

LODDON SHIRE COUNCIL

Notice of an Ordinary Meeting of the Loddon Shire Council to be held in the Council Chambers, Serpentine on Tuesday 24 November 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 27 October 2015*
2. *the minutes of the Ordinary Council Meeting of 27 October 2015*
3. *The minutes of the Council Forum of 10 November 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 PROJECT MANAGEMENT FRAMEWORK

SUMMARY

Seeking adopting by Council of the Project Management Framework.

Author	Lynne Habner, Executive Assistant
Council Plan ref:	Strategic enabler: Effective and efficient operating systems and procedures
File no:	18/01/001
Attachment:	Draft Project Management Framework

RECOMMENDATION

That Council adopt the Project Management Framework.

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

Nil.

BACKGROUND

As Council is involved in undertaking capital projects which are aimed at enhancing service delivery, it is important that comprehensive capital project management systems and processes are in place to ensure that resources are appropriately focused and managed in alignment with the Council's objectives.

As part of Council's Audit Committee's internal audit program, project management was identified as an area for review. The auditor's report made the following observations:

"Overall, we found that the Council has established some effective processes in terms of the key activities in project management. To be specific:

- *The individual departments at the Council have developed a project initiation template, which governs the initiation, planning and evaluation phases of capital works projects;*
- *Teams are set up to plan for major capital work, although the formation and role of the team should be formally documented;*
- *Capital works status reports are prepared and provided to management for oversight over the progress and completion of relevant project activities;*
- *Comprehensive feasibility studies have been performed for major capital works projects; and*
- *There is an informal process in place to evaluate capital works projects by determining how well they performed against the defined objectives.*

However, we also identified some issues we believe need to be addressed. These include:

- *Formal policies and procedures to govern project management activities have not been documented for the Council;*
- *Formal processes for initiating and evaluating capital projects were not completed for a sample of major projects validated during our review;*
- *We noted some instances where there was a lack of proper planning for capital projects;*
- *Project reporting and monitoring activities have not been sufficiently documented and formalised;*
- *The requirement to complete a business case for capital projects is not formally defined;*
- *Project risk assessments have not been comprehensively completed for capital works projects;*
- *There are no formally documented procedures to provide guidance on winding up and handover of a completed capital project;*
- *Post-implementation reviews were not completed for capital projects;*
- *There is an inadequate representation of council functions/departments in the evaluation of capital projects;*
- *Inadequate training is provided to staff on the processes required in the capital evaluation framework;*
- *There are inconsistencies in the level and type of records kept for capital projects; and*
- *A projects register is not maintained for the Council.”*

ISSUES/DISCUSSION

The framework is designed to help staff by providing consistency in processes to improve project planning, delivery, and monitoring of all Council projects across all business units. It will assist project managers with guidance to meet Council expectations for successful and timely delivery of projects, and achievement of project outcomes and objectives.

This framework addresses the recommendations arising from the Audit Review and incorporates formal policies, procedures and relevant checklists to govern the initiation, execution, implementation, evaluation and review of projects. The opportunity has been taken to apply the framework consistently to all Council projects, broader than capital projects only.

Given the complexity of the subject matter and supporting templates, it is proposed to implement the framework across the organisation immediately, with a view to reviewing its operation in twelve months to make any adjustments or improvements.

It is intended that training and support will be provided to project staff by internal resources.

COSTS/BENEFITS

Implementation and support for the framework is intended to be provided in-house, as part of day-to-day operations. In relation to the establishment of a projects register, it is intended that this would be introduced as part of the proposed new corporate IT system. Costs of this component will be identified later as part of the broader corporate IT system implementation.

RISK ANALYSIS

Implementation of a comprehensive framework for project management will reduce a wide range of risks to Council that are caused by failure to properly manage and deliver projects, including delays to delivery, unexpected cost overruns, failure to meet project objectives, managing stakeholder expectations, and poor record keeping.

