

**LODDON SHIRE COUNCIL - MINUTES OF THE ORDINARY MEETING  
HELD IN THE COUNCIL CHAMBERS, SERPENTINE – TUESDAY 28 JUNE 2016**

The meeting commenced at 3.00pm with the Prayer.

**Present**

Cr Neil Beattie (Mayor)  
Cr Colleen Condliffe  
Cr Geoff Curnow  
Cr Gavan Holt  
Cr Cheryl McKinnon

**In attendance**

Ms Marg Allan, A/Chief Executive Officer  
Mr Peter Graf, A/Director Operations  
Mrs Wendy Gladman, Director Community Wellbeing  
Mrs Jude Holt, Director Corporate Services  
Ms Lynne Habner, Executive Assistant to CEO

**ORDER OF BUSINESS**

<b>1. APOLOGIES .....</b>	<b>3</b>
<b>2. PREVIOUS MINUTES .....</b>	<b>3</b>
2.1 CONFIRMATION OF MINUTES.....	3
2.2 REVIEW OF ACTION SHEET.....	4
<b>3. COUNCILLORS' REPORTS .....</b>	<b>5</b>
3.1 MAYORAL REPORT .....	5
3.2 COUNCILLORS' REPORT.....	7
<b>4. DECISION REPORTS .....</b>	<b>12</b>
4.1 LODDON SHIRE COMMUNITY GRANTS SCHEME 2016-17 .....	12
4.2 MAY 2016 AUDIT COMMITTEE MEETING .....	16
4.3 ADOPTION OF THE 2016/17 BUDGET.....	20
4.4 UPDATE OF BUSINESS CONTINUITY POLICY, BUSINESS CONTINUITY FRAMEWORK AND BUSINESS CONTINUITY PLAN.....	22
4.5 APPLICATION FOR INTEREST FREE LOAN – JONES EUCALYPTUS DISTILLERY SITE COMMITTEE OF MANAGEMENT .....	24
4.6 IMPACTS OF THE MURRAY DARLING BASIN PLAN ON THE GMID.....	26
4.7 DRAFT LODDDON SHIRE TOURISM STRATEGY 2016-2019 .....	28
4.8 CARAVAN PARKS REDEVELOPMENT WORKS .....	30
4.9 DECOMMISSIONING OF STANDPIPES.....	35
4.10 NEWBRIDGE RETICULATED SEWERAGE AND WATER SUPPLY.....	38
4.11 WEDDERBURN COMMUNITY CENTRE RISING DAMP.....	40
4.12 PLANNING PERMIT NO. 3490.3 FOR EXPANSION OF MUSHROOM COMPOSTING FACILITY .....	44
4.13 COMMUNITY PLANNING PROGRAM 2016-17 .....	51
4.14 PLANNING PERMIT APPLICATION NO.5179, 29 PARK ST, BRIDGEWATER .....	54
<b>5. INFORMATION REPORTS .....</b>	<b>62</b>
5.1 INWARDS CORRESPONDENCE.....	62
5.2 FINANCE REPORT FOR THE PERIOD ENDING 31 MAY 2016 .....	63
<b>6. COMPLIANCE REPORTS .....</b>	<b>65</b>
6.1 DOCUMENTS FOR SIGNING AND SEALING .....	65
6.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS- WEDDERBURN ENGINE PARK.....	67
<b>7. GENERAL BUSINESS.....</b>	<b>69</b>

7.1	EXPRESSION OF APPRECIATION FOR ACTING CEO .....	69
7.2	EXPRESSION OF APPRECIATION FOR DIRECTOR CORPORATE SERVICES .....	69
7.3	LETTER FROM VICTORIAN FARMERS FEDERATION .....	69
7.4	REQUEST FOR INFORMATION FROM VICROADS ABOUT PYRAMID HILL ROAD .....	69
<b>8.</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>70</b>
8.1	REVIEW OF ACTION SHEET .....	70
8.2	SALE OF COUNCIL PROPERTY .....	70
8.3	PLANNING PERMIT NO. 5167 YEMAYA FESTIVAL, FERNIHURST .....	70

UNCONFIRMED

**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: Marg Allan –A/ 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 24 May 2016*
2. *the minutes of the Special Council Meeting of 24 May 2016*
3. *the minutes of the Ordinary Council Meeting of 24 May 2016*
4. *The minutes of the Council Forum of 14 June 2016*

**MOTION**

**Moved: Cr Holt**

**Seconded: Cr Curnow**

That Council confirm:

1. the minutes of the Council Briefing of 24 May 2016
2. the minutes of the Special Council Meeting of 24 May 2016
3. the minutes of the Ordinary Council Meeting of 24 May 2016
4. The minutes of the Council Forum of 14 June 2016

**Carried**

## 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

### RECOMMENDATION

*That Council receive and note the Action Sheet.*

### MOTION

**Moved: Cr Curnow**

**Seconded: Cr Condliffe**

That Council receive and note the Action Sheet.

**Carried**

**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.*

**Cr Beattie**

<b>Murray Darling Association</b>	
<b>Rail Freight Alliance</b>	
<b>Section 86 Committees:</b> Boort Aerodrome Committee of Management, Boort Development Committee Inc., Boort Memorial Hall Committee of Management, Boort Resource Information Centre Committee Inc., Boort Tourism Committee Inc., Korong Vale Mechanics Hall Committee of Management, Korong Vale Sports Centre Committee of Management, Little Lake Boort Management Committee Inc., Yando Public Hall Committee of Management	
<b>Recreation Strategy Implementation Steering Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
26/5/16	Meeting with Stan Liacos
26/5/16	Tour new Boort Hospital
1/6/16	Murray River Group of Councils meeting Echuca

1/6/16	Connections Project Stakeholder meeting Echuca
3/6/16	Breakfast with Water Minister Lisa Neville, Echuca
6/6/16	Loddon Campaspe Councils meeting, Maryborough
	Rural North Central MAV representatives, Mayors and CEOs meeting
8/6/16	South West Loddon Pipeline announcement, Wedderburn
	Steering Committee meeting
14/6/16	Council Forum Wedderburn
15/6/16	Jude Holt and I travelled to Mooroopna meeting with Jaala Pulford
19-22/6/16	Canberra ALGA National General Assembly
23/6/16	Dairy event, Calivil
28/6/16	Council meeting, Serpentine

**MOTION**

**Moved: Cr Holt**

**Seconded: Cr Condliffe**

That Council receive and note the Mayoral Report.

**Carried**

**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.

**Cr Condliffe**

<b>Calder Highway Improvement Committee</b>	
<b>Section 86 Committees:</b> Bridgewater Memorial Hall Committee of Management, Bridgewater on Loddon Development Committee of Management, Campbells Forest Hall Committee of Management, Inglewood Community Sports Centre Committee of Management, Inglewood Riding Club, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Town Hall Committee of Management, Inglewood Reservoir Committee of Management	
26/5/16: Campbells Forest Hall meeting	
<b>Australia Day Committee</b>	
<b>Loddon Youth Committee</b>	
<b>Healthy Minds Network</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
24/5/16	Inglewood and Districts Community Bendigo Bank meeting
2/6/16	Kooyoora Womens Network dinner, Bridgewater
2/6/16	Dingee Bush Nursing Centre Planning Day

8/6/16	Rural Financial Counselling Service meeting Bendigo
7/6/16	North Central Local Learning Education Board meeting, Charlton
12/6/16	Attended 140 year Inglewood Football Club celebration – great day
13/6/16	Kooyoora Womens network meeting, Inglewood
14/6/16	Council Forum
14/6/16	Inglewood Community Neighbourhood House meeting
15/6/16	Healthy Minds meeting, Newbridge
15/6/16	BOLD meeting, Bridgewater
16/6/16	Womens Health Loddon Mallee, Bendigo
17/6/16	Inglewood Lions Club changeover
21/6/16	Dingee Bush Nursing Centre Board meeting
23/6/16	Calivil dairy information day. Loddon Shire and other organisations spoke on the day.
15/6/16	Attended Mens Matters at Bridgewater Recreation Reserve. Well attended, great speakers.
28/6/16	Council meeting, Serpentine
3/6/16	Rural Financial Counselling farewell to the service

**Cr Holt**

<b>Municipal Association of Victoria</b>
<b>Section 86 Committees:</b> Donaldson Park Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Engine Park Committee of Management, Wedderburn Mechanics Institute Hall Committee of Management, Wedderburn Tourism Inc.
<b>Audit Committee</b>
<b>Other Council activities</b>



<b>DATE</b>	<b>Activity</b>
25/5/16	Attended meeting of the Wedderburn Development Association. Much discussion centred on the future of the Wedderburn Caravan Park and its development. The WDA has allocated the 2016/17 Wedderburn Ward community planning money of \$50,000 to the caravan park and there is \$195,000 in the 16/17 Council Budget for park improvements.
26/6/16	With Helen Anstis, CEO of Baw Baw Shire and Anna Lotkowitz from Regional Development Victoria, we formed the panel for Rural Councils Victoria to assess the expressions of interest from rural councils to house the RCV secretariat. The recommendation of Towong has been accepted by RCV executive committee.
28/5/16	Attended the Wedderburn vs Birchip winter sports program at Wedderburn
3/6/16	Attended the Wedderburn Development Association "winefest" of Wedderburn where local and regional wineries presented their products
4/6/16	Attended the Wedderburn vs Charlton winter sports program at Charlton
6/6/16	Attended the combined MAV North Central Rural Region meeting and Loddon Campaspe Councils meeting at Maryborough
8/6/16	Attended public announcement at Wedderburn council offices by Damian Drum, Nationals candidate for Murray, of the final piece of funding of \$20 million for the South West Loddon pipeline from the Commonwealth Water Infrastructure Fund
8/6/16	Attended meeting of South West Loddon Pipeline Steering Committee at Wedderburn
8/6/16	Chaired meeting of South West Loddon Pipeline Community Consultative Committee at Wedderburn
10/6/16	Attended meeting of Rural Councils Victoria Executive Committee in Melbourne
14/6/16	Attended Council Forum at Wedderburn
18/6/16	Attended Wedderburn vs Wycheproof winter sports program at Wycheproof
19/6/16	Attended the National General Assembly of Local Government in Canberra from 15 June to 22 June
20/6/16	With the Murray River Group of Councils, attended meeting with Mat Coulton, Senior Water Adviser to Deputy Prime Minister Barnaby Joyce
20/6/16	With Murray River Group of Councils, attended meeting with Murray Darling Basin Authority chaired by Phil Glynde

**Cr McKinnon**

**North Central Goldfields Regional Library**

**Section 86 Committees:** Dingee Progress Association, East Loddon Community Centre Committee of Management, Mitiamo Municipal Recreation Reserve Committee of Management, Pyramid Hill Memorial Hall Committee of Management, Pyramid Hill Swimming Pool Committee of Management, Serpentine Bowls and Tennis Pavilion and Reserve Committee of Management

**Nature Tourism Advisory Team**

**Other Council activities**

<b>DATE</b>	<b>Activity</b>
27/5/16	Attended both CVGA and GLC meetings in Castlemaine
3/6/16	MDA federal election candidate forum in Echuca to hear about views on water issues
11/6/16	Lions Market in Pyramid Hill, this was the last market until September
14/6/16	Council Forum in Wedderburn
14/6/16	Jarklin Hall Committee of Management AGM
15/6/16	Took part in GMW Connections 'Round Table' discussions in Pyramid Hill. All sessions were well attended, with GMW receiving strong messages from LVIA representatives about the need to complete the Connections Project in the Loddon Valley.
15/6/16	Pyramid Hill Progress Association meeting
17/6/16	Attended a meeting of support services in Dingee to address needs of the dairy farmers
20/6/16	Fiesta committee meeting
22/6/16	Pyramid Hill Lions changeover dinner
23/6/16	Calivil Agribusiness Forum focussed on support for dairy industry, organised by Darryn Hartnett, with our Mayor, Cr Beattie on the guest panel. This was well organised with good support from the service industries, but not well attended by dairy farmers.
28/6/16	Council meeting, Serpentine

26/6/16	Assisted the Neighbourhood House to relocate to their new premises at the DHS units and thank council staff for works on the car park area.
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**Cr Curnow**

<b>Loddon Mallee Waste Resource Recovery Group</b>	
3/6/16: Board meeting held at Gisborne	
<b>Section 86 Committees:</b> Eddington Community Centre Committee of Management, Kingower Development and Tourism Committee Inc.	
<b>Municipal Emergency Management Plan Committee and Municipal Fire Prevention Committee</b>	
10/6/16: Attended the meeting held at MAV office in Melbourne	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
25/5/16	Attended lunch with Board Members of Inglewood and District Hospital
30/5/16	Chaired the Triennial Election of office bearers for Rheola Recreation Reserve
14/6/16	Attended Council Forum at Wedderburn
22/6/16	Attended opening of the Tarnagulla School BBQ area sponsored by Inglewood and District Community Bank
25/6/16	Attended Newbridge/Pyramid Hill winter sports day where Megan Purcell, Liberal Candidate for Bendigo electorate announced \$15,000 grant to Newbridge Reserve for installation of solar panels.
28/6/16	Loddon Shire Council meeting at Serpentine
8/6/16	Funding announcement, Wedderburn

**MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Condliffe**

That Council receive and note the Councillors' Report.

