

LODDON SHIRE COUNCIL

Notice of an Ordinary Meeting of the Loddon Shire Council to be held in the Council Chambers, Serpentine on Tuesday 27 October 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 22 September 2015*
2. *the minutes of the Ordinary Council Meeting of 22 September 2015*
3. *The minutes of the Special Council Meeting of 13 October 2015*
4. *The minutes of the Council Forum of 13 October 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 2016 COUNCIL MEETING SCHEDULE

SUMMARY

This report provides a schedule for suggested Council meetings for 2016.

Author:	John McLinden, Chief Executive Officer
Council Plan ref:	Core Business 8: Compliance
File no:	02/04/001
Attachment:	Nil

RECOMMENDATION

That Council:

1. *approve the schedule of Council Meetings for 2016 as contained within this report*
2. *provide public notice of the Council Meeting schedule.*

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

The Loddon Shire Council has traditionally conducted Council meetings on a monthly cycle. It is proposed that this meeting schedule be continued through 2016.

ISSUES/DISCUSSION

The proposed 2016 schedule of Council Meetings is as follows:

Wednesday 27 January	Tuesday 24 May	Tuesday 27 September
Tuesday 23 February	Tuesday 28 June	Tuesday 25 October
Tuesday 22 March	Tuesday 26 July	Tuesday 22 November
Tuesday 26 April	Tuesday 23 August	Tuesday 13 December

Council should also continue to have briefing meetings prior to each Council Meeting to primarily brief Council on Council Meeting agenda items for that day. Council Forums will also be held on the second Tuesday of the month to enable councillors to consider any other current issues affecting the Loddon Shire.

Council Meetings will commence at 3.00pm. The venue for Council Meetings is proposed to be the Council Chambers, Loddon Valley Highway, Serpentine.

Once approved, the schedule of Council meetings will be posted on Council's website, published in the Loddon Bulletin and advertised by way of public notice in newspapers and newsletters circulating generally within the municipality. Council Meetings will continue to be open to the public.

COSTS/BENEFITS

No financial impacts are expected from continuing this established practice.

RISK ANALYSIS

Nil.

CONSULTATION AND ENGAGEMENT

Nil.

4.2 2015 CHRISTMAS NEW YEAR HOLIDAY PERIOD

SUMMARY

This report seeks approval from Council for closure of the Wedderburn and Serpentine Administrative Centres over the Christmas/New Year period.

Author:	John McLinden, Chief Executive Officer
Council Plan ref:	Core Business 8: Compliance
File no:	02/04/001
Attachment:	Nil

RECOMMENDATION

That:

1. Council approve the closure of the Wedderburn and Serpentine administrative centres from midday Thursday 24 December 2015 and reopening at 8.15 am on Monday 4 January 2016
2. Notice of these amended office hours be published in the public notices sections of newspapers circulating within the Loddon Shire.

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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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

The Loddon Shire Council has historically closed the Wedderburn and Serpentine administrative centres to the public over the Christmas/New Year holiday period.

ISSUES/DISCUSSION

In 2015 Christmas Day falls on a Friday and it is proposed that Council shut the Wedderburn and Serpentine Administrative Centres from midday Thursday 24 December 2015 and reopen at 8.15 am on Monday 4 January 2016.

Council's traditional Staff Christmas Party is proposed to be held on the afternoon of Wednesday 23 December 2015. An emergency response crew will be available on call for that afternoon. A skeleton crew will be employed across the Christmas/New Year period to attend to any emergency callouts.

COSTS/BENEFITS

Nil.

RISK ANALYSIS

This period has generally been a time of low customer enquiry and the shutdown has provided the opportunity to allow staff to have a refreshing family break with minimum interruption to business activities.

CONSULTATION AND ENGAGEMENT

Nil.

4.3 UPDATE TO LEVELS OF AUTHORITY DOCUMENT

SUMMARY

This report seeks Council approval to update the Level of Authority document to version 10.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Core business 8: Compliance
File no:	07/04/004
Attachment:	Levels of Authority v10

RECOMMENDATION

That Council approves Levels of Authority v10.

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 Levels of Authority v9 on 16 December 2014.

Council was provided with an overview of changes in version 10 at the Council Forum held on 13 October 2015.

BACKGROUND

The Levels of Authority provides staff with parameters around their ability to undertake certain functions. These include:

- purchasing and payment of goods, services, and works
- contact with the media
- employment related matters
- authorisation of the write off of debtors
- management of bank accounts
- authorisation for Section 181 sales
- authorisation of credit cards.

The document is updated regularly to ensure that it remains relevant to Council's operations.

ISSUES/DISCUSSION

With the restructure of outdoor staff, which resulted in removal of a Storeman at the Wedderburn Depot, a need for more flexible purchasing arrangements has been identified.

It is proposed that credit cards be provided to key staff (Team Leaders, Works Coordinator, and Workshop Manager) to ensure that absence of a Storeman does not prohibit normal operations from proceeding, particularly in times where urgent purchases need to be made.

This is the main change to the document and is reflected in Section 8.4. Other changes include:

- Changes of position names to reflect updated terminology (Section 5.5 and 7.5)
- Removal of bank accounts that no longer exist (Section 6.2.2)
- Addition of authority to use the Kindergarten Information System to effect changes to kindergarten information on a state government database (8.5)
- Update to Vehicle Policy name referenced in document (5.12).

COSTS/BENEFITS

There are no financial implications arising from the proposed changes to the document.

RISK ANALYSIS

Council's Risk Management Policy has been used to apply a risk based approach in assigning the various levels of authority in the document.

CONSULTATION AND ENGAGEMENT

The document has been subject to the normal approval process of Management Executive Group, management and leadership group, and Council Forum prior to presentation in the Council Meeting Agenda.

