

LODDON SHIRE COUNCIL

Notice of an Ordinary Meeting of the Loddon Shire Council to be held in the Council Chambers, Serpentine on Tuesday 25 August 2015 at 3pm.

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1. APOLOGIES

Nil

2. PREVIOUS MINUTES

2.1 CONFIRMATION OF MINUTES

SUMMARY

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

Author: John McLinden - Chief Executive Officer

Council Plan ref: Core business 8: Compliance

File No: 02/01/001

Attachment: Nil

RECOMMENDATION

That Council confirm:

1. *the minutes of the Council Briefing of 28 July 2015*
2. *the minutes of the Ordinary Council Meeting of 28 July 2015*
3. *the minutes of the Council Forum of 11 August 2015*

2.2 REVIEW OF ACTION SHEET

SUMMARY

Approval of Action Sheet.

Author: John McLinden - Chief Executive Officer

Council Plan ref: Core business 8: Compliance

File No: 02/01/001

Attachment: 2.2 Action Sheet

RECOMMENDATION

That Council receive and note the Action Sheet.

3. COUNCILLORS' REPORTS

3.1 MAYORAL REPORT

SUMMARY

Approval of the Mayoral Report.

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

RECOMMENDATION

That Council receive and note the Mayoral Report.

3.2 COUNCILLORS' REPORT

SUMMARY

Approval of Councillors' Reports.

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

RECOMMENDATION

That Council receive and note the Councillors' Report.

4. **DECISION REPORTS**

4.1 **2014/15 FINANCIAL AND PERFORMANCE STATEMENTS IN PRINCIPLE REPORT**

SUMMARY

This report seeks "in principle" support from Council for the Financial and Performance Statements for the year ended 30 June 2015.

Author	Deanne Caserta, Manager Financial Services
Council Plan ref:	Core business 6: Financial stability
File no:	06/01/001
Attachment:	Draft Financial Statements and Performance Statement

RECOMMENDATION

That Council:

1. *Adopts the Financial Statements and Performance Statement for the year ended 30 June 2015 as presented "in principle"*
2. *Authorise the Chief Executive Officer to make any amendments to the Financial Statements and Performance Statement for the year ended 30 June 2015 that may be requested by the Victorian Auditor-General*
3. *Authorise the Mayor Cr Gavan Holt, one other Councillor and the Chief Executive Officer to certify the audited Financial Statements and Performance Statement for the year ended 30 June 2015.*

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

Officer name	Nature of interest	Reason for conflict
Click here to enter text.	Choose an item. If indirect, the type of indirect interest is: Choose an item.	[Explain the specific circumstances of this person's conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

Council's external auditors, Crowe Horwath, acting on behalf of the Victorian Auditor-General, visited Council's Wedderburn office on 20 to 21 July 2015 to finalise the audit of Council's Financial Statements and Performance Statement for the year ended 30 June 2015.

A condition of the Local Government Act (S. 132 (2)) is that Council cannot formally submit the Financial Statements or Performance Statement to the Minister without having passed a motion giving in principle support to those statements.

It is also a condition of the Local Government Act (S. 132(5)) that Council must ensure that the Financial Statements and Performance Statement, in their final form after any changes recommended or agreed by the auditor have been made, are certified in accordance with the regulations by two Councillors and any other prescribed person authorised by Council for this purpose.

ISSUES/DISCUSSION

The annual Financial Statements are presented in accordance with all relevant Australian Accounting Standards and consist of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, and Statement of Cash Flows, along with detailed notes expanding on each of these.

The Standard Statements are no longer required to be prepared following changes to legislation and the introduction of the Local Government (Planning and Reporting) Regulations 2014 (Regulations). The new Regulations provide for a new Statement of Capital Works and a new Budget Comparison (Note 2) in the Financial Statements.

The Performance Statement has been amended this year in line with the Regulations. It includes 12 service performance indicators, 12 financial sustainability indicators and six sustainability capacity indicators, which are financial and non-financial indicators of sustainability of Council.

Every council now reports the same information in the Performance Statement.

COSTS/BENEFITS

The benefit to Council and the community is accurate financial information which shows the financial results of Council for the financial year, and provides insight into Council's financial sustainability into the long term.