**Carried**

**4. DECISION REPORTS**

**4.1 LODDON SHIRE COMMUNITY GRANTS SCHEME 2016-17**

**SUMMARY**

Provides a summary of applications received and associated funding recommendations under the 2016/2017 Loddon Shire Community Grants Scheme.

Author: Allan Stobaus, Manager Community Support  
 Council Plan ref: Strategic Platform 4: Make our towns liveable and memorable  
 File no: 16/02/001  
 Attachment: Summary of applications and recommendations 2016 -2017 Community Grants

**RECOMMENDATION**

*That Council allocate \$198,820.04 in grants under the 2016/17 Loddon Shire Council Community Grants Scheme as nominated in the attached spread sheet.*

**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?

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

Officer name	Nature of interest	Reason for conflict
Wendy Gladman	Direct interest  If indirect, the type of indirect interest is: Choose an item.	Serpentine Bowling Club – Treasurer  Excluded from discussion and decision on Item # 24 – Serpentine Bowling Club: Building upgrade

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

**PREVIOUS COUNCIL DISCUSSION**

NIL

**BACKGROUND**

The Loddon Shire Community Grants program commenced in 2000/2001. Council initiated the scheme to assist recreation, sporting and service organisations to deliver projects that improve the quality of life for residents. Since the scheme was initiated, Council has invested approximately \$1.9 million toward 640 community-based projects worth a total of approximately \$5.4 million.

Council's draft 2016/17 budget includes an allocation of \$200,000 for the Community Grants scheme.

Applications for the 2016/17 Community Grants program opened in February 2016 and closed on 1 May 2016. Applications have been assessed against the following criteria:

- demonstrated community need
- improved existing facilities and/or increased participation
- multi-use and broad community benefit
- self-help i.e. in-kind and/or cash commitment
- effective and efficient use of resources

Where applicable, projects have also been assessed in consideration of:

- the efficient use of resources, for example energy efficiency components of the project or sharing of resources with the wider community
- ability to provide access for all, for example does the project consider the needs of people with a disability or the elderly
- projects that pose inherent risk in terms of public safety have been assessed in terms of the severity of the risk prior to being considered for funding.

### **ISSUES/DISCUSSION**

In total 39 applications requesting financial assistance to the value of \$255,902.74 were received. Of these:

- 28 have been recommended for full funding
- 3 have been recommended to receive a slightly lower allocation than requested
- 1 has been recommended to receive planning assistance
- 2 projects will be funded from other Council budgets and
- 5 applications have not been recommended for funding.

The 5 applications for which no allocation is recommended include:

- Wedderburn Development Association:

This application requests funding assistance towards the purchase and installation of outdoor gymnasium equipment to go into Jacka Park.

The requested allocation of \$10,000 from Council, combined with the \$5,000 committed by the Wedderburn Development Committee, would not adequately fund the project.

Other communities have also expressed interest in outdoor gym equipment. Therefore, Council officers recommend the development of a plan inclusive of all communities of interest, to identify the need for and the potential locations of this equipment. The development of this plan will involve a thorough consultation process with the community and Council's Parks and Gardens Department.

This will provide Council with a clear understanding of the need, justification and ongoing maintenance requirements associated with installing such equipment. It will also provide clear recommendations in regard to the scope and location for any proposed equipment of this nature. At present Council officers are preparing a funding submission to obtain funds to undertake this planning.

- Bears Lagoon / Serpentine Football Netball Club

This application requested assistance towards the purchase of balls for netball and football training as well as game days. This application has not been recommended for funding as this type of equipment is deemed to be the responsibility of the club.

- Wedderburn Lions Club:

This application requested funding to start up a visitors radio station with the primary purpose being to promote Wedderburn and the surrounding district. This application has not been recommended for funding as the promotion of Loddon's townships and attractions is identified as a priority in Council Tourism Plan. This plan identifies that Council's Tourism Officer will implement strategies within the plan that will effectively promote Wedderburn and the shire. It is suggested that Council's tourism officer work with the Wedderburn Lions Club to determine how they could be involved in tourism promotion.

- Dingee Bush Nursing Centre:

This applicant has requested financial assistance to purchase a generator to provide a backup power supply for the centre in case of emergency. Council Officers believe that this is the responsibility of the responsible health service and have not recommended it for funding.

- Lions Club of Wedderburn:

This application requested assistance towards the restoration of a vintage truck for promotion of Wedderburn. This application has not been recommended for funding as the vintage truck is privately owned.

In order to comply with budgetary requirements and to ensure as many eligible projects as possible are supported, it is sometimes necessary to identify applications that may be able to be achieved with a lesser allocation than requested. This process is achieved by reviewing project budgets in consultation with the applicants.

Applications which have been recommended to receive a reduced allocation to that which was originally requested are listed below.

- Korong Wedderburn Historical Society: This application requested funding assistance to construct toilet facilities at the Korong Historical Society. Council Officers believe that a detailed design needs to be completed to ensure that compliance and planning issues are considered. It is recommended that an allocation of \$2,000 be made from the 2016/17 community grants budget to meet the costs associated with the development of the plans.
- Wedderburn Community House: Scoop and Scuttlebutt newsletter funding is consistent with other newsletters within the Shire.
- Boort Resource and Information Centre: About Boort Newsletter funding is consistent with other newsletters within the Shire.
- Dunolly District Field and Game: This will allow the Club to purchase one Shooting trap instead of two.

### **COSTS/BENEFITS**

The Community Grants program offers significant benefit to the local community through provision of funding for specific projects which may otherwise struggle to secure funding through Council's other infrastructure programs or initiatives.

As demonstrated in the value of projects delivered since the inception of the program, Councils investment towards these grants yields far greater community benefit both in terms of financial investment and social wellbeing.

As per Councils previous commitment, administration of the scheme has continued on the basis of \$200,000 being available annually to contribute towards proposed community projects and programs.

### **RISK ANALYSIS**

Primary risks associated with the Community Grants scheme are believed to be as follows:

Adherence to Program Guidelines: Detailed program guidelines identify which projects and programs are considered eligible for community grants. All applications are assessed against these guidelines for eligibility so as to ensure that funding made available through this program is distributed equitably and provides greatest benefit to the overall Loddon community.

Failure to adhere to these guidelines could comprise the integrity of the grant program and the ability for Council to adequately fund appropriate community projects.

Failure to deliver projects: All successful applicants are required to adhere to a formal funding agreement which clearly identifies the purpose of the grant, delivery timeframes and reporting

requirements. This is to ensure that expenditure of public money is conducted in a transparent and efficient manner.

### **CONSULTATION AND ENGAGEMENT**

The Loddon Shire Community Grants program is advertised annually during February with applications closing in May. During this period, community groups or individuals interested in applying for grants are encouraged to contact the relevant staff to discuss their proposals.

Funding guidelines are also made available to prospective applicants via Councils web site as well as via direct emails issued to community groups upon opening of the scheme.

Applicants that have been recommended a lesser allocation than that requested have been consulted with to ensure that their projects can still be achieved.

All unsuccessful applicants will be provided with feedback in regard to their applications after recommendations are finalised and endorsed by Council.

### **MOTION**

**Moved: Cr Condliffe**

**Seconded: Cr Curnow**

That Council allocate \$198,820.04 in grants under the 2016/17 Loddon Shire Council Community Grants Scheme as nominated in the attached spread sheet.

**Carried**



**4.2 MAY 2016 AUDIT COMMITTEE MEETING**

**SUMMARY**

This report provides Council with an overview of the Audit Committee meeting held on 19 May 2016.

Author: Jude Holt, Director Corporate Services  
 Council Plan ref: Strategic enabler: Effective and efficient operating systems and procedures  
 File no: 06/02/003  
 Attachment: Audit Strategy for the year ended 30 June 2016  
 Audit Committee Charter

**RECOMMENDATION**

*That Council:*

1. *endorses the performance improvement recommendations in the Review of Building Management Services Report*
2. *endorses the Audit Strategy for the year ended 30 June 2016*
3. *endorses the amended Audit Committee Charter.*

**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 was provided with a summary of the February 2016 Audit Committee Meeting at the Ordinary Meeting held on 22 March 2016.

**BACKGROUND**

The Audit Committee was created under Section 139 of the Local Government Act 1989, which states that "Council must establish an audit committee".

The committee is made up of four independent community members, and Cr Gavan Holt, as Council's representative. Council's Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for:

- the enhancement of the credibility and objectivity of internal and external financial reporting
- effective management of financial and other risks and the protection of Council assets
- compliance with laws and regulations as well as use of best practice guidelines
- the effectiveness of the internal audit function



- the provision of an effective means of communication between the external auditor, internal audit, management and the Council
- facilitating the organisation's ethical development
- maintaining a reliable system of internal controls.

In order to provide a structured approach and ensure that the committee addresses each of its responsibilities, an annual calendar of actions and an internal audit review program are established each year, and these guide the activities of the committee.

### **ISSUES/DISCUSSION**

The agenda for the May 2016 meeting included the following:

#### **Appointment of committee member**

The committee was advised that Mr Rod Baker has been appointed for a further term of four years after the recent recruitment process.

#### **Appointment of Chair**

Ms Marg Allan, Council's Acting Chief Executive Officer held an election for the Chair for the next term. She called for nominations and received one nomination for Mr Ken Belfrage who accepted the nomination for position of Chair.

Council endorsed that recommendation at the Ordinary Meeting held on 24 May 2016.

#### **External audit strategy**

Mr Martin Thompson of Crowe Horwarth addressed the committee to provide the external audit strategy for the year ended 30 June 2016.

Mr Thompson advised the audit team would commence an interim audit visit in the week commencing 30 May 2016, and would be on site during the third week of July. A draft closing report is expected to be available for the August Audit Committee meeting.

#### **Review of building management services**

Mr Kundai Mtsambiwa of HLB Mann Judd provided a report on the findings of the review of building management services. The Building Asset Management Plan was found to be comprehensive and detailed, and policies were in place to guide staff about the management of assets.

High risk issues included the absence of a centralised buildings register, absence of routine building condition inspections, and lack of formal requirement for contractor performance review prior to payment of invoice to ensure the work performed was adequate. Medium risks include the inadequacy of the review cycle of the Building Asset Management Plan to incorporate legislative changes, the need for review of policies and procedures, and lack of investment to meet future liability and follow up actions to address gap analysis.

There are nine improvement actions resulting from the report.

#### **Review of audit plan**

The committee was provided with a report of the current audit plan and what has been completed under that plan. The committee resolved to include the following reviews on the program for 2016/17:

- Purchase and issue of stores, equipment and small plant from Council depots (including purchase on credit cards)
- Purchasing and accounts payable
- Management of privacy responsibilities
- Follow-up report for discussion with the Audit Committee and internal auditor.

#### **Audit Committee Charter**

Committee members considered the current Charter and suggested amendment to clause 5.3(b), which has been incorporated into the amended Charter provided with this report.

#### Draft budget for the year ended 30 June 2017

The committee was provided with an overview of the draft budget.

#### Annual performance survey

The committee was provided with the results of the annual performance survey, and a report explaining areas that received unsure responses, including maintaining an ethical environment within the membership and activities of the audit committee, scheduled audit reviews in accordance with risk assessments, corporate governance arrangements, review of reports on compliance with legislation, and approval of a three year audit program.

#### Other agenda items

Other agenda items, some of which are standard items included:

- compliance report
- finance report
- update on council activities
- risk management report, incorporating the strategic risk report
- a presentation on the "Know Your Council" website
- fraud report
- major lawsuits report.

#### Next review

The next review will be purchase and issue of stores, equipment and small plant from Council depots (including purchase on credit cards).

