



**Date:** Tuesday, 23 May 2017  
**Time:** 3pm  
**Location:** Council Chambers, Serpentine

# **MINUTES**

## **Ordinary Council Meeting**

**23 May 2017**

**MINUTES OF LODDON SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, SERPENTINE  
ON TUESDAY, 23 MAY 2017 AT 3PM**

**PRESENT:** Cr Neil Beattie (Mayor), Cr Colleen Condliffe, Cr Geoff Curnow, Cr Gavan Holt, Cr Cheryl McKinnon

**IN ATTENDANCE:** Wendy Gladman (Director Community Wellbeing), Lynne Habner (A/Manager Executive & Commercial Services), Peter Cownley (A/Director Operations), Sharon Morrison (Director Corporate Services), Steven Phillips (Manager Operations), Phil Pinyon (Chief Executive Officer)

**1 OPENING PRAYER**

“Almighty God, we humbly beseech thee to bless this Council, direct and prosper its deliberations towards the true welfare of your people of the Shire of Loddon.”

**2 APOLOGIES**

Nil

**3 DECLARATIONS OF CONFLICT OF INTEREST**

Nil

**4 PREVIOUS MINUTES****4.1 CONFIRMATION OF MINUTES****File Number:** 02/01/001**Author:** Lynne Habner, A/Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 26 April 2017
2. The minutes of the Ordinary Council Meeting of 26 April 2017
3. The minutes of the Council Forum of 9 May 2017

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

**RESOLUTION 2017/89**

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That Council confirm:

1. The minutes of the Council Briefing of 26 April 2017
2. The minutes of the Ordinary Council Meeting of 26 April 2017
3. The minutes of the Council Forum of 9 May 2017

**CARRIED**

**5 REVIEW OF ACTION SHEET**

**5.1 REVIEW OF ACTIONS**

**File Number:** 02/01/002

**Author:** Lynne Habner, A/Manager Executive and Commercial Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** 1. Action sheet

**RECOMMENDATION**

That Council receive and note the action sheet.

**REPORT**

Refer attachment.

**RESOLUTION 2017/90**

Moved: Cr Cheryl McKinnon

Seconded: Cr Gavan Holt

That Council receive and note the action sheet.

**CARRIED**

**6 MAYORAL REPORT****6.1 MAYORAL REPORT**

File Number: 02/01/001

Author: Lynne Habner, A/Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

**RECOMMENDATION**

That Council receive and note the Mayoral Report

**REPORT**

The Mayor will present a report at the meeting.

**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>
1/5/17	Attended Boort Development Committee meeting.
4/5/17	Attended various functions with Peter Walsh and Damian Drum around Boort
8/5/17	GMW Statutory Advisory Committee meeting
9/5/17	Attended Council forum at Wedderburn
11/5/17	Presented certificates to Loddon Shire volunteers at Boort

13/5/17	Attended interleague match between North Central and Geelong districts
15/5/17	Attended streetscape sod turning in Wedderburn

**MOTION**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council receive and note the Mayoral Report

**CARRIED**

**7 COUNCILLORS' REPORT****7.1 COUNCILLORS' REPORTS**

File Number: 02/01/001

Author: Lynne Habner, A/Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

**RECOMMENDATION**

That Council receive and note the Councillors' reports

**REPORT**

Each Councillor will present a report at the meeting.

**Cr Condliffe**

<b>Calder Highway Improvement Committee</b>
31/3/17: Meeting held at Hume City Council office, Broadmeadows
<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
10/5/17: Inglewood Town Hall Hub meeting 17/5/17: Campbells Forest Hall meeting 17/5/17: BOLD meeting Bridgewater
<b>Australia Day Committee</b>
<b>Loddon Youth Committee</b>
<b>Healthy Minds Network</b>
<b>Other Council activities</b>

DATE	Activity
26/4/17	Inglewood and District Community Bendigo Bank Board meeting Inglewood
27/4/17	NCLN Charlton AGM
3/5/17	Meeting for the Bridgewater Station upgrade
4/5/17	Loddon Plains Landcare meeting at Serpentine
6/5/17	Official opening and renaming of Mitiamo Football Club – to John Forbes Memorial Park
9/5/17	Council Forum Wedderburn
9/5/17	Inglewood Community Centre meeting
13/5/17	Bridgewater market and op shop
15/5/17	Dingee Bush Nursing Centre Board meeting
18/5/17	Womens Health Board meeting Bendigo
19/5/17	WOG Day Wedderburn
22/5/17	Biggest Morning Tea Calivil
23/5/17	Council meeting Serpentine

### Cr Curnow

<b>Loddon Mallee Waste Resource Recovery Group</b>	
<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>	
<b>Other Council activities</b>	
DATE	Activity
27/4/17	LMWRR Board meeting in Bendigo



