



Notice is given that an Ordinary Meeting of Council will be held on:

Date: Tuesday, 26 September 2017
Time: 3pm
Location: Council Chambers, Serpentine

AGENDA

Ordinary Council Meeting

26 September 2017

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ASSOCIATED WORK 343

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

3 DECLARATIONS OF CONFLICT OF INTEREST

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 22 August 2017
2. The minutes of the Ordinary Council Meeting of 22 August 2017
3. The minutes of the Council Forum of 5 September 2017

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

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.

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From: 1/01/2016</p> <p>Date To: 31/12/2018</p> <p>Printed: Wednesday, 13 September 2017</p> <p>5:16:13 PM</p>
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Outstanding actions from previous meetings

ACTION NUMBER	COUNCIL MEETING	REF	DIRECTORATE	OFFICER
9	28/5/12	9.2	Operations	Manager Technical Services

ACTION

That Council:

1. Develop a process for the identification and prioritisation of minor community infrastructure projects which will allow for a structured approach in providing in-principle or financial support for external funding applications.

COMMENTS

12/11/14: Action item has been amended following completion of the BRIC gymnasium development project utilising "Putting Local's First" funding. Elements of this action have been simplified to exclude those relating to the BRIC project and focusing now on the remaining action element being the development of operational guidelines for receiving, prioritising and applying for external funding in respect to minor community infrastructure projects.

11/6/2015: Manager Infrastructure has commenced development of a draft project identification template and scoping document along with associated prioritisation criteria and explanatory notes.

11/09/2015: Progress on development of assessment and prioritisation criteria for minor community Infrastructure projects has been delayed due to competing operational priorities. Delivery of this action item shall be raised with the Manager of Infrastructure as a matter of urgency.

11/02/2016: Matter has been raised with the responsible officer however no further progress has been made on development of the required process and guideline.

12/05/2016: Development of minor community infrastructure project assessment and prioritisation guidelines has been incorporated into the 2016/17 performance objectives of the new Manager Technical Services.

10/6/2016: No progress to date - will be considered with review of building assets

11/08/2016: Review of methodology for identification and prioritisation of community infrastructure projects has commenced. Consideration is currently being given to frameworks which have been adopted by other LGA's (i.e. City of Greater Bendigo Capital Investment Assessment Framework).

20/02/2017: Progress on developing community infrastructure project prioritisation guideline has been delayed due to competing priorities and resource constraints. Project is being handed over to the recently appointed Project/Contract Officer for further progression.

19/04/2017: The Manager Technical Services and Project/Contract Officer are working together to progress the establishment of an Assessment Framework based upon the 2017/18 projects.

13/07/2017: No further action has been taken due to staff resource constraints.

02/08/2017: No further action. Benchmarking with other neighbouring Councils will be undertaken subject to successful recruitment of Assets and Buildings Coordinator.

11/09/2017: New Assets and Building Co-ordinator has commenced and will prioritise as matter of urgency.

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ACTION NUMBER	COUNCIL MEETING	REF	DIRECTORATE	OFFICER
66	25/2/14	7.4	Operations	Manager Technical Services

ACTION

That Council look at the future needs of buildings under Council control but 'not currently covered by the Building Asset Management Plan and report to Council.

COMMENTS

8/4/14: All buildings identified within the shire are currently covered in the BAMP. Council have requested that the BAMP be reviewed in relation to the buildings that receive no financial support. A review of the BAMP is scheduled to be undertaken later this calendar year. At this time a review of all provisions will be undertaken with a subsequent report provided for Council consideration.

11/11/14: Review of the BAMP has been rescheduled to later this financial year due to commitments of staff in preparing the Road Asset Management and Stormwater Asset management Plans as a matter of priority. Preliminary discussions and consideration on service levels for various building categories has commenced however e.g. public toilets.

11/6/15: Review of the BAMP has been rescheduled following completion of the annual asset valuation data. It is expected that commencement of the BAMP review will occur following the completion of the Stormwater Asset Management Plan in September 2015.

11/09/15: Manager Policy & Strategy is finalising both the Urban Drainage Asset Management and Road Asset Management Plans. Following completion of these strategies focus shall be placed upon the revision of the Building Asset management Plan. Due to delays in progress with the development of the UDAMP and RAMP, work on the BAMP is now scheduled to commence in November 2015.

11/02/16: Draft RAMP and UDAMP have been prepared. Final review of draft documents is occurring in preparation for discussion with Council in March. Enquiries are being made with appropriately qualified consultants to gather necessary building asset data in preparation of commencement on the BAMP review later this year.

10/6/2016: Consultants are currently being interviewed regarding building asset system and data capture. Consultant should be engaged July/August with data capture due by end of 2016.

5/7/2016: Consultants from Assetic has been engaged to perform condition assessment of all the Council owned/managed buildings. Additionally, Assetic system has been purchased as a new corporate asset management system for building assets with future inclusion of roads and drainage assets.

11/08/2016: Register of buildings for inspection has been finalised and consultants will be commencing on site inspections and data capture by the end of August. It is expected that the data capture process could take up to 60 days after which time processing and analysis will commence to inform investment scenario modelling within the revised BAMP

31/08/2016: Building audits have now commenced. A total of 178 Council buildings have been identified for audit. In addition to data capture on structure details, inspections will also identify immediate works required where building element conditions are below service level intervention standards. These works will then form the basis of future building capital works programs and inform preparation of the future investment demand for the LTFP and BAMP.

4/10/16: Building audits are approximately 80% complete. It is anticipated that full audit details and population of the Asset Management System which has been procured, will be complete by the end of October 2016. Data modelling within the Asset Management package will then be used to inform development of the new draft Asset Management Plan.

10/11/16: Audit of Council buildings has been completed. Condition profiles for building stock are now being compiled to inform preparation of draft BAMP. It is anticipated

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that presentation of initial audit results to Council will occur in either December or January.

20/2/17: Post audit processing of building data has been slightly delayed due to resource constraints. Officers are in the process of finalising to produce renewal gap modelling prior to presentation of audit findings to Council. Outputs from audit process are also being utilised in the preparation of a building component of the 2017-2017 Annual Infrastructure Program.

20/03/2017: Preliminary modelling of long term investment requirements across the portfolio of Council buildings has now been completed. Summary report for Council is being prepared to convey initial findings however detailed analysis and adjustment is still required to take into consideration the current policies contained within the BAMP as well as preparation of various scenarios if service levels are changed. Scenario models will be presented to Council as part of developing the revised BAMP.

19/04/2017: First Draft of BAMP is expected in the first quarter of 2017/18.

13/07/2017: Due to delay in successful recruitment to the vacant position of Assets and Buildings Coordinator, it is very likely that the first draft of BAMP will be delayed.

02/08/2017: No further action.

11/09/2017: New Assets and Building Co-ordinator has commenced and will prioritise as matter of urgency.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 7.2 2016/39	Ordinary Council Meeting 13 December 2016	Carolyn Stephenson Peter Cownley	Planning Scheme Amendment to Correct Mapping Errors	27/12/2016	16/12/2016	
RESOLUTION 2016/39						
Moved: Cr Colleen Condliffe						
Seconded: Cr Cheryl McKinnon						
That Council						
1. Request authorisation from the Minister for Planning to prepare an amendment to the Loddon Planning Scheme to correct the mapping errors as identified in the attached table.						
2. Should authorisation be provided, prepare the amendment and place the amendment on exhibition.						
						CARRIED
<i>11 Sep 2017 - 11:27 AM - Carolyn Stephenson</i> DELWP have advised that we should have a decision by the end of the week <i>31 Jul 2017 - 2:26 PM - Carolyn Stephenson</i> Final documents and request for approval lodged with the Minister for Planning						

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12 Jul 2017 - 4:59 PM - Christine Coombes
 The C39 amendment report has been prepared for council's adoption and approval to submit to the Minister for approval.
 03 Jul 2017 - 11:44 AM - Carolyn Stephenson
 Report prepared for July meeting
 30 May 2017 - 12:57 PM - Carolyn Stephenson
 Currently on exhibition. Exhibition closes 26th June. Will be reported to July meeting.
 16 May 2017 - 1:59 PM - Christine Coombes
 Still waiting on Ministerial approval from DELWP. Proposed public exhibition is 25 May 2017.
 03 May 2017 - 12:18 PM - Carolyn Stephenson
 Still waiting for Ministerial authorisation for exhibition
 21 Mar 2017 - 9:38 AM - Carolyn Stephenson
 Currently on exhibition. Exhibition closes 26th June. Will be reported to July meeting.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council Meeting 25 July 2017	Carolyn Stephenson	Loddon Planning Scheme Amendment C39 - Adoption	8/08/2017	31/07/2017	
8.2		Peter Cownley				
2017/125						

RESOLUTION 2017/125

Moved: Cr Cheryl McKinnon
 Seconded: Cr Colleen Condliffe

That Council adopt Amendment C39 to the Loddon Planning Scheme as exhibited and submit the amendment to the Minister for Planning for approval.

CARRIED

11 Sep 2017 - 11:27 AM - Carolyn Stephenson
 DELWP have advised that we should have a decision by the end of the week
 31 Jul 2017 - 2:26 PM - Carolyn Stephenson
 Documents and request for approval lodged with the Minister for Planning

Outstanding Actions	Division:	Date From: 1/01/2016
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Actions completed since last meeting

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 8.1	Ordinary Council Meeting 25 July 2017	Alexandra Jefferies Peter Cownley	Planning application 5289- Yemaya Festival	8/08/2017		29/08/2017
<p>29 Aug 2017 - 4:42 PM - Alexandra Jefferies Action completed by: Alexandra Jefferies Application put forth at August meeting</p> <p>04 Aug 2017 - 3:53 PM - Alexandra Jefferies No decision was made on application 5289 during the July meeting as the CHMP amendment was not provided in time. The application will be put forth to the August meeting</p>						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 8.3	Ordinary Council Meeting 25 July 2017	Indivar Dhakal Peter Cownley	Review of Boort Bypass Study Project Brief	8/08/2017		29/08/2017
<p>29 Aug 2017 - 2:12 PM - Indivar Dhakal Action completed by: Indivar Dhakal Council officers will start working on the Local Roads to Market which is anticipated to open in September 2017.</p> <p>01 Aug 2017 - 8:54 AM - Indivar Dhakal Report deferred to August Council meeting</p>						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 12.3 2017/132	Confidential Council Meeting 25 July 2017	Graeme Smith Peter Cownley	Contract 381 Serpentine underground stormwater drainage	8/08/2017	31/07/2017	8/09/2017
<p>RESOLUTION 2017/132</p> <p>Moved: Cr Colleen Condliffe Seconded: Cr Cheryl McKinnon</p> <p>That Council award Contract Number 381- Serpentine underground stormwater drainage to Maine Civil Pty Ltd for the lump sum of \$214,707.00. (Ex GST)</p> <p style="text-align: right;">CARRIED</p> <p>08 Sep 2017 - 10:09 AM - Graeme Smith Action completed by: Graeme Smith Contract documents prepared and ready for signing and sealing</p> <p>15 Aug 2017 - 4:44 PM - Christine Coombes Contract documents are being prepared. A report will be presented to the Council to authorise the CEO for signing and sealing of relevant documents.</p>						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Confidential Council Meeting 25 July 2017	Deanne Caserta	Finalisation of Sale of Properties for Rate Recovery Under Section 181 of the Local Government Act 1989	8/08/2017	31/07/2017	11/09/2017

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From: 1/01/2016</p> <p>Date To: 31/12/2018</p> <p>Printed: Wednesday, 13 September 2017</p> <p>5:16:13 PM</p>
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<p>12.4</p> <p>2017/133</p> <p>RESOLUTION 2017/133</p> <p>Moved: Cr Cheryl McKinnon</p> <p>Seconded: Cr Colleen Condliffe</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Resolve to purchase PC350553R, Lot 2 LP61935 & Lot 5 LP73168 Parish Jarklin, 11 Tolls Road Jarklin for the price set within the valuation report received from LG Valuation Services Pty Ltd on 23 June 2017 of \$28,500 as the property was not sold within the auction process and authorise the use of the Council seal on any related documentation. 2. Under the Provision for Doubtful Debts and Writing Off Bad Debts Policy, write off bad debts relating to four properties sold within the Section 181 process where there is a shortfall of funds available to service the outstanding rates and charges owing totalling \$20,092.27. <p style="text-align: right;">CARRIED</p> <p><i>11 Sep 2017 - 11:38 AM - Deanne Caserta</i> Action completed by: Deanne Caserta Property settled on 8 September 2017. All outstanding rates and charges have been paid in full.</p> <p><i>30 Aug 2017 - 9:28 AM - Deanne Caserta</i> IN PROGRESS - Settlement date for 11 Tolls Road is set for 8 September 2017. This is the final stage of this report to be completed.</p> <p><i>03 Aug 2017 - 11:44 AM - Deanne Caserta</i> IN PROGRESS Council have finalised the write off of bad debts for the four properties which had remaining balances. Council's legal services provider is in the process of drawing up the contracts for the purchase of the Tolls Road property, which will be forwarded for signing and sealing over the next few weeks.</p>	<p>Sharon Morrison</p>														
<table border="1"> <thead> <tr> <th>Type</th> <th>Meeting</th> <th>Officer/Director</th> <th>Subject</th> <th>Est. Compl.</th> <th>Emailed</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>Report</td> <td>Ordinary Council Meeting 22 August 2017</td> <td>Deanne Caserta</td> <td>2016/17 Financial and Performance Statements in Principle Report</td> <td>5/09/2017</td> <td>29/08/2017</td> <td>30/08/2017</td> </tr> </tbody> </table>		Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed	Report	Ordinary Council Meeting 22 August 2017	Deanne Caserta	2016/17 Financial and Performance Statements in Principle Report	5/09/2017	29/08/2017	30/08/2017
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed									
Report	Ordinary Council Meeting 22 August 2017	Deanne Caserta	2016/17 Financial and Performance Statements in Principle Report	5/09/2017	29/08/2017	30/08/2017									
<p>8.1</p> <p>2017/138</p> <p>RESOLUTION 2017/138</p> <p>Moved: Cr Geoff Curnow</p> <p>Seconded: Cr Cheryl McKinnon</p>	<p>Sharon Morrison</p>														

Outstanding Actions	Division:	Date From: 1/01/2016
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Action Sheets Report	Officer:	Printed: Wednesday, 13 September 2017
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That Council:

1. Adopts the Financial Statements and Performance Statement for the year ended 30 June 2017 as presented "in principle".
2. Authorise the Chief Executive Officer to make any amendments to the Financial Statements and Performance Statement for the year ended 30 June 2017 that may be requested by the Victorian Auditor-General.
3. Authorise the Mayor Cr Neil Beattie, one other Councillor and the Chief Executive Officer to certify the audited Financial Statements and Performance Statement for the year ended 30 June 2017.

CARRIED

30 Aug 2017 - 9:26 AM - Deanne Caserta

Action completed by: Deanne Caserta

Action complete, signatures added to financial statements and performance statements and submitted to VAGO for finalisation.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 8.2 2017/139	Ordinary Council Meeting 22 August 2017	Indivar Dhakal Peter Cownley	Road Management Plan 2017	5/09/2017	29/08/2017	29/08/2017

RESOLUTION 2017/139

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council:

1. Adopt the Road Management Plan 2017.
2. Publish the adoption of Road Management Plan 2017 in the Government Gazette and the local newspaper.

CARRIED

29 Aug 2017 - 4:39 PM - Indivar Dhakal

Action completed by: Indivar Dhakal

The approved plan has been forwarded to Exec and Commercial Services for CEO's signature and advertisement has been drafted to be published in local newspaper and government gazette.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 8.3 2017/140	Ordinary Council Meeting 22 August 2017	Indivar Dhakal Peter Cownley	Review of Boort Bypass Study Project Brief	5/09/2017	29/08/2017	29/08/2017

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From: 1/01/2016</p> <p>Date To: 31/12/2018</p> <p>Printed: Wednesday, 13 September 2017</p> <p>5:16:13 PM</p>
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RESOLUTION 2017/140

Moved: Cr Colleen Condliffe
 Seconded: Cr Geoff Curnow

That, subject to Council officers identifying funding sources to undertake the study, Council endorse the attached project brief for a suitably qualified traffic consultant to undertake a study for a by-pass route for heavy vehicles in Boort.

CARRIED

29 Aug 2017 - 4:38 PM - Indivar Dhakal
 Action completed by: Indivar Dhakal
 Manager Technical Services will prepare a grant application for Local Roads to Market Design stream which is anticipated to open in September 2017.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council Meeting 22 August 2017	Deanne Caserta	Finance Report for the period ending 31 July 2017	5/09/2017	29/08/2017	30/08/2017
8.4		Sharon Morrison				
2017/141						

RESOLUTION 2017/141

Moved: Cr Geoff Curnow
 Seconded: Cr Colleen Condliffe

That Council:

1. receives and notes the 'Finance report for the period ending 31 July 2017'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2017/18 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2017/18.

CARRIED

30 Aug 2017 - 9:26 AM - Deanne Caserta
 Action completed by: Deanne Caserta
 Actions complete

Outstanding Actions	Division:	Date From: 1/01/2016
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Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 8.5 2017/142	Ordinary Council Meeting 22 August 2017	Deanne Caserta Sharon Morrison	Review of Procurement Policy	5/09/2017	29/08/2017	30/08/2017
RESOLUTION 2017/142						
Moved: Cr Cheryl McKinnon						
Seconded: Cr Gavan Holt						
That Council adopts the Procurement Policy v7.						
CARRIED						
30 Aug 2017 - 9:27 AM - Deanne Caserta						
Action completed by: Deanne Caserta						
Document forwarded for finalisation including signature addition and uploading to internet.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 8.1 2017/137	Ordinary Council Meeting 22 August 2017	Alexandra Jefferies Peter Cownley	Planning application 5289- Yemaya Festival	5/09/2017	29/08/2017	29/08/2017
RESOLUTION 2017/137						
Moved: Cr Geoff Curnow						
Seconded: Cr Gavan Holt						
That the application be refused on the following grounds:						
1. The Victoria Police have objected to this application raising numerous concerns relating to public safety.						
2. The poor quality of documentation and plans provided as part of this application have not adequately addressed risks associated with the event.						
3. There are likely to be unreasonable amenity impacts upon surrounding residences as a result of prolonged noise.						
4. The proposed use is inconsistent with the purpose of the Farming Zone and is likely to negatively impact on surrounding agricultural land uses through the spread of noxious weeds, noise, trespassing, traffic and parking issues.						
5. The risk that works required to be undertaken in preparation for the event and the provision of other required information to ensure permit compliance and engagement of relevant third parties cannot be practically completed in time for the event.						

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CARRIED

29 Aug 2017 - 4:43 PM - Alexandra Jefferies

Action completed by: Alexandra Jefferies

Notice of refusal was issued on 23 August 2017 by planning officer

29 Aug 2017 - 4:41 PM - Alexandra Jefferies

Application was refused. Notice of refusal was issued on the 23 August 2017. Applicant has 60 days to lodge an appeal

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council Meeting 22 August 2017	Wendy Gladman	ADVERTISING THE DRAFT MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN FOR PUBLIC COMMENT	5/09/2017	29/08/2017	3/09/2017
8.6		Wendy Gladman				
2017/143						

RESOLUTION 2017/143

Moved: Cr Colleen Condliffe

Seconded: Cr Cheryl McKinnon

That Council resolve to advertise the draft Municipal Public Health and Wellbeing Plan 2017-2021 for public comment.

CARRIED

03 Sep 2017 - 4:55 PM - Wendy Gladman

Action completed by: Wendy Gladman

The draft Municipal Public Health and Wellbeing Plan has been made available on Council's website and at the Wedderburn and Serpentine offices for review and comment. Notifications placed in mayoral column, Council bulletin and Facebook posts. Closing date for submissions is listed as 10 September 2017 to allow presentation of the final version of the plan to Council's September meeting for adoption.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council Meeting 22 August 2017	Michelle Hargreaves	SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAIL YANDO PUBLIC HALL	5/09/2017	29/08/2017	29/08/2017
10.3		Sharon Morrison				
2017/151						

RESOLUTION 2017/151

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

Outstanding Actions	Division:	Date From: 1/01/2016
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Action Sheets Report	Officer:	Printed: Wednesday, 13 September 2017
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That Council appoints the persons named in this report as members of the Yando Public Hall Section 86 committee of management, effective immediately.

CARRIED

29 Aug 2017 - 4:49 PM - Michelle Hargreaves
 Action completed by: Michelle Hargreaves
 Letter sent to committee of management 5 July 2017

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council Meeting 22 August 2017	Michelle Hargreaves	SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-WEDDERBURN MECHANICS LITERARY INSTITUTE HALL	5/09/2017	29/08/2017	29/08/2017
10.4 2017/152		Sharon Morrison				

RESOLUTION 2017/152

Moved: Cr Colleen Condliffe
 Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Wedderburn Mechanics and Literary Institute Hall Section 86 committee of management, effective immediately.

CARRIED

29 Aug 2017 - 4:49 PM - Michelle Hargreaves
 Action completed by: Michelle Hargreaves
 Letter sent to committee of management 5 July 2017

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council Meeting 25 July 2017	Allan Stobaus	LODDON SHIRE COMMUNITY GRANTS SCHEME 2017-18	8/08/2017	31/07/2017	14/09/2017
8.4 2017/126		Wendy Gladman				

RESOLUTION 2017/126

Moved: Cr Colleen Condliffe
 Seconded: Cr Cheryl McKinnon

That Council allocate \$197,499 in grants under the 2017/18 Loddon Shire Council Community Grants Scheme as outlined in the attachment provided with this report.

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From: 1/01/2016</p> <p>Date To: 31/12/2018</p> <p>Printed: Wednesday, 13 September 2017</p> <p>5:16:13 PM</p>
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CARRIED

14 Sep 2017 - 4:10 PM - Christine Coombes
 Action completed by: Christine Coombes
 Complete

14 Sep 2017 - 4:09 PM - Christine Coombes
 All Community Grant Funding Agreements have been sent to recipient organisations ensuring payment of grants are in progress.

15 Aug 2017 - 4:01 PM - Christine Coombes
 Community Grants as approved by Council are in the process of being allocated.

03 Aug 2017 - 11:55 AM - Christine Coombes
 Action reassigned to Allan Stobaus by: Christine Coombes

ACTION NUMBER	COUNCIL MEETING	REF	DIRECTORATE	OFFICER
96	24/2/15	7.1	Operations	Manager Technical Services

ACTION

That a meeting be arranged between council staff and the residents of Holloway Street, Boort, to discuss the proposed works for the street.

COMMENTS

11/3/15: Planning and design for the Holloway street project has been included within the 2015/16 draft annual infrastructure program. It is envisaged that a consultant will be engaged to prepare the township street plan for Holloway Street including consultation with local residents.

11/6/15: Further progress in developing streetscape plans for Holloway Street, including the required public consultation meeting are on hold pending approval of Council's 2015/16 budget.

11/09/2015: Co-ordination of community meetings (residents of Holloway Street) is still to occur. Council's Infrastructure Department is preparing a specification for the engagement of a suitably qualified civil consultancy to prepare the Holloway Street Streetscape designs as well as conduct the necessary consultation with local residents. Item shall be raised with the Manager Infrastructure as a point of urgency.

11/4/2016: Tomkinson group have been engaged to develop project plans as well as undertake the necessary community consultation with local residents. It is expected that initial concept plans will be finalised during May with initial consultations then to follow.

10/6/16: Plans are completed to a level beyond the concept stage. Plans needed to be progressed closer to a functional stage to determine what can be done with the existing drainage issues and other constraints within this site. We can't go to the community with a concept they might not actually work. Plans should be available within 4 weeks.

6/7/2016: Plans are completed and estimates are being prepared for the whole of the works. Plans can now be communicated to the community for consultation.

11/8/2016: A consultation to the community will be implemented without further delay.

31/08/2016: Design and associated cost estimate has now been received. Initial estimates for works required are in the order of \$1.2 Million. This is significantly more than envisaged and consideration will be given to how the works can be progressively delivered over time. Consultation with local residents is being organised with the focus on

<p>Outstanding Actions</p>	<p>Division: Committee: Officer:</p>	<p>Date From: 1/01/2016 Date To: 31/12/2018</p>
<p>Action Sheets Report</p>	<p>Printed: Wednesday, 13 September 2017 5:16:13 PM</p>	

identification of immediate asset renewal requirements whilst maintaining consistency with the overarching master plan for the streetscape.

10/01/2017: Technical service staff are preparing correspondence for the Holloway street residents and greater Boort Community outlining the details of the Holloway Street Proposal. It is proposed to make the plans available on the website and for people that do not have access to the internet we will provide copies on request. Technical services staff will be available to discuss any issues over the phone and attend to any site visits if required.

20/03/2017: Plans yet to be issued to local residents due to competing priorities for technical service resources. Information packages will be issued to residents as soon as possible to prompt initial discussions and feedback regarding current scope of works.

19/04/2017: Meeting times with Residents being progressed for May.

15/05/2017: Letters went out to residents today to commence dialogue for draft streetscape and viewing on Website. Have requested feedback by 22 June and advised that a site meeting or a meeting at a venue to be decided will follow after assessment of feedback if warranted.

13/07/2017: Objections have been received by Council. Council officers will assess the response from the community and arrange a meeting. No meeting date has been set at this point. Council may have to revisit the scope of the program to meet community's expectation reflected in the objections.

02/08/2017: Acknowledgement of receipt will be sent out to the objectors in August. Council officers are assessing the option of only replacing the damaged sections of kerb and channel in its current location.

11/09/2017: Complete - A meeting has been held with residents of Holloway St Boort and their views and comments have been noted. A report of the outcomes and way forward will be presented to upcoming Council Forum.

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.

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.

8 DECISION REPORTS**8.1 FINANCE REPORT FOR THE PERIOD ENDING 31 AUGUST 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 31 August 2017

RECOMMENDATION

That Council:

1. receives and notes the 'Finance report for the period ending 31 August 2017'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2017/18 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2017/18.

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 31 August 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 adopted 2017/18 Budget, and includes operating results, capital expenditure and funding sources.

This Finance Report also includes supplementary valuations from time to time. 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

Budgeted Surplus - Council's budgeted cash surplus has increased from \$579K to \$656K, mainly due to an increase in the expected income to be received from the Victoria Grants Commission.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 100% of YTD budget. Just over \$10.2M of rates were raised during August.

Income Statement (expenditure) - Council's operating expenditure is at 90% of YTD budget. Payments for this month totalled just over \$2.38M, compared to \$2.43M last month. Labour is behind budget at 84% and below Council's 104% cap.

Capital Works - The revised budget for capital works is \$17.5M and is 5% complete in financial terms for the current financial year (1% at the end of July). Asset types with major variations (10% or \$10K) include plant and equipment; parks, open space and streetscapes; and footpaths with many projects timed for quarter one yet to be commenced.

Balance Sheet - Council has a \$20.3M cash total with \$1.9M in general accounts. Debtors are just under \$12.0M an increase of \$11.0M in the month, mainly due to the raising of 2017/18 rates. Sundry debtors total \$524K with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$35K.

There were 61 supplementary valuations updated in August. The total rateable CIV at the end of August is \$1.81B.

An update was also received from Vision Super in regards to the June 2017 VBI which is estimated at 103.1% which is higher than the 100.0% required of the fund.

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 2017/18.

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.

LODDON SHIRE COUNCIL

FINANCE REPORT FOR PERIOD ENDING 31 AUGUST 2017



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1 INTRODUCTION

During August 2017 staff in the finance department have been finalising the Financial and Performance Statements for 2016/17 financial year. Late August, Council received final sign off from the Auditor General.

Rates and charges for the 2017/18 financial year were raised and notices sent out to ratepayers. There was also an internal audit conducted by HLB Mann Judd to review data analytics.

2 CASH SURPLUS POSITION

2.1 Budget revisions

The overall budget cash surplus, which has been included in the attached financial reports, has increased from \$578,789 to \$655,952.

These changes have adjusted the revised budget in the following areas:

Item	July Finance Report	August Finance Report	Change \$
Operating revenue	\$24,733,140	\$24,819,182	\$86,042
Operating expenditure	(\$31,127,922)	(\$31,146,132)	(\$18,210)
Transfers from reserves	\$15,086,077	\$15,086,077	\$0
Transfers to reserves	(\$2,182,392)	(\$2,182,392)	\$0
Other funding decisions	\$490,670	\$490,670	\$0
Capital expenditure	(\$17,544,283)	(\$17,531,073)	\$13,210
Other non cash adjustments	\$8,976,575	\$8,972,696	(\$3,879)
Accumulated surplus carried forward	\$2,146,924	\$2,146,924	\$0
Closing surplus (deficit) as reported in Appendix 2	\$578,789	\$655,952	\$77,163

Major changes are highlighted below:

2.2 Operating revenue

Operating revenue has increased by \$86K.