It will be presented at the next meeting of the committee which has been scheduled for 18 August 2016.

#### **COSTS/BENEFITS**

There are costs associated with the audit committee and internal audit function.

However, in most cases, actions resulting from audit reviews do not bear any new costs as they are undertaken by current staff.

The benefits that the internal audit function provides Council are:

- business improvement relating to the audit review areas
- standard policy and procedure documents which are developed through the action list
- improvement in knowledge management that will assist with succession planning over time
- a reduction in risk in areas relating to audit reviews.

#### **RISK ANALYSIS**

The internal audit program has been created and is annually updated on a risk basis, ensuring that Council's program addresses the areas of highest risk or greatest concern to audit committee members and Council officers.

#### **CONSULTATION AND ENGAGEMENT**

Nil

**MOTION**

**Moved: Cr Curnow**

**Seconded: Cr Condliffe**

That Council:

1. endorses the performance improvement recommendations in the Review of Building Management Services Report
2. endorses the Audit Strategy for the year ended 30 June 2016
3. endorses the amended Audit Committee Charter.

**Carried**

UNCONFIRMED

**4.3 ADOPTION OF THE 2016/17 BUDGET**

**SUMMARY**

This report seeks Council’s approval to adopt the 2016/17 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. *having advertised the Draft Budget and having received no submissions, adopt the 2016/17 Budget, or  
having advertised the Draft Budget and having considered all submissions received, adopt the 2016/17 Budget without amendment, or  
having advertised the Draft Budget and having considered all submissions received, adopt the 2016/17 Budget with amendment*
2. *update the Strategic Resource Plan in the Council Plan 2013-2017 to reflect figures included in the 2016/17 Budget.*

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

<b>Officer name</b>	<b>Nature of interest</b>	<b>Reason for conflict</b>
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 was presented with the 2016/17 Draft Budget at a Council Forum on Tuesday 10 May 2016.

Council resolved to advertise the Draft Budget at a Council Meeting on Tuesday 24 May 2016.

**BACKGROUND**

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

The final Draft Budget was presented at the Council Meeting held on Tuesday 24 May 2016 at which Council resolved to advertise the Draft Budget.

Advertisements were placed in the Bendigo Advertiser on Saturday 28 May 2016 and Saturday 4 June 2016 and in the Loddon Times on Tuesday 31 May 2016.

The Draft Budget was placed on public display for 28 days from Monday 30 May 2016 until Monday 27 June 2016, in accordance with the requirements of Section 223 of the Local Government Act 1989 (the Act).

During this period, copies of the Draft Budget were made available for public inspection at the Wedderburn and Serpentine Council Offices, at post offices, neighbourhood houses and resource centres across the municipality, and on Council's website.

### **ISSUES/DISCUSSION**

At the time of preparing this report no submissions had been received. It is acknowledged that submissions may be received up to Monday 27 June 2016. If any submissions are received they will be summarised and provided to Council for consideration. Following consideration Council may choose to adopt with or without amendment.

For this reason this report allows for three alternate recommendations based on whether submissions are received, and whether Council chooses to amend the budget following consideration of submissions.

### **COSTS/BENEFITS**

The benefits to Council and the community is that a consultative budget process complies with the Local Government Act 1989, and allows the community to provide feedback to Council on the budget's content.

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 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 adoption of the 2016/17 Budget.

### **MOTION**

**Moved: Cr Condliffe**

**Seconded: Cr McKinnon**

That Council:

1. having advertised the Draft Budget and having received no submissions, adopt the 2016/17 Budget
2. update the Strategic Resource Plan in the Council Plan 2013-2017 to reflect figures included in the 2016/17 Budget.

**Carried**

**4.4 UPDATE OF BUSINESS CONTINUITY POLICY, BUSINESS CONTINUITY FRAMEWORK AND BUSINESS CONTINUITY PLAN**

**SUMMARY**

This report seeks Council's approval of the Business Continuity Policy, Framework and Plan.

Author Carol Canfield, Manager Organisational Development

Council Plan ref: Core business 8: Compliance

File no: 08/07/006

Attachment: Business Continuity Policy, Business Continuity Framework and Business Continuity Plan

**RECOMMENDATION**

*That Council adopt the Business Continuity Policy, Business Continuity Framework and Business Continuity Plan.*

**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 adopted a Business Continuity Policy, Business Continuity Framework and Business Continuity Plan on 23 September 2014.

**BACKGROUND**

Council's Business Continuity Policy, Business Continuity Framework and Business Continuity Plan are required to be reviewed annually to ensure they remain relevant and up to date to Council's business and needs.

Prior to reviewing the documents a consultant was engaged to hold a business continuity exercise, this was held on the 8 December 2016.

The objective of this test was to:

- undertake a desktop scenario based exercise to test Council's Business Continuity Plan
- provide a post exercise report that outlined what worked well, what issues were identified, and highlight any improvement opportunities.

Recommendations from the business continuity test were incorporated into the policy, framework and plan. Staff with responsibility for critical activities also reviewed and updated their activities to ensure they remain current.

**ISSUES/DISCUSSION**

The reviewed policy, framework and plan are now provided to Council's consideration; they outline Council's commitment to business continuity management.

The policy outlines Council's commitment to:

- good governance in business continuity management
- providing a structure to cover what is to be done in a business continuity event to restore services
- identifying the Management Executive Group for overseeing the business continuity management program.

The framework:

- sets out the business continuity components
- establishes guidelines to implement effective business continuity management
- outlines roles and responsibilities
- provides an outline of the governance requirement for best practice.

The plan:

- identifies when the Business Continuity Plan will be activated
- identifies maximum tolerable period of disruption
- provides a checklist of activities when the plan is activated.

### **COSTS/BENEFITS**

There are no direct costs associated with adoption of the policy, framework and plan.

The benefit in adopting the policy, framework and plan is that there is a clear commitment from Council to provide a structure to cover what is to be done in a business continuity event.

### **RISK ANALYSIS**

Having a pre-defined, well documented Business Continuity Policy, Business Continuity Framework and Business Continuity Plan that clearly communicates how Council will respond during a business continuity event will help mitigate the risks associated with an event.

### **CONSULTATION AND ENGAGEMENT**

In accordance with Council's Strategic Document or Policy Development Approval and Review Process, the policy, framework and plan was provided to the Risk Management Committee and leadership team for discussion prior to being presented to Council at an Ordinary Meeting for approval.

### **MOTION**

**Moved: Cr Curnow**

**Seconded: Cr McKinnon**

That Council adopt the Business Continuity Policy, Business Continuity Framework and Business Continuity Plan.

**Carried**



**4.5 APPLICATION FOR INTEREST FREE LOAN – JONES EUCALYPTUS DISTILLERY SITE COMMITTEE OF MANAGEMENT**

**SUMMARY**

This report seeks Council’s approval of an application for interest free loan by Jones Eucalyptus Distillery Site Committee of Management.

Author: Jude Holt, Director Corporate Services  
 Council Plan ref: Strategic Platform 1: Build a network of strong communities  
 File no: 02/01/024  
 Attachment: Letter from committee seeking loan

**RECOMMENDATION**

*That Council approves an interest free loan of up to \$6,000 to Jones Eucalyptus Distillery Site Committee of Management for purchase of a commercial coffee machine, and that the agreement states that five annual repayments be made to recoup the loan funds.*

**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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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**

Council has an interest free loan reserve that is available for community groups to assist them in purchasing or updating equipment or facilities.

The reserve operates by Council providing up front funds to the committee for its expenditure, and recouping the loan over a period of up to five years.

The reserve has a pool of \$100,000 and currently there is only \$7,000 outstanding from community groups. This amount will be fully repaid to Council by 1 August 2018.

**ISSUES/DISCUSSION**

Council was contacted by the Inglewood Eucy Museum & Distillery Park committee advising that an offer had been made to them by way of a loan to purchase a commercial coffee machine for the site.

The museum is managed by the Jones Eucalyptus Distillery Site Committee of Management which is a Section 86 committee. The Instrument of Delegation for this and every Section 86 committee prohibits borrowing (*“in accordance with the Local Government Act 1989 the Committee cannot*



*obtain funds by way of loan or overdraft*”) so the committee asked whether there was any alternative way of funding the purchase.

An application for an interest free loan was suggested, and the committee has provided a letter of application which is included as an attachment to this report.

Although the heading of the letter states that \$5,000 is sought, the content of the letter outlines that cost could be between \$4,000 and \$6,000. This report recommends that Council allows a loan for the cost of the machine, up to \$6,000 so that the committee has scope to purchase its preferred machine.

**COSTS/BENEFITS**

There is no direct cost associated with this report.

The benefit is providing support to the volunteer committee in their pursuit to improve the visitor experience at the eucalyptus museum in Inglewood.

**RISK ANALYSIS**

There is a financial risk associated with non-repayment of the loan should the committee become non-financial or non-operational in the future.

**CONSULTATION AND ENGAGEMENT**

Nil

**MOTION**

**Moved: Cr Condliffe**

**Seconded: Cr McKinnon**

That Council approves an interest free loan of up to \$6,000 to Jones Eucalyptus Distillery Site Committee of Management for purchase of a commercial coffee machine, and that the agreement states that five annual repayments be made to recoup the loan funds.

**Carried**

**4.6 IMPACTS OF THE MURRAY DARLING BASIN PLAN ON THE GMID**

**SUMMARY**

Council is requested to make a financial contribution of \$2500 towards the development of a socio-economic study on the impacts of the Murray Darling Basin Plan on the Goulburn Murray Irrigation District.

Author: Marg Allan, A/Chief Executive Officer

Council Plan ref: Strategic Platform 3: Champion our agrifood enterprises

File no: 15/03/015

Attachment: Nil

**RECOMMENDATION**

*That Council contribute \$2500 towards the development of a socio-economic study on the impacts of the Murray Darling Basin Plan, within the GMID.*

**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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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**

**BACKGROUND**

Council has been approached by GMID Water Leadership Forum; a new group created following a Murray Darling Basin Water Summit in Tatura on 28 October 2015, organised by the Committee for Greater Shepparton. The Water Leadership Forum is chaired by Suzanna Sheed, State Member for Shepparton.

The Water Summit focussed on the adverse impacts from the implementation of the Murray Darling Basin Plan on the Goulburn Murray Irrigation District. The Committee for Greater Shepparton has made a submission to the Senate Select Committee Murray Darling Basin Plan outlining the serious detrimental effects on agricultural production in the GMID.

**ISSUES/DISCUSSION**

To strengthen the case regarding the detrimental effects of the Murray Darling Basin Plan of the GMID, the Water Leadership Forum is undertaking research on the socio-economic impacts. The project is designed to build an evidence base, to enable more effective advocacy to government and the Murray Darling Basin Authority.

An approach has been made to various impacted municipalities seeking a financial contribution towards the project cost of \$60,000.

**COSTS/BENEFITS**

Evidence regarding the socio-economic impacts at the micro level will be very useful to Council and all the contributors to the study. It will provide sound information regarding the impacts on communities and individuals in the GMID. The document will support advocacy to external authorities and government to explain the local impacts of the Murray Darling Basin Plan.

**RISK ANALYSIS**

No risks have been identified.

**CONSULTATION AND ENGAGEMENT**

The Murray River Group of Councils has considered this matter and is supporting the project with a financial contribution.

**MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Condliffe**

That Council contribute \$2500 towards the development of a socio-economic study on the impacts of the Murray Darling Basin Plan, within the GMID.

**Carried**

**4.7 DRAFT LODDON SHIRE TOURISM STRATEGY 2016-2019**

**SUMMARY**

Seeking approval for the draft Loddon Shire Tourism Strategy 2016-2019 to be placed on display for public comment for a period of 2 weeks.

Author: Robyn Vella, Tourism and Marketing Officer  
 Council Plan ref: Strategic Platform 5: Grow and diversify our economy  
 File no: 16/07/003  
 Attachment: Draft Loddon Tourism Strategy 2016-2019

**RECOMMENDATION**

*That Council:*

1. *release the draft Loddon Shire Tourism Strategy 2016-2019 for public comment*
2. *display the draft Strategy for a period of 2 weeks.*

**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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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**

At the June Council forum Loddon Shire Tourism and Marketing Officer outlined the draft Loddon Shire Tourism Strategy 2016 -2019

**BACKGROUND**

In October 2015 a report was presented to Council with the outcomes of the Loddon Shire Council Tourism Strategy 2011 – 2016. At that meeting Council agreed to commence the development of the 2016 – 2019 Loddon Shire Tourism Strategy.