CONSULTATION AND ENGAGEMENT

The framework was developed in consultation with a working group consisting of staff from across organisational areas, including community planning, community and recreation, operations, design engineers, contracts and project managers. The framework templates were made available for trial by each directorate and feedback was sought on their experiences. A final draft of the framework was considered by the Management and Leadership Team and the Management Executive Group prior to presentation to Council.

4.2 REVIEW OF DELEGATIONS

SUMMARY

Council approval is sought for a revised set of delegations following their review.

Author	Lynne Habner, Executive Assistant
Council Plan ref:	Core business 8: Compliance
File no:	18/01/003
Attachment:	Updated Loddon Shire Council Instrument of Delegation to Members of Council Staff

RECOMMENDATION

That Council, in the exercise of the powers conferred by section 98(1) of the Act 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 Instruments 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. *On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.*
4. *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.*

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

In September 2015, Council approved updated delegations to members of Council staff.

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.

In addition to this statutory requirement, presentation of new or revised delegations has become a more regular process for Council. Due to the ever changing nature of legislation, Council has subscribed to a service by Maddocks legal firm that regularly reviews all applicable delegations, authorisations and appointments.

ISSUES/DISCUSSION

Since approval of the Instrument of Delegation to Members of Council Staff in September, a change has been made to the position of Manager Environmental Health.

The attached amended instrument of delegation has simply been altered to amend the relevant delegations to the Environmental Health Officer.

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 various pieces of legislation. 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.

4.3 FINANCE REPORT FOR THE PERIOD ENDING 31 OCTOBER 2015

SUMMARY

This report provides Council with financial information for the period ending 31 October 2015.

Author	Deanne Caserta, Manager Financial Services
Council Plan ref:	Strategic enabler: Sound financial management protocols
File no:	08/06/001
Attachment:	Finance Report for Period Ending 31 October 2015

RECOMMENDATION

That Council:

1. receives and notes the 'Finance Report for the period ending 31 October 2015'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2015/16 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 2015/16.

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

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

PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis.

BACKGROUND

The Finance Report for the period ended 31 October 2015 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the 2015/16 Budget, and includes operating results, capital expenditure and funding sources.

This Finance Report also includes supplementary valuations. 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
- re-assessment of property valuations arising from objections to the initial valuation

- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title
- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)
- supplementary valuation corrections.

ISSUES/DISCUSSION

Nil.

COSTS/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2015/16.

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

RISK ANALYSIS

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

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

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.

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

4.4 LODDON MALLEE REGIONAL ACTION PLAN FOR THE PREVENTION OF VIOLENCE AGAINST WOMEN

SUMMARY

To seek Council endorsement of the statement of commitment in the Loddon Mallee Regional Action Plan for the Prevention of Violence Against Women.

Author	John McLinden, Chief Executive Officer
Council Plan ref:	Core business 1: Leadership
File no:	12/01/001
Attachment:	Nil

RECOMMENDATION

That Council resolve to become a signatory to the following commitment statement for the life of the Loddon Mallee Regional Action Plan for the Prevention of Violence Against Women (2016-2019)

We acknowledge that violence against women is prevalent and serious in the Loddon Mallee Region. We recognise that while any person can be a victim or perpetrator of violence, violence is predominantly perpetrated by men, and in family violence situations, women are predominantly the victims. We understand that the underlying drivers of violence against women are gender inequality, rigid gender stereotypes and cultures that accept or excuse men's violence. We commit to working in our own organisations and in partnership with others to end violence against women. We will do this by creating communities, organisations and cultures that are non-violent, gender-equitable, non-discriminatory and that promote respectful relationships. In this way we will address the underlying drivers of violence against women and create a safer community.

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.]

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

PREVIOUS COUNCIL DISCUSSION

Nil.

BACKGROUND

Policy context

Victorian Charter of Human Rights and Responsibilities (Charter),

- Local Government Authorities (LGAs) are obliged to consider the rights enshrined in the Charter when they create laws, develop policies and deliver their services;
- Violence against women breaches these rights and is contrary to the values of freedom, respect, equality and dignity that underpin them.