The main increase to budget relates to the additional income expected to be received from the Victorian Grants Commission with an income confirmation email received during the month.

2.3 Operating expenditure

Operating expenditure has increased by \$18K.

This relates to a new project approved for the termite treatment at the Boort Resource Information Centre of \$18K which was funded from the Building Asset Management Plan (BAMP) account.

2.4 Capital expenditure

Capital expenditure has decreased by \$13K. The major variation to budget is the adjustment to the BAMP account and additional works approved for kerb and channel works at Kerr Street Wedderburn.

3 STANDARD INCOME STATEMENT

In the analysis of the statements only those areas which have a variance greater than 10% and \$10,000 will be reported. Variances have been explained in further detail below.

3.1 Operating revenue

Total revenue brought to account for the month of August was \$12M.

Revenue YTD is at 100% compared to YTD budget, or \$45K ahead of budget.

3.1.1 Vic Roads

Vic Roads are currently \$74K or 63% behind YTD budget.

This is behind budget due to the timing of this report with the August income not raised until September.

3.1.2 User fees

User fees are currently \$36K or 12% behind YTD budget.

This is mainly due to:

- a decrease in demand for HACC packaged care services of \$11K along with timing of the invoices being raised
- gravel pits of \$28K due to a decrease in usage of the pits during the start of the financial year.

3.1.3 Reimbursements

Reimbursements are currently \$68K or 123% ahead of YTD budget.

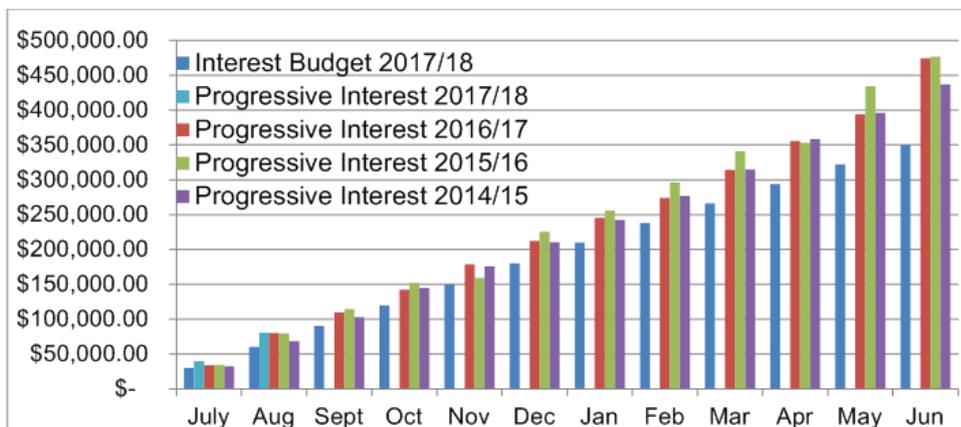
This is due to a reimbursement made for flood damage.

3.1.4 Interest income

Interest received on investments and rates for the month of August 2017 was \$84K.

The total investment interest received and accrued to date is \$81K, and rates interest amounted to \$3K. Year to date represents 21% of the yearly budget amount of \$378K (\$350K for investments only).

Progressive interest from investments for the years 2014/15 to 2017/18 are:



The appendices of this report include a table that shows all investments for the financial year to date for 2017/18. All investments are term deposits with National Australia Bank or the Bendigo Bank. Due to the short term nature of the term deposits, those deposits which have not reached maturity are included as cash in the Balance Sheet. Interest realised, and interest accrued on non-matured deposits, are shown separately on the appendix.

3.2 Operating expenditure

Total operating expenditure for August 2017 was \$2.5M.

Expenditure YTD is at 90% compared to YTD budget of \$5.4M or \$529K behind budget.

3.2.1 Labour

Labour is behind YTD budget by \$246K or 16%.

The main variance to budget is waiting on new staff appointments for various departments along with the timing of the report with a further payroll expected to be paid before end of month was completed.

3.2.1 Utilities

Utilities are behind YTD budget by \$13K or 15%.

The main variance is due to lower water usage currently throughout all facilities due to July and August rainfalls.

3.2.1 Contract payments

Contract payments are behind YTD budget by \$63K or 30%.

The main variances to budget include:

- stage two valuations invoice received, payment to be made in September once approval has been received from Valuer General.
- cleaning contract invoice for public facilities had not yet been received for August.

3.2.2 Payments

During the month the following payments were made:

Creditor payments - cheque	\$24,249.19
Creditor payments - electronic funds transfer	\$1,796,052.35
Payroll (2 pays)	<u>\$564,236.42</u>
TOTAL	<u>\$2,384,537.96</u>

3.3 Operating surplus

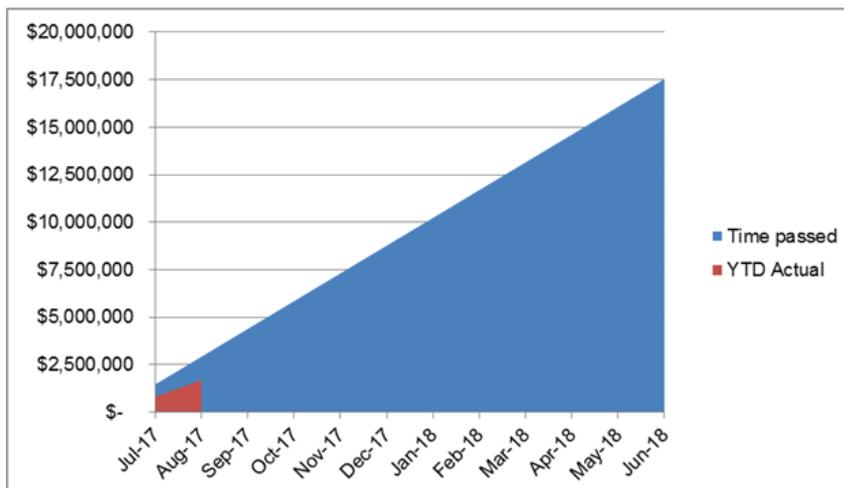
The operating surplus to date is \$7.4M which is \$575K or 8% ahead of YTD budget.

3.4 Capital expenditure

Total capital works expenditure for August was \$646K.

The total capital works expenditure is 5% complete in financial terms with 16.7% of the year elapsed.

YTD capital works is currently \$253K or 22% behind YTD budget.



Within the asset types the major variations to YTD budget are:

3.4.1 Plant and equipment

Plant and equipment ahead of YTD budget by \$196K.

The main variation to budget was the delivery of plant which was earlier than expected.

3.4.2 Recreation leisure and community facilities

Recreation leisure and community facilities are currently behind YTD budget of \$36K or 38%.

The main variation to budget is the swimming pools solar power project with works commencing earlier than expected.

3.4.3 Parks, open space and streetscapes

Parks open space and streetscapes are currently behind YTD budget by \$100K or 39%.

The main variation to budget in relation to the Wedderburn streetscape project with contractors submitting invoices for payment once a particular stage is complete instead of monthly as timed.

3.4.4 Footpaths

Footpaths are currently behind YTD budget by \$246K or 95%.

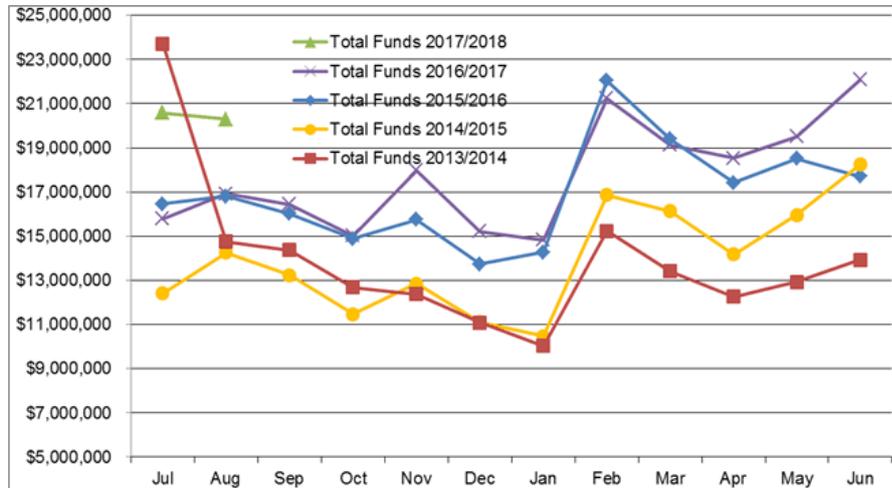
The main variations to budget relate to projects located in Boort Kurting Road, Waterford Road, Kelly Street, Serpentine car park and Barber Street due to delays in the commencement of the various projects.

4 STANDARD BALANCE SHEET

4.1 Cash

At the end of the month, Council's overall cash total was \$20.3M which includes a balance of \$1.9M in general accounts.

Month end balances for Council's cash, from July 2013 until the current month, are reflected in the graph that follows:



4.2 Receivables

4.2.1 Debtors

Monthly balances of the various categories of debtors for the financial year are:

Category of debtor	Aug 2016	May 2017	June 2017	July 2017	Aug 2017
Rates	\$ 9,785,312	\$ 468,988	\$ 309,702	\$ 195,006	\$ 10,058,248
Fire Services Property Levy	\$ 1,206,130	\$ 61,094	\$ 42,826	\$ 35,213	\$ 1,196,415
<i>Total Rates & Fire Services Property Levy</i>	<i>\$ 10,991,442</i>	<i>\$ 530,081</i>	<i>\$ 352,528</i>	<i>\$ 230,219</i>	<i>\$ 11,254,662</i>
Sundry debtors	\$ 660,859	\$ 643,390	\$ 804,928	\$ 596,102	\$ 524,427
Community loans/advances	\$ 7,413	\$ 7,413	\$ 7,145	\$ 5,800	\$ 5,800
Long term loans/advances	\$ 240,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000
Employee superannuation	\$ 7,332	\$ 3,455	\$ -	\$ -	\$ 3,990
Magistrates court fines	\$ 104,043	\$ 101,873	\$ 101,663	\$ 101,663	\$ 101,243
LESS provision for doubtful debts	\$ (78,009)	\$ (76,298)	\$ (110,620)	\$ (110,620)	\$ (90,528)
Total	\$ 11,933,080	\$ 1,369,915	\$ 1,315,642	\$ 983,163	\$ 11,959,594

4.2.2 Rates debtors

Outstanding rates and the Fire Services Property Levy at the end of selected months were:

	Aug 2016 (7/9/2016)	May 2017 (6/6/2017)	June 2017 (6/7/2017)	July 2017 (1/8/2017)	Aug 2017 (1/9/2017)
2005/06	\$ 330	\$ 357	\$ 357	\$ -	\$ -
2006/07	\$ 882	\$ 953	\$ 953	\$ 600	\$ 242
2007/08	\$ 1,324	\$ 1,432	\$ 1,432	\$ 734	\$ 381
2008/09	\$ 1,536	\$ 1,661	\$ 1,661	\$ 766	\$ 398
2009/10	\$ 4,031	\$ 4,196	\$ 4,196	\$ 1,976	\$ 1,618
2010/11	\$ 8,734	\$ 8,351	\$ 8,351	\$ 6,068	\$ 5,079
2011/12	\$ 12,605	\$ 12,511	\$ 12,506	\$ 10,045	\$ 9,085
2012/13	\$ 14,411	\$ 14,505	\$ 14,341	\$ 11,808	\$ 10,293
2013/14	\$ 18,714	\$ 14,354	\$ 16,987	\$ 14,880	\$ 12,393
2013/14 Fire Services Property Levy	\$ 4,353	\$ 6,800	\$ 4,113	\$ 3,465	\$ 2,621
2014/15	\$ 56,316	\$ 46,160	\$ 45,994	\$ 31,362	\$ 27,932
2014/15 Fire Services Property Levy	\$ 8,008	\$ 6,135	\$ 6,112	\$ 5,373	\$ 4,507
2015/16	\$ 154,305	\$ 85,605	\$ 83,817	\$ 64,557	\$ 52,365
2015/16 Fire Services Property Levy	\$ 21,650	\$ 10,660	\$ 10,372	\$ 9,136	\$ 8,007
2016/2017	\$ -	\$ 269,467	\$ 108,735	\$ 69,750	\$ 152,217
2016/2017 Fire Services Property Levy	\$ -	\$ 46,934	\$ 132,600	\$ 26,375	\$ 21,665
2017/2018				\$ (26,674)	\$ -
2017/2018 Fire Services Property Levy				\$ -	\$ -
Sub-total: arrears	\$ 307,199	\$ 530,081	\$ 452,528	\$ 230,219	\$ 308,800
Current year (outstanding but not due)	\$ -	\$ -	\$ -	\$ -	\$ 9,783,464
Fire Services Property Levy	\$ -	\$ -	\$ -	\$ -	\$ 1,162,398
Total outstanding	\$ 307,199	\$ 530,081	\$ 452,528	\$ 230,219	\$ 11,254,662
<i>Summary</i>					
Rates in arrears	\$ 273,189	\$ 530,081	\$ 309,702	\$ 195,006	\$ 272,001
FSPL in arrears	\$ 34,010	\$ -	\$ 142,826	\$ 35,213	\$ 36,799
Total arrears	\$ 307,199	\$ 530,081	\$ 452,528	\$ 230,219	\$ 308,800

Rates for the 2017/18 financial year were raised during August with the first instalment due on 30 September 2017.

4.2.3 Sundry debtors

Outstanding sundry debtors at the end of the month consist of:

Current	\$52,992	37%
30 days	\$57,309	40%
60 days	\$15,519	11%
90 + days	\$19,218	13%
Sub total routine debtors	\$145,037	100%
Government departments	\$286,028	
GST	\$93,362	
Total	\$524,427	
60 + days consists of:		
Community Wellbeing debtors	\$17,449	
Local community groups	\$7,261	
Others	\$10,026	
Total	\$34,736	

Total outstanding for sundry debtors as at 31 August 2017 is \$524K.

The mainstream sundry debtors of \$145K have been broken into the amount of time they have been outstanding. At present \$35K or 24% that total has been outstanding for more than 60 days.

4.3 Supplementary valuations

All rateable and non-rateable supplementary valuations are included in this report.

There were 61 supplementary valuations for August 2017:

Details	Number	Site value	CIV	NAV
Improvement	24	\$ 56,000	\$ 4,278,000	\$ 213,900
Property split	28	\$ 235,300	\$ 922,700	\$ 46,215
Unrated	1	\$ 20,000	\$ 20,000	\$ 1,000
Update area	4	\$ 21,000	\$ 11,000	\$ 550
Add land parcel	2	\$ 7,000	\$ 11,000	\$ 550
Consolidation	2	\$ 2,000	\$ 2,000	\$ 100
Grand Total	61	\$ 341,300	\$ 5,244,700	\$ 262,315

The current balances are:

Valuation type	Opening balances	Supplementary changes	Closing balances
Site value	\$ 1,124,962,400	\$ 341,300.00	\$ 1,125,303,700
Capital improved value	\$ 1,806,876,800	\$ 5,244,700	\$ 1,812,121,500
NAV	\$ 92,998,356	\$ 262,315	\$ 93,260,671

The total rateable CIV at the end of August 2017 was \$1.81B.

4.4 Vision Super Defined Benefits Plan update

On 15 August 2017, Council received official notification of the 30 June 2017 estimated VBI for the sub-plan being 103.1%

Currently, under the superannuation prudential standards, VBI's must generally be kept above a fund's nominated shortfall, currently 97%. When an actuarial review/investigation is in progress the fund's VBI must be at least 100% as is at June.

Below is the sub-plan's recent VBI history:

As at	30 June 2015 (actual)	30 June 2016 (actual)	30 Sept 2016 (estimated)	30 Dec 2016 (estimated)	31 March 2017 (estimated)	30 June 2017 (estimated)
LASF DB	105.8%	102.0%	103.7%	105.4%	106.6%	103.1%

APPENDIX 1: STANDARD INCOME STATEMENT

	2017/18 Original Budget	2017/18 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
REVENUE FROM ORDINARY ACTIVITIES							
Rates	\$10,406,865	\$10,406,865	\$10,141,333	\$10,215,766	\$74,433	101%	98%
Revenue grants	\$5,783,792	\$5,884,459	\$1,367,423	\$1,364,527	(\$2,895)	100%	23%
Capital grants	\$3,343,519	\$5,372,763	\$174,832	\$172,388	(\$2,444)	99%	3%
Vic Roads	\$710,647	\$710,647	\$118,440	\$43,957	(\$74,483)	37%	6%
User fees	\$1,681,277	\$1,692,250	\$291,995	\$255,834	(\$36,161)	88%	15%
Capital contributions	\$0	\$0	\$0	\$0	\$0	0%	0%
Recurrent contributions	\$15,000	\$65,000	\$2,500	\$0	(\$2,500)	0%	0%
Interest income	\$378,000	\$378,000	\$63,000	\$84,045	\$21,045	133%	22%
* Reversal of impairment losses	\$0	\$3,879	\$3,879	\$3,879	(\$0)	100%	100%
* Library equity	\$0	\$0	\$0	\$0	\$0	0%	0%
Reimbursements	\$305,320	\$305,320	\$55,487	\$123,555	\$68,068	223%	40%
Total revenue	\$22,624,420	\$24,819,182	\$12,218,889	\$12,263,952	\$45,064	100%	49%
EXPENDITURE FROM ORDINARY ACTIVITIES							
Labour	\$9,652,976	\$9,658,962	\$1,508,470	\$1,262,212	\$246,258	84%	13%
Materials & services	\$7,767,259	\$9,774,503	\$2,036,567	\$1,832,884	\$203,683	90%	19%
Depreciation	\$8,976,575	\$8,976,575	\$1,496,088	\$1,496,096	(\$8)	100%	17%
Utilities	\$430,439	\$430,439	\$83,585	\$70,936	\$12,649	85%	16%
Contract payments	\$1,565,480	\$2,000,915	\$211,621	\$148,426	\$63,195	70%	7%
Loan interest	\$0	\$0	\$0	\$0	\$0	0%	0%
Auditor costs	\$84,660	\$84,660	\$7,841	\$5,929	\$1,912	76%	7%
Councillor costs	\$220,078	\$220,078	\$36,680	\$34,922	\$1,758	95%	16%
Loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
* Impairment losses	\$0	\$0	\$0	\$0	\$0	0%	0%
Bad debts expense	\$0	\$0	\$0	\$0	\$0	0%	0%
Total expenditure	\$28,697,466	\$31,146,132	\$5,380,852	\$4,851,405	\$529,447	90%	16%
NET RESULT FOR THE PERIOD	(\$6,073,047)	(\$6,326,950)	\$6,838,037	\$7,412,547	(\$574,510)	108%	-117%
The operating expenditure shown above is represented in Council's key direction areas as follows:							
	2017/18 Original Budget	2017/18 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Revised Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
EXPENSES FROM ORDINARY ACTIVITIES							
Economic development & tourism	\$1,419,980	\$1,461,493	\$208,463	\$217,313	(\$8,850)	104%	15%
Leadership	\$1,218,296	\$1,444,432	\$180,878	\$240,038	(\$59,160)	133%	17%
Works & infrastructure	\$12,931,292	\$13,054,558	\$2,273,554	\$2,074,396	\$199,158	91%	16%
Good management	\$4,549,875	\$4,934,016	\$1,022,689	\$832,218	\$190,471	81%	17%
Environment	\$2,056,061	\$2,298,679	\$387,859	\$305,112	\$82,747	79%	13%
Community services & recreation	\$6,521,964	\$7,952,954	\$1,307,409	\$1,182,328	\$125,081	90%	15%
Loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
Total operating expenditure	\$28,697,466	\$31,146,132	\$5,380,852	\$4,851,405	\$529,447	90%	16%
NET RESULT FOR THE PERIOD	(\$6,073,047)	(\$6,326,950)	\$6,838,037	\$7,412,547	(\$574,510)	108%	-117%

* Income and expense items required by Australian Accounting Standards (AAS)

APPENDIX 2: STANDARD CAPITAL WORKS STATEMENT

	2017/18 Original Budget	2017/18 Revised Budget	YTD Budget	YTD Actual	Variance of YTD Actual & YTD Budget	% YTD Actual to YTD Budget	% YTD Actual to Revised Budget
FUNDING DECISIONS							
Add loan interest accrued	\$0	\$0	\$0	\$0	\$0	0%	0%
Less loan repayments	\$0	\$0	\$0	\$0	\$0	0%	0%
Add transfer from reserves	\$6,557,088	\$15,086,077	\$0	\$3,318	(\$3,318)	0%	0%
Less transfer to reserves	(\$2,182,392)	(\$2,182,392)	\$0	\$0	\$0	0%	0%
Add proceeds from sale of assets	\$490,670	\$490,670	\$0	\$34,545	(\$34,545)	0%	7%
TOTAL FUNDING DECISIONS	\$4,865,366	\$13,394,355	\$0	\$37,864	(\$37,864)	#DIV/0!	0%
NET FUNDS AVAILABLE FOR CAPITAL	(\$1,207,681)	\$7,067,405	\$6,838,037	\$7,450,410	(\$612,374)	109%	105%
CAPITAL EXPENDITURE BY ASSET TYPE							
Furniture and office equipment	\$312,000	\$433,774	\$57,296	\$3,209	\$54,087	6%	1%
Land and buildings	\$2,360,363	\$3,045,738	\$76,571	\$67,169	\$9,402	88%	2%
Plant and equipment	\$844,100	\$844,100	\$3,334	\$199,456	(\$196,122)	5982%	24%
Roadworks	\$3,516,452	\$6,176,826	\$388,558	\$378,854	\$9,704	98%	6%
Urban and road drainage	\$308,000	\$667,975	\$0	\$6,483	(\$6,483)	0%	1%
Recreation, leisure and community facilities	\$1,124,000	\$1,407,577	\$96,028	\$59,819	\$36,209	62%	4%
Parks, open space and streetscapes	\$354,500	\$3,381,846	\$259,058	\$158,980	\$100,078	61%	5%
Footpaths	\$544,755	\$1,573,237	\$260,106	\$13,925	\$246,181	5%	1%
TOTAL CAPITAL EXPENDITURE PAYMENTS	\$9,364,170	\$17,531,073	\$1,140,951	\$887,894	\$253,057	78%	5%
NON CASH ADJUSTMENTS							
Less depreciation	\$8,976,575	\$8,976,575	\$1,496,088	\$1,496,096	(\$8)	100%	17%
Add reversal of impairment losses	\$0	(\$3,879)	(\$3,879)	(\$3,879)	(\$0)	100%	100%
Less loss on sale of assets	\$0	\$0	\$0	\$0	\$0	0%	0%
Less bad debts expense	\$0	\$0	\$0	\$0	\$0	0%	0%
TOTAL NON CASH ADJUSTMENTS	\$8,976,575	\$8,972,696	\$1,492,209	\$1,492,218	(\$9)	100%	17%
Accumulated surplus brought forward	(\$1,802,528)	(\$2,146,924)	\$0	\$0	\$0	0%	0%
NET CASH (SURPLUS)/DEFICIT	(\$207,252)	(\$655,952)	(\$7,189,295)	(\$8,054,734)	\$865,439	112%	1228%

APPENDIX 3: STANDARD BALANCE SHEET

	August 2017 As per trial balance	June 2017 As per financial statements	August 2016 As per trial balance
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	\$20,300,150	\$9,672,238	\$ 16,913,976
Trade and other receivables	\$11,797,594	\$1,232,111	\$ 11,771,080
Financial assets	\$1,173,711	\$13,776,284	\$ 54,667
Inventories	\$50,854	\$53,966	\$ 75,925
Non-current assets classified as held for sale	\$865,424	\$865,424	\$ 190,356
TOTAL CURRENT ASSETS	\$34,187,734	\$25,600,023	\$29,006,004
NON-CURRENT ASSETS			
Trade and other receivables	\$162,000	\$79,921	\$ 162,000
Financial assets	\$274,045	\$274,045	\$ 362,225
Intangible assets	\$1,668,430	\$1,668,430	\$ 1,654,362
Property, infrastructure, plant and equipment	\$308,953,266	\$309,596,011	\$ 302,185,378
TOTAL NON-CURRENT ASSETS	\$311,057,741	\$311,618,407	\$ 304,363,965
TOTAL ASSETS	\$345,245,475	\$337,218,430	\$333,369,971
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	\$84,001	\$642,364	\$ 156,751
Trust funds and deposits	\$1,578,518	\$404,438	\$ 1,497,522
Provisions	\$1,566,175	\$2,192,670	\$ 2,085,251
Interest bearing loans and borrowings	\$0	\$0	\$ -
TOTAL CURRENT LIABILITIES	\$3,228,694	\$3,239,472	\$ 3,739,524
NON-CURRENT LIABILITIES			
Provisions	\$2,324,221	\$1,698,946	\$ 2,324,221
Interest bearing loans & borrowings	\$0	\$0	\$ -
TOTAL NON-CURRENT LIABILITIES	\$2,324,221	\$1,698,946	\$2,324,221
TOTAL LIABILITIES	\$5,552,915	\$4,938,418	\$ 6,063,745
NET ASSETS	\$339,692,559	\$332,280,012	\$327,306,226
EQUITY			
Accumulated Surplus	\$102,948,524	\$37,161,521	\$ 103,838,141
Asset Revaluation Reserve	\$217,168,524	\$295,118,491	\$ 208,675,727
Other Reserves	\$19,575,512	\$0	\$ 14,792,357
TOTAL EQUITY	\$339,692,559	\$332,280,012	\$327,306,225

APPENDIX 4A: COMMUNITY PLANNING FINANCIALS BOORT

Boort Community Plans			ACTUALS			BUDGET		
YEAR	LEDGER	PROJECT	2017/18 FINANCIAL YEAR			2017/18 FINANCIAL YEAR		
			INCOME	EXPENDITURE	NET COST	INCOME	EXPENDITURE	NET COST
		Income						
		Unspent Allocation from Previous Years	\$40,538	\$0	\$40,538	\$40,538	\$0	\$40,538
		This Year's Allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
		Equity Adjustment	\$0	\$0	\$0	\$0	\$0	\$0
		Movement in Wards	\$0	\$0	\$0	\$0	\$0	\$0
		Strategic Fund	\$0	\$0	\$0	\$0	\$0	\$0
	26802	BRIC Gym Alloc 1	\$0	\$0	\$0	\$0	\$0	\$0
	26813	BRIC Gym Alloc 2	\$0	\$0	\$0	\$0	\$0	\$0
		Transfer from Reserve	\$0	\$0	\$0	\$0	\$0	\$0
		Total Amount Available	\$90,538	\$0	\$90,538	\$90,538	\$0	\$90,538
		LESS Expenditure for the Year						
2014/15	26822	Nolens Park Boort	\$0	\$0	\$0	\$0	\$0	\$0
2014/15	26823	Vernon Street Korong Vale	\$0	\$0	\$0	\$0	\$0	\$0
2015/16	26835	Nolens Park Boort Playground	\$0	\$0	\$0	\$0	\$0	\$0
2015/16	16905	Foreshore Master Plan Little Lake Boort	\$0	\$2,345	\$2,345	\$0	\$13,255	\$13,255
2016/17	26840	Playground Install and Landscape Nolens Pk	\$0	\$2,947	\$2,947	\$0	\$23,232	\$23,232
2016/17	26841	Korong Vale Hall Repairs	\$0	\$0	\$0	\$0	\$0	\$0
		CURRENT Boort Community Plans Unallocated	\$0	\$0	\$0	\$0	\$54,051	\$54,051
		Total Expenditure for the Year	\$0	\$5,292	\$5,292	\$0	\$90,538	\$90,538
		Total Amount Not Spent at the End of the Year, and Available for Next Year			\$85,246			\$0

