some organisations not submitting applications on time in the past, Council requested that staff contact all groups that have applied for the corresponding round in the previous year to ensure that they were aware of the deadline for applications.

This was undertaken and additional promotion of the scheme through the media was carried out.

BACKGROUND

The Loddon Shire Events Sponsorship Scheme was initiated in 1999, since this time over \$172,000 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 21 applications have been received for events to be held between 1 July 2013 and 31 December 2013.

Of these applications 11 have requested financial assistance from the Major Event Category, from these four applications have been recommended for full funding of \$1,000.

Six of these applications have been assessed as being eligible for "Minor Events" funding only, and 1 has not been recommended any funding assistance.

The reason for these assessments is as follows:

1. The Boort A&P Society has applied for Major Event funding to conduct the "Victorian Yard Dog State Championships Event". This event has not been recommended for any funding as it is incorporated into the Boort Annual Show program. The Boort A&P Society has been recommended for a \$1,000 Major Event allocation from this scheme, to promote the Annual "Boort Show". It is considered that the "Victorian Yard Dog State Championships" should be promoted and advertised in conjunction with this.

If events coordinated within bigger events such as this are funded, it would set a precedent for future applicants for example the "Rheola Charity Carnival" and the "Wedderburn Detector Jamboree" have smaller events incorporated into the bigger overall event on the same day and at the same venue.

2. The Boort Tourism Group applied for Major Event funding for a "Luncheon by the lake". This has been assessed as a Minor Event due to the limited number of expected participants (150) and the expectation that unlikely to attract visitors from any further away than Swan Hill. This categorisation is in line with similar events funded under the "Minor Events" category.
3. The Loddon Southern Region Tourism Committee submitted an application for funding under the Major Events category, for the "Out and About in Tarnagulla Event". The number of people expected to attend this event suggests that it is primarily a local festival and for this reason has been recommended for funding of \$400 from the minor event category. This categorisation is in line with funding the event received last year and with other similar events funded from the Minor Category of the scheme.
4. The East Loddon Historical Society applied for Major Event funding to promote the "Celebrate a Century of Rural Innovation and Change Event". This event has been assessed as being primarily a local event and Minor Event funding of \$400 is consistent with funding allocated to similar events.
5. The Bridgewater Bowls Club applied for Major Event funding of \$1,000 for its Annual Open Day. In line with other local sporting tournaments this has been recommended for funding as a Minor Event for \$400.
6. The Loddon Darts Association submitted 2 applications requesting Major Event funding for 2 separate events "The Gold Fossickers Cup" and the "Wedderburn White Twenty Event". These applications have identified event promotion advertising budgets totalling half of the amount requested for funding, as the scheme is primarily in place to assist with the promotion of events funding of \$400 for each event has been recommended.

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

The Inglewood Lions Club submitted an application to the Loddon Shire Community Grants Scheme for their "Free Christmas Carols Festival". As the Community Grants Scheme does not fund events this has

been included in the Events Sponsorship Scheme assessments. This application has been recommended for funding of \$400.00 in the Minor Event Category.

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 six applicants 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 "Victorian Yard Dog State Championships Event" not being funded at all as it is part of a bigger event.

CONSULTATION AND ENGAGEMENT

N/A

MOTION

Moved: Cr Condliffe

Seconded: Cr Beattie

That Council awards \$10,400 in grants under the 2013/14 Loddon Shire Council "Events Sponsorship Scheme" as nominated in the attached schedule, with an addition that the Bridgewater Wheat, Wool, Wine event be awarded \$1000 as a major event.

Carried

7.5 ESTIMATED COST OPTIONS TO SEAL THE FLANK ON GODFREY STREET BOORT

SUMMARY

This report provides two options with cost estimates to carry out all the required works to seal/pave the Southern flank of Godfrey Street immediately opposite the BRIC and Kindergarten.

Author: Graeme Smith Team Leader - Engineering

File No: 14/01/001

Attachment: Nil

RECOMMENDATION

That Council receive and note the report "Estimated cost options to seal the flank on Godfrey Street Boort"

PREVIOUS COUNCIL DISCUSSION

At its January meeting Council requested that an estimate be prepared for the sealing of the southern flank of Godfrey Street Boort opposite the BRIC and Kindergarten.

An estimate cost (\$52,200) was provided in a report at the March meeting where Council requested that other options including estimates be sought following further consultation with VicRoads.

BACKGROUND

This section of Godfrey Street is part of the VicRoads network. Their response to previous requests to seal this section of flank has been that it is not a priority within their budget structure and is unlikely to be done.

ISSUES/DISCUSSION

When scoping this project consideration was given to the indicated requirements from VicRoads for works carried out on their network.

The following table provide details of two options for flank sealing in Godfrey Street Boort:

	Option 1	Option 2
Description	Install 100mm crushed rock pavement and a two coat primerseal	Install 100 mm deep lift asphalt
Estimate Cost	\$27K (includes 10 % contingency)	\$60K (includes 10% contingency)
Advantage	Most economical	Less potential for failure
Disadvantages	More potential for failure	Higher cost

Installation of a crushed rock pavement and a two coat primer seal would be the likely and most economical option in most cases. This situation is more complex because of the existence of a box culvert that runs longitudinally through the work site. The lids on the culverts are very close to the finished road surface and have separated slightly over the years. This has the potential for water ingress into the crushed rock pavement

Deep lift asphalt increases the waterproofing around the box culverts and reduces the probability of subgrade wetting.

