

**LODDON SHIRE COUNCIL**

Notice of an Ordinary Meeting of the Loddon Shire Council to be held in the Serpentine Council Chambers, Serpentine on Monday 25 March 2013 at 3.30pm.

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**1. APOLOGIES**

Nil

**2. PREVIOUS MINUTES**

**2.1 CONFIRMATION OF MINUTES**

**SUMMARY**

Approval of the Forum Minutes of 25 February 2013.  
Approval of Ordinary Minutes of 25 February 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 25 February 2013*
2. *the minutes of the Ordinary Council Meeting of 25 February 2013*

**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.*

**3. INWARDS CORRESPONDENCE**

Nil

#### **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.*

##### **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.*

## **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 205 Widening Reconstruction of Bridgewater Raywood Road and Associated Drainage Works between Loddon Shire Council and Global Contracting Pty Ltd

Instrument of Delegation Boort Tourism Committee of Management

## 5.2 REVIEW OF DELEGATIONS

### **SUMMARY**

Updated instrument of delegation for Council approval.

Author: Lynne Habner, Executive Assistant

File No: 18/01/003

Attachment: Instrument of Delegation to Council staff under the Marine Safety Act

### **RECOMMENDATION**

*That Council, in the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached instrument of delegation, resolves that:*

- 1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument*
- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.*
- 3. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.*

### **PREVIOUS COUNCIL DISCUSSION**

In September 2012, Council reviewed all of its delegations, authorisations and appointments.

### **BACKGROUND**

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

Council is required to review its delegations within 12 months after a general election in accordance with section 98 (6) of the Local Government Act.

### **ISSUES/DISCUSSION**

A review of all delegations, authorisations and appointments was conducted following the general election held in October 2012.

The attached instrument of delegation contains delegation of the powers, functions and duties under the Marine Safety Act 1988. This delegation is supplementary to the instrument of delegation adopted by Council in September 2012, which will continue to remain in force.

No other changes to delegations by Council were required; however, minor changes to sub-delegations made by the CEO to council staff were also made as part of this review.

### **COSTS/BENEFITS**

Adoption of the recommendation will not have any financial impacts.

### **RISK ANALYSIS**

Adoption of the recommendation will ensure that council staff are able to act on behalf of Council under the Marine Safety Act 1988. If current delegations are not in place, actions of a council officer exercising those powers could be legally challenged.

**CONSULTATION AND ENGAGEMENT**

Council's CEO and Directors were consulted during the review of delegations.



### 5.3 REVIEW OF COUNCILLOR ALLOWANCES

#### SUMMARY

Councillor and Mayoral allowances have been reviewed, and the public submissions period has ended. The final review is submitted for approval.

Author: John McLinden, Chief Executive Officer

File No:

Attachment: Review of councillor and mayoral allowances

#### **RECOMMENDATION**

*That Council adopt the recommendations of the Review of Councillor and Mayoral Allowances – that Council:*

1. *establish the following allowances effective from the date of adoption of this resolution:*
  - *mayoral allowance: \$53,684 per annum*
  - *councillors allowance: \$17,969 per annum*
2. *review the Councillors Support and Reimbursement Policy to amend the travelling allowance to reflect the amount paid to home care staff, as amended from time to time, rather than the Council standard rates per kilometre.*

#### **PREVIOUS COUNCIL DISCUSSION**

Nil.

#### **BACKGROUND**

The Local Government Act, at section 74(1) requires that “a Council must review and determine the level of the councillor allowance and the mayoral allowances within the period of six months after a general election or by the next 30 June, whichever it is the later”.

Section 74(4) requires that Council, before deciding this matter, must call for submissions pursuant to section 223 of the Local Government Act.

#### **ISSUES/DISCUSSION**

Attached to this report is the final document setting out a review of the allowances paid to the Mayor and Councillors of the Loddon Shire. This review recommends the status quo, in that councillors be paid a councillor allowance and the Mayor paid a mayoral allowance at the maximum permissible for Category One councils.

No submissions were received during the consultation period.

#### **COSTS/BENEFITS**

Nil.

#### **RISK ANALYSIS**

Nil.

#### **CONSULTATION AND ENGAGEMENT**

Consultation was conducted in accordance with the call for submissions under Section 223 of the Local Government Act 1989. No submissions were received.

## 5.4 REVIEW OF STRATEGIC DOCUMENT, POLICY AND PROCEDURE FRAMEWORK

### SUMMARY

Seeking approval of amendments to the Strategic Document, Policy and Procedure Framework following the scheduled review of the document.

Author: Lynne Habner, Executive Assistant

File No: 18/01/001

Attachment: Revised Strategic Document, Policy and Procedure Framework

### **RECOMMENDATION**

*That Council adopt the revised Strategic Document, Policy and Procedure Framework.*

### **PREVIOUS COUNCIL DISCUSSION**

Version 1 of the Strategic Document, Policy and Procedure Framework (Framework) was adopted by Council in February 2012.

### **BACKGROUND**

The Framework was developed in 2012 to ensure consistent and effective development and management of strategic documents, policies and procedures for Loddon Shire Council. It was the foundation for a review of all strategic documents, policies and procedures that commenced in 2012.

### **ISSUES/DISCUSSION**

The review of the Framework found that some minor changes were required to ensure the Framework was current and remained relevant.

The most significant change to the document was to add a specific requirement in the approval process to present any draft strategic documents or policies to the Management and Leadership Team meeting prior to seeking approval from the Management Executive Team and Council. This was added to ensure that management across the organisation was aware of documents being developed, and that it had a chance to provide input to drafts before they are finalised and approved.

### **COSTS/BENEFITS**

Nil.

### **RISK ANALYSIS**

The added process will avoid risks of policies and plans being developed without close scrutiny and input from all sections of the organisation—providing the opportunity to achieve more robust outcomes for Council.

### **CONSULTATION AND ENGAGEMENT**

All office staff were consulted during the review of the Framework.

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

### **6.1 FINANCE REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2013**

#### **SUMMARY**

This report provides Council with financial information for the period ending 28 February 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 28 February 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 28 February 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 provided 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.

## **6.2 SECTION 86 COMMITTEES OF MANAGEMENT – DISBANDMENT OF BOORT, DINGEE, INGLEWOOD, PYRAMID HILL, AND WEDDERBURN PRESCHOOL COMMITTEES OF MANAGEMENT**

### **SUMMARY**

This report seeks Council approval to disband Section 86 committees of management for the Boort, Dingee, Inglewood, Pyramid Hill, and Wedderburn Preschools.

Author: Jude Holt - Director Corporate Services

File No: 02/01/009, 02/01/016, 02/01/022, 02/01/032, 02/01/039

Attachment: Nil

### **RECOMMENDATION**

*That Council disbands the following Section 86 committees of management:*

1. *Boort Preschool*
2. *Dingee Preschool*
3. *Inglewood Preschool*
4. *Pyramid Hill Preschool*
5. *Wedderburn Preschool.*

### **PREVIOUS COUNCIL DISCUSSION**

Council was provided with a progress report of updating all Section 86 committee instruments of delegation at the Ordinary Meeting held on 29 January 2013.

### **BACKGROUND**

Section 86(6) of the Local Government Act 1989 states:

“The Council must review any delegations to a special committee in force under this section within a period of 12 months after a general election.”

This means that all of the current S86 committee Instruments of Delegation are required to be reviewed and approved by Council by 26 October 2013.

### **ISSUES/DISCUSSION**

During the review consideration was given as to why Council has Section 86 committees in place for preschools within the Shire.

Historically the committees were created to formalise the relationship between the preschool parent committees and Council, as the committees were using Council’s buildings to provide their service.

In 2004 the state government invited Councils and other large organisations to become cluster managers of local preschools, which Council did, so all preschools in the Shire are now licensed to Council, operated by Council, preschool staff are employed by Council, and Council owns and manages the facilities that the services are provided from.

The relationship with parent committees has changed, and now parent committees have the important role of fundraising for their centre, but no other obligations in relation to delivery of the service.

Therefore, it is considered that the Section 86 committee status for preschools is now redundant, and that that committees should be formally disbanded.

### **COSTS/BENEFITS**

There are no costs associated with this resolution.

### **RISK ANALYSIS**

There is no risk impact associated with this resolution, as there is no change to the current service delivery model.

**CONSULTATION AND ENGAGEMENT**

Each committee has been advised by Council's Acting Director Community and Wellbeing about Council's intention to disband their committee from the Section 86 status.