27/4/17	Annual meeting of NCLLEN at Charlton and inspection of the facilities of the Learning Centre
1/5/17	Triennial meeting of Hall Committee at Rheola
3/5/17	Met with 4 DELWP representatives at the Laanecoorie Loddon River Recreation Reserve
9/5/17	Council Forum at Wedderburn
12/5/17	Lunch with the Hon Fiona Nash and the Hon Damian Drum in Shepparton
17/5/17	Meeting at Wedderburn with the President of MAV, Cr McKinnon, Cr Holt and Phil Pinyon
19/5/17	First meeting of the newly appointed LMWRR Board
22/5/17	Attended the Biggest Morning Tea at Laanecoorie
23/5/17	May Loddon Shire Council meeting

**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>
29/4/17	Attended Wedderburn v Boort winter sports day at Wedderburn
1/5/17	With other members of the Donaldson Park Upgrade Steering Committee, went on a road trip visiting sports facilities at Newbridge, Newstead, Creswick and Broadford. It appears that we are going to require a minimum of \$2.5 million to construct an appropriate facility and I have started working on a funding strategy.
3/5/17	Met with local artist Ross Currie, Tourism Officer Robyn Vella and various

	interested parties to discuss a proposal to engage artists to paint an outdoor gallery on suitable external walls around Wedderburn
8/5/17	Attended a Goldfields Heritage Summit at Creswick to discuss the proposal for the 13 Shires that cover the Victorian Goldfields to apply for World Heritage Listing
9/5/17	Attended Council Forum in Wedderburn
11/5/17	Attended Rural Councils Victoria Mayors Councillors and CEOs Forum in Melbourne
11/5/17	Attended RCV Executive Committee meeting
12/5/17	Attended MAV State Council meeting in Melbourne
15/5/17	Participated in a 'turning of the sod' ceremony to mark the commencement of the construction of the Wedderburn Streetscape Project
17/5/17	Met at Wedderburn office with the new MAV President Mary Lalios to discuss various issues relevant to local government and Loddon Shire Council
19/5/17	Attended a meeting of the steering committee for the Jacka/Borella statues project in Soldiers Memorial Park Wedderburn
20/5/17	Attended Wedderburn v Charlton winter sports program at Charlton

## Cr McKinnon

<b>North Central Goldfields Regional Library</b>	
<b>Section 86 Committees:</b> 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	
<b>Nature Tourism Advisory Team</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
27/5/17	Attended NCLLEN AGM in Charlton, which included a tour of the North Central Trade Training Centre and hospitality provided by the students

28/5/17	GLC held a workshop on aligning the Library Plan to Council Plans, which was well attended by all four member Councils and GLC staff
28/5/17	CLLM Vision of the Region annual event this year was held at the Big Hill Winery, and highlighted some of the region's successes and opportunities
1/5/17	The first Health and Wellbeing Consultation workshop was held in Serpentine, and I congratulate Wendy Gladman on bringing together such a dynamic group of people to contribute to our plan.
2/5/17	Nature Tourism Spring Festival Committee met to work on the brochure and event calendar
3/5/17	I linked in the CVGA meeting by teleconference to discuss the restructure of the organisation and the appointment of a new CEO, with the current CEO resigning to resume his consultancy business.
4/5/17	Met with Council staff and Progress Association members at Pyramid Hill Caravan Park to discuss priorities and the management agreement.
8/5/17	Pyramid Hill Fiesta meeting, with planning well underway
9/5/17	Council Forum in Wedderburn
10/5/17	I met with the senior students at PHC to discuss issues of concern to them
11/5/17	PH marketing and tourism group met with Robyn Vella to continue looking at ways to promote the town.
17/5/17	Spring Festival meeting in Wedderburn then met with MAV Chair Mary Lalios, along with Gavan, Geoff and Phil. Later that day I attended a meeting at Janiember Park, where works are all but complete in time for the opening on June 3 <sup>rd</sup> .
18/5/17	CVGA meeting in Kyneton and farewell to Sonny Neale, CEO
22/5/17	Attended the Biggest Morning Tea at Calivil to raise funds for the Cancer Council.
	PH Hall Committee met to discuss an event to celebrate the 20 <sup>th</sup> birthday of the movie 'The Road to Nhill'.

**RESOLUTION 2017/91**

Moved: Cr Gavan Holt

Seconded: Cr Cheryl McKinnon

That Council receive and note the Councillors' reports.

**CARRIED**

## 8 DECISION REPORTS

### 8.1 2017-2018 ANNUAL INFRASTRUCTURE PROGRAM

**File Number:** 15/01/001

**Author:** Indivar Dhakal, Manager Technical Services

**Authoriser:** Peter Cownley, A/Director Operations

**Attachments:** 1. Summary of Annual Infrastructure Program  
2. List of Individual Projects

#### RECOMMENDATION

That Council approve the proposed 2017/18 Annual Infrastructure Program encompassing roads, drainage, townscape services (parks and gardens) and buildings attached

#### CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

#### PREVIOUS COUNCIL DISCUSSION

Council were presented with the draft 2017/2018 Annual Infrastructure Program (the Program) during its forum held on 9 May 2017. Numerous capital works projects identified within the Program were discussed at this time as well as the underpinning funding and associated expenditure requirements.