Victorian Equal Opportunity Act (2010) and the Commonwealth Sex Discrimination Act (1984)

- LGA'S are bound by these Acts to work to eliminate discrimination and sexual harassment and promote greater equity in the community
- LGA's are also bound by these Acts as an employer

Public Health and Wellbeing Act (2008)

- The function of a Council under this Act is to seek to protect, improve and promote public health and wellbeing within the municipal district (Section 24)
- Violence against women is both a public health and a wellbeing issue

Victorian Public Health and Wellbeing Plan

- LGAs must have regard to the Victorian Public Health and Wellbeing Plan when they are preparing their Municipal Public Health and Wellbeing Plan (Public Health and Wellbeing Act 2008 section 26(3))
- Victorian Public Health and Wellbeing Plan 2015-2019 Strategy 5 is Preventing Violence and Injury
- Family Violence is a priority area under this strategy

Violence against women

The Loddon Mallee Regional Action Plan defines violence against women in accordance with the United Nations Declarations on the Elimination of Violence against women (1993). This defines violence against women as an act of gender-based violence that causes or could cause physical, sexual or psychological harm or suffering, including threats of harm, coercion or arbitrary deprivation of liberty in public or private life.

This definition includes but is not limited to family violence.

Whilst men, women, children, young people and older people can all be victims of violence, overwhelmingly violence is perpetrated by men, and family violence is overwhelmingly perpetrated by men against women. There is a growing body of evidence that women and children are most vulnerable to family violence related health and wellbeing impacts. Some related statistics that have been collated by Our Watch - a body established with Commonwealth and Victorian Government support to drive nation-wide change on this issue - include:

- Family violence is the leading contributor to ill-health and premature death in women under 45. This is more than any other well-known risks including high blood pressure, obesity and smoking.
- Almost every week in Australia a woman dies as a result of family violence. Some research suggests this rate is in fact much higher.
- One in four children / young people have been exposed to family violence against their mother.
- Physical and sexual abuse of children / young people is also more common in households where there is family violence.

(Our Watch: <http://www.ourwatch.org.au>)

Regional incidence of family violence

The Loddon Mallee region has the second highest regional incidence of reported family violence in the state. Four of the five LGAs in the State with the highest incidence of reported family violence are in Loddon Mallee, and six of the Loddon Mallee LGAs have an incidence rate higher than the State average.

ISSUES/DISCUSSION

The Plan

Women's Health Loddon Mallee has coordinated the development of the Loddon Mallee Regional Action Plan for the Prevention of Violence Against Women (the Plan), funded by the Department of Justice. The Plan is one of nine similar regional plans either under development or already published. The Plan is consistent with existing primary prevention of violence against women frameworks at both National and State levels.

The VicHealth Preventing violence before it occurs (2007) framework identifies the underlying determinant or driver of violence against women as gender inequality and unequal gender roles, and this is a key focus of the Regional Plan.

The Plan has been developed in consultation with a broad range of community services, local government agencies, women's services, emergency services and sporting and recreational associations across the Loddon Mallee Region.

The Plan outlines a number of strategies to guide action at regional, local and community levels.

Through consultations across the Loddon Mallee region, the Loddon Mallee Takes a Stand Reference Group has developed a sign-on statement of commitment for organisations and existing partnerships to support the objectives of the plan.

Commitment statement

"We acknowledge that violence against women is prevalent and serious in the Loddon Mallee Region. We recognise that while any person can be a victim or perpetrator of violence, violence is predominantly perpetrated by men, and in family violence situations, women are predominantly the victims. We understand that the underlying drivers of violence against women are gender inequality, rigid gender stereotypes and cultures that accept or excuse men's violence. We commit to working in our own organisations and in partnership with others to end violence against women. We will do this by creating communities, organisations and cultures that are non-violent, gender-equitable, non-discriminatory and that promote respectful relationships. In this way we will address the underlying drivers of violence against women and create a safer community."