**6.3 SECTION 86 COMMITTEES OF MANAGEMENT – DISBANDMENT OF EDDINGTON  
COMMUNITY CENTRE COMMITTEE OF MANAGEMENT**

**SUMMARY**

This report seeks Council approval to disband Section 86 committees of management for the Eddington Community Centre.

Author: Jude Holt - Director Corporate Services

File No: 02/01/020

Attachment: Nil

**RECOMMENDATION**

*That Council disbands the Eddington Community Centre Section 86 committee of management.*

**PREVIOUS COUNCIL DISCUSSION**

Following a query from the Mayor, Council was provided with an overview of the ownership and control of the Eddington Community Centre and its surrounds at the Council Forum held in January 2013.

**BACKGROUND**

For many years Council believed that it was the appointed committee of management by the Department of Sustainability and Environment (DSE) for the Eddington Community Centre, and put a Section 86 committee of management in place for the centre.

Recent advice provided from DSE indicates that Council has no legal standing for the community centre or any part of its surrounds. The legal status of the site is:

- The tennis club is privately owned
- The racecourse serve is a DSE committee of management
- The public hall reserve (community centre) has a restrictive crown grant with five deceased trustees, which will need to be removed and a DSE committee of management created for the site. It is acknowledged by DSE that this will take some time to effect; in the meantime, they are happy to continue the informal arrangement currently in place where the racecourse reserve committee is also managing the community centre. It is DSE's preferred option that the racecourse reserve committee becomes the community centre (public hall reserve) committee when the formal process is undertaken.

**ISSUES/DISCUSSION**

The implication of Council having no legal standing at the site is that Council has no right to have a Section 86 committee of management in place for the community centre. Therefore, this report recommends that the Eddington Community Centre Committee of Management is disbanded.

**COSTS/BENEFITS**

There are no costs associated with this resolution.

**RISK ANALYSIS**

This report reduces the risk impact by disbanding a committee that Council has no legal standing to have in place.

**CONSULTATION AND ENGAGEMENT**

The Eddington Community Centre Committee has been advised of DSE's advice and Council's intention to disband the committee.

## 6.4 EXEMPTION FOR MEMBERS OF SPECIAL COMMITTEES

### SUMMARY

This report seeks Council's approval to exempt members of special committees of Council from the requirement to submit Primary Returns and Ordinary Returns under Section 81(2) and 81(5) of the Local Government Act 1989.

Author: Jude Holt – Director Corporate Services

File No: 02/01/003

Attachment: Nil

### **RECOMMENDATION**

*That Council exempts members of the following special committees of Council from the requirements of Section 81(2) and 81(5) of the Local Government Act 1989:*

1. *All committees created under Section 86 of the Local Government Act 1989*
2. *All community planning committees operating in accordance with Council's Community Planning Policy & Procedure*
3. *Loddon Shire Council Audit Committee*
4. *Australia Day Committee*
5. *Loddon Healthy Minds Committee*
6. *Loddon Nature Tourism Advisory Committee*
7. *Loddon Recreation Strategy Plan: Implementation Committee*
8. *All other advisory committees of Council.*

### **PREVIOUS COUNCIL DISCUSSION**

A report seeking exemption for members of special committees of Council from the requirements of Section 81(2) and 81(5) of the Local Government Act 1989 was accepted by Council at the Ordinary Meeting held on 27 January 2009.

### **BACKGROUND**

Under Section 81(2) and 81(5) of the Local Government Act 1989 (the Act) Councillors, nominated officers, and members of special committees must submit Primary Returns (being the first submission) and Ordinary Returns (being subsequent submissions) to the Chief Executive Officer within 40 days after 30 June and 31 December each year. Section 81 specifies the information to be provided which includes the following:

Clause (81)(6):

A Councillor, a member of a special committee or a nominated officer must disclose the following information in the **primary return** as at the date of the primary return:

- a) the name of any company or other body in which he or she holds any office whether as a director or otherwise;
- b) the name or description of any company or body in which he or she holds a beneficial interest unless the total value of the interest does not exceed \$10000 and the total value of issued shares of the company or body exceeds \$10 million;
- c) the address or description of any land in the municipal district of the Council or in a municipal district which adjoins that municipal district in which he or she has any beneficial interest other than by way of security for any debt;

- d) a concise description of any trust in which he or she holds a beneficial interest or of which he or she is a trustee and a member of his or her family holds a beneficial interest;
- e) any other substantial interest whether of a pecuniary nature or not of him or her or of a member of his or her family of which he or she is aware and which he or she considers might appear to raise a material conflict between his or her private interest and his or her public duty as a Councillor, a member of a special committee or nominated officer.

Clause (81)(7):

A Councillor, a member of a special committee or a nominated officer must disclose in an **ordinary return** the following information in relation to the return period:

- a) if he or she has held an office whether as director or otherwise in any company or body, corporate or unincorporate—the name of the company or body;
- b) the name or description of any company or body in which he or she holds or has held a beneficial interest unless the total value of the interest does or did not exceed \$10000 and the total value of issued shares of the company or body exceeds \$10 million;
- c) the address or description of any land in the municipal district of the Council or in a municipal district which adjoins that municipal district in which he or she had any beneficial interest other than by way of security for any debt;
- d) a concise description of any trust in which he or she held a beneficial interest or of which he or she is a trustee and a member of his or her family held a beneficial interest;
- e) particulars of any gift of or above the amount or value of the gift disclosure threshold received by him or her, either directly or indirectly, other than a gift received—
  - (i) from a person who is a relative of him or her; or
  - (ii) as hospitality at an event or function he or she attended in an official capacity as the Mayor, a Councillor, a member of Council staff or a member of a special committee;
- f) any other substantial interest whether of a pecuniary nature or not of him or her or of a member of his or her family of which he or she is aware and which he or she considers might appear to raise a material conflict between his or her private interest and his or her public duty as a Councillor, member of a special committee or nominated officer.

### **ISSUES/DISCUSSION**

This process is currently being undertaken for Councillors and nominated officers (senior officers of Council and other members of the Council staff nominated by the Chief Executive Officer), but not for members of special committees.

At the Ordinary Meeting of Council held on 27 January 2009, the Council exempted members of special committees from this requirement in accordance with Section 81(2A) of the Act.

The basis of the 2009 exemption was that Council relies on the volunteer effect of the many community members who contribute to the various committees, and that the requirements of the Act would be onerous to those volunteers, and may deter some community members from remaining on committees due to the personal nature of the information that is required to be disclosed.

Section 2B of the Act states that Council must review any exemptions in force under Section 2A of the Act within 12 months after a general election. This report recommends that Council exempts all community committee members from the requirements of Section 81(2) and 81(5) of the Act.

### **COSTS/BENEFITS**

There are no financial costs associated with this resolution.

### **RISK ANALYSIS**

This resolution reduces the risk of committee members resigning from their committees due to eliminating the requirement of having to disclose personal information to Council.

### **CONSULTATION AND ENGAGEMENT**

Nil



**6.5 REVIEW OF SECTION 86 COMMITTEES OF MANAGEMENT DELEGATIONS -  
BOORT AERODROME COMMITTEE OF MANAGEMENT  
BOORT MEMORIAL HALL COMMITTEE OF MANAGEMENT  
CAMPBELL'S FOREST HALL COMMITTEE OF MANAGEMENT  
DONALDSON PARK COMMITTEE OF MANAGEMENT  
INGLEWOOD TOWN HALL COMMITTEE OF MANAGEMENT  
KORONG VALE MECHANICS HALL COMMITTEE OF MANAGEMENT  
PYRAMID HILL MEMORIAL HALL COMMITTEE OF MANAGEMENT  
PYRAMID HILL SWIMMING POOL COMMITTEE OF MANAGEMENT  
WEDDERBURN MECHANICS & LITERARY INSTITUTE HALL COMMITTEE OF MANAGEMENT  
YANDO PUBLIC HALL COMMITTEE OF MANAGEMENT**

**SUMMARY**

This report seeks Council's approval of Instruments of Delegation for the Boort Aerodrome Committee of Management, Boort Memorial Hall Committee of Management, Campbell's Forest Hall Committee of Management, Donaldson Park Committee of Management, Inglewood Town Hall Committee of Management, Korong Vale Mechanics Hall Committee of Management, Pyramid Hill Memorial Hall Committee of Management, Pyramid Hill Swimming Pool Committee of Management, Wedderburn Mechanics & Literary Institute Hall Committee of Management, and Yando Public Hall Committee of Management.

