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LODDON SHIRE COUNCIL

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Notice of an Ordinary Meeting of the Loddon Shire Council to be held in the Council Chambers, Serpentine on Tuesday 24 May 2016 at 3pm.

ORDER OF BUSINESS

1.   <u>APOLOGIES</u>

Nil

2.   <u>PREVIOUS MINUTES</u>

2.1   CONFIRMATION OF MINUTES

SUMMARY	
Seeking approval of the unconfirmed minutes of the previous Council Forum and Meetings.	
Author:	Marg Allan –A/Chief Executive Officer
Council Plan ref:	Core business 8: Compliance
File No:	02/01/001
Attachment:	Nil

<u>RECOMMENDATION</u>

That Council confirm:

     1.   *the minutes of the Council Briefing of 26 April 2016*

     2.   *the minutes of the Ordinary Council Meeting of 26 April 2016*

     3.   *The minutes of the Council Forum of 10 May 2016*

2.2   REVIEW OF ACTION SHEET

SUMMARY	
Approval of Action Sheet.	
Author:	Marg Allan – A/Chief Executive Officer
Council Plan ref:	Core business 8: Compliance
File No:	02/01/001
Attachment:	2.2 Action Sheet

<u>RECOMMENDATION</u>

That Council receive and note the Action Sheet.

3.   COUNCILLORS' REPORTS

3.1   MAYORAL REPORT

SUMMARY	
Approval of the Mayoral Report.	
Author:	Marg Allan, A/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:	Marg Allan, A/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   FINANCE REPORT FOR THE PERIOD ENDING 30 APRIL 2016

SUMMARY	
This report provides Council with financial information for the period ending 30 April 2016.	
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 April 2016

RECOMMENDATION

That Council:

1.   receives and notes the 'Finance report for the period ending 30 April 2016'

2.   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
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 is provided with Finance Reports on a monthly basis.

BACKGROUND

The Finance Report for the period ended 30 April 2016 includes standard monthly information about 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.

4.2   UPDATE TO LEVELS OF AUTHORITY

SUMMARY	
This report seeks authorisation of Levels of Authority v12.	
Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic enabler: Sound financial management protocols
File no:	07/04/004
Attachment:	Levels of Authority v12

RECOMMENDATION

That Council:

1.   *approves Levels of Authority v12*

2.   *authorises the Chief Executive Officer to incorporate all delegations included in Levels of Authority v12 into the register of delegations developed under Section 98(4) of the Local Government Act 1989, removing the requirement for this document to be presented to Council in the future*

3.   *authorises the Chief Executive Officer to rescind the Levels of Authority v12 when delegations have been transferred into the register of delegations developed under Section 98(4) of the Local Government Act 1989.*

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 approved version 11 of the Levels of Authority document at the Ordinary Meeting of Council held on 23 February 2016.

BACKGROUND

The Levels of Authority is an evolving document subject to change when an operational need is recognised.

Following completion of the indoor staff restructure a need for increased purchasing authority has been recognised for three positions in the Operations Directorate. These roles communicate directly with small to medium sized contractors undertaking civil works for Council. The purchasing authority requested is $20,000.

There is also a minor change to reporting by the Bridgewater and Wedderburn caravan park managers to the Economic Development Officer, and some minor wording changes to the tables outlining quoting and tendering thresholds under section 4.1.

All changes have been highlighted in the attachment to this report for easy reference.

ISSUES/DISCUSSION

Historically the Levels of Authority document has been maintained for authorisations around purchasing and payments, employment related delegations, media contact, write off of debtors, credit card authorisations, bank account maintenance, Section 181 sales, and kindergarten information management systems.

A separate process is the register of delegations held under Section 98(4) of the Local Government Act 1989 which states "The Council must keep a register of delegations to members of Council staff." To date, these have been the delegations made under various Acts of Parliament, and they are managed through a specific purpose software program that has been purchased to manage the delegations.

This report is requesting that the authorisations included in the Levels of Authority be incorporated into the software program so that all legislative and non-legislative delegations are held in the one portal.

This would remove the requirement for the Levels of Authority document to be presented to Council, and would provide the Chief Executive Officer with responsibility for new or amended authorisations.

COSTS/BENEFITS

There is no cost associated with this recommendation.

The benefit is eliminating the requirement for Council to approve the Levels of Authority document through a formal meeting, and shifting the changes, which are generally operational, to the Chief Executive Officer.

RISK ANALYSIS

There is limited risk with this recommendation, as authorisation would still remain a formal process.

CONSULTATION AND ENGAGEMENT

Nil.

4.3 AMALGAMATION OF SECTION 86 COMMITTEES OF MANAGEMENT - BRIDGEWATER ON LODDON DEVELOPMENT COMMITTEE OF MANAGEMENT AND BRIDGEWATER ON LODDON MEMORIAL HALL COMMITTEE OF MANAGEMENT

SUMMARY	
This report seeks Council's approval to combine two Section 86 committees of management - Bridgewater on Loddon Development Committee and Bridgewater on Loddon Memorial Hall Committee of Management.	
Author	Jude Holt, Director Corporate Services
Council Plan ref:	Strategic Platform 1: Build a network of strong communities
File no:	02/01/013 and 02/01/047
Attachment:	Draft Instrument of Delegation

RECOMMENDATION

That Council:

1. *approves the amalgamation of Section 86 committees of management - Bridgewater on Loddon Development Committee and Bridgewater on Loddon Memorial Hall Committee*

2. *retains the newly amalgamated committee as Bridgewater on Loddon Development Committee, with the Instrument of Delegation incorporating the functions of both committees.*

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

The Bridgewater on Loddon Development Committee and Bridgewater on Loddon Memorial Hall Committee have written to Council requesting that their committees be amalgamated.

Currently, four of the six hall committee members are also members of the development committee, and the application to Council outlined that this amalgamation would reduce the volunteer and administrative burden on both committees.

The committees have worked well together in the past, and this seems to be a solution in assisting Council's volunteers.

In practical terms, the hall committee would be disbanded by Council and a new Instrument of Delegation developed that incorporates the functions and duties of both previous committees under the banner of the Bridgewater on Loddon Development Committee of Management.

The transition to the new committee would need to be undertaken as follows:

- Committee acceptance of the newly developed Instrument of Delegation (which would incorporate the functions and duties of both former committees)
- Committee signing of the newly developed Instrument of Delegation
- Council signing and sealing of the newly development Instrument of Delegation
- Closing of the hall committee bank account and transfer of funds into the development committee account
- Disbandment of the hall committee by Council (after signing and sealed of the Instrument of Delegation).

ISSUES/DISCUSSION

Council has discussed the future of Section 86 committees given the Auditor-General Victoria increasing requirements around financial reporting at the end of financial year. This matter is still being investigated with Council's legal representatives and insurers.

A resolution may take some time; in the meantime, this option appears to be a good start to providing support to volunteer committees.

COSTS/BENEFITS

There are no direct costs associated with this recommendation.

The benefits are a reduction in administrative burden to the volunteer committees and to Council in managing a reduced number of Section 86 committees of management.

RISK ANALYSIS

Nil

CONSULTATION AND ENGAGEMENT

The two committees have communicated with each other prior to applying to Council for their amalgamation.