The following is a list of activities that were considered when preparing the estimated cost of both options.

- Project supervision (both options)
- Permit costs (both options)

- Saw cutting and work zone limits (both options)
- Remedial works on existing underground drainage (both options)
- Excavation and removal of existing unsuitable pavement material (both options)
- Placement and compaction of suitable pavement material (Option 1)
- Two coat primerseal (option 1)
- Placement of Asphalt (option 2)
- Daily limitations on areas allowed to be opened (both options)

COSTS/BENEFITS

The benefit of this project will be an improved amenity to the sporting precinct around the Tennis Club and Nolans Park. If Council were to fund this work it would mean that Council funds were expended on a State Government responsibility

RISK ANALYSIS

The risk in not completing this project is low in that it is a low speed environment and is an area used for parking and not through traffic

CONSULTATION AND ENGAGEMENT

VicRoads have been consulted to provide acceptable treatment options.

MOTION

Moved: Cr Beattie

Seconded: Cr Condliffe

That Council receive and note the report "Estimated cost options to seal the flank on Godfrey Street Boort" and proceed with Option 1, funding this project from Council's accumulated surplus.

Carried

7.6 DOMESTIC ANIMAL MANAGEMENT PLAN

SUMMARY

This report recommends adoption of a Domestic Animal Management Plan as required by the Domestic Animals Act 1994.

Author: Tony Gibbins – Planning and Local Laws Compliance Officer

File No: 04/02/003

Attachment: Domestic Animal Management Plan 2013 - 2016

RECOMMENDATION

That Council adopt the Domestic Animal Management Plan 2013 - 2016

PREVIOUS COUNCIL DISCUSSION

Council has discussed the Domestic Animal Management Plan 2013 – 2016 (DAMP) at April and May forums.

BACKGROUND

Section 68A of the Domestic Animals Act 1994 requires Council to prepare a domestic animal management plan at 4 year intervals.

Sub-section (2) states a domestic animal management plan prepared by a Council must—

- (a) set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations; and
- (b) outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district; and
- (c) outline programs, services and strategies which the Council intends to pursue in its municipal district-
 - (i) to promote and encourage the responsible ownership of dogs and cats; and
 - (ii) to ensure that people comply with this Act, the regulations and any related legislation; and
 - (iii) to minimise the risk of attacks by dogs on people and animals; and
 - (iv) to address any over-population and high euthanasia rates for dogs and cats; and
 - (v) to encourage the registration and identification of dogs and cats; and
 - (vi) to minimise the potential for dogs and cats to create a nuisance; and
 - (vii) to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations; and
- (d) provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable; and
- (e) provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
- (f) provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.

Sub-section (3) states every Council must—

- (a) review its domestic animal management plan annually and, if appropriate, amend the plan; and
- (b) provide the Secretary with a copy of the plan and any amendments to the plan; and
- (c) publish an evaluation of its implementation of the plan in its annual report.

The Secretary, Department of Environment and Primary Industry, has requested a copy of Council's DAMP by 30 June 2013.

ISSUES/DISCUSSION

The objectives in the DAMP have regard for the needs of the Loddon Shire. The DAMP defines activities to meet those objectives. The DAMP will be reviewed annually and amended if required and reported in Council's Annual Report.

COSTS/BENEFITS

Promotion of responsible pet ownership should enhance community wellbeing, reduce the potential for physical harm to people and other animals, the environment and reduce financial cost to the community of domestic animal management.

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

Key issues in the DAMP were determined by the Department of Environment and Primary Industries, service request by residents of Loddon Shire, networking with Animal Management Officers from other Local Government areas and Council's register of Local Law activities.

MOTION

Moved: Cr McKinnon

Seconded: Cr Holt

That Council adopt the Domestic Animal Management Plan 2013 - 2016

Carried

7.7 ROAD MANAGEMENT PLAN REVIEW REPORT

SUMMARY

Provides Council with a summary of findings and subsequent recommendations following the recent review of its Road Management Plan.

Author: Terry Watson – Manager Infrastructure Policy and Strategy

File No: 14/01/020

Attachment: Road Management Plan Review Report

RECOMMENDATION

That Council:

1. *Adopts the attached Road Management Plan Review report*
2. *Proceeds with amendment of its Road Management Plan in consideration of the Review Report.*

PREVIOUS COUNCIL DISCUSSION

Council last conducted a review of the Road Management Plan in 2009.

BACKGROUND

Council adopted a Road Management Plan on 22 November 2004. Council amended the plan on 26 June 2006.

Part 3, Division 1, section 301 of the Road Management (General) Regulations 2005 requires that a "...road authority (Council) must conduct a review of its road management plan".

Section 301 (3) "A municipal council must—

(3) (b) ...conduct a review of its road management plan within the period referred to in section 125 (1) (b) of the Local Government Act 1989..."

The period when the Road management plan must be reviewed is set in Section 125 (1) (A) of the Local Government Act 1989 " A Council must prepare and approve a Council plan within the period of 6 months after each general election or by the next 30 June, whichever is the later".

The Council election date is set in section 31(1) of the Local Government Act 1989 "...a general election of Councillors for all Councils must be held on the fourth Saturday in October 2012..."

Council is required to complete a review of its Road Management Plan by 30th June 2013.

Section 302 (1) of the regulations states the purpose of the review is to "...ensure that the standards in relation to, and the priorities to be given to the inspection, maintenance and repair of the roads and classes of road to which the plan applies are appropriate".