Author: Jude Holt – Director Corporate Services

File No: 02/01/007, 02/01/010, 02/01/015, 02/01/018, 02/01/023, 02/01/026, 02/01/031, 02/01/033, 02/01/038, 02/01/041

Attachment: 6.5(a), 6.5(b), 6.5(c), 6.5(d), 6.5(e), 6.5(f), 6.5(g), 6.5(h), 6.5(i), 6.5(j)

**RECOMMENDATION**

*That Council approves the Instruments of Delegation as presented for:*

1. *Boort Aerodrome Committee of Management*
2. *Boort Memorial Hall Committee of Management*
3. *Campbell's Forest Hall Committee of Management*
4. *Donaldson Park Committee of Management*
5. *Inglewood Town Hall Committee of Management*
6. *Korong Vale Mechanics Hall Committee of Management*
7. *Pyramid Hill Memorial Hall Committee of Management*
8. *Pyramid Hill Swimming Pool Committee of Management*
9. *Wedderburn Mechanics & Literary Institute Hall Committee of Management*
10. *Yando Public Hall 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 ten presented with this report. However, as they were all reviewed prior to the 2012 general election (and in some cases very close to the date of 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 Aerodrome Committee of Management
- Boort Memorial Hall Committee of Management
- Campbell's Forest Hall Committee of Management
- Donaldson Park Committee of Management
- Inglewood Town Hall Committee of Management
- Korong Vale Mechanics Hall Committee of Management
- Pyramid Hill Memorial Hall Committee of Management
- Pyramid Hill Swimming Pool Committee of Management
- Wedderburn Mechanics & Literary Institute Hall Committee of Management, and
- Yando Public Hall Committee of Management

are presented with this report as Attachments 6.5(a), 6.5(b), 6.5(c), 6.5(d), 6.5(e), 6.5(f), 6.5(g), 6.5(h), 6.5(i), and 6.5(j).

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.

## 6.6 SUPPLEMENTARY VALUATIONS

### SUMMARY

This report provides Council with the Supplementary Valuations that have been undertaken since December 2012, 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
- Reassessment of property valuations arising from objections to the initial valuation
- Additions and cancellations of Licences (Grazing and Water Frontages)
- Change of Use.

This rating year Council received 28 objections from ratepayers against the 2012 valuation. Of these, 23 were allowed and the valuation was decreased, and 5 were disallowed with no further action taken. The following table summarises the changes in valuation resulting from the objections:

Details	No	Site Value (\$)	CIV (\$)	NAV (\$)
Objections	23	(1,343,000)	(3,252,000)	(162,600)

The following table shows the changes to the total valuation to March 2013 as a result of the objections.

Valuation Type	Valuations approved by Council in December 2012 (\$)	Supplementary Valuations/Objections in this report (\$)	Current Valuation (\$)
Site Value	966,613,100	(1,343,000)	965,270,100
Capital Improved Value	1,561,105,400	(3,252,000)	1,557,853,400
Net Annual Value	79,983,171	(162,600)	79,820,571

**ISSUES/DISCUSSION**

As a result of the objections, Council has two cases before the Victorian Civil and Administrative Tribunal (VCAT). LG Valuations Pty Ltd, Council's valuer, acts on behalf of Council throughout the course of these matters.

**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 that act on behalf of ratepayers occurs when a change to a property is required or occurs by virtue of a sale.

In the case of revaluations, ratepayers have a two month period in which they may lodge an objection with Council against the valuation that appears on their rate notice. This time frame begins from the date of issue shown on the notice.

**6.7 SECTION 86 COMMITTEES OF MANAGEMENT AMENDED INSTRUMENTS OF DELEGATION –  
BOORT DEVELOPMENT COMMITTEE OF MANAGEMENT,  
INGLEWOOD COMMUNITY SPORTS CENTRE COMMITTEE OF MANAGEMENT,  
JONES EUCALYPTUS DISTILLERY SITE COMMITTEE OF MANAGEMENT,  
MITIAMO MUNICIPAL RECREATION RESERVE COMMITTEE OF MANAGEMENT AND  
SERPENTINE BOWLS & TENNIS PAVILION COMMITTEE OF MANAGEMENT**

**SUMMARY**

This report seeks Council's approval of amended Instruments of Delegation for Boort Development, Inglewood Community Sports Centre, Jones Eucalyptus Distillery Site, Mitiamo Municipal Recreation Reserve, and Serpentine Bowls & Tennis Pavilion Committees of Management.

Author: Jude Holt, Director Corporate Services

File No: 02/01/008, 02/01/020, 02/01/024, 02/01/030, 02/01/034

Attachment: 6.2a Boort Development Committee of Management Instrument of Delegation  
6.2b Inglewood Community Sports Centre Committee of Management Instrument of Delegation  
6.2c Jones Eucalyptus Distillery Site Committee of Management Instrument of Delegation  
6.2d Mitiamo Municipal Recreation Reserve Committee of Management Instrument of Delegation  
6.2e Serpentine Bowls & Tennis Pavilion Committee of Management Instrument of Delegation

**RECOMMENDATION**

*That Council approves the amended Instruments of Delegation for:*

1. *Boort Development Committee of Management*
2. *Inglewood Community Sports Centre Committee of Management*
3. *Jones Eucalyptus Distillery Site Committee of Management*
4. *Mitiamo Municipal Recreation Reserve Committee of Management*
5. *Serpentine Bowls & Tennis Pavilion 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.

**ISSUES/DISCUSSION**

The Instruments of Delegation for the Boort Development, Inglewood Community Sports Centre, Jones Eucalyptus Distillery Site, Mitiamo Municipal Recreation Reserve, and Serpentine Bowls & Tennis Pavilion Committees of Management are presented to Council for approval.

The delegations have been amended to 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.

The Instruments of Delegation are provided as Attachments 6.7a, 6.7b, 6.7c, 6.7d, and 6.7e.

### **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.

**6.8 SECTION 86 COMMITTEES OF MANAGEMENT COMMITTEE MEMBERSHIP -  
BOORT TOURISM, BRIDGEWATER ON LODDOON MEMORIAL HALL, EAST LODDON  
COMMUNITY CENTRE, JONES EUCALYPTIC DISTILLERY SITE, AND YANDO PUBLIC HALL  
COMMITTEES OF MANAGEMENT**

**SUMMARY**

This report seeks Council's appointment of members to the Boort Tourism, Bridgewater on Loddon Memorial Hall, East Loddon Community Centre, Jones Eucalyptus Distillery Site, and Yando Public Hall Section 86 committees of management.

Author: Jude Holt, Director Corporate Services

File No: 02/01/012, 02/01/013, 02/01/019, 02/01/024, 02/01/041

Attachment: Nil

**RECOMMENDATION**

*That Council appoints members to the Boort Tourism, Bridgewater of Loddon Memorial Hall, East Loddon Community Centre, Jones Eucalyptus Distillery Site, and Yando Public Hall 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 presented are all community based committees, which have preferred representation of at least 6 community members. The following is a list of nominated representatives for each committee, all of which exceed the minimum requirement:

<b>Boort Tourism</b>	<b>Bridgewater on Loddon Memorial Hall</b>	<b>East Loddon Community Centre</b>	<b>Jones Eucalyptus Distillery Site</b>	<b>Yando Public Hall</b>
Margaret Piccoli (President)	Steven Brown (President)	Geoff Thomas (President)	Lyn Rose (President)	Craig Slatter (President)
Kathryn Lanyon (Vice President)	David Hanna (Secretary/Treasurer)	Mark Phelan (Vice President)	Kevin Poyser (Vice President)	Ash Gawne (Vice President)
Marilyn Lanyon (Secretary)	Leah Bailey	Leanne Welsh (Secretary)	Murray Baud (Secretary/Treasurer)	Roslyn Gawne (Secretary/Treasurer)
Marlies Eicher (Treasurer)	Shannon Brown	Pamela Plant (Treasurer)	Bert Bradley	Bradley Haw
Paul Haw	Alan Downing	June Dorman	Terry Coffey	Doug Haw
Barry Barnes	Graham Hosking	Rebecca Hodge	Bryan McEwan	June Darker
Cathie Haw	Jenny Hosking			Kel Jeffrey
Robyn McConnell	Glen Mangan			Ken Buchanan
	Graham Morse			Rose Buchanan
	Nick Saunders			
	Joelene Simsen			
	Katrina Zapelli-Simmons			

### **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.



**6.9 SECTION 86 COMMITTEE OF MANAGEMENT AMENDED INSTRUMENT OF DELEGATION AND REQUEST FOR NAME CHANGE- BRIDGEWATER ON LODDON PROGRESS ASSOCIATION COMMITTEE OF MANAGEMENT TO BRIDGEWATER ON LODDON DEVELOPMENT COMMITTEE OF MANAGEMENT**

**SUMMARY**

This report seeks Council's approval of an amended Instrument of Delegation for the Bridgewater on Loddon Progress Association Committee of Management, and approval of a name change for the committee to Bridgewater on Loddon Development Committee of Management.