RISK ANALYSIS

Preparation and auditing of Financial Statements and the Performance Statement are legislated functions of Council. Council must provide these documents along with the Report of Operations to the Minister for Local Government by 30 September 2015.

By having a structured project plan for delivery of the statements to the Victorian Auditor-General's representative, the risk of not meeting the legislative timeline is diminished.

CONSULTATION AND ENGAGEMENT

The Audit Committee were provided with an overview of the Financial Statements and Performance Statement at the Audit Committee held on 18 August 2015.

4.2 BAD DEBTS AND DOUBTFUL DEBTS 2014-2015

SUMMARY

This report provides Council with an update to the Provision for Doubtful Debts at 30 June 2015 and seeks approval of a write off of bad debt.

Author	Duncan Campbell, Acting Manager Financial Services
Council Plan ref:	Strategic enabler: Sound financial management protocols
File no:	06/02/005
Attachment:	Nil

RECOMMENDATION

That Council:

1. receives and notes the Bad Debts and Doubtful Debts 2014-2015 report
2. notes the amendment to the Provision for Doubtful Debts at 30 June 2015
3. approves the write off of a bad debt of \$1,600.84 against Client 15115.

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

Officer name	Nature of interest	Reason for conflict
Click here to enter text.	Choose an item. If indirect, the type of indirect interest is: Choose an item.	[Explain the specific circumstances of this person's conflict of interest.]

[Refer to the Staff and Contractors Code of Conduct for definitions of conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

On 24 June 2014 Council adopted the Provision for Doubtful Debts and Writing off Bad Debts Policy.

The policy authorised the Chief Executive Officer to vary the Provision for Doubtful Debts, and write off bad debts up to a value of \$1,000 in an individual case, and \$5,000 in aggregate, per financial year.

BACKGROUND

As part of the process of completion of the Financial Statements, the Chief Executive Officer (CEO) has authorised an increase in the Provision for Doubtful Debts to \$57,639 at 30 June 2015. The majority of the amount (\$50,082) provided relates to rates arrears and is quite conservative given the protections for rates under the Local Government Act 1989.

The balance of \$7,557 includes some debtor charges which are being followed up through Council's debt collection agency, and the expectation is that recovery is likely. This is also a conservative provision.

Bad debts to the value of \$1,664 have been written off, with values from \$4 to \$388. These debtors concerned have had contact attempts several times, but the amounts are not worth further pursuit.

ISSUES/DISCUSSION

A further amount of \$1,600.84 has been recommended by Council's Director Community Wellbeing for write off, but is outside the amount approved for the CEO's discretion. The amount is 50% of the aged arrears amount of a specific client (Client 15115), who is unable to service a debt of the current magnitude, but has agreed to make a regular payment to clear current charges and make a further regular minor contribution to the arrears.

This practice has happened in the past, but is a rare occurrence.

COSTS/BENEFITS

The cost of this recommendation to Council is \$1,600.84.

RISK ANALYSIS

There is a risk that debtors who become aware of this recommendation may wish to pursue similar treatment, but this is not expected to become a significant risk.

CONSULTATION AND ENGAGEMENT

This is an in-house matter and has been discussed with the Director and the Community Care Coordinator.

4.3 ANNUAL LEAVE CHIEF EXECUTIVE OFFICER

SUMMARY

Report requests annual leave for the Chief Executive Officer.

Author: John McLinden, Chief Executive Officer

Council Plan ref: Core business 8: Compliance

File no: 02/04/001

Attachment: Nil

RECOMMENDATION

That Council:

1. grants the Chief Executive Officer annual leave from Monday 28 September 2015 to Friday 9 October 2015 inclusive.
2. appoint Mrs Wendy Gladman, Director Community Wellbeing, as Acting CEO for the period

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

Officer name	Nature of interest	Reason for conflict
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PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

Nil

ISSUES/DISCUSSION

The Chief Executive Officer wishes to apply for annual leave to be taken from Monday 28 September 2015 to Friday 9 October 2015 inclusive.