Communityvibe was engaged to develop the draft Loddon Shire Tourism Strategy 2016 -2019.

**ISSUES/DISCUSSION**

The Draft Loddon Shire Tourism Strategy 2016 – 2019, aims to:

- attract a higher yield visitor spend
- increase viability of existing businesses
- encourage new investment
- create more jobs
- attract new residents
- increase community pride
- provide more liveable communities
- increase appreciation for natural assets.

Over the life of the Strategy, the focus of tourism will be on five key focus areas of tourism product development, industry development, research, marketing and partnerships.

The key actions listed in the strategy are:

- Develop marketing plans for each main town with smaller towns to align themselves with a larger town.
- Develop a series of themed regional self-drive itineraries.
- Develop a more effective way of delivering visitor services throughout the Shire particular around the Bridgewater and Boort areas.
- Facilitate the growth of indigenous culture tourism opportunities in the Shire.
- Develop a prospectus to attract larger events. Improve the collection of data so we can better understand the way visitors are travelling across the region and the information sources they are engaging with.

To progress the strategy, in accordance with Council's usual procedure, the draft strategy should now be exhibited and community comment sought prior to council adopting the final version.

### **COSTS/BENEFITS**

An additional \$20,000 is required over 3 years to deliver the actions in the Loddon Shire Tourism Strategy 2016-2019.

### **RISK ANALYSIS**

No risks have been identified in relation to this recommendation.

### **CONSULTATION AND ENGAGEMENT**

The Strategy has been developed based on business, community and Council staff feedback and the review of internal and external tourism related strategies.

### **MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Curnow**

That Council:

1. release the draft Loddon Shire Tourism Strategy 2016-2019 for public comment
2. display the draft Strategy for a period of 2 weeks.

**Carried**

**4.8 CARAVAN PARKS REDEVELOPMENT WORKS**

**SUMMARY**

The report provides a redevelopment plan for Council’s caravan parks at Boort, Pyramid Hill and Wedderburn

Author: Bryan McEwan, Manager Economic Development  
 Council Plan ref: Strategic Platform 5: Grow and diversify our economy  
 File no: 13/09/015  
 Attachment: Attachment 1: Proposed Infrastructure Upgrade Works

**RECOMMENDATION**

*That Council:*

1. confirm its commitment to its caravan parks
2. consider the list of proposed infrastructure upgrade works for its caravan parks in Boort, Wedderburn and Pyramid Hill in future budgets.

**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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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 redevelopment plan has previously been discussed with council during its development and more recently at the January 2016 council forum.

**BACKGROUND**

An independent report has been completed which provides Council with an overview of market trends and future demand, an infrastructure assessment and likely costs associated with redevelopment work. The report was completed in response to both Council’s and the community’s concerns in relation to the quality, standard and availability of accommodation throughout the shire and in particular, the standard of accommodation within its caravan parks.

Focussing on Council’s caravan parks in Wedderburn, Boort and Pyramid Hill, the review included:

- a market review and demand analysis, modelled against national, state and local market trends;
- an infrastructure assessment of each park and identifying any compliance issues that are present;
- preparation of Concept Master Plans for the re-development and upgrade of the parks, recognising current and future market demands and compliance with relevant authorities; and
- preparation of cost estimates for each park’s improvement works.

The report provides Council with guidance as to the future direction of the caravanning market, likely market expectation and an asset renewal plan that will serve the need of both current and future park patrons.

### ISSUES/DISCUSSION

The 'Market analysis, park redevelopment and master plan' (Boort, Wedderburn and Pyramid Hill) report has provided a comprehensive review of each of the caravan parks and makes recommendations based on compliance, visitor expectations and market trends.

Within the report there are a number of observations made in relation to caravanning and camping market. In a summary assessment of the Australian and Victorian Caravan and Camping Market it was noted that:

- 'Victoria accounts for around 22% of the caravan and camping parks (with 40 or more powered sites), or an estimated total of around 360 parks. The industry has reinvented itself over the past 10 years, to offer more facilities and better accommodation.  
A major focus has been on improving facilities for families (a major market), with the provision of more self-contained cabins and units, barbeque facilities and shelters, coin operated laundries, play equipment, improved amenity blocks, and entertainment/games rooms.
- A differentiation is emerging between weaker, poor quality operators and more sophisticated, high quality parks, often operating under the banner of caravan park chains.
- The visitor experience is influenced by the quality of the park infrastructure and the service provided by park managers (from reservation to check-in and stay). Research shows that in choosing a caravan and holiday park, the following key determinants are a priority: clean toilet and shower facilities; a friendly/approachable operator; and the general appearance of the caravan park.'

The report also notes that:

'Victoria experienced strong growth in the year ended June 2014 - domestic overnight caravan and camping visitors increased by 7.0%.

Users of caravan and camping parks tend to be **intra-state** visitors. Intra-state visitors made up 83% of domestic overnight visitors to and within Victoria. Visitors from the Melbourne metropolitan area - comprised 44% of the market and persons from Regional Victoria made up 39%.

Domestic overnight caravan and camping visitors were most likely to be aged between 25-44 years (36%) or 45-64 (35%), with around 15% aged 65 years and over.

Around two thirds (64%) of domestic overnight caravan and camping visitors in Victoria were on relatively **short stays** of between 1 to 3 nights (e.g. short breaks or long weekends). Longer stays were generally reported in holiday periods, with 27% staying for up to 7 nights.

**The market is highly seasonal:** Aggregate data for all areas (coastal and inland) show that, visits in Victoria peak during the summer period by attracting 33% of annual domestic overnight caravan and camping visitors. It also stays strong in autumn (29% of visitors annually), which includes the Easter break. Visit levels are low during winter with only 13% of visitors. There is also an alignment with school holidays for family visits.

There are some differences between demographic groups, with older persons and couples without school aged children, not being tied to the peak holiday periods.

The Tourism Victoria survey identified the **top 10 activities** of caravan/camping visitors. The active nature of camping is reflected in:

- 30% who went bushwalking or on rainforest walks;
- 25% visited national parks or state parks;
- 25% went to the beach;
- 15% of visitors went fishing;



- 10% were involved in outdoor activities; and
- 7% were undertaking water sports (e.g. boating, water skiing, kayaking etc.).
- In all 46% of domestic overnight caravan and camping visitors within Victoria eat out – providing a market for local pubs, cafes and restaurants.

The Loddon Parks provide access to some of these activities including: bushwalking; national parks; fishing; and boating (particularly Boort).

In providing a market assessment and required upgrades, the report makes the following observations:

#### Boort Caravan Park

*'Due to the attractiveness of the location and the boating activity, investment in the Boort Park in infrastructure and upgrades of the park would yield benefits in terms of increased visitor numbers and revenues.'*

#### Wedderburn Caravan Park

*'To increase the visitor numbers, there would be a need to bring the Wedderburn Park up to the standard that is required by the contemporary visitor market.'*

#### Pyramid Hill Caravan Park

*'As the main accommodation in Pyramid Hill, the park remains important for the town in both an economic and social sense. Due to low revenues, the park is managed by a volunteer community group, which allows for minimalist low-cost operations.'*

The report recommends that Council commit to further investment into each of the parks. By investing in its caravan parks Council will

- Address substandard park quality and appearance
- Address compliance issues including Country Fire Authority regulations
- Improve visitor numbers and demand

These recommendations are further reinforced through the recently completed Bendigo Regional Tourism, Destination Management Plan. Of the five partner councils involved in Bendigo Regional Tourism, each council nominated accommodation as being one of their development opportunities. A key development opportunity for Loddon:

*'Developing the accommodation base, particularly in nature-based accommodation and reinvestment into caravan and camping parks'*

Caravan parks in regional areas including Loddon provide the opportunity to attract short stay and caravanning groups. By investing in council's caravan parks, it is expected that this will result in increased visitor numbers, more frequently and for longer periods, which then results in local economic benefit through the purchase of local goods and services.

#### Current position

While there have been improvements to the parks over time, more recent (completed) improvements include:

Across each of the caravan parks

- Fire services: \$310,500

Wedderburn:

- Caretaker's cabin: \$126,000

Boort:

- Amenities block refurbishment: \$157,000

Pyramid Hill

- New cabin: \$55,000

In line with the proposed further works for 2016/17 (draft budget) include:

Wedderburn:



- Tree removal/lopping: \$30,000 (maintenance item, not included within the current list of improvement works)
- Entry improvements: \$15,000 (See Attachment – Wedderburn, Part of item 10)
- Amenity block refurbishment: \$150,000 (See Attachment – Wedderburn, Item 1)

Pyramid Hill

- Amenity block: \$100,000 (See Attachment – Pyramid Hill, Item 1)

Recommended actions are summarised in the attached table, which also incorporates indicative costs noting, however, that all projects will require closer cost estimates/quotation before proceeding.

The delivery of items within the plan will be subject to available funding.

Caravan park improvement works have been included within the Long Term Financial Plan (LTFP), with staged improvements to occur in line with the original 'Redevelopment and Master Plans'. Within the LTFP it was expected that works were to be funded through a combination of the caravan park reserve and from Council funds, spanning the financial years 2017/18 to 2024/25.

Given the extended timeframe for full implementation (8 years) external funding opportunities will be investigated as they become known (for example, the state government's Regional Jobs and Infrastructure Fund; the Australian Government's National Stronger Regions Fund).

### **COSTS/BENEFITS**

The completion of a programme of works for each of the caravan parks will improve both the attractiveness of the park, profitability and improve safety.

By improving the visual appearance of the parks in conjunction with improved amenities and features, that Loddon's parks will become known as safe, quality parks and become more attractive to existing site holders, but also to new site holders, who will stay longer and more frequently.

Through increased occupancy and demand, the economic benefit of the parks will result in increased tourism and local demand for services.

The report provides a preliminary assessment of redevelopment cost of approximately \$2.484 M.

### **RISK ANALYSIS**

It is expected that all future works will be funded primarily out of the Caravan Park Reserve in conjunction with external grants; however, there is no guarantee that grants will be available for caravan parks. The inability to source external grants will affect council's ability to deliver redevelopment works.

While it is expected that the Caravan Park Reserve will continue to show a positive (end of financial year) balance for the foreseeable future, the ability of the reserve alone to fund the proposed redevelopment works in a timely way is limited.

Actions to improve separation distances between cabins will require some site holders to move in order to create the appropriate clearway. All steps will be taken to engage with site holders and the respective caravan park manager during this process.

It should be noted that improvement works in Boort will lead to the removal of three sites to accommodate the widening of the entry to the park (one site) and the establishment of a second amenities block (two sites). It is expected that the site holders will be able to be relocated within the park and any relocation will be managed in conjunction with the site holders and the park managers.

Council officers are also in negotiation with the state government to purchase the crown land sites in Wedderburn and Boort (and Bridgewater). The Goulburn Murray Water channel in Boort will require an easement to be created which may impact the current cabins/structures adjacent to the channel. The determination of the width and allowable activity within the easement may result in the redevelopment plans to be revised and amended.

While improvement works will improve the ability of each of the parks to increase visitor numbers, it is equally important that suitable operators are appointed to manage the parks.

**CONSULTATION AND ENGAGEMENT**

Council staff and the respective local communities, development associations and park managers were consulted in the development of this plan.

**MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Curnow**

That Council:

1. confirm its commitment to its caravan parks
2. consider the list of proposed infrastructure upgrade works for its caravan parks in Boort, Wedderburn and Pyramid Hill in future budgets.

**Carried**

UNCONFIDENTIAL

**4.9 DECOMMISSIONING OF STANDPIPES**

**SUMMARY**

Presents a summary of existing cost of standpipe operation within Coliban Water reticulated network and a proposal to decommission Bridgewater, Serpentine and Mitiamo standpipes as a cost reduction measure to the Council and customers.

Author: Indivar Dhakal, Assets Engineer  
 Council Plan ref: Core business 5: Providing quality infrastructure  
 File no: 15/08/008  
 Attachment: Usage Summary of Standpipes  
 Agreement with Coliban Water regarding standpipe charge modification  
 Analysis of standpipe charges – now and proposed

**RECOMMENDATION**

*That Council approve the decommissioning of Bridgewater, Serpentine and Mitiamo standpipes connected to Coliban Water’s reticulated network effective 30 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
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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 previously discussed undertaking an analysis of all the standpipes managed and maintained by the Council in February 2016. The decommissioning of Shelbourne standpipe, which is fed by bore water, has been approved by the Council. It was also decided to handover the management of emergency water supply points at Yeungroon Woosang Rd and Borung Wedderburn Rd to Grampians Wimmera Mallee Water, which has already been completed. In addition, Council has previously indicated its support to handover the standpipe assets connected to Coliban’s urban water network to Coliban Water. So far, Coliban Water has maintained its reservations in taking the management responsibility of the assets.