#### BACKGROUND

Every year Council allocates and spends significant funds on infrastructure capital works projects across the Shire. Council dynamically carries out scoping of the infrastructure projects and maintains a database in the form of a rolling program. The capital works program is developed from the rolling program with projects prioritised on the basis of an assessment matrix score generated from the scoping document.

Other strategic documents adopted by Council are also considered whilst preparing the capital works program, namely:

- Council plan
- Long Term Financial Plan
- asset management plans
- road register.

Historically, Council officers presented the roads and drainage infrastructure capital works program and parks and gardens capital works program as separate entities. However, from this year, the Infrastructure Capital Works Program will include buildings, and parks and gardens projects under separate categories.

The 2017/18 Annual Infrastructure Capital Works program has been developed in accord with the following financial requirements:

- Expenditure of Federal Government Roads to Recovery (R2R) funding of \$2.05m by 30 June 2018
- Expenditure of Council funds totalling a minimum of \$1.975m on road related infrastructure which fulfils R2R funding requirements

- Expenditure of Grants Commission funds notionally tied to local roads totalling \$3.175m
- Expenditure of Council funds totalling \$104,500 in parks and gardens capital investment
- Expenditure of \$258,497 utilising the Building Asset management Plan reserve (capped at \$400,000 pa).

A summary of funds allocated within each capital expenditure category and a detailed listing of the 2017/18 Annual Infrastructure Capital Works program is included in attachment 1

## ISSUES/DISCUSSION

Adoption of the proposed program will allow the Council to undertake the following:

- **Local Road - Gravel resheeting (LRS)**  
Funding of \$377,934 will allow the Council to resheet approximately 13 km of its gravel road network for 2017/18. This aligns with the financial projections of the recently adopted Road Asset Management Plan (RAMP).
- **Local Road - Shoulder resheeting (LRSS)**  
Funding of \$306,408 will allow Council to resheet approximately 20km (length includes both sides) of the gravel shoulders on Council's narrow seal road network. Additionally, widening of some township streets is proposed which will subsequently reduce the need for future shoulder re-sheeting.
- **Local Road - Reconstruction (LRC)**  
A total funding of \$1,585,645 has been distributed for asset preservation, safety and amenity sub-categories of local road reconstruction. The details of the projects including name, location and associated individual cost are included in the attachment 2.
- **Township Street Improvement (TSI)**  
A total funding of \$431,332 will allow Council to replace and install approximately 980sqm of new footpath, 145 m of kerb and channel and deliver street improvement projects. The individual breakdown of the projects in TSI is attached in attachment 2.

A review on the current funding methodology was undertaken to identify funding opportunities for more footpath and kerb and channel works. Under the current strategic plans, resources and competing priorities, very limited new works can be undertaken. However, due to lesser funding in bridges program this year, additional projects can be undertaken under TSI.

There are additional projects that have been scoped, but awaiting upload into the Council's Rolling Program. However, the projects listed in the category have higher priority than the ones awaiting inclusion in the Rolling Program.

Jubilee Street Project has been deferred due to design constraints and shall be encompassed in the subsequent year's program.

- **Urban & Township Drainage (TSD)**  
Funding of \$308,000 will allow the Council to address the critical drainage issues. This includes street drainage as well as mitigation works to maintain the Inglewood Reservoir. Details of the proposed works are listed in attachment 2 under Urban Drainage.
- **Local bridges and culverts (LBCC)**  
Funding of \$251,000 will allow the Council to address the issues identified from routine bridge inspections and as identified from customer requests. The funding proposed is in

accord with the Long Term Financial Plan requirement. Council is required to perform a level 2 inspection on its bridges and culverts every 3 years. The last level 2 inspection was carried out in 2014 with funding allocated to only carry out the work that requires immediate action.

- **Reseals**  
Funding of \$1,240,403 will allow the Council to reseal and final seal 49 km of its sealed road network. In early 2017, a condition inspection for the entire sealed road network was conducted. The reseal program was developed using this condition inspection report.
- **Parks and Gardens**  
Historically, a separate Parks and Gardens capital works program was presented to the Council. However, as parks and gardens are considered strategically important infrastructure it is appropriate to include parks and garden projects in the same report alongside other infrastructure projects.  
Funding of \$104,500 will ensure betterment of the existing parks in terms of aesthetics and improving the efficiency of maintenance activities. The details of each individual project are listed in attachment 2.
- **Buildings**  
Council utilises the Building Asset Management Plan Reserve to address its capital expenditure on building and property assets. The annual allocation of this reserve is currently set at \$400,000. Historically, the expenditure has been on an ad-hoc basis..

In 2016, Council conducted a building inspection audit on 168 buildings owned by Council. The information collected during the process along with the land and building valuation information previously collected is currently being collated to develop a long term financial plan for buildings. However, for 2017/18, a number of projects are proposed and presented to Council for approval utilising the existing reserve. Projects with an estimated total expenditure of \$260,000 are proposed (attachment 2). The remainder of the reserve allocation will be utilised to address any building issues identified during the audit process.