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

COSTS/BENEFITS

Nil

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

Nil

4.4 MUNICIPAL EMERGENCY MANAGEMENT PLAN FOR ENDORSEMENT

SUMMARY

Provide Council with an updated Municipal Emergency Management Plan which incorporates the new Audit Certificate and Sections 4 to 6. The updated MEMP complies with the Emergency Management Manual Victoria's new structure and Sections and is submitted for Council Consideration and Endorsement pursuant to Section 21A (1) of the Emergency Management Act 1986.

Author	Andrew Hamilton, Emergency Management Coordinator
Council Plan ref:	Core business 2: Provision of wellbeing services
File no:	11/01/001
Attachment:	New Municipal Emergency Management Plan.

RECOMMENDATION

That Council endorses the Municipal Emergency Management Plan as attached.

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

Officer name	Nature of interest	Reason for conflict
Click here to enter text.	Choose an item. If indirect, the type of indirect interest is: Choose an item.	[Explain the specific circumstances of this person's conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

On the 15th September 2011, the Loddon Shire Council, endorsed the previous MEMP pursuant to Section 21A (1) of the Emergency Management Act 1986.

BACKGROUND

The Municipal Emergency Management Plan (MEMP) is required to be prepared in accordance with Section 20(2) of the Emergency Management Act 1986. The Municipal Emergency Management Planning Committee is charged with preparing and reviewing the plan annually and the council is responsible for ensuring the maintenance and keeping of the plan.

A previous MEMP audit was conducted by the SES and endorsed by council in September 2011, in accordance with Section 21A (1) of the Emergency Management Act 1986. MEMP are required to be audited every 3 years in accordance with the guidelines issued by the Minister.

On Thursday 23 October 2014 the MEMP was again audited by a team from the Victoria State Emergency Services (SES), Victoria Police (VicPol) and Department of Health & Human Services (DHHS).

In late January, a detailed result of the audit was forwarded to Council by the Chief Officer, Operations Trevor White of the SES, informing Council that the MEMP Complies adequately with the Guidelines issued by the Minister and a new Certificate of Audit was issued.

The MEMP structure and content has undergone major changes in the past six months with legislative and agency responsibilities being reformed. There are currently a number of legislative amendments and new structure and sections under the Emergency Management Manual Victoria (EMMV). This has required a major rewrite of the MEMP, along with incorporating any recommendations from the audit report and has been submitted for endorsement by the MEMP Committee on the 4th August 2015. The new MEMP must now be presented to Council for consideration and endorsement in accordance with the EMMV and Emergency Management Act 1986.

ISSUES/DISCUSSION

The Emergency Management Coordinator (EMC) has rewritten the MEMP in order to meet the requirement of the Emergency Management Manual Victoria and legislation, but works 2.5 EFT for Loddon and 2.5 EFT for Central Goldfields. (EMC is also rewriting Central Goldfields MEMP).

COSTS/BENEFITS

The MEMP provides coordination of emergency management agencies that operate within the Loddon Shire.

RISK ANALYSIS

Continued changes are expected over the next year to the Emergency Management Manual Victoria and Legislation requiring ongoing alteration to the MEMP and roles and responsibilities for council staff.

CONSULTATION AND ENGAGEMENT

All emergency service organisations have been consulted and participate in updating the MEMP through the MEMP committee.

4.5 REGIONAL STRATEGY FOR AFL CENTRAL VICTORIA

SUMMARY

AFL Central Victoria has requested that Council contribute financially towards the development of a regional strategy for AFL in Central Victoria. This report summarises the scope of and the process involved with the development of the plan.

Author	Allan Stobaus, Manager Community and Recreation
Council Plan ref:	Strategic Platform 6: Support our transitioning townships
File no:	16/04/001
Attachment:	Nil

RECOMMENDATION

That Council contributes the requested amount of \$ 7,200 by AFL Victoria, towards the cost of the "Regional Strategy for AFL Central Victoria", and these monies be provided from the General Fund.

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

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Click here to enter text.	Choose an item. If indirect, the type of indirect interest is: Choose an item.	[Explain the specific circumstances of this person's conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

Paul Hamilton, Regional General Manager of AFL Central Victoria spoke briefly about the concept, direction and formation of the Regional Strategy for AFL Central Victoria at a Council Forum held on the 11 of August 2015. Councillors had the opportunity to ask Paul questions in order to clarify Councils commitment and the scope of the project.