**BACKGROUND**

Council has operated eight separate standpipe facilities which are equipped with AvData key system. Analysis of the standpipes was undertaken in which the usage, cost of water and cost of operation and maintenance were considered. Currently, as a response to drought relief, Council and Coliban Water signed an agreement to waive the water access fee and reduce the water usage fee to \$0.55/KL. This has assisted the Council to bring down the prices to \$2.2/KL. Prior to the water subsidy from Coliban Water in standpipes, Council was charging \$5/KL to its customers.

The agreement between Coliban Water and Loddon Shire Council (refer Attachment 2) states that the reduction in water charges is effective up to 31 July 2016 with a possible extension or review of the arrangement depending on the drought condition.

**ISSUES/DISCUSSION**

Council has used AvData key systems to charge its customers for water usage through eight standpipes connected to Coliban Water reticulated network and bore water. An analysis of all the cost and income from all the standpipes connected to the AvData system has been undertaken. A brief summary of all the standpipes presented here below (and Attachment 1) shows the average annual usage from 2008-2009 to 2015-2016.

*Wedderburn:*

Annual Average Usage: 3677 KL  
Operation Cost: \$3.29/KL

The standpipe in Wedderburn has been one of the most used standpipes within the shire.

*Inglewood:*

Annual Average Usage: 1943 KL  
Operation Cost: \$4.04/KL

The standpipe in Inglewood is another major standpipe with considerable average annual usage.

*Bridgewater:*

Annual Average Usage: 968 KL  
Operation Cost: \$5.48/KL

Bridgewater standpipe is another major standpipe within the Council. Although, Bridgewater standpipe has significant water consumption, due to its proximity to Inglewood, it is proposed to decommission the standpipe and divert its usage to Inglewood. Further, there is an existing standpipe within the Bridgewater Rec Reserve and also an additional pump installed by the Council for the residents with Goulburn Murray Water rights, located at the river bank in the township.

*Tarnagulla:*

Annual Average Usage: 727 KL  
Operation Cost: \$6.65/KL

This standpipe has reasonable water consumption. Although the current cost for operating this standpipe was more than what Council is charging its customers before the Coliban subsidy was introduced, it is recommended that Council continue to operate the facility to cover the geographical area around Tarnagulla.

*Pyramid Hill:*

Annual Average Usage: 338 KL  
Operation Cost: \$11.16/KL

Pyramid Hill standpipe has relatively low water usage. However it is recommended that Council continue to operate this facility so as to cover the geographical area around the North-East region of the Shire. Also, with the implementation of proposed decommission of Serpentine and Mitiamo standpipes, the operational cost of Pyramid Hill will reduce to some extent based on the assumption that the usage will increase from diversion of users from Serpentine and Mitiamo towards Pyramid Hill.

*Serpentine and Mitiamo:*

Annual Average Usage: 65 KL (Serpentine) and 37 KL (Mitiamo)  
Operation Cost: \$47.65/KL (Serpentine) and \$60.18/KL (Mitiamo)

Serpentine and Mitiamo standpipes are the ones with less than 100KL average annual usage. Current operation and maintenance cost of the standpipes are on average more than 10 times the water charge that Council was charging its customers before Coliban's subsidy.

*Shelbourne:* Council previously resolved to decommission this facility at the Council meeting on 23 February 2016.

Following the proposed decommissioning of the standpipes, the geographical area of the Shire will continue to have good coverage in a more cost effective manner. In addition, should Council continue to operate the standpipes for cost recovery, it will be able to reduce the price to \$4/KL without Coliban Water subsidy; and with subsidy, Council will have the ability to reduce the price to \$1.3/KL (refer Attachment 3). 30 September 2016 is proposed as the decommissioning date which will allow the Council to give its customers 3 months of advance notice regarding the changes.

### **COSTS/BENEFITS**

Before the agreement was made with Coliban Water regarding the water subsidy for drought affected region, Council was charging \$5/KL to its standpipe customers. However, the cost of operating and maintaining the standpipes was approximately \$5.17/KL meaning that Council was operating the standpipes at a loss. With the proposed decommissioning, Council will be able to reduce the price to \$4/KL and still run the standpipes at breakeven should the agreement with Coliban cease.

With reduced number of standpipes and increased consumption of water from each standpipe, it will be a new point of negotiation with Coliban Water for the handover of the assets. However, it cannot be guaranteed that the negotiation will be in favour of Council.

### **RISK ANALYSIS**

A very small number of customers using the standpipes that are proposed to be decommissioned may have some dissatisfaction. The proposed date for decommissioning of the standpipes will allow the Council to provide 3 months to its customers for making alternate arrangements.

### **CONSULTATION AND ENGAGEMENT**

There has been previous discussion with Coliban Water regarding the handover of the standpipe but the Council has not received any indication for acceptance from Coliban Water. However, with the reduced number of standpipes to manage, Council can begin negotiation with Coliban Water to handover the management of those standpipes.

This analysis has been carried out mainly on the basis of cost and benefit to operate the existing standpipes. No consultation has yet been undertaken with the customers regarding the decommissioning, however, there are low numbers of customers who will have some impact as a result of the decommissioning. Council officers will provide adequate information to its customers regarding the decommissioning of the standpipes. This will include issuing of notice in the local newspaper for 3 weeks to ensure that every stakeholder is duly notified. The date of decommissioning is proposed as 30 September 2016, which will allow approximately 3 months for the Council to consult with the local community and the stakeholders.

### **MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Curnow**

That Council approve the decommissioning of Bridgewater and Serpentine standpipes connected to Coliban Water's reticulated network effective 30 September 2016.

**Carried**

**4.10 NEWBRIDGE RETICULATED SEWERAGE AND WATER SUPPLY**

**SUMMARY**

Council has received a petition requesting ongoing advocacy for Newbridge reticulated sewerage and town water supply

Author Peter Graf, Manager Technical Services

Council Plan ref: Strategic Platform 1: Build a network of strong communities

File no: 15/08/002

Attachment: Letter from Newbridge Recreation Committee of Management

**RECOMMENDATION**

*That Council continues to advocate for the water and sewerage reticulation for the town of Newbridge and advises the Newbridge Recreation Committee of Management of this ongoing support.*

**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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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 considered the matter of water and sewerage connection to the town of Newbridge as an important issue and for the town.

**BACKGROUND**

The Shire of Loddon supports the full water and sewerage reticulation for the small town of Newbridge which comes under the authority of Coliban Water.

In 2006, the Victorian state government identified Newbridge as a town requiring improved wastewater management to protect the health of the residents and the quality of the environment. Key concerns relate to potential contamination risk associated with the concentration of septic tanks in close proximity to the Loddon River.

Reliance on the use of on-site wastewater disposal systems currently poses a barrier to the further growth and development of the Newbridge township. Whilst numerous vacant township blocks remain available for development, the inability to adequately dispose of treated effluent on site, due to the typical size of these allotments, limits the ability of authorities to grant building approvals.

In 2007, an Options Servicing Paper was prepared identifying a number of sewerage treatment, collection and reuse options. A preliminary design was prepared based upon the preferred treatment identified within the options paper, being the installation of a low pressure reticulated sewer network.



Complementing the reticulated sewerage service, the provision of a potable water supply to the Newbridge Township has also been identified as a potential component of the broader South West Loddon Pipeline Project.

### **ISSUES/DISCUSSION**

The issue is a matter for Coliban Water. Council strongly supports this project and will continue to do so.

The recent letter from the Newbridge Recreation Committee of Management with a number of supporting letters seeks Council ongoing support for this proposal (refer attachment).

### **COSTS/BENEFITS**

There would be significant benefits to the Newbridge community if this project were to go ahead.

### **RISK ANALYSIS**

There are no risks for Council.

### **CONSULTATION AND ENGAGEMENT**

The community are strongly in support of this proposal which will bring benefits to the town. The petition from the Newbridge Recreation Committee of Management reinforces this support.

### **MOTION**

**Moved: Cr Curnow**

**Seconded: Cr Condliffe**

That Council continues to advocate for the water and sewerage reticulation for the town of Newbridge and advises the Newbridge Recreation Committee of Management of this ongoing support.

That Council write to the relevant authorities including Coliban Water, Louise Staley, Member for Ripon, the Minister for Water, Lisa Neville, and Regional Development Victoria, as a matter of urgency to progress this issue.

**Carried**

**4.11 WEDDERBURN COMMUNITY CENTRE RISING DAMP**

**SUMMARY**

The report requests that council make available \$110,000 from the building asset management plan to complete preliminary works to alleviate rising damp issues at the Wedderburn Community Centre.

Author: Bryan McEwan, Director Economy and Community  
 Council Plan ref: Strategic Platform 4: Make our towns liveable and memorable  
 File no: 13/09/005  
 Attachment: Photographic description (CBA Building Designers)

**RECOMMENDATION**

*That Council:*

1. *Note the Wedderburn Community Centre Rising Damp report*
2. *Approve a transfer of funds from the Caravan Park Reserve to the Building Asset Management Plan budget of \$129,145 in 2016/17*
3. *Allocate \$110,000 from the Building Asset Management Plan to complete drainage and damp coursing works.*

**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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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 Wedderburn Community Centre redevelopment is a key action under Priority 4.2 of the Council Plan: *'Enhance our overall amenities by offering improved, but rationalised facilities in line with financial resources'* (specifically, the Inglewood Town Hall Hub Project and the refurbishment of the Wedderburn Community Centre are the stated key projects).

The refurbishment of the Wedderburn Community Centre has been reported to council, with the design tender awarded in October 2012 (Hughes Cartwright) and the construction tender awarded in May 2013 (B.P. & R.M Carboon Pty Ltd).

The Wedderburn Community Centre was officially opened in November 2014.

A landscape plan for the site was completed in February 2015.

**BACKGROUND**

The Wedderburn Community Centre was refurbished from 2012 with the construction contract completed in 2014.



Refurbishment of the existing red brick building (formerly a school house, dating back to 1868) was completed which enabled the creation of office spaces, meeting rooms and renovated kitchen facilities.

The project also included the construction of a new extension to the existing building to house the operations of the Inglewood and District Health Service, the Loddon Visitor Information Centre and a common foyer and reception area for the community centre.

The refurbishment and construction work was assisted with two external grants:

- Victorian State Government: \$400,000
- Australian Government: \$851,450

Contributions were also received from the Wedderburn Community House and the Inglewood and District Health Service.

During the rebuild/refurbishment of the redbrick schoolhouse, damp was identified from two sources:

- A failed internal box gutter – which was subsequently repaired and an internal red brick wall dried out, with no ongoing issues.
- Rising damp - where poor external drainage was identified as a primary cause. Preliminary work was completed during the construction to alleviate the problem.

On investigation, rising damp had been an issue on the site for some time, which had resulted in progressive deterioration of brickwork and mortar. Nearing completion of the refurbishment and rebuild, internal damp was causing problems with mould growth in cupboards and failing paintwork.

Treatment of rising damp was progressive with preliminary improvements to drainage proving to be insufficient.

Council officers requested the completion of an 'Existing conditions building report' focussing on the extent of rising damp damage, causes, treatments and to provide approximate repair costs. (Note the report attachment: Photographic description (CBA Building Designers)).

The report confirmed that:

- rising damp was an issue in the building
- the existing dampcourse had failed
- poor drainage and floor ventilation was a substantial contributor.

The report also notes that *'The building needs early attention to the rising damp problems as deterioration of the mortar courses is advanced and brick deterioration is becoming evident throughout the building'*.

The report also notes that any treatment to the building needs to be progressive and that initial work needs to focus on drainage rather than damp coursing. It is proposed that drainage works be completed as per the recommendations within the report, including:

- improvements to roof drainage, including the installation of spouting
- additional downpipes on the brick building
- attention to roof drainage on the two adjoining timber buildings
- storm water fall away from the building and re-laying of existing drainage pipes
- re-laying of storm water pits

Work will initially focus on the south west corner of the building.

### **ISSUES/DISCUSSION**

Rising damp treatment and repair were not considered in the original master plan and project feasibility (LMH Consulting and Mitsuori Architects), which concentrated on a floorplan, space and design.