4.4   SECTION 193 ENTREPRENEURIAL POWERS INCORPORATION OF RURAL COUNCILS VICTORIA

SUMMARY	
This report seeks Council's approval to combine two Section 86 committees of management - Bridgewater on Loddon Development Committee and Bridgewater on Loddon Memorial Hall Committee of Management.	
Author	Marg Allan, A/Chief Executive Officer
Council Plan ref:	Core business 10: Advocacy and partnerships
File no:	19/01/004
Attachment:	Draft Rules for Rural Councils Victoria Incorporated

RECOMMENDATION

That:

1.   *the proposed incorporation of Rural Councils Victoria does not involve an investment and/or risk exposure that exceeds the thresholds set out in s 193(5C) of the Local Government Act 1989*

2.   *Council votes in favour of authorising Jim Nolan, Chief Executive Officer of Pyrenees Shire Council, to apply to the Registrar of Incorporated Associations for the incorporation of Rural Councils Victoria Incorporated*

3.   *Council approves the draft Rules attached to this report as the Rules for Rural Councils Victoria Incorporated*

4.   *Council authorises Cr Neil Beattie to vote on Council's behalf on this matter, in accordance with this resolution, at the meeting of RCV to be held on 10 June 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

Nil

BACKGROUND

Rural Councils Victoria (**RCV**) is an unincorporated organisation which represents the interests of rural councils within Victoria and currently has 38 members, of which Council is one.

The RCV's work includes:

1.   providing opportunities for networking and professional development;

2.   activities directed at ensuring the sustainability of rural councils; and

3.   activities to assist rural communities to remain sustainable.

This occurs via a number of mechanisms, including the:

1.   organisation of forums and conferences for member councils;

2.   engagement of consultants to undertake project work; and

3.   applying for Government grants, particularly through Regional Development Victoria.

Given that the RCV is not a separate legal entity, it conducts its business through a 'Secretariat'. This involves the Executive appointing a willing council member to, essentially, act as its agent, providing administrative support and entering into contracts on its behalf.

ISSUES/DISCUSSION

Incorporation of RCV

As the RCV is currently unincorporated, Council is, together with all other member councils, exposed to liability in respect of its operations.

To address this, and to enable the RCV to operate with greater independence and ease, it is proposed to incorporate the RCV as an incorporated association. It will be called 'Rural Councils Victoria Incorporated' and will operate in accordance with the draft Rules, attached to this report as 'Attachment A'.

The benefits of the RCV being incorporated include that it:

1.   is recognised as a separate legal entity, with protection from debts for members and perpetual succession;

2.   has the power to own and hold property, enter into contracts and otherwise act as any other legal entity would;

3.   cannot distribute profit to its members;

4.   must operate in accordance with a set of rules, including a statement of purpose – being the draft Rules attached to this report; and

5.   is operated by a Committee of Management and a Secretary, which are responsible for ensuring that all legislative obligations are complied with, and purposes are being achieved.

The RCV fulfils a number of functions that are important to rural councils in Victoria. Perhaps most importantly, it currently has responsibility for applying for Government grants, particularly through Regional Development Victoria, which are of benefit to rural councils.

It will be important that the RCV is incorporated to enable it to carry on those functions with greater independence and flexibility while still being subject to the views of its member councils.

It is not expected that the manner in which the RCV operates will be different from its current operations, although election to the Committee of Management will be based on slightly different zones, as set out in the draft Rules attached to this report as 'Attachment A'.

Exercise of Entrepreneurial Powers

As Council will, if in favour of this proposal, be participating in the formation and operation of a separate legal entity, it is required, in accordance with s 193 of the *Local Government Act 1989* (**LG Act**), to have regard to the risks involved and comply with ss 193(5A) and (5B) of the LG Act.

Council is advised that:

1.   the **total investment** involved in Council's participation in the formation of Rural Councils Victoria Limited is:

$0

Council will be required to continue paying membership fees, as fixed by the Committee from time to time, but will not be required to invest anything in respect of the incorporation; and

2.   the **total risk** involved in Council's participation in the formation of Rural Councils Victoria Limited is:

$0

Any liability for the activities of Rural Councils Victoria Limited will attach to it, not to the individual members.

So, the total investment and risk exposure will be $0, meaning that Council is not required to take any further action in relation to this matter under s 193(5C) of the LG Act.

Next Steps

If the RCV continues operating as an unincorporated association, there is a risk that its individual members, including Council, will be exposed to liability if the RCV fails to properly conduct its business. Furthermore, it will be unable to enter into contractual arrangements on its own behalf – instead relying on the Secretariat council to do so.

It is therefore recommended that Council accepts the analysis of Council's investment and risk exposure and votes in favour of the RCV being incorporated on the basis of the draft Rules attached to this report as 'Attachment A'.

It is proposed that a vote of all current members will be held at the next meeting of RCV to be held on 10 June 2016. The vote will, if a majority is in favour, authorise Jim Nolan, Chief Executive Officer of Pyrenees Shire Council (the current Secretariat council), to apply to the Registrar of Incorporated Associations for the incorporation of RCV and approve the draft Rules.

COSTS/BENEFITS

Please see above for Council's investment in Council's participation in the formation of Rural Councils Victoria.

RISK ANALYSIS

Nil.

CONSULTATION AND ENGAGEMENT

Consultation on this matter has been managed by Rural Councils Victoria with member councils.

4.5   2016-2017 ANNUAL INFRASTRUCTURE PROGRAM (ROADS AND DRAINAGE)

SUMMARY	
Seeks Council approval of the proposed 2016/17 Annual Infrastructure Program encompassing road and drainage related assets.	
Author	Indivar Dhakal, Assets Engineer
Council Plan ref:	Core business 5: Providing quality infrastructure
File no:	15/01/001
Attachment:	Summary of 2016/17 Annual Infrastructure Program (Roads and Drainage) Register of proposed road and drainage capital works projects 2016/17.

RECOMMENDATION

That Council

1.   *Approve the proposed Annual Infrastructure Program (Roads and Drainage) for 2016/17 as attached.*

2.   *Request that prior to development of the 2017/2018 program, officers undertake a review of funding distribution methodologies and principles between the various program categories, so as to verify appropriate capital investment apportionment.*

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 were presented with the draft 2016/2017 Annual infrastructure Program (the Program) during its forum held on 10 May 2016. Numerous capital works projects identified within the Program were discussed at this time as well as the underpinning funding and associated expenditure requirements.

During this forum, Council also discussed the methodology and principles which guided the apportionment of available capital funding between the 9 Program categories. As a result of this discussion it was suggested that a review be undertaken prior to the development of subsequent year's program, with the aim of verifying that funding distribution is adequately facilitating progress towards achieving specified service levels across all asset categories.

BACKGROUND

Each year Council allocates and spends significant funds upon capital works across the Shire, including upon various road and drainage related infrastructure. Council officers routinely identify and scope potential infrastructure renewal, upgrade or improvement projects and maintain these in a capital works register designated as the rolling program.

The Annual Infrastructure Program is subsequently developed from the rolling program via the application of an assessment matrix score which ranks each project based upon its relative priority against similar projects within one of 9 Program categories.

In addition to the application of the prioritisation matrix, development of the program is also influenced by other strategic documents adopted by Council, namely:

- annual draft budget
- Long Term Financial Plan
- Road Management Plan
- various asset management strategies
- Council Plan
- road register.