4.4 REVIEW OF PROCUREMENT POLICY

SUMMARY

This report seeks Council's approval of the Procurement Policy

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Core business 8: Compliance
File no:	18/01/001
Attachment:	Procurement Policy

RECOMMENDATION

That Council adopts the Procurement Policy v5.

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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PREVIOUS COUNCIL DISCUSSION

Council approved Procurement Policy v4 on 25 November 2014.

Council was provided with an overview of the Procurement Policy at the Council Forum held on 13 October 2015.

BACKGROUND

It is a requirement of section 186A (7) of the Local Government Act 1989 that "at least once in each financial year, a Council must review the current procurement policy and may, in accordance with this section, amend the procurement policy".

ISSUES/DISCUSSION

The current version of the policy was adopted on 25 November 2014, and is due for review by 25 November 2015.

The Procurement Policy addresses the important aspects of procurement including:

- consistency in procurement activities
- complying with legal obligations
- obtaining value for money
- supporting local and environmental sustainability
- managing procurement risks
- incorporating continuous improvement processes.

Council staff have reviewed the policy and believe that it does not require any amendment. As such, this report is recommending that no change be made to the current Procurement Policy.

COSTS/BENEFITS

There are no direct costs associated with adoption of the policy.

RISK ANALYSIS

As one of the policy statements is that Loddon Shire Council will manage procurement risks when purchasing goods, services and works, application of the policy, along with supporting procedures and other supporting documents, should help to minimise risks.

CONSULTATION AND ENGAGEMENT

The document has been subject to the normal approval process of Management Executive Group, management and leadership group, and Council Forum prior to presentation in the Council Meeting Agenda.

4.5 FINANCE REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2015

SUMMARY

This report provides Council with financial information for the period ending 30 September 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 30 September 2015

RECOMMENDATION

That Council:

1. *receives and notes the 'Finance Report for the period ending 30 September 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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PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis.

BACKGROUND

The Finance Report for the period ended 30 September 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

This month a capital and major projects variance report has been included as per the new reporting regime. This gives explanation notes for capital expenditure and some major projects included as operating expenditure and is designed to provide Council with progress information on these works.

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.

4.6 LODDON SHIRE COUNCIL TOURISM STRATEGY 2011-2016

SUMMARY

Presents Council with the outcomes of the Loddon Shire Council Tourism Strategy 2011 – 2016 under the six key focus areas. This report is seeking Council’s support to commence the establishment of the 2016 – 2021 Loddon Shire Council Tourism Strategy.

Author	Robyn Vella, Manager Tourism
Council Plan ref:	Strategic Platform 5: Grow and diversify our economy
File no:	16/07/003
Attachment:	Loddon Shire Council Tourism Strategy 2011-2016

RECOMMENDATION

That Council:

1. *Receive and note the outcomes of the Loddon Shire Council Tourism Strategy 2011-2016.*
2. *Support the establishment of the 2016 – 2021 Loddon Shire Council Tourism Strategy.*

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

At the 2014 August and November Council forum a presentation was conducted summarizing the achievements of the *Loddon Shire Council Tourism Strategy 2011 – 2016*.

BACKGROUND

In June 2011 Council endorsed the Loddon Shire Tourism Strategy 2011 – 2016 with six key focus areas

- Development of Tourism Products and Services
- Customer Service
- Marketing and Promotions
- Partnerships
- Industry Support
- Research

A series of actions were developed around the key focus areas, which were generated from the local tourism industry and local community tourism workshops.

ISSUES/DISCUSSION

Listed below are the outcomes of the six key focus areas in the Loddon Shire Council Tourism Strategy 2011-2016.

5.1 Development of Tourism Product and Services

- The re build of the Bridgewater Public Caravan Park
- Increase on farm or self-contained accommodation across the shire. Loddon Shire has 10 self-contained accommodation venues, four on farm and 6 in residential locations.
- Bridgewater on Loddon, Boort, Pyramid Hill and Wedderburn are approved RV Friendly Towns.
- Developed material for target markets utilising nature based tourism assets in specific areas such as the Loddon River, bird watching, wildflowers, gold prospecting, wetlands and indigenous to increase visitor yield. Information can be obtained either through the Loddon Shire website, or the Loddon Visitor Information centre.
- Assisting with the establishment of indigenous tours on Little Lake Boort with Gulpilil Australia.
- Structured Loddon Shire spring events by collating and coordinating the Naturally Loddon Spring calendar.
- Development of walking and cycling tracks throughout Loddon Shire including marketing material which is hosted on the Loddon Shire website and through the Loddon Visitor Information Centre
- Enhanced the Loddon Discovery Tours program with a focus on self-drives and broader group markets such as caravan, motorhome and car clubs.
- Obtained funding to install four canoe trails at Durham Ox, Serpentine, Bridgewater and Laanecoorie.

5.2 Customer Service

- Provided a series of Digital 101 training workshops across the Municipality to assist with online customer service.
- Developed a customer service self-assessment template to assist local operators that can be obtained from the Loddon Shire website. Quarterly the Customer Service template is inserted into the tourism newsletter. <http://www.loddon.vic.gov.au/Invest/Supporting-business/Customer-service-self-assessment-survey>
- Established a Loddon Valley Tourism Business Network to strength business development across the Municipality.

5.3 Marketing and Promotions

- Development of a marketing strategy
- Development of a Loddon Valley Style Guide
- Relocated the Bridgewater tourist stand to the Bridgewater Post Office which can be accessed 24hours.
- Redevelopment and refurbishment of the Loddon Visitor Information Centre.
- Development of the Loddon Valley Visitor App.
- Posting events on Loddon Shire Council Facebook.
- Coordinating and maintaining 7 tourist stands across the Municipality.
- Participating in regional marketing campaigns with Bendigo Regional Tourism.
- Increasing the awareness of Loddon through Facebook, website, regional media coverage, editorial in target market magazines and Fred Wright DVD Caravan and Motorhome on Tour.
- Entering new information under the visit section of the Loddon Shire website. <http://www.loddon.vic.gov.au/Visit>
- Quarterly mail outs to specific target markets, providing updated information on "What's on in Loddon"
- Screening Loddon Valley in the Bendigo Cinema
- Coordinating and collating the annual calendar of events with a brochure.