Report

Local government has an important role to play in creating and maintaining environments that promote health and wellbeing. This role is realised through both legislated activities (e.g. the development and implementation of Municipal Health and Wellbeing Plans, the delivery of maternal and child health services) and non-legislated activities (e.g. the provision and management of recreational facilities).

Promoting health and wellbeing can be considered in terms of three spheres of influence (spheres): primary prevention, early intervention and intervention. From a family violence perspective, these three spheres could be described as follows:

- Primary prevention: preventing family violence before it occurs (e.g. addressing the underlying causes of family violence such as gender inequality).
- Early intervention: taking action if there are early indicators of potential family violence (e.g. addressing identified community or individual attitudes before they develop into established patterns of behaviour).
- Intervention: taking action after family violence has occurred (e.g. providing support and treatment for victims of family violence).

Local government as a sector is best placed to influence the primary prevention and early intervention spheres. However, some services delivered by the local government sector can also extend into the intervention sphere as particular circumstances may require (e.g. maternal and child health services).

Across the Loddon Mallee region a number of LGAs have been taking action in primary prevention, for example:

- Inclusion of violence against women in Violence Prevention or Community Safety Plans
- Take A Stand Program (bystander training for Council staff and Councillors)
- Enterprise Agreement Family Violence clause
- Engagement and leadership in White Ribbon Day and 16 Days of Activism for the Elimination of Violence Against Women activities
- Prevention of violence against women in emergencies projects and plans

The Regional Action Plan provides an opportunity for Council to take a leadership role in the community in preventing violence against women and to align Council activities with other relevant agencies and groups.

Priority/Importance:

Family violence and the prevention of violence against women are priority issues for National and State Governments in response to growing community pressure for a response to the high rates and severity of violence against women. The report from the current Victorian Royal Commission into the Prevention of Family Violence is due to be delivered to the State Government in February 2016 which will generate even higher visibility for the issue and the policy responses.

The Loddon Mallee Regional Action Plan for the Prevention of Violence against Women will promote partnerships, strategies and actions to create a whole of community response. The Plan will provide Council with an opportunity to collaborate on the issue at both a regional and local level.

By signing on to the Plan commitment statement Council will be able to demonstrate leadership in the local community on an issue of high public awareness and concern. The integrated frameworks underpinning the Plan will also allow Council to demonstrate alignment with National and State frameworks and make a strong case for funding opportunities which are expected to flow from the findings of the current Royal Commission into the Prevention of Family Violence.

COSTS/BENEFITS

There are no resource implications arising from the proposed submission. There may be resource implications from proposed actions under the Plan's strategies, but signing the commitment statement does not bind Council to specific actions beyond the principles stated in the statement

Capacity to progress specific actions will be able to be assessed on a case-by-case basis within normal planning processes, or in response to new funding opportunities.

RISK ANALYSIS

No risks have been identified relevant to this recommendation.

CONSULTATION AND ENGAGEMENT

Nil.

4.5 PROPOSED EXPENDITURE OF ADDITIONAL ROADS TO RECOVERY FUNDS

SUMMARY

Outlines the proposed expenditure of additional funding available through the Roads to Recovery program.

Author	David Fry, Manager Infrastructure (Program Development)
Council Plan ref:	Core business 5: Providing quality infrastructure
File no:	14/01/001
Attachment:	15-16 Additional Shoulder Resheets 15-16 Additional Gravel Resheets 15-16 Additional Local Road Construction

RECOMMENDATION

That Council:

1. *Allocate an additional \$840,000 to the Wedderburn Streetscape project from the 2015-2016 additional Roads to Recovery funding*
2. *Allocate \$777,811 to projects as outlined from the rolling infrastructure program, from the 2015-2016 additional Roads to Recovery funding*
3. *Fully allocate the 2016-2017 additional Roads to Recovery funding to projects in the rolling infrastructure program*

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.	Not applicable 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

At a recent Council forum the expenditure of additional funds made available through the Roads to Recovery (R2R) program was discussed. This report recommends additional expenditure in the 2015-2016 financial year in line with these discussions.