The 2016/17 Program has been developed in accordance with the following financial requirements:

- expenditure of federal government Roads to Recovery (R2R) Program funding of $5.416 Million by 30 June 2017
- expenditure of Council funds totalling a minimum of $1.975 Million on road related infrastructure, fulfilling R2R requirements
- expenditure of Grants Commission funds tied to local roads totalling $3.175m.

A summary of the distribution of the above funding between Program categories and a detailed listing of proposed 16/17 capital works projects have been attached.

ISSUES/DISCUSSION

Adoption of the Program (see attachment 2) will allow Council to undertake the following:

- Local road gravel resheets

  The Road Asset Management Plan (RAMP) notionally identifies a requirement to annually resheet 3.33% (45.67km) of the gravel collector and gravel access road networks. This effort is based upon an estimated 30 year life span of such gravel pavements.

  Funding of $726,834 will facilitate the resheeting of 1.53% (21km) of the gravel collector and access networks. It is considered appropriate that the renewal effort in this Program category be reduced for 2016/17, primarily as a result of the recent investment in the gravel road network associated with the flood recovery program. Further to proposed resheeting, upgrade of 8.5km of existing gravel pavement to sealed pavement has been incorporated into the road construction category.

- Local road shoulder resheet

  The RAMP notionally identifies a requirement to annually resheet 3.33% of the gravel shoulders which occur along Councils sealed road network, primarily focusing upon narrow seals. Funding of $236,592 will allow resheeting of 19km of shoulders on its sealed network or 2.04% of the entire sealed network. All high priority projects will be completed along with a number of medium priority projects.
  Additionally, within the road construction category 3.8km of sealed roads will be widened and reconstructed resulting in the elimination of some gravel shoulders.

  Investment effort below the target specified within the RAMP for this program category is considered appropriate given the limited number of outstanding shoulder resheet projects listed within the rolling program and funding demands across other program categories.

- Local road reconstruction

  Funding of $4,195,366 has been earmarked for asset preservation and amenity sub-categories of local road reconstruction. 10 projects have been scheduled for delivery within

2016/17. Specific details regarding these projects including project name, location, length and associated cost have been included within the attached Program.

In summary, delivery of the local road construction program as presented will facilitate the rehabilitation and widening of approximately 5.6km of existing sealed pavement as well as the upgrade of a further 8.5km of gravel pavements to sealed surface.

- Township street improvements

  Funding of $476,333 will allow Council to replace and/or install approximately 3.5km of new footpath, 392 m of kerb and channel, upgrade the car park servicing the Serpentine office and Rudkins reserve facilities and renew a number of unsafe road structures in various towns across the Shire. A full list of individual projects is provided within attachment 2.

- Urban & township drainage

  Funding of $254,650 will deliver projects which have been identified within each of the township drainage strategies for Wedderburn and Serpentine.

  Chapel St (East end) in Serpentine will receive underground drainage to prevent the retention of surface runoff and will result in both improved road drainage as well as property drainage capacity.

  Kerr Street and Wilson Street in Wedderburn will also receive underground drainage to intercept water originating from Ridge Street.

  Additionally, some projects listed in the township street improvement and road construction categories also incorporate elements of drainage improvement. Accordingly funding from the drainage reserve has been earmarked for these projects to account for the cost of such elements.

- Local bridges and culverts

  Funding of $194,210 will allow the Council to address various issues identified within a recent level 2 bridge and culvert inspection report. This report has identified various deficiencies with respect to a number of bridge and culvert structures across the Shire. Additionally, a number of new culvert installations or required capacity upgrades have also been identified for delivery. All high and medium priority bridge and culvert projects from the rolling program have been included within the proposed works for 2016/17.

- Reseals

  Funding of $1,468,341 will allow the Council to reseal 83.9 km of its sealed road network. Based upon an estimated asset life of 18 years, the RAMP notionally requires that 5.55% of the sealed network be renewed in any given year. The proposed funding will allow Council to seal 9% of its network.

  Given the number of sealed segments which have been identified within the asset register as either exceeding or approaching intervention level, it is considered appropriate that investment in reseals for the 2016/17 financial year be increased beyond the notional requirement.

COSTS/BENEFITS

The 2016/17 Program identifies investment of $7,552,326 towards various capital works projects dispersed throughout the road and drainage networks. Adoption of this program will allow the Council to meet the objectives outlined in the various strategic asset management plans. The

proposed Program complies with the Council's Long Term Financial Plan as well as the overarching infrastructure investment identified within the draft 2016/2017 budget.

RISK ANALYSIS

Projects listed for delivery in 2016/2017, as per attachment 2, have been identified for delivery based upon their comparative priority within each of the Program categories and in accordance with the available funding identified within the draft 2016/17 budget.

Failure to adequately invest in road or drainage related infrastructure, or appropriately target such funding to the highest priority projects may lead to:

- increased renewal gaps in the Council's current infrastructure network
- failure to renew infrastructure which either exceeds or is approaching specified intervention levels, thus increasing the potential risk of public liability claims against Council
- deviation from the Council's strategic asset management plans.

CONSULTATION AND ENGAGEMENT

The 2016/2017 Program has been discussed with Council at the May 2016 Forum. The program has been developed in consultation with Technical Services and Operations departments of the Council to ensure that the program meets the current requirements of the community as well as the objectives of various strategic documents.

4.6   LODDON CAMPASPE INTEGRATED TRANSPORT STRATEGY

SUMMARY	
Seeks Council endorsement of the Loddon Campaspe Integrated Transport Strategy. The strategy has been developed as a collaboration of 6 rural and regional councils in the Loddon Campaspe region and is intended to provide a framework for ensuring that the regional transport network remains fit for purpose and adaptable for future needs.	
Author	Ian McLauchlan, Director Operations
Council Plan ref:	Core business 10: Advocacy and partnerships
File no:	14/01/001
Attachment:	Loddon Campaspe Integrated Transport Strategy

RECOMMENDATION

That Council:

1.   Endorse the Loddon Campaspe Regional Transport Strategy.

2.   Support the formation of an ongoing Regional Transport Steering 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.]

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

PREVIOUS COUNCIL DISCUSSION

The Council plan includes specific actions which reference supporting the development of the Northern Victorian Regional Transport Strategy as well as advocacy for improved transport systems to the Shires large towns.

Council has not previously discussed the development or content of the Loddon Campaspe Regional Transport Strategy which is intended to replace the Northern Victorian Strategy as the primary regional transport strategy and advocacy document for the Loddon Campaspe group of Councils. A presentation on the strategy has been provided by project committee representatives to the Loddon Campaspe Mayors and CEO's.

BACKGROUND

Over the past few decades various groups of Councils across Victoria have worked collaboratively to develop regional transportation strategies or action plans. Early iterations of these plans included the southern NSW and Gippsland councils with the South East Australia Transport Strategy (SEATS) and also the Green Triangle Freight Action Plan centred around south west Victoria and adjoining South Australian municipalities.

These strategies provided an evidence based list of priority transport actions and advocacy issues for their respective regions. Both groups were very successful in attracting significant funding for roads in the regions and drawing attention to their transportation issues.

Central Victoria was the only part of Victoria that has not developed a Regional Transportation Strategy. Not having a regional strategy puts the region at a disadvantage with respect to competing for available government funding of Transport Infrastructure.

The Loddon Mallee Regional Growth Plan has provided an excellent foundation for the development of a Regional Transportation Strategy. Regional growth will require development of the enabling regional transport infrastructure. Having a clear understanding of regional transport needs is essential to focus effort and attract the funding that will be required to complete projects. Regional support and consensus for projects is also essential to effectively promote lobby for project funding.