Author: Jude Holt, Director Corporate Services

File No: 02/01/014

Attachment: 6.2 Bridgewater on Loddon Development Committee of Management Instrument of Delegation

**RECOMMENDATION**

*That Council approves:*

1. *The change of name of Bridgewater on Loddon Progress Association Committee of Management to Bridgewater on Loddon Development Committee of Management*
2. *The amended Instrument of Delegation for Bridgewater on Loddon Development 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.

**ISSUES/DISCUSSION**

Following the Annual General Meeting of the Bridgewater on Loddon Progress Association Committee of Management in February, Council provided the committee with an amended Instrument of Delegation for consideration. The delegation has been amended to 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.

The Instrument of Delegation is provided as Attachments 6.9.

The Bridgewater on Loddon Progress Association Committee of Management held a meeting on 7 March 2013. Among other business, the committee considered the draft Instrument of Delegation provided by Council.

Minutes of the meeting reflect a motion "That we accept the Instrument of Delegation subject to a change of name of the committee". That motion was carried.

The minutes also reflect a motion "That we request that the name of the committee of management be changed to Bridgewater on Loddon Development Committee". That motion was also carried.

For some time there has been confusion amongst the Bridgewater community about the difference between Council's Section 86 committee "Bridgewater on Loddon Progress Association Committee of Management", and the community's committee "Bridgewater Progress Association".

Applying a new name to Council's committee that does not have any similarity to any other community committee may help to alleviate the confusion and provide complete separation between Council's committee and the community's committee.

### **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.

## **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 9 February 2013 and 12 March 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 9 February 2013 and 12 March 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.

## 7.2 2011-2013 FLOOD RESTORATION PROGRAM PROGRESS REPORT

### **SUMMARY**

Report provides Council with a status update regarding progress in the delivery of the 2011-2013 Flood Restoration Program to the period ending 28 February 2013.

Author: Steven Phillips, Manager Works

File No: 14/01/001

Attachment: Nil

### **RECOMMENDATION**

*That Council receive and note the quarterly progress update on delivery of the 2011-2013 Flood Restoration Program.*

### **PREVIOUS COUNCIL DISCUSSION**

Council was presented with an initial delivery schedule for projects comprising the 2011-2013 Flood Restoration Program (The Program) at its ordinary meeting in August 2011.

Quarterly progress updates on the delivery of the Program have subsequently been provided.

### **BACKGROUND**

In March 2011 a claim for \$22,422,329.00 towards repair costs for damage caused during the 2010/11 floods was submitted to the Department of Treasury & Finance (The Department) under the Natural Disaster Financial Assistance Council Guidelines. This claim was approved on 14<sup>th</sup> March 2011.

Following preparation of the initial claim further road network damage was identified and submitted to the Department for approval within claims 2 and 3 seeking additional restoration funding of \$8,281,664 and \$4,275,093 respectively.

A fourth claim under the Natural Disaster Financial Assistance Council Guidelines has been finalised for administration costs associated with the delivery of the Program. Further claims for administration cost associated delivering the Flood Restoration Program will be submitted until the program is completed.

A fifth claim which includes further restoration works with a value of \$1,629,148 has also been prepared and submitted, the works within this claim have been included into the delivery program and are included within table 1. It is anticipated that no further claims for restoration works as a result of the floods in January 2011 will be submitted.

Delivery of the Program commenced in March 2011 with the final delivery date currently estimated as 30 April 2013, this assumes a program life of 27 months. At the end of this time all works relating to the Program need to be completed to allow for acquittal of expenditure prior to the end of the 2012/2013 financial year. As per the Natural Disaster Relief and Recovery Arrangements (NDRRA) completion and financial acquittal of all flood restoration works must be completed by 30<sup>th</sup> June 2013.

### **ISSUES/DISCUSSION**

Table 1 below outlines both the quantity of approved and completed works currently included within the Program (Claims 1, 2, 3 and 5) along with a summary of expenditure incurred as at 28<sup>th</sup> February 2013.

**Table 1: Summary of Works Completed and Associated Expenditure to 28 February 2013**

<b>Activity</b>	<b>Programed Works</b>		<b>Completed Works</b>		<b>Original Estimate (Budget)</b>	<b>Actual Expenditure as at 28/2/2013</b>	
Grading	261.7	Km	240.5	Km	92 (%)	\$750,074	\$868,737 116 (%)
Gravel Re-sheeting	505.8	Km	487.7	Km	96 (%)	\$26,785,562	\$16,286,376 61 (%)
Shoulder Re-sheeting	66.7	Km	61.4	Km	92 (%)	\$2,928,107	\$1,340,237 46 (%)
Sealed Road Repairs	22.8	Km	20.4	Km	90 (%)	\$3,436,728	\$3,429,022 100 (%)
Township Streets	13	No.	12	No.	92 (%)	\$217,829	\$189,935 87 (%)
Drainage Structures	2	No.	2	No.	100 (%)	\$130,000	\$81,804 63 (%)
Safety Infrastructure	8	No.	8	No.	100 (%)	\$31,611	\$13,162 42 (%)
Township Amenity	2	No.	0	No.	0 (%)	\$12,825	\$ - 0 (%)
Bridges & Culverts	90	No.	84	No.	93 (%)	\$1,430,025	\$1,045,952 73 (%)
Floodway's	110	No.	108	No.	98 (%)	\$491,258	\$461,242 94 (%)
<b>Total</b>						<b>\$36,214,019</b>	<b>\$23,716,467 65 (%)</b>

As seen above 47 km of grading, re-sheeting, shoulder re-sheeting and sealed road re-construction remains to be completed along with 11 separate jobs across remaining project categories. It is anticipated that all outstanding works shall be delivered by end of April 2013.

Council will receive further updates on progress of the 2011/2013 Flood Restoration Program delivery each quarter.

**COSTS/BENEFITS**

It is not anticipated that Council will incur any costs associated with the flood restoration program other than those required under the NDRRA funding guidelines, being an initial contribution of \$35,000.

**RISK ANALYSIS**

Primary risks associated with the delivery of the flood restoration program include:

- Completion and financial acquittal of all flood restoration projects prior to 30 June 2013.
- Ability of Council to source or maintain adequate contractors and resources to facilitate delivery of required works.
- Deteriorating weather conditions or delays.
- Financial and infrastructure management implications if works are not completed within the available timeframe.

Despite some significant risks being identified above it is believed that appropriate mitigating measures/systems have been put in place to address these. Such measures include:

- Sound programming of outstanding works
- Regular financial acquittal reports being presented to the Department
- Establishment of all supply & works contracts required
- Lodgement of a request for extension of time for those projects which may risk extending beyond the program deadline (Not anticipated to be required).

**CONSULTATION AND ENGAGEMENT**

A full copy of the Flood Restoration program for those works which had been approved for delivery by the Department (excluding Claims 3 & 5) was presented within the September 2012 Loddon Bulletin and distributed to all Residents within the Shire.

This program provided residents with indicative delivery timeframes for all projects identified as part of the flood restoration effort and also called for residents to report any additional flood damage which they believe had not been captured.

A further update reporting an overview of the progress of the Flood Restoration Program has been provided in the March 2013 Loddon Bulletin.

### 7.3 ESTIMATED COST FOR WORKS REQUIRED TO SEAL THE FLANK ON GODFREY STREET BOORT

#### **SUMMARY**

Report provides an estimate of cost to carry out all the required works to seal/pave the southern flank of Godfrey Street immediately opposite the BRIC and Kindergarten.