The subsequent building design, project scope and cost estimates (Hughes Cartwright) also were not inclusive of existing drainage/damp issues and subsequently, did not form part of the construction contract.

It should be noted that while the Wedderburn Community Centre is largely complete (excluding the works described in this report) and is operational, the project has come under budget at \$1.64M in comparison to the original estimate of cost of \$1,751,450.

The implication is that the Australian Government Grant will only be fully payable based on the original estimate, which means that approximately \$54,000 of grant funding will not be paid to council (resulting in a shortfall).

From a budgetary perspective, the investment of \$110,000 at this stage will mean that the \$851,450 amount from the Australian Government will be paid in full.

### **COSTS/BENEFITS**

The 'Existing conditions building report' provides an estimate for repair and prevention works at the community centre (inclusive of drainage works). The total cost of these rectification works are expected to be approximately \$335,000.

With the recommendation of a 'stepwise' approach to the project, the initial cost of drainage improvements and the provision of damp coursing are estimated to be \$110,000.

Further work will be required to complete post damp coursing activities (painting, wall repair) beyond the \$110,000 requested at this stage.

Additional work will be required over time to repair mortar and brick damage.

It is requested that these funds be sourced from the Building Assets Management Plan (BAMP), however, it should be noted that the BAMP under section 8.5 (Operations and Maintenance Funding):

#### **8.5.2 Community Centres**

*Under this plan Committees of Management fully fund operations and maintenance expenditure from their own resources.*

It is proposed that funds for this project be completed with funding from the BAMP, as it is unlikely that funding can be sourced from the Wedderburn Community Centre Committee of management for works of this value. However, it should be noted that the BAMP is nearing full allocation for 2016/17 and is substantially allocated in 2017/18, meaning that there would be insufficient funds for the works described within this report.

It is expected that the lease in Boort will be sold to a new lessee in 2016/17, which will result in an additional \$129,145 of income into the Caravan Park Reserve. The intention of the Caravan Park Reserve is to fund improvement works at council's caravan parks in Boort, Pyramid Hill, Wedderburn and Bridgewater.

It is proposed that these additional funds be allocated to the caravan park refurbishment projects in 2016/17 and that the corresponding funds be returned to the BAMP and allocated to the Wedderburn Community Centre to enable the completion of drainage and damp coursing works.

### **RISK ANALYSIS**

The 'Existing conditions building report' provides an overview of damage to date and works required to repair and restore the original red brick building.

Internal painting, damp and mould will continue to be an issue and the building will continue to degrade if these works are not undertaken.

While the building has been 'fortunate' in that conditions have been relatively dry over the last 2 years, fundamental drainage and rising damp issues remain. A return to wet conditions will see a return of more significant problems should works not be undertaken to rectify the problem.

### **CONSULTATION AND ENGAGEMENT**

Council staff, including Building and Contracts Officer and Manager Infrastructure, have been consulted in the assessment of the damp issue, as have staff of the Wedderburn Community Centre.

**MOTION**

**Moved: Cr Holt**

**Seconded: Cr Curnow**

That Council:

1. Note the Wedderburn Community Centre Rising Damp report
2. Approve a transfer of funds from the Caravan Park Reserve to the Building Asset Management Plan budget of \$129,145 in 2016/17
3. Allocate \$110,000 from the Building Asset Management Plan to complete drainage and damp coursing works.

**Carried**

UNCONFIRMED

**4.12 PLANNING PERMIT NO. 3490.3 FOR EXPANSION OF MUSHROOM COMPOSTING FACILITY**

**SUMMARY**

This is an application to amend Planning Permit 3490.2 to facilitate the expansion of an existing mushroom composting facility. It is recommended that approval be granted to amend the permit.

Author Carolyn Stephenson, Strategic/Statutory Planner

Council Plan ref: Core business 9: Regulation

File no: 13/02/004

Attachment: Application plans, objections and draft Notice of Decision with recommended conditions

**RECOMMENDATION**

*That Council resolve to amend Planning Permit 3490.2, subject to conditions including managing amenity impacts, management of storm and waste water and EPA Works Approval.*

**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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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 matter. Other planning permit applications (as detailed below) for extensions of the existing facility have however been considered by Council and approved.

It is noted that no complaints have been received to date by any surrounding land owner or occupier in relation to the existing facility and activities currently undertaken on the subject site.

**BACKGROUND**

A number of planning permits have been previously issued for the subject site, including:

- Planning Permit 3490 – use and development of a composting facility
- Planning Permit 3490.1 – amend permit to enable the development of an office and amenities block
- Planning Permit 3490.2 – amend permit to allow additional development on site
- Planning Permit 3528 – native vegetation removal
- Planning Permit 4642 – construction of an amenities block
- Planning Permit 4957 – use and development of a wood waste recycling facility
- Planning Permit 5003 – use and development of a renewable energy facility (solar plant)

## **ISSUES/DISCUSSION**

### **Proposal**

The current planning permit application (3490.3) seeks approval to amend Planning Permit 3490.2 to facilitate the expansion of existing mushroom composting facility on Lot 1 of TP341702. Key features of the proposed expansion include the following:

- Extend Phase 1 bunker facility, including the development of 11 new bunkers (13 bunkers in total). Phase 1 involves composting wheaten straw with chicken manure.
- New Phase 2/3 tunnel facility containing 23 tunnels, office and amenities, maintenance and utilities areas. Phase 2 involves pasteurising the compost, inoculating it with mushroom spawn, incubation and disbatch.
- The new buildings and works will enable an increase in production from 800t/week to 2000t/week.
- Additional electrical transformer to be installed adjacent to the new Ph2/3 facility.
- Develop Ph1 wastewater collection/treatment facility as well as a stormwater wetlands area.
- Associated concrete slab, road and car park additions/extensions.

### **Subject site & locality**

The subject land is located at 1477 Yorkshire Road, Newbridge and is more formally described as Lot 1 on Title Plan 341702 and comprises of a total area of approximately 39.7 hectares. The site forms part of a broader site comprising of four land parcels in total with a combined area of approximately 160 hectares. The land parcel in which the proposal relates to is rectangular in shape and is currently used and developed for a mushroom composting facility (existing phase 1 and 2 facilities) and a renewable energy facility. The balance of the site is used for cropping and grazing.

The site is located on the southern side of Yorkshire Road with access afforded to the site from this road. Yorkshire Road is an all weather access road.

The subject land parcel and remainder of the site is generally flat and features a number of low rocky outcrops.

Land within the vicinity of the site is predominately used for agricultural purposes (crop raising, animal husbandry) with the land immediately to the south used for intensive animal husbandry.

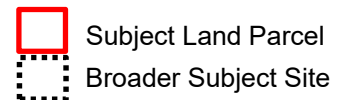
The site is located approximately 3.5 kilometres to the east of the Loddon River and approximately 2 kilometres from Little Creek which is an occasional winter water course.

An aerial photograph of the subject site and surrounds is provided at Figure 1 overleaf.





**Figure 1: Aerial Photograph**



### Referral

The application was referred to the Environment Protection Authority under Section 55 of the Planning and Environment Act 1987. No objection was received from the EPA subject to a condition being included on the permit outlining that the applicant must apply for and be issued with a works approval from the EPA for the proposed works prior to undertaking any development on the site.

### Public Notification

Notice of the application was given to surrounding landholders and received 5 objections. The grounds of objection are broadly summarised as follows:

- Traffic volumes and routes
- Odour
- Increased difficulty in droving of livestock
- Devaluation of property
- Loss of amenity
- Wastewater collection and treatment

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

### Loddon Planning Scheme

The subject site is zoned Farming. Although some of the property is also subject to the LSIO, it does not affect the proposed development site. Planning approval is required for buildings and works associated with a Section 2 use.

### Farming Zone

The purpose of the Farming Zone is:

*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 existing land use (production of mushroom compost) is defined as Industry, and has been approved under an existing permit. The proposed amendment does not change the nature of the existing use. The proposed amendment seeks to facilitate improved and enhanced production processes.

The decision guidelines of the Farming Zone require consideration of a number of matters including:

- Policies and strategies
- Site suitability
- Sustainability of the proposal
- Existing infrastructure and services
- Agricultural issues and the impacts from non-agricultural uses
- Environmental issues
- Design and siting issues

### State and Local Planning Policy Framework

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

- 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.
- 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.
- 14.02-2 Water quality
  - To protect water quality.
- 21.04-1 Community and Settlement
  - Support location of new industry in appropriate areas of the town with access to appropriate infrastructure and without compromising residential amenity and the appearance of the town;
- 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.
- 21.04-4 Economic Development
  - To encourage and support a diverse and environmentally sustainable economy in the Shire.
    - Ensure an adequate supply of serviced industrial land is available in the Shire at locations with good road access, drainage and reticulated services;



- Ensure industrial land use is sustainable with minimal on-site and off-site environmental and amenity impacts;
- Encourage well presented industrial development.

### Assessment

The proposed new development on this site is considered to be consistent with the requirements of the Farming Zone, as the new buildings and works will not result in any significant additional offsite impact in terms of agricultural land use. The development is to take place within the footprint of the existing development and therefore will not remove any additional land from agricultural use. Although the facility occupies agricultural land, it is appropriately located in an agricultural area given its dependence on straw and manure, and need for significant buffers to sensitive land uses. The facility supports surrounding agricultural land uses through providing a market for agricultural outputs. Visually, the buildings will be integrated into existing development of the site, and will be of a small scale compared to other development on the site. No vegetation removal is required.

The nearest dwelling to the site is some 1.8km to the west of the site. The additional development and associated production on this site is not expected to significantly increase noise levels. The new production facility is expected to better manage odour issues through the use of new technology.

The proposed works will require an upgrade to existing infrastructure, including the installation of a new transformer within the vicinity of the Ph2/3 facility. Existing bore water will continue to be used until it approaches the applicant limit, in which case, a new license will be sought from Goulburn Murray Water to increase the allocation. Much of the water used on site is collected and reused, and waste water will be treated and contained on site. A wetlands is to be established to contain and manage run off. It is however noted that the proposed waste water facility design and stormwater treatment, including any associated retarding basins, has not been finalised. The planning permit will contain a permit condition (should one issue) requiring the approval of an appropriate waste water system from the Responsible Authority prior to any works commencing on site.

The expansion will result in additional vehicle movements, with up to 15-20 semi trailer trucks inbound each week and approximately 30 b-double trucks outbound each week.

Three kilometres of Yorkshire Road from the Bridgewater-Maldon Road to the west up to the eastern boundary of the subject site is programmed to be upgraded to a sealed road in the next financial year. The eastern end of the Yorkshire Road upgrade is currently in the design phase.

Appropriate measures will be taken (via conditions on permit) relating to the protection of the amenity of the area, suppression of dust and odour control. These matters will also be dealt with through the Works Approval process with the EPA. As mentioned previously, the EPA have required a condition to be placed on the permit requiring the issue of a Works Approval prior to any works commencing on site.

The existing use is a significant local business that is professionally operated with no complaints to Council recorded. Although there will be some amenity impacts beyond the site (dust, noise and odour), these impacts are not considered unreasonable in or inconsistent with this rural / agricultural location. The proposed amendment will support the businesses ongoing viability as well as the creation of additional jobs (approx. 10) for the community. As such it is considered that the proposed amendment is consistent with the State and Local Planning Policy Framework and will result in a net community benefit.

### Consideration of grounds of objection

- Traffic volumes and routes

The anticipated traffic movements during construction and operation of the expanded facility are considered appropriate given the existing use of the site and nature of the area which is primarily agriculture. In addition, Yorkshire Road is programmed to be upgraded to a sealed road in the next

financial year which will ameliorate concerns in relation to dust impacts and road quality associated with the proposal.

- Odour

The applicant has advised that the new facility will improve the ability to manage odour through better control of the aeration process. There is a large poultry farm immediately to the south of this site that also emits odour. The nearest dwelling is approximately 1.8km to the west of the site. Issues associated with odour will also be addressed by the EPA during the Works Approval process. It is considered that the proposal will not result in unreasonable emission of odour.