In May 2014 the Loddon Mallee South Regional Growth Plan Steering Committee agreed that a budget of $80,000 was appropriate to develop a Loddon Mallee South Integrated Transport Strategy. The funding to undertake this work was comprised of $45,000 from the Regional Growth Plan and a $5,000 contribution from each of the six partnering councils as well as VicRoads.

The six partner municipalities being Loddon, Bendigo, Mount Alexander Campaspe, Macedon Ranges and Central Goldfields agreed to form a working group to progress development of the regional transport strategy. Additional to the six councils, VicRoads, Department of Economic Development, Jobs, Transport and Resources (DEDJTR) and Department of Environment Land Water and Planning (DELWP) also took part. A Melbourne based consultancy, InfraPlan Pty Ltd, were subsequently engaged to assist in development of the Strategy.

The objective of the study was to understand the transport drivers and needs of the region and also identify priority projects, advocacy and service delivery issues. This project presented an opportunity for an in-depth dialogue between the councils across the region to identify issues that were known locally or regionally and identify what actions were necessary to progress these.

Consultation was undertaken in each municipality with local transport operators and industry representatives. State government agencies were also consulted. The working group met several times with the consultant and worked through the various issues raised.

As a result of an 18 month Project, a Draft Loddon Campaspe Regional Transport Strategy has been developed.

Completion of the Draft strategy is timely as it will be a useful resource document for individual or partnering councils to seek additional funding support for key infrastructure initiatives.

ISSUES/DISCUSSION

The Draft Strategy has been completed and is now being presented for comment, discussion and hopefully endorsement by the 6 member municipalities.

The Strategy:

- proposes 6 key goals

- identifies 10 priority projects for the region

- provides a triple bottom line assessment tool to assist analysing and ranking projects on a regional basis

- identified a range of projects already known within the region but also identified why they are regionally important

- identified how projects should be progressed e.g. advocacy or further investigation

- recommends a structural approach to implementing the strategy including a need for an ongoing committee to progress identified issues requiring further work.

The Draft Loddon Campaspe Regional Transport Strategy has identified a number of specific projects and priorities.

More importantly it:

- creates a collective reference document and raises issues for further discussion

- proposes an ongoing mechanism for preparing regional project bids

- proposes a methodology for participating councils to coordinate their transport strategy work for regional benefit.

Strategy goals

The following six goals were proposed to provide a framework for developing actions and next steps to implement the strategy:

- **Goal 1**: Protect and enhance a transport system that supports regional economic development and population growth.

- **Goal 2**: Improve the capacity and function of the transport network, and integrate it with land use.

- **Goal 3**: Manage the transport system so that it is maintained to a safe and affordable level of service.

- **Goal 4**: Provide equitable community access and connectivity for large and small communities.

- **Goal 5**: Support efficient and sustainable transport of products between producers, markets and nodes within the region and with other regions.

- **Goal 6**: Support improved community health and environmental outcomes.

Triple bottom line evaluation tool

The Draft Strategy provides an evaluation tool for new projects to enable them to be assessed, determine if they are regionally significant and provide some indication of relative priority against other listed projects or initiatives.

The tool has been developed to assist in building a business case for specific projects and consequently aid in the development of funding applications. The way the tool works is that the more that is known about a project, the higher score the project is likely to obtain. The tool uses criteria of assessment similar to state and federal government agency project evaluation criteria so in a sense assists with building a project business case for funding.

The Draft Strategy has identified projects which have not been considered in the past and the tool will help collecting information and shaping these projects for potential funding.

It was agreed that projects where there has been a long established need or advocacy campaign, would not be put through the assessment tool. Rather these projects would be pursued as a priority by the strategy implementation committee or individual Councils.

Key projects

The Draft Strategy has proposed ten top priority projects for the region to focus on. It was felt that a larger number would be difficult to manage over the coming 12 months. Some of the listed top 10 priorities just require advocacy, whilst others require further investigation and study. Advocacy may be needed to seek funding to undertake such further studies.

The 10 key projects are:

1. Murray Basin rail project

2. Echuca Moama bridge

3.   capacity improvements on the Bendigo, Swan Hill and Echuca passenger rail lines

4.   increased passenger rail services throughout the region

5.   bridges, structures and higher mass limit access study

6.   develop a functional road use hierarchy for freight, community access and tourist routes, then prioritise investment on these road networks.

7.   freight hub study for Loddon Campaspe region

8.   railway station access improvement program, encouraging active and public transport

9.   rail trails and recreational tourism bike networks

10. small towns connectivity plans

Specific projects identified

Appendix A of the Draft Strategy provides the full list of identified projects. In the future new projects can be added and would be put through the *"Triple Bottom Line Tool"* to determine their regional importance and develop the associated business case.

All of the identified projects are grouped under the 6 proposed goals. Each has been given a proposed priority and associated actions required e.g. Council to facilitate, lead, advocate.

Ongoing management of the strategy

For a regional transport strategy to progress, remain relevant and for ongoing development and dialog across the region to continue, there is a need for an ongoing Transportation Working Group.

It is proposed that the current working group would continue to work on the strategy and report back through the Loddon Campaspe Mayors and CEO's forum on an annual basis.

The Draft Loddon Campaspe Regional Transport Strategy is an important regional document that has provided a succinct list of regional transport concerns and identified areas where further research is required.

The Strategy is a living document which essentially means it is not set in stone and as new issues arise they can be evaluated and added to the Strategy. Better still the strategy identifies areas where the region needs to do more work or opportunities to work collectively on common initiatives.

The process of developing an ongoing management structure for the strategy has and will facilitate regional dialog on transport issues. It should strengthen the position to argue for funding of regional priorities.

COSTS/BENEFITS

The Regional Transport Strategy requires staff to allocate time to attend meetings and follow up project tasks. Projects identified requiring further study or investigation may require a combination of both internal council and external consultant resources.

Council may be called upon to contribute to specific projects or initiatives identified within the strategy. The strategy provides an advocacy platform upon which Council or its regional partners may be able to lobby for external funding or contributions towards identified projects and initiatives.

RISK ANALYSIS

State and federal government have continually highlighted the need for individual councils to work collaboratively within the structure of a regional transport strategy to identify both local and regional

priorities. Participating in such strategies will ultimately result in greater funding opportunities being available for all participating councils and strengthen the effect of project advocacy.

Failure to actively participate in a regional transport strategy may limit or jeopardise the success of future project funding applications.

CONSULTATION AND ENGAGEMENT

The Draft Regional Strategy was developed following consultation with industry, council staff, state transport and planning agencies and is informed by existing government Transport Strategies.