Public Notice of the proposed review was given in the Government Gazette, Bendigo Advertiser and the Loddon Times inviting public submissions.

No public submissions were received by the due date, 8 March 2013.

ISSUES/DISCUSSION

A public workshop to discuss Council's various road management plans was held on Friday 22 March. The workshop was conducted by an independent facilitator and attended by invited members of the public, Councillors and Council officers.

The Director of Operations, Manager Infrastructure Policy and Strategy and other Operations Department Managers evaluated the outputs from the workshop and matters raised by other parties, such as Council's insurer, in reviewing the Road management Plan.

The findings and conclusions of the review are provided in the attached report.

Review and amendment of the Road Management Plan are two distinctly separate processes under the Road Management (General) Regulations 2005.

Review of the Road Management Plan is as prescribed above and is deemed to be complete when the review report is adopted and the report is made available for inspection.

Amendment of a Road Management Plan is as prescribed in Part 3, Division 2, section 303 of the above Regulations. If proposed amendments relate to "...the determination of a standard of construction, inspection, maintenance or repair ..." of roads then the road authority must give notice in Government Gazette and a local daily newspaper stating purpose of proposed amendments, describing the roads to be affected, where a copy is available for inspection and inviting any aggrieved person to make submissions within 28 days.

It is recommended that Council adopt the Road Management Plan Review Report and proceed to undertake the investigations, amend the Road Management Plan and give the required notices and adopt an amended Road Management Plan by 31 December 2013.

COSTS/BENEFITS

The adoption of the Road Management Plan Review Report will benefit Council by satisfying the statutory requirement to review Council's Road Management Plan.

RISK ANALYSIS

Failure to adopt the review report may leave Council open to litigation in the event of a claim against the Road Management Plan.

CONSULTATION AND ENGAGEMENT

Public notices and public workshop referred to above.

MOTION

Moved: Cr Beattie

Seconded: Cr Condliffe

That Council:

1. Adopts the attached Road Management Plan Review report
2. Proceeds with amendment of its Road Management Plan in consideration of the Review Report.

Carried

7.8 2013-2014 LODDON SHIRE COMMUNITY GRANTS SCHEME

SUMMARY

Report provides a summary of the applications received and associated funding recommendations under the 2013/2014 Loddon Shire Community Grants Scheme.

Author: Allan Stobaus Manager; Community and Recreation Development

File No: 16/02/001

Attachment: Summary of applications and Recommendations 2013 -2014 Community Grants

RECOMMENDATION

That Council awards \$197,642.58 in grants under the 2013/14 Loddon Shire Council Community Grants Scheme as nominated in the attached spread sheet:

PREVIOUS COUNCIL DISCUSSION

During a special Council forum on 18 May 2012, Council agreed to implement a number of changes with respect to the community grants program.

Specific changes to the Community Grants Scheme were as follows:

1. Increase in the annual Community Grant allocation from \$100,000 to \$200,000.
2. Increase the ratio of Councils support available to applicants (Council:Applicant ratio) from \$1:\$1 to \$2:\$1
3. Increase the maximum individual grant amount available from \$5,000 to \$10,000.
4. Incorporate smaller Community Planning projects into the Community Grants Scheme.

BACKGROUND

The Loddon Shire Community Grants program commenced in 2000/01. Council initiated the scheme to assist recreation, sporting and service organisations to deliver projects that improve the quality of life for residents. Since the scheme was initiated, Council has invested approximately 1.1 million dollars toward 565 community-based projects worth a total of approximately \$4.5 million dollars.

Council's draft 2013/14 budget includes an allocation of \$200,000 for the Community Grants Scheme.

Applications for the 2013/14 community grants program opened in February and closed in May. All applications were assessed against the following criteria:

- a) Demonstrated community need (Weighting 20%)
- b) Improved existing facilities and/or increased participation (Weighting 20%)
- c) Multi-Use and broad community benefit (Weighting 15%)
- d) Self-help i.e. in-kind and/or cash commitment (Weighting 15%)
- e) Effective and efficient use of resources (Weighting 15%)
- f) Considerate of access issues (Weighting 15%)

ISSUES/DISCUSSION

In total 47 applications were received this year from community groups. Of these, 38 applications have been recommended for funding with the remaining 9 project applications not been recommended for funding

A full list of applications recommended for funding is provided within attachment 1. A summary of the 9 applications not recommended for funding is provided below:

1. *Inglewood Community Resource Centre*: The scope of this project is to install new carpet in 2 rooms at the centre. This application has not been supported as the building is privately owned and the medium term plan for the resource centre is to re-locate to the Inglewood Town Hall. This has been discussed with staff at the Inglewood Community Resource Centre and they understand and are accepting that the project is in-eligible.
2. *Boort Development Committee Inc.*: This application requested funding to upgrade the RSL War Memorial and surrounds and approaches. This project has not been recommended for any financial assistance from the scheme as provision for funding these works has already been included within the proposed 2013/14 Annual Infrastructure Program.
3. *The Lions Club of Inglewood*: This application was submitted requesting financial assistance to hold a Christmas Carols Festival. As events are not supported from the Community Grants Scheme it has not been recommended for funding. This application was however included in the Event Sponsorship Program and has been recommended for funding. This has been discussed with the Lions Club and they understand the reasons for the application being transferred to the Event Sponsorship Scheme.
4. *Bridgewater Tennis and Netball Club*: This application requested funding to repair some minor cracking to the existing netball/tennis courts. It is considered that this work is minor maintenance and therefore should be funded from the Recreation Reserves Annual Allocation provided by Council to the Reserve Committee of Management.
5. *Boort Memorial Hall Committee of Management*: This application requested financial assistance to undertake some painting at the rear of the hall. Funding has already been allocated for this project from the 2012/2013 Community Planning budget. The hall committee have been informed of this and will utilise these funds to undertake this work.
6. *Mitiamo Recreation Reserve*: Applied for assistance to purchase a new oval mower. No funding has been allocated from the Community Grants Scheme given the potential outcome of an oval mower assistance report to be presented to Council in July 2013. This report will recommend that major Recreation Reserves be offered assistance to purchase oval mowers. Based upon the current register of recreation mowers it is anticipated that should the proposed policy be adopted, the first mowers to be replaced under the new program would be Mitiamo and Calivil.
7. *Calivil Recreation Reserve Committee of Management*: This application requested assistance towards the costs of installing floodlighting to the newly constructed netball/tennis courts. This project was also submitted as a 2013/2014 Community Planning project and is to be recommended for funding from that program.
8. *Pyramid Hill Hall Committee of Management*: This application requested financial assistance to re-stump the hall. This project was also submitted as a 2013/2014 Community Planning project and is to be recommended for funding from that program.
9. *Bridgewater Holy Trinity Anglican Church*: Requested funding to install cabinets and shelving to vestry and to install a water tank to the building. Church/religious groups are not eligible for funding from the community grants scheme.

In addition to these projects 1 submission from the 2013/2014 Community Planning program has been transferred to the Community Grants scheme. This project is from the Tarnagulla Community Plan Committee to install a seat at the Tarnagulla Cemetery. This application has been recommended for funding.

COSTS/BENEFITS

The Community Grants program offers significant benefit to the local community through provision of funding for specific projects which may otherwise struggle to secure funding through Council's other infrastructure programs or initiatives.

As demonstrated in the value of projects delivered since the inception of the program, Councils investment towards these grants yields far greater community benefit both in terms of financial investment and social wellbeing.

As per Councils previous commitment, administration of the scheme has continued on the basis of \$200,000 being available annually to contribute towards funding proposed community projects and programs.

RISK ANALYSIS

Primary risks associated with the community grants scheme are believed to be as follows:

Adherence to Program Guidelines: Detailed program guidelines identify which projects and programs are considered eligible for community grants. All applications are assessed against these guidelines for eligibility so as to ensure that funding made available through this program is distributed equitably and provides greatest benefit to the overall Loddon community.

Failure to adhere to these guidelines could comprise the integrity of the grant program and the ability for Council to adequately fund appropriate community projects.

Failure to deliver projects: All successful applicants are required to adhere to a formal funding agreement which clearly identifies the purpose of the grant, delivery timeframes and reporting requirements. This is to ensure that expenditure of public money is conducted in a transparent and efficient manner.

CONSULTATION AND ENGAGEMENT

The Loddon shire community grants program is advertised annually during February with applications closing in May. During this period, community groups or individuals interested in applying for grants are encouraged to contact the relevant staff to discuss their proposals.

Funding guidelines are also made available to prospective applicants via Councils web site and well as direct email issued to community groups upon opening of the scheme for applications.

MOTION

Moved: Cr Holt

Seconded: Cr McKinnon

That Council awards \$197,642.58 in grants under the 2013/14 Loddon Shire Council Community Grants Scheme as nominated in the attached spread sheet:

Carried

7.9 MATES MENTORING PROGRAM REQUEST FOR FUNDING ASSISTANCE

SUMMARY

Report presents council with a funding request received from the North Central Local Learning and Employment Network, Northern District Community Health Service, Inglewood & District Health Service, Pyramid Hill College and Wedderburn College, seeking an ongoing financial contribution towards the MATES Mentoring Program.

Author: Allan Stobaus - Manager Community and Recreation Development

File No: 12/06/005

Attachment: 1. Funding request
2. Detailed breakdown of program funding proposal

RECOMMENDATION

That Council:

1. *Allocate \$2,500 from the 2013/2014 Youth Development budget towards the costs associated with the co-ordination of 2013/14 MATES Program.*
2. *That funding continue to be provided to the MATES mentoring program over the next 5 years subject to reassessment of the program against the following conditions:*
 - *a summary of how the program performed against expected outcomes for the previously funded year*
 - *a summary of expected outcomes and or changes to the program for the following financial year*
 - *income and expenditure statement for previous funded year*
 - *proposed budget for the following financial year, including confirmation of other external funds received*
 - *confirmed previous funded year participation numbers*
 - *proposed participant numbers for the following financial year*

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

Council recently received a written request (attachment 1) from the North Central Local Learning & Employment Network (LLEN) and associated partner organisations, seeking a financial commitment from Council to contribute towards the MATES mentoring program at the Wedderburn P-12 College and Pyramid Hill P-10 College.

A request for additional detail regarding the funding proposal was lodged with the LLEN and subsequently a breakdown of contributions was provided (attachment 2). The request sought an ongoing Council contribution of \$4,936 per year for the next 5 financial years, towards the costs associated with the delivery of the MATES Program.

This program is coordinated at the Wedderburn and Pyramid Hill Colleges.