Attachment 1 identifies that the total 2017/18 Annual Infrastructure Capital Works Program proposed budget is \$4,863,719 with the road infrastructure expenditure classified according to network renewal, upgrade or new infrastructure. The Parks and Gardens and Buildings projects are identified as individual projects as they encompass renewal, upgrade and new infrastructure.

Local Road Construction Safety is considered entirely as upgrade so as to accommodate safety issues identified within Council's infrastructure network. This category has not been further classified into expenditure type but has been encompassed within "Total Upgrade" in the "Expenditure Type" table (attachment 1).

Reseals are considered entirely as renewal and as such this category has not been further classified to expenditure type but encompassed within renewal expenditure in summary (attachment 1).

The subsequent year programs are only indicative and subject to change as the renewal demand and service need changes.

## **COST/BENEFITS**

Adoption of the proposed program will allocate \$4,500,722 towards roads and drainage infrastructure with Parks and Gardens proposed expenditure of \$104,500. The Building allocation has been historically funded through a reserve account and is set at \$400,000 annually. This year, projects worth of \$258,497 are proposed from the reserve with the remainder allocation to be utilised for projects which arise during the year.

Adoption of this program will allow the Council to meet the objectives outlined in the various strategic asset management plans. It will deliver \$2,527,136 of network renewal, \$1,345,651 of upgrade and new assets construction of \$407,935.

### **RISK ANALYSIS**

Projects listed for delivery in 2017/2018, as per attachment 2, have been identified for delivery based upon their comparative priority within each of the Program categories and in accordance with the available funding identified within the draft 2017/18 budget.

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

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

Delivery of the Program will address the needs of the community through renewal, upgrade and new projects delivered in accord with adopted asset management plans and community requests.

### **CONSULTATION AND ENGAGEMENT**

The 2017/2018 Program was considered by Council at the May 2017 Forum. The program has been developed in consultation with Technical Services and Operations Departments of the Council to ensure that the program meets the current requirements of the community as well as the objectives of various strategic documents.

#### **RESOLUTION 2017/92**

Moved: Cr Gavan Holt

Seconded: Cr Cheryl McKinnon

That Council approve the proposed 2017/18 Annual Infrastructure Program encompassing roads, drainage, townscape services (parks and gardens) and buildings attached.

**CARRIED**

## 8.2 REVIEW OF RESERVES POLICY

**File Number:** 18/01/001

**Author:** Deanne Caserta, Manager Financial Services

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** 1. Reserves Policy v6

### RECOMMENDATION

That Council adopts the Reserves Policy v6

### CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

### PREVIOUS COUNCIL DISCUSSION

The last approved version of the Reserves Policy (v5) was in January 2017.

### BACKGROUND

The purpose of the Reserves Policy is to allow Council to use funds in line with the purposes outlined in the policy.

### ISSUES/DISCUSSION

The policy defines the specified purpose of each reserve and the conditions around the movements in and out of each reserve.

Since version five was adopted earlier this year there have been a further two reserves added which were identified through the 2017/18 Budget process.

The first new reserve relates to establishment of the Unsightly Premises Enforcement Provision Reserve.

This reserve is used to provide funds to assist with the enforcement and rectification works on determined unsightly premises with costs recouped via legal or other action. This may include staff costs associated with limited term employment that focuses on unsightly premises.

This reserve will have an initial \$100K balance which was funded through the 2015/16 Budget but was never formalised into a reserve at that point.

Movements within the reserve are reflected in debtor accounts for unsightly premises enforcement.

The second new reserve relates to the Swimming Pool Major Projects Reserve.

This reserve is used to fund unplanned major repairs and capital works at various swimming pool sites across the Shire.

Council will transfer into this reserve annually an amount determined during the budget process, to a maximum reserve level of \$200K. In 2016/17 there is expected to be a transfer of \$50K which was originally budgeted for repairs to swimming pool liners and is not required. A further \$50K is allocated within the 2017/18 Budget which will put the reserve at half its maximum limit.

Council will transfer from this reserve the net cost of unplanned major repairs and capital works.

### COST/BENEFITS

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



**RISK ANALYSIS**

The policy defines the specified purpose of each reserve and the conditions around the movements in and out of each reserve.

**CONSULTATION AND ENGAGEMENT**

The document has been subject to the normal approval process of the policy review group and Management Executive Group prior to presentation in the Council Meeting Agenda.

**RESOLUTION 2017/93**

Moved: Cr Colleen Condliffe

Seconded: Cr Cheryl McKinnon

That Council adopts the Reserves Policy v6

**CARRIED**

### 8.3 REVIEW OF RATEABLE PROPERTIES WITH ENVIRONMENTAL COVENANTS POLICY

**File Number:** 18/01/001

**Author:** Deanne Caserta, Manager Financial Services

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** 1. Rateable properties with environmental covenants policy v2

#### RECOMMENDATION

That Council adopts the Rateable Properties with Environmental Covenants Policy v2

#### CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

#### PREVIOUS COUNCIL DISCUSSION

The last approved version of the Rateable Properties with Environment Covenants Policy was in March 2016.