- Inserting the calendar of events onto the Loddon Shire website.
- Bi Annually redevelops the Loddon Official Visitor Guide.
- Promoting industry and attractions to the visitor who walks in or contacts the Loddon Visitor Information centre via telephone or email to increase visitor yield.
- Providing editorial regionally on specific special offers example Wedderburn and Pyramid Hill Caravan Parks is Caravan and Motorhome Friendly providing a discount of 10% to CMCA members.
- Advertising in target audience specific magazines.

5.4 Partnerships

- Assist local development and tourism committees with marketing opportunities.
- Coordinate specific target market events with individual towns such as the Pyramid Hill Fiesta, Inglewood Heritage Festival, RACV Great Victorian Bike Ride and the Out N About in Tarnagulla.
- Memorandum of Understanding for Bendigo Regional Tourism between City of Greater Bendigo, Mount Alexander, Central Goldfields and Loddon Shires.
- Strengthening partnerships with La Trobe University Outdoor Education and Environment students to assist with the content and design of a self-guided paddle along the Serpentine Creek.
- Coordinated The University of Melbourne Student Ambassador Leadership program with a Photographic Exhibition and a Student Exchange program in Loddon Shire.

5.5 Industry development

- Developed an online Tourism newsletter which is distributed monthly to industry.
- Media releases and editorial are coordinated monthly and distributed to regional media, emailed to relevant target markets and inserted onto Facebook.
- Coordinate Bi monthly Nature Tourism Advisory Team meetings and advocate to specific Government departments on issues. Example Parks Victoria
- Connecting industry to the Loddon Visitor Information Centre through the Loddon Valley Business Network Dinners
- Volunteer familiarisation tours for the Loddon Visitor Information Centre

5.6 Research

- Monthly, collecting and collating of postcodes from walk in visitors to the Loddon Visitor Information Centre.
- Monthly obtaining data from the Loddon Shire website, visit section through Google Analytics.
- Obtaining data from paid Facebook posts.
- Collating monthly voucher data, reason for visit submitted at the Loddon Visitor Information Centre.
- Annually obtain evaluated data from some operators on visitation to their attraction.
- Collect and collate data from the Loddon Discovery Tours program whilst being accommodated in the Wedderburn Motel

In summary the Loddon Shire Tourism Strategy 2011 – 2016 has achieved

- A direct contact to obtain tourist information through the Loddon Visitor Information Centre.
- Increased community participation and engagement.
- New opportunities for adventure tourism through the development of canoe trails and indigenous tours.
- Better infrastructure for cyclists and walkers.
- Stimulating the local economy through a diverse range of events.
- Increase in self-contained accommodation.
- Quality promotional material.
- Broader partnerships with Bendigo Regional Tourism, The University of Melbourne and La Trobe University Bendigo.
- Improved marketing online Facebook, Loddon Valley App and website.

- Improved marketing with editorial, Bendigo Cinema and target market advertising
- Better communication channels with operators and community groups through the tourism newsletter, Loddon Valley Tourism Network dinners and assisting with coordination of key events.

With the conclusion of the Loddon Shire Tourism Strategy 2011-2016 and the development of the 2016-2021 strategy, it is vital to align the new strategy with Bendigo Regional Tourism Destination Management Plan, The Loddon Shire Council Plan, Economic Development, Recreation and Tracks and Trails Strategies.

The Bendigo Regional Tourism Destination Management Plan is due for completion by the end of September which consultation has occurred with the Loddon community and key stakeholders.

The Loddon section of the draft Bendigo Regional Tourism Destination Management Plan has identified the importance in developing Nature based accommodation, further development in Agri - tourism and adventure tourism opportunities.

The objectives from the Bendigo Regional Tourism Destination Management Plan will establish the frame work for the development of the Loddon Shire Tourism Strategy 2016-2021, with key focus areas being around infrastructure investment and development, marketing and promotions with a large emphasis on the digital platform.

COSTS/BENEFITS

The objective of tourism is to raise the profile, provide experiences, increase visitor nights; this in turn stimulates the local economy.

The outcomes achieved have raised Loddon's profile with in the Shire and externally. This has occurred through direct marketing in specific magazines, online, mail outs and new digital footage. Some of the publications which Loddon utilise for marketing and promotions are listed below

- Gem and Treasurer Magazine
- The Eureka Echo
- Motorhome and Caravan on Tour
- Secrets Magazine
- Victorian Seniors Newspaper
- Goldfields Getaway
- Caravanning Australia Magazine
- Wanderer Magazine

The Loddon Events calendar is utilised for attracting new residents to our region. The Loddon Visitor Information Centre has enquiries about living in our region, encouragement is expressed to potential new residents to come, explore and attend one of our many events. This gives potential new residents the opportunity to speak with locals and learn more about our region.

Annually the Loddon Calendar of Events brochure is emailed to the data base collected from the Regional Living Expo. This is a reminder to the people who visited the stand Loddon stand at the Regional Living Expo to explore our region by attending an event.

The two editions of filming for the Motorhome and Caravan on Tour has proven successful with the Spanner Man at Boort increasing visitors by 50% with visitation at the end of 2014-2015 financial year reaching 7,000 and the Loddon Visitor Information Centre walk in reach 5786 which is an increase of 6.77% on the previous year.