APPENDIX 4B: COMMUNITY PLANNING FINANCIALS WEDDERBURN

Wedderburn Community Plans			ACTUALS			BUDGET		
YEAR	LEDGER	PROJECT	2017/18 FINANCIAL YEAR			2017/18 FINANCIAL YEAR		
			INCOME	EXPENDITURE	NET COST	INCOME	EXPENDITURE	NET COST
		Income						
		Unspent Allocation from Previous Years	\$100,233	\$0	\$100,233	\$100,233	\$0	\$100,233
		This Year's Allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
		Equity Adjustment	\$0	\$0	\$0	\$0	\$0	\$0
		Movement in Wards	\$0	\$0	\$0	\$0	\$0	\$0
		Strategic Fund	\$0	\$0	\$0	\$0	\$0	\$0
		Total Amount Available	\$150,233	\$0	\$150,233	\$150,233	\$0	\$150,233
		Expenditure						
2014/15	27904	Wedderburn Streetscape Alloc 4	\$0	\$0	\$0	\$0	\$0	\$0
2016/17	16912	Wedderburn Town Entry	\$0	\$0	\$0	\$0	\$40,000	\$40,000
2016/17	16913	Wedderburn Caravan Park	\$0	\$0	\$0	\$0	\$50,000	\$50,000
		CURRENT Wedderburn Community Plans Unallocated	\$0	\$0	\$0	\$0	\$60,233	\$60,233
		Total Expenditure for the Year	\$0	\$0	\$0	\$0	\$150,233	\$150,233
		Total Amount Not Spent at the End of the Year, and Available for Next Year			\$150,233			\$0

APPENDIX 4C: COMMUNITY PLANNING FINANCIALS INGLEWOOD

Inglewood Community Plans			ACTUALS			BUDGET		
YEAR	LEDGER	PROJECT	2016/17 FINANCIAL YEAR			2016/17 FINANCIAL YEAR		
			INCOME	EXPENDITURE	NET COST	INCOME	EXPENDITURE	NET COST
		Income						
		Unspent Allocation from Previous Years	\$117,715	\$0	\$117,715	\$117,715	\$0	\$117,715
		This Year's Allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
		Strategic Fund	\$0	\$0	\$0	\$0	\$0	\$0
		Movement in Wards	\$0	\$0	\$0	\$0	\$0	\$0
		Equity Adjustment	\$0	\$0	\$0	\$0	\$0	\$0
		Total Amount Available	\$167,715	\$0	\$167,715	\$167,715	\$0	\$167,715
		LESS Expenditure for the Year						
2011/12	24804	Bridgewater Streetscape	\$0	\$0	\$0	\$0	\$39,500	\$39,500
2013/14	26816	Bridgewater Memorial Hall Alloc 1	\$0	\$0	\$0	\$0	\$0	\$0
2013/14	26818	Inglewood Eucy Museum Annex	\$0	\$0	\$0	\$0	\$25,000	\$25,000
2014/15	26824	Bridgewater Memorial Hall	\$0	\$0	\$0	\$0	\$0	\$0
2015/16	26836	Bridgewater Hall Improvements Alloc 3	\$0	\$0	\$0	\$0	\$0	\$0
2015/16	16906	Campbells Forest Hall Notice Board	\$0	\$0	\$0	\$0	\$0	\$0
2015/16	26838	Heritage and Tourism Display IW Eucy Museum Alloc 2	\$0	\$4,942	\$4,942	\$0	\$20,000	\$20,000
2016/17	26842	Bridgewater Memorial Hall Alloc 4	\$0	\$0	\$0	\$0	\$0	\$0
2016/17	26843	Inglewood Town Hall Split Systems	\$0	\$0	\$0	\$0	\$0	\$0
CURRENT		Inglewood Community Plans Unallocated	\$0	\$0	\$0	\$0	\$83,215	\$83,215
		Total Expenditure for the Year	\$0	\$4,942	\$4,942	\$0	\$167,715	\$167,715
		Total Amount Not Spent at the End of the Year, and Available for Next Year			\$162,773			\$0

APPENDIX 4D: COMMUNITY PLANNING FINANCIALS TERRICK

Terrick Community Plans			ACTUALS			BUDGET		
YEAR	LEDGER	PROJECT	2017/18 FINANCIAL YEAR			2017/18 FINANCIAL YEAR		
			INCOME	EXPENDITURE	NET COST	INCOME	EXPENDITURE	NET COST
		Income						
		Unspent Allocation from Previous Years	\$26,330	\$0	\$26,330	\$26,330	\$0	\$26,330
		This Year's Allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
		Equity Adjustment	\$0	\$0	\$0	\$0	\$0	\$0
		Strategic Fund	\$0	\$0	\$0	\$0	\$0	\$0
		Total Amount Available	\$76,330	\$0	\$76,330	\$76,330	\$0	\$76,330
		LESS Expenditure for the Year						
2010/11	16279	Pyramid Hill Rural Water Community Areas	\$0	\$0	\$0	\$0	\$6,800	\$6,800
2012/13	16855	Dingee Memorial Hall	\$0	\$0	\$0	\$0	\$0	\$0
2013/14	26820	Pyramid Hill Memorial Hall Stumping	\$0	\$0	\$0	\$0	\$0	\$0
2014/15	26828	Pyramid Hill Caravan Park	\$0	\$813	\$813	\$0	\$16,330	\$16,330
2014/15	26829	Serpentine Future Plan	\$0	\$0	\$0	\$0	\$0	\$0
2016/17	16910	Dingee Winzar Reserve Playground	\$0	\$0	\$0	\$0	\$0	\$0
2016/17	26844	Phelans Park Mitiamo BBQ	\$0	\$0	\$0	\$0	\$0	\$0
2016/17	16911	Serpentine Pavillion Allocation	\$0	\$0	\$0	\$0	\$0	\$0
2016/17	16914	Kelly Street Pyramid Hill Playground	\$0	\$0	\$0	\$0	\$0	\$0
2017/18	14930	PH Bowling Floor Repairs	\$0	\$0	\$0	\$0	\$3,200	\$3,200
CURRENT		Terricks Community Plans Unallocated	\$0	\$0	\$0	\$0	\$50,000	\$50,000
		Total Expenditure for the Year	\$0	\$813	\$813	\$0	\$76,330	\$76,330
		Total Amount Not Spent at the End of the Year, and Available for Next Year			\$75,517			\$0

APPENDIX 4E: COMMUNITY PLANNING FINANCIALS TARNAGULLA

Tarnagulla Community Plans			ACTUALS			BUDGET		
YEAR	LEDGER	PROJECT	2017/18 FINANCIAL YEAR			2017/18 FINANCIAL YEAR		
			INCOME	EXPENDITURE	NET COST	INCOME	EXPENDITURE	NET COST
		Income						
		Unspent Allocation from Previous Years	\$116,251	\$0	\$116,251	\$116,251	\$0	\$116,251
		This Year's Allocation	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
		Strategic Fund	\$0	\$0	\$0	\$0	\$0	\$0
		Movement in Wards	\$0	\$0	\$0	\$0	\$0	\$0
		Equity Adjustment	\$0	\$0	\$0	\$0	\$0	\$0
		Total Amount Available	\$166,251	\$0	\$166,251	\$166,251	\$0	\$166,251
		LESS Expenditure for the Year						
2011/12	14813	Solar Power Newbridge Facilities	\$0	\$0	\$0	\$0	\$0	\$0
2012/13	26809	Newbridge Streetscape Allocation 2	\$0	\$0	\$0	\$0	\$0	\$0
2014/15	26833	Newbridge Progress Park	\$0	\$0	\$0	\$0	\$0	\$0
2015/16	26939	Soliders Park Shade Sail	\$0	\$0	\$0	\$0	\$0	\$0
2015/16	16908	Eddington Playground Works	\$0	\$0	\$0	\$0	\$0	\$0
2016/17	26845	Tarnagulla Reservoir Pipeline	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	
CURRENT		Tarnagulla Community Plans Unallocated	\$0	\$0	\$0	\$0	\$166,251	\$166,251
		Total Expenditure for the Year	\$0	\$0	\$0	\$0	\$166,251	\$166,251
		Total Amount Not Spent at the End of the Year, and Available for Next Year			\$166,251			\$0

APPENDIX 5: INVESTMENTS

LODDON SHIRE COUNCIL INVESTMENT SCHEDULE											
	Establishment date	Status	Maturity date	Investment days	Interest rate	Investment amount	Interest last year (accrued)	Interest this year	Current investments	Interest received to date	Accrued interest
NAB 44-452-1114	22/05/2017	Closed	21/07/2017	60	2.32%	\$ 2,000,000	\$ 4,958	\$ 2,669	\$ -	\$ 2,669	\$ -
NAB 70-700-8970	2/05/2017	Closed	31/07/2017	90	2.52%	\$ 2,000,000	\$ 8,147	\$ 4,280	\$ -	\$ 4,280	\$ -
NAB 44-452-1114	21/07/2017	Closed	21/08/2017	31	1.91%	\$ 1,000,000	\$ -	\$ 1,622	\$ -	\$ 1,622	\$ -
NAB 23-570-3368	22/06/2017	Closed	23/08/2017	62	2.28%	\$ 1,000,000	\$ 500	\$ 3,373	\$ -	\$ 3,373	\$ -
11:am Account BGO	14/12/2016	Open	N/A		1.50%	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -
BGO 2294215	8/06/2017	Open	6/09/2017	90	2.50%	\$ 2,000,000	\$ 3,014	\$ 9,315	\$ 2,000,000	\$ -	\$ 8,493
BGO 2297208	13/06/2017	Open	13/09/2017	92	2.55%	\$ 1,000,000	\$ 1,188	\$ 5,239	\$ 1,000,000	\$ -	\$ 4,332
NAB 44-441-8786	30/05/2017	Open	27/09/2017	120	2.47%	\$ 2,000,000	\$ 4,196	\$ 12,045	\$ 2,000,000	\$ -	\$ 8,391
BGO 2294216	8/06/2017	Open	9/10/2017	123	2.55%	\$ 2,000,000	\$ 3,074	\$ 14,112	\$ 2,000,000	\$ -	\$ 8,663
BGO 2304969	20/06/2017	Open	18/10/2017	120	2.55%	\$ 1,000,000	\$ 699	\$ 7,685	\$ 1,000,000	\$ -	\$ 4,332
NAB 64-792-7106	22/06/2017	Open	20/10/2017	120	2.50%	\$ 2,000,000	\$ 1,096	\$ 15,342	\$ 2,000,000	\$ -	\$ 8,493
BGO 2294217	8/06/2017	Open	6/11/2017	151	2.60%	\$ 500,000	\$ 784	\$ 4,594	\$ 500,000	\$ -	\$ 2,208
NAB 70-082-6145	30/06/2017	Open	14/11/2017	137	2.48%	\$ 2,000,000	\$ -	\$ 18,617	\$ 2,000,000	\$ -	\$ 8,425
NAB 70-700-8970	31/07/2017	Open	28/11/2017	120	2.45%	\$ 2,000,000	\$ -	\$ 16,110	\$ 2,000,000	\$ -	\$ 4,162
NAB 55-839-5005 (LSL)	28/06/2017	Open	16/01/2018	202	2.51%	\$ 1,709,316	\$ -	\$ 23,758	\$ 1,709,316	\$ -	\$ 7,288
NAB 44-452-1114	21/08/2017	Open	19/02/2018	182	2.53%	\$ 1,000,000	\$ -	\$ 12,615	\$ 1,000,000	\$ -	\$ 693
NAB 84-459-3192(Wedderburn Kinde	28/06/2017	Open	16/01/2018	202	2.51%	\$ 194,837	\$ -	\$ -	\$ 194,837	\$ -	\$ -
Interest on Kinder account						\$ 2,706	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on general bank accounts						\$ -	\$ -	\$ 3,188	\$ -	\$ 3,188	\$ -
Totals							\$ 27,656	\$ 154,567	\$ 18,404,153	\$ 15,133	\$ 65,480
Interest earned											\$ 80,613
Interest transferred to/from externally funded projects											\$ -
Net interest on investments											\$ 80,613
National Australia Bank current investments									\$ 10,904,153		
Bendigo Bank current investments									\$ 7,500,000		
Totals									\$ 18,404,153		

8.2 COMMUNITY PLANNING PROGRAM 2017-18

File Number: 02/02/005
Author: Allan Stobaus, Manager Community Support
Authoriser: Wendy Gladman, Director Community Wellbeing
Attachments: 1. Community Planning Program summary and funding recommendations 2017-2018

RECOMMENDATION

That Council approves the 2017-18 Community Plan project allocations of \$301,000 in accordance with the attached report.

CONFLICT OF INTEREST

There are no conflicts 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

At its July 2017 Ordinary Meeting Council was advised that three 2017-2018 Community Grants Program applications would be transferred to the 2017-2018 Community Planning Program for consideration.

The Inglewood Sports Centre Upgrade, Mushroom Sculptures installation at Little Lake Boort and the Pyramid Hill Memorial Hall power upgrade project have all been recommended for funding in this report.

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 (five 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, 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

In total fifteen projects were considered for funding under the 2017-2018 Community Planning Program. This included twelve submissions received under the community planning program and a further three 2017-2018 community grant applications deemed to be more suitable for consideration under the community planning program as identified in Attachment 1.

The projects submitted are assessed based on total funding available, project readiness, alignment with Council's strategic direction and community involvement and support for each project. Of the fifteen submissions assessed:

- nine have been recommended for full funding to undertake projects as identified
- three have been recommended for an allocation less than the amount requested

- two have been allocated an increased amount to ensure sufficient funds are available to complete the projects
- one has been allocated an increased amount, with a modified project scope.

The funding available for each ward, based on the previous year's unallocated funds and the \$50,000 2017-18 allocation, is detailed in Table 1. The attached report (Attachment 1) provides the project assessment summary and recommended funding allocations totalling \$301,000.

Table 1: Total community planning funding available

Ward	Funds unallocated and in reserve	2017-2018 Allocation amount	Total funds available 2017-2018	Recommended allocation 2017-18
Inglewood	\$33,215	\$50,000	\$ 83,215	\$ 75,000
Wedderburn	\$10,233	\$50,000	\$ 60,233	Nil
Terricks	Nil	\$50,000	\$ 50,000	\$ 50,000
Tarnagulla	\$116,251	\$50,000	\$166,251	\$135,000
Boort	\$ 4,051	\$50,000	\$ 54,051	\$ 41,000
Totals	\$163,750	\$250,000	\$413,750	\$301,000

COST/BENEFITS

Council's Community Planning Program has been a success story since its inception fifteen years ago. Council and Loddon communities 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 Upgrade, 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 is assessed across some key areas; appropriate planning, capacity of volunteers, external funding and duration from inception to delivery. When allocating 'seed-funding' the initial risk review considers whether the project is likely to achieve external funding. Loddon Shire Council has a strong record of success in this area.

CONSULTATION AND ENGAGEMENT

Community meetings and correspondence with community planning groups has determined a priority list of initiatives for the 2017-18 financial year. The Community Support team works with specific groups to determine project scope and cost, and assists them in the delivery of their projects.

Prior to proceeding to Council, the Community Planning Program project summary and recommendation has been assessed at both departmental and executive levels.

Community Planning Program summary and funding recommendations 2017-2018						
Ward	Project Name	Project Applicant	Description and Comments	Project Cost	Amount Requested	Recommended Allocation
Inglewood	Porter's Van to Inglewood	Inglewood and Bridgewater Men's Shed	This project involves the purchase of the "Porters and Drapery Van" which is a nostalgic part of Inglewood's history. The project will see the van relocated from the Swan Hill Pioneer Settlement to the Men's Shed where it will be restored by Men's Shed members prior to being placed on permanent display at a site yet to be determined.	\$ 5,600.00	\$ 5,000.00	\$ 5,000.00
Inglewood	Bridgewater Memorial Hall Rejuvenation: Stage 2	Bridgewater on Loddon Development Committee	This project is a continuation of the upgrade to the Bridgewater Memorial Hall. Recent works have included roof restoration, window replacement and exterior painting. This project will enable the painting of the hall interior, installing of insulation to the building, a kitchen range hood and a heating and cooling system.	\$ 65,000.00	\$ 30,000.00	\$ 30,000.00
Inglewood	Inglewood Community Sports Centre power upgrade	Inglewood Community Football Netball Club	This project will upgrade the power supply at the Inglewood Community Sports Centre to a 3 phase supply, enabling the installation of compliant lighting on the oval. At present the supply is not adequate to power the existing oval lighting and the metre board is outdated and will be upgraded to cater for the increased supply.	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00
Inglewood	Inglewood Eucalyptus Distillery Museum COM	Inglewood Eucalyptus Distillery Museum COM	This project will provide additional seed funding to finance the proposed construction of the traction engine annexe. This funding will be used to leverage additional state government funding for the project. The construction of the annexe is expected to cost \$140,000. This funding will be added to the \$45,000 provided through Community planning in previous years to support this project.	\$ 140,725.00	\$ 20,000.00	\$ 20,000.00
Terricks	Playground equipment upgrade	The Dingee Progress Association	This project will further upgrade the play equipment at the Dingee Recreation Reserve. This will finalise the project and complement works completed last year at the reserve.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Terricks	Pyramid Hill Memorial Hall power upgrade	Pyramid Hill Memorial Hall	This project will upgrade the metre board and power supply to the Pyramid Hill Memorial Hall. This will allow the COM to install an upgraded heating and cooling system. The increased power supply will also assist with the coordination of the Pyramid Hill Fiesta. In particular it will provide more options and flexibility in terms of the components being able to be offered as part of the event. The Pyramid Hill Hall COM has committed \$4,000 towards the cost of the upgrade.	\$ 24,000.00	\$ 20,000.00	\$ 20,000.00
Terricks	Storage container	Dingee Hall COM	This project application included the purchase of a shipping container to be used for storage of seats, tables and other equipment. The assessment process identified the following issues that need to be resolved at the hall including: 1. the need for accessible toilet facilities and an upgrade to the kitchen area 2. the possibility that other community groups may wish to utilise the facilities in the future. With this in mind it is recommended that \$10,000 be allocated from the Community Plan Program, to develop a master plan for the hall that will identify future usage and determine a prioritised plan for any future development.	\$ 5,120.00	\$ 4,620.00	\$ 10,000.00
Terricks	Storage Shed - shared	Project Applicant: Dingee Bowls/Tennis Club	This project will provide for the installation of a new storage shed at the Dingee Recreation Reserve. This shed is to be shared between the Dingee Tennis and Bowls Club.	\$ 17,172.00	\$ 17,172.00	\$ 15,000.00
Boort	Outdoor furniture Little Lake Boort Foreshore	Boort Development Committee	This project requests funding to upgrade existing park furniture and seating on the Little Lake Boort foreshore. This is as per identified by the Boort Development Committee and is consistent with the DRAFT Little Lake Boort Master Plan.	\$30,000	\$30,000	\$30,000
Boort	Community notice board.	Boort Development Committee	This project includes the installation of a community notice board, to be installed at the toilet block in Nolan's Park	\$2,500	\$2,500	\$2,500
Boort	Outdoor furniture Little Lake Boort Foreshore	Boort Development Committee	This project includes installation of three steel mushroom sculptures at Little Lake Boort. The sculptures are to be installed adjacent the boardwalk on the east side of the lake. The amount of \$7,600 was requested to undertake the project. Council Officers have recommended that an amount of \$8,500 be allocated to accommodate the need for engineering design and certification	\$8,500	\$7,600	\$8,500
Tamagulla	Rheola Recreation Reserve Equipment Upgrade	Rheola Recreation Reserve COM	This project application included a playground upgrade and new sheep yards for the annual sheep dog trials. This submission has been allocated a lesser amount as a contribution towards the playground upgrade. The sheep yards have not been supported as portable yards are readily available locally for this once a year event.	\$50,000	\$50,000	\$10,000
Tamagulla	Outdoor furniture	Tamagulla community Action Group	This project application included installation of nine outdoor seats and two picnic tables to be located at the Recreation reserve. After consultation with the community it has been resolved that the required outcomes can be achieved with less money than requested.	\$17,183	\$17,183	\$10,000
Tamagulla	Laanecoorie boat ramp upgrade	Laanecoorie River Reserve COM.	This project is inclusive of a six meter extension to the existing boat ramp on the Loddon River and the installation of ten metre boardwalk adjacent to the boat ramp. This project has been allocated more funds than requested as the preliminary project cost estimates are higher than what was originally requested.	\$100,000	\$50,000	\$100,000
Tamagulla	Progress Park Upgrade	Newbridge Community Planning Committee	This project includes the installation of solar bollards from the Newbridge Hotel to the Loddon River bridge to improve safety. The community has also requested assistance to install a memorial stone to commemorate the contributions made by past citizens to the Newbridge Community.	\$15,000	\$15,000	\$15,000
Wedderburn			As no applications were received from the Wedderburn ward, these funds will be held in reserve. Any requests for funding received prior to the 2018/19 planning round will be returned to Council for consideration.			
Totals				\$ 515,800.00	\$ 294,075.00	\$ 301,000.00

8.3 LODDON MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE ENDORSEMENT

File Number: 11/01/009
Author: Allan Stobaus, Manager Community Support
Authoriser: Wendy Gladman, Director Community Wellbeing
Attachments: Nil

RECOMMENDATION

That Council:

1. rescinds the Loddon Municipal Emergency Management Planning Committee (MEMPC) as Council's MEMP Committee.
2. appoints the Northern Victorian Integrated Municipal Emergency Management Planning Committee as Council's MEMP Committee in accordance with Section 21(3) of the Emergency Management Act 1986.

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

In accordance with Section 20(2) of the Emergency Management Act 1986 the Northern Victoria Integrated Municipal Emergency Management Plan (NVIMEMP) was adopted by Council at the 26 April 2017 Ordinary Council Meeting.

BACKGROUND

Loddon Shire Council is one of five councils who have been participating in a project that clusters councils together to implement shared emergency management planning responsibilities. The Northern Victorian Integrated Cluster of councils consists of City of Greater Bendigo, Loddon Shire, Central Goldfields Shire, Shire of Campaspe and Mount Alexander Shire. The project has now been completed and the Northern Victoria Integrated Municipal Emergency Management Planning Committee (NVIMEMPC) has been formed. The NVIMEMPC comprises council employees, a councillor from each participating council and senior personnel from the response and recovery agencies.

The NVIMEMPC has developed a Municipal Emergency Management Plan that incorporates all participating councils. Following adoption by Council in April 2017, the new Loddon NVIMEMP was audited by the State Emergency Service (SES) in June 2017 and passed all sections of the Audit.

ISSUES/DISCUSSION

The Emergency Management Act 1986, Section 21(3) states "A municipal council must appoint a municipal emergency management planning committee constituted by persons appointed by the municipal council being members and employees of the municipal council, response and recovery agencies and local community groups involved in emergency management issues".

It is now proposed that each cluster council will commence the transition from their respective Municipal Emergency Management Planning Committees (MEMPC) to the NVIMEMPC.

The sub-committees of fire, flood and recovery will remain as separate local committees for each council. Issues from these sub-committees will be taken to the NVIMEMPC.

COST/BENEFITS

The ability to participate in a NVIMEMPC reduces the previous commitment and resources required across all five Local Government Areas to the conducting of individual MEMPC meetings. The new format enables the attendance of emergency service and council personnel at one NVIMEMPC meeting, rather than five individual MEMPC meetings, ensuring that all agencies share and receive the same information simultaneously.

Upon the universal adoption of the NVIMEMPC, the five participating councils will have a common shared information resource enabling a smoother transition of staff to neighbouring municipalities during a protracted emergency event.

RISK ANALYSIS

Continued changes to the Emergency Management Manual Victoria and emergency management legislation are expected over the next year requiring ongoing alteration to the NVIMEMP and roles and responsibilities for council staff.

CONSULTATION AND ENGAGEMENT

All emergency service organisations have been consulted and participated in developing the NVIMEMP through the NVIMEMP committee.

8.4 DRAFT LODDON SHIRE COUNCIL TOURISM MARKETING PLAN

File Number: 16/07/003
Author: Robyn Vella, Marketing and Tourism Officer
Authoriser: Lynne Habner, A/Manager Executive and Commercial Services
Attachments: 1. Loddon Shire Council Tourism Marketing Plan

RECOMMENDATION

That Council release the draft Tourism Marketing Plan for public comment and place on display for a period of two weeks.

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

At the September Council Forum Council's Tourism and Marketing Officer outlined the draft Loddon Shire Council Tourism Marketing Plan.

BACKGROUND

In Council's Tourism Strategy 2016 - 2019 an action under the focus area of Marketing and Branding is to develop a marketing plan for each of the main towns in the Shire: Bridgewater, Inglewood, Boort, Pyramid Hill, Tarnagulla and Wedderburn, aligning the smaller towns with the larger towns. The objective is to promote towns in the region and their distinct personalities and offerings to potential visitors.

Council commissioned Sharon Wells of Pan and Bacchanalia to develop a Tourism Marketing Plan for Loddon Valley, drilling down into the distinct personalities of the main towns aligning the relevant small towns.

As part of developing the plan, community workshops were held in Bridgewater, Boort, Inglewood, Tarnagulla, Pyramid Hill and Wedderburn.

In these workshops the key products, assets and experiences in the region and the towns were identified, as well as the strengths, weaknesses opportunities and threats.

One of the first steps and critical tasks during the workshop and plan was to identify and gain agreement on the unique qualities and points of difference for the Loddon Valley and the towns.

After the workshops, participants were sent a draft copy of the information collated for their town and surrounds to submit further content or feedback.

The draft Tourism Marketing Plan has been created defining the points of difference for Loddon Valley breaking them down for the specific towns.

This plan identifies actions to move forward in promotions and communicating the points of difference over the next 3 years.

ISSUES/DISCUSSION

The expected outcomes of this plan are to:

- Strengthen collaboration between Council, local businesses and organisations
- Identify key products and experiences that require further development
- Become familiar with key products, experiences, points of difference and key messages for the region
- Incorporate points of difference into Council and community websites and social media channels
- Establish a shared Dropbox of images reflecting key points of differences and experiences for this region and towns
- Improve how the tourism industry utilises digital platforms
- Increase financial contribution to marketing and promotions by local businesses and organisations
- Develop dedicated promotional campaigns for the region and towns
- Increase further awareness of the region and towns
- Grow visitation to the region and towns.

The plan recommends key actions to do within the first year by:

- Action 1:** Inviting a wider cross section of government, industry and residents to future workshops to introduce the plan and explore product development and collaboration.
- Action 2:** Encouraging ongoing and regular engagement (e.g. six monthly professional development and collaboration workshops).

Additional suggestions from the community for ongoing engagement:

- Having regular “show and tells” for operators and tourism committees.

Different businesses host social events where there is a regular sharing of ideas.

Although it is not a requirement under the *Local Government Act 1989* to advertise the Plan for public comment, it is proposed that it be placed on display for a public comment period of two weeks, to allow further input from the community.

Following the public comment period, after any comments received have been addressed, a report would be submitted to Council recommending adoption of the final Plan, and consideration of a proposal for additional funding to be allocated to deliver the actions in the Plan.

COST/BENEFITS

This plan will benefit Council, local businesses and organisations, providing direction for future marketing campaigns for the region and towns.

The Council, local businesses and organisations can view the SWOT analysis for the region and towns, seeking ways to improve on our weaknesses and turning some of the opportunities into strengths.

Towns have ownership of their section of the plan which can be incorporated into marketing and promotions for their area.

To successfully deliver the new Loddon Shire Tourism Marketing Plan an additional \$9,000 is required over three years.

RISK ANALYSIS

No major risks have been identified in relation to implementing the Plan.

Actions identified within the plan will assist immensely to bring operators/organisations together to collaboratively market the points of difference for Loddon Valley that will help to grow visitor yield and increase extended stays.