Author: David Fry Manager Infrastructure

File No: 10/01/00

Attachment: Nil

#### **RECOMMENDATION**

*That Council receive and note the report "Estimated cost for works required to seal the flank on Godfrey Street Boort"*

#### **PREVIOUS COUNCIL DISCUSSION**

At its January 2013 Ordinary meeting Council requested that an estimate be prepared for the sealing of the southern flank of Godfrey Street Boort opposite the BRIC and Kindergarten.

#### **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 completed in the foreseeable future.

#### **ISSUES/DISCUSSION**

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

Recent works on the Boort Eastern Entry project, which is adjacent to these proposed works, indicated the type of pavement and sealed surface as well as work methodology that VicRoads would require.

Prior to any works on this project being carried out VicRoads would require the preparation of full working drawings so as to facilitate evaluation and approval of the project.

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

- Survey and Design
- Permit costs
- Saw cutting and work zone limits
- Remedial works on existing underground drainage
- Excavation and removal of existing unsuitable pavement material
- Placement and compaction of suitable pavement material
- Daily limitations on areas allowed to be opened
- Placement of Asphalt wearing surface to all new areas
- Line marking

The proposed pavement reconstruction area for this project is approximately 450 m<sup>2</sup>. The total area will not be known until approval from VicRoads has been obtained and they have outlined their requirements for keying in proposed works with the existing seal.

The estimate includes a nominal amount of \$10,000 for the remedial works on the drainage network. The actual works required will not be known until the drain has been exposed and its condition evaluated.

The estimated cost for the project is \$52,200.00. This figure contains a 10% contingency

**COSTS/BENEFITS**

The benefit of this project will be an improved amenity to the sporting precinct around the Tennis Club and Nolan's Park. If Council were to fund this work it would mean that Council funds were expended on an asset which is the responsibility of the State Government i.e. VicRoads.

**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**

Nil



**7.4 PLANNING APPLICATION(S) FOR THE EXPANSION OF EXISTING EGG FARM - APPLICATION NO'S. 4809 & 4810**

**SUMMARY**

Report recommends approval of two planning permit applications for the expansion of an existing egg farm near Bridgewater. The application(s) received one objection.

Author: Tyson Sutton – Manager Planning & Local Laws

File No: 13/02/004

Attachment: 1 Application documents  
2 Objections  
3 recommended conditions

**RECOMMENDATION**

*That Council:*

1. *Approve planning permit 4809 for the construction of an additional laying shed on the subject land subject to the recommended conditions*
2. *Approve planning permit 4810 for the construction of an additional laying shed and upgrade of internal roads on the subject land subject to the recommended conditions*

**PREVIOUS COUNCIL DISCUSSION**

This matter has not previously been discussed with Council.

**BACKGROUND**

Planning permit applications 4809 and 4810 are being presented to Council for determination as an objection to the proposals has been received.

**ISSUES/DISCUSSION**

***Proposal***

This report addresses two planning permit applications for the subject land. The applications are being reported together as a common objection has been received to both and they relate to the same property.

Planning application 4809 proposes the construction of a laying shed with a capacity of 94,080 birds. The proposed shed has dimensions of 140 metres x 16 metres. The proposal also includes the erection of 3 grain silos with a combined capacity of 78 tonnes.

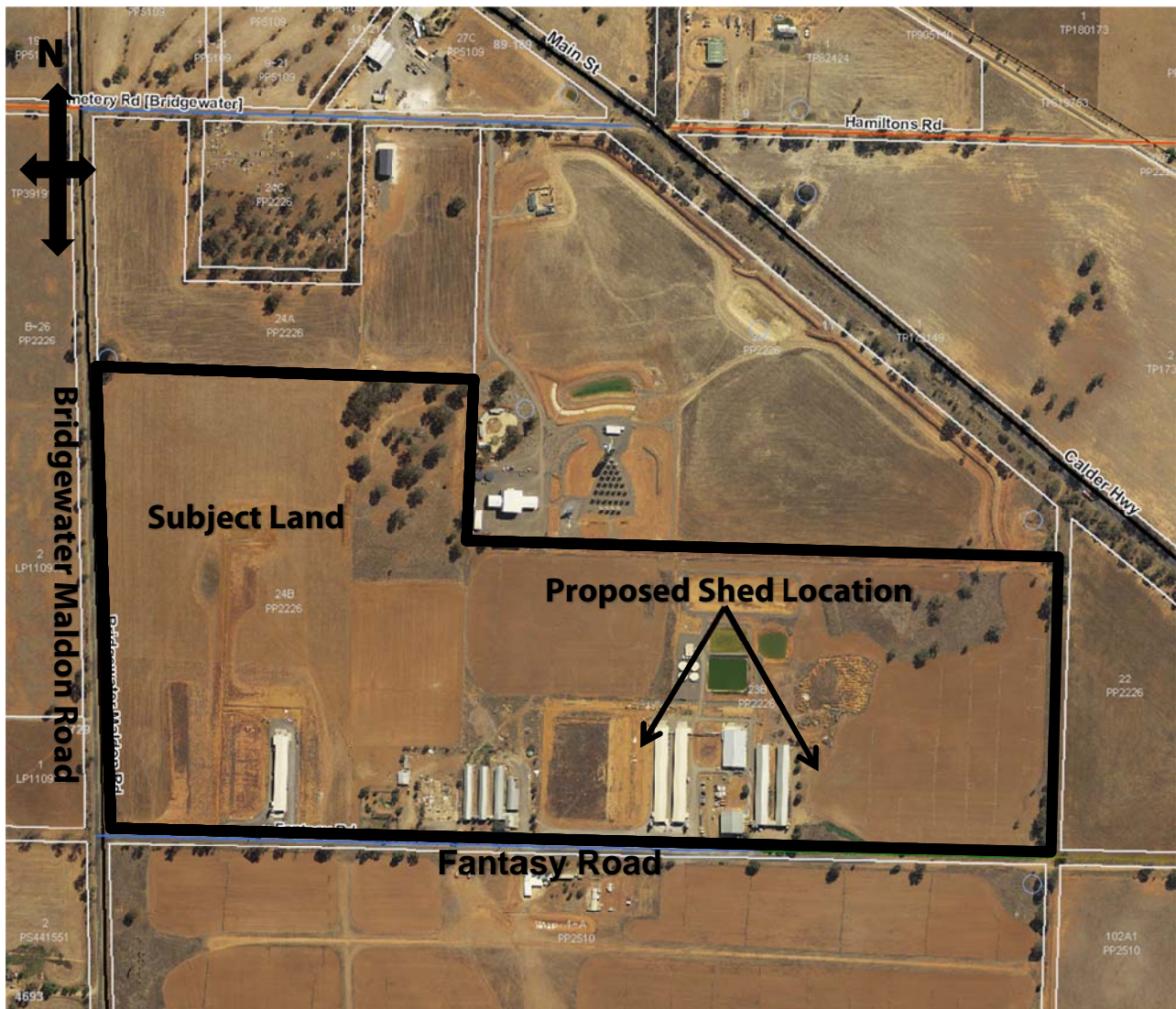
Planning application 4810 proposes the construction of a laying shed with a capacity of 48,000 birds. The proposed shed has dimensions of 75 metres x 19 metres. The proposal includes erection 2 grain silos with a combined capacity of 44 tonnes as well as upgrade to internal roads.

In both applications, eggs will be transferred to a grading a packing shed for processing. Manure will be collected by conveyor belts running under the egg production cages and moved to the end of the sheds for loading onto transports. Manure is proposed to be removed on a weekly basis.

***Subject site & locality***

The subject land is located to the south of the Bridgewater Township on the north-eastern corner of the Fantasy Road and the Bridgewater Maldon Road intersection. Land to the north is occupied by a solar energy research and development operation and land to the south is used for a sky diving school.

The subject land is occupied by Loddon Valley Eggs and used for cage based egg production and includes the rearing of laying stock.



**Public Notification**

Notice of the application was undertaken and one objection was received. The grounds of objection are summarised as follows:

- Odour

**Referrals**

The applications were referred to the North Central Catchment Management Authority, Department of Primary Industries and Environment Protection Authority. No response was received from the Department of Primary Industries or the Environment Protection Authority. The North Central Catchment Management Authority offered no objections to the proposed developments.