4.7   ADVERTISEMENT OF THE 2016/17 DRAFT BUDGET

SUMMARY	
This report seeks Council's approval to advertise the 2016/17 Draft Budget	
Author	Deanne Caserta, Manager Financial Services
Council Plan ref:	Core business 6: Financial stability
File no:	07/01/001
Attachment:	Nil

RECOMMENDATION

That Council:

1.   *advertise the Draft Budget in accordance with Section 129 of the Local Government Act 1989*

2.   *consider any submission received in accordance with Section 223 of the Local Government Act, and formally adopt the Budget at the Ordinary Meeting of Council to be held on 28 June 2016 at 3.00pm in the Council Chambers at Serpentine*

3.   *adopt the proportion of rates raised within various valuation categories as follows:*

   Rural Production to have a differential rate 11% lower than the General (Residential, Commercial and Other) rate

4.   *agree that the above distribution of rates raised demonstrates fairness and equity across the municipality*

5.   *implement a differential rate to be struck between categories of Rural Production and General as follows:*

   General (Residential,   0.004892 Cents in the Dollar of Capital Improved Value Commercial and Other)

   Rural Production   0.004355 Cents in the Dollar of Capital Improved Value

6.   *Apply a Municipal Charge of $203 to all properties, except where an exemption has been granted for Single Farm Enterprise under the Local Government Act 1989.*

7.   *Apply a Garbage Charge of $236 per Residential Garbage Service (140 Litre Bin) and $320 per Commercial Garbage Service (240 Litre Bin)*

8.   *Apply a Kerbside Recycling Service Charge of $89 per service (240 Litre Bin)*

9.   *Apply GST to the applicable service charges in accordance with the relevant tax legislation*

10.   *Update the Strategic Resource Plan located in the Council Plan 2013-17 with the current information contained in the Budget, in line with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014 requirements.*

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	Choose an item.	[Explain the specific circumstances of

text.	If indirect, the type of indirect interest is: Choose an item.	this person's conflict of interest.]

PREVIOUS COUNCIL DISCUSSION

Council was presented with the 2016/17 Draft Budget at a Council Forum on 10 May 2016.

BACKGROUND

The 2016/17 Draft Budget has been prepared in draft following discussions with Councillors and senior officers.

Council has once again used the Best Practice Guide, 'Model Budget' to assist with developing the budget. The Executive Summary is based on this model and has been prepared to provide explanation of the major components of the budget.

A number of financial reports have also been developed outlining expected income and expenditure for all areas of Council in 2016/17, and comparing these to the forecast actual results for 2015/16.

The Draft Budget includes:

- the continuation of a strong cash position
- the continuation of the Community Planning program
- inclusion of projects and initiatives included in Council's various strategic plans
- increased investment in roads through the federally funded Roads to Recovery Program
- no new borrowings
- continuation of the use of discretionary reserves.

Council's rating increase for 2016/17 is in line with the Victorian State Government's Rate Capping Policy which has been set at 2.5% on the 2015/16 forecast budget rate income. Council has discretion over increases relating to garbage and recycling charges, and has included in the draft budget an increase of 2.5%.

ISSUES/DISCUSSION

Under Section 223 of the Local Government Act, Council must allow a 28 day timeframe for submissions to be made regarding the 2016/17 Draft Budget.

Subject to Council approval, the Draft Budget will be advertised in the Bendigo Advertiser on Saturday 28 May 2016 and the Loddon Times on Tuesday 31 May 2016, and will be on public display until Monday 27 June 2016.

Council will receive submissions until close of business on Monday 27 June 2016.

It is proposed that Council consider the Draft Budget and any submissions received at the Ordinary Meeting of Council to be held on Tuesday 28 June 2016 in the Council Chambers at Serpentine.

COSTS/BENEFITS

The benefits to Council and the community is that a consultative budget process complies with the Local Government Act 1989, the budget provides a measure for accurate planning, and ensures that Council can deliver services and projects included in the document.

RISK ANALYSIS

The risk to Council of not discussing and then advertising the annual budget is that it will not comply with requirements under the Local Government Act 1989.

CONSULTATION AND ENGAGEMENT

The Local Government Act 1989 requires that the Draft Budget be available for public comment from a period of 28 days after Council advertisement. After the lapsing of 28 days all submissions received must be provided to Council when deliberating on the 2016/17 Budget.

5. INFORMATION REPORTS

5.1 INWARDS CORRESPONDENCE

SUMMARY	
Relevant correspondence received by Council since previous meeting.	
Author:	Marg Allan – A/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
14/4/16	Hon Lisa Neville MP, Minister for Environment, Climate Change and Water	Proposed purchase of Crown land caravan parks
14/4/16	Hon Jaala Pulford MP, Minister for Agriculture, Minister for Regional Development	Drought conditions in Loddon Shire
19/4/16	Department of Environment Land, Water and Planning	Commission of Inquiry into Greater Geelong City
1/4/16	Julie Slater, Executive Officer, Community leadership Loddon Murray Inc.	2016 Loddon Murray Community Leadership Program

5.2   DOMESTIC ANIMAL MANAGEMENT PLAN 2013-2016 ANNUAL REVIEW

SUMMARY

Provides a summary of the findings from the annual review of Council's Domestic Animal Plan. The review has identified that the majority of activities required under the plan have been implemented.

Author	Tony Gibbins, Planning/Local Laws Compliance
Council Plan ref:	Core business 8: Compliance
File no:	04/02/004
Attachment:	Nil

RECOMMENDATION

That Council receive and note the findings of the annual review in respect to implementation of the Domestic Animal Management Plan 2013-2016.

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?

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

No

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 adopted the Loddon Shire Council Domestic Animal Management Plan 2013 – 2016 at its June 2013 ordinary meeting.

BACKGROUND

The Domestic Animals Act 1994 requires Council to prepare a Domestic Animal Management Plan (DAMP) at 4 year intervals and to review the plan annually. This report provides a review of Council's performance in addressing the objectives of the DAMP.

ISSUES/DISCUSSION

The DAMP identifies seven action areas being:

- registration and identification
- nuisance animals
- dangerous, menacing and restricted breed dogs
- dog attacks
- overpopulation and high euthanasia rates
- domestic animal businesses
- emergency management.

Each of these areas contains objectives and associated activities designed to achieve these. There are 40 identified activities within the DAMP.

The review of the DAMP has been undertaken using data for the 2015 calendar year. It identifies that 31 activities have been achieved and 9 remain outstanding (one outstanding activity has been partially met). The following tables set out the identified activities and provide associated comments. The activities that are yet to be implemented are highlighted in blue.

REGISTRATION AND IDENTIFICATION

Objective 1: Increase dog and cat registration compliance

Activity	When	Evaluation	Comment
Mail out of registration renewal forms.	Annually (Feb/Mar)	Pets registered by 10 April	Renewal notices are mailed out in March each year.
Media releases notifying residents of the requirement to register dogs and cats	Feb	Record of media releases	An article containing information on the requirement to registers dogs and cats was included in the 21 March 2016 Mayoral Column.
Conduct an annual doorknock and follow up outstanding registrations to gain compliance.	Jun/Jul annually	Number of unregistered dogs and cats detected	Outstanding registrations were followed up in July/August 2015. The results indicated that a substantial number of non-renewals related to animals that had been seized or sold from domestic animal businesses that had been operating illegally, or dog owners who relocated to other local government areas.
Use Council's website to provide information to residents on dog and cat registration.	Review annually	Increased registration numbers	Information has been provided on Council's website and can be found at http://www.loddon.vic.gov.au/Live/Your-home/Your-pets/Animal-registration

Objective 2: Promote the benefits of micro chipping all dogs and cats

Activity	When	Evaluation	Comment
Media releases advising residents of the benefits of micro chipping	Annually	Record of media releases	Information has been included in the Mayoral column on 18 March 2015 and fliers from the department were placed in public buildings. This objective can be improved by developing Council's website.
Review the cost benefit to holding free micro chipping days	Annually	Review completed	A review of free microchipping days identified a cost to Council of approximately $55.00 per animal. Given the potential cost and relatively high level of compliance with microchipping requirements for new registrations the benefit of conducting free microchipping days is considered to be negligible.
Consider the benefit of all AMO's being trained to microchip dogs and cats	Annually	Staff trained	This objective has been partially met. No staff have been trained to implant microchips. One AMO has completed the pre-requisite qualifications and will be trained to implant microchips once a relevant course has been identified.