BACKGROUND

In June this year the federal Minister for Infrastructure announced that funds raised through the introduction of indexation upon the fuel excise would be allocated to the R2R program over the next two years. The table below identifies this additional funding in conjunction with the current annual allocation for Loddon Shire.

As the current allocation has been distributed to projects identified within Councils Annual Infrastructure program, this report deals only with the balance shown in column four (Variance) and specifically focuses on project for delivery in the 2015-2016 financial year.

Table 1: R2R program funding increase

Year	Original program allocation (\$)	Amended program allocation (\$)	Variance (\$)
2014/15	1,676,275	1,676,275	0
2015/16	3,352,550	4,789,357	1,436,807
2016/17	1,676,275	5,531,707	3,855,432
2017/18	1,676,275	1,676,275	0
2018/19	1,676,275	1,676,275	0
TOTAL	10,057,650	15,349,889	5,292,239

Funding provided through the R2R program may only be spent on the construction or maintenance of roads. Expenditure of R2R funds on other infrastructure types i.e. footpaths or drainage, may only be considered where such works form part of a larger road development project.

ISSUES/DISCUSSION

The selection of projects to be completed with the additional funding firstly need to comply with the R2R funding conditions as outlined above, but also be ready for works to commence in the very near future.

Councils strategic project register and rolling infrastructure programs both contain projects eligible for expenditure of R2R funding.

Given the identified funding shortfall for the Wedderburn Streetscape project it is recommended that a further \$840,000 be allocated from the additional 2015-2016 R2R funding, therefore allowing the delivery of the full project scope, removing the need to reduce the extent or finish quality of works.

It is recommended that the remainder of the additional 2015-2016 funding be allocated to projects in the rolling infrastructure program, made up of Gravel Shoulder Resheeting on the Tandarra Elmore Road \$118,775, Gravel Resheeting on the Loddon River Road \$59,774, Flowering Gum Road \$68,740, Ritchie Road \$43,472 and a Local Road Construction project on the Bridgewater Raywood Road \$487,050. Please see attachments for more details of these projects. The total cost of these rolling infrastructure program projects is \$777,811.

The combined total allocation above is \$1,617,811. This is more than the identified additional allocation for 2015/16, however as the R2R program is a rolling program over a five year period small variances may be accounted for by bringing forward a small component of future years funding. This offers a number of benefits including allowing a more equitable distribution of expected workload, given the large additional allocation earmarked for the 2016/17 financial year.

It is also recommended that the additional R2R allocation in 2016-2017 be fully allocated against projects contained in the rolling infrastructure program. This recommendation is based on the belief that the additional funds provide Council with the opportunity to invest in the renewal of existing road infrastructure therefore contributing to the long term sustainability of Councils road network.

COSTS/BENEFITS

The allocation of the 2016-2017 additional funds to the rolling infrastructure program, combined with the additional funds allocated to the rolling infrastructure program from the 2015-2016 allocation, equates to an additional investment in infrastructure renewal in excess of \$4.4 Million (excluding the \$840 allocation to the Wedderburn Streetscape project).

RISK ANALYSIS

The recommendation that the majority of the additional funding is used on projects from Councils rolling infrastructure program reduces the risk of increasing Councils infrastructure renewal demand. This is because the majority of projects are of a renewal nature. Expenditure of these funds on new or upgrade works would put pressure on Councils infrastructure renewal demand.

CONSULTATION AND ENGAGEMENT

An extensive report was prepared and presented to Council at a recent Forum.

4.6 LODDON SHIRE OPERATIONS CENTRE OFFICE

SUMMARY

Seeks additional funding to support the relocation of staff to the Wedderburn Operations Centre. The current facilities at the Wedderburn Operations Centre are inadequate to accommodate the required number of staff.