RISK ANALYSIS

Loddon Shire requires public or private investment for the development of adventure tourism. Limited investment is a risk for the future growth of tourism in our region.

Narrow tourism experiences, detracts from the younger demographic target markets as youth or young families are looking for added experiences which provide the infrastructure. Example of an adventure tourism experience is canoeing.

Volunteering is decreasing which in time a decline will occur in some of our major events which normally bring quick stimulation to our local economy.

CONSULTATION AND ENGAGEMENT

In 2010 to develop the 2011-2016 Loddon Shire Council Tourism Strategy community and key stakeholders attended a workshop in Serpentine. Specific actions in the strategy required community consultation and decisions for projects to come to fruition.

Some examples of community involvement is the development of RV Friendly Towns, wildflower, bird watching, wetlands and indigenous brochures, providing information for the visit section on the new Loddon Shire website, relocation of the Loddon Visitor Information Centre, establishment of new events, and the coordination of the annual calendar of events brochure.

4.7 ROAD NAMING PROPOSAL FOR UNNAMED ROAD OFF THE WEHLA KINGOWER ROAD

SUMMARY

Presents Council with the proposed naming of an unnamed road off the Wehla Kingower Road.

Author	Lauren Lloyd, GIS Technical Officer
Council Plan ref:	Strategic enabler: Sustainability focus to asset management
File no:	14/01/001
Attachment:	Map showing unnamed roadway off the Wehla Kingower Road

RECOMMENDATION

That Council

1. Name the unnamed road off the Wehla Kingower Road to "Bates Lane" and advise the Registrar under the Geographic Place Names Act 1998 of the proposed naming of this road.
2. Advise the affected landowners of Councils decision to name the road "Bates Lane".
3. Update Councils GIS mapping system and road register, recognising Bates Lane as a Rural Gravel Access Road.

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

Council has not previously discussed this matter.

BACKGROUND

In October 1986 a section of the Kooyoora State Park was excised from the park and pursuant to section 25 (3) (c) of the *Land Act 1958*, proclaimed as a road. This road provides the only legal point of access to Crown Allotment 13 Section 5 Parish of Kangderaar. At the time of gazettal no name was applied to the new road segment.

Crown Allotment 13 Section 5 is owned by Mr J D Nealy and is operated as the Kangderaar Winery, as well as being Mr Neal's place of residence. A certificate of occupancy for a dwelling on this property was issued on 8 November 1991.

A recent request for maintenance identified that this road segment does not appear on Councils GIS mapping system, nor is it recognised within Councils Road Register.

In 2004 Council adopted its Road Management Plan. Under this plan Council documented its commitment to maintain one all-weather access to existing occupied dwellings. In line with this commitment it is proposed to name this road segment and undertake the appropriate maintenance activities required for a Rural Gravel Access road. This will also include placing the appropriate line work on Councils GIS mapping system.

The official naming of this, currently unnamed, road will allow an appropriate address to be issued to the property and ensure that emergency services are able to locate the property more precisely.

The recommendation to name this road as "Bates Lane" reflects historical land ownership in the area. This proposal was advertised in July and a letter was sent to local residents. No objections have been received.

ISSUES/DISCUSSION

In preparing this road naming proposal, reference has been made the Guidelines for Geographic Names 2010 - Principle 1(H) Using commemorative names:

- Naming often commemorates an event, person or place.
- The names of people who are still alive should be avoided because community attitudes and opinions can change over time.
- A commemorative name applied to a locality or road should use only the surname of a person, not a first or given names. A commemorative name applied to a feature can use the first name and surname of a person; although, it is preferred that only the surname is used.

The initials of a given name are not to be used in any instances. This approach is to ensure that emergency and postal services are not delayed through inconsistent application of the name.

It is considered that the use of the name "Bates" complies with the above principal and commemorates a former land owner from the area in question.

COSTS/BENEFITS

There will be a cost associated with the administration of this process as well as the cost of signage. Additional costs to Council will be incurred due to the addition of a Rural Gravel Access Road to the maintenance schedule as well as future gravel re-sheeting required as part of the Capital Works Program.

RISK ANALYSIS

In assessing risks posed by this road naming proposal, reference has been made to the Guidelines for Geographic Names 2010 - Principle 1(C) ensuring public safety:

Geographic names must not risk public and operational safety for emergency response, or cause confusion for transport, communication and mail services. Many emergency response and other public services (such as mail) are determined by the road extents, and proposals must ensure that operations will not be adversely affected.

For example, the extent of a road name should ensure easy navigation for pedestrians and vehicles along the entire route from one end to the other.

The proposed use of the name "Bates" is not considered to pose any risk of confusion as a result of duplication. There are currently no other local roads with a similar name within the specified 30km radius pursuant to Principal 1 (D) of the Geographic Place Names Guidelines.

CONSULTATION AND ENGAGEMENT

As per the requirements specified in the Guidelines for Geographic Names 2010 Version 2, the road naming proposal was publicly advertised in the Loddon Times on 4 August 2015. A letter was also sent to adjacent landowners stating the proposed naming of the unnamed roadway to Bates Lane.

Landowners were advised that any comments or objections regarding the proposal should be submitted in writing by Monday 7 September 2015 and contain sufficient details explaining the reason for objecting or supporting the proposed name. Residents were also informed all correspondence received shall be included with this formal report to be presented to Council for consideration. No formal submissions from the public were received regarding this road name proposal.

4.8 2016 GALA EVENT

SUMMARY

If a Gala Event was to be held in 2016, the purpose of the event is required to be determined, to enable appropriate planning to commence.