The MATES mentoring program provides the opportunity for young people to meet with pre-arranged mentors outside of the school environment and share interests that broadened networks and build self-esteem. The program also aims to encourage leadership qualities and raise aspirations amongst students across all year levels.

Trained mentors give their time voluntarily and commit to a young person over a sustained period of time – at least 12 months and often 2 to 3 years. Over the past four years, eighteen young people from the Wedderburn community have been matched with volunteer mentors.

The MATES mentoring program was introduced at Pyramid Hill College in February this year and is coordinated by the school Chaplin. The Pyramid Hill College Program is expected to have 10 young people matched with mentors by November 2013.

These mentoring programs are coordinated by a school staff member, imbedded in and administered by the school.

The table below provides a summary of the funding or in-kind contributions from each of the partner organisations as well as the requested contribution from Council.

Table 1: Proposed MATES Program Budget

Income	Description	Amount
Loddon Shire (requested)	Coordinators wages (50%) or 164 hrs @ \$24 p/hour comprising (82 hrs each @ W-burn & P-Hill College)	\$3,936
Loddon Shire (requested)	Advertising and promotion	\$1,000
Wedderburn College -Confirmed	Coordinators wages (82hrs @ \$24 p/hour)	\$1,968
Pyramid Hill College	Coordinators wages (82 hrs @ \$24 p/hour)	\$1,968
Pyramid Hill College	Facility hire, administration and printing	\$ 700
NCLLEN	Administration and mentor training	\$1,000
School Focus Youth Services	Program costs	\$8,850
Total Project Budget		\$19,422
Proposed Number of participants	Wedderburn 2013/2014	18
Proposed Number of participants	Pyramid Hill 2013/2014	10

In addition to the above financial support, In-kind contributions are being made in regard to training and group activities by the following:

- Inglewood and District Health Services
- Wedderburn Neighbourhood House
- Youth Connections

Council has supported this program financially in the past, as follows;

Year	Description	Amount
2010/11	Staff wages participating in the program. A \$2,000 budget was allocated, this was only partly spent (\$696.00)	\$ 696
2012/13	Assistance towards coordinating the program	\$2,000
Total		\$2,696

ISSUES/DISCUSSION

This report recommends that the MATES Program be supported as it is in line with “The Loddon Shire’s Youth Strategy 2008 – 2013” (Recommendation 16) - “Identify opportunities to expand/establish/support mentor programs for young people” .

Recommendation 16 within the Youth Strategy identifies Council as playing an advocacy and leadership role.

A contribution of \$2,500 as opposed to the \$5,000 requested by the applicants is being recommended.

This amount has been recommended for the following reasons:

- The amount of \$2,500 is more in line with the amounts being contributed by Wedderburn and Pyramid Hill Colleges.
- An amount of \$2,500 is more consistent with support given to other similar initiatives.
- An annual allocation is able to be absorbed by the Youth Development Budget.
- It is anticipated that the additional \$2,500 can be sourced from other external funding providers such as community or philanthropic groups.

The funding request is for an annual allocation for a period of 5 years. It has been recommended in this report that initial funding be provided from the 2013/14 youth development budget with any subsequent funding in future years contingent on the provision of an annual progress report and re application that identifies the following:

- A summary of how the program performed against expected outcomes for the previously funded year.
- A summary of expected outcomes and or changes to the program for the following financial year.
- Income and expenditure statement for previous funded year
- Proposed budget for the following financial year, including confirmation of other external funds received.
- Confirmed previous funded year participation numbers
- Proposed participant numbers for the following financial year

It has been recommended that the Mates Program be funded from Council's existing Youth Development Budget. This budget has historically served the purpose of supporting youth activities such the MATES Program.

A summary of the types of youth initiatives funded from this budget are as follows:

Activity Funded : (2012/13)	Amount
Dingee Talent Quest	\$ 750
Cirque Du Soleil	\$2,712.07
2012/13 MATES Program	\$2,000
Loddon Youth Health Expo	\$1,500
Murals Boort Pool	\$383.00

COSTS/BENEFITS

The funding request received seeks a modest contribution from Council towards the implementation of a mentoring program which has the potential to offer significant benefits to proportion of the local youth population. This initiative fits with Councils overarching youth development strategy and actions identified within the Draft Council Plan.

RISK ANALYSIS

An expectation may be created, that if East Loddon and Boort Colleges were to adopt the program, they would also be expecting financial support from Council.

CONSULTATION AND ENGAGEMENT

The NCLLEN have demonstrated that they have consulted with key agencies regarding this program. This is evident by the support of the program from the Northern District Community Health Service, Inglewood & District Health Service, Pyramid Hill College and Wedderburn College.

MOTION

Moved: Cr McKinnon

Seconded: Cr Condliffe

That Council:

1. Allocate \$2,500 from the 2013/2014 Youth Development budget towards the costs associated with the co-ordination of 2013/14 MATES Program.
2. That funding continue to be provided to the MATES mentoring program over the next 5 years subject to reassessment of the program against the following conditions:
 - a summary of how the program performed against expected outcomes for the previously funded year
 - a summary of expected outcomes and or changes to the program for the following financial year
 - income and expenditure statement for previous funded year
 - proposed budget for the following financial year, including confirmation of other external funds received
 - confirmed previous funded year participation numbers
 - proposed participant numbers for the following financial year
3. Agree that if other schools wish to join the program, Council may not be able to continue its support to the same extent.