#### BACKGROUND

The purpose of the Rateable Properties with Environment Covenants Policy is to document Council's position in relation to rates rebates, waivers and reduction for properties which have Trust for Nature or other conservation covenants over their title but are not owned by Trust for Nature.

#### ISSUES/DISCUSSION

Council received correspondence from Trust for Nature during March 2017 in regard to rate, municipal and Fire Services Property Levy charges on a property located in Berrimal. Trust for Nature took ownership of the property in April 2016 with a rates notice sent out in August 2016. Trust for Nature questioned why they were receiving charges when, as owners of the property, and as they are a trust established under the *Victorian Conservation Trust Act 1972*, they are exempt.

Contained within the *Local Government Act 1989*, under Section 154:

(2) The following land is not rateable land:

(a) land which is unoccupied and is the property of the Crown or is vested in a Minister, a Council, a public statutory body or trustees appointed under an Act to hold that land in trust for public or municipal purposes.

Contained within the *Fire Services Property Act 2012* under Section 10:

(1) The following land is not land in respect of which the levy is payable:

(a)(ii) land of a public body – except where that land is leased or licensed to any person.

Further to this 'public body' means 'a controlled entity of the State which is classified as a General Government sector entity as defined and listed in the Annual Financial Report for the State of Victoria; or established by or under an Act or enactment'.

On review of the letter and the facts obtained above, it was established that they are in fact exempt from the charges as stated. These charges have been reduced and a subsequent review of the policy undertaken to add some direction in how to differentiate these properties from the ones that simply have a covenant placed over the title. The changes made are highlighted in yellow.

**COST/BENEFITS**

As a result of the review, a reduction of \$586.25 in rates and municipal charges and \$235.90 in Fire Services Property Levy charges was applied to the property.

**RISK ANALYSIS**

The updates applied to version two of the policy will allow Council to differentiate the treatment required for properties that are owned by Trust for Nature under the relevant Acts.

**CONSULTATION AND ENGAGEMENT**

The document has been subject to the normal approval process of the policy review group and Management Executive Group prior to presentation in the Council Meeting Agenda.

**RESOLUTION 2017/94**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council adopts the Rateable Properties with Environmental Covenants Policy v2

**CARRIED**

#### 8.4 ADOPTION OF THE RESPONSE TO COMMUNITY USE OF LEGAL AND ILLEGAL DRUGS POLICY

**File Number:** 12/01/001

**Author:** Wendy Gladman, Director Community Wellbeing

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** 1. Response to Community Use of Legal and Illegal Drugs policy

#### RECOMMENDATION

That Council adopts the Response to Community Use of Legal and Illegal Drugs policy.

#### CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

#### PREVIOUS COUNCIL DISCUSSION

An information session including a briefing paper and presentation from Inspector Paul Gardiner, Victoria Police was provided to Council at the August 2016 forum.

The draft Response to Community Use of Legal and Illegal Drug policy was presented to the January 2017 Council briefing for consideration.

The final policy document was presented to the February 2017 Council meeting where it was resolved to release for public comment.

#### BACKGROUND

An action from the May 2016 Council meeting requested Council staff draft an illicit drug policy for Council consideration.

#### ISSUES/DISCUSSION

In a legislative context, Council has no role to play in the enforcement of illegal drug activity and limited ability to influence legal drug use (alcohol and tobacco).

Council can advocate and facilitate a harm minimisation approach.

Harm minimisation focuses on the harms associated with the drug use, which enables interventions to prevent or reduce those harms, rather than only trying to eliminate drug use.

Harm minimisation is the current drug related policy in Australia governing all drug related laws and responses. There are three components of the harm minimisation policy: harm reduction, demand reduction and supply control.

The concept of harm minimisation rests on the assumption that we cannot stop all people from using licit and illicit substances and that, while people continue to use drugs, some will continue to experience harm.

Harm minimisation includes strategies designed to reduce the harm associated with use, without necessarily reducing use. It involves those strategies (policies and programs) specifically targeted at reducing the harm directly resulting from drug use.

Some examples of harm reduction strategies include: labelling on cigarette packets, needle and syringe exchange programs, safe injecting rooms, peer education programs, methadone maintenance programs, and labelling on alcoholic beverages.