NUISANCE

Objective 1: Ensure dogs and cats are confined to their property

Activity	When	Evaluation	Comment
Treat incidents of dogs wandering at large as a priority issue	Ongoing	Number of reports received and actioned	In the 2015 calendar year 43 reports of wandering dogs and 137 reports of wandering cats were received and actioned. The majority of wandering cat reports related to feral/unowned cats.
Promote awareness of the need for dogs and cats to be confined to their property	2014	Decrease in the number of complaints of wandering dogs and cats	The requirement to confine dogs and cats is promoted on Council's website. During the 2013 calendar year 37 reports of wandering dogs and 41 reports of wandering cats were received. These numbers increased for the 2014 calendar year to 48 dog reports and 159 cat reports. In 2015 there were 43 reports of wandering dogs and 137 reports of wandering cats, all feral. The significant number of cats reported is considered to be as a response to a greater awareness of Council's cat trap program, a high take up rate of traps offered for free hire and more proactive enforcement of this matter.
Pursue appropriate enforcement action against owners who fail to confine animals to their property	Ongoing	Type and frequency of enforcement action	First time offences are generally addressed by providing advice and education to animal owners. Ongoing or repeat offenders are issued an infringement notice as circumstances dictate.

Objective 2: Prevent nuisance caused by barking dogs

Activity	When	Evaluation	Comment
Investigate all barking dog complaints as soon as possible	Ongoing	Decrease in the number of complaints	Council investigated 27 reports of nuisance caused by barking dogs during 2015. In 2014 Council investigated 18 reports of barking dogs. The increase is significant and appears to be caused by an increase in time that the owners are absent from properties. The increase in reports relates to the number of properties rather than repeat nuisances from the same dogs.
Encourage owners of barking dogs to seek advice from Council/professional dog trainer/animal	When a barking dog complaint is	Reduction in complaints	Owners are advised of ways to minimise the nuisance caused by barking and reduce the exposure to the cause of barking e.g. change to the

Activity	When	Evaluation	Comment
behaviourist on how to reduce their dog's barking.	received.		dog's environment.
Consider the purchase of dog barking collars to assist in resolving complaints	2014	Reduction in complaints	The purchase of dog barking collars is not considered necessary considering the current outcome of complaints.

Objective 3: Prevention of dog faeces in public places

Activity	When	Evaluation	Comment
Advise dog owners of legal requirements relating to cleaning up dog excrement by distributing education material on Council website, media reports and signage in public places	2014	Reduction in complaints	Staff are aware of a small number of complaints relating to public land during 2015.
Consider the merits of providing more dog excrement bag dispensers in recreation and shopping areas	2014	Reduction in complaints	No complaints regarding dog excrement have been received.
Audit existing dispensers for location and usage	2014	Audit results	This objective has not been met. An audit of dispensers is to occur in the second half of 2015.

DANGEROUS, MENACING AND RESTRICTED BREED DOGS

Objective 1: Identify and regulate dangerous, menacing in the Loddon shire

Activity	When	Evaluation	Comment
Develop procedures for dealing with declaring dogs dangerous or menacing	2014	Procedure developed	This objective has not been met. A procedure for declaring dogs to be dangerous or menacing needs to be developed.
Review registration fee schedule to reflect the cost of managing dangerous, menacing and restricted breed dogs	2014	Review completed	Registrations fees were reviewed for the 2014/2015 financial year. The maximum fee was raised to $103.00. Dangerous, menacing and restricted breed dogs attract the maximum fee which is reflective of the anticipated costs of monitoring compliance with the Domestic Animals Act.

Objective 2: Identify Restricted Breed Dogs (RBD's) within Loddon Shire

Activity	When	Evaluation	Comment
Regular inspection of premises	Annually	Inspection completed	There are currently no restricted breed dogs registered within the Loddon Shire.
Investigate all reports of suspected RBD	Ongoing	Record of investigations	Council officers investigated 3 suspected restricted breed dogs during the 2014 calendar year. The investigations identified that the dogs were not RBD's. No reports of suspected RBD's were received during 2015.
Audit registration data base for known or suspected RBDs	Ongoing	Audit completed	No suspected RBD's.
Educate the community about what is a Restricted Breed dog	2014	Information available on web sites and media releases.	This objective has not been met. Content needs to be developed for Council's website.

DOG ATTACKS

Objective 1: Decrease number of dog attacks

Activity	When	Evaluation	Comment
Continue to investigate all reports of dog attacks	Ongoing	Decrease in number of attacks	Council AMO's continue to investigate all reports of dog attacks. During the 2014 calendar year officers investigated 22 reported attacks. Staff investigated 22 reports in 2015. The majority of substantiated attacks involved attacks on livestock. No earlier data is available to enable comparison with previous years.
Continue to attend all reports of dogs wandering at large	Ongoing	Decrease in number of attacks	43 reports of wandering dogs were investigated in the 2015 calendar year, a reduction from 48 in 2014. No earlier data is available to enable comparison with previous years.
Develop procedures to declare dogs Dangerous or Menacing as required	2014	Decrease in number of attacks	This objective has not been met. A procedure for declaring dogs to be dangerous or menacing needs to be developed.

Objective 2: Improve reporting of dog attacks

Activity	When	Evaluation	Comment
Improve public awareness of the need to report dog attacks	2014	Web site and media reports	This objective has not been met. Web content needs to be prepared.

OVERPOPULATION AND HIGH EUTHANASIA RATES

Objective 1: Raise awareness about semi-owned cat population and reduce the number of wild cats in Loddon

Activity	When	Evaluation	Comment
Identify any cat colonies in Loddon, try to identify "feeder" and coordinate a trapping program.	Ongoing	Number of cats trapped	Cat colonies were identified in Wedderburn and Inglewood townships. 137 feral, diseased or unidentified cats were euthanized by Council staff.
Use web and media to promote the benefits of de-sexing your cat	2014	Increase in the number of de-sexed cats registered	This objective has not been met. Web content needs to be prepared. Information was provided through Council's mayoral column on 25 June 2015.
Encourage cat owners to adopt a night time curfew	Ongoing	Number of cats trapped	Encouragement for owners to confine cats during night time has occurred on a case by case basis. A broader campaign should be undertaken.
Review of registration fee schedule to consider rewarding the owners of de-sexed cats	2015	Review completed	This objective has not been met.
Promote awareness and use of Council cat traps	2014	Number of residents using traps	The use of Council cat traps has been informally promoted. Increased demand for this service has seen the acquisition of an additional 6 cat traps.

Objective 2: Remove unwanted dogs from Loddon

Activity	When	Evaluation	Comment
Review of registration fees schedule to consider rewarding the owners of de-sexed dogs	2015	Review completed	Review to be undertaken in the second half of 2015.
Use web and media to promote the benefits of de-sexing your dog	2014	Proportion of impounded dogs which are desexed	This objective has not been met. Web content needs to be prepared. Information was provided on 25 June 2015 through Council's mayoral column.
Record whether or not impounded dogs are sterilised	2014	Review pound records	The pound register does not identify dogs that are sterilised.