Carried

8. **DIRECTOR ECONOMY AND COMMUNITY REPORTS**

8.1 **WEDDERBURN HOUSING ESTATE SALE CONDITIONS**

SUMMARY

The Wedderburn Development Association has requested a variation to the sale conditions on lots at the Wedderburn Housing Estate. The WDA is suggesting that the minimum living area size be reduced and that the commencement date for construction be removed.

Author: Bryan McEwan, Director Economy and Community

File No: 13/09/008

Attachment: Nil

RECOMMENDATION

That Council vary the sale conditions for council owned lots at Ridge Street Wedderburn to reflect:

1. *A minimum living area of 18 squares (167 m²) for each construction*
2. *Construction to be completed within 2 years of purchase*

PREVIOUS COUNCIL DISCUSSION

Council approved the conditions of sale for the Wedderburn Housing Estate at the August 2012 meeting.

BACKGROUND

A request has been received by the Wedderburn Development Association to alter the existing conditions of sale for council owned lots at the Wedderburn Housing Estate.

Council had previously stipulated that the four lots comprising the council owned lots in Ridge Street Wedderburn include the following conditions of sale:

- The construction of a dwelling, with a minimum 24 squares (220 m²) of living area
- All construction (including outbuildings and fences) to consist solely of new materials
- The structure of the dwelling to incorporate a fully enclosed garage
- The dwelling is to be constructed of not less than 80% of brick, brick veneer; brick cement render, stone, masonry or masonry veneer
- No front fence
- No construction to incorporate the use of galvanised iron or aluminium cladding
- Any shed (or other outbuildings) construction is not to exceed 80m² in floor area or exceed 4m in height
- Fencing to be of colour bond, 1.8m in height and of the colour 'Domain'
- Allow for the construction of a single dwelling only
- No ability to subdivide the property
- Construction to commence within 12 months of purchase and be completed within 2 years.

ISSUES/DISCUSSION

The Wedderburn Development Association (WDA) has requested that the conditions of sale be relaxed to encourage sales of lots on the Wedderburn Housing Estate. The WDA have proposed that:

- The minimum living area for constructed homes should be reduced to 18 squares
- The period to complete construction should remain at 2 years, however, the period for commencement should be deleted

The WDA have indicated that the existing conditions of sale are too onerous, which would suggest that they are of the opinion that the current conditions are a barrier to prospective buyers.

The introduction of a minimum standard to encourage quality constructions is a significant step and will need to be maintained. While the proposed reduction in living space could have an effect on the overall impact of the estate, the WDA request would not necessarily reduce the quality of the outcome.

The proposal by the WDA represents a relatively minor change to the sale conditions and would further improve affordability, particularly for new entrants to the housing market.

COSTS/BENEFITS

Nil

RISK ANALYSIS

Minimum conditions of sale set a standard of development and are intended to be reflective of community expectations. Minimising or reducing these conditions limits the control that the seller has over the property and may lead to unintended outcomes.

Overly restrictive controls may lead to fewer enquiries from a reduced pool of buyers.

CONSULTATION AND ENGAGEMENT

Nil

MOTION

Moved: Cr Holt

Seconded: Cr Beattie

That Council vary the sale conditions for council owned lots at Ridge Street Wedderburn to reflect:

1. A minimum living area of 18 squares (167 m²) for each construction
2. Construction to be completed within 2 years of purchase

Carried

8.2 AGRIFOOD SKILLS AUSTRALIA NATIONAL REGIONAL INITIATIVE - REGIONAL STEERING GROUP

SUMMARY

The Agrifood Skills Australia National Regional Initiative - Regional Steering Group comprises industry representatives from agriculture, horticulture, intensive animal, and manufacturing industry sectors. Agrifood Skills Australia has requested an officer represent the Shire on the Regional Steering Group.

Author: Bryan McEwan – Director Economy and Community

File No: 13/09/009

Attachment: Nil

The Mayor declared a conflict of interest. The nature of the interest is an indirect interest due to his wife having been asked to Chair the Committee for Agrifoods Skills Australia. Cr Curnow left the meeting at 5.37pm.

Cr Beattie chaired the meeting in the Mayor's absence.

RECOMMENDATION

That Council appoint Brian Hinneberg to the Agrifood Skill Australia Regional Steering Group

PREVIOUS COUNCIL DISCUSSION

NIL

BACKGROUND

Agrifood Skills Australia (Agrifood) is one of 11 independent, not-for-profit Industry Skills Councils established by the Australian Government Department of Industry, Innovation, Science Research and Tertiary Education.

Agrifood is charged with driving skills and workforce development across five sectors:

- Rural and related industries (including agriculture, horticulture, conservation and land management, animal care and management)
- Food, beverage and pharmaceutical processing (including wine)
- Meat processing and retailing
- Seafood
- Racing (greyhound, thoroughbred and harness)

Agrifood develops and implements workforce development strategies and industry endorsed qualifications to meet the current and emerging needs of agrifood enterprises, employees and students throughout regional and urban Australia.

The Victorian State Government nominated the Loddon Mallee as the region for Agrifood pilot project for Victoria, specifically in the shires of Buloke, Loddon and Gannwarra.

The project will conclude at the end of June 2014.

ISSUES/DISCUSSION

The Loddon Mallee Regional Steering Group comprises industry representatives from agriculture, horticulture, intensive animal, and manufacturing industry sectors across the three shires. Additionally each shire has been asked to support the project by providing an officer to participate in the group.