A review of current literature and policy/strategy trends suggested that any Loddon drug policy include a number of key actions:

- Inclusion of legal and illegal drugs, given the significantly higher impact that alcohol and tobacco have on the health and wellbeing of the community.
- That Council has a role in facilitation, advocacy and creation of partnerships which may include:
  - development of partnerships to gain a stronger understanding of the current drug status in Loddon;
  - establishment of a Loddon Drug Action Network;
  - development of a Loddon Drug Action Plan and monitoring of associated outcomes;
  - facilitation of community information and education.
- An alignment of any Loddon Drug Action Plan with other future Council plans and strategies.
- Partnerships with other government or community organisations currently operating in the drug minimisation environment, for example Sports Focus.
- Continue to support Environmental Health initiatives such as the provision of syringe disposal units in all public toilets and the facilitation of the tobacco/smoking awareness campaigns.
- Participate in regional and state networks to ensure current and best practice information available. For example, active participation in the MAV Local Government Alcohol and Other Drugs Issues Forum and being informed about ongoing activity through the State Ice Action Plan.
- Continue to review the legislative environment to ensure that Council is operating to its full legislative and compliance capacity in the areas of local laws, planning and environmental health.

### **COST/BENEFITS**

Council participation in the development of partnerships across the legal and illegal drug spectrum provides the opportunity for a stronger collective impact resulting in increased opportunities to influence change and introduce harm minimisation strategies.

The successful implementation and delivery of harm minimisation strategies can result in less civil unrest, lower crime rates and fewer presentations to health services.

Whilst there are no initial costs associated in the development of this report and policy other than staff time, some actions arising from the development of the Municipal Public Health and Wellbeing Plan may require some additional resources to implement.

### **RISK ANALYSIS**

The risk of not adopting the approaches identified in this policy is that a strong partnership approach to minimisation of drug use would be unlikely to occur, resulting in individual agencies operating independently and having reduced singular impact. Without this policy, there is no guarantee that drugs and alcohol will remain as a key focus of future Municipal Public Health and Wellbeing Plans.

### **CONSULTATION AND ENGAGEMENT**

Consultation with other agencies involved in activities related to drug use, supported the development of the draft policy. The policy progressed through an internal review process in accordance with Council's Strategic Document Policy and Procedure Framework. The policy has been displayed publically for comment from 28 March to 28 April 2017 and received no submissions.

**RESOLUTION 2017/95**

Moved: Cr Cheryl McKinnon

Seconded: Cr Geoff Curnow

That Council adopts the Response to Community Use of Legal and Illegal Drugs policy.

**CARRIED**

## 9 INFORMATION REPORTS

### 9.1 APPOINTMENT OF AUDIT COMMITTEE CHAIR FOR 2017/18

**File Number:** 06/02/003

**Author:** Deanne Caserta, Manager Financial Services

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** Nil

#### RECOMMENDATION

That Council endorses the Audit Committee's recommendation to appoint Ken Belfrage as Audit Committee Chair to 31 May 2018 or the date of the Ordinary Meeting of Council in May 2018 where a resolution for appointment of Chair for the new term will be made, whichever is the earlier.

#### CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

#### PREVIOUS COUNCIL DISCUSSION

Nil

#### BACKGROUND

The Audit Committee Charter at 5.2(g) states:

- (a) At the second Audit Committee meeting each year an election of Chair from the external members of the committee will be held.

At the first Council Meeting following the election, the Chair will be appointed by Council on advice of the committee.

The term of the new chair will commence at the conclusion of the current Chair's term, and will be for a period of 12 months.

#### ISSUES/DISCUSSION

At the Audit Committee meeting held on 18 May 2017 Ken Belfrage was the only nominee for the position of Chair, and accepted the nomination.

This report seeks Council's approval of the committee's recommendation that Ken Belfrage be Chair of the Audit Committee.

Although the Audit Committee Charter currently states "for a period of 12 months", in practicality, the term of the Chair ends at the Ordinary Meeting of Council following the May Audit Committee Meeting where the committee provides a recommendation for the new Chair to the Council.

It is suggested that the recommendation cater for what happens practically, which in this instance will be an end of term for the Chair on 31 May 2018, or the date of the Ordinary Meeting of Council in May 2018 where resolution for appointment of the Chair for the new term will be made, whichever is the earlier.

#### COST/BENEFITS

Nil

**RISK ANALYSIS**

Appointment of the Chair by Council will ensure compliance with the Audit Committee's Charter.

Appointment of an external member of the committee as Chair is in line with good governance principles, and increases transparency and accountability of the committee.

**CONSULTATION AND ENGAGEMENT**

Nil

**RESOLUTION 2017/96**

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council endorses the Audit Committee's recommendation to appoint Ken Belfrage as Audit Committee Chair to 31 May 2018 or the date of the Ordinary Meeting of Council in May 2018 where a resolution for appointment of Chair for the new term will be made, whichever is the earlier.

**CARRIED**



**9.2 FINANCE REPORT FOR THE PERIOD ENDING 30 APRIL 2017****File Number:** 08/06/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Finance Report for the period ending 30 April 2017**RECOMMENDATION**

That Council receives and notes the 'Finance report for the period ending 30 April 2017'.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable result in the Council meeting occurring before the completion of the end of month finance procedures.

**BACKGROUND**

The Finance Report for the period ended 30 April 2017 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the 2016/17 Budget, and includes operating results, capital expenditure and funding sources.

**ISSUES/DISCUSSION**

**Budgeted Surplus** - Council's budgeted cash surplus has remained at \$1.95M mainly due to the finalisation of the 2017/18 Budget. Any expected changes are noted but will not be included in Council reporting.