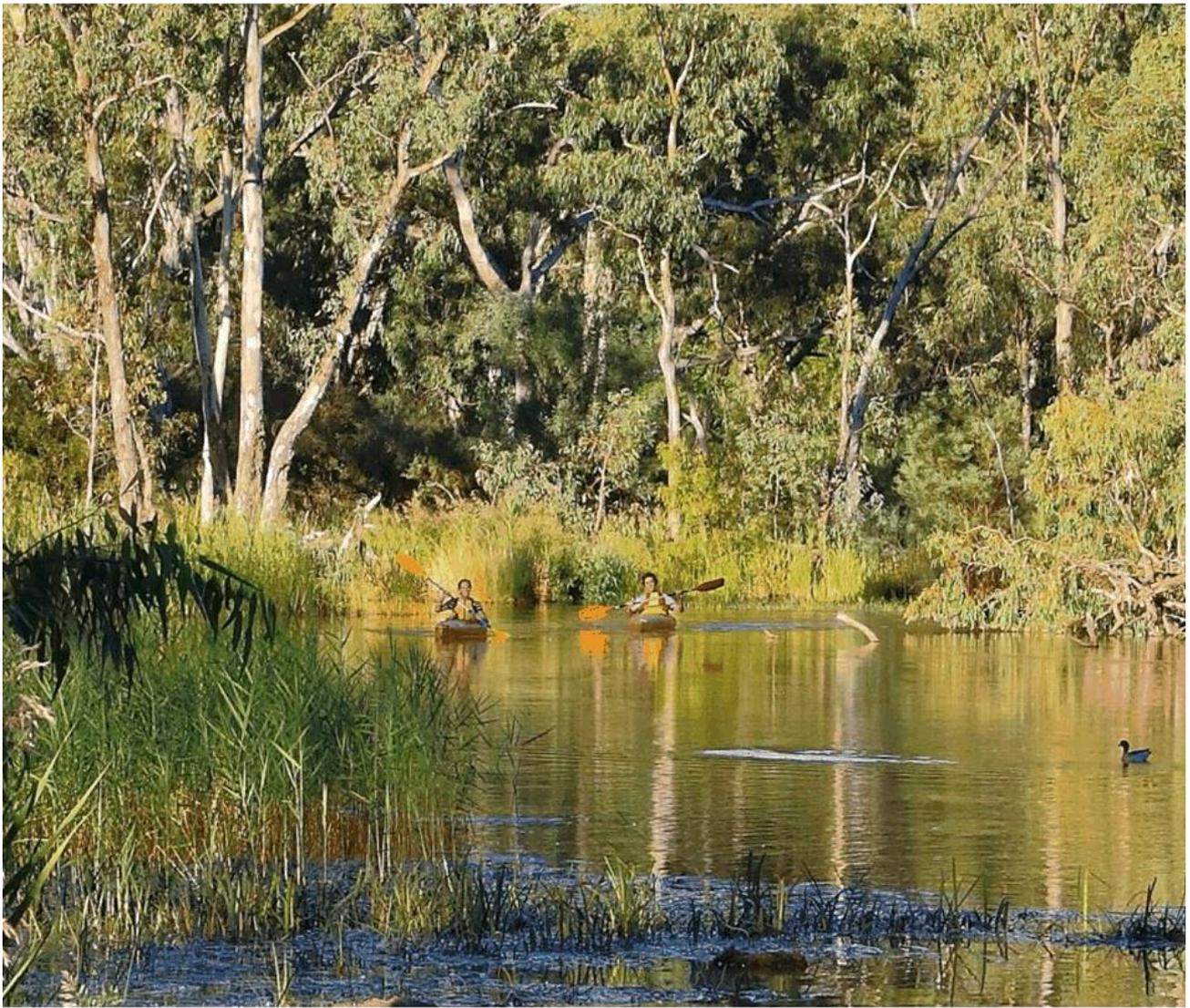
One risk is in respect to the potential lack of enthusiasm and participation by operators/organisations to collaboratively deliver the actions in the plan for the betterment of the region.

To minimise this risk local businesses and organisations will be:

- Invited to attend further workshops for the marketing plan
- Encouraged to attend the Loddon Valley Tourism Business Network Dinner
- Involved in the development of marketing campaigns for the region and towns.

CONSULTATION AND ENGAGEMENT

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



LODDON SHIRE TOURISM MARKETING PLAN



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Tourism and Marketing Officer
INTERNAL COMMITTEE ENDORSEMENT:	Choose an item.
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	1
REVIEW DATE:	31/07/2020
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Loddon Shire Council Tourism Strategy 2016 - 2019
RELATED LEGISLATION:	Click here to enter text.
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: Document1

Strategic documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire website to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

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EXECUTIVE SUMMARY

Why would someone choose to visit the Loddon Valley, above all other areas, and perhaps to return, and even live and work?

The region is a hidden gem, with natural, historic and cultural assets that are not only unique in the State, but also internationally.

This includes the pristine natural environment, with vast water ways including Victoria's second longest river, and National Parks, home to many endangered animals and plants. The 460 million year old granite outcrops are amongst the oldest formations in the State, and on their peaks the curve of the earth is viewable across the horizon.

Within this unadulterated landscape is a time capsule of ancient and historic treasures. The region holds one of the most significant Aboriginal cultural landscapes in Australia with the Boort scarred trees, and the intact gold rush era villages stand with little changed from the 1850s. Indeed, significant amounts of gold are still being found just below the surface.

It is in this region too that food and produce is grown that cannot be found elsewhere; Laucke Flour (considered the best bread making flour in the world) is made in Loddon along with specialist meats, olives, salt from deep within the earth and the oldest and highest grade eucalyptus oil in the world. For these reasons, the wider region can claim to provide one of the most sustainable lifestyles in Australia.

These combined qualities speak uniquely to some of the main drivers that attract people to a region; where people are seeking out pristine and untarnished natural environments in which to spend their leisure time; to discover and explore jewels from the past, and to engage with one of the world's oldest living cultures.

As these treasures are not widely known an enormous opportunity exists to realise the potential of the region by promoting these assets, and to develop key areas and will maximise visitation. This Plan proposes a number of initial steps, as well as recommendations for further investigation that will not only help put the region on the map for visitors, but also attract wider investment and interest.

1 PURPOSE

The purpose of the 2017 - 2019 Loddon Shire Tourism Marketing Plan is to establish the foundation for the joint promotion of the region to visitors by Council, businesses, organisations' and individuals.

Specifically, the Plan is set to identify and gain agreement on the fundamentals for promotions.

2 BUDGET IMPLICATIONS

To successfully deliver the new Loddon Shire Tourism Marketing Plan an additional \$9,000 is required over three years.

3 RISK ANALYSIS

No major risks have been identified in relation to implementing the Plan.

Actions identify within the plan will assist immensely to bring operators/organisations together to collaboratively market the points of difference for Loddon Valley that will grow visitor yield and increase extended stays.

The risk is in respect to the potential lack of enthusiasm and participation by operators/organisations to collaboratively deliver the actions in the plan for the betterment of the region.

4 INTRODUCTION

The plan is divided into three key sections.

First, it outlines the key products, experiences, assets and points of difference (POD) for the region, and provides a brief strengths, weaknesses, opportunities and threats (SWOT) analysis.

The plan then considers factors specific to each town or district. Strategies are recommended.

The main body of the plan focuses on the qualities of the region, as it became clear during the workshops that the key strengths were common across the majority of towns and districts. From a marketing point of view, promoting the strengths of the region is preferable as it provides a stronger message and incentive for visitors to come to the region.

This approach also encourages a better use of resources.

The region summary therefore provides a strong strategic base to articulate the distinct products, experiences and POD that each town and district can then pick and choose from, utilise and share.

Products, POD and SWOT specific to each town and district are also detailed.

For ease of reference, products and experiences are listed under categories including: natural environment, history, food and gold.

These categories correspond to key points of difference for the region.

It is worth noting too that the categories are not rigid, but are offered as prompts or suggestions for how assets and strengths can be grouped and themed.

It is recommended to read information and absorb the point of difference for the region, as well as for each of the towns and districts.

5 REGION

5.1 Product, assets and experiences

Key products in the region include:

- Natural environment – Loddon River, lakes and tributaries, 460 million year old granite outcrops, vast landscape, parks with rare and endangered plants.
- Historical – particularly the Aboriginal cultural heritage in the region and the legacy of the 1800s gold rush such as gold rush era towns and architecture.
- Food and sustainable living – particularly exceptional products that are unique to the area and considered world class, such as Laucke Flour, Eucalyptus oil, Pyramid Salts, olives, tomatoes, and specialist meats such as Inglewood Dry Aged Beef. The antique and collectible stores are also outstanding offerings for sustainable living.
- Gold – since the first of the Australian gold rushes in the 1850s, huge nuggets have been uncovered in the vicinity of Wedderburn, Inglewood, Rheola, Kingower and Tarnagulla. More than 80% of the world’s largest nuggets have been unearthed in this part of Victoria. The Welcome Stranger is the largest nugget ever found in the world, at Moliagul (Central Goldfields).
- Eucalyptus – the region was one of the first areas to produce eucalyptus oil in the world. Today, the world’s highest quality oil comes from Loddon Shire, harvested from the same trees used in the 1850s, and from super crops being developed by Bosisto’s.
- Olive capital of Australia – the Boort region is the main producer of extra virgin olive oil in Australia and one of the world’s greatest olive oil producing regions. The land is home to over 1,250,000 olive trees producing six million litres of oil per annum – 85% of which is extra virgin olive oil. Producers such as Salute are known for their table olives, produced using a natural fermentation process.

5.1.1 Regional product, assets and experience detail

Category	Details product or experience
Natural environment	<ul style="list-style-type: none"> • Granite outcrops – 460 million years old. • Sky – quality of light, sunsets, open landscapes, views across plains. • Loddon region provides night sky sites with minimal light pollution, commonly known as Dark Sky place. • From the peaks of Kooyoora State Park, the curve of the earth. • In the Loddon Valley region stars can be seen down to the horizon. • Water – the Loddon River is the second largest river in Victoria and part of one of the most extensive river, lake and wetland networks in the state. • National and State Parks of Leaghur, Terrick Terrick and Kooyoora.

Category	Details product or experience
Natural environment	<ul style="list-style-type: none"> Natural Australian bush – the most southerly point to experience a central Australian landscape and Mallee bushland.
History	<ul style="list-style-type: none"> Aboriginal cultural heritage. Gold rush in 1850 – 1880s. Old Victorian railway towns.
Gold	<ul style="list-style-type: none"> The southern section of the Loddon Shire is the richest and most concentrated alluvial goldfield in the world.
Architecture	<ul style="list-style-type: none"> Intact architecture from 1800s. Gold rush era towns – where little has changed since that time. Old deserted Victorian railway buildings.
Food and sustainability	<ul style="list-style-type: none"> Eucalyptus – highest quality eucalyptus oil – home of the Eucalyptus Super Trees. Wheat from the fields produces the finest bread making wheat in the world – Laucke Flour. Olives. Specialist meats. Tomatoes. Diversity of agriculture – apples, tomatoes, honey, wool, salt, walnuts, olives and wheat.
Activities	<ul style="list-style-type: none"> Bush and forest – walking, bike riding. Water – skiing, canoeing, fishing. Bird watching. Photography. Gold detecting. Camping. Cycling. Bush walking. Geology. Wildflowers. Star gazing.
Other	<ul style="list-style-type: none"> Gold rush towns, seemingly intact and frozen in time. Treasures to uncover (eg gold, food, opportunity shops, rare and endangered plants and animals).

5.1.2 Points of difference

Short statements (**key messages**) that encapsulate and summarise the region's point of difference are provided below.

- In this untarnished pristine environment, gems have been preserved.
- Natural environment
 - This region has one of the most extensive networks of rivers, lakes and wetlands in Victoria, as well as the State's second longest river.
 - Many rare and endangered birds, animals and plants have taken refuge in the sanctuary of the Loddon Valley.
 - One of the oldest intact forests exists in the region, home to many endangered animals such as the Tree Goanna.
 - This region has one of the world's few remaining native grasslands, with one of the rarest birds (Plains Wanderer) in the state taking refuge there.
 - 460 million year old granite outcrops – amongst the oldest rocks in Victoria.

- Vast landscape with clear skies where by day, the curve of the earth and in the evening stars down to the horizon can be seen.
- The wider region experiences the greatest number of sunny days during summer.
- It has significant parks with rare and endangered plants that you will not find elsewhere.
- This is the most southerly point in Victoria to experience Australia's desert landscapes and the unique plants and animals that reside within them.
- Time capsule
 - The Loddon Valley is home to one of the most significant Aboriginal cultural landscapes in Australia.
 - The Loddon Valley is the location of one of the world's richest gold rushes with intact and untouched gold rush era towns still existing.
- Food and sustainable living – particularly signature products that cannot be found elsewhere or are considered the best available product in Australia:
 - Laucke Flour, Eucalyptus Oil, Pyramid Salts, Olives, Tomatoes, Inglewood Dry Aged Beef, and other specialist meats, as well as antique and collectible stores.
- Eucalyptus – Loddon Valley is the home of the eucalyptus "Super Trees". The highest quality of eucalyptus oil.
- Gold – This region has the richest concentration of alluvial gold in the world – gems that sit on the surface of the land.
 - Historically, with more than 80% of the world's largest nuggets unearthed in this part of Victoria, it is considered the world's richest alluvial goldfield.
 - The Welcome Stranger, the largest nugget ever found, was unearthed just below the surface in Moliagul.
 - With new technology, nuggets worth millions are still being unearthed today.
 - The gold in this region is also the purest in the world, with a rating of 99.8%.

Reference: (Dunolly Gold Museum & Coiltek Gold Centre reference relates to the gold section of 5.1.2.)

5.3 Key points of difference

Category	Points of difference
Nature	<ul style="list-style-type: none"> • Pristine and untouched natural environment where rare birds, plants and animals can be found that exist nowhere else in the world. • The region has one of the state's most extensive water system with wetlands, lakes and Victoria's second longest river system. • The ancient 460 million year old granite outcrops are some of the oldest in Victoria with 360 degree views to the horizon. • Loddon Valley has landscapes of wide open spaces. • Loddon Valley has skies with outstanding sunsets and sunrises. • In Loddon Valley stars can be seen down to the horizon. • The curve of the earth can be seen from the top of Kooyoora State Park. • The quality of the air and quality of the light is outstanding. • Significant national and state parks and reserves. • Remnant forests and grasslands, areas of untouched wilderness that are home to some of Australia's oldest trees.

Category	Points of difference
	<ul style="list-style-type: none"> Rare and endangered flora and fauna – see appendix. Leaghur State Park – the black and grey box forest in Leaghur State Park is protected.
Aboriginal cultural history	<ul style="list-style-type: none"> The region holds some of the most significant Aboriginal landscapes in Australia – the Boort scarred trees. Loddon Valley, the land of scarred trees. The region has significant Aboriginal cultural heritage of high value, preserved as though frozen in time including camps, fish traps and other significant sites. Other significant sites in the region include Kow Swamp, where possibly the oldest Aboriginal ancestral remains have been found.
History	<ul style="list-style-type: none"> From the significant Aboriginal cultural heritage, to intact gold rush era towns, to the rare and endangered animals, birds and plants. All seemingly untouched and frozen in time, the region is an extraordinary time capsule that holds treasures that no longer exist elsewhere.
Activities	<ul style="list-style-type: none"> Water sports – ski rimmed by nature, where the Australian champions choose to test their skills. Photography – the nature of the light, and landscape mixed with the intact historic gold rush era towns, makes this a photographic nirvana. Birdwatching. Fishing – iconic Murray Cod catching area in Loddon River Laanecoorie, Newbridge, Bridgewater and Serpentine. Other fish found in the Loddon is Golden Perch (Yellow Belly) and Red Fin. Camping and Caravanning – here you can camp or set up your caravan right by the water's edge. Walking – walking/cycling trail from granite outcrop to granite outcrop where visitors can walk through intact mallee bushland, see the curve of the horizon from the tops of the hill tops and see significant Aboriginal cultural heritage and rare and endangered animals, birds and plants.
Gold	<ul style="list-style-type: none"> This small area is the richest concentrated alluvial goldfield in the world. Treasures are sitting beneath the soil. Nuggets are still being found today (\$250k nugget in December 2016 and \$4m nugget also found in 2016).
Food and sustainability	<ul style="list-style-type: none"> The larger region has one of the richest concentrations of boutique food and wine producers in Australia. Laucke flour – producing the finest bread making flour in the world (according to one European bread making expert). This flour is used by the finest artisan bakers in Melbourne including Zeally Bay, Irrewarra and Dench's). Eucalyptus – the home of eucalyptus oil. The original trees from the 1850s are still being harvested to produce this wonder oil. Super trees have now been planted producing the finest grade eucalyptus in the world.

Category	Points of difference
	<ul style="list-style-type: none"> • Olives – the region is the main producer of extra virgin olive oil in Australia. In the north of Loddon Shire is one of the world's greatest olive oil producing regions. The land is home to over 1,250,000 olive trees producing six million litres of oil per annum – 85% of which is extra virgin olive oil. • Pyramid Salt – all Pyramid Salt comes from the unpolluted ancestral Australian seabeds beneath the Loddon Plains in Northern Victoria and retains magnesium and calcium, essential mineral elements for your health. It is totally natural and free from artificial additives. • Specialist meats and butchers. Inglewood Dry Aged Beef Butchers is one of only two butchers in Australia who use the dry aged methods. Their meat, sourced from local farms, is sold to restaurants and cafes in the wider area, again reinforcing the local and sustainable ethos that drives the regions strong food culture. Tasting these meats has been likened to eating an apple straight from the tree. • Farming abundance of irrigated farm land, areas with high quality soils, tremendous diversity of farming and farming opportunities, grain, livestock, poultry and horticulture. • Loddon Valley is plastic bag free. • Vintage and collectible furniture finds at reasonable prices. • Bridgewater hotel – one of the few hotels that site overlooking a river in Victoria. • The larger Bendigo region has one of the richest concentrations of boutique food and wine producers in Australia, which includes Loddon Valley.
People and environment	<ul style="list-style-type: none"> • Relaxed and welcoming. • Friendly communities.
Accommodation	<ul style="list-style-type: none"> • Bush camping. • Farm stays. • Self-contained houses. • Motels. • Caravan parks by rivers and lakes.

5.4 Key messages relating to points of difference

- Within easy drive of Melbourne, in Central Victoria exists a region where time has stood still.
- The region holds and has protected (through an extraordinary quirk of nature and circumstances) some of Australia's most significant ecological, aboriginal, architectural and historical sites. Treasures that you thought no longer exist, can be found here, and are waiting to be discovered.
- The pristine and untouched natural environment has provided sanctuary to critically endangered and rare flora and fauna, taking refuge in remnant forests and waterways.

- Of international significance are some of the most significant aboriginal cultural heritage landscapes in Australia. There are over 400 Aboriginal scarred trees in the Lake Boort area. Aboriginal guides, such as Jida Gulpilil whose family have lived in the area for thousands of years, can take you on a tour. The region is also home to the Kow Swamp where Aboriginal ancestral remains have been found that are possibly the oldest found in Australia.
- Treasures exist in this region – things that can be found nowhere else.
- Seemingly frozen in time, the region is a time capsule, where treasures from history still exist.
- Tracks and traces of life from hundreds of years still remain ready to discover. You will find things that you thought had been lost forever, but here take refuge.
- You don't have to travel so far to touch nature, to see the natural Australian bush, to see endangered flora and fauna. This is the most southerly point to experience the unique Australian desert landscape.

RIVERS AND WATER WAYS

- This region has one of the most extensive networks of rivers, lakes and wetlands in Victoria. The magnificent 400km Loddon River, the second longest in Victoria, runs through Loddon Valley.
- The wetlands are also the most southerly link to the outback, with the region being the closest point to experience the unique plants and animals of the deserted landscape. Goannas are one example of the extraordinary and rare creatures that have a stronghold in the Loddon Valley.

FAUNA

- These waterways are also home to many exquisite Australian animals such as the platypus, as well as rare, endangered and migratory birds, such as the Magpie Goose. This enormous bird was extinct in Victoria and South Australia, and is now showing signs of recovery since recently being reintroduced into the region.
- This region is one of the few remaining sanctuaries for many critically endangered plants and animals including Fat-tailed dunnart (a cute marsupial mouse), Australian Bustard, Barking Owl, Regent Honeyeater and White Bellied Sea Eagle.
- The Plains-Wanderer, which exists in the grass plains of the Terrick Terrick National, Park is critically endangered, with between 20 – 400 of these precious ground-dwelling birds remaining.
- The region is a haven for wildlife and precious plants, with over 100 species of birds and 200 species of native flora, many rare and endangered, existing in its waterways and forests.

FLORA

- The native grasslands of the Loddon Valley are one of the few remnant populations of natural grassy plains left in the world. The grassy plains, which once extended across the continent, are home to many rare plants such as the outstanding Red Swainson-pea.
- Leaghur State Park – largest and healthiest black box forest in Victoria. Black Box – this is the best habitat tree as it contains many hollows for fauna. Many trees are 1,000 years old. Approximately 400 plant species.
- The region is home to Victoria's most intact black box forest. Estimated to be at least 800 years old, the trees are amongst the longest lived in the state and over time developed hollows where endangered birds and animals such as the tree goanna and owls, take refuge. The black box also retains aboriginal cultural scarring from hundreds of years of indigenous habitation in the region.

References: SWIFFT, Damien Cook and David Baker.
http://www.swiff.net.au/cb_pages/threatened_fauna_loddon_shire.php

CLIMATE

- Over summer, the wider region that encapsulates Loddon Shire has the sunniest days of anywhere in the state. (i.e. October to April, and region up to Mildura).

Reference: Bureau of Meteorology

GRANITE OUTCROPS

- The 460-million-year-old granite outcrops of the Loddon Valley are the picturesque lava flows of now extinct volcanoes. It is in their crevices and caves, findings of rare plants and wildlife, and from the vantage point of their peaks looking across the ancient plains, see the curve of the earth.

Reference: Rod Steer and Museums Victoria.

5.5 Strengths, weaknesses, opportunities and threats

The strengths, weaknesses, opportunities and threats in this section (5.5.1, 5.5.2, 5.5.3 and 5.5.4) have been collated from the six workshops that relate to the Shire as a whole.

Within this Plan, activities that maximise strengths, address weaknesses, and explore opportunities are considered.

It is recommended that the SWOT analysis for each town is also digested as many opportunities discussed by other towns could be considered across the region.

Similarly, strengths and weaknesses in other towns will inform other areas.

5.5.1 Strengths

- Nature – an area of high ecological value including rare and endangered animals, birds and plants, particularly box, ironbark forests and grasslands.
- Water ways – rivers, lakes, creeks and wetlands.
- Landscape – ancient granite outcrops with vast plains. Skies, sunsets and starry skies.
- Some buildings in towns not overdeveloped or underdeveloped and are still in pristine condition.
- Aboriginal heritage.
- Intact gold rush era heritage buildings.
- Climate – a micro climate that is stable.
- Undiscovered – towns are a discovery for people.
- Bush camps.
- Caravan parks.
- No parking meters.
- Proximity to Bendigo which can be used as a base for food and accommodation whilst the region develops higher quality infrastructure.
- Linkages with Bendigo Regional Tourism.
- Accessible to Melbourne and close to major tourist destinations Bendigo, Echuca, Swan Hill, Ballarat, Maryborough and Mildura.
- The development of the Captain Melville trail from Inglewood to Kooyoora State Park.
- Friendly, natural, down to earth people where local residents are willing to share their knowledge of the region with visitors.

- Diversity of land forms, flora, fauna, landscapes, agriculture, gold heritage and heritage buildings.
- Authentic and natural experiences.
- Support from Loddon Shire tourism staff.
- Volunteers.
- Food – high quality/organic foods.
- Safe place.
- Excellent facilities, e.g. Loddon Visitor Information Centre.
- Train line and bus services that are offered through the region.
- Unusual events, e.g. Wedderburn Detector Jamboree, Boort Agricultural Show, Pyramid Hill Fiesta, Wedderburn Engine Rally, Kooyoora Wildflower Show, Rheola Carnival.
- Change of pace, relaxing, peaceful.

5.5.2 Weaknesses

- It is over two hours from Melbourne so not appropriate for day trips.
- There is low awareness of where the region is (this includes the confusion between Bendigo and Ballarat).
- Lack of accommodation – particularly for larger groups and higher quality boutique accommodation.
- Volunteers are stretched.
- Very poor digital presence for many towns and businesses.
- Hospitality (lack of a range of higher standard food offerings across the region).
- Businesses have limited budget for marketing.
- All walking/cycling trails in Loddon Shire are short compared with, for example, Goldfields track.
- Limited resources.
- Towns work independently rather than collaboratively.
- Lack of good retail.
- No night time economy.
- Weather is too hot in summer.
- Limited or no public transport.
- Signage into towns does not express point of difference.
- Separate groups in towns working independently (“silos”).
- Engagement not occurring across all key stakeholders.
- Caravan parks are not members or registered with key associations (e.g. family parks).
- Limited mobile phone coverage.
- Limited utilisation of technology by tourist operators.
- Lack of understanding in the community of the value that tourism plays and the role that many businesses actually play in the industry.
- Lack of data collection by shop keepers of the point of origin of their customers.
- Poor presentation and customer service displayed by some shop keepers.
- Poor standard of some of the existing caravan parks.
- Anticipated poor return on tourism investment limits new developments.
- Some roads in the Shire are not suitable for tourist buses.
- Streetscapes (town entrances, nature strips, buildings, and front yards) are not as visually attractive as they could be.
- Regulations to prevent advertising signage being displayed on the road reserves or private property.
- Lack of maintenance of tourism infrastructure, e.g. seats at rest stops, toilets.

- Limited tourism products.
- Limited packaging of tourism products.
- Heavy reliance on volunteers, many of whom are ageing.
- Lack of operators with knowledge of tourism products and events in the Shire.

5.5.3 Opportunities

- Aboriginal cultural heritage. Significant enough to put Loddon Valley on the map internationally.
- Natural environment is an exceptional asset that provides a distinct point of difference.
- Rationalise and increase quality and effectiveness of Loddon Shire tourism section of the website.
- Training of social media to up skill operators.
- Underused halls, churches, sheds and farm houses could be established into accommodation venues.
- Loddon Valley halls can be used for art exhibitions.
- Themed itineraries connecting the key strengths and offerings in the region e.g. walking, cycling and canoeing.
- Connect Loddon Valley trails offering multiday activities – particularly walking, cycling and canoeing for example, Laanecoorie to Fernihurst canoe trail.
- Swimming holes along the Loddon River.
- Disused railway lines and existing railway tracks.
- Photography – create road side stops.
- Collaborating across towns, and businesses in mutually beneficial campaigns – addresses key strengths of region, better use of resources, which is more effective.
- Loddon operators to work together on cross promotion within the Shire.
- Loddon operators to work together with cross promoting with similar businesses outside the Shire.
- Work with other areas to co-ordinate and promote events, e.g. Food Fossickers, Bendigo Regional Tourism and the City of Greater Bendigo.
- Target tourists from Bendigo and Ballarat – not just Melbourne.
- Develop more specific promotional material, e.g. antique shops or museums.
- Promote whole Shire as Recreational Motorhome Vehicle Friendly.

5.5.4 Threats

- Lack of engagement by broader community.
- Internally businesses/organisations competing within the Shire, rather than collaborating and joining together for mutual benefit.
- Council staff not maintaining cycling and walking tracks within the Shire.
- With Loddon Shire Council rate capping, reducing services essential to tourism which assist in attracting visitor's example limited beautification.
- Limited contribution financially by local businesses/organisations for collaborative marketing.
- With climate change, has allowed for Loddon to become unattractive for visitors through drought and flood.
- Loddon Valley not keeping up with new technologies.
- Loddon Valley works with other region but we are also in competition as all regions are chasing the tourist dollar.
- Loddon Valley has to keep up with the changing consumption patterns to stay relevant in the tourism market.
- Low cost flights and holiday packages allow for tourists to travel internationally and interstate instead of exploring Victoria.

6 PYRAMID HILL (MITIAMO, DINGEE AND CALIVIL) PRODUCTS ASSETS AND EXPERIENCES

Nature	<ul style="list-style-type: none"> • Surrounded by national and state parks and reserves. • Granite outcrops - Pyramid Hill and Mt Hope. • Terrick Terrick National Park. • Unique and endangered animals, birds and plants in region.
Aboriginal cultural heritage	<ul style="list-style-type: none"> • Mt Hope and Pyramid Hill. • Kow Swamp. • Tang Tang – middens. • Terrick Terrick National Park.
History	<ul style="list-style-type: none"> • Architecture. • Founded in 1836 by Major Mitchell. • 1860 Bourke and Wills Track. • Pyramid Hill Museum. • East Loddon Museum. • John Forbes sporting memorabilia. • Pyramid Hill, Mitiamo, Dingee and Calivil cemeteries.
Activities	<ul style="list-style-type: none"> • Walking tracks (Pyramid Hill, Terrick Terrick National Park, Mt Hope and Dingee extended walks). • Camping. • Golf tournament. • Bird watching. • Cycling. • Golf. • Bowls. • Swimming. • Tennis.
Assets	<ul style="list-style-type: none"> • Daily V/Line train service stopping at Pyramid Hill and Dingee. • RV Friendly Caravan Park Pyramid Hill. • Overnight caravan stop on recreation reserve Calivil. • Dingee parks. • Swimming pool in Pyramid Hill and Mitiamo.
Food and sustainability	<ul style="list-style-type: none"> • Pyramid Salt. • Walnuts, cherries, organic apples, dried muesli. Billabong farms. Olives. • Pork. • Coffee Bank. • Pyramid Bakery. • Filipino food. • Mitiamo General Store. • Dingee General Store.
Accommodation	<ul style="list-style-type: none"> • Pyramid Hill Caravan Park with one cabin. • Victoria Hotel – mixture twin, double single with shared bathroom. • Bush camping – at the Terrick Terrick National Park. • Dingee Hotel.
Events	<ul style="list-style-type: none"> • Pyramid Hill Fiesta. • Pyramid Hill market – knitted goods, patchwork and jewellery. • Pyramid Hill Northern Victorian Quarter Horse Association. • Pyramid Hill Annual Golf tournament.