- Increased difficulty in droving of livestock and use of roads for farm machinery

Although the expansion will generate additional traffic, the site is located only 3.2km along Yorkshire Rd from the Bridgewater Maldon Rd (main rd), so only a short section of local road will be affected. It is considered that the amount of traffic will not unreasonably restrict normal farming use of the road

- Loss of visual amenity

Although the proposal provides for the expansion of this industrial use, the site is sufficiently isolated and screening landscaping has been planted. The development consists of large sheds, of a similar scale to those found in rural areas. It is not considered that the development significantly affects the visual amenity of the area

- Wastewater Collection and Treatment

Issues associated with wastewater collection and treatment will be addressed by the EPA during the Works Approval process. In addition, a condition will be placed on the permit requiring existing services to be upgraded in accordance with the requirements of the Responsible Authority. It is considered that waste water will be appropriately managed to prevent any off site impact.

- Devaluation of property

This is not a planning consideration.

### **COSTS/BENEFITS**

Increased job opportunities.

### **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
- Lack of 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.

**MOTION**

**Moved: Cr Curnow**

**Seconded: Cr Condliffe**

That Council resolve to amend Planning Permit 3490.2, subject to conditions including managing amenity impacts, management of storm and waste water, EPA Works Approval, and that vehicles associated with this use should be restricted to using Yorkshire Road between Maldon Road and the entrance to ScatoPlus.

**Carried**

UNCONFIRMED

**4.13 COMMUNITY PLANNING PROGRAM 2016-17**

**SUMMARY**

This report provides Council with recommendations from the Community Planning Assessment Committee for initiatives to be funded in the 2016-17 financial year.

Author: Tim Jenkyn, Community Development Officer  
 Council Plan ref: Strategic Platform 6: Support our transitioning townships  
 File no: 13/09/005  
 Attachment: 2016-17 Community planning priorities assessment

**RECOMMENDATION**

*That Council approve the 2016 -17 projects in accordance with the attached 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
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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**

There has been no previous discussion with Council regarding the allocation of the 2016-17 community plan funding.

Previous community plan discussions have included:

- Council Report June 2015 – Community Planning Program 2015-16
- Council Forum Presentation November 2014 – Community Planning Program Status

**BACKGROUND**

Community planning is a long-term strategy for developing sustainable communities. Council commits funds from its annual budget to ensure a number of community planning projects are completed.

Annual Community Plan funding is based on a \$50,000 allocation per ward (5 wards totalling \$250,000) and a \$500,000 Community Planning Strategic Fund Allocation. This report will make recommendations related to the \$250,000 ward based allocation.

Community planning is a direct allocation to projects identified in the local community plan, facility master plans, and through strategic initiatives, project development or partnerships across communities within the shire. Community plan funds often contribute to projects that go toward fulfilling the community's vision and improved liveability, and assist in planning of a strategic or structural nature.

**ISSUES/DISCUSSION**

Community Planning Committees have submitted community planning initiatives and directed specific projects in their community to Council's Community Grants Program. The Assessment

Committee evaluated each project in relation to all projects submitted through community planning and the shire community grants program, total funding available, project readiness, alignment with Councils strategic direction and community involvement and support for each project.

With regard to community planning projects Council received a request to consider 20 projects from 12 communities totalling \$406,400. Total community planning funding available to each ward in the 2016-17 financial year is detailed in Table 1 and takes into account funds unallocated from the current 2015-16 financial year.

**Table 1.**

<b>Ward</b>	<b>CP Reserve</b>	<b>2016-17</b>	<b>Total</b>
Boort	\$0	\$50,000	\$50,000
Inglewood	\$21,717	\$50,000	\$71,717
Tarnagulla	\$72,309	\$50,000	\$122,309
Terricks	\$0	\$50,000	\$50,000
Wedderburn	\$50,233	\$50,000	\$100,233
<b>Totals</b>	<b>\$144,259</b>	<b>\$250,000</b>	<b>\$394,259</b>

The assessment committee recommends allocating funding to the projects detailed in the attached report.

**COSTS/BENEFITS**

The Loddon Shire Community Planning Program has been a success story since its inception fourteen years ago. Communities and Council have (and continue to) attract significant external funding through the community planning process, and have delivered numerous projects in Loddon's small towns and rural districts under this banner.

Community Planning has been a catalyst for attracting significant funding to projects such as the Wedderburn Streetscape Improvements, Serpentine Janiember Park Upgrade, Pyramid Hill Memorial Hall Precinct, Boort Park, Tarnagulla Community Centre and Inglewood Town Hall Hub Development.

**RISK ANALYSIS**

A strong focus for community planning is to ensure communities have the opportunity to participate in the planning and development of their projects. This helps engender collaboration and ultimately ownership, and encourages local community members to take a leadership role in improving their town or district, and communicating this with others.

When considering initiatives put forward through community planning, risk can be assessed in some key areas; appropriate planning, capacity of volunteers, external funding and duration from inception to delivery.

**CONSULTATION AND ENGAGEMENT**

Community meetings and correspondence with community planning groups to determine a priority list of initiatives and activity for the 2016-17 financial year. Community support works with specific groups to develop master plans and determine project scope and cost, and assists individuals and small groups in delivery of their projects.

**MOTION**

**Moved: Cr Curnow**

**Seconded: Cr McKinnon**

That Council approve the 2016 -17 projects in accordance with the attached report.

**Carried**

UNCONFIRMED

**4.14 PLANNING PERMIT APPLICATION NO.5179, 29 PARK ST, BRIDGEWATER**

**SUMMARY**

Planning Permit Application 5179 seeks approval to construct a dwelling at 29 Park Street, Bridgewater on Loddon. It is recommended that the application be refused as the proposal is inconsistent with the flood risk on the site.

Author Carolyn Stephenson, Strategic/Statutory Planner

Council Plan ref: Core business 9: Regulation

File no: 13/02/004

Attachment: Application documents, letter from applicant, letter from NCCMA, objection and Heritage Advice

**RECOMMENDATION**

*That Council resolve to refuse Planning Permit Application 5179 on the following grounds:*

1. *The proposed amendment does not meet the purpose or decision guidelines contained in the Land Subject to Inundation Overlay at Clause 44.04. In particular:*
  - *The proposal is likely to result in danger to the life, health and safety of the occupants due to flooding of the site.*
  - *The proposal relies on low-level access to and from the site.*
  - *The proposal is likely to increase the burden on emergency services and the risk to emergency personnel.*
  - *The proposal is likely to increase the amount of flood damage to public or private assets.*
  - *The proposed dwelling does not address the concerns raised by the North Central Catchment Management Authority (NCCMA) and has not received consent from the NCCMA.*
  
2. *The proposal is inconsistent with Clause 13.02 Floodplain Management and the local drainage and flooding policy at Clause 22.02 due to the design of the dwelling and the flood risk on this land.*

**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 matter. A previous permit application for the site for the development of the land for a dwelling has however been considered by Council in January 2015, where it resolved to advise VCAT that it supported Planning Permit Application 4988 as the matter



was already before VCAT as a “failure to determine” appeal. VCAT directed that the permit be refused due to flooding and heritage concerns.

### **BACKGROUND**

The current planning permit application (5179) also seeks approval for the development of land for a dwelling on the subject site. The proposed dwelling will occupy the majority of the subject site, will be setback 4 metres from Park Street and 2.035 metres from the rear (Loddon River) boundary.

The proposed dwelling is a single storey building comprising 4 bedrooms, an open plan kitchen/family/dining room, two bathrooms (including an ensuite), a laundry, a garage and a verandah. The dwelling will be clad in colorbond, blueboard and render, colourbond roofing and the floor level of the dwelling (not including the garage) will be raised 1.5metres off the ground.

The proposal dwelling will have access to reticulated electricity and telecommunications, town water and sewage.

The application was referred to the NCCMA under Section 55 of the *Planning and Environment Act 1987*. The NCCMA has not supported by the proposal as it fails to achieve an appropriate setback from the Loddon River and is likely to obstruct the flow of floodwater across the site. Amended plans were requested by the NCCMA which identified the proposed dwelling setback a minimum of 10 metres from the north western property boundary. The applicant declined to provide amended drawings. The NCCMA also raised concerns about risk to the dwelling from river bank erosion, and the impact on vegetation and landscape values along the river corridor from the dwelling immediately abutting the Crown river reserve.

The application was also referred to the Department of Environment, Land, Water and Planning (DELWP) under Section 52 of the *Planning and Environment Act 1987*. DELWP did not object to the proposal subject to conditions relation to erosion control, fencing, and control of runoff.

### **Subject site and locality**

The subject land is located at 29 Park Street, Bridgewater and is more formally described as Crown Allotment No. 3, Section 15, Parish of Bridgewater and comprises of a total area of approximately 634.5m<sup>2</sup>

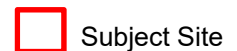
The site is currently occupied by one existing building, some scattered vegetation and fencing around the perimeter of the site. The site is bordered by Park Street on the East and Eldon Street to the north east.

The surrounding area is characterised by the retail services and dwellings of the Bridgewater Township, as well as the Loddon River which forms the north-west boundary of the site.

An aerial photograph of the subject site and surrounds is provided at Figure 1 overleaf.



**Figure 1: Aerial Photograph**



### Public notification

Notice of the application was given to surrounding landholders and received one objection. The grounds of objection are broadly summarised as follows:

- Adverse impact on the operation of the Loddon Bridge Hotel due to potential noise complaints from future residents.

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

### ISSUES/DISCUSSION

#### **Loddon Planning Scheme**

The subject site is located within the Township Zone however there are no planning permit triggers under the provisions of the zone for the proposed development. The proposal does however require planning approval under the provisions of the Heritage Overlay and the Land Subject to Inundation Overlay which affect the subject site.

The responsible authority must decide whether the proposal will produce acceptable outcomes in terms of the State Planning Policy Framework, the Local Planning Policy Framework, the purpose and decision guidelines of the overlays and any other of the other relevant decision guidelines in the Loddon Planning Scheme.

An assessment against the relevant policies and provisions contained in the Loddon Planning Scheme is provided below.

#### Heritage Overlay

The site is affected by Heritage Overlay 12 'Bridgewater Town Centre' at Clause 43.01 of the Loddon Planning Scheme, the purpose of which is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To conserve and enhance heritage places of natural or cultural significance.*
- *To conserve and enhance those elements which contribute to the significance of heritage places.*
- *To ensure that development does not adversely affect the significance of heritage places.*
- *To conserve specifically identified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.*

In accordance with Council's local heritage policy at Clause 22.01, external heritage advice has been obtained from Michael Taylor with respect to the application. Mr Taylor provides the following advice:

*The site is located in the extreme north corner of HO12 Bridgewater Town Centre and across the road from HO13 the Bridgewater Post Office. The Post Office and Bridgewater Hotel are located at a key cross road location and together they form a small and handsome group of commercial buildings at this intersection.*

*The proposed new single, freestanding dwelling on the vacant site at the back of the hotel is proposed addition is deferentially sited in relation to the main street, the building adopts a traditional siting i.e.: building on a suburban sized allotment. The proposed building is contemporary but composed using vernacular composition of a low pitched gable roof walls under and elevated base structure. Walls and roof are noted as being clad with corrugated Colorbond. The colour is not noted, a light-hued, subdued colour selection would be preferred in this location.*

*I don't believe the appearance of the main street and the heritage value of HO12 Bridgewater Town Centre would be unduly affected by this new single dwelling located on the fringes of the precinct. Approval is supported subject to confirmation or "conditioning" of external colours.*

As such it is considered that the proposal is considered consistent with the provisions of the Heritage Overlay.

#### Land Subject to Inundation Overlay

The subject site is affected by the Land Subject to Inundation Overlay at Clause 44.04, the purpose of which is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To identify land in a flood storage or flood fringe area affected by the 1 in 100 year flood or any other area determined by the floodplain management authority.*
- *To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.*
- *To reflect any declaration under Division 4 of Part 10 of the Water Act, 1989 where a declaration has been made.*
- *To protect water quality in accordance with the provisions of relevant State Environment Protection Policies, particularly in accordance with Clauses 33 and 35 of the State Environment Protection Policy (Waters of Victoria).*
- *To ensure that development maintains or improves river and wetland health, waterway protection and flood plain health.*

It is considered that that proposal does not meet the purpose or decision guidelines of the Land Subject to Inundation Overlay as the proposed dwelling fails to meet the requirements of the North Central Catchment Authority. More specifically, the North Central Catchment Management Authority has advised that they cannot support the proposed development as:

*'It does not achieve an appropriate setback from the Loddon River and is likely to obstruct the flow of floodwater across the site. The setback of the proposed dwelling is not considered appropriate*



due to the potential for erosion of the river banks to occur in this area. The steepness of the banks of the Loddon River adjacent to the subject site indicates that it may be particularly susceptible to significant erosion.