BACKGROUND

On 29 June 2015 Council received a request from AFL Central Victoria for financial support towards the development of a regional plan for AFL in the region. It is proposed that the report be started in the second half of 2015 with a final report being presented by the end of June 2016.

The plan will include 35 clubs located in the municipalities of Loddon, Bendigo, Mt Alexander, Macedon Ranges, Gannawarra, Buloke, Northern Grampians and the Central Goldfields.

It is proposed that the report will be started in the second half of 2015 with a final report being presented by the end of June 2016.

Five municipalities in the Geelong region have recently completed a similar plan in conjunction with the AFL Barwon Football Commission. This strategy is proving to be a valuable guide in regard to future planning and the development of community football and netball clubs in the Barwon Region.

Councils are being requested to contribute \$800 for each club located in their municipalities, Loddon has 9 clubs resulting in a total contribution request of \$7,200.

The report is to focus on 9 key areas, as follows;

1) Preparing a "State of Play Report" on football & netball participation

2) Presenting an "Issues and opportunities report"

3) Completing a Facility Audit for each ground/club that is in addition to the "Club Health Check" that all clubs have already conducted in relation to club finances, governance, junior pathways, strategy, coaching, community connection and values and culture.

4) During the above Facility Audit, each club will have their facilities rated out of "100". This assessment considers the following:

- Main Pavilion
- Change Rooms - Home & Away, Umpire Change Rooms, Female Umpire Change Rooms
- Football Ground Lighting
- Oval Surface & Drainage
- Cricket Pitch
- Watering System
- Oval Fencing
- Reserve / Site Fencing
- Netball Amenities

5) Defined role for each venue:

As part of this review, each venue is rated as follows:

- Local - Identified as suitable for Home & Away / Club football
- b) Regional - Identified as suitable Home & Away / Club Football, Finals, Grand Finals and Representative games
- c) Suitable to host AFL "NAB Challenge" games e.g. QEO

This rating will assist Council in future investment decisions.

6) Defined guidelines and priorities for future improvements

7) Critical actions identified. E.g. planning and prioritising upgrade

8) Strategic Review of Regional league structures and identifies key stakeholders to be partnered with to determine club sustainability and recommended competition structures

9) Implementation Plan

ISSUES/DISCUSSION

- All LGA's as listed above are being approached to support this project.
- The project will be overseen by a Steering Committee, and Loddon is requested to provide a representative on this group.
- AFL Victoria and AFL Central Victoria will act the 'banker' for this project, and we would appoint an AFL Victoria partner to work with our Football Development Managers (FDMs) and local council representatives across the project.

Council has been asked to commit \$7,200 (\$800 per club) towards the cost of the strategy. A breakdown of the income and expenditure for the project as provided by AFL Central Victoria is displayed in table 1.

- **Table 1**

Expenditure	Amount
Engagement of a consultant to develop Regional Strategy for AFL Central Victoria	\$48,000
Income	Amount
Loddon Shire Council (9 clubs @ \$800 p/club)	\$ 7,200
Bendigo, Mt Alexander, Macedon Ranges, Gannawarra, Buloke, Northern Grampians and the Central Goldfields	\$20,800
AFL Victoria	\$5,000
AFL Central Victoria (Fundraising: Cash)	\$10,000
AFL Central Victoria (In-Kind)	\$5,000
Total Income	\$48,000

COSTS/BENEFITS

The benefits of financially contributing to this initiative are as follows,

- The project will be overseen by a Steering Committee; the Loddon Shire will have representative on the steering committee, enabling the Shire to have direct input into strategies development.
- The strategy will provide Council with a strategic direction; this will guide future development associated with Football/Netball and hockey facilities. Other information such as a facilities audit and the assessed health of our clubs will also provide an in valuable resource.
- The Loddon Shire is the second biggest municipality in regards to the number of clubs; these clubs will be directly impacted by the strategy. Including providing critical benefits to their long term viability and sustainability. The Shire recognises the importance of sport and recreation to the Loddon community. It understands that sport is the social glue that can bind communities together and create strong connections between residents, which in turn helps people to create new friendships and networks and reduces social isolation.
- Loddon Shire also recognises that the sport and recreation landscape is constantly changing and that in order to be successful and sustainable, Council, its partners, clubs and organisations need to be informed, skilled, proactive and innovative. This strategy will do this by providing guidance to clubs to ensure that local clubs and organisations are strong, skilled, resilient, viable and adaptive to change. Creating this resilience is an important facet, as many of the clubs act as community hubs driving the spirit of the community, producing greater social and friendship networks and breaks down barriers between different sectors of the community.
- The Shires participation in the strategy will develop the Shires skills, resources, knowledge both locally and regionally and their external relationships.
- The Shire involvement in this strategy will recognise and re-establish Council's strong focus on the sustainability and the importance of the health of its football, netball and hockey clubs.