	<ul style="list-style-type: none"> Pyramid Hill Bowls tournaments. Pyramid Hill Triathlon (swimming pool, climb hill and cycle on flats). Mitiamo Terrick Terrick National Park Open Weekend
Audit of websites and Facebook pages	www.pyramid.net.au Facebook- Pyramid Hill 3575 Facebook - Mitiamo store

6.1 Pyramid Hill points of difference

- This has been the crossing point for travellers and the earliest explorers for thousands of years. From the Aboriginal communities who walked to the top of Pyramid Hill, to Major Mitchell, and Bourke and Wills.
- Surrounded by some of the state’s most significant National Parks, State Parks and reserves, here are findings of the most intact remnant grassland from the northern plains and Aboriginal history dating back thousands of years, with rare and endangered birds such as the Plains Wanderer. Here can be seen a sunset that will stop visitors in their tracks, and stars that touch the horizon.
- During the day, wander to the top of the ancient Pyramid Hill and see the curve of the horizon.
- In this vicinity travel to Kow Swamp, where possibly the oldest Aboriginal ancestral remains have been found.

Terrick Terrick National Park

- Contains one of the largest, most intact tracts of indigenous northern plains vegetation in Victoria, recognised as one of the most endangered ecosystems in Australia it provides habitat for numerous endangered flora and fauna species An abundance of wildlife gives the park high conservation value, making it a very special place indeed.
- Victoria’s most significant stand of White Cypress Pine is found within the park. This species is slow growing with many of the trees being over 100 years old.
- Twenty-six rare or threatened plant species occur within the grasslands. Annual Buttons and Pepper Grass are endangered species that are only found at this site within Victoria. The park also contains the largest Victorian population of the following threatened species; Bottle Bluebush, Fragrant Leek-orchid and Murray Swainson-pea.
- The wooded and open grasslands are home to over 100 species of birds, including the Plains-wanderer, Grey-crowned Babbler, Bush Stone-curlew, Mallee Ringneck Parrot, Barking Owl and Brolga. Plains-wanderer is endangered in Victoria.
- The Hooded Scaly-foot is considered critically endangered in Victoria. A large legless lizard that grows to half a metre long. It has no limbs and may resemble a snake, however it can be distinguished by external ear openings, an undivided tongue, and a tail that is much longer than its body. This is one of only three habitats where it is known to exist in Victoria.

6.2 Pyramid Hill strengths, weaknesses, opportunities and threats

Strengths	<ul style="list-style-type: none"> Proximity to the Terrick Terrick National Park and other significant nature reserves. Daily V/Line passenger train stopping Pyramid Hill and Dingee. Community minded and very friendly. It doesn’t have city prices – accommodation, golf, bowls, tennis, and swimming pool.
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	<ul style="list-style-type: none"> • No big supermarkets, which allows for the personal touch. • No parking meters. • All owner operated businesses. • No empty shops. • Pyramid Hill Salt. • Craft skills. • Pyramid Fiesta. • Close to Echuca, Bendigo and Swan Hill.
Weaknesses	<ul style="list-style-type: none"> • There were key stakeholders from Pyramid Hill absent from the marketing workshop. • Aboriginal Cultural heritage – district is with Barup Barup not Dja Dja Wurrung so additional organisation to coordinate any trails and information. • Distance between towns. • Communications is unreliable. • Limited food offerings. • Fewer volunteers. • Focus too much on our history. • No lake. • Presentation of town, e.g. shade trees. • Need a sign /map in the town for people who visit, showing them our walking trails. Only walking trail sign/map is at the Hill. • Limited maintenance of tracks. • No one organisation takes responsibility for Pyramid Hill websites which allows for the content to become out dated.
Opportunities	<ul style="list-style-type: none"> • Valuing the landscape with stopping points with picnic tables for those to stop and enjoy the farmland and take photographs. • Creating experiences with the train, e.g. train, bike and local produce hampers. • Farm houses – create farm stays. • Adventure camping. • Dingee silos to be painted similar to Brim. • Create an activity with scarecrows. • Food van – consider whether food vans could be developed that promote local produce from Loddon Valley. • Attracting photographers. • Collaboration with Pyramid Hill Salt. • Promote Pyramid Hill and surrounds to birdwatching, astronomers or rock climbing groups. • Collaboration – familiarisation tours to other areas and information centres. • Education – students may be able to develop YouTube videos of local stories. • Attract more buses with guided tours. • Collaboration with Fiesta. • Encourage Pyramid Hill Salt to be involved with marketing and promotions of Pyramid Hill and surrounds. • Attracting sports event – e.g. cycling. • Old Neighbourhood House building – possible shop or self-contained accommodation. • Nowhere in Pyramid to showcase the local craft.

Threats	<ul style="list-style-type: none"> • Climate. • Resources. • Competition from other regions. • Changing consumption patterns. • Low cost flights and holiday packages. • New technologies and innovations in tourism. • Limited volunteers. • Ageing population.
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7 BOORT (DURHAM OX) PRODUCTS ASSETS AND EXPERIENCES

Nature	<ul style="list-style-type: none"> • Surrounded by significant State Parks and reserves. • Little Lake Boort. • Big Lake Boort. • Leaghur State Park – largest and healthiest Black Box Forest in Victoria. Black Box – this is the best habitat tree as it contains many hollows for fauna. Many trees are 1,000 years old. Approximately 400 plant species. • Wetlands – Boort Wetlands are amongst some of the pristine wetlands in Northern Victoria, containing high numbers of migratory and wetland birds. Less common birds seen are Sea-eagles, Pectoral Sandpipers and Ruff. • Flora and fauna – unique and endangered animals, birds and plants in the region. • Landscape – skies, sunsets and sunrise. • Boort Lookout – where the Yung Balug Clan sent their smoke signals from. “Boort” means “Smoke From the Hill”. • Boort Hill with views and history. • Durham Ox - Serpentine Creek Canoe Trail. Bird watching, camping and fishing. • Oasis – Little Lake Boort, Irrigated lawns throughout the year, plenty of shade, BBQs and toilets.
Aboriginal cultural heritage	<ul style="list-style-type: none"> • Little Lake Boort. • Big Lake Boort. • Lake Lyndger. • Lake Yando. • Leaghur State Park. • Woolshed Swamp. • Aboriginal Tours with experienced guides. • Creation story south of Boort - Buckrabanyule - rainbow serpent.
Built environment	<ul style="list-style-type: none"> • One of the oldest structures in the Shire is the weir built in Big Lake Boort 1844. • Victoria Street old wooden building started as a Saddler and Harness Shop 1880. • The National Bank built 1880. • Courthouse Museum built 1890.
Activities	<ul style="list-style-type: none"> • 3.7km walking/cycle track around Little Lake Boort that includes the sculpture trail. • Water sports on Little Lake Boort.

	<ul style="list-style-type: none"> • Canoeing on Lake Boort, Little Lake Boort and Serpentine Creek. • Bird watching (over 200 species). All wetlands wet or dry have high numbers of birds. • Eco tourism. • Boort Hill Look Out. • Spanner Man – who makes large sculptures out of spanners which tourists can visit. • Photography. • Child friendly. • Fishing. • Golf. • Bowls. • Swimming.
Food and sustainability	<ul style="list-style-type: none"> • Simply Tomatoes. • Aussie Wool Quilts. • Salute Olives – organic certified, naturally fermented, handpicked. • Pasta sauce produced on farm at Boort from red tomatoes. • Boundary Bend Olives – over a million trees.
Accommodation	<ul style="list-style-type: none"> • Caravan park on shores of Little Lake Boort. • Banyandah Retreat – self-contained close to Little Lake Boort. • Railway Hotel – rooms with shared bathrooms. • Commercial Hotel – rooms with shared bathrooms. • Simply Tomatoes – RV Friendly Destination. • RV friendly campsite at the Boort Show Grounds.
History	<ul style="list-style-type: none"> • John Kerr's aboriginal photographs – 31 photographs in Boort Museum. • Historic merry – go – round purchased in the 1960s in Nolen's Park.
Assets	<ul style="list-style-type: none"> • Caravan park on shores of Little Lake Boort. • Lake Boort – scar trees. • Little Lake Boort close to town – facilities in town. • Photography of John Kerr's in State Library of Victoria of aboriginals take in Boort. • Paul Haw's Vietnam photographs. • Walking track around Little Lake Boort. • The Granites (Mt Egbert) magnificent rock formations. • Boort – Olive Capital of Australia. • Godfrey Street businesses – cafes, supermarket, gift shops • Hospital. • Swimming pool. • On farm tourist attractions – Salute Oliva, Simply Tomatoes, Aussie Wool Quilts and Spanner Man.
Other	<ul style="list-style-type: none"> • Quiet and relaxing. • Not on highway. • Child safe. • RV friendly site. • Locals and operators willing to share knowledge of the region.
Audit of websites and Facebook pages	<ul style="list-style-type: none"> • www.boort.com.au • Facebook – Boort connection.

7.1 Boort points of difference

- A gathering place for thousands of years, this beautiful town, perched on the shores of Little Lake Boort (the largest permanent waterhole in the north of Victoria) is an oasis surrounded by enormous lakes and wetlands.
- It is by this oasis that you will discover one of Australia’s most significant aboriginal cultural landscapes, the Boort Scarred Trees, and in its environs, exceptional food producers such as Salute Oliva and Simply Tomatoes, producers such as Aussie Wool Quilts and the famous Spanner Man.
- This is the place to set up camp or park your van by the lake, all within an easy walk of town.

7.2 Boort strengths, weaknesses, opportunities and threats

Strengths	<ul style="list-style-type: none"> • Proximity to nature and activities to town. • Area of high ecological value. • Aboriginal cultural heritage still exists. • Farmers diversifying into tourism. • Traditionally Boort was a meeting place for different Aboriginal communities. A place of exchange. Collegial and friendly. • Repeat visitation. • Little Lake Boort has a water right. • Little if any rubbish. • Boort education – Victorian Certificate of Education Top 5 in state. • Durham Ox landscape has natural beauty. • Safe boating facility with regulated water level. • Boort “The Biggin Hill airport” suitable grass runway. • Very low crime rate, vandalism and graffiti. • Strong community infrastructure – hospital, doctors, bank, pharmacy, school, swimming pool, sporting clubs, vet, supermarket, hardware, newsagency, post office, and service station. • Opportunity shop – best one going around – and the most wonderful, pleasant, friendly volunteers. • Friendly town and friendly volunteers.
Weaknesses	<ul style="list-style-type: none"> • Confusion between the two lakes – “Little Lake Boort and Lake Boort”. • Limited public transport – bus on Monday, Wednesday, and Friday and at the weekend. • Limited directional signage to attractions.
	<ul style="list-style-type: none"> • There is two Master Plans being established by Council (Little Lake Boort and Streetscape) which community have obtain very little feedback on the progress. • In Boort there is little communication between organisations which limits progress. • Perceived lack of identity for the town (community branding exercise has come to a standstill). • Durham Ox – parking, rest areas, rubbish control and no toilet facilities. • Unregulated roadside camping at Durham Ox. • In Boort no access to meals/food after 8pm.

	<ul style="list-style-type: none"> • Unregulated camping in Boort showgrounds. • Lack of activities for visiting children/teenagers. • Lack of quality accommodation. • Working in isolation, as a newcomer it is evident that there is a lot of innovation and planning by various individuals and groups, however some do not work together and pool resources. • Losing visitors to other regions because of the lack of accommodation, or the lack of central coordination. • Lack of centralisation for tourist planning e.g. visitors have to coordinate their own visitations to individual attractions.
<p>Opportunities</p>	<ul style="list-style-type: none"> • Develop Lake Boort for culture tours. • Aboriginal cultural heritage – creation of extensive walkways and promotion of the area as key Aboriginal site in Victoria/Australia. • Eco tourism expansion. • Provide toilets at Durham Ox for canoe trail. • Learning and education e.g. learning farming, food, craft and ecology and aboriginal cultural heritage. • Bike exchange. • Streetscape and retail design. • More tourist buses. • Dining on lake – pop up restaurant. Food trucks with local produce and native foods. • Floating restaurant café on Little Lake Boort. • Larger boat to cater for school tours on Little and Big Lake Boort. • Connect Lake Mungo with Boort. • School camps (particularly during quieter months). • Raise awareness to clan – Yung Balug. • Signage Dja Dja Wurrung Clans Aboriginal Corporation Signs on major roads to define the boundaries of traditional owner groups. • Durham Ox – create as a designated spot for camping with facilities. • Connect Lake Mungo with Boort. • School camps (particularly during quieter months). • Raise awareness to clan – Yung Balug. • Signage Dja Dja Wurrung Clans Aboriginal Corporation Signs on major roads to define the boundaries of traditional owner groups.

	<ul style="list-style-type: none"> • Durham Ox – create as a designated spot for camping with facilities. • Boort the olive oil capital. • Consider structured tours and packages. • Consider “keeping place” for artefacts presently stored in the district as well as Vietnam photos. • Centralised accommodation booking centre for not only the caravan park, but all other accommodation options. • Events on Little Lake Boort. • Create/relocate the tourism information centre from Boort Emporium to the caravan park. The caravan park is currently opened from 8am to 8pm (and beyond), and have all services from one location, accommodation and tour bookings.
Threats	<ul style="list-style-type: none"> • Climate – drought and floods. • Too many organisations not communicating with each other. • Competition from surrounding areas. • New technologies and innovations in tourism. • Limited volunteers. • Ageing population.

8 BRIDGEWATER (SERPENTINE) PRODUCTS ASSETS AND EXPERIENCES

Nature	<ul style="list-style-type: none"> • Loddon River. • Waterhole (natural infinity pool). • Unique and endangered animals, birds and plants in region e.g. platypus, water rats, goannas (two types) birds. • Murray cod and red fin. • Serpentine. • Loddon River at Serpentine.
Aboriginal cultural heritage	<ul style="list-style-type: none"> • Aboriginal heritage (fish traps, grinding stone behind the Laucke Flour Mill). • Kooyoora State Park. • Serpentine – Pon Pon reserve.
Built environment	<ul style="list-style-type: none"> • Architecture. • Old Mill – Laucke Flour Mill – 100 years. • Bridgewater Bakery was originally a hotel. • Railway Station building. • Serpentine East Loddon Woolshed built 1871.
Activities	<ul style="list-style-type: none"> • Skiing. • Canoe. • Swimming. • Camping. • Fishing. • Walking. • Rock hopping. • Market. • Golf. • Bowls.

	<ul style="list-style-type: none"> • Tennis.
Food and sustainable living	<ul style="list-style-type: none"> • Laucke Flour (producing for artisan bakers in Melbourne). • Bridgewater Bakery. • Waterwheel Winery. • Bridgewater Hotel. • Growing tomatoes in a hot house. • Honey. • Eggs. • Sheep/cattle, grain (finest bread making flour in the world). • Serpentine watermelons and pumpkins. • Church op shop.
Accommodation	<ul style="list-style-type: none"> • Bridgewater Public Caravan Park on the Loddon River. • Bridgewater motel. • RV friendly at recreation reserve – free. • Graylee – self-contained. • Parklands Retreat – farm stay self-contained.
Events	<ul style="list-style-type: none"> • Australian Ski Masters. • Bridgewater Triathlon. • Bridgewater Mother's Day Classic.
Assets	<ul style="list-style-type: none"> • Loddon River historic swimming hole. • Hotel by the river. • Bridgewater Public Caravan Park by the river. • Solar farm. • Old railway line. • Serpentine Road House. • Serpentine Hotel. • Main street businesses in Bridgewater (for example bakery, mechanic, post office). • Farming.
Other	<ul style="list-style-type: none"> • Mulwarrie Studio. • Berets – home crafted and available on internet.
Audit of websites and facebook pages	<ul style="list-style-type: none"> • www.bridgewateronloddon.com.au
History	<ul style="list-style-type: none"> • Serpentine was chosen as the starting point of Australia's first official air race.

8.1 Bridgewater points of difference

- This gold rush era village sits beside one of the longest and widest rivers in Victoria.
- Within 2 hours of Melbourne, this is your entry to a natural and historic wonderland where you can discover overlooked towns, ancient granite outcrops with views to the horizon, and roads that lead to vast wilderness areas, home to rare and endangered animals, birds and plants.
- Stop at Bridgewater and take a dip in a natural infinity pool, surrounded by trees and rocks, just metres from town. With a view of the historic Laucke flour mill, you might picnic by the river, enjoying breads and pastries produced using what is considered to be the finest flour in the world – and made right here in Bridgewater.

• **Additional statements:**

- Mark Laucke “I grew up in Barossa Valley. We knew it as paradise. When I came to Bridgewater I discovered that this was the true paradise.”
- Mark Laucke “Every morning I see a platypus swimming in the river just by the bridge.”

8.2 Bridgewater strengths, weaknesses, opportunities and threats

Strengths	<ul style="list-style-type: none"> • Close proximity to Melbourne and Bendigo. • Close proximity to nature, and nature to town. • Micro-climate. • Employment. • Skiing destination. • Drive through town. • Laucke Flour Mill and Bridgewater Bakery – world’s finest bread making flour.
Weaknesses	<ul style="list-style-type: none"> • Limited accommodation. • Absentee landowners. • Maintenance of pathways. • No taxi service – can’t drink and drive. • Parking in main street Bridgewater. • Vacant shop fronts. • Ski – September – April (not in keeping with interests of key tourist group). • Signage – entrance to town.
Opportunities	<ul style="list-style-type: none"> • Establish a canoe trail from Laanecoorie to Fernihurst which includes Bridgewater. • Establish other world skiing championships. • Establish a rowing regatta event. • A shop front selling local produce. • Working with children in education developing ideas. • Food – develop food brand for the region Loddon Valley (Similar to the Hunter Valley). • To make Bridgewater an attractive “River Town”. • To improve Bridgewater streetscape. • Bridgewater Public Caravan Park being used to its full potential.
Threats	<ul style="list-style-type: none"> • Corellas. • Climate – floods. • Empty shops. • Poor streetscape. • Not highlighted as a river town. • Competition from other river towns. • Not keeping up with changes in technology, (for example online bookings, website updates and apps). • Decline in volunteers. • Organisations not communicating with each other. • Operators/organisations not keeping up with new technologies and innovations in tourism.

9 INGLEWOOD (KINGOWER AND RHEOLA) PRODUCTS ASSETS AND EXPERIENCES

Nature	<ul style="list-style-type: none"> • Eucalyptus plantations. • Granite outcrops and caves. • Kooyoora State Park and Mt Korong. (In aboriginal tradition, Mt Kooyoora is a men's place and Mt Korong is a women's place). • Flat lands – can see the curve of the earth. • Here you can get closer to nature – stars on horizon, endangered birds, and animals. • Flora – Many species of rare orchid.
Aboriginal cultural heritage	<ul style="list-style-type: none"> • Kooyoora State Park. • Mount Korong.
Built environment	<ul style="list-style-type: none"> • Architecture. • 100 year old grapevine. • Inglewood historic buildings with Vahland architecture.
Activities	<ul style="list-style-type: none"> • Walking. • Orienteering championships. • Sleigh dog racing. • Abseiling and rock climbing. • Bike riding. • Geneology. • Horse riding. • Bird watching. • Wildflowers. • Cycling. • 4 wheel driving tours. • Botanists.
Food and sustainable Living	<ul style="list-style-type: none"> • Inglewood Aged Beef selling local produce. • New bakery making homemade Cornish pasties. • Wineries (Kingower and Rheola). • Olive oil. • Honey. • Soap making. • 6 collectible stores. • Eucalyptus oil industry. • Eucalyptus mulch for gardening. • Straw bale house construction.
Accommodation	<ul style="list-style-type: none"> • Inglewood Caravan Park. • Inglewood Motel. • Self-catering cabins. • Pet friendly camp Kooyoora State Park.
History	<ul style="list-style-type: none"> • Collectibles stores. • Kooyoora State Park – Melville Caves. • Inglewood historic buildings with Vahland architecture. • Inglewood historic blue plaque trail walk which promotes the buildings from the gold rush e.g. Tivey's House. • Inglewood Historic Town Hall. • Inglewood oldest operating fire station. • Historic Pipe Organ in St Augustines church. • Birth place of Sir Reginald Ansett.

	<ul style="list-style-type: none"> • Historic brick water drain through the Inglewood township.
Gold	<ul style="list-style-type: none"> • Kingower – Hand of Faith gold nugget. • Detecting fossicking – large nuggets that would buy you a house are still being found in the region. • Current working Gold Mine – Maxwell Mine.
Events	<ul style="list-style-type: none"> • Inglewood Alive. • Rheola Charity Carnival. • Sled dog trials. • Cycling race. • Kooyoora Wildflower Show.
Assets	<ul style="list-style-type: none"> • Eucalyptus Distillery Museum. • Motor Museum (open by appointment). • Miniature railway at museum – being developed. • Railway line. • Recreation reserves – fabulous playground. • Outdoor swimming pool. • Skate ramps. • Tennis courts. • Golf club. • Bowling club. • Inglewood Reservoir. • Botanical gardens. • On the edge of Inglewood State Park/Forest. • Brook Street businesses. • Hospital. • Medical facilities.
Experience	<ul style="list-style-type: none"> • Relaxed atmosphere. • Relaxed “yester-year” atmosphere. • Undiscovered/not commercialised - town and nature.
Audit of websites and Facebook pages	<ul style="list-style-type: none"> • Website - www.inglewood.vic.au • Facebook – Inglewood.

9.1 Inglewood points of difference

- There is an element of surprise entering this town. This extraordinary and intact gold rush era village with grand buildings lining the streets sits as though untouched since the 1860s. In this seemingly overlooked town, visitors will find rows of vintage and collectible stores, stocked like finely-curated museums.
- This is the gateway to some of the oldest rock formations in Victoria. The ancient 460 million year old granite outcrops of Kooyoora State Park and Mt Korong, where visitors can wander through the boulders and capture the spectacular and unexpected views and can even detect the curve of the earth in the horizon. Untapped, untouched, untarnished, this is where visitors can touch the real Australian mallee bush and smell and touch the trees that produce the finest eucalyptus oil on the planet.
- Inglewood creates a complete sustainable lifestyle by sourcing the finest produce from the local fields – from flour, to chemical-free meats, eucalyptus oil and salt – to furnishing the home with vintage furniture and kitchenalia. The same treasures that sustained people’s lives in the 1800s still exist today.

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Notes supplied by Felton Grimwade and Bosistos

- Eucalyptus – The Inglewood and Wedderburn region in Victoria are unique as they are one of only two areas in Australia where blue mallee (eucalyptus polybractea) grow naturally. It produces the most potent medicinal oil from the hundreds of eucalypt species tested. It has very high cineole content (between 80-88%) and has a much stronger, longer lasting fragrance than other oils. The objective of a project with the University of Melbourne Botany Department is to increase the oil yield in the leaf to increase the overall amount of oil that can be extracted during distillation. This creates a ‘super tree’ to improve productivity. This high-tech agro-forestry project will help Australia to compete internationally and hopefully once again become the world’s major supplier of eucalyptus oil.

The advantages of blue mallee are:

- ability to produce a high quality pharmaceutical oil with a stronger, longer lasting fragrance
- ability to be mechanically harvested (being a mallee) which requires lower labour costs than harvesting other eucalyptus species.

The trees are mallees, so the roots remain in the ground post harvesting and regenerate, sending up new shoots. Harvesting is done every two years.

9.2 Inglewood strengths, weaknesses, opportunities and threats

Strengths	<ul style="list-style-type: none"> • Close proximity to Melbourne and Bendigo. • Proximity to nature, and nature to town. • Surrounded by nature. • Intact architecture. • Eucalyptus industry – history and current production. • Bosistos eucalyptus plantation of the “Super Trees”. • Source of unique antiques and collectibles. • High quality butcher – only 1 of 2 in Australia doing dry age beef. • Major highway running through Inglewood. • Inglewood is a town people drive through. • Inglewood is a town where visitors are surprised with the historic streetscape. • Old gold mining towns (Inglewood, Kingower and Rheola) – history and relics still visible in the area. • Town hall – is an historic building, with space to hold large indoor events, e.g. music or movie nights, photography, quilting, embroidery exhibitions or baking competitions.
Weaknesses	<ul style="list-style-type: none"> • Accommodation (particularly for conferences). • Hospitality. • Summer and winter marketing. • Absentee landowners. • Maintenance of pathways. • No taxi service – can’t drink and drive. • Parking (particularly for large vehicles). • Vacant shop fronts. • Signage – entrance to town. • Large noisy trucks ruin the ambience/appeal of the “yester-year” feel – speed of traffic through narrow main street.
Opportunities	<ul style="list-style-type: none"> • Learning – farms, craft, straw bale, eucalyptus, aboriginal culture and bush tucker.

	<ul style="list-style-type: none"> • Historic Pelican Hotel has 19 rooms but currently privately owned. • Establish ghost tours. • Night time experiences. • Further develop horse drawn carriages business near Rheola. • Inglewood Reservoir and Botanic gardens. (Potential to establish accommodation). • Inglewood, Kingower and Rheola full of history. • Light show on buildings (do something different to White Night). • Encouraging traffic to travel through Inglewood before travelling north at Bridgewater. • Collaboration with businesses internally and externally to promote Inglewood and district. • Unused silos around the district. • Open up railway line for trains. • Potential for balloon rides/sightseeing tours or tour companies. • Star gazing events. • Tour or information which talks about Maxwell Gold Mine. • Bike hire. • Open up more horse trails. • Monthly craft market or farmers market. • Sporting events, including cycling races. • Hosting Women’s Institute events (flower, baking, photo, quilting and embroidery competitions). • Movie nights in town hall. • Pop up restaurants in empty shops or town hall. • Pop up galleries in empty shops. • Golf club to have more tournaments and to be open all year round (not just April to October). • Open up rail line between Bendigo and Inglewood to encourage day trips for people from Melbourne. • Identify and paint silos in Loddon Shire to create a tourist trail.
<p>Threats</p>	<ul style="list-style-type: none"> • Sustainability of the town. • There are other Inglewoods in google so creates a problem for Inglewood – Victoria. • Appearance of the town. • Limited volunteers. • Limited funding to market the town. • If gold becomes scarce - gold prospectors cease to visit the area. • A bypass road around Inglewood.

10 TARNAGULLA (NEWBRIDGE, LAANECOORIE, EDDINGTON AND LOGAN) PRODUCTS, ASSETS AND EXPERIENCES

Nature	<ul style="list-style-type: none"> • Laanecoorie Weir. • Loddon River around Eddington, Laanecoorie and Newbridge. • Endangered flora and fauna. • Birds – Swifts Parrot. • Wildlife – Potaroo. • Wildflowers. • Most northern volcano in Victoria – Bald Hill. • Maldon Bridgewater Road – Bells Swamp. • Yabbies. • State Park in Tarnagulla has a large stand of Iron Bark trees, planted during the depression. These are between Tarnagulla and Dunolly.
Aboriginal cultural heritage	<ul style="list-style-type: none"> • Aboriginal heritage – Laanecoorie area.
Built environment	<ul style="list-style-type: none"> • Tarnagulla and surrounds gold rush architecture buildings. • Laanecoorie Bridge – Janevale Bridge, built in 1911, is the largest reinforced girder bridge designed and built by John Monash and the Reinforced Concrete & Monier Pipe Construction Co. and the largest bridge of its kind built in Victoria prior to the First World War. • The Tarnagulla Hall known as the Old Victoria Hotel and Theatre. • Tarnagulla has 6 buildings classified by the National Trust. • Other historic buildings from the gold rush are in Eddington, Laanecoorie, Newbridge, Arnold and Tarnagulla.
Activities	<ul style="list-style-type: none"> • Bush walking. • Cycling. • Bike riding – Tarnagulla to Newbridge Old Tarnagulla Road. • Camping. • Fishing. • Skiing Laanecoorie. • Canoeing. • Birdwatching • Wildflowers. • Horse riding.
Food and sustainable living	<ul style="list-style-type: none"> • Olives. • Wine. • Honey from Arnold. • Pork from Murphy's Creek Pork. • Bygum Eucalyptus oil produced at Arnold. • Newbridge General Store – local produce – homemade pies and home brew. • Vintage and collectibles stores. • September vintage – café with French delights. • Community Centre Café – Sunday 9am to 4pm.
Accommodation	<ul style="list-style-type: none"> • Rostrata Country Farm Stay. • Laanecoorie Lakeside Caravan Park on the banks of the Loddon River near the Laanecoorie Weir. • Camp sites at Tarnagulla Historic Reserve, Newbridge

	Recreation Reserve and Laanecoorie Foreshore.
History	<ul style="list-style-type: none"> • Intact 1850s towns – Tarnagulla, Eddington, Arnold, Newbridge, Llanelly, Waanyarra. • John Flynn's monument. • Genealogy. • Tarnagulla purpose built cricket pavilion (one of 2 in Australia). • Laanecoorie Bridge – Designed by Sir John Monash. • Cobb and Co cottages. • Historic houses. • Southern region historic streetscapes.
Gold	<ul style="list-style-type: none"> • The Welcome Stranger gold nugget was found at Moliagul and there is a Monument in the State Forest, 17kms from Tarnagulla.
Events	<ul style="list-style-type: none"> • Strictly Vintage Fair – with High Tea. • Ulysses Motor Cycle Club Annual Rally.
Assets	<ul style="list-style-type: none"> • Lakeside Caravan Park Laanecoorie. • Loddon River. • Newbridge General Store. • Tarnagulla Hotel. • Tarnagulla Post Office and Mini Mart. • Logan Hotel. • Historic Victoria Theatre. • Tarnagulla Matildas Antiques and Collectables. • Eddington Septembre Vintage. • Newbridge Hotel – run by the local football team. • Newbridge – Recreation Reserve Pavilion. • Newbridge Recreation Reserve camping. • Rostrata Country Farm Stay includes machinery shed and a shed displaying the early history of Murphy's Creek and the intact separator room.
Experience	<ul style="list-style-type: none"> • Tarnagulla State Forest. • Loddon River. • Laanecoorie Weir.
Audit of websites and Facebook pages.	<ul style="list-style-type: none"> • www.tarnagulla.com.au

10.1 Tarnagulla points of difference

- Tarnagulla and district is central to some of best of man-made and nature's offerings – and the closest and most accessible points to these treasures from Melbourne.
- From the pristine rivers and lakes of the Loddon River and Laanecoorie Weir, to the Aboriginal culture evident in the scarred trees that line the roads, to the intact gold rush era villages that have been left in much the same way as when the miners departed.
- With thousands of years of layers of earth and history, much remains, including the richest concentration of alluvial gold in the world.