**Income Statement (Revenue)** - Council's year to date (YTD) operating revenue is at 91% of YTD budget. Almost \$0.61M within the various debtors accounts were raised in April. The main variance is capital grants revenue which is \$2.1M behind YTD budget due to delays in a number of capital projects.

**Income Statement (Expenditure)** - Council's operating expenditure is at 100% of YTD budget. The main variation is within materials, services and contractors. These areas are within the reporting variation threshold and are less than \$150K each. Payments for this month totalled just over \$2.5M, compared to \$2.9M last month.

**Capital Works** - The revised budget for capital works is still \$17.5M and is 37% complete in financial terms (34% at the end of March) for the current financial year. Council is currently working towards measuring % practical completion. Asset types with major variations (10% or \$10K) include furniture and office equipment, land and buildings, road works, urban and road drainage, recreation, leisure and community facilities, parks, open space and streetscapes and footpaths with many projects behind expected timing due to a decrease in activity as a result of the recent floods.

**Balance Sheet** - Council has a \$17.5M cash total with \$1.6M in general accounts. Debtors are just over \$1.9 which is a decrease of \$0.2M since the last report. Sundry debtors total \$531K with

invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$16K.

There were no supplementary valuations updated in April. The total rateable CIV at the end of April remains at \$1.80B.

### **COST/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 2016/17.

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.

### **RESOLUTION 2017/97**

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council receives and notes the 'Finance report for the period ending 30 April 2017'.

**CARRIED**

**10 COMPLIANCE REPORTS****10.1 ROAD MANAGEMENT PLAN DEFECT RECTIFICATION COMPLIANCE REPORT****File Number:** 14/01/022**Author:** Steven Phillips, Manager Operations**Authoriser:** Peter Cownley, A/Director Operations**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the road management plan defect rectification compliance report.

**CONFLICT OF INTEREST**

There is no conflict of interest for any council staff member involved in writing this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

This is the third report for the 2016 - 2017 financial year, summarising road network defect rectification compliance against requirements specified within the Loddon Shire Road Management Plan (RMP).

**BACKGROUND**

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

**ISSUES/DISCUSSION**

Table 1 below provides a summary of the compliance against the schedule of road and street inspection regimes as set in the RMP.

*Table 1: Inspection summary report*

<b>Quarter 2 (01/10/2016 – 31/12/2016)</b>					
<b>Number of scheduled inspections</b>	<b>Number completed by due date</b>	<b>Number completed after due date</b>	<b>Number not completed</b>	<b>Compliance</b>	<b>District</b>
18	16	2	0	88.9%	Loddon Plains
23	22	1	0	95.7%	Loddon Goldfields

During the third quarter of 2016 – 2017, 92.3% of the programmed inspections were completed according to the schedule. This is below the target of 100% set in the RMP. Wet weather hampered our efforts to complete the required inspection by their due dates. All inspections have now been completed.

Table 2 below provides a summary of compliance of actual response times for rectification works of defects as detailed in the defect intervention levels and response timetables of the RMP.

*Table 2: Defect rectification summary report*

Quarter 2 (01/10/2016 – 31/12/2016)							
Number of adhoc work actions	Number of inspected work actions	Total number of work actions	Number completed by due date	Number completed after due date	Number not completed	Compliance	District
153	546	699	697	2	0	99.7%	Loddon Plains
173	502	675	673	2	0	99.7%	Loddon Goldfields

Table 2 comprises a summary of defects that have been identified through both programmed inspections as undertaken by Surveillance Officers and works crews identifying and rectifying defects as they find them, known as adhoc work actions. During the third quarter of 2016 – 2017, 99.7% of all date imposed defects were completed before their due date. This is 0.3% below the target of 100% set in the RMP. There are no outstanding work actions to be completed.

Table 3 provides a summary of compliance against the unsealed road maintenance grading program. The maintenance grading program identifies each road segment by its road hierarchy and grading frequency as detailed in the RMP. The adhoc grading work actions are work actions that are either work requests from the community or works outside of the scheduled program.

*Table 3: Maintenance grading program*

Quarter 2 (01/10/2016 – 31/12/2016)							
Number of scheduled work actions	Number of adhoc work actions	Total number of work actions	Number completed by due date	Number completed after due date	Number not completed	Compliance	District
662	20	682	648	31	3	95.0%	Loddon Plains
826	5	831	809	21	1	97.4%	Loddon Goldfields

The data in table 3 indicates that 1,509 maintenance grading work actions were completed for the third quarter of the 2016 – 2017 financial year. This is approximately 601km of unsealed road that has been inspected for grading and graded if so required as per the intervention levels as detailed in the RMP. There is no set level of compliance for the maintenance grading program in the RMP.

**COST/BENEFITS**

The year to date actual expenditure for the third quarter of 2016 – 2017 of the Local Road Maintenance Program is \$1,179,000. This is slightly under the expected expenditure for this period.