RISK ANALYSIS

It is not considered that there are any major risks associated with the implementation of this strategy.

Recommendations identified within the strategy are expected to go a long way towards improving the long term sustainability and function of the Shire's football/netball clubs and facilities.

As such any risks in respect to the strategy are considered to relate to, not providing a contribution to the generation of the strategy. These risks are as follows:

- As the Shire will not hold a place within the steering committee, the Shire will not have the benefit of direct input to the strategy or the ability to remain informed on the process. As a result the strategy has the potential to not support key Council strategies for example the Council plan and Recreation Strategy.

- The Loddon Shire is a pivotal part within the AFL Central Victoria Commission and it will play a key role in providing information into the future direction of football/netball clubs. Without the Loddon Shires commitment such directions will not clearly reflected upon and information maybe become unsubstantiated.
- The Shire will forego the formation of new and significant relationships with external stakeholders, which could support the Shire in the future delivery of other key Council works.

CONSULTATION AND ENGAGEMENT

The AFL Central Victoria Commission undertook consultation with League boards and individual clubs about challenges the clubs were facing. This consultation process identified several key issues for the commission to address. One of which acknowledged the need for a regional strategy. The AFL has undergone further consultation with local government areas in order to gain support and guidance with the strategy. This strategy aligns fundamental principles identified in the Council Plan and the Recreation Strategy.

Council Plan

- Connect with the next generation
- Support our transitioning townships
- Make our towns liveable and memorable
- Grow our population through appropriate development
- Build a network of strong communities

Recreation Strategy

“Loddon Shire wants to assist clubs and organisations to develop individual solutions to the challenges that they are facing, in areas as governance; attracting and retaining new volunteers; fundraising; compliance; attracting and retaining players; improving accessibility; and policy development”.

Both of the Council Plan and Recreation Strategy have been generated from a review of previous plans, following extensive analysis, a stage of community consultation and an independent assessment of the organisation and our community's future needs.

A previous version of the plan in another region has as already provided assistance within its first year of being established. Seeing a second version of the strategy generated via consultants appointed by the commission will only see further improvements.

4.6 HOME AND COMMUNITY CARE SERVICES POLICY

SUMMARY

This report provides the Home and Community Care Services Policy for adoption by Council.

Author	Wendy Gladman, Director Community Wellbeing
Council Plan ref:	Core business 2: Provision of wellbeing services
File no:	12/12/01
Attachment:	Home and Community Care Services Policy

RECOMMENDATION

That Council adopt the Home and Community Care Services Policy.

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

Officer name	Nature of interest	Reason for conflict
Click here to enter text.	Choose an item. If indirect, the type of indirect interest is: Choose an item.	[Explain the specific circumstances of this person's conflict of interest.]

[Refer to the Staff and Contractors Code of Conduct for definitions of conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

The draft Community Care Services Policy v2 was provided to the July Council forum for consideration.

BACKGROUND

The Home and Community Care Services Policy was first adopted in July 2012 and is now due for review. A number of changes have been made to the original policy relating to the introduction of mandatory accreditation under the Commonwealth Home Care Standards.

ISSUES/DISCUSSION

Other than some minor wording changes, that do not change the context of the document, the key changes include:

Updating the dot point relating to fees from:

Charge a nominal fee for Home and Community Care services, although no client will be denied services based on exceptional circumstances

To now read:

Charge fees for services based on the current Victorian HACC Fees Policy fee schedule and any subsequent Commonwealth fees policy.