DOMESTIC ANIMAL BUSINESSES

Objective 1: Annually inspect and audit all registered Domestic Animal Businesses (DABs) and investigate any suspected unregistered business.

Activity	When	Evaluation	Comment
Conduct annual audit of all registered DABs located within the municipality.	Annually	Audit report	There are 2 registered DABs in the municipality. The DABS are inspected annually.

Objective 2: Investigate any suspected unregistered DABs

Activity	When	Evaluation	Comment
Investigate all reports of suspected unregistered DAB's	Ongoing	Investigation reports.	A number of suspected unregistered DABs have been investigated. The properties may be subject to ongoing investigations, have ceased operating or are seeking compliance.
Ensure all known DAB's are registered and comply with the statutory requirements of the Planning Scheme and Codes of Practices	Ongoing	Number of notices to comply issued Number of notices of contravention issued	No action has been required relating to registered DAB's. Charges were laid against and unregistered breeder during 2015.

EMERGENCY MANAGEMENT

Objective 1: Promote emergency planning to ensure the welfare of animals in emergencies

Activity	When	Evaluation	**Comment**
Liaise with DABs about their emergency plans	2014	Number of visits to discuss emergency management	Emergency plans are routinely discussed with DABs during annual audits
Discuss emergency animal welfare plans and Council Policy for evacuation/ relief centres with MERO	2014	Item considered by Council Municipal Emergency Management Planning Committee	The inclusion of emergency animal welfare plans in the Council emergency Management Plan has been discussed with the MERO and needs to be tabled for discussion with the Municipal Emergency Management Planning Committee.
Provide education to residents regarding planning for their pets in emergencies	2014	DPI information distributed and link available on website	Information about planning for pets in an emergency has been included on Council's website with links to the RSPCA and Emergency Management Australia.

The annual review of the DAMP identifies that the majority of the identified activities have been completed. Further work is required to develop procedures for the declaration of dangerous and menacing dogs, undertake awareness campaigns and to undertake an audit of the provision of excrement collection bags.

The DAMP has been successful in raising awareness of domestic animal issues with particular regard to domestic animal businesses and nuisances caused by animals. This is evidenced by the reports of wandering animals, barking dogs and ongoing compliance actions with regard to domestic animals businesses.

The number of reports of feral cats and barking or wandering dogs has remined at similar levels between the 2013 and 2015 calendar years, indicating more should be done to raise awareness for residents to contain their pets. Increased awareness can be driven by better use of existing avenues such as the Council website, mayoral column and media releases.

The review identifies the benefit of more up to date statistics and the need to improve processes for data collection.

Revisions to the DAMP as identified are to be undertaken and will be presented to Council for consideration at a future date as part of the development of a new four year plan.

COSTS/BENEFITS

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

RISK ANALYSIS

Failure to successfully implement the various activities listed within the DAMP has the potential to pose risks with respect to Councils reputation as well as liability with respect to adequate monitoring and enforcement of animal control related matters.

Annual review and monitoring of progress towards implementation of the DAMP ensures that Council meets its legislative obligations as well as promotes improvements in the level of animal control services and information offered to the community.

CONSULTATION AND ENGAGEMENT

Key issues in the DAMP were determined by the Department of Economic Development, Jobs, Transport and Resources,(formerly DEPI) service requests by residents of Loddon Shire and networking with Animal Management Officers from other Local Government areas.

6. COMPLIANCE REPORTS

6.1 ASSEMBLY OF COUNCILLORS

SUMMARY	
Report on the assembly of Councillors that has taken place since the last report.	
Author	Lynne Habner, Executive Assistant
Council Plan ref:	Strategic enabler: Transparent communication
File no:	02/01/001
Attachment:	nil

RECOMMENDATION

That Council note the report on the assembly of Councillors.

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?

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

No

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

Section 80A of the Local Government Act 1989 sets out requirements to be observed by an assembly of Councillors, including the need to keep a written record of the names of all Councillors and members of Council staff attending; the matters considered; and any conflict of interest disclosures made by a Councillor attending. The written record of an assembly of Councillors must be reported at an ordinary meeting of the Council; and incorporated in the minutes of that Council meeting.

ISSUES/DISCUSSION

One assembly of Councillors was undertaken in May for the purposes of arranging the recruitment of a CEO.

3/5/16

Present: Cr Neil Beattie, Cr Cheryl McKinnon, Cr Geoff Curnow, Cr Colleen Condliffe, Marg Allan

Discussed possible candidates.

COSTS/BENEFITS

Nil.

RISK ANALYSIS

This report is to address the risk of non-compliance with legislation governing Council.

CONSULTATION AND ENGAGEMENT

Nil.

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6.2   STRATEGIC RISKS REPORT

SUMMARY	
This report provides Council with an update on actions in relation to identified strategic risks.	
Author	Carol Canfield, Manager Organisational Development
Council Plan ref:	Core business 8: Compliance
File no:	08/07/006
Attachment:	Nil

RECOMMENDATION

That Council receives and notes the Strategic Risks 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 was provided with a Strategic Risks Report at the Ordinary Meeting of Council held on 27 January 2016, and at the Council Briefing held on 24 April 2016 was asked to consider what other strategic risks faced Council. Council did not identify any further risks.

BACKGROUND

The Local Government Performance Reporting Framework has a requirement on Council to report six monthly its strategic business risks, their likelihood and consequence and risk minimisation strategies.

Council had previously identified nine strategic risks; at the Council Briefing in April 2016 Council was provided with an assessment of its nine strategic risks.

They have been assessed against Council's risk matrix based on the corrective actions that have been applied as risk treatments.

Below is a table showing the current risk rating and the previous risk rating for each identified risk that was provided to Council in the Strategic Risk Report at the Ordinary Meeting held on 27 January 2016. The reassessment of some risks is a result of progressive towards the corrective actions that have been put in place to minimise or eliminate the risks.

Risk No.	Risk	Impact	Risk Level – Previous Report	Current Risk Level
56	Reliance on ageing volunteers	Could lead to a reduction in numbers and a requirement for Council to take over these roles	MEDIUM	MEDIUM
57	Council's ageing workforce	Could lead to a reduction in long term knowledge due to retirement and resignations	HIGH	MEDIUM
58	A natural disaster event	Could impact Council's ability to deliver services and projects	HIGH	MEDIUM
75	Council's high reliance on recurrent funding and specific purpose grants	Could lead to an impact on jobs at an organisational level and the community by way of service delivery	MEDIUM	MEDIUM
76	Lack of community consultation on projects	Could lead to dissatisfaction with the outcome	MEDIUM	LOW
77	Increase in regulatory compliance for Section 86 Committees	Could lead to a reduction in volunteerism of Council functions	MEDIUM	MEDIUM
78	Council's current financial assistance model for committees managing facilities	Could impact the financial sustainability of community facilities in the long term	MEDIUM	MEDIUM
79	Council's current financial assistance model for committees managing facilities	Could lead to a reduction in volunteerism due to demand placed on volunteers	MEDIUM	LOW
80	Change in weather patterns affecting dry land farmers	Could lead to a reduction in the amount of rates collected by Council	MEDIUM	MEDIUM

ISSUES/DISCUSSION

The Council's Strategic Risk Register currently has a total of nine risks identified, seven have been identified as MEDIUM risks and two LOW risks.