Brian Hinneberg, Rural Coordination and Development Manager, has been working with the interim steering committee to bring this project into being. He has regularly attended planning meetings and

promoted the program to employers throughout the Shire. He has also taken a leading role in the Jobs Summit held in Boort during April 2013, which had more than 100 attendees.

The Jobs Summit identified a wide range of skills and actions needed across all sectors of agrifood industries. The ideas generated at the Summit are being used to set the direction for the Regional Steering Group.

The Regional Steering Group will comprise regional industry employers and government agencies, peak industry organisations and Agrifood Skills Australia. The Group will be developing, adapting and implementing key research activities, which will target the needs of the region.

Key activities include:

- Research the major industries within the region to determine the broader skill needs
- Develop a skills demand timeline to map peak demand across a mix of industries
- A comprehensive skills needs analysis of industry groups and individual businesses to identify skill gaps and training needs throughout the region
- Skills Recognition as a means of retaining the existing workforce
- Recognise and formalise existing skills and knowledge acquired through prior learning, previous training and life experience
- Employer capability workshops to build management capacity within the wider agrifood industry
- Undertake an "Employer of Choice" survey to better understand workplace perceptions
- Conduct a "Cross Industry Skilling" program to deploy appropriately skilled workers to meet peak demands across the region of different industries.

The Agrifood Skill National Regional Initiative will benefit the Shire by; identifying skills needs and gaps, by recognising skills and by providing training to existing workers, promoting agriculture and agrifood as career for young people, and developing "employers of choice".

The project aims to deliver into regional employers, to employees and the general community:

- Core regional workforce with the right mix of skills and knowledge required within the region's enterprises.
- Mobile labour pool to work across the businesses within the region.
- Skilled seasonal, contract and casual workers as required.
- Identification of training providers who meet the regions training needs
- The sharing of intellect across the three shires and key stakeholders, to improve collaborative partnerships for long term work force development and community capacity building.

COSTS/BENEFITS

This project sits within the Loddon Shire Development Strategy 2009, Goal 6 – "Grow the Loddon Shire's working-age population and improve the regional skills base." Objective 1: Improve the region's skill base to meet the needs of the local agricultural and horticultural sectors (retention)" Strategy B – "Establishing workplace and other training programs that will ensure the region's labour requirements can be met".

RISK ANALYSIS

The Agrifood Skill Australia Loddon Mallee Regional Initiative project is funded until June 2014. It is anticipated that the steering committee will also conclude at this time.

CONSULTATION AND ENGAGEMENT

The Boort Jobs Summit attracted more than 100 participants, with representatives from the agrifood industry, government, education and training and agriculture peak organisations in attendance. Themes to emerge include overcoming population decline, retention of young people, securing a skilled and

experienced workforce and promoting agriculture in particular as a career option for the youth of the region.

The Regional Steering Group has been informed of the identified key themes, specific needs of regional employers and of business.

MOTION

Moved: Cr Condliffe

Seconded: Cr Holt

That Council appoint Brian Hinneberg to the Agrifood Skill Australia Regional Steering Group

Carried

The Mayor returned to the meeting at 5.39pm and resumed the Chair.

UNCONFIRMED

8.3 LODDON POWERCOR EXCELLENCE AWARDS 2013

SUMMARY

Final report on the proceedings for the 2013 Loddon Powercor Excellence Awards.

Author: Christine Coombes Economic Development Officer

File No: 13/09/011

Attachment: nil

RECOMMENDATION

That Council receive and note the final report on the 2013 Loddon Powercor Excellence Awards.

PREVIOUS COUNCIL DISCUSSION

Council reports have been presented previously on the number of nominations and entries received location of the gala evening and entertainment.

BACKGROUND

The Loddon Powercor Excellence Awards event was held at Eddington Community Centre on Thursday May 30 at 6pm.

ISSUES/DISCUSSION

This year's Awards resulted in:

- There were 148 guests, 35 of these tickets were invited guests
- Guests included 8 Loddon Shire staff and 12 guests not representing/attending with a finalist on the evening
- Five tables of ten were booked, receiving the incentive of one red and one white bottle of wine gift wrapped
- Pre-dinner drinks and canapés were held in the Community Centre with the sit down meal, presentations and entertainment in an adjoining marquee

Master of Ceremonies for the evening was John McLinden, CEO Loddon Shire, John performed admirably with the evening running to schedule.

The gala evening was opened with a welcome address by Mayor Geoff Curnow with Ian Gillingham, Regional Asset Manager, Powercor Australia presenting an opening address to the audience.

Entertainment for the evening was in two formats:

- Neil Druce, Green Grove Organics, informed and entertained guests with detail of the formation of the Junee Liquorice factory. Guests were also provided with sample tastings of the liquorice.
- Entertainer Mike Brady kept the audience enthralled with his life story and music.

Catering was provided by Two Sisters Catering. Once again the quality of the meal and service by the waiting staff was exceptional.

Bar service was provided by the Eddington Community Centre with refreshments purchased from local wineries, Empire State Hotel and Randall's Foodwork's.

Sponsors represented on the evening included: Powercor Australia Ltd, The Loddon Times, MEGT, Hazeldene's, Inglewood & Districts Community Bank Branch Bendigo Bank and new sponsor Department of State Development, Business and Innovation.

Powercor Australia presented the winners of the Young Achiever Award and the Business of the Year on the evening. Peter Walsh, Minister for Agriculture and Food Security presented the Best Small Business

and Food, Wine and Hospitality Awards represented the Department of State Development, Business and Innovation.