**Assessment**

**The zoning of the land and any relevant overlay provisions**

The subject land is contained within the Farming Zone of the Loddon Planning Scheme and is not affected by any overlays. The proposed development requires planning approval under the provisions of the Farming Zone for buildings and works associated with the use of the land for "Intensive Animal Husbandry". The Loddon Planning Scheme defines "intensive animal husbandry" as:

*Land used to keep or breed farm animals, including birds, by importing most food from outside the enclosures.*

“Intensive animal husbandry” is a discretionary use (Section 2 use) in the Farming Zone. In accordance with the provisions of the zone planning approval is required for buildings and works associated with a discretionary use.

The Farming Zone requires the consideration of a number of decision guidelines relating to agriculture, the environment, design and siting as well as general issues.

### **Agricultural issues**

The construction of additional layer sheds constitutes the expansion of an existing agricultural activity conducted on the site and will support and enhance the use the land. The proposed development will contribute to the ongoing viability of the existing operation and ensure that the land is retained for productive use and that it is utilised in a sustainable manner.

### **Environmental issues**

Expansion of the productive capacity of Loddon Valley Eggs through the construction of new laying sheds will not detrimentally affect the environmental values of the land or the surrounding area. The most significant risk comes from the management of waste including manure and dead birds. Offsite disposal of these products will ensure that the impact of the site is minimised.

### **Design and siting issues**

The proposed sheds are to be located adjacent to existing buildings on the site and will integrate with the established development. The form of the buildings is consistent with present structures in terms of height, bulk and materials. They will not detrimentally affect the character or appearance of the area.

### **General issues**

The State Planning Policy Framework and the Local Planning Policy Framework contain several policies of relevance to the consideration of the applications.

The State Planning Policy Framework sets out the State Government’s land use policies to guide the implementation of the goals of planning and decision making. The ‘Sustainable Agricultural Land Use’ policy contained in the State Planning Policy Framework is of relevance the proposed developments. The objective of this policy is as to encourage sustainable agricultural land use.

The ‘Sustainable Agricultural Land Use’ policy seeks to achieve its goal through the following strategies:

- Ensure agricultural and productive rural land use activities are managed to maintain the long-term sustainable use and management of existing natural resources.
- Encourage sustainable agricultural and associated rural land use and support and assist the development of innovative approaches to sustainable practices.
- Support effective agricultural production and processing infrastructure, rural industry and farm-related retailing and assist genuine farming enterprises to adjust flexibly to market changes.
- Facilitate the establishment and expansion of cattle feedlots, piggeries, poultry farms and other intensive animal industries in a manner consistent with orderly and proper planning and protection of the environment.

The underlying goals of these strategies support the proposed developments.

Local policies give guidance to how the Responsible Authority will consider specific issues to implement the goals of planning. The ‘Development in Rural Areas’ and ‘Intensive Animal Industries’ policies

contained in the Local Planning Policy Framework are both relevant to the consideration of the application.

The objectives of the Development in Rural Areas' policy are:

- To protect the natural and physical resources upon which agricultural industries rely.
- To maintain farmland in productive agricultural use.
- To promote the development of new and diverse industries, fulfilling the potential of existing infrastructure.
- To prevent land use conflicts between sensitive uses and agricultural uses.
- To ensure that new use and development in the Shire is not prejudicial to agricultural industries or the productive capacity of the land.
- To encourage the most productive and sustainable uses of water and soil in the Shire.
- To ensure that development in rural areas does not compromise landscapes of significant value.
- To limit the subdivision, use or development of land that will be incompatible with the utilisation of the land for sustainable resource use.
- To encourage safety from structure fires and wildfires.

The proposed development is consistent with these objectives.

The 'Intensive Animal Industries' policy seeks:

- To ensure intensive animal industrial uses are suitably located.
- To ensure the use and development of land for intensive animal husbandry does not impact on the environment.
- To protect and maintain residential amenity in urban areas.
- To encourage quality design and appropriate siting of intensive animal husbandry developments.

It is considered that these objectives will be achieved by the proposed development.

### **Objections**

Notice of the application was given to neighbouring property owners and occupiers. The notice resulted in one (1) objection citing the impact of odour emanating from the site. The objector identifies that the odour is derived from manure management practices particularly the storage of manure in open stockpiles.

Odour concerns are extremely common with any intensive poultry operation and are generally related to the management of manure on the site. Given the proximity of the subject land to the Bridgewater Township and prevailing winds in the area the management of manure requires careful consideration.

Previous planning permits for the subject land had conditions requiring the disturbance and removal of manure to be undertaken in a manner that minimised the impact on surrounding residents and for manure to be removed from the site. It is considered that a condition reinforcing that all waste must be disposed of off site is warranted.

Given the cost of transporting waste offsite it is likely that manure will be stockpiled onsite until such time that viable quantity has been accumulated. This is considered to be a reasonable management practice provided that the stockpiling does not create any detrimental amenity impact for surrounding landholders. Therefore conditions requiring storage of manure inside a building and for no more than one week are considered reasonable.

**COSTS/BENEFITS**

N/A

**RISK ANALYSIS**

Failure to undertake rigorous assessment of planning applications 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 process.



## 7.5 E-WASTE COLLECTION PROGRAM

### **SUMMARY**

Provides Council with an update regarding the Central Murray Regional Waste management Group's attempts to establish a regional agreement for the collection of E-waste which has accumulated at the various Council tip sites.

Author: Ian McLauchlan, Director Operations

File No: 15/05/005

Attachment: Correspondence from Central Murray Regional Waste Management Group

### **RECOMMENDATION**

*That Council:*

1. *Receive and note the Central Murray Regional Waste Management Group's decision to pursue the E-Waste collection offer provided by Infoactiv.*
2. *Subject to finalisation of negotiations and establishment of a suitable collection agreement, enter into a formal arrangement with Infoactiv for the collection and processing of E-Waste collected at various landfill and transfer station sites within Loddon Shire.*

### **PREVIOUS COUNCIL DISCUSSION**

In July 2011 Council adopted a five (5) year Waste Management Strategy which provides the framework for the development and implementation of environmentally sustainable and financially viable waste management policies and initiatives over the period 2011-2016.

As part of this strategy Council committed to participate in the National E-Waste collection and recycling program.

### **BACKGROUND**

The National Computer and Television Recycling Scheme provides Australian householders and small business with access to free collection and recycling services for televisions and computers. The Scheme is intended to facilitate recycling of televisions, computers, printers and computer products (such as keyboards, mice, and hard drives), regardless of their brand or age.

The first collections under the Scheme started in mid-2012, and are slowly expanding across metropolitan, regional and remote areas of Australia. The Scheme is funded and run by the television and computer industry, and regulated by the Australian Government under the *Product Stewardship Act 2011* and the *Product Stewardship (Televisions and Computers) Regulations 2011*.

The Scheme aims to lift television and computer recycling from the current low rate of around 17 per cent to 80 per cent by 2021-22, diverting this waste from landfill, reducing dumping and recovering resources. The Scheme provides people with greater choice for recycling when disposing of televisions and computers, while helping Australia's recycling industry to grow.

Operation of the scheme in the Central Murray region is being co-ordinated through the Central Murray Regional Waste Management Group (CMRWMG) with member Councils operating collection points at the various landfills under their control. As a participating member of this group Loddon Shire currently receives and stockpiles E-waste at each of its landfill and transfer station sites in preparation for collection under the National co-regulatory arrangements.

### **ISSUES/DISCUSSION**

Shortly following the initial rollout of the above scheme, the contractor identified to collect E-waste being stockpiled at Councils various waste disposal facilities, ceased to operate. As such for the past 24 months E-waste materials have continued to accumulate at these sites with no formal arrangements in place to facilitate their collection and processing. Despite continuing efforts, a replacement contractor available to service the Central Murray Region had not been identified until recently.

In an attempt to put in place suitable arrangements for the collection of these materials the CMRWGMG have now identified two potential contractors prepared to provide a limited service for the region. In February 2013 the CMRWGMG wrote to Council advising of the group's decision to pursue an agreement with Infoactiv (see attachment 1).

Operational costs incurred by Council relating to the acceptance, handing, storage and disposal of E-waste materials at present are contained within Council's tip operating budget. Disposal of TV's, computer monitors and laptops currently incurs a \$5 charge per unit as they contain toxic chemicals including barium, phosphor, lead and hexavalent chromium. All other E-waste materials are accepted free of charge.

As per the CMRWGMG's correspondence, the offer being presented by Infoactiv provides for a payment of \$50.00/tonne to offset Council's operational costs. Upon the establishment of an agreement with Infoactiv Council will no longer be able to change for the disposal of E-waste as under the co-regulatory arrangements this service must be provided free of charge. This has potential cost implications for Council should it choose to continue to receive E-waste at all of its landfill sites as discussed below.