The change has been implemented as:

- the Victorian HACC fees Policy has specific directions around the level of fees and the support for people who are experiencing financial hardship
- the Commonwealth is currently developing a national fees policy, which in the future is likely to be applicable to this service.

Accreditation

Loddon Shire Council has an obligation to ensure that its Home and Community Care Program meets state and federal guidelines. To achieve this, the program undergoes a cycle of accreditation under the Commonwealth Home Care Standards. There are three standards with eighteen expected outcomes as listed below.

Standard One - Effective Management

Expected Outcomes

- 1.1 Corporate Governance
- 1.2 Regulatory Compliance
- 1.3 Information Management Systems
- 1.4 Community Understanding and Engagement
- 1.5 Continuous Improvement
- 1.6 Risk Management
- 1.7 Human Resource Management
- 1.8 Physical Resources

Standard Two - Appropriate Access and Service Delivery

Each service user (and prospective service user) has access to services and service users receive appropriate services that are planned, delivered and evaluated in partnership with themselves and/or their representative.

Expected Outcomes

- 2.1 Service Access
- 2.2 Assessment
- 2.3 Care Plan Development and Delivery
- 2.4 Service User Reassessment
- 2.5 Service User Referral

Standard Three - Service User Rights and Responsibilities

Each service user (and/or their representative) is provided with information to assist them to make service choices and has the right (and responsibility) to be consulted and respected. Service users (and/or their representative) have access to complaints and advocacy information and processes and their privacy and confidentiality and right to independence is respected.

Expected Outcomes

- 3.1 Information Provision
- 3.2 Privacy and Confidentiality
- 3.3 Complaints and Service User Feedback
- 3.4 Advocacy

3.5 Independence

COSTS/BENEFITS

There are no additional costs associated with the adoption of this Policy. The review and amendment to the existing policy ensures that the policy document aligns to the transition to the Commonwealth Home Care Standards and the related accreditation.

RISK ANALYSIS

There are no risks associated with the adoption of this Policy.

CONSULTATION AND ENGAGEMENT

The policy review was an internal process and did not require and consultation or engagement.

5. INFORMATION REPORTS

5.1 INWARDS CORRESPONDENCE

SUMMARY

Relevant correspondence received by Council since previous meeting.

Author: John McLinden - Chief Executive Officer

Council Plan ref: Strategic enabler: Transparent communication

File No: various

Attachment: Copies of inwards correspondence

RECOMMENDATION

That Council:

1. *receives and notes the Inwards Correspondence*
2. *appoints a councillor to the panel for the Stronger Communities grants program.*

Date	From	Subject
31/7/15	The Hon. Dr Sharman Stone, Federal Member for Murray	Stronger Communities grants program
16/7/15	Anthony Carbines MP, Parliamentary Secretary for the Environment	Destruction of property by corellas
22/7/15	The Hon. Jaala Pulford MP, Minister for Agriculture	Control of fruit fly in Victoria

5.2 ROAD NETWORK DEFECT RECTIFICATION COMPLIANCE SUMMARY REPORT

SUMMARY

This report provides a summary of Loddon Shire's compliance against its Road Management Plan for the period 1 April 2015 to 30 June 2015, being the fourth quarter of the 2014 - 2015 financial year.

Author	Steven Phillips, Manager Works
Council Plan ref:	Core business 5: Providing quality infrastructure
File no:	14/01/022
Attachment:	Nil

RECOMMENDATION

That Council receive and note the road network defect rectification compliance summary report.

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

Officer name	Nature of interest	Reason for conflict
	Not applicable If indirect, the type of indirect interest is: Choose an item.	

[Refer to the Staff and Contractors Code of Conduct for definitions of conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

This is the fourth and final report for the 2014 - 2015 financial year presented to Council summarising road network defect rectification compliance against requirements specified within the Loddon Shire Road Management Plan.

BACKGROUND

This report is produced quarterly and provides Council with evidence of the Loddon Shire's performance against requirements specified within the Loddon Shire Road Management Plan.

ISSUES/DISCUSSION

The following Defect Compliance Summary Report outlines Council's compliance against requirements specified within the Road Management Plan to the end of the most recent quarter. The report indicates compliance by percentage for each of Council's road patrol areas.