One of eight judges was present on the evening. There were five new judges involved in this year's process.

Winners for the 2013 year were:

Young Achiever – Maddison Holt, Wedderburn

Employee of the Year – Natalie Rodwell, Champions IGA, Inglewood

Best Small Business – Fusspots at Inglewood

Agriculture and Primary Industries Award – Peter & Donna Sexton

Food, Wine and Hospitality Award – Victoria Hotel, Pyramid Hill

Major Event Award – Bridgewater Football Netball Club Triathlon

Best Tourism Operator – Inglewood Eucalyptus Distillery Museum

Business of the Year – Peter & Donna Sexton

In September 2010 Council approved a change to the frequency of the Excellence Awards to biennially rather than yearly. The Powercor Ltd contract is due for renewal in July 2013, with the Excellence Awards due to be held again in May 2015. Consultation will be held with Powercor Ltd representatives as to the future direction of awards and event funding. Follow up discussion will be held at Council Forum as to the future direction of the Awards structure and subsequent gala events.

COSTS/BENEFITS

The Excellence awards community residents, businesses and individuals the opportunity to network and enjoy an evening of fine food and entertainment whilst awarding excellence.

RISK ANALYSIS

An application for a Public Entertainment Event was obtained with Council's Municipal Building Surveyor with a final inspection carried out on May 29. Council's Manager Environmental Health conducted an inspection of the premises on May 27, with a satisfactory outcome.

Consultation will be undertaken with sponsors as to their on-going contribution to this event.

CONSULTATION AND ENGAGEMENT

The awards were widely advertised via TV, newspaper, radio and email distribution. Consultation has been undertaken with sponsors and judges as to the process undertaken for the awards. Individual contact was made with each finalist to confirm their understanding of becoming a finalist of the awards process.

MOTION

Moved: Cr Condliffe

Seconded: Cr McKinnon

That Council receive and note the final report on the 2013 Loddon Powercor Excellence Awards.

Carried

9. DIRECTOR COMMUNITY WELLBEING REPORTS

9.1 OUTCOME OF COMMUNITY CARE COMMON STANDARDS QUALITY REVIEW – HOME & COMMUNITY CARE PROGRAM

SUMMARY

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

Author: Wendy Gladman – Director Community Wellbeing

File No: 12/02/002

Attachment: Nil

RECOMMENDATION

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

PREVIOUS COUNCIL DISCUSSION

A report detailing the introduction of the Community Care Common Standards (CCCS) quality review cycle was provided to the January 2013 Council Meeting. In this report it was noted that Council's Home and Community Care (HACC) Program would undergo assessment against the new standards in April 2013.

BACKGROUND

In April 2013 Council's Community Care Department submitted a self-assessment addressing the outcomes required to demonstrate compliance with the standards. On 30 April 2013, two assessors representing the Department of Health visited Council's Community Care Department to assess the Home and Community Care Program against the CCCS.

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

- Director Community Wellbeing
- Community Care Coordinator
- Human Resources Officer
- External Meals on Wheels provider
- Two Direct care workers, Planned Activity Officer, Assessment Officer, Service Delivery Team Leader and Service Delivery Support Officer

Documents reviewed included client files, staff files, volunteer files, policies and procedures and current Community Care department plans (Active Service Model and Diversity)

A HACC client survey was distributed to 75 service users with 37 surveys returned. Of note from the survey results is that ninety seven percent of respondents said services provided by the HACC program are reliable and staff do a good job.

ISSUES/DISCUSSION

The CCCS Quality Review final report details the performance of the HACC 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 the 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 Council's HACC program met fourteen of the eighteen outcomes in the CCCS, resulting in ten required improvements and sixty one improvement opportunities.

Required improvements to achieve full compliance with the Standards relate to the following expected outcomes:

	Expected Outcome	Required Improvement related to:
1.7	Human Resource Management	Documentation of reference checks of staff and volunteers Police checks for staff who have lived overseas Volunteer recruitment policy and procedure Volunteer records and orientation/training program
2.3	Care Plan Development and Delivery	Development of Care plan policy Implementation of goal directed service/care plans System to evidence that client has received a copy of service/care plan
3.1	Information Provision	Update information provided to clients to include further information related to: Rights and Responsibilities Privacy Complaints information Advocacy information
3.5	Independence	Implement care plan development for clients that reflect strategies to support independence

As required, within 10 days of receiving the quality review report, Council's Community Care department 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.

The Community Care Department now have the opportunity through the implementation of the identified improvements to drive continuous improvement within the HACC program.

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

The quality assessment team conducted interviews and discussions with:

- Director Community Wellbeing
- Community Care Coordinator
- Human Resources Officer
- External Meals on Wheels provider

- Two Direct care workers, Planned Activity Officer, Assessment Officer, Service Delivery Team Leader and Service Delivery Support Officer

A HACC client survey relevant to CCCS was distributed to 75 service users with 37 surveys returned.

MOTION

Moved: Cr McKinnon

Seconded: Cr Holt

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

Carried

UNCONFIRMED

10. GENERAL BUSINESS

The Mayor asked if there is a policy regarding applications for communications towers, and suggested there needs to be one to ensure that towers are installed on public land.

The CEO advised that the telecommunications companies determine the best placement of telecommunications towers, and the planning permit application process allows for the public to comment on applications for installation.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 22 July 2013 at Serpentine commencing at 3.30pm.

There being no further business the meeting was closed at 6.04pm.

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

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