Author	Steven Phillips, Manager Works
Council Plan ref:	Core business 5: Providing quality infrastructure
File no:	08/05/002
Attachment:	Nil

RECOMMENDATION

That Council:

1. *allocate \$100,000 from the current financial year surplus to facilitate construction of a standalone office building to accommodate the relocated staff at the Wedderburn Operation Centre*
2. *allocate \$14,000 from the 2015-16 Building Asset Management Plan budget for the purposes of effecting upgrades to the existing building at the Wedderburn Operations Centre, namely toilet facility and fire service improvements.*

CONFLICT OF INTEREST

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No

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	Not applicable If indirect, the type of indirect interest is: Choose an item.	

PREVIOUS COUNCIL DISCUSSION

The Works Department restructure has been discussed on a number of separate occasions, informing Council of the relevant process and outcomes. As a component of the restructure plan, Council allocated \$100,000 in the 2015-2016 financial year budget for the upgrade and extension of the office accommodation at the Wedderburn Operations Centre.

BACKGROUND

The Works Department restructure identified the requirement for all Works Department management and supervision staff to share a common office. This will allow for effective communication and consistency in approach across the Works Department, leading to greater efficiency in the delivery of services.

ISSUES/DISCUSSION

There are nine staff that require accommodating, previously five of the nine were accommodated in the main office at Wedderburn with three others working from separate depots (Pyramid Hill, Serpentine & Wedderburn) and there is one other position that is a new position.

The current accommodation is inadequate to house all nine staff in the existing office and store area at the Wedderburn operations Centre. There is also insufficient space to accommodate all nine staff at the main office in Wedderburn.

A number of options have been considered in an effort to accommodate the nine staff that have relocated to the Wedderburn Operations Centre, namely:

- Fitting out the existing storeroom as an office.
- Utilising half of the existing lunch room and extending the building out on the southern side.
- Extending the existing office out into the yard.
- Building a standalone office, located near the entrance to the site.

Of the above options, building a standalone office is considered to provide Council with the best value for money over the longer term. The fitting out of the existing storeroom is the lowest cost option, however we would then need to build another shed to store items as the existing shed is not large enough to accommodate storage and an office.

There are a number of items that are required to be addressed with the existing building to meet the requirements of the Building Permit, these items include:

- connecting to the sewer
- modifications to the toilets to comply with Disability Discrimination Act legislation
- installation of a fire hydrant.

COSTS/BENEFITS

As a component of the restructure implementation plan, a notional budget allocation of \$100,000 was made for the upgrade to the Wedderburn Operations Centre to house relocated staff. A further budget allocation of \$114,000 is required for this project to proceed. Possible funding sources identified to cover the budget shortfall include either the current budget surplus of \$900,000 or the 2015/16 Building Asset Management Plan allocation (uncommitted component) of \$339,000.

It is recommended that the modifications to the existing facility (\$14,000) be funded utilising the available Building Asset Management Plan funding with the remainder for the new building to be sourced from the Council surplus, as per the original \$100,000 allocation as part of the outdoor restructure.

The benefits to committing the required funding to complete this project are as follows:

- retention of the existing lunch room and staff facilities
- improved building profile i.e. roof line and architecture
- proximity to entrance gates (contribution to site security and control)
- provision of customer service or delivery counter
- greater flexibility in staff accommodation
- improved building amenity.

RISK ANALYSIS

Identified risk is considered to be associated with the ongoing use of current accommodation arrangements, which fail to meet current workplace amenity guidelines. Four of the nine works staff are being accommodated temporarily in the storage area of the operations centre. This is effectively a large shed that has no insulation, heating or cooling and experiences condensation issues in cold weather.

This arrangement does not meet our occupational health and safety obligations and can only be temporary. The other five staff are accommodated in the existing office area of the Operation Centre, this area is not sufficiently large enough to allow for confidentiality to be maintained.

It is imperative that a suitable solution to the accommodation of the nine staff be actioned without delay.