Author	Christine Coombes, Economic Development Officer
Council Plan ref:	Core business 4: Economic development
File no:	13/09/11
Attachment:	Nil

RECOMMENDATION

That Council:

1. *not host a gala event in 2016*
2. *Review the need for a 2017 gala event in September 2016.*

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

In September 2010 Council approved a change to the frequency of the Excellence Awards to biennially rather than yearly, with Excellence awards held in May 2011 at Wedderburn, a Gala Event held in May 2012 at Serpentine, Excellence Awards in May 2013 at Eddington, Sports Awards in August 2014 and an Agribusiness Forum in partnership with the Central Victorian Agribusiness Forum in June 2015.

BACKGROUND

Powercor informed Council in 2014 that they would no longer be sponsoring business awards.

Location, title and attendees of past Gala events:

Year	Township	Ward (Previous Ward name)	Title	Attendees
2015	Newbridge	Tarnagulla	Agribusiness Forum	115
2014	Pyramid Hill	Terrick	Sports Awards	155
2013	Eddington	Tarnagulla	Excellence Awards	148
2012	Serpentine	Terrick	Gala Event	125

2011	Wedderburn	Wedderburn	Business & Tourism Awards	202
2010	Boort	Boort	Business & Tourism Awards	222
2009	Serpentine	Terrick	Business & Tourism Awards	222
2008	Inglewood	Inglewood (Kooyoora)	Business & Tourism Awards	210
2007	Wedderburn	Wedderburn	Business & Tourism Awards	190
2006	Yarrawalla	Terrick	Business & Tourism Awards	190
2005	Pyramid Hill	Terrick	Business & Tourism Awards	180
2004	Boort	Boort	Business & Tourism Awards	
2003	Serpentine	Terrick	Business & Tourism Awards	
2002	Yarrawalla	Terrick	Business & Tourism Awards	
2001	Tarnagulla	Tarnagulla (Kooyoora)	Business & Tourism Awards	
2000	No Awards			
1999	Inglewood	Inglewood (Kooyoora)	Business & Tourism Awards	
1998	Wedderburn	Wedderburn	Business & Tourism Awards	

ISSUES/DISCUSSION

If a Gala Event was to be held in 2016 the purpose of the event is required to be determined to enable planning to commence.

With indications of previous attendees and entries of awards declining and funding no longer available from Powercor it would be recommended that no gala event be held in 2016. The event structure would however be required to be revisited in late 2016 in preparation for 2017.

COSTS/BENEFITS

The 2015/16 financial year has a budgeted cost for the gala event of \$17,000.

RISK ANALYSIS

Nil.

CONSULTATION AND ENGAGEMENT

Consultation has been made with neighbouring organisations and councils conducting Business Awards as to the consequences and costs of Powercor no longer funding awards.

4.9 PLANNING APPLICATION 4951

SUMMARY

The applicant has applied for planning approval for the use and development of a greyhound rearing and training facility. There have been 6 objections to the proposal. It is recommended that the application be approved.

Author	Tyson Sutton, Manager Planning and Local Laws
Council Plan ref:	Core business 8: Compliance
File no:	13/02/001
Attachment:	Application, objections, proposed conditions

RECOMMENDATION

That Council resolve to grant a planning permit for the use and development of animal keeping, subject to the attached conditions.

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 has not previously discussed this application.

BACKGROUND

Planning application 4951 seeks retrospective planning approval of the use and development of a greyhound rearing and training establishment at 612 Oswalds Road, Campbells Forest. Applications for the use and development of the site had previously been received in 2006 and 2013. Both earlier applications had lapsed due to the failure of the applicant to provide additional information when requested.

Application 4951 has been made in response to compliance action initiated by Council staff in reaction to community reports. That the use of the site exists should not unduly influence the assessment or determination of this application. A retrospective application should be assessed as if the use had not commenced.

ISSUES/DISCUSSION

Subject site & locality:

The subject land is located on the eastern side of Oswalds Road, Campbells Forest, approximately 1 kilometre south of Campbells Road. The property is approximately 13.6 hectares in area and is of irregular shape.

The land is generally flat and largely cleared of significant vegetation. A seasonal watercourse flows through the property (identified as Kangaroo Creek by a local landowner), loosely following the western property boundary. Access to the land is via Oswalds Road and crosses the watercourse.

Existing development on the site consists of an enclosed storage shed (approved by planning permit 3626 in 1992), an open sided shed, small dam and 24 freestanding dog runs/pens. The approved shed has been converted to contain a number of dog pens and has 7 external runs attached.

The surrounding area is dominated by dry land agriculture with a mixture of cropping and animal husbandry. There are 5 dwellings located within 2 kilometres of the site.

Figure 1: Subject land



Public Notification:

Notice of the application was given and 6 objections were received. The grounds of objection are broadly summarised as follows:

- impact upon local amenity
- environmental impacts
- emergency management
- proximity to other dog establishments
- inadequate infrastructure
- animal welfare
- agricultural impacts.

The grounds raised in the objections will be addressed later in this report.

Loddon Planning Scheme :

The proposed use and development is defined as “Animal Keeping” by the Loddon Planning Scheme. That is:

Land used to:

- a) breed or board domestic pets; or
- b) keep, breed, or board racing dogs.

The subject land is located within the Farming Zone of the Loddon Planning Scheme. The purpose of the Farming Zone is as follows:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

The proposed development is consistent with the purpose of the zone. The use of the land for animal keeping is nested under the broader definition agriculture by the planning scheme. It is subject to a higher level of scrutiny than other types of animal husbandry due the potential impacts that it may have on surrounding land.

In accordance with the provisions of the Farming Zone land may be used for animal keeping without planning approval provided that no more than five animals are kept on the property. As the applicants propose to keep sixty dogs, planning approval is required in this instance.

The following clauses of the State Planning Policy Framework and Local Planning Policy Framework are considered relevant to the consideration of this application.