Each member Council wishing to take up the offer for E-Waste collection being negotiated by the CMRWGMG will be required to enter into an individual or collective contract with the successful service provider.

At present the agreement being negotiated by the CMRWGMG will only provide periodic programmed collection services from the Boort and Inglewood tip sites. Materials being collected at other Loddon Shire tip or transfer station sites will either continue to be stockpiled or alternatively will require transportation to either of the above sites or one of the permanent collection points i.e. Swan Hill, Kerang or Charlton.

Transportation of this material shall be the responsibility of Council and will incur a cost which will no longer be recouped through gate charges.

This situation is not ideal and further effort will be required in an attempt to provide a regular/scheduled collection service which covers all facilities within Loddon Shire. In the interim however, the proposal being negotiated by the CMRWGMG provides initial collection options which will assist in the reduction of current stockpiles of E-Waste materials.

### **COSTS/BENEFITS**

At present receipt and stockpiling of E-Waste materials at Council landfill and transfer station sites incurs an operational cost. This cost is currently being offset by the charges imposed for disposal of TV's, computer monitors and laptops.

Whilst establishment of a formal collection agreement for this material is expected to provide an offset payment to Council, as the service will not be provided to all sites receiving E-Waste within Loddon, Council will still incur additional cost for the transportation of materials to designated collection points.

Benefits of the E-Waste collection program are the diversion of significant quantities of waste containing hazardous or semi-precious materials from landfill thus reducing pressure on landfill capacities. Provision of this service is also expected to result in a reduction in illegal dumping of TV's and other E-Waste materials, particularly given the recent changeover to digital TV and consequential disposal of obsolete TV units.

**RISK ANALYSIS**

Risks associated with the continued participation in the E-Waste program are primarily linked with the inability to secure a suitable contractor to retrieve the stockpiles of materials currently accumulating within each of Councils tip sites.

Failure to dispose of and process these materials will ultimately result in stockpiles reaching unsustainable or unsafe levels. Consequently, stockpiles shall require disposal into landfill or alternatively collection and transportation to a suitable collection facility at significant cost to Council.

The continued stockpiling of these materials also poses a OH&S risk in that damage as a result of vandalism, weather or general deterioration of TV screens and other components has the potential to create safety issues e.g. broken glass.

**CONSULTATION AND ENGAGEMENT**

All negotiation and consultation in respect to the establishment of a formal offer for E-waste collection and processing services within Loddon Shire is being conducted by the CMRWMG on Councils behalf.



**8. DIRECTOR ECONOMY AND COMMUNITY REPORTS**

**8.1 2013 LODDON POWERCOR EXCELLENCE AWARDS**

**SUMMARY**

The 2013 Loddon Powercor Excellence Awards will be held on Thursday 30 May 2013 at the Eddington Hall. Nominations are now closed. While the number of nominations is comparable to previous years; a number of businesses have received multiple nominations and under more than one category.

Author: Christine Coombes Economic Development Officer

File No: 13/09/001

Attachment: Nil

**RECOMMENDATION**

*That Council receive and note the progress report on the 2013 Loddon Powercor Excellence Awards*

**PREVIOUS COUNCIL DISCUSSION**

December 2012, Council approved the 2013 Loddon Powercor Excellence Awards to be held on Thursday May 30 at the Eddington Hall.

**BACKGROUND**

September 2010 Council approved that the Excellence Awards be held biennially. The 2011 Excellence Awards were held at the Wedderburn Mechanics Institute with awards to be held again in May 2013.

**ISSUES/DISCUSSION**

Council received 81 nominations with 21 businesses/organisations receiving multiple nominations. 16 businesses/organisations received nominations in more than one category.

Entry kits have been forwarded to all nominees with each nominee only able to enter under one category. Where nominations are for more than one category, it will be up to the nominee to decide which category best suits their entry (e.g. A café may be nominated for the Small Business Award and the Food, Wine and Hospitality Award).

<b>Categories</b>	<b>2013</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
Young Achiever	1	4	12	5	9	5
Major Events Award	11	10	11	22	15	11
Best Tourist Operator (Formerly - Best Tourist Attraction)	5	5	11	11	9	8
Agriculture & Primary Industries Award. (Formerly - Best Primary Production Business)	13	10	7	9	5	8
Best Small Business	20	14	13	22	23	20
Best Large Business	14	9	11	15	9	13
Environmental Sustainability	NA	NA	7	13	NA	NA
Food, Wine & Hospitality Award (Formerly - Hospitality Award)	14	6	7	8	11	11
Employee of the Year		6	11	12	12	11

	3					
Total	81	64	90	117	93	76

<b>Nominations - Ward</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Boort	17	29	25	35
Kooyoora	19	26	44	23
Terrick	9	27	16	14
Wedderburn	19	8	32	21
Total	64	90	117	93

<b>Nominations - Ward</b>	<b>2013</b>
Boort	19
Inglewood	40
Tarnagulla	7
Terrick	3
Wedderburn	12
Total	81

<b>Frequency of Nominations</b>	<b>No. Organisations/Individuals</b>	<b>Total of Nominations</b>
1 Nomination	29	29
2 Nominations	16	32
3 Nominations	3	9
4 Nominations	1	4
7 Nominations	1	7

**COSTS/BENEFITS**

Nil

**RISK ANALYSIS**

Nil

**CONSULTATION AND ENGAGEMENT**

Nil

## 8.2 BRIDGEWATER PUBLIC CARAVAN PARK

### **SUMMARY**

Report provides council with a response to a planning permit determination made by council at the February meeting. The report also provides council with an update as to scope and progress of the project.

Author: Bryan McEwan Director Economy and Community

File No: 13/09/015

Attachment: Nil

### **RECOMMENDATION**

*That Council receive and note the 'Bridgewater Public Caravan Park' report*

### **PREVIOUS COUNCIL DISCUSSION**

Council at its meeting 25 February 2013 considered objections to a permit application to enable the commencement of the Bridgewater Public Caravan Park redevelopment. After due consideration council resolved to:

1. *Approve the application for a planning permit to redevelop the Bridgewater Caravan Park subject to the attached conditions.*
2. *Establish an improved boat ramp and trailer parking facilities as part of the caravan park development.*
3. *Work towards the establishment of toilet facilities at the improved boat ramp.*

*Ensure that any lease of the Bridgewater on Loddon Public Caravan Park includes a provision requiring the lessee to provide public access to the amenities block closest to the improved boat ramp as a temporary arrangement until a public toilet is established.*

### **BACKGROUND**

Following the severe flood events of late 2010 and January 2011, State Government granted substantial funds towards the rebuilding of the Bridgewater Caravan Park. Significant community consultation informed the preparation of a concept plan for a refurbished park. Following the appointment of consultants, a layout plan for the site was finalised, circulated, and commented upon. Detailed design drawings have been prepared along with cost estimates for the work in order that Council may contract works and services to complete the project.

#### **Key design features of the park**

Features of the redesigned caravan park include:

- 119 sites comprising
  - Eighty seven caravan sites large enough to fit a caravan with standard annex, and sufficient room to park a boat trailer and vehicle.
  - Four (drive through) recreation vehicle sites for larger vehicles.
  - Ten on-site Cabins, one of which to be built to "all access" standard. (It should be noted that initially only one cabin will be constructed.)
  - Eighteen tent sites large enough to erect a medium sized tent and park a vehicle.
- Enhanced safety and amenity through the relocation of boat launch activity to the southern end of the park. New two way and one way, sealed roads provide structure and order to the park limiting access to the previously used central boat ramp while enhancing access to the southern boat ramp.

- New parking facilities are provided at both the main entrance as well as adjacent to the southern boat ramp.
- Access to the park, controlled by the park manager via a new boom gate will assist compliance with regulations particularly in relation to separation and fire fighting access.
- New camp facilities include a replacement amenities block, new BBQ shelters, a camp kitchen, a multifunction room, secure boat storage yard and a storage shed.
- New recreation facilities include a swimming pool; play equipment and jumping pillow and shade sails. These will complement the potential for indoor recreation activities in the multifunction room.
- Campers will enjoy improvements to water supply in terms of water pressure and quality, improved electricity supply and more sites with sullage disposal services.
- Visually, the caravan park will benefit from landscaping along the Eastern fence line as well as the foreshore. Grass throughout the caravan park will benefit from a reticulated watering system, while at night strategically placed lights will assist park patrons in finding their way to and from park facilities. All sites will be numbered and signs erected to guide patrons around the park.
- A new manager's residence will be constructed that incorporates a camp office. The office will also have space dedicated to the display of tourism information and will provide modest facilities for the sale of convenience items.
- Upgraded facilities at the southern end of the park including formal parking for 5 vehicles with trailers plus informal parallel parking along the approach roads to the boat ramp.
- Compliance with regulations through provision of separation between sites, fire hydrants and hose reels.
- All ability access throughout the park supported by disabled parking bays at key locations.