CONSULTATION AND ENGAGEMENT

As required under the Loddon Shire Enterprise Agreement No.7, 2014 consultation was carried out with affected staff throughout the restructure process. Staff have also been consulted prior to the decision to relocate to the Wedderburn Operations Centre and have been kept informed of the progress of suitable office accommodation.

5. INFORMATION REPORTS

5.1 BUILDING DEPARTMENT ACTIVITY STATISTICS – PERIOD AUGUST TO OCTOBER 2015

SUMMARY

Provides information on the level of building activity within the municipality

Author: Glenn Harvey, Municipal Building Surveyor

Council Plan ref: Core business 8: Compliance

File no: 13/06/001

Attachment: Building Permit Approvals
Occupancy Permits Issued
Certificates of Final Inspection Issued

RECOMMENDATION

That Council receive and note the 'Building Department Activity Statistics 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
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

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

BACKGROUND

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

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

ISSUES/DISCUSSION

For the period 1 August to 31 October 2015 the available statistics (see attached) indicate that there was a \$9 Million increase in the value of building permits issued, as compared with the previous three (3) months.

This represents an increase of approximately 148% and may be attributed to two large developments, being Boort Hospital and the Hazeldene's shed refurbishment at Bald Hill, Newbridge.

Table 1 below provides a 12 month rolling summary of building activity within the Shire (combination of permits issued by both municipal and external building surveyors).

Table 1: 12 month summary of building activity

Quarter	Nov - Jan	Feb- Apr	May - Jul	Aug - Oct
No of Permits	54	39	39	43
Value of Works	\$3,557,357	\$2,130,169	\$6,129,464	\$15,180,536

A comparison with the same period in 2014 indicates a slight decrease in the number of building permits issued (43 vs. 44) along with a corresponding \$10 Million increase (approx. 195%) in the value of works.

In addition to above new building approvals, 14 Occupancy Permits and 32 Certificates of Final Inspection were issued during the period.

COSTS/BENEFITS

By providing the activity statistics, Councillors are better informed about the level of building activity in the municipality.

RISK ANALYSIS

Because this report is only providing statistics to Council it is considered that there is no risk involved.

CONSULTATION AND ENGAGEMENT

No internal or external consultation has to occur for this information to be prepared.

5.2 ROAD NETWORK DEFECT RECTIFICATION COMPLIANCE SUMMARY REPORT

SUMMARY

Provides a summary of Loddon Shire's compliance against its Road Management Plan for the period 1 July 2015 to 30 September 2015, being the first quarter of the 2015 - 2016 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.	

PREVIOUS COUNCIL DISCUSSION

This is the first report for the 2015 - 2016 financial year, summarising road network defect rectification compliance against requirements specified within the Loddon Shire Road Management Plan (RMP).

BACKGROUND

This report is produced quarterly and provides statistical data with respect to the organisations performance in managing the road network. Performance is measured through a comparison of actual defect rectification timeframes against requirements specified the RMP.

ISSUES/DISCUSSION

Table 1 below provides a summary of both the number of road network defects identified, as well those which were addressed within the applicable intervention timeframe. Statistics have been provided for each of Council's road patrol areas.

Table 1: Compliance Summary Report (01/07/2015 – 30/09/2015)

Number of Works Actions Identified	Number Completed By Due Date	Number Completed After Due Date	Number Not Completed	Compliance %	District
295	293	2	0	99.3	Loddon Plains
332	331	1	0	99.7	Loddon Goldfields

During the first quarter of 2015 - 2016, 99.5% 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.