- 13.02-1 Floodplain management
 - To assist the protection of:
 - Life, property and community infrastructure from flood hazard.
 - The natural flood carrying capacity of rivers, streams and floodways.
 - The flood storage function of floodplains and waterways.
 - Floodplain areas of environmental significance or of importance to river health.
- 13.04-1 Noise abatement
 - To assist the control of noise effects on sensitive land uses.
- 13.04-2 Air quality

- To assist the protection and improvement of air quality.
- 13.05 Bushfire
 - To assist to strengthen community resilience to bushfire.
- 14.01-1 Protection of agricultural land
 - To protect productive farmland which is of strategic significance in the local or regional context.
- 14.01-2 Sustainable agricultural land use
 - To encourage sustainable agricultural land use.
- 14.02-1 Catchment planning and management
 - To assist the protection and, where possible, restoration of catchments, waterways, water bodies, groundwater, and the marine environment.
- 14.02-2 Water quality
 - To protect water quality.
- 21.04-3 Land Management and Environment
 - To protect and enhance the condition of the natural resource base of the Shire to provide for the environmental and economic health of the Shire.
 - To prevent development within the floodplain that would compromise its flood carrying capacity, threaten water quality and would be compromised by flood activity.
- 22.02 Drainage and Flooding
 - To encourage use of drainage works and schemes that manage surface flows and minimise irrigation runoff to assist in the reduction of the salinisation of land.
 - To promote on-farm drainage re-use for effective nutrient management.
 - To ensure that drainage works and schemes are consistent with management plans for wetlands, streams and forests.
 - To ensure levee banks are constructed and maintained to a standard that provides for the appropriate and equitable flow and distribution of floodwaters.
 - To ensure that downstream impacts of levee banks are appropriately considered and managed.
 - To recognise the role of public and community-based organisations in the maintenance and development of existing flood protection levee banks.
 - To encourage the use of rain where it falls, particularly in groundwater recharge areas.
 - To ensure appropriate land use and development of flood plains.

Assessment

The land use of “animal keeping” falls under the broader definition of “agriculture” in the Loddon Planning Scheme. Therefore, the use of the land for “animal keeping” is by definition an agricultural pursuit albeit one which requires planning approval. This requires consideration of agricultural, environmental and siting issues in determining if the proposed use is an appropriate one on the subject land.

The proposed use and development for animal keeping represents the agricultural use of the land. It will enhance and ensure the ongoing productive use of the land. While approval of the application will affect the ability of nearby landholders to acquire the land for expansion it does represent a more intensive use that could otherwise be expected. Properly managed the proposed facility will not affect the ability of neighbouring properties to continue existing farming practices. The ongoing management of the facility is something that can be addressed through appropriate planning permit conditions.

Given the relatively small footprint of the development required to support the use for animal keeping, potential environmental impacts can be readily managed. It will be necessary to collect and appropriately treat all wastes and runoff from the animal pens.

This can be done through a combination of mechanical/physical waste collection and on site waste treatment systems. The proposal will not affect remnant native vegetation and sufficient separation distances are available on the land to negate the impact of the proposed use and development on waterways.

Consideration of grounds of objection:

- **Noise:** The Environment Protection Authority Noise Control Guidelines identify that the problems caused by the perpetual barking of dogs has been known to exist at distances as far as 500 metres from the actual source. Anecdotal evidence suggests that barking from dogs in the facility can be heard at even greater distances.

The Guidelines advise several techniques to limit noise impacts for kennels. These measures include the design and construction of kennels, reduction in stimuli, restrictions on feeding times, exercise times and access to compounds, and electronic masking of noise. These techniques can be included in permit conditions to ensure that the potential for noise impacts from the proposed use is minimised.

- **Environmental Impacts:** The potential environmental impacts raised by objectors largely focus on the potential for pollution of the waterways traversing the subject land from waste products generated by the proposed use. The management of waste from an animal keeping facility is an important consideration as sewerage is not generally available and many onsite disposal systems are incapable of adequately treating solid dog waste.

Solid waste needs to be regularly collected and stored for disposal via a licensed trade waste disposal service. Alternatively, non-odour producing composting systems, including worm farms, may be utilised. However these types of systems may be rendered ineffective by common veterinary treatments such as worming compounds.

On site disposal via burial is not considered a satisfactory disposal method. Liquid waste may be treated and disposed of via an onsite system such as a septic or packaged treatment plant. It would be appropriate for a condition requiring a waste management plan to address treatment and disposal of waste to be included in a permit.

Odour arising from the proposed animal keeping is considered to be inextricably linked to waste management. As such the appropriate management of waste will negate odour issues.

- **Spooking of livestock on adjoining properties:** Any stress to livestock created by the proposed use for animal keeping is expected to be minimal. At least three animal keeping enterprises are already established within the Shire and coexist with broad acre grazing without any observable impediments. Potential causes of stress may include noise and odour or harassment by dogs that have escaped from the facility. These issues can be largely addressed through appropriate facility design.
- **Inadequate infrastructure:** The subject land, like the surrounding area is not serviced by reticulated water. Therefore, the proposed use and development will be dependent upon on-site catchment. Onsite catchment from the sheds will be available to service the development. Onsite catchment may need to be supplemented by water cartage in dry periods. Permit conditions requiring minimum onsite water storage capacity for the operation of the facility and for firefighting are considered appropriate.

Oswalds Road provides access to the subject land and is defined as a rural gravel access road. The road standard is considered appropriate to service the proposed use of the land.

- **Animal Welfare:** Animal welfare concerns raised by objectors relate to a lack of a permanent staff presence on the site. The applicant has identified that staff will be present for feeding and watering on at least three occasions each day. The State government has adopted a code of

practice for the operation of greyhound establishments under the provisions of the Domestic Animals Act 1994.