10.2 Tarnagulla (Newbridge, Laanecoorie, Eddington and Logan) strengths, weakness opportunities and threats

Strengths	<ul style="list-style-type: none"> • Proximity to Melbourne, Bendigo and Maldon. • Central to key areas – nature, river, weir, villages, granite outcrops. • Intact history.
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	<ul style="list-style-type: none"> • Goldfields – centre of the Golden Triangle – gold detecting. • One of the main routes to Adelaide from East of Melbourne. • Proximity to food trails. • Ravenswood Crossing makes it easier to reach Tarnagulla Newbridge and surrounds. • Blue wrens and many other species of birds that pertain to this area. • Rheola Charity Easter Carnival that has been operating for 150 years. • Mt Moliagul. • Tarnagulla historic recreation reserve. • Tarnagulla historic blue plaque walking trail. • Historic villages – all close together. • Newbridge built on the banks of the Loddon River. • Newbridge Hotel. • Newbridge General Store. • Newbridge campground on the Loddon River. • Newbridge Recreation Reserve facility including shower and accessible toilet for camping. • Historic buildings. • Laanecoorie Weir providing swimming, canoeing, fishing, water skiing. • Laanecoorie Caravan Park. • Laanecoorie campground. • Eddington Septembre Vintage. • Friendly, natural, down to earth people. • Tarnagulla, untouched main street. • State forest. • Waanyarra Cemetery and other cemeteries. • Volunteers. • Waanyarra Morton’s Hotel (Waanyarra township). • Rostrata Country Farm Stay. • Tarnagulla has buildings listed on the Heritage Register.
Weaknesses	<ul style="list-style-type: none"> • Limited quality accommodation. • Community silos. • Lack of communication between organisations. • Phone coverage (people have to stop and get directions). • Reliability of services including internet in southern region. • Limited public transport. • Website confusion with the town name Newbridge with Newbridge Wallan which is a housing developer. • Limited volunteer resources. • Limited access to fresh produce. • Supplies of food – has to be delivered and no good local produce delivery services. • Limited hospitality. • Limited tour guides to share Tarnagulla and surrounds history. • Canoeing (Laanecoorie to Fernihurst). For this to take place there would need to be a lot of fallen trees removed from the river. • Very limited eateries. • Lack of understanding in the community of the value that

	<p>tourism plays and the role that many businesses actually play in the industry.</p> <ul style="list-style-type: none"> • People working in isolation rather than collaborating. • Local culture is for a quiet life, many see no need for economic development. • Businesses need to define their open hours. • Lack of signage at Marong, Llanelly as well as other places. • Limited choice of accommodation. • No petrol. • Limited opening hours for the Tarnagulla Community Centre. • Cannot hire the Tarnagulla Community Centre.
Opportunities	<ul style="list-style-type: none"> • Loddon River. • Close proximity of historic towns. • Develop bike trail between the towns (riders pick up hampers with local food produce). • Develop more walking cycling trails between the towns. • Consider multi day multi activity trips including canoeing. • Removing powerlines in Commercial Road Tarnagulla. • Promoting from Maldon. • Farm house accommodation. • Promoting the southern region to Bendigo residents. • Establish a winery tour. • Promote southern region to niche groups e.g. Vintage motorbikes (Llanelly), sprint cars Eddington, other vintage clubs. • Tarnagulla Community Centre to be open each day. • Open the Historic Tarnagulla Hall and obtain a gold coin donation. • Develop an app to include trail maps with accommodation, food and historic places. • Increase High Teas numbers with Strictly Vintage Fair event. • Tarnagulla filming e.g. commercials, photo shoots. • Southern region streetscape upgrades. • Luxury camping in this area (glamping). • Vintage trail: Eddington, Tarnagulla and Inglewood. • Open Tarnagulla Caravan Park. • Establish ghost tour. • Attract more tourism operators to the area. • To be able to hire the Tarnagulla Community Centre. • Golden Triangle aspect very under-utilised. The centre of the richest gold nugget belt in the world. Gold has magical attraction for tourists from all over the world.
Threats	<ul style="list-style-type: none"> • Cost of public liability insurance – for market stall holders. • Dry conditions make the countryside unattractive. • Too many organisations not communicating with each other. • Competition from other regions. • Limited volunteers. • Cannot attracting new volunteers to committees. • Ageing population.

11 WEDDERBURN (KORONG VALE AND WYCHITELLA) PRODUCTS, ASSETS AND EXPERIENCES

Nature	<ul style="list-style-type: none"> • Mt Korong. • Kooyoora State Park. • Mt Egbert (Granites). • Wedderburn Historic Skinner Reserve. • Hard Hill Tourist Reserve. • Flora and fauna. • Goannas – tree and sand. • Korong Vale historic railway town. • Korong Vale reservoir. • Natural bushland around Wedderburn, Wychitella and Korong Vale.
Aboriginal cultural heritage	<ul style="list-style-type: none"> • Mt Egbert (Granites). • Mt Korong.
Built environment	<ul style="list-style-type: none"> • Architecture of buildings around Wedderburn. • Wide promenades. • Jacka Park. • Hard Hill Tourist Reserve. • Donaldson Park. • Engine Park.
Activities	<ul style="list-style-type: none"> • Bush walking. • Gold detecting. • Camping RV Friendly site Hard Hill Tourist Reserve. • Harness racing. • Bird watching. • Photography. • Cycling. • Wildflowers. • Canoeing. • Winter golf. • Summer bowls. • Fishing. • Yabbying. • Swimming. • Tennis.
Food and sustainable living	<ul style="list-style-type: none"> • 24 Karat Café. • Wood carving bowls. • Candle making. • Local craft. • Eucalyptus oil. • Land owners with self – sustainable solar systems. • Steel's Butcher Award winning Strassburg using old traditional methods. • Korong Vale Hotel (Asian food).
Accommodation	<ul style="list-style-type: none"> • KurracaBurn Heights (originally Korong Bush Nursing Hospital). • Wedderburn motel. • Wedderburn Pioneer Caravan Park.
History	<ul style="list-style-type: none"> • Albert Jacka – Australia's First VC Winner. • Historic mine at Hard Hill Tourist Reserve.

	<ul style="list-style-type: none"> • Historic houses – Nancy Stokes cottage and Butterick House from the gold rush. • Historic steam engines stored at Wedderburn Engine Park. • Historic Korong Vale petrol station. • Korong Vale old railway town. • Reservoir at Korong Vale was the biggest for steam trains in Victoria. • Historic walk of Wedderburn and Korong Vale. • Historic Wychitella hotel. • Historic cemeteries Wedderburn, Korong Vale and Wychitella.
Gold	<ul style="list-style-type: none"> • Wedderburn alluvial gold. • Gold detecting – plenty of public land to fossick.
Events	<ul style="list-style-type: none"> • Minelab Wedderburn Detector Jamboree. • Community Christmas Tree Festival. • Wine tasting event. • Wedderburn Historic Engine Rally. • Dart events. • Wedderburn Community House events – market, open gardens, spring dance and Taste of Loddon monthly dinner evenings.
Assets	<ul style="list-style-type: none"> • Coach House Gallery and Museum. • Eucalyptus Stew Pot. • Hard Hill Tourist Reserve. • Facilities – supermarket, hotel, chemist and eateries. • Loddon Visitor Information Centre. • Swimming pool. • Sporting facilities. • Lions Club. • Wedderburn Community Centre. • Committees in Wedderburn, Tourism, Community House and Development and Association. • The townships of Wedderburn, Korong Vale and Wychitella surrounded by natural bushland. • Doctor's facility and service. • Volunteers.
Experience	<ul style="list-style-type: none"> • Peaceful. • Friendly. • The smell of the natural bush. • Quiet roads.
Audit of websites and Facebook pages	<ul style="list-style-type: none"> • Website – www.wedderburn.vic.au • Facebook – Wedderburn.
Characters	<ul style="list-style-type: none"> • Robbie Collins.

11.1 Wedderburn points of difference

- Once a large gold rush era town, today the historic buildings and homes of Wedderburn remain.
- Surrounded by mallee bush, the town is central to a world of adventures and finds.

- Here find treasures not to be found elsewhere – from the old eucalyptus cutters who distil oil in the traditional method using an old bush still, to an old general store, with all its contents still remaining on its shelves from the 1850s, just as the owner left them.
- Perhaps visitors might want to try their luck fossicking and get lucky in the richest alluvial goldfields in the world, or move into the bush looking for things rarer still.

11.2 Wedderburn strengths, weaknesses, opportunities and threats

Strengths	<ul style="list-style-type: none"> • Transit to Mildura. • Wedderburn travellers rest. • Resourceful – volunteers. • Open space, serenity. • Friendly, accommodating locals. • Wedderburn has more open spaces than a popular location like St Kilda. • Good climate. • History. • Natural environment. • Wedderburn is an intact township. • Good café in town.
Weaknesses	<ul style="list-style-type: none"> • Distance from many other areas. • Volunteers are stretched. • Quality accommodation. • Unpainted shop fronts in the main street. • Engagement – businesses not engaging with community groups. • Quality hospitality. • Large amount of unsightly premises. • Better signage in town. • Lack of communication between committees. • Limited food choices. • Food outlets close at 8pm or 8.30pm. • Empty shop fronts.
Opportunities	<ul style="list-style-type: none"> • To open the miners tunnel at Hard Hill Tourist Reserve. • Develop an award winning cake. • Steam engines that are at engine park to be placed on display. • National Yamaha event. • Private motor cycle rally. • Engaging with young people. • Attracting new volunteers. • Motor bike riding. • Collaborative advertising and marketing with other towns. • Upgrade the Wedderburn Pioneer Caravan Park. • Develop walking tours for Wedderburn. • Attract new business to empty shops. • Paint main street shop fronts and clean up premises around the town.
Threats	<ul style="list-style-type: none"> • Distance from Melbourne. • Extremes of summer and winter weather. • Maintenance on main street buildings. • Attracting and sustaining new business.

	<ul style="list-style-type: none"> • Ageing population. • Limited volunteers. • Too many organisations not communicating to each other. • Competition with other areas. • Groups and businesses not keeping up with new technologies and innovations in tourism. • Attracting new volunteers.
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12 TARGET MARKETS

Loddon Valley's target market (the Lifestyle Leader) is in line with that identified by Visit Victoria. The independent travellers who wish to explore and discover something new.

12.1 Lifestyle leaders

- Inspired by nature
 - Driven by getting back in touch with nature and real, tangible, experiential activities.
- Enriched wellbeing
 - Driven by indulging their passions, appreciation for learning, heritage, arts and nature.
- Creative opinion leaders
 - Driven by creativity, inventiveness and an appreciation for artistic interpretation.
 - They want to find creative gems, discover new galleries and explore.
- Food and wine lifestyle
 - Motivated by enjoyment, sociability, authenticity and understanding of food and wine experiences.
 - They want a diverse choice of wineries and cellar doors, beautiful places to experience fine food and wine in well-known and chef hatted restaurants.
- Free independent traveller (car) and where possible train/bus. Not users of Visitor Centres.
- Those travelling to Bendigo for major art exhibitions or event, who may be interested in multiple days in the region.
- Re-visitation of visitors.
- Locals and visiting friends and relatives (VFR).

Note: Creatives and influencers are moving to regional areas within 1 to 1.5 hours from Melbourne. This group of influencers will be looking for activities and will be looking after friends.

13 STRATEGIC MARKETING ACTIVITIES

The following plan recommends that key fundamentals are established within the first year of activity. The second and third year of the plan would involve undertaking more dedicated campaigns, and developing key new products and events.

This includes:

Summary:

- **Engagement** – encourage the greatest number of stakeholders to participate in defining the brand and key points of difference for the region, as well as the development and execution of the plan more specifically.
- **Products and experiences** – identifying and agree key products, experiences and key areas for development, particularly those that address key weaknesses such as accommodation. Consider new signature products and experiences as well as events based on the strengths of the region that will help leverage the region.
- **Point of difference** – Agree POD to inform all promotional campaigns.
- **Themes** – consider working with themes to promote the key strengths of the region.
- **Communication:** incorporate POD and key messages into all communications (formal and informal).
- **Imagery** - Use of evocative imagery that expresses the POD.
- **Promotional avenues:**
 - Websites.
 - Social media.
 - Advertising.
 - Collaboration.
- **Key success factors** – consider critical success factors to inform work.

These are addressed in recommendations and actions to be undertaken over a two year period.

14 ESTABLISHING THE FOUNDATIONS

14.1 Engagement

The necessity of engagement in the process was noted by participants, and the need to engage the wider population was discussed to ensure all have the same understanding.

One participant commented we need to sell the POD to those in the Shire first prior to trying to sell outside the region. A strong, cohesive and widely held agreement on the brand, POD and way forward would cement the success of any plans.

Given the success of the process, further meetings and workshops were suggested that include a broad cross section of government, industry and residents to share the POD for the region and explore opportunities. This process would also foster stronger social bonding, break down silos, ensure that work across the Shire's departments are consistent and supporting one another, increase resourcefulness, collaboration and ideas. Several actions are recommended to increase engagement.

Engagement strategy:

- Action 1:** Invite a wider cross section of government, industry and residents to future workshops to introduce the plan and explore product development and collaboration.
- Action 2:** Encourage ongoing and regular engagement (e.g. six monthly professional development and collaboration workshops).

Additional suggestions from the community for ongoing engagement:

- Have regular show and tells for operators and tourism committees.
- Different businesses host social events where there is a regular sharing of ideas.

14.2 Points of difference

The POD is the key foundation for all undertakings. The success of the plan will be dependent upon these POD being incorporated into all communications, as well as informing future activities and events. Further research and refinement is recommended to continue to answer the question: Who are we and what unique products, assets and experiences does the region have to offer?

- Action 1:** Become familiar with key products, experiences, POD and key messages for the region and towns.
- Action 2:** Incorporate POD into websites, social media as well as share informally in conversation with those in the region, as well as visitors.
- Action 3:** Undertake additional research to further define point of difference.

14.3 Themes

A number of products, points of difference and themes became apparent across the Shire during the research and workshops. These have been grouped into clusters that reinforce the POD and can be used to inform product development, promotional, advertising and publicity campaigns, as well as many other activities. These groupings and themes may also help to inform infrastructure and investment.

Action 1: Develop and use themes to inform campaigns and product development

Products – points of difference – themes	Overall themes across towns	Considerations for campaigns
Where time has stood still. Time capsule	Nature - where endangered species, plants and animals still exist. Intact gold rush era villages A village – e.g. Tarnagulla – little has changed since the departure of miners. Frozen in time. Aboriginal cultural heritage. Museum Wedderburn. Museum Pyramid Hill. Museum Mitiamo.	Endangered and rare creatures map. Web map showing gold rush era towns that remain intact and untouched.
Found nowhere else	Scar trees and Kow Swamp. Eucalyptus stew pot. Home of the eucalyptus “Super Trees”. Wedderburn museum. Endangered flora and fauna (list). Pub beside the river.	A promotion in relevant publication that reaches the target audience.
Closer to nature	See the curve of the earth. Spectacular sunrises and sunsets. See the stars down to the horizon. Rare and endangered flora and fauna that still exists in this pristine pocket of the world.	Consider events that may highlight and celebrate these experiences.

Products – points of difference – themes	Overall themes across towns	Considerations for campaigns
Water ways	Loddon River. Big Lake Boort. Little Lake Boort. Wetlands. Bridgewater swimming hole.	Consider multi day trips on canoe or via walking trails.
Granite outcrops	Kooyoora State Park. Mt Korong. Pyramid Hill. Mt Hope. Terrick Terrick National Park. Mt Egbert. Mt Buckrabunyule.	Each have Aboriginal cultural heritage. Consider linkages that could connect some of the outcrops to create a multiday circuit.
Aboriginal heritage	Boort scarred trees and heritage. Lake Lyndger. Lake Yando. Pyramid Hill. Mt Hope. Terrick Terrick National Park. Kow Swamp. Kooyoora. Laanecoorie. Mt Egbert.	Some of the most significant cultural landscapes in the state. Consider referring to as Land of the Scarred Trees.
Walking tracks	Pyramid Hill. Boort. Inglewood. Serpentine. Pyramid Hill. Wedderburn. Tarnagulla. Laanecoorie. Kooyoora State Park. Terrick Terrick National Park.	Promote the Loddon walking or cycling trails that can be considered for multiple day rides.
Water sports	Boort. Bridgewater. Laanecoorie.	Promote the water sports to “Inspired by Nature” target audience.
Caravan parks by lakes	Laanecoorie. Bridgewater. Boort.	Promote Loddon Valley caravan parks beside wetlands or river to inspire by nature target audience.
RV friendly camp sites	Bridgewater. Boort. Wedderburn. Pyramid Hill.	Promote to the recreational friendly target audience.
Camping Recreation reserves	Boort. Laanecoorie. Tarnagulla. Bridgewater. Newbridge.	Campaign on campsites within Loddon Valley promoting the natural assets and surroundings.
Gold	Southern part of the Shire. Tarnagulla. Wedderburn.	Link with Central Goldfields Shire for detecting stories.

Products – points of difference – themes	Overall themes across towns	Considerations for campaigns
	Inglewood. Bridgewater. Rheola. Kingower. Moliagul.	
Learning and exchange	Aboriginal history and relationship, with new settlers. Farming. Eucalyptus. Strawbale housing. Crafts. Candle making.	Campaigns around meeting the maker of products.
Birdwatching	Terrick Terrick National Park. Kooyoora State Park. Boort wetlands. Tarnagulla State Forest. Leaghur State Park. Mt Korong. Wychitella Flora and Fauna Reserve.	Develop a tour with a notable bird experts from Birdlife Australia or Sean Dooley and Prof Gisela Wilcox, notable bird experts.
Photography	All over Loddon Shire – specific interests of photographers. Korong Vale. Boort. Inglewood. Serpentine. Pyramid Hill. Wedderburn. Tarnagulla. Laanecoorie. Kooyoora State Park. Terrick Terrick National Park.	Autumn weekend (during the golden light). Dusk and dawn events. Develop photographic themes – landscape, architecture, characters and food.
Fishing	Serpentine. Newbridge. Bridgewater. Laanecoorie.	Promote through Fishing Victoria. Promote through angling clubs.
People	Characters.	Consider characters in the region for publicity.
Food and sustainability	Eucalyptus oil. Flour. Salt. Honey. Tomatoes. Olives. Apples. Meats Solar farm. Wool. Vintage and collectible shops.	Promotion, Meet the Maker. Consider branded blackboard signs that promote local produce at the farm gate.

14.4 Product development

The region has many products, assets and experiences that are as yet underdeveloped or present significant opportunities for tourism. Whilst some key activities are recommended in this plan, it was raised during the workshops that further product development could benefit the region enormously, leveraging the region's strengths and addressing key weaknesses, and gaining consensus across the region to the key areas needing investigation and investment.

Strategically it is recommended too, that investment is given to developing signature products and events that will have significant leverage and interest across Victoria and Australia. This plan works with the theory of working smarter rather than harder, focusing efforts and investments into products and experiences that will reap the greatest rewards. Working with this plan will also help to put Loddon Valley on the map, and have a compounding effect by encouraging greater and increasing interest from media, government and investors.

Action 1: Develop signature products in keeping with POD of the region, and target market audience.

Hold a workshop to brainstorm product development ideas (e.g. Farm House accommodation). Prioritise key activities and seek potential funding.

Action 2: Conduct a workshop to explore collaborations across the Shire. Prioritise key activities and seek potential funding where relevant.

Action 3: Conduct gap analysis to ascertain possibility of multi day activities. Create multi-day tracks considering themes such as ecological, landscape (granite outcrops), history, aboriginal heritage and other for:

- Walking.
- Canoeing (Laanecoorie to Fernihurst).
- Bike riding.
- Combinations of the above.

This will respond strongly to the POD and strengths of the region, and speak directly to the target audience. This will also encourage visitors to visit the region as there are clear reasons to stay for several days, particularly as Loddon Valley is further than 2 hours from Melbourne.

Action 4: Create themed maps/guides to share the secrets of the region based on POD and existing experiences and products. Consider promotional channels to share this information including Visitor Guide, website and social media.

- Activities – e.g. walking, bike, canoe.
- Architecture or deserted towns.
- Nature – rare and endangered plants and animals.
- Waterways.
- Experiences – sunsets and night skies.
- Aboriginal cultural heritage.
- Gold.
- Granite outcrops.
- Caravan route.
- Photographic routes.
- Food trail (could be signs that are distributed for home grown).
- Old railways towns route.
- Sustainable living.
- Antiques and collectibles.
- Product never seen before.

15 PROMOTION – COMMUNICATING BRAND AND POINTS OF DIFFERENCE

The plan has considered the key points of difference for the region, as well as products and experiences that might be promoted. Various phrases have been suggested that can be adapted when communicating these. As was discussed during the workshops, word of mouth is the most powerful form of promotion, and articulating the POD and experiences will help to spread the word formally and informally. A general approach is outlined below:

15.1 Key messages and language

Refer to POD statements as well as new Loddon Official Visitor Guide for phrasing and incorporate into all communications including website, brochures and social media. Also use these POD informally, in conversations with businesses/organisations in the Shire as well as with visitors.

Focus on experiences and words that are active and express the points of difference such as:

- Discover, Explore, Unearth, Uncover.
- Relax, Escape, Revive.
- Openness, Connect.
- Untarnished, Untouched, Preserved.

15.2 Third party endorsement

This is the essence of word of mouth. One of the key ways we can undertake this is by talking about one another's businesses – endorsing one another, each other's towns, businesses, and experiences.

Action 1 Refer to Visitor Guide and POD statements for suggested phrasing. Incorporate POD and language into websites and social media. Share informally in conversation with those in the region, as well as visitors. Promote other areas, businesses and experiences in Loddon Valley towns, and region.

15.3 Images

During the workshops the importance and power of evocative imagery was reinforced. A number of initiatives were recommended to increase the use of quality images:

Action 1: Establish a shared Dropbox of images reflecting key POD and experiences for this region and towns. Consider an image style for branding e.g. panoramic images to express wide open landscape and views.

Other suggestions arisen during the workshop included:

- Images that show key experiences and express the POD.
- As the region is about people, suggest images that focus on characters that tell a story – e.g. for flour, show someone clapping their hands with flour puffing into the air.
- Consider video or images that share secret stories.

15.4 Websites and digital

Websites and social media are the key ways that travellers and tourists gather information and the area most critically in need of investment in the Shire. It is strongly suggested that investment is allocated to this area prior to any other promotional work being undertaken.

Action 1: List current relevant websites managed by community groups.
Create an effective website for Loddon Valley.
Conduct a web workshop, and consider ways to improve ongoing management.
Consider cross platform promotion between operators and Council.
Consider app to deliver key information and itineraries.

15.5 Social media

Action 1: Develop a social media strategy for Loddon Valley.
Conduct a professional development social media workshop.

15.6 Collaboration

One of the most powerful and effective strategies within a campaign is cross promotion and collaboration. It could be as simple as boutique food producers joining together in a sign posted promoted trail, as well as joining into promotional food events in Melbourne. The following strategies are recommended:

Action 1: Talk about the POD for the region and of other towns and businesses in the region. Refer to these businesses on social media.
Link other like businesses to relevant websites.

As many operators and businesses in the region have similar interests and markets, it is recommended that a workshop is conducted to brainstorm possible mutually beneficial collaborations. This will also help to harness the power ideas, of cross promotion and sharing resources across the shire, e.g. Laucke Flour to be used in Loddon Valley local bakeries and cafes and available in retail shops across the Shire.

Action 2: A workshop to explore collaboration and cross promotion across the Shire.

15.7 Databases

Action 1: Develop databases for key groups including Australian coach companies and travel operators.

16 PROMOTIONS

Key campaigns – Year 1

Several campaigns are recommended for the first year where the product or experience is ready for market. It is strongly recommended that one key website is developed prior to any campaigns being undertaken.

16.1 Deserted/intact gold rush era towns

Itineraries:

- Create itineraries promoting activities within these themes: bike riding, gold detecting and photography.

Develop campaign: Promotion – Visit Victoria, Bicycle Victoria and National Trust

- Publicity.
- Advertising.
- Familiarisation tour.
- Events.

Promotion: Publicity

- Advertising campaign.
- Concentrating on gold rush era towns.
- Websites.
- Social media.

Familiarisation Tours

- For media.
- Invite well known landscape photographers (including overseas photographers) to the region on a familiarisation tour.
- Invite prominent instagrammers.
- Establish a social media campaign.

Events:

- Develop one large event to promote this POD. (a major sponsor e.g. Minelab.
- Smaller events can be promoted such as 'Back to Tarnagulla' events.

16.2 Natural environment, food and sustainability**Itineraries:**

- Create itineraries promoting activities on Loddon Valley natural assets. e.g. photography, camping, canoeing, bike riding, walking or swimming.
- Create itineraries promoting signature products.

Develop campaign: Promotion – Visit Victoria or Nature based organisations

- Publicity.
- Advertising.
- Familiarisation tour.
- Events.
- Food and sustainable lifestyle.
- Create website itinerary.
- Promote key signature products including Laucke Flour, Eucalyptus oil, olives, specialty meats, Pyramid Hill Salt, Simple Green Tomatoes, antiques and collectibles.

Promotion: Publicity

- Advertising campaign.
- Concentrating on back to nature in Loddon Valley.
- Focusing on learning skills relating to sustainability.

Familiarisation Tours

- For media.
- Invite prominent instagrammers.

16.3 Additional key strategies

While accommodation and hospitality are developed in the region, a staged promotional approach is recommended:

- Promote the undiscovered, untarnished and undeveloped nature of the region as strength – thereby preparing visitors to limited assets in this area, and attracting those who will relish this.
- Promote nature based activities where camping and caravanning are embraced.
- Promote key accommodation and hospitality destinations in the region (using website and app).
- Promote quality accommodation and hospitality in Bendigo to support adventures in the region.

16.3.1 Accommodation

Self-contained accommodation has been identified as a key weakness in the region. It is recommended a strategy is developed to increase accommodation in the area.

Until an increase of self-contained accommodation is increased in Loddon Valley, it is recommended to promote other accommodation options in the Bendigo Regional Tourism region.

16.4 Key campaigns – Year 2 and 3

Once the foundations have been established, signature products and events identified in the product development and collaboration workshops, can be promoted during year 2 and 3.

This may include:

- **Natural environment** – once extended trails are established and promotions of parks and endangered species.
- **Aboriginal cultural heritage** – To develop key sites in the region that includes the Boort Scar Trees project. A campaign to be developed once funding is received for the Boort Scar Trees project.
- **Events** – continue to promote key and additional quality events.