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

Works Within Road Reserve Permit Agreement between Loddon Shire Council and Crawford, Heys and O'Toole, under Section 173 of the Planning and Environment Act 1987

Contract 357 Bridgewater Public Caravan Park Management Services – 12 Month Term, between Loddon Shire Council and Shane Robertson and Chris Campbell

6.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-BOORT MEMORIAL HALL

SUMMARY

This report seeks Council's approval of the membership of Boort 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:	02/01/010
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Boort 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 Boort 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

Boort 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
Jeanette Wagner	President
Ken Loader	Vice President
Judy Parker	Secretary/ Treasurer
Alan Stringer	Committee Member
Edna Boyle	Committee Member
Ian Potter	Committee Member
Isobel Loader	Committee Member
Ivan Streader	Committee Member
Karen Coutts	Committee Member
Kevin Sutton	Committee Member
Marj Potter	Committee Member
Nola Stringer	Committee Member
Stuart Coutts	Committee Member

The Council representative for this committee is Cr Neil Beattie.

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-CAMPBELLS FOREST HALL

SUMMARY

This report seeks Council's approval of the membership of Campbells Forest 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:	02/01/015
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Campbells Forest 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 Campbells Forest Hall Committee of Management on 28 October 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

Campbells Forest 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
Ian Cattanach	President
Rae Broadbent	Vice President
Fred Shea	Secretary
Gaye Larson	Treasurer
Janine Cornish	Committee Member
Toni Shea	Committee Member
Robyn Shea	Committee Member
Shirley Cattanach	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-EAST
LODDON COMMUNITY CENTRE**

SUMMARY

This report seeks Council's approval of the membership of East Loddon Community Centre 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:	02/01/019
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the East Loddon Community Centre 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 East Loddon Community Centre Committee of Management on 24 February 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

East Loddon Community Centre 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
Leanne Welsh	President
Mark Phelan	Vice President
Nick Marlow	Secretary
Pam Plant	Treasurer
Rod Biggs	Committee Member
Alison McKenzie	Committee Member
June Dorman	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

6.5 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-PYRAMID HILL SWIMMING POOL

SUMMARY

This report seeks Council’s approval of the membership of Pyramid Hill Swimming Pool 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:	02/01/033
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Pyramid Hill Swimming Pool 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 Swimming Pool Committee of Management on 28 October 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 Swimming Pool 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
Tania Burke	President
Alison Farrar	Vice President
Colleen Hampson	Secretary
Vaughan Herrick	Treasurer
Chelsea Challis-Broad	Committee Member
David James	Committee Member
Emily Stewart	Committee Member
Katrina Van Eyk	Committee Member
Kelly Gould	Committee Member
Kim Lister	Committee Member
Penny Caspani	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

**6.6 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-
WEDDERBURN MECHANICS AND LITERARY INSTITUTE HALL**

SUMMARY

This report seeks Council's approval of the membership of Wedderburn Mechanics and Literary Institute 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:	02/01/038
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Wedderburn Mechanics and Literary Institute 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 Wedderburn Mechanics and Literary Institute Hall Committee of Management on 23 June 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

Wedderburn Mechanics and Literary Institute 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
David Thomas	President
Alex Holt	Vice President
Barry Bolwell	Secretary
Thomas Jackson	Treasurer
Dean Launder	Committee Member
Dede Williams	Committee Member
Jon Chandler	Committee Member
Leo Matthews	Committee Member

The Council representative for this committee is Cr Gavan Holt.

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

**6.7 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-
WEDDERBURN TOURISM**

SUMMARY

This report seeks Council's approval of the membership of Wedderburn Tourism 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:	02/01/040
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Wedderburn Tourism 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 Wedderburn Tourism 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

Wedderburn Tourism 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
Robbie Collins	President
Jacque Stallinga	Vice President
Robyn Vella	Secretary
Karen Fazzani	Treasurer
Travis Jackson	Committee Member
Brett Jackson	Committee Member
Graham Walker	Committee Member
Kevin Brown	Committee Member
Pam Collins	Committee Member
Charles Osterfield	Committee Member
Jane Rowley	Committee Member
Margaret Collins	Committee Member
Barrie Johnson	Committee Member
Warren Smith	Committee Member

The Council representative for this committee is Cr Gavan Holt.

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 15 December at Serpentine commencing at 3pm.