While this code of practice is not recognised within the Loddon Planning Scheme it can be given some weight under Section 60(1A)(g) of the Planning and Environment Act 1987. The code of practice requires the employment of 1 full time kennel attendant for every 25 greyhounds in the facility. It is considered appropriate to include a condition requiring operation of the proposed facility to comply with the requirements of the "Code of Practice for the Operation of Greyhound Establishments" made under the Domestic animals Act. This will ensure appropriate staffing of the facility and animal welfare standards.

- Emergency management: Objectors have identified potential of flood and fire risk to the subject land. There are no applicable planning controls such as the Bushfire Management Overlay or Land Subject to Inundation Overlay that indicate that the site is at an elevated risk from flooding or wildfire. However, given the watercourse through the land and the surrounding environment, it is considered that there is potential for the land to be affected by both flooding and fire.

The fire risk to the site is relatively easily addressed through appropriate fuel management. The subject land is surrounding by extensive areas of cropping and grazing land creating a potential for grass fires. Maintenance of fuel loads on the site will mitigate the impact of, and potential for, fires. The flooding potential of the watercourse is more difficult to assess. The watercourse is a seasonal stream and would require significant rainfall to cause flooding. An emergency management plan is considered the appropriate method to address these potential risks. This could be required as a condition of a planning permit.

- Proximity to other similar establishments: In October 2012 Council granted planning approval for the use and development of land opposite the subject site for a dwelling and animal keeping. That site is located approximately 300 metres to the west of the proposed development. Neither the Loddon Planning Scheme nor the applicable code of practice under the Domestic Animals Act 1994 contain any mandatory separation distances for animal keeping.

COSTS/BENEFITS

There may be potential costs incurred by Council should the applicant fail to comply with the proposed permit conditions. Such costs will be associated with the requirement for Council staff to undertake inspection and subsequent enforcement action as well as any associated legal costs.

RISK ANALYSIS

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

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

CONSULTATION AND ENGAGEMENT

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

4.10 ENDORSEMENT OF TERMS OF REFERENCE AND MEMBERSHIP OF THE INTEGRATED MUNICIPAL EMERGENCY MANAGEMENT PLAN

SUMMARY

The Cluster Emergency Management Pilot Project is trialling an integrated Municipal Emergency Management Plan and Committee encompassing the five participating councils. Endorsement of the committee membership and a councillor nomination to the committee is sought from each member Council.

Author	Ian McLauchlan, Director Operations
Council Plan ref:	Core business 2: Provision of wellbeing services
File no:	11/01/001
Attachment:	Terms of Reference

RECOMMENDATION

That Council:

1. *Endorse the terms of reference and membership of the Northern Victorian Cluster Municipal Emergency Management Plan Committee.*
2. *Nominate a councillor to represent Loddon Shire Council on the Northern Victorian Cluster Municipal Emergency Management Plan Committee.*

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

This matter has not been previously presented to Council.

BACKGROUND

Loddon Shire Council is a participant in the Cluster Emergency Management Project which was funded through the Natural Disaster Resilience Grant Scheme to improve the efficiency and effectiveness of emergency management in a group of originally four and now five central Victorian Shires namely Loddon Shire, Campaspe Shire, City of Greater Bendigo, Mount Alexander Shire and recently Central Goldfields Shire.

One of the key efficiency measures being piloted is the preparation of an integrated Municipal Emergency Management Plan and operation of the associated planning committee (MEMPC). The

Committee will be convened in the coming months to manage the preparation of the integrated Plan, which is anticipated to be in operation by 1 July 2016.

Individual Council MEMPs will remain in force while the Integrated MEMP is being prepared. This will lead to some duplication in effort over the next twelve months, but will lead to longer term gains for councils, communities and agencies.

ISSUES/DISCUSSION

Emergency Management Victoria (EMV), Victorian State Emergency Services (SES) and fire agencies have all expressed strong support for the concept, but believed that continuing efforts are required to maintain community involvement and ownership.

COSTS/BENEFITS

Costs: Some additional involvement by council staff, agencies and councillors while the Integrated MEMP is being piloted. Some loss of involvement by local agencies as the integrated MEMP moves to a higher level of representation.

Benefits: Better integration of council MEMPs and use of resources during emergencies. Longer term reduction in the time and effort required to maintain individual MEMPs and MEMP committees.

RISK ANALYSIS

There is little or no financial risk involved in the proposal. There is some reputational risk if the integrated planning process is seen to disenfranchise local communities or local agencies, but this can be mitigated by encouraging agencies to increase their own efforts in community engagement.

CONSULTATION AND ENGAGEMENT

Presentations have been made to all council MEMP committees and they have been supportive.

All regional and sub-regional agency representatives have been engaged in the pilot project and consulted on a number of occasions.

MAV has managed the pilot project and supported the integrated MEMP concept.

EMV and SES have endorsed the project and asked to be fully involved.

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 receives and notes the Inwards Correspondence.

Date	From	Subject
10/9/15	Inglewood District Historical Society	Bust of Sir Reginald Ansett in Inglewood
22/9/15	Brad Battin MP, Shadow Minister for Emergency Services	Provision of Fire Plugs in Loddon Shire
14/9/15	The Hon Peter Walsh MP, Member for Murray Plains	Provision of Fire Plugs in Loddon Shire
18/9/15	Maree Edwards, Member for Bendigo West	Provision of Fire Plugs in Loddon Shire
18/9/15	Trevor Ierino, Director Business Services, City of Wodonga	Provision of Fire Plugs in Loddon Shire
1/10/15	Office of the Minister for Local Government	Provision of Fire Plugs in Loddon Shire
12/10/15	Peter Brown, CEO, Horsham Rural City Council	Copy of letter to Minister about Fire Fighting Infrastructure in the Wimmera Mallee Region
5/10/15	Stuart Burdack, CEO, Nillumbik Shire Council	Trans-Pacific Partnership Agreement (TPP)

5.2 PLANNING ACTIVITY REPORT

SUMMARY	
Provides Council with an update on planning applications currently under consideration and a register of planning permits issued between 16 July 2015 and 12 October 2015.	
Author	Tyson Sutton, Manager Planning and Local Laws
Council Plan ref:	Strategic Platform 2: Grow our population through appropriate development
File no:	02/01/001
Attachment:	List of Active Planning Applications List of Applications Approved under Delegation

RECOMMENDATION

That Council receive and note the monthly Planning Activity 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 identifying the status of planning applications currently under consideration or those permits which have been issued.