Date Imposed Works Action - Compliance Summary Report

Date Range: 01/04/2015 to 30/06/2015

Number of Works Actions	Number Completed By Due Date	Number Completed After Due Date	Number Not Completed	Compliance %	District
48	48	0	0	100.0%	Boort
160	159	1	0	99.4%	Newbridge
175	174	1	0	99.4%	Pyramid Hill
131	131	0	0	100.0%	Wedderburn

DEFINITIONS

Number of Works Actions - Within the date range, count the defects that were due for action

Number Completed by Due Date - From those defects in Column A to be rectified, how many were rectified by the due date

Number Completed After Due Date - From those defects in Column A to be rectified, how many were rectified outside the due date

Number Not Completed - Column A - Column B - Column C

Compliance % - Column B Divided by Column A

District - Grouped By The AssetAsyst District

During the fourth quarter of 2014 - 2015, 99.7% of all date imposed defects were completed before their due date. This is below the target of 100%. It is noted however that all defects have now been completed and there are no outstanding date imposed defects.

COSTS/BENEFITS

The benefits to the community in complying with the Road Management Plan are that it ensures a safe road network.

RISK ANALYSIS

Repairing 100 % of all date imposed defects before their due date limits Council's liability for any claims for damage made against Council.

CONSULTATION AND ENGAGEMENT

No internal or external consultation is required in the formation of this report.

5.3 MUNICIPAL FIRE MANAGEMENT PLAN AUDIT REPORT

SUMMARY

Provide Council with an update on the Municipal Fire Management Plan (MFMP) audit results provided by the Country Fire Authority in June 2015.

Author	Andrew Hamilton, Emergency Management Coordinator
Council Plan ref:	Core business 2: Provision of wellbeing services
File no:	11/01/001
Attachment:	Letter of audit compliance by Michael Wootten CEO – CFA and Certificate of Audit.

RECOMMENDATION

That Council receives and notes the Municipal Fire Management Plan Audit and report letter.

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

Officer name	Nature of interest	Reason for conflict
Click here to enter text.	Choose an item. If indirect, the type of indirect interest is: Choose an item.	[Explain the specific circumstances of this person's conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

The MFMP in accordance with the CFA Act 1959 was endorsed by Council on the 10 August 2012.

BACKGROUND

The Municipal Fire Management Plan (MFMP) is required to be prepared in accordance with Sections 55A & 55B of the Country Fire Authority Act 1958. The Municipal Fire Management Planning Committee is charged with preparing and reviewing the plan and the council is responsible for ensuring the maintenance and keeping of the plan.

In June 2015, the MFMP was audited by the CFA in accordance with Section 55A of the Country Fire Authority Act 1958. On the 9 June 2015 the CFA issued a Certificate of Audit showing that the plan meets the requirements of the audit.

ISSUES/DISCUSSION

The MFMP is now due for a rewrite in order to comply with the Country Fire Authority Act 1958.

The Emergency Management Coordinator (EMC) will undertake the rewrite of the MFMP in order to meet the requirement of the legislation must ensure that the plan is fully updated, but works 2.5 EFT for Loddon and 2.5 EFT for Central Goldfields. (EMC is also rewriting Central Goldfields plans).

COSTS/BENEFITS

The MFMP provides coordination of fire prevention efforts from fire & support agencies that operate within the Loddon Shire.

RISK ANALYSIS

Continued changes expected over the next year to the Legislation requiring on going alteration to the MFMP and roles and responsibilities for council staff.

CONSULTATION AND ENGAGEMENT

All emergency service organisations will be consulted and participate in updating the MFMP through the MFMP and MEMP committees.

6. COMPLIANCE REPORTS

6.1 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
Council Plan ref:	Core business 8: Compliance
File No:	02/01/001
Attachment:	Nil

RECOMMENDATION

That Council:

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

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

Officer name	Nature of interest	Reason for conflict
Click here to enter text.	Choose an item. If indirect, the type of indirect interest is: Choose an item.	[Explain the specific circumstances of this person's conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

N/A

ISSUES/DISCUSSION

Transfer of Land from Loddon Shire Council to DN and LJ Wardell for Lot 2 PS608853F Loddon Valley Highway, Serpentine

6.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS- PYRAMID HILL MEMORIAL HALL

SUMMARY

This report seeks Council's approval of the membership of Pyramid Hill Memorial Hall Section 86 Committee of Management.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/ 031
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Pyramid Hill Memorial Hall Section 86 committee of management, effective immediately.