Additionally, the current plans show that the dwelling will extend 8 metres further towards the river than the adjacent development. Hence, it has the potential to detract from the landscape values of the Loddon River that are enjoyed by the Bridgewater community as well as the significant number of tourists that come to Bridgewater specifically for the Loddon River.

Furthermore, the location of the dwelling is likely to place pressure on the existing vegetation along the Loddon River. Increasing the dwelling setback from the river would reduce concerns regarding the impact of falling trees and therefore reduce pressure on Council to remove vegetation from the riparian zone. An increased waterway setback would also reduce the impact of the dwelling on obstructing the flow of floodwater through the property.'

In light of the above, and given the applicant was unwilling to amend the drawings to meet the 10 metre setback of the dwelling from the Loddon River in accordance with the NCCMA's requirements, the proposal does not meet the relevant decision guidelines or purpose of the Land Subject to Inundation Overlay.

#### State Planning Policy Framework

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

*Clause 13.02-1 Floodplain Management*, the objective of which is:

- *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*

The proposed development of a dwelling on the subject land attempts to address flooding issues through the provisions of substantially elevated floor levels however it fails to address the risks involved with a lack of access during a flood event and those posed by the volumes and force of water that may move through the site during a major flood.

The elevated design of the proposed dwelling will also expose the supporting structure of the dwelling to damage from the passage of water and flood borne debris. The development of a dwelling on the subject land is likely to result in risk to life and property, has not been supported by the North Central Catchment Management Authority and is considered inconsistent with this Clause.

*Clause 15.03-1 Heritage Conservation*, the objective of which is:

- *To ensure the conservation of places of heritage significance.*

Based on the advice of Council's Heritage Adviser it is considered that the proposal is consistent with this policy.

#### Local Planning Policy Framework

The following clauses of the Local Planning Policy Framework, including the Municipal Strategic Statement are considered relevant to the consideration of this application.

*Clause 21.04-1 Community and Settlement*, which contains the following objectives:

- *To encourage population growth.*
- *To encourage development of attractive and functional townships.*

Bridgewater is identified as an area with potential to accommodate population growth and new dwellings. The proposed development will encourage population growth in the township in line with the objectives of this Clause.

Clause 21.04-2 *Heritage*, the objective of which is:

- *To support the protection of significant heritage places and items.*

Clause 22.01 *Heritage*, which contains the following objectives:

- *To protect and maintain the Shire's local heritage, including Aboriginal and European sites, places and objects.*
- *To ensure that new uses and developments are of a type which is sympathetic to the historic and architectural integrity, character and appearance of the surrounding buildings, works, site or landscape.*
- *To recognise the buildings, works, Aboriginal cultural sites and landscapes, which are of local historical and architectural significance, the role they play and the need to ensure their preservation and maintenance.*

In addition to the above, it is Council policy that (amongst other things):

- Proposals for the use and development of land should have regard for local heritage and any comments from Council's Heritage Adviser or any other Council appointed heritage advisory board or committee. Council will consider the comments of their heritage adviser in determining an application in a known or suspected heritage area.

As identified above this advice has been obtained, and in light of this, it is considered that the proposed development meets the objectives or policies contained within this policy.

Clause 22.02 *Drainage and Flooding*, which contains the following objectives:

- *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 down stream 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.*

As mentioned in the previous sections of this report, the North Central Catchment Authority has objected to the development as the dwelling does not achieve an appropriate setback from the Loddon River and is likely to obstruct the flow of floodwater across the site.

The current proposed setback is not considered appropriate due to the potential for erosion of the river banks to occur in this area as detailed in the response from the NCCMA.

The applicant was given the opportunity to increase the setback of the dwelling from the north western boundary from the current 2.035 metres to 10 metres as per the requirements of the NCCMA, however provided a written submission to Council advising they wish to maintain the current setback, and they believe the concerns of the NCCMA to be inappropriate.

It is also noted that the NCCMA have already waived the requirements of the State Planning Policy Framework at Clause 14.02 which stipulates a minimum 30 metre setback from the top of bank of waterways.

### **Consideration of grounds of objection**

- Adverse impact on the operation of the Loddon Bridge Hotel due to potential noise complaints from future residents.

It is not considered that the development of a dwelling on the subject land will have any adverse impacts on the nearby properties, in particular the Loddon Bridge Hotel which abuts the subject site's south western boundary. The use of the land for a dwelling is not under consideration, it is the development of the land under the LSIO and HO controls that is the basis of the planning assessment.

### **Conclusion**

The proposal is inconsistent with those elements of the planning scheme that relate to flooding. Based on these controls there is considered to be significant risk to the dwelling, its occupants, and the broader floodplain, by developing this flood prone land in the manner proposed. VCAT has previously considered development of this land and has advised that any development should be based on a rigorous response to the flood risk. This has not been provided by the applicant. The NCCMA who are the floodplain manager and recommending referral authority do not support the development in the current form and have advised of the risks associated with it.

### **COSTS/BENEFITS**

Inappropriate development of flood prone land poses a significant cost to the community.

### **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
- Lack of 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.

**MOTION**

**Moved: Cr Condliffe**

**Seconded: Cr McKinnon**

That Council resolve to refuse Planning Permit Application 5179 on the following grounds:

1. The proposed amendment does not meet the purpose or decision guidelines contained in the Land Subject to Inundation Overlay at Clause 44.04. In particular:
  - The proposal is likely to result in danger to the life, health and safety of the occupants due to flooding of the site.
  - The proposal relies on low-level access to and from the site.
  - The proposal is likely to increase the burden on emergency services and the risk to emergency personnel.
  - The proposal is likely to increase the amount of flood damage to public or private assets.
  - The proposed dwelling does not address the concerns raised by the North Central Catchment Management Authority (NCCMA) and has not received consent from the NCCMA.
  
2. The proposal is inconsistent with Clause 13.02 Floodplain Management and the local drainage and flooding policy at Clause 22.02 due to the design of the dwelling and the flood risk on this land.

**Carried**

UNCONFIDENTIAL



**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
16/5/16	Hon Lisa Neville MP, Minister for Environment, Climate Change and Water	Goulburn Murray Water Connections Project Stage Two
12/5/16	Central Victorian Central Greenhouse Alliance	Accomplishments of your Alliance and a request for input in next year's strategic plan
1/6/2016	Hon Daniel Andrews, Premier of Victoria	South West Loddon Pipeline project

Cr McKinnon requested a report from council staff about the achievements of the Central Victorian Central Greenhouse Alliance, so that she may provide input to the next year's strategic plan as Loddon Shire's representative on the Alliance.

**MOTION**

**Moved: Cr McKinnon**

**Seconded: Cr Curnow**

That Council receives and notes the Inwards Correspondence.

**Carried**

**5.2 FINANCE REPORT FOR THE PERIOD ENDING 31 MAY 2016**

**SUMMARY**

This report provides Council with financial information for the period ending 31 May 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 31 May 2016

**RECOMMENDATION**

*That Council receives and notes the 'Finance report for the period ending 31 May 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
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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 31 May 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**

This month a capital and major projects variance report has been included. 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.

### **MOTION**

**Moved: Cr Curnow**

**Seconded: Cr Condliffe**

That Council receives and notes the 'Finance report for the period ending 31 May 2016'

**Carried**

**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: Marg Allan – A/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?

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.]

**PREVIOUS COUNCIL DISCUSSION**

Nil

**BACKGROUND**

N/A

**ISSUES/DISCUSSION**

Section 173 agreement between Loddon Shire Council and GJ and ML Lourie in relation to Parcel Plan no. TP366457 Parcel Lot No. 8

Creation of pipeline easement agreement between Loddon Shire Council and Terence Owen Kavanagh for land contained in Certificate of Title Volume 4935 Folio 817

Contract 367 Waste and Recyclables Collection Services, agreement between Loddon Shire Council and Elliott Holdings (Aust) Pty Ltd

Bridgewater on Loddon Development Committee of Management Instrument of Delegation

**MOTION**

**Moved: Cr Condliffe**

**Seconded: Cr Holt**

That Council:

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

**Carried**

UNCONFIRMED

**6.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS- WEDDERBURN ENGINE PARK**

**SUMMARY**

This report seeks Council's approval of the membership of Wedderburn Engine Park 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/ 048  
 Attachment: Nil

**RECOMMENDATION**

*That Council appoints the people whose names appear in this report as members of the Wedderburn Engine Park 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 Wedderburn Engine Park 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**

Wedderburn Engine 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	Position
Bruce Hargreaves (President )	Community member
Michelle Hargreaves (Minute secretary)	Community member
Peter Norman	Wedderburn Historical Engines & Machinery Club
Neville White	Wedderburn Historical Engines & Machinery Club
Glenn Harrison	Wedderburn Men's Shed
Frank Cinquegrana	Wedderburn Men's Shed

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

**MOTION**

**Moved: Cr Holt**

**Seconded: Cr McKinnon**

That Council appoints the people whose names appear in this report as members of the Wedderburn Engine Park Section 86 committee of management, effective immediately.

**Carried**



## **7. GENERAL BUSINESS**

### **7.1 EXPRESSION OF APPRECIATION FOR ACTING CEO**

The Mayor thanked the acting CEO for her efforts in working for Loddon Shire while the recruitment process for the position has been completed. He commented that it has been a pleasure to work with Mrs Allan, that her commitment to Loddon Shire has been outstanding, and Council is extremely grateful for the work that Marg has done during her time with Loddon Shire. The Mayor wished Mrs Allan all the best for her appointment at the Department of Environment, Land, Water and Planning.

Mrs Allan thanked the Mayor for his kind words, and acknowledged the support and work of the staff of Loddon Shire, but in particular, the executive staff and executive assistant.

### **7.2 EXPRESSION OF APPRECIATION FOR DIRECTOR CORPORATE SERVICES**

The Mayor thanked Mrs Holt for all the work she has done for the whole of the Shire, and wished all the best in her new job. Councillors each thanked Mrs Holt and wished her well for her future career.

Mrs Holt thanked councillors for their wishes, and commented that it has been a pleasure to work for every councillor of Loddon Shire during her employment.

#### **MOTION**

**Moved: Cr Curnow**

**Seconded: Cr Condliffe**

That Council note its appreciation and gratitude for the contribution of Mrs Jude Holt to the community and organisation as a staff member of Loddon Shire for over 25 years.

**Carried**

### **7.3 LETTER FROM VICTORIAN FARMERS FEDERATION**

Cr Holt expressed concerns about a letter being circulated by the Victorian Farmers Federation regarding the increase in rates and the proportion of increase for rural and residential rates. He noted the Loddon Shire rates from farmers has increased by 1.44% for the 2016/17 budget year, and residential rates increased by 8%, and commented that this clearly contradicts the information circulated by the VFF.

### **7.4 REQUEST FOR INFORMATION FROM VICROADS ABOUT PYRAMID HILL ROAD**

Cr McKinnon asked if the Acting CEO has received confirmation from Vicroads about the Durham Ox turnoff to Pyramid Hill. The recent near miss experienced by a local school bus is of great concern to the people of Pyramid Hill. The Acting CEO confirmed that Vicroads has not yet provided advice since the request was made the previous day.

**8. CONFIDENTIAL ITEMS**

Closing of Meeting to the Public

**RECOMMENDATION**

*That the meeting be closed to the public.*

**MOTION**

**Moved: Cr Condliffe**

**Seconded: Cr Curnow**

That the meeting be closed to the public at 5.10pm.

**Carried**

**8.1 REVIEW OF ACTION SHEET**

**MOTION**

**Moved: Cr Condliffe**

**Seconded: Cr McKinnon**

That Council receive and note the Action Sheet.

**Carried**

**8.2 SALE OF COUNCIL PROPERTY**

*This item was withdrawn.*

**8.3 PLANNING PERMIT NO. 5167 YEMAYA FESTIVAL, FERNIHURST**

**MOTION**

**Moved: Cr Holt**

**Seconded: Cr Condliffe**

That Council:

1. receive and note the report
2. resolve that council staff will meet with the objectors to explain why planning enforcement is not being pursued for the past event and how future applications will be managed.

**Carried**

**MOTION**

**Moved: Cr Curnow**

**Seconded: Cr Condliffe**

That the meeting be re-opened to the public at 5.23pm.

**Carried**

**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 26 July at Serpentine commencing at 3pm.

There being no further business the meeting was closed at 5.23pm.

Confirmed this.....day of..... 2016

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UNCONFIRMED