Below is the Strategic Risk Register Profile as well as the Risk Definition Legend:

Strategic Risk Register Profile

LIKELIHOOD \ CONSEQUENCE LEVEL	1 :	2 :	3 :	4 :	5 :
A: Almost certain	**0**	**0**	**0**	**0**	**0**
B: Likely	**1**	**0**	**0**	**0**	**0**
C: Possible	**2**	4	2	0	**0**
D: Unlikely	**0**	**0**	**0**	**0**	**0**
E: Rare	**0**	**0**	**0**	**0**	**0**

Risk Definition Legend

Risk Color	Level	Description	Risk Count
	Low	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term (may be administrative if hazard has low frequency, rare likelihood, and insignificant consequence).	2
	Medium	Take reasonable steps to mitigate the risk. Until elimination, substitution, or engineering controls can be implemented, institute administrative or personal protective equipment controls.	7
	High	Act immediately to mitigate the risk. Either eliminate, substitute, or implement engineering control measures.	0
	Very High	Act immediately to mitigate the risk. Either eliminate, substitute, or implement engineering control measures.	0

The following tables outline the risk mitigation strategies that have been identified in order to reduce or eliminate each of the nine risks, and their progress to date.

Risk 56: Reliance on ageing volunteers – could lead to a reduction in numbers and a requirement for Council to take over these roles – this risk has been assessed as a MEDIUM risk.

Three risk mitigation strategies (CAR's – Corrective Action Requests) have been identified to address these risks. They are:

Car 1	Officer	Status
Volunteer section on the website	IT Assistant	**COMPLETE**

Car 2	Officer	Status
Development of a Recreation Strategy, including addressing the volunteer shortage issue and strategies for succession	Manager Community Support	**COMPLETE**
Car 3	**Officer**	**Status**

Development of governance guidelines to support Section 86 Committees	Director Corporate Services	**COMPLETE** This is an ongoing action that is updated continuously with new information sheets when the need arises.

Risk 57: Council's workforce is ageing – could lead to a reduction in the long term knowledge due to retirement and resignations – this risk has been assessed as a HIGH risk.

Three risk mitigation strategies (CAR's – Corrective Action Requests) have been identified to address these risks. They are:

Car 1	Officer	Status
Development of a Knowledge Management Strategy	Director Corporate Services	**COMPLETE**

Car 2	Officer	Status
Development of a Workforce Strategy	Manager Organisational Development	**WORK IN PROGRESS** In preparation for this strategy Council's internal auditor undertook a review of Success Planning and Workforce Development. The reported was provided to the November meeting of the Audit Committee. The strategy will now be developed using the report recommendations as guidance.
Car 3	**Officer**	**Status**
Develop a compliance framework	Director Corporate Services	**WORK IN PROGRESS** A compliance report is now included on the Audit Committee Agenda as a standing item

Risk 58: A natural disaster event - the impact of a natural disaster event on Council's ability to deliver services and projects – risk has been assessed as a MEDIUM risk.

Two risk mitigation strategies (CAR's – Corrective Action Requests) have been identified to address this risk they are:

Car 1	Officer	Status
Development of an IT Disaster Plan	Manager Information	**WORK IN PROGRESS** A draft IT Disaster Recovery Plan has been developed and was subject to an internal audit review in mid-January. The recommendations from the review will be incorporated into the final document.
Car 2	Officer	Status
Finalise and adopt the Business Continuity Plan	Manager Organisational Development	**COMPLETE**

Risk 75: Councils high reliance on recurrent funding and specific purpose grants – this could lead to an impact on jobs at an organisation level and the community by way of service delivery – this risk has been assessed as a MEDIUM risk.

Two risk mitigation strategies (CAR's – Corrective Action Requests) have been identified to date to address this risk.

Car 1	Officer	Status
Adoption of a Government Engagement Stakeholder Policy	Director Corporate Services	**COMPLETE**
Car 2	**Officer**	**Status**
Annually review the Long Term Financial Plan to ensure that only current ongoing funding is included in the plan	Manager Finance	**COMPLETE**

Risk 76: Lack of community consultation on projects – this could lead to dissatisfaction with the outcome – this risk has been assessed as a LOW risk.

One risk mitigation strategy (CAR – Corrective Action Request) has been identified to date to address this risk it is:

Car 1	Officer	Status
Development of a Project Management Framework	EA to the Chief Executive Officer	**COMPLETE**

Risk 77: Increase in regulatory compliance for Section 86 Committees – this could lead to a reduction in volunteerism of Council functions – this risk has been assessed as a MEDIUM risk.

One risk mitigation strategy (CAR – Corrective Action Request) has been identified to date to address this risk.

Car 1	Officer	Status
Investigate options or other models for Section 86 Committees	Director Corporate Services	**WORK IN PROGESS**

Risk 78: Council's current financial assistance model for committees managing facilities –this could impact the financial sustainability of community facilities in the long term – this risk has been assessed as a MEDIUM risk.
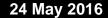
One risk mitigation strategy (CAR's – Corrective Action Requests) has been identified to date to address this risk.

Car 1	Officer	Status
Investigate options for supporting committees in reducing operating expenditure by leveraging off Council's purchasing ability eg: utilities contract	Director Corporate Services	**NOT STARTED**

Risk 79: Council's current financial assistance model for communities managing facilities – this could lead to a reduction in volunteerism due to demand placed on volunteers – this risk has been assessed as a LOW risk.

One risk mitigation strategy (CAR's – Corrective Action Requests) has been identified to date to address this risk.

Car 1	Officer	Status

Undertake Service Delivery Review for support provided to community facilities	Director Corporate Services	**NOT STARTED**

Risk 80: Change in weather patterns affecting dry land farmers – could lead to a reduction in the amount of rates collected by Council – this risk has been assessed as a MEDIUM risk.

One risk mitigation strategy (CAR – Corrective Action Request) has been identified to date to address this risk, it is:

Car 1	Officer	Status
Advocate on behalf of the community for secure piped water.	Chief Executive Officer	**WORK IN PROGESS** Council is currently working with Grampians Wimmera Mallee Water in securing piped water to communities and farmers in the Loddon Shire.

COSTS/BENEFITS

The benefit of identifying strategic risks is to prepare Council for their occurrence.

RISK ANALYSIS

The identification and monitoring of Council's strategic risks should reduce the impact of those risks should Council encounter them in the future.

CONSULTATION AND ENGAGEMENT

The Council, with assistance from the Management Executive Group, identify the strategic risks. At the Council Briefing on 24 April 2016 Council did not identify any further strategic risks.

6.3 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-YANDO PUBLIC HALL

SUMMARY	
This report seeks Council's approval of the membership of Yando Public 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:	02/01/041
Attachment:	Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Yando Public 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.]

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

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Yando Public Hall Committee of Management on 28 July 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

Yando Public 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
Craig Slatter	President
Ash Gawne	Vice President
Roslyn Gawne	Secretary /Treasurer
Bradley Haw	Committee Member
Paul Haw	Committee Member
Doug Haw	Committee Member
Kel Jeffery	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

7.   <u>GENERAL BUSINESS</u>

8.   <u>CONFIDENTIAL ITEMS</u>

Closing of Meeting to the Public

<u>RECOMMENDATION</u>

That the meeting be closed to the public.

<u>NEXT MEETING</u>

The next Ordinary Meeting of Council will be held on 28 June at Serpentine commencing at 3pm.