BACKGROUND

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

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

ISSUES/DISCUSSION

The associated attachments provide Council with a full list of planning applications currently under consideration and those planning permits issued between 16 July 2015 and 12 October 2015.

COSTS/BENEFITS

Encouragement of appropriate development within the Shire is considered to offer a variety of benefits including population growth, economic diversity and development, infrastructure improvement or increased community and private services.

RISK ANALYSIS

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

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

CONSULTATION AND ENGAGEMENT

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

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

Instrument of Delegation to members of Council staff – Marine Safety Act 1988

S6. Instrument of Delegation to members of Council staff (various Acts and regulations)

Contract No 305 – construction of a new community centre at the Inglewood Town Hall, between Loddon Shire Council and FNG Group Pty Ltd

6.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS- KINGOWER DEVELOPMENT AND TOURISM

SUMMARY

This report seeks Council's approval of the membership of Kingower Development and Tourism Committee of Management.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/025
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Kingower Development and Tourism 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 Kingower Development and Tourism 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

Kingower Development and 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
Terry Coffey	President
Mark Gilmore	Vice President
Christine Gilmore	Secretary
Michael Rose	Treasurer
Arleen Reimers	Committee Member
Beverley Lechte	Committee Member
Damien Mason	Committee Member
David Peterson	Committee Member
David Reimers	Committee Member
Jan Graham	Committee Member
Maile Peterson	Committee Member
Nicole Solomon	Committee Member

The Council representative for this committee is Cr Geoff Curnow .

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- BOORT AERODROME

SUMMARY

This report seeks Council's approval of the membership of Boort Aerodrome Committee of Management.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/007
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Boort Aerodrome 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 Aerodrome 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 Aerodrome 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
Peter Eicher	President/Secretary
Campbell Chalmers	Vice President
Madeline Scott	Treasurer
Adam Wright	Committee Member
Geoff McClelland	Committee Member
Jamie Whitmore	Committee Member
Ken Loader	Committee Member
Ray Stomann	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

6.4 AMENDMENT TO SECTION 86 COMMITTEE OF MANAGEMENT – BOORT PARK

SUMMARY

This report seeks Council's approval to add Mr Peter Darker to the current list of membership of Boort Park Committee of Management.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/046
Attachment:	Nil

RECOMMENDATION

That Council approves Mr Peter Darker as member of the Boort Park Committee of Management representing the Boort Cricket Club.

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 Park Committee of Management on 22 September 2015.

BACKGROUND

The membership list provided to Council included a vacancy for the Boort Cricket Club. Boort Park Committee of Management has since written to Council asking that Mr Peter Darker be included on the membership of Boort Park representing the Boort Cricket Club.

ISSUES/DISCUSSION

Nil

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- DONALDSON PARK

SUMMARY

This report seeks Council's approval of the membership of Donaldson Park Committee of Management.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/018
Attachment:	Nil

RECOMMENDATION

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

Donaldson Park is an organisation based committee with representatives from each of the stakeholder groups . The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Community group
Gavan Holt (President)	Council representative
Bruce Hargreaves (Vice President)	Wedderburn and District Harness Racing Club
Nick Youngson	Wedderburn and District Harness Racing Club
Brett Jackson	Wedderburn Bowls Club
Dale Jackson	Wedderburn Bowls Club
Alan Holt	Wedderburn College
Danny Fowles	Wedderburn College
Andrew Lockhart	Wedderburn Football Club
Kevin Lockhart	Wedderburn Football Club
Carlie Turnbull	Wedderburn Hockey Club
Michelle Hargreaves	Wedderburn Hockey Club
Tim Lockhart	Wedderburn Lawn Tennis Club
Chris Holt	Wedderburn Lawn Tennis Club
Alex Holt	Wedderburn Netball Club
Julie Benaim	Wedderburn Netball Club
Jon Chandler (Secretary /Treasurer)	Community representative

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

6.6 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS- WEDDERBURN COMMUNITY CENTRE

SUMMARY

This report seeks Council's approval of the membership of Wedderburn Community Centre Committee of Management.

Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/036
Attachment:	Nil

RECOMMENDATION

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

Wedderburn Community Centre is an organisation based committee with representatives from each of the stakeholder groups . The following is a list of nominated representatives for the committee which meets the minimum requirement:

Wedderburn Community Centre	Position/Community group
Greg Deimos (President)	Community Representative
Leo Matthews	Community Representative
Patricia Lee	Community Representative
Richard Stephenson	Community Representative
Valerie O'Connell	Community Representative
Geoff Vendy (Treasurer)	Inglewood and Districts Health Service
Mike Parker	Inglewood and Districts Health Service
Alycia O'Sullivan	Loddon Shire Council Community Wellbeing Department
Wendy Gladman (Secretary)	Loddon Shire Council Community Wellbeing Department
Pauline Brown	Loddon Shire Council Tourism Department
Robyn Vella	Loddon Shire Council Tourism Department
Jon Chandler	Wedderburn Community House
Jude Raftis	Wedderburn Community House

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 24 November at Serpentine commencing at 3pm.