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

**RISK ANALYSIS**

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

**CONSULTATION AND ENGAGEMENT**

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

**RESOLUTION 2017/98**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council receive and note the road management plan defect rectification compliance report.

**CARRIED**

**10.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-INGLEWOOD TOWN HALL**

**File Number:** 02/01/023  
**Author:** Michelle Hargreaves, Administration Officer  
**Authoriser:** Wendy Gladman, Director Community Wellbeing  
**Attachments:** Nil

**RECOMMENDATION**

That Council

1. appoints the persons named in this report as members of the Inglewood Town Hall Section 86 committee of management, effective immediately.
2. approve the amendment to the schedule of fees as provided in this report

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council approved the current list of committee members for Inglewood Town Hall Committee of Management on 28 March 2017.

**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, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

**ISSUES/DISCUSSION**

The Inglewood Town Hall Committee has continued to develop the committee membership, as detailed in the report provided at the March Council meeting. To support this, the Committee seek Council's endorsement of an amendment to the Committee of Management membership to remove Robyn Johns and add Enzo Scafati and Frank Stoel.

This will result in the current membership of the Inglewood Town Hall Section 86 committee comprising:

Name	Position
Vacant	President
Brian Rodwell	Vice President
Jean McClymont	Secretary/ Treasurer
Pauline Wellman	Committee Member
Enzo Scafati	Committee Member
Frank Stoel	Committee Member

The Council representative for this committee is Cr Colleen Condliffe.

The Council representative appointed for this committee is Director Community Wellbeing, Wendy Gladman.

**SCHEDULE OF FEES**

At the March Council meeting a schedule of facility hire fees was approved by Council. The Committee has had some demand for shorter sessional use of the supper room, which was not supported in the adopted fees schedule. This amendment will support increased flexibility of hiring options for users.

The current fee for the hire of the supper room consists of:

Room	Duration	Community	Private	Business /Government
Supper room (including use of kitchen)	Per event	\$80.00	\$80.00	\$180.00

The recommend amendment to the schedule will now provide:

Room	Duration	Community	Private	Business /Government
Supper room (including use of kitchen)	Per session (up to 5 hours)	\$50.00	\$50.00	\$100.00
Supper room (including use of kitchen)	Per event (5 hours plus)	\$80.00	\$80.00	\$180.00

**COST/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 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

**RESOLUTION 2017/99**

Moved: Cr Colleen Condliffe

Seconded: Cr Cheryl McKinnon

That Council

1. appoints the persons named in this report as members of the Inglewood Town Hall Section 86 committee of management, effective immediately.
2. approve the amendment to the schedule of fees as provided in this report

**CARRIED**



**11 GENERAL BUSINESS****URGENT BUSINESS****RESOLUTION 2017/100**

Moved: Cr Gavan Holt  
Seconded: Cr Geoff Curnow

That the following items be treated as urgent business:

- Pedestrian crossing at Wedderburn
- Funding of Donaldson Park development

**CARRIED**

**11.1 PEDESTRIAN CROSSING AT WEDDERBURN****RESOLUTION 2017/101**

Moved: Cr Gavan Holt  
Seconded: Cr Colleen Condliffe

1. That Council write to VicRoads requesting that they enter into discussions with Council about a proposal to install a zebra crossing on High Street Wedderburn.
2. That Council write to the Calder Highway Improvement Committee Secretary Noel Shanahan, requesting that the Committee promote with VicRoads the proposal to install the zebra crossing, and the letter be sent before 27 July 2017.

**CARRIED**

**11.2 FUNDING OF DONALDSON PARK DEVELOPMENT****RESOLUTION 2017/102**

Moved: Cr Gavan Holt  
Seconded: Cr Colleen Condliffe

That Council allocate up to \$30,000 from the Donaldson Park Reserve to fund the development of a project plan for the construction of the Donaldson Park multipurpose facility.

**CARRIED**

Cr Holt explained that the Donaldson Park Committee of Management had commissioned an independent review into the feasibility of a new multipurpose facility at Donaldson Park, which resulted in a positive outcome. To better define the costs and be able to apply for funding opportunities, a project plan will need to be developed.

**12 CONFIDENTIAL ITEMS**

Closing of Meeting to the Public

**RESOLUTION 2017/103**

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That the meeting be closed to the public at 4.01pm.

**CARRIED**

**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989:

**12.1 Review of confidential actions**

This matter is considered to be confidential under Section 89(2) - (h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Any other matter which the Council or special committee considers would prejudice the Council or any person.

**12.2 CONTRACT 393 - PROVISION OF INSURANCE BROKING AND RISK MANAGEMENT SERVICES**

This matter is considered to be confidential under Section 89(2) - (d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contractual matters.

**RESOLUTION 2017/104**

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That the meeting be re-opened to the public at 4.11pm.

**CARRIED**

**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 27 June 2017 at Serpentine commencing at 3pm.

There being no further business the meeting was closed at 4.12pm.

Confirmed this.....day of..... 2017

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**CHAIRPERSON**