Action 1: Develop campaigns for signature experiences, themes and key maps and guides including:

- Publicity.
- Advertising.
- Website.
- Social media.

Action 2: Once fundamentals are developed, and signature products and events are identified:

- Conduct a familiarisation tour with key industry (tourism industry, coach companies).
- Develop dedicated promotional campaigns for tourism events.

Action 3: Consider signature events that can be developed that work to the POD for the region. These events can include: music, nature, wildflowers or bird watching. Campaigns can be built around words such as *Escape* or 'found nowhere else'.

17 ACTIONS SUMMARY

Action	Notes	Responsibility	Date	Cost of project
Engagement	Conduct a meeting/workshop to facilitate collaborations and invite more widely. Use this opportunity to present the Marketing Plan. Consider social events to bring people together to discuss ideas and reduce silos. Encourage ongoing and regular engagement (e.g. six monthly professional development and collaboration workshops).	Tourism and Marketing Officer	July 2018	\$1,500
Points of difference	Read Marketing Plan to learn of POD for region and towns. Incorporate POD into all communications (formally and informally). Conduct additional research to further define point of difference.	Tourism and Marketing Officer	December 2017	In-kind
Themes	Develop and use themes to inform campaigns and product development.	Tourism and Marketing Officer	June 2018	In-kind
Product development	Continue to identify and refine key products, experiences and assets for market. Refer to Plan. Meet to brainstorm product development . Prioritise key activities and seek potential funding. Meeting to explore collaborations . Prioritise key activities and seek potential funding where relevant. Conduct GAP analysis to ascertain possibility of multiply day activities and then create multi-day tracks across region. Create themed maps and guides based on POD and themes predominantly promoted digitally and	Tourism and Marketing Officer	December 2018	\$1,500

Action	Notes	Responsibility	Date	Cost of project
	through promotional campaigns.			
Key messages and language	Use language that reflects the POD and key messages Refer to Visitor Guide and POD statements for suggested phrasing. Cross promote other areas, businesses and experiences in their town, and region.	Tourism and Marketing Officer	December 2017	In-kind
Images	Create a shared Dropbox – for the region and for each town. Video consideration.	<ul style="list-style-type: none"> • Tourism and Marketing Officer • Local operators • Community 	December 2017	In-kind
Website	List current relevant websites (quick audit) Consider web strategy to consolidate or link information on different towns, organisations and businesses. Create effective website for the Shire Consider ways for organisations to cross promote across platforms. Consider app to deliver key information and itineraries	<ul style="list-style-type: none"> • Bendigo Regional Tourism • Tourism and Marketing Officer 	December 2018	Bendigo Regional Tourism is funding the new Loddon Shire tourism website
Social media	Develop a social media strategy for Loddon Valley. Conduct a professional development social media workshop.	<ul style="list-style-type: none"> • Tourism and Marketing Officer • Bendigo Regional Tourism 	June 2019	\$1000 Bendigo Regional Tourism provides funding for social media
Publicity	Undertake a publicity strategy to highlight the key POD of the region.	<ul style="list-style-type: none"> • Tourism and Marketing Officer • Bendigo Regional Tourism 	June 2018	\$1,000
Collaboration and cross promotion	Promote other businesses, towns and experiences. Conduct workshop to explore collaboration and cross promotion across the Shire.	Tourism and Marketing Officer	December 2017	In-kind

Action	Notes	Responsibility	Date	Cost of project
Database	Create a database with key information on tour operators or coach companies.	<ul style="list-style-type: none"> •Tourism and Marketing Officer •Loddon Visitor Information Centre staff 	December 2017 ongoing	In-kind
Promotions	Create themed maps and key products and experiences of the region. Develop campaign for signature experiences and key 'maps' and promote/publish in Visitor Guides, websites and social media, advertising and other.	<ul style="list-style-type: none"> •Tourism and Marketing Officer •Bendigo Regional Tourism 	June 2020	\$2000 Some of the themed itineraries to be funded by BRT
Responsibility	Audit on township websites and Facebook. Determine who will take responsibility in each of the towns for content on website. Nominate who would manage websites and social media in each town. Consider whether this is a part-time sponsored position.	<ul style="list-style-type: none"> •Tourism and Marketing Officer •Development and Tourism committees 	June 2019	In-kind
Investigate	Investigate multiday trails but not limited to canoeing, walking, cycling and granite outcrops. Cost of Laanecoorie to Fernihurst being cleared Investigate the Laanecoorie to Fernihurst canoe trail be linked with camping. Conduct a workshop to brainstorm product development ideas around self-contained accommodation. Explore events in product development workshops. e.g. night activities Develop significant events that can include musicians and artists.	<ul style="list-style-type: none"> •Manager of Community support •Tourism and Marketing Officer •Bendigo Regional Tourism 	June 2020	\$2000

18 COSTING AND FUNDING OF ACTIONS

Action	Cost of project	Total expected funding	Net cost to Council	Proposed funding source	Completion timeframe
<p>Engagement Conduct a meeting/workshop to facilitate collaborations and invite more widely. Use this opportunity to present the Marketing Plan. Consider social events to bring people together to discuss ideas and reduce silos. Encourage ongoing and regular engagement (e.g. six monthly professional development and collaboration workshops).</p>	\$1,500	0	\$1,500	Council budget	2018
<p>Product development Continue to identify and refine key products, experiences and assets for market. Prioritise key activities and seek potential funding. Collaborations. Prioritise key activities and seek potential funding where relevant. Conduct GAP analysis to ascertain possibility of multiply day activities and then create multi-day tracks across region. Create themed maps and guides based on POD and themes predominantly promoted digitally and through promotional campaigns.</p>	\$1,500	0	\$1,500	Council budget	2018
<p>Social Media Strategy Develop a social media strategy for Loddon Valley.</p>	\$1,000	0	\$1,000	Council budget	2019
<p>Publicity Undertake a publicity strategy to highlight the key POD of the region.</p>	\$1,000	0	\$1,000	Council budget	2018

Action	Cost of project	Total expected funding	Net cost to Council	Proposed funding source	Completion timeframe
Promotion Create themed maps and key products and experiences of the region. Develop campaign for signature experiences and key 'maps' and promote/publish in Visitor Guides, websites and social media, advertising and other.	\$2,000	0	\$2,000	Council budget	2020
Accommodation Conduct a workshop to brainstorm product development ideas around self-contained accommodation.	\$1,000	0	\$1,000	Council budget	2020
Events Explore events in product development workshops. E.g. night activities Develop significant events. That can include musicians and artists.	\$1,000	0	\$1,000	Council budget	2020

19 Appendix

Below is a list of *some* of the rare or endangered species that are found around the Loddon Shire. Whilst they are threatened, they may be found in other areas of Victoria or Australia.

Bushland: Grey-crowned Babbler (Endangered in Vic), Malleefowl (End in Vic), Hooded Robin, Scrub-robin, Diamond Firetail, Gilberts Whistler, Bluebonnet, Cockatiel, White-winged Fairywren, Painted Honeyeater (Vulnerable in Vic). Critically Endangered Swift Parrots are sometimes seen south of Inglewood. Bustard and Bush-stone Curlew (Endangered in Vic) have occasionally been seen in the shire.

Fauna South

Mallee Fowl (*Leipoa ocellata*) – Endangered (Vulnerable)- found around Mallee woodland areas including Wychitella State Park. Most southern point in Australia.

Hooded Robin (*Melanodryas cucullata cucullata*) – Threatened – found around woodlands Kooyoora State Park, Wychitella, Wedderburn and Mount Korong

Painted Honey Eater (*Grantiella picta*) – Threatened- found around woodlands Kooyoora State Park, Wychitella, Wedderburn and Mount Korong

Brown Tree Creeper (*Climacteris picumnus picumnus*) – Threatened- found around woodlands Kooyoora State Park, Wychitella, Wedderburn and Mount Korong

Sand Goanna (*Varanus gouldii*) – Least Concern – found around woodlands Kooyoora State Park, Wychitella, Wedderburn and Mount Korong

Tree Goanna (*Varanus varius*) – Near Threatened – found around woodlands Kooyoora State Park, Wychitella, Wedderburn and Mount Korong

Fauna North

Plains-wanderer (*Pedionomus torquatus*) - Critically Endangered – Grassy plains of Terrick Terrick

Brolga (*Grus rubicunda*) – Threatened- Wetlands and open plains (including Agricultural land)

Grey-crowned Babbler (*Pomatostomus temporalis*) endangered in Victoria

Diamond Firetail (*Stagonopleura guttata*) Threatened Australia

Hardhead (*Aythya australis*) (vulnerable in Victoria)

Australasian Shoveller (*Anas rhynchos*) (vulnerable in Victoria),

Musk Duck (*Biziura lobata*) (vulnerable in Victoria),

Freckled Duck (*Stictonetta naevosa*) (endangered in Victoria)

Flora

Jericho Wire Grass (*Aristida jerichoensis* var. *subspinulifera*) Endangered in Victoria

Spiny Rice Flower (*Pimelea spinescens* subspecies *spinescens*) Critically Endangered in Victoria

Velvet Daisy Bush (*Olearia pannosa* subsp. *cardiophylla*) vulnerable in Victoria

Deans Wattle (*Acacia deanei* subsp. *paucijuga*) Near Threatened, Rare in Victoria

As well as several species of Orchids (perhaps you should contact Wendy Murphy or Robert Scholes from the Friends of Kooyoora for a list of Orchids that they have been working on at Kooyoora State Forest.

The Ecological system I was referring to is the 'North Western Goldfields Intermittent Soak Community'. These are located around the Granitic country including Kooyoora State forests and Mt Korong – Assessments of the area were undertaken by ecologist Dr Paul Foreman, who recently described the naturally occurring and rare groundwater dependent, intermittent spring-soaks. As a result of the work by Paul Foreman, they were officially accepted as a valid community by the Scientific Advisory Committee, and listed under the Flora and Fauna Guarantee Act on the 24th November 2016.

Geological and landform features

The park contains imposing granite outcrops (Mt Terrick Terrick, Bennetts Rock and Reigals Rock) that rise 100 metres above the surrounding landscape. These outcrops form part of the Terrick Terrick Range, which was formed as a result of an igneous intrusion of granite into the Lower Palaeozoic bedrock in the late Devonian period. Some sedimentary deposits of the Late Quaternary period can also be found in the park (LCC 1985). Erosion around the granite outcrops has resulted in the formation of shallow depressions that hold and provide water for fauna in the park. parkweb.vic.gov.au/__data/.../Terrick-Terrick-National-Park-Management-Plan.p

Kooyoora State Park

The Kooyoora granites (Kooyoora adamellite) are the most notable geological feature of the park. Unlike other granites in the region, most of these granites are exposed (Marlow & Bushell 1995). The granite of Kooyoora Range is surrounded by metamorphic rocks formed by the intrusion of the Devonian granites into Ordovician sediments. Coarser members of intruded schist have recrystallised to form micaceous or schistose hornfels, with the finer members converted to knotted mica schist (Marlow & Bushell 1995).

parkweb.vic.gov.au/__data/assets/pdf.../Kooyoora-State-Park-Management-Pla

8.5 REVIEW OF DELEGATIONS, APPOINTMENTS AND AUTHORISATIONS

File Number: 18/01/003
Author: Lynne Habner, A/Manager Executive and Commercial Services
Authoriser: Phil Pinyon, Chief Executive Officer
Attachments: 1. Instrument of Appointment and Authorisation (Planning and Environment Act 1987)
2. Instrument of Delegation - Members of Council Staff

RECOMMENDATION

That Council

1. In the exercise of the powers conferred by section 98(1) of the Local Government Act and the other legislation referred to in the attached instrument of delegation, resolves that:
 - (a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
 - (b) The instrument comes into force immediately the common seal of Council is affixed to the instrument.
 - (c) On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
 - (d) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
2. In the exercise of the powers conferred by section 224 of the Local Government Act and the other legislation referred to in the attached instrument of appointment and authorisation, resolves that:
 - (a) The members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument.
 - (b) The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke them.
 - (c) The instrument be sealed.
3. Revokes all existing Instruments of Appointment and Authorisation (Planning and Environment Act 1987), effective from the date that the CEO approves the new instrument as 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

The updates contained in this report have not been discussed by Council.

BACKGROUND

In order for Council officers to effectively and efficiently discharge their duties, specific delegations, authorisations and appointments are required under a variety of Acts.

Council is required to review its delegations within 12 months after a general election in accordance with section 98(6) of the Local Government Act.

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

ISSUES/DISCUSSION

The attached amended delegations have been updated in accordance with most recent advice provided by Maddocks.

The attached Instrument of Appointment and Authorisation under the Planning and Environment Act 1987 and associated request for revocation is submitted for approval due to the addition of the Planning Officer and Planning and Compliance Officer on this instrument.

COST/BENEFITS

Adoption of the recommendation will not have any financial impacts.

RISK ANALYSIS

Adoption of the recommendation will ensure that council staff are able to act on behalf of Council under the various pieces of legislation. If current delegations and appointments and authorisations are not in place, actions of a council officer exercising those powers could be legally challenged.

CONSULTATION AND ENGAGEMENT

The supervisors of the relevant staff were consulted about the changes to be made.

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "officer" means -

**Peter James Cownley – Acting Director Operations
Steven Murray Phillips – Acting Director Operations
Glenn William Harvey – Manager Development and Compliance
Carolyn Stephenson – Strategic Planning Officer
Alexandra Jefferies – Planning Officer
David Price – Planning and Local Laws Compliance Officer**

By this instrument of appointment and authorisation Loddon Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officers generally to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Loddon Shire Council on 26 September 2017.

Council seal

**Phil Pinyon
Chief Executive Officer
Loddon Shire Council**

Date:

S6 Instrument of Delegation - Members of Staff

Preamble

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

	Means
AA	Administrative Assistant
ABC	Assets and Buildings Coordinator
AGO	Assets/GIS Officer
AOO	Administrative Officer - Operations
CEO	Chief Executive Officer
DCS	Director Corporate Services
DE	Design Engineer
DMERO	Deputy Municipal Emergency Resource Officer
DOP	Director Operations
EPSC	Environment and Public Space Coordinator
FA	Financial Accountant
GIS	GIS Officer
LLO	Local Laws Officer
LLPCO	Local Laws/Planning Compliance Officer
MBS	Municipal Building Surveyor
MDC	Manager Development and Compliance
MERO	Municipal Emergency Resource Officer
MFS	Manager Financial Services
MO	Manager Operations
MOD	Manager Organisation Development
MTS	Manager Technical Services
PHO	Public Health Officer
PMC	Project Management Coordinator
PO	Planning Officer
R	Ranger
RC	Revenue Collector
SPHO	Senior Public Health Officer
SPO	Strategic Planning Officer
TL	Team Leader
TLTS	Team Leader Townscape Services
TO	Technical Officer
WC	Works Coordinator

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 26 September 2017; and

3.2 the delegation:

3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue,

action, act or thing which must be the subject of a Resolution of Council; or

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council; or

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Council seal

**Phil Pinyon
Chief Executive Officer
Loddon Shire Council**

Date:

Delegation Sources

- Domestic Animals Act 1994
- Environment Protection Act 1970
- Food Act 1984
- Heritage Act 1995
- Planning and Environment Act 1987
- Rail Safety (Local Operations) Act 2006
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2005
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Further Interim Regulations 2013
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010
- Road Management (General) Regulations 2016
- Road Management (General) Regulations 2005
- Road Management (Works and Infrastructure) Regulations 2015

S6 Instrument of Delegation - Members of Staff

Domestic Animals Act 1994			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.41A(1)	power to declare a dog to be a menacing dog	DOP, LLO, MDC, LLPCO, R	Council may delegate this power to an authorised officer
Environment Protection Act 1970			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.53M(3)	power to require further information	DOP, SPHO	
s.53M(4)	duty to advise applicant that application is not to be dealt with	SPHO	
s.53M(5)	duty to approve plans, issue permit or refuse permit	SPHO	refusal must be ratified by council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	SPHO	refusal must be ratified by council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	SPHO	refusal must be ratified by council or it is of no effect
Food Act 1984			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	SPHO	If section 19(1) applies
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor		where council is the registration authority
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	SPHO	If section 19(1) applies
s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	SPHO, MDC	If section 19(1) applies Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	SPHO	If section 19(1) applies
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	SPHO	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	SPHO	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DOP, SPHO	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	DOP, SPHO	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Delegation is still required

Food Act 1984			
			for the authorised officer to prepare and issue the Order, however the decision to issue an Order is contingent on a Council Resolution to this effect.
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	SPHO	where council is the registration authority
s.19CB(4)(b)	power to request copy of records	SPHO	where council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	SPHO	where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	SPHO	where council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	SPHO	where council is the registration authority
s.19NA(1)	power to request food safety audit reports	SPHO	where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	DOP, SPHO	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	SPHO	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	SPHO	where council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	SPHO	where council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	SPHO	where council is the registration authority
	power to register, renew or transfer registration	SPHO	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	SPHO	where council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	CEO	where council is the registration authority Not delegated - fees are fixed by Council
s.38A(4)	power to request a copy of a completed food safety program template	SPHO	where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	SPHO	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	SPHO	where council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	SPHO	where council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section	SPHO	where council is the

Food Act 1984			
	38C and inspect the premises if required by section 39		registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	SPHO	where council is the registration authority
s.38D(3)	power to request copies of any audit reports	SPHO	where council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	SPHO	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	SPHO	where council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	SPHO	where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	SPHO	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	SPHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	SPHO	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	SPHO	where council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	SPHO	where council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	SPHO	where council is the registration authority
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	SPHO	where council is the registration authority

Heritage Act 1995

Note: this Act is to be repealed on the day the Heritage Act 2017 comes into force, which is 1 November 2017, unless proclaimed earlier

Provision	Item Delegated	Delegate	Conditions and Limitations
s.84(2)	power to sub-delegate Executive Director's functions	CEO	must obtain Executive Director's written consent first. Not delegated - power remains with CEO

Planning and Environment Act 1987

Provision	Item Delegated	Delegate	Conditions and Limitations
s.4B	power to prepare an amendment to the Victorian Planning Provisions	DOP, MDC	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the	MDC	

Planning and Environment Act 1987			
	Victorian Planning Provisions from the Minister		
s.4H	duty to make amendment to Victoria Planning Provisions available	MDC	
s.4I	duty to keep Victorian Planning Provisions and other documents availables	MDC	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	DOP, MDC	
s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	DOP, MDC	
s.8A(5)	function of receiving notice of the Minister's decision	MDC	
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	DOP, MDC	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO	Not delegated - power remains with CEO
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	DOP, MDC	
s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the Planning and Environment (Planning Schemes) Act 1996)	MDC	
s.12B(1)	duty to review planning scheme	MDC	
s.12B(2)	duty to review planning scheme at direction of Minister	MDC	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	MDC	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	MDC	
s.17(1)	duty of giving copy amendment to the planning scheme	MDC	
s.17(2)	duty of giving copy s.173 agreement	MDC	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	MDC	
s.18	duty to make amendment etc. available	MDC	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	MDC	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	MDC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	DOP, MDC	
s.21(2)	duty to make submissions available	MDC	
s.21A(4)	duty to publish notice in accordance with section	MDC	
s.22	duty to consider all submissions	MDC	
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	MDC	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	DOP, MDC	
s.24	function to represent council and present a submission at a panel	MDC	

Planning and Environment Act 1987			
	hearing (including a hearing referred to in section 96D)		
s.26(1)	power to make report available for inspection	DOP, MDC	
s.26(2)	duty to keep report of panel available for inspection	MDC	
s.27(2)	power to apply for exemption if panel's report not received	DOP, MDC	
s.28	duty to notify the Minister if abandoning an amendment	MDC	Note: the power to make decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	MDC	
s.30(4)(b)	duty to provide information in writing upon request	MDC	
s.32(2)	duty to give more notice if required	MDC	
s.33(1)	duty to give more notice of changes to an amendment	MDC	
s.36(2)	duty to give notice of approval of amendment	MDC	
s.38(5)	duty to give notice of revocation of an amendment	MDC	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	MDC	
s.40(1)	function of lodging copy of approved amendment	MDC	
s.41	duty to make approved amendment available	MDC	
s.42	duty to make copy of planning scheme available	MDC	
s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	DOP, MDC	
s.46GF	duty to comply with directions issued by the Minister	MDC, PO, SPO	
s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	DOP, MDC, PO, SPO	
s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	DOP, MDC, PO, SPO	where council is a collecting agency
s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	CEO	where council is a collecting agency
s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	DOP, MDC, PO, SPO	where council is a collecting agency
s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the Planning and Environment Act 1987	DOP, MFS, MDC, RC, PO, SPO	must be done in accordance with Local Government Act 1989.
s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	DOP, MFS, MDC, FA, PO, SPO	
s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	DOP, MDC, PO, SPO	
s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the Planning and Environment Act 1987 if satisfied that the development is not to proceed	DOP, MDC	
s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	DOP, MFS, MDC, FA, PO, SPO	

Planning and Environment Act 1987			
s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	DOP, MFS, MDC	where council is a collecting agency
s.46GM	duty to prepare report and give a report to the Minister	DOP, MDC	where council is a collecting agency or development agency
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	DOP	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	CEO	Not delegated - power remains with CEO
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DOP	
s.46O(1)(a) s.46(2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	DOP, MDC	
s.46O(1)(d) s.46(2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	DOP	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	DOP	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO	Not delegated - power remains with CEO
s.46Q(1)	duty to keep proper accounts of levies paid	MFS	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency	DOP, MFS, MDC, FA	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	DOP, MDC	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	DCS	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a)	DOP, MFS, MDC, FA	must be done within six months of the end of the period required by the development contribution plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	DOP	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	DOP	with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	DCS	
s.46QD	duty to prepare report and give a report to the Minister	DOP, MDC	where council is a collecting agency or development agency
s.47	power to decide that an application for a planning permit does not comply with that Act	DOP, MDC	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	MDC	

Planning and Environment Act 1987			
s.49(2)	duty to make register available for inspection	MDC	
s.50(4)	duty to amend application	MDC	
s.50(5)	power to refuse to amend application	DOP, MDC	
s.50(6)	duty to make note of amendment to application in register	MDC	
s.50A(1)	power to make amendment to application	DOP, MDC, PO, SPO	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	DOP, MDC, PO, SPO	
s.50A(4)	duty to note amendment to application in register	MDC, PO, SPO	
s.51	duty to make copy of application available for inspection	MDC, PO, SPO	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	MDC, PO, SPO	
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	MDC, PO, SPO	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	MDC, PO, SPO	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	MDC, PO, SPO	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	MDC, PO, SPO	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	MDC, PO, SPO	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	MDC, PO, SPO	
s.52(3)	power to give any further notice of an application where appropriate	DOP, MDC, PO, SPO	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	DOP, MDC, PO, SPO	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	DOP, MDC, PO, SPO	
s.54(1)	power to require the applicant to provide more information	DOP, MDC, PO, SPO	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	MDC, PO, SPO	
s.54(1B)	duty to specify the lapse date for an application	MDC, PO, SPO	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	DOP, MDC, PO, SPO	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	MDC, PO, SPO	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	MDC, PO, SPO	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	DOP, MDC	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	MDC, PO, SPO	

Planning and Environment Act 1987			
.57(5)	duty to make available for inspection copy of all objections	MDC, PO, SPO	
.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	MDC, PO, SPO	
.57A(5)	power to refuse to amend application	DOP, MDC	
.57A(6)	duty to note amendments to application in register	MDC, PO, SPO	
.57B(1)	duty to determine whether and to whom notice should be given	MDC, PO, SPO	
.57B(2)	duty to consider certain matters in determining whether notice should be given	MDC, PO, SPO	
.57C(1)	duty to give copy of amended application to referral authority	MDC, PO, SPO	
.58	duty to consider every application for a permit	MDC, PO, SPO	
.58A	power to request advice from the Planning Application Committee	DOP, MDC	
.60	duty to consider certain matters	MDC, PO, SPO	
.60(1A)	power to consider certain matters before deciding on application	DOP, MDC, PO, SPO	
.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	DOP, MDC, PO, SPO	
.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	DOP, MDC, PO, SPO	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DOP, MDC, PO, SPO	
.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DOP, MDC, PO, SPO	
.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DOP, MDC, PO, SPO	
.62(1)	duty to include certain conditions in deciding to grant a permit	DOP, MDC, PO, SPO	
.62(2)	power to include other conditions	DOP, MDC, PO, SPO	
.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DOP, MDC, PO, SPO	
.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	DOP, MDC	
.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	DOP, MDC	
.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	DOP, MDC, PO, SPO	
.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N	DOP, MDC, PO, SPO	
.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	DOP, MDC, PO, SPO	
.63	duty to issue the permit where made a decision in favour of the	DOP, MDC,	

Planning and Environment Act 1987			
	application (if no one has objected)	PO, SPO	
.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	MDC, PO, SPO	this provision applies also to a decision to grant an amendment to a permit - see section 75
.64(3)	duty not to issue a permit until after the specified period	DOP, MDC, PO, SPO	this provision applies also to a decision to grant an amendment to a permit - see section 75
.64(5)	duty to give each objector a copy of an exempt decision	MDC, PO, SPO	this provision applies also to a decision to grant an amendment to a permit - see section 75
.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DOP, MDC, PO, SPO	this provision applies also to a decision to grant an amendment to a permit - see section 75A
.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	MDC, PO, SPO	
.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	MDC, PO, SPO	
.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	MDC, PO, SPO	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	MDC, PO, SPO	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	MDC, PO, SPO	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
.69(1)	function of receiving application for extension of time of permit	MDC, PO, SPO	
.69(1A)	function of receiving application for extension of time to complete development	MDC, PO, SPO	
.69(2)	power to extend time	DOP, MDC, PO, SPO	
.70	duty to make copy permit available for inspection	MDC, PO, SPO	
.71(1)	power to correct certain mistakes	DOP, MDC, PO, SPO	

Planning and Environment Act 1987			
s.71(2)	duty to note corrections in register	MDC, PO, SPO	
s.73	power to decide to grant amendment subject to conditions	DOP, MDC, PO, SPO	
s.74	duty to issue amended permit to applicant if no objectors	DOP, MDC, PO, SPO	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	MDC, PO, SPO	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	MDC, PO, SPO	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	MDC, PO, SPO	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	MDC, PO, SPO	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	MDC, PO, SPO	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	DOP, MDC, PO, SPO	
s.83	function of being respondent to an appeal	DOP, MDC	
s.83B	duty to give or publish notice of application for review	MDC, PO, SPO	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DOP, MDC, PO, SPO	
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	DOP, MDC, PO, SPO	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	MDC, PO, SPO	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	DOP, MDC, PO, SPO	
s.86	duty to issue a permit at order of Tribunal within 3 working days	DOP, MDC, PO, SPO	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	CEO	Not delegated - power remains with CEO

Planning and Environment Act 1987			
.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	DOP, MDC, PO, SPO	
.91(2)	duty to comply with the directions of VCAT	DOP, MDC, PO, SPO	
.91(2A)	duty to issue amended permit to owner if Tribunal so directs	DOP, MDC, PO, SPO	
.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	MDC, PO, SPO	
.93(2)	duty to give notice of VCAT order to stop development	MDC, PO, SPO	
.95(3)	function of referring certain applications to the Minister	CEO	Not delegated - power remains with CEO
.95(4)	duty to comply with an order or direction	DOP, MDC, PO, SPO	
.96(1)	duty to obtain a permit from the Minister to use and develop its land	DOP, MDC	
.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO	Not delegated - power remains with CEO
.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	DOP, MDC	
.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	DOP, MDC	
.96F	duty to consider the panel's report under section 96E	MDC	
.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the Planning and Environment (Planning Schemes) Act 1996)	DOP, MDC	
.96H(3)	power to give notice in compliance with Minister's direction	DOP, MDC	
.96J	power to issue permit as directed by the Minister	DOP, MDC	
.96K	duty to comply with direction of the Minister to give notice of refusal	MDC	
.96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	DOP, MDC, PO, SPO	
.97C	power to request Minister to decide the application	CEO	Not delegated - power remains with CEO
.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	DOP, MDC, PO, SPO	
.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	MDC, PO, SPO	
.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	MDC, PO, SPO	
.97L	duty to include Ministerial decisions in a register kept under section 49	MDC, PO, SPO	
.97O	duty to consider application and issue or refuse to issue certificate of compliance	MDC	
.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	MDC	
.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO	Not delegated - power remains with CEO
.97Q(4)	duty to comply with directions of VCAT	MDC	