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

Officer name	Nature of interest	Reason for conflict
Click here to enter text.	Choose an item. If indirect, the type of indirect interest is: Choose an item.	[Explain the specific circumstances of this person's conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Pyramid Hill Memorial Hall Committee of Management on 23 September 2014.

BACKGROUND

Current Section 86 committee instruments of delegations include 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.

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.

ISSUES/DISCUSSION

Pyramid Hill Memorial Hall is a community based committee with representation of at least 6 community representatives . The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position/Community group
Graeme Stevens	President
Allan Mann	Vice President
Ron Peacock	Secretary
David James	Treasurer
Andrew Scott	Committee Member
Betty Mann	Committee Member
Bill Quinn	Committee Member
Bob McGillivray	Committee Member
Cheryl Bartels	Committee Member
Jan Vincent	Committee Member
Jenny Prior	Committee Member
Kate Wood	Committee Member
Kellie Stewart	Committee Member
Sherrie Gumley	Committee Member

The Council representative for this committee is Cr Cheryl McKinnon .

COSTS/BENEFITS

The benefit of this report 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

Nil

6.3 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS- BRIDGEWATER ON LODDON DEVELOPMENT

SUMMARY

This report seeks Council's approval of the membership of Bridgewater on Loddon Development Section 86 Committee of Management.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/ 047
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Bridgewater on Loddon Development Section 86 committee of management, effective immediately.

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

Officer name	Nature of interest	Reason for conflict
Click here to enter text.	Choose an item. If indirect, the type of indirect interest is: Choose an item.	[Explain the specific circumstances of this person's conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Bridgewater on Loddon Development Committee of Management on 25 November 2014.

BACKGROUND

Current Section 86 committee instruments of delegations include 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.

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.

ISSUES/DISCUSSION

Bridgewater on Loddon Development is a community based committee with representation of at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position/Community group
Shannon Brown	President
Dave Edwards	Vice President
Christine Wattie	Secretary
Vacant	Treasurer
David Hanna	Committee Member
Fred Shea	Committee Member
Graham Hosking	Committee Member
Graham Morse	Committee Member
Jenny Hosking	Committee Member
Kathryn Bowen	Committee Member
Leigh Hanna	Committee Member
Mick Balaz	Committee Member
Ricky Zain	Committee Member
Steve Brown	Committee Member
Sue Coghlan	Committee Member
Tim Ferguson	Committee Member

The Council representative for this committee is Cr Colleen Condliffe.

COSTS/BENEFITS

The benefit of this report 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

Nil

6.4 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS- BRIDGEWATER ON LODDON MEMORIAL HALL

SUMMARY

This report seeks Council's approval of the membership of Bridgewater on Loddon Memorial Hall Section 86 Committee of Management.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/ 013
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Bridgewater on Loddon Memorial Hall Section 86 committee of management, effective immediately.

CONFLICT OF INTEREST

Are there any conflicts of interest for any council staff involved in writing this report, or involved in the subject matter of the report?

No

If yes, the following details identify the conflict of interest.

Officer name	Nature of interest	Reason for conflict
Click here to enter text.	Choose an item. If indirect, the type of indirect interest is: Choose an item.	[Explain the specific circumstances of this person's conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Bridgewater on Loddon Memorial Hall Committee of Management on 27 January 2015.

BACKGROUND

Current Section 86 committee instruments of delegations include 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.

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.

ISSUES/DISCUSSION

Bridgewater on Loddon Memorial Hall is a community based committee with representation of at least 6 community representatives . The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position/Community group
Steve Brown	President
Leanne Edwards	Secretary
David Hanna	Treasurer
Leigh Hanna	Committee Member
David Edwards	Committee Member
Graeme Morse	Committee Member

The Council representative for this committee is Cr Colleen Condliffe .

COSTS/BENEFITS

The benefit of this report 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

Nil

7. GENERAL BUSINESS

8. CONFIDENTIAL ITEMS

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 22 September at Serpentine commencing at 3pm.