The current estimate for completion of works is \$3.32m.

The project will comprise:

- Road and related infrastructure
- Service installation
- Buildings
- Associated works inclusive of the boat ramp and environs improvements
- Design, project management and other preliminary costs. A contingency amount of approximately 10% is included.

Allowing for work completed to-date the estimated cost to complete works from this point is \$3.18m.

### **ISSUES/DISCUSSION**

Council has expressed an interest in the continued development of the river foreshore and access areas immediately adjacent to the caravan park. A walking trail links the popular swimming hole downstream of the railway bridge to the main street and beyond (upstream) to the northern boundary of the caravan park. A relatively flat and wide area exists in the vicinity of the boat ramp that facilitates viewing of ski activities, participation in ski activities, fishing or just relaxing by the river.

Council has recently celebrated the opening of the Water Sports Platform providing all abilities access to the river. The caravan park will provide two disabled parking bays in close proximity to the Water Sports Platform. A path linking the northern end of the park to the southern boat ramp will be constructed. From this point walkers can then link with Peppercorn Lane to return to Bridgewater via the Bridgewater Maldon Road.

### **Boat ramp and trailer parking improvements**

Further improvements to the boat ramp at the south end of the park would include:

- The deepening of the river bed locally in the immediate vicinity of the ramp
- Widening the ramp and resetting the lower section of the ramp to a steeper grade to facilitate easier launching and docking of boats
- Construction of a low wall as temporary mooring and to facilitate boats being “walked” to and from the ramp, and
- Construction of a further ten long parking spaces for vehicles with trailers.

Improvements to the boat ramp and adjacent parking are estimated at \$150k.

A public toilet at or proximate to the boat ramp is in addition to two other public toilets within Bridgewater township. Having regard for this fact and the number of people who are patrons of the caravan park making use of caravan park facilities, the size warranted for this facility is considered to be small.

A limited sized, unisex single seat public toilet that is fully accessible is proposed. This would be a small facility catering for members of the public using the foreshore. Significant plumbing expenses will be minimised due to the proximity of both water and sewer infrastructure within the caravan park. Accordingly, most of the cost will relate to the structure, fittings, and fixtures, which are proposed to be basic. A structure that allows ample room for wheelchair access can also serve as change space should that be required. The estimate for works to complete an additional toilet facility is approximately \$40k.

### **Future improvements**

Mooring facilities along a limited stretch of the bank south (upstream) of the Water Sports platform might be considered desirable. The current arrangement is for river users to tie their boats to trees. A short section of boardwalk built over the water’s edge and amongst the trees would aid access to the river, formalise temporary storage of ski boats and protect other sections of river bank from damage caused by boats and people accessing them. This work has not been estimated at this stage, however, it would be expected that a foreshore development plan be completed prior to any commitment to further works.

### **Sources of income**

The primary source of income is the state government through Department of Sustainability and Environment (DSE) providing \$3.06m. In addition to this insurance and interest earned on the grant brings the total funds available for the project to \$3.26m.

Other sources of funds that Council might consider are:-

- The Department of Transport have announced a further round of their boating safety and facilities program. Officers are preparing applications for funds under this program.
- Council officers are actively seeking other funding alternatives. State government funds will need to be leveraged by a council contribution.

Overall the project remains capable of reaching a stage of receiving patrons by Christmas 2013 subject to weather delaying civil works. Construction activities will commence during March.

### **Timeline overview:**

#### **Preliminaries – including design, project management and approvals**

- Design work for services and civil works are being finalised. This is expected to be complete by end of March.

**Park Services – including drainage, water, sewer, electricity, fire and irrigation**

- Construction of drainage works are scheduled to commence in late March, but will be held in abeyance pending the issue of a planning permit. Advertising of the services installation contract will commence by the end of March.

**Civil works – including roads, paths car parking and boat ramp**

- Advertising for civil works will occur through April. Award of a contract is anticipated in May

**Building works – including office/residence, camp kitchen, amenities, BBQ shelters, and shed.**

- Design layouts have been reviewed for the office / residence (at 25% complete). The Camp kitchen design is at an advanced stage at 75% complete. Advertising of the first of the building contracts will occur in May in anticipation of awarding a contract in June.

**Recreation facilities – including pool, play equipment, jumping pillow and multifunction room,**

- Design of these facilities is at a preliminary stage. Activity in this area will occur in August.

**Other works – including directional signage, landscaping and administrative tasks**

- Design of the irrigation system is at 80%

**COSTS/BENEFITS**

Loddon and local economy through improvement to tourism infrastructure.

**RISK ANALYSIS**

Additional funding opportunities may not be realised.

**CONSULTATION AND ENGAGEMENT**

A project reference committee meets monthly to discuss project progress. As the project is of a relatively large nature and of significant interest to the Loddon community, it is suggested that regular reporting to council commence to project completion.

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

### 9.1 **LODDON HEALTHY MINDS NETWORK – DOCUMENTS FOR ENDORSEMENT**

#### SUMMARY

This report provides Council with Loddon Healthy Minds Network documents for endorsement.

Author: Wendy Gladman – Acting Director Community Wellbeing

File No: 12/01/005

Attachment: Loddon Healthy Minds Network - Terms of Reference  
Loddon Healthy Minds Network - letterhead

#### **RECOMMENDATION**

*That Council endorse the Loddon Healthy Minds Network documentation as presented:*

1. *Terms of Reference 2013*
2. *Network letterhead*

#### **PREVIOUS COUNCIL DISCUSSION**

December 2011: Council adopted the Healthy Minds Strategic Plan 2011-2016

December 2012: Council received an update on the Strategic Plan 2011-2016 action plan

#### **BACKGROUND**

The Loddon Healthy Minds Network (LHMN) meets bi-monthly and consists of representatives from Council, health professionals and community members.

The strategic plan contains a number of actions related to the six key performance priorities, including the development of LHMN specific letterhead.

A Terms of Reference is currently in place which broadly defines the representation on the network.

#### **ISSUES/DISCUSSION**

##### Amended Terms of Reference

Following the resignation of a number of community members in 2012 and subsequent requests by agencies outside of the five key service providers to join the network, the LHMN undertook a review of the existing Terms of Reference to:

- clarify the representation on the network ensuring that the vision remained paramount
- formalise the agreement by network members to rotate the meetings throughout the Loddon Shire
- provide reimbursement to community members to assist with travel costs when attending network meetings



The Loddon Healthy Minds Network Terms of Reference has been provided as an attachment.

The network has amended the Terms of Reference to include:

- representation from agencies outside the five key service providers with an interest in mental health and wellbeing
- a maximum of five community members, with a preference to representation from each of Councils' five wards, and an interest in improving mental health and wellbeing in the wider Loddon Shire community
- reimbursement for travel to attend network meetings based on the relevant Loddon Shire Council rate per kilometre

#### LHMN letterhead

The strategic plan key performance area: Community Awareness contains an action to 'develop specific Loddon Healthy Minds Network letterhead which incorporates logos of all partners'.

At the February meeting of the network, members agreed on the preferred option for the branding of the Network, allowing the development of the attached LHMN letterhead.

#### **COSTS/BENEFITS**

Members of the LHMN have developed the amended Terms of Reference and the letterhead to ensure that the network vision remains the principal purpose behind representation of the network, thus furthering the promotion and advocacy for improved wellbeing and access to services for people in the Loddon Shire affected by mental health issues.

#### **RISK ANALYSIS**

Nil

#### **CONSULTATION AND ENGAGEMENT**

Members of the LHMN participated in the review and development of the amended Terms of Reference and the letterhead at the February 2013 meeting of the network.



**10. GENERAL BUSINESS**

**11. CONFIDENTIAL ITEMS**

Closing of Meeting to the Public

**RECOMMENDATION**

*That the meeting be closed to the public.*

**NEXT MEETING**

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