Planning and Environment Act 1987			
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	MDC	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	CEO	Not delegated - power remains with CEO
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	MDC	
s.101	function of receiving claim for expenses in conjunction with claim	CEO	Not delegated - power remains with CEO
s.103	power to reject a claim for compensation in certain circumstances	CEO	Not delegated - power remains with CEO
s.107(1)	function of receiving claim for compensation	CEO	Not delegated - power remains with CEO
s.107(3)	power to agree to extend time for making claim	CEO	Not delegated - power remains with CEO
s.114(1)	power to apply to the VCAT for an enforcement order	DOP, MDC, LLPCO	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	MDC	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	DOP, MDC, LLPCO	
s.123(1)	power to carry out work required by enforcement order and recover costs	DOP, MDC, LLPCO	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	DOP, MDC	except Crown Land
s.129	function of recovering penalties	MFS	
s.130(5)	power to allow person served with an infringement notice further time	DOP, MDC	
s.149A(1)	power to refer a matter to the VCAT for determination	DOP, MDC	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DOP, MDC	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B) power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	CEO	where council is the relevant planning authority Not delegated - power remains with CEO
s.171(2)(f)	power to carry out studies and commission reports	DOP, MDC	
s.171(2)(g)	power to grant and reserve easements	MDC	
s.173	power to enter into agreement covering matters set out in section 174	CEO	Not delegated - power remains with CEO
	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	DOP, MDC	
	power to give consent on behalf of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	DOP, MDC	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in	DOP, MDC	

Planning and Environment Act 1987			
	accordance with Division 2 of Part 9		
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DOP, MDC	
s.178A(1)	function of receiving application to amend or end an agreement	MDC	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	MDC	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	MDC	
s.178A(5)	power to propose to amend or end an agreement	DOP, MDC	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	MDC	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	MDC	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	MDC	
s.178C(4)	function of determining how to give notice under s.178C(2)	MDC	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	MDC	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	DOP, MDC	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	DOP, MDC	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(c)	power to refuse to amend or end the agreement	DOP, MDC	If no objections are made under s.178D Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	DOP, MDC	After considering objections, submissions and matters in s.178B
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	DOP, MDC	After considering objections, submissions and matters in s.178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	DOP, MDC	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	DOP, MDC	After considering objections, submissions and matters in s.178B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	MDC	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	MDC	
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	MDC	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	MDC	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	DOP, MDC	

Planning and Environment Act 1987			
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	MDC	
s.179(2)	duty to make available for inspection copy agreement	MDC	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	MDC	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	DOP, MDC	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	MDC	
s.182	power to enforce an agreement	DOP, MDC, LLPCO	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	MDC	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	DOP, MDC	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	MDC	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	MDC	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	MDC	
s.184G(2)	duty to comply with a direction of the Tribunal	MDC	
s.184G(3)	duty to give notice as directed by the Tribunal	MDC	
s.198(1)	function to receive application for planning certificate	MDC, PO, SPO	
s.199(1)	duty to give planning certificate to applicant	MDC, PO, SPO	
s.201(1)	function of receiving application for declaration of underlying zoning	MDC	
s.201(3)	duty to make declaration	MDC	
	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	DOP, MDC	
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	DOP, MDC	Does not apply to the refusal of any permit application or amendmen
	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DOP, MDC, PO, SPO	
	power to give written authorisation in accordance with a provision of a planning scheme	DOP, MDC, PO, SPO	
s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	DOP, MDC	
s.201UAB(2)	duty to provide the Victoria Planning Authority with information requested under subsection (1) as soon as possible	DOP, MDC	
s.224(8)	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to Victorian Planning Authority	DOP, MDC	
Rail Safety (Local Operations) Act 2006			
Provision	Item Delegated	Delegate	Conditions and Limitations

Rail Safety (Local Operations) Act 2006			
.33	duty to comply with a direction of the Safety Director under this section	MTS	where council is a utility under section 3
.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	MTS	duty of council as a road authority under the Road Management Act 2004
.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under section 33(1)	MTS	where council is a utility under section 3
.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	CEO	where council is the relevant road authority Not delegated - power remains with the CEO
.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	MTS, DE	where council is the relevant road authority
.34D(2)	function of receiving written notice of opinion	MTS	where council is the relevant road authority
.34D(4)	function of entering into safety interface agreement with infrastructure manager	CEO	where council is the relevant road authority Not delegated - power remains with the CEO
.34E(1)(a)	duty to identify and assess risks to safety	MTS, MO, DE	where council is the relevant road authority
.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	MTS, DE	where council is the relevant road authority
.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	CEO	where council is the relevant road authority Not delegated - power remains with the CEO
.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	MTS, DE	where council is the relevant road authority
.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	MTS, DE	where council is the relevant road authority
.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	CEO	where council is the relevant road authority Not delegated - power remains with the CEO
.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	DOP, MTS, DE	where council is the relevant road authority
.34I	function of entering into safety interface agreements	CEO	where council is the relevant road authority Not delegated - power remains with the CEO
.34J(2)	function of receiving notice from Safety Director	MTS	where council is the relevant road authority
.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	MTS	where council is the relevant road authority
.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	MTS, DE	where council is the relevant road authority
Residential Tenancies Act 1997			

Residential Tenancies Act 1997			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.142D	function of receiving notice regarding an unregistered rooming house	SPHO	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	SPHO	
s.142G(2)	power to enter certain information in the Rooming House Register	SPHO	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	SPHO	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	CEO	where council is the landlord Not delegated - power remains with the CEO
s.262(1)	power to give tenant a notice to vacate rented premises	CEO	where council is the landlord Not delegated - power remains with the CEO
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	CEO	Not delegated - power remains with CEO
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	SPHO	
s.522(1)	power to give a compliance notice to a person	SPHO, MDC, PHO, MBS	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	CEO	Not delegated - power remains with CEO
s.525(4)	duty to issue identity card to authorised officers	MOD	
s.526(5)	duty to keep record of entry by authorised officer under section 526	SPHO, MDC, PHO, MBS	
s.526A(3)	function of receiving report of inspection	SPHO	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	CEO	Not delegated - power remains with CEO
Road Management Act 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	CEO	obtain consent in circumstances specified in section 11(2) Not delegated - power remains with the CEO
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	DOP, GIS, MTS	
s.11(9)(b)	duty to advise Registrar	GIS	
s.11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	MTS, ABC	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	MTS, ABC	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	CEO	where council is the coordinating road authority

Road Management Act 2004			
			Not delegated - power remains with the CEO
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	DOP, MTS	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	MTS	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(6)	function of hearing a person in support of their written submission	MTS	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	CEO	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
			Not delegated - power remains with the CEO
s.12(10)	duty to notify of decision made	MTS	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	CEO	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
			Not delegated - power remains with the CEO
s.14(4)	function of receiving notice from VicRoads	MTS	
s.14(7)	power to appeal against decision of VicRoads	CEO	Not delegated - power remains with CEO
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO	Not delegated - power remains with CEO
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO	Not delegated - power remains with CEO
s.15(2)	duty to include details of arrangement in public roads register	MTS	
s.16(7)	power to enter into an arrangement under section 15	CEO	Not delegated - power remains with CEO
s.16(8)	duty to enter details of determination in public roads register	MTS	

Road Management Act 2004			
s.17(2)	duty to register public road in public roads register	MTS	where council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	CEO	where council is the coordinating road authority Not delegated - power remains with the CEO
s.17(3)	duty to register a road reasonably required for general public use in public roads register	MTS	where council is the coordinating road authority
s.17(4)	power to decide that a road is no longer reasonably required for general public use	CEO	where council is the coordinating road authority Not delegated - power remains with the CEO
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	MTS	where council is the coordinating road authority
s.18(1)	power to designate ancillary area	CEO	where council is the coordinating road authority and obtain consent in circumstances specified in section 18(2) Not delegated - power remains with the CEO
s.18(3)	duty to record designation in public roads register	MTS	where council is the coordinating road authority
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	MTS	
s.19(4)	duty to specify details of discontinuance in public roads register	MTS	
s.19(5)	duty to ensure public roads register is available for public inspection	MTS	
s.21	function of replying to request for information or advice	MTS	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	CEO	Not delegated - power remains with the CEO
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	DCS	
s.22(5)	duty to give effect to a direction under this section.	MTS	
s.40(1)	duty to inspect, maintain and repair a public road.	EPSC, MTS, ABC, MO, TL, WC, PMC	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	EPSC, DOP, MTS, MO, TL, WC	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	CEO	Not delegated - power remains with CEO
s.42(1)	power to declare a public road as a controlled access road	CEO	power of coordinating road authority and Schedule 2 also applies Not delegated - power remains with the CEO
s.42(2)	power to amend or revoke declaration by notice published in	CEO	power of coordinating road authority

Road Management Act 2004			
	Government Gazette		authority and Schedule 2 also applies Not delegated - power remains with the CEO
.42A(3)	duty to consult with VicRoads before road is specified	CEO	where council is the coordinating road authority if road is a municipal road or part thereof Not delegated - power remains with the CEO
.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	CEO	where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road Not delegated - power remains with the CEO
.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	EPSC, MTS, ABC, MO, PMC	where council is the responsible road authority infrastructure manager or works manager
.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	MTS, ABC	
.48N	duty to notify the relevant authority of the location of the bus stopping point and the action taken by council	MTS	
.49	power to develop and publish a road management plan	CEO	Not delegated - power remains with CEO
.51	power to determine standards by incorporating the standards in a road management plan	CEO	Not delegated - power remains with CEO
.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO	Not delegated - power remains with CEO
.54(2)	duty to give notice of proposal to make a road management plan	ABC	
.54(5)	duty to conduct a review of road management plan at prescribed intervals	ABC	
.54(6)	power to amend road management plan	CEO	Not delegated - power remains with CEO
.54(7)	duty to incorporate the amendments into the road management plan	ABC	
.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	ABC	
.63(1)	power to consent to conduct of works on road	EPSC, DOP, MERO, MTS, ABC, MO, DE, TO, AA, TLTS, TL, WC, PMC	where council is the coordinating road authority
.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DMERO, MERO	where council is the infrastructure manager
.64(1)	duty to comply with clause 13 of Schedule 7	EPSC, DOP, MERO, MTS,	where council is the infrastructure manager or

Road Management Act 2004			
		ABC, MO, TO, AA, TLTS, TL, PMC	works manager
s.66(1)	power to consent to structure etc	DOP, MTS, MDC, LLPCO	where council is the coordinating road authority
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	MTS, MDC, LLPCO	where council is the coordinating road authority
s.67(3)	power to request information	DOP, MTS, MDC	where council is the coordinating road authority
s.68(2)	power to request information	DOP, MTS, MDC	where council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	CEO	Not delegated - power remains with CEO
s.72	duty to issue an identity card to each authorised officer	MOD	
s.85	function of receiving report from authorised officer	DOP	
s.86	duty to keep register re section 85 matters	DOP	
s.87(1)	function of receiving complaints	CEO	Not delegated - power remains with CEO
s.87(2)	duty to investigate complaint and provide report	CEO	Not delegated - power remains with CEO
s.112(2)	power to recover damages in court	CEO	Not delegated - power remains with CEO
s.116	power to cause or carry out inspection	DOP, MTS, MO	
s.119(2)	function of consulting with VicRoads	MTS, MO	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	EPSC, DOP, MTS, ABC, MO, PMC	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	MTS, MO	
s.121(1)	power to enter into an agreement in respect of works	EPSC, DMERO, DOP, MERO, MTS, ABC, MO, DE, TO, TLTS, TL, PMC	
s.122(1)	power to charge and recover fees	EPSC, DOP, MFS, MTS, ABC, MO, DE, WC, PMC	
s.123(1)	power to charge for any service	EPSC, DOP, MTS, ABC, MO, DE, TO, WC, PMC	
Schedule 1 Clause 1(1)	power to make a decision in respect of controlled access roads	CEO	Not delegated - power remains with CEO
Schedule 1 Clause 1(1)	duty to make policy about controlled access roads	CEO	Not delegated - power remains with CEO
Schedule 1	power to amend, revoke or substitute policy about controlled access	CEO	

Road Management Act 2004			
Schedule 1, Clause 1(2)	roads		Not delegated - power remains with CEO
Schedule 1, Clause 1	function of receiving details of proposal from VicRoads	MTS	
Schedule 1, Clause 1	duty to publish notice of declaration	GIS, MTS	
Schedule 1, Clause 1(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	MTS, MO	where council is the infrastructure manager or works manager
Schedule 1, Clause 1(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	MTS, MO	where council is the infrastructure manager or works manager
Schedule 1, Clause 1(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	MTS, MO	where council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 1, Clause 1(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	MTS, MO	where council is the infrastructure manager or works manager
Schedule 1, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	MTS, MO	where council is the infrastructure manager or works manager
Schedule 1, Clause 2(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	DOP, MTS, MO	where council is the coordinating road authority
Schedule 1, Clause 2(3)	power to take measures to ensure reinstatement works are completed	DOP, MTS, MO	where council is the coordinating road authority
Schedule 1, Clause 2(4)	duty to ensure that works are conducted by an appropriately qualified person	MTS, MO	where council is the coordinating road authority
Schedule 1, Clause 2(5)	power to recover costs	DOP, MTS, MO	where council is the coordinating road authority
Schedule 1, Clause 3(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	MTS, MO	where council is the works manager
Schedule 1, Clause 3(2)	power to vary notice period	DOP, MTS, MO	where council is the coordinating road authority
Schedule 1, Clause 3(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	MTS, MO	where council is the infrastructure manager
Schedule 1, Clause 6(1)	power to consent to proposed works	EPSC, DMERO, DOP, MERO, MTS, ABC, MO, DE, TO, TLTS, TL, WC, PMC	where council is the coordinating road authority
Schedule 1, Clause 6	duty to consult	EPSC, DMERO,	where council is the coordinating road authority

Road Management Act 2004			
6(4)		DOP, MERO, MTS, ABC, MO, DE, TO, TLTS, TL, WC, PMC	responsible authority or infrastructure manager
Schedule Clause 6(5)	power to consent to proposed works	EPSC, DMERO, DOP, MERO, MTS, ABC, MO, DE, TO, AA, TLTS, TL, WC, PMC	where council is the coordinating road authority
Schedule Clause 6(6)	power to set reasonable conditions on consent	EPSC, DMERO, DOP, GIS, MERO, MTS, ABC, MO, DE, TO, AA, TLTS, TL, WC, PMC	where council is the coordinating road authority
Schedule Clause 6(8)	power to include consents and conditions	EPSC, DMERO, DOP, MERO, MTS, ABC, MO, DE, TO, AA, TLTS, TL, WC, PMC	where council is the coordinating road authority
Schedule Clause 7(2)	power to refuse to give consent and duty to give reasons for refusal	EPSC, DMERO, DOP, MERO, MTS, ABC, MO, DE, TO, AA, TLTS, TL, WC, PMC	where council is the coordinating road authority
Schedule Clause 8(1)	power to enter into an agreement	EPSC, DMERO, DOP, MERO, MTS, ABC, MO, DE, TO, AA, TLTS, TL, WC, PMC	where council is the coordinating road authority
Schedule Clause 9(1)	power to give notice requiring rectification of works	EPSC, DMERO, DOP, MERO, MTS, ABC, MO, DE, TO, AA, TLTS, TL, WC, PMC	where council is the coordinating road authority
Schedule Clause 9(2) & 3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	EPSC, DMERO, DOP, MERO, MTS, ABC, MO, DE, TO, TLTS, TL, WC, PMC	where council is the coordinating road authority
Schedule Clause 10(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DOP, MTS	where council is the coordinating road authority
Schedule 'A'	power to cause street lights to be installed on roads	DOP, GIS, MTS	power of responsible road authority where it is the

Road Management Act 2004			
Clause 2			coordinating road authority or responsible road authority in respect of the road
Schedule 'A' Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	MTS	where council is the responsible road authority
Schedule 'A' Clause 3(1)(e)	duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	MTS	where council is the responsible road authority
Schedule 'A' Clause 3(1)(f)	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	MTS	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)
Planning and Environment Regulations 2015			
Provision	Item Delegated	Delegate	Conditions and Limitations
.6	duty of responsible authority to provide copy of matter considered under section 60(1A)(g) for inspection free of charge	MDC	
.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	MDC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	DOP, MDC, PO, SPO	
.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	MDC	where Council is the responsible authority
.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	MDC, PO, SPO	where Council is not the responsible authority but the relevant land is within Council's municipal district
.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	MDC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
.55	duty of responsible authority to tell Registrar of Titles under section 183 of the Act of the cancellation or amendment of an agreement	MDC	

Planning and Environment (Fees) Further Interim Regulations 2013			
Note: these Regulations expire on 18 October 2014			
Provision	Item Delegated	Delegate	Conditions and Limitations
.16	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DOP	
.17	power to waive or rebate a fee relating to an amendment of a planning scheme	DOP	
.18	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.16 or 17	MDC	
Planning and Environment (Fees) Regulations 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
.16	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DOP	
.19	power to waive or rebate a fee relating to an amendment of a planning scheme	DOP	
.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO	
.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	DOP, MDC, PO, SPO	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010			
Provision	Item Delegated	Delegate	Conditions and Limitations
.7	function of entering into a written agreement with a caravan park owner	SPHO	
.11	function of receiving application for registration	SPHO	
.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	SPHO	
.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	SPHO	
.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DOP, SPHO	
.13(4) & 5)	duty to issue certificate of registration	SPHO	
.15(1)	function of receiving notice of transfer of ownership	SPHO	
.15(3)	power to determine where notice of transfer is displayed	SPHO	
.16(1)	duty to transfer registration to new caravan park owner	SPHO	
.16(2)	duty to issue a certificate of transfer of registration	SPHO	
.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	SPHO	
.18	duty to keep register of caravan parks	SPHO	
.19(4)	power to determine where the emergency contact person's details are displayed	SPHO	
.19(6)	power to determine where certain information is displayed	SPHO	
.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	SPHO	
.22A(2)	duty to consult with relevant emergency services agencies	SPHO	
.23	power to determine places in which caravan park owner must display a copy of emergency procedures	SPHO	
.24	power to determine places in which caravan park owner must display	SPHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010			
	copy of public emergency warnings		
.25(3)	duty to consult with relevant floodplain management authority	SPHO	
.26	duty to have regard to any report of the relevant fire authority	SPHO	
.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	SPHO	
.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	SPHO, MDC, PHO, MBS	
.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	SPHO, MDC, PHO, MBS	
.40(4)	function of receiving installation certificate	SPHO, MDC, PHO, MBS	
.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	DOP, SPHO, MDC, PHO, MBS	
Schedule 1 clause 1(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	DOP, SPHO, MDC, PHO, MBS	
Road Management (General) Regulations 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
.8(1)	duty to conduct reviews of road management plan	MTS, ABC	
.9(2)	duty to give notice of review of road management plan	ABC	
.9(2)	duty to produce written report of review of road management plan and make report available	MTS, ABC	
.9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	MTS, ABC	where council is the coordinating road authority
.10	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	MTS, ABC	
.13(1)	Duty to publish notice of amendments to road management plan	MTS, ABC	where council is the coordinating road authority
.13(3)	duty to record on road management plan the substance and date of effect of amendment	MTS, ABC	
.16(3)	power to issue permit	DOP, MTS, ABC, DE, TO, AGO	where council is the coordinating road authority
Road Management (General) Regulations 2005			
Note: these regulations are due to expire on 21 March 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
.501(4)	power to charge fee for issuing permit under regulation 501(1)	DOP, GIS, MTS, DE, TO, AA	where council is the coordinating road authority
Road Management (General) Regulations 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
.18(1)	power to give written consent re damage to road	DOP, MTS, ABC, DE	where council is the coordinating road authority
.23(2)	power to make submission to Tribunal	DOP, MDC	where council is the

Road Management (General) Regulations 2016			
			coordinating road authority
.23(4)	power to charge a fee for application under section 66(1) Road Management Act	MTS, ABC, DE, TO, RC, AOO, AGO	where council is the coordinating road authority
.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	EPSC, DMERO, DOP, LLO, MERO, MTS, ABC, MO, LLPCO, R, TLTS, TL, WC	where council is the responsible road authority
.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	DOP	where council is the responsible road authority
.25(5)	power to recover in the Magistrates' Court, expenses from person responsible	CEO	Not delegated - power remains with CEO

Road Management (Works and Infrastructure) Regulations 2015

Note: these regulations commenced on 20 June 2015, replacing the Roads Management (works & infrastructure) Regulations 2005, which expired on 21 June 2015.

Provision	Item Delegated	Delegate	Conditions and Limitations
.10	power to exempt a person from requirement under clause 13(1) of Schedule 7 to the Act to give notice as to the completion of those works	CEO	where council is the coordinating road authority and where consent given under section 63(1) of the Act Not delegated - power remains with the CEO
.18(2)	power to waive whole or part of fee in certain circumstances	DOP	where council is the coordinating road authority
.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	EPSC, DMERO, DOP, MERO, MTS, ABC, MO, DE, TO, AA, TLTS, TL, WC, PMC	where council is the coordinating road authority and where consent given under section 63(1) of the Act
.22(2)	power to waive whole or part of fee in certain circumstances	DOP, MTS, MO	where council is the coordinating road authority

8.6 PLANNING APPLICATION 5225- IRRIGATION LAYOUT

File Number:	5225
Author:	Alexandra Jefferies, Planning Officer
Authoriser:	Glenn Harvey, Manager Development and Compliance
Attachments:	1. D & P Rothacker objection
	2. 2011 flood photos (provided by Rothackers)
	3. Western proposed layout
	4. North-east proposed layout
	5. Eastern proposed layout
	6. Proposed above ground storage basin
	7. Proposed draft conditions

RECOMMENDATION

That Council approve the development of earthworks for the purpose of irrigation shown on the plans and subject to the draft conditions 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

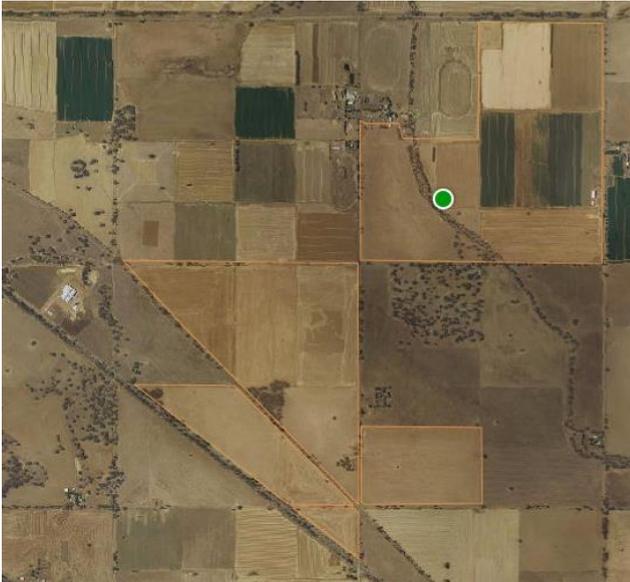
Nil

BACKGROUND**Proposal**

Planning application 5225 was lodged on 7 September 2016 for the development of irrigation earthworks on PF 31602300; located along the Calder Highway approximately 3.5 km from the Bridgewater Township.

Subject site and locality

The property is approximately 389 ha in total; the site is bound by the Calder Highway to the south west and Sebastian Road to the north. The site consists of a number of parcels and is an irregular shape, sharing boundaries with a number of land holders. The site has a section of Spring Creek running through the 'centre' of the site and the railway line also divides the most southern section of the site.



Subject site



Land subject to inundation overlay

Loddon Shire planning scheme

35.07 Farming Zone

The subject site is within the Farming Zone, 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 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.

A planning permit is required for earthworks which change the rate of flow or the discharge point of water across a property boundary.

44.04 Land subject to inundation overlay (LSIO)

The creek line is covered by the LSIO, 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.

A planning permit is required to undertake buildings and works within the LSIO. The proposed earthworks are only slightly within the LSIO as only the creek is covered by the overlay.

ISSUES/DISCUSSION

Notice and referral

The application was advertised to adjoining property owners. The application has attracted one objection (see attachment) and accordingly has been referred to Council. The objection was based on the following grounds:

- The proposed irrigation works to the south of Spring Creek is likely to cause flooding to the dwelling, resulting in material detriment.
 - 1.
- Concerns that flooding will occur as a result of the proposed storage basin.
 - 2.
- The proposed earthworks on page 3 of 4 are against the natural flow path resulting in flooding.
 - 3.
- Concerns about dust effecting produce in paddocks when the land is being lasered.

The applicant revised the plans and removed the works to the west of Spring Creek that were likely to impact on the objectors dwelling.

The issue of flooding as a result of the storage basin is considered to be unlikely. In the event of a 1 in 100 flood event, if the basin was to be full or near full it is recognised that there could be an impact from the overflowing of the basin onto the objector's property. However it is considered that

the occurrence of flooding as a result of the basin alone is unlikely and can be managed through implementation of good farming practises.

The objector has also raised concern over the proposed layout of section 3 of 4 resulting in unnatural movement of water. The contours on this section of the plan show an east to west fall in the land. The proposed layout is consistent with this fall and is not considered to be a complete re-direction of water (refer to attachment: Eastern proposed layout).

The concerns raised regarding dust management during the lasering of the land is recognised as an issue that could negatively impact on the adjacent land. This point has been clearly communicated to the applicant who also recognises the potential for impacts. The planning permit will require that all dust during the development period be managed as to not detrimentally affect neighbouring property. If dust becomes an issue, any neighbouring property owners impacted are encouraged to contact Council officers who will then conduct a site visit, assess the situation and aim to have the applicant comply with the conditions of the planning permit.

Referral

The application (including the section west of Spring Creek) was referred to North Central Catchment Management Authority (NCCMA) under Section 55 of the Planning and Environment Act, who provided conditional consent.

In the advice to the applicant/Council section of the response the following was noted:

- NCCMA has limited knowledge of the flood information available for this location.
 - 4.
- Anecdotal knowledge suggests that Spring creek is an active flow path and the development may be influenced by water from Spring Creek and/or localised flooding.
 - 5.
- NCCMA suggests that proposed channels are constructed with a minimum distance of 10% of any known floodways and the flow paths being constructed, including piped sections, to allow for movement of floodwater through the area.

The application was not re-referred once the plans were amended as it was not considered to require further assessment from NCCMA.

Assessment

Although not wholly covered by an LSIO the subject site and surrounding land was inundated during the 2011 flood event. In light of this and the objection received the matter of inundation has been considered by the Planning Department.

As part of the assessment process the Planning Officer consulted with Council's Design Engineer who reviewed the plans. The section to the west of the creek raised concerns as it was considered likely to impact on the adjoining property and impact on the dwelling via flooding.

After raising these issues with the applicant, this section of works was removed from the proposal.

The outstanding concerns have also been considered by the Planning Department and Council's Design Engineer. It is not considered that flooding of the above ground basin is likely to occur without the event of a significant flood or that the proposal significantly changes the direction of flow.

The concern of dust impacts from the works being undertaken is also an issue which the Planning Department understands could result in material detriment if not controlled. The applicant is also

aware of this issue. If granted, the permit will contain specific conditions which will aim to control the impact of dust and place onus on the applicant to comply.

Overall the proposed earthworks are considered to be appropriate and the proposal is considered to be consistent with the purpose of the Farming Zone.

COST/BENEFITS

Nil

RISK ANALYSIS

As discussed within this report

CONSULTATION AND ENGAGEMENT

Council's Planning Officer and Manager of Development and Compliance have consulted with the objectors and the applicant in the following manner:

- 2 June 2017- Meeting with the objectors at their residences allowing time to look at and discuss the proposed plans.
- 10 July 2017- meeting with the applicant to discuss objectors concerns.
- 30 August 2017- meeting with objectors to consider the revised/amended plans and discuss outcomes.

20th September 2016

From Peter & Dianne Rothacker

279 Collins Road

Bridgewater Vic 3516

1

To LODDON SHIRE
ATTENTION - CAROLYN STEPHENSON
Re Application No 5225

We are writing to oppose Irrigation Layout on Rodney Brooms property east of our property and directly opposite our house. We also have property to the north of said property.

We are on a flood plain affected by the Sandy Creek which runs through the property to be irrigated.

Rodney Brooms existing irrigation on the east side of the creek affects us with his re-use channel bank diverting a lot of water back into the creek that used to run over his land.

If Rodney alters the flow and direction of the water when it floods west of the creek with his irrigation development the water will come to the north end of the paddock opposite our home and come straight at us where it used to spread out well before it got to us.

During the floods 2011-2012 the water was only 3" from the bottom of our front door. We are deeply concerned that the impact of Rodney's irrigation layout will send a lot more water directly at us and possibly flood our home.

Why should our property be impacted in any different direction or any different quantity of floodwater as it is in its natural state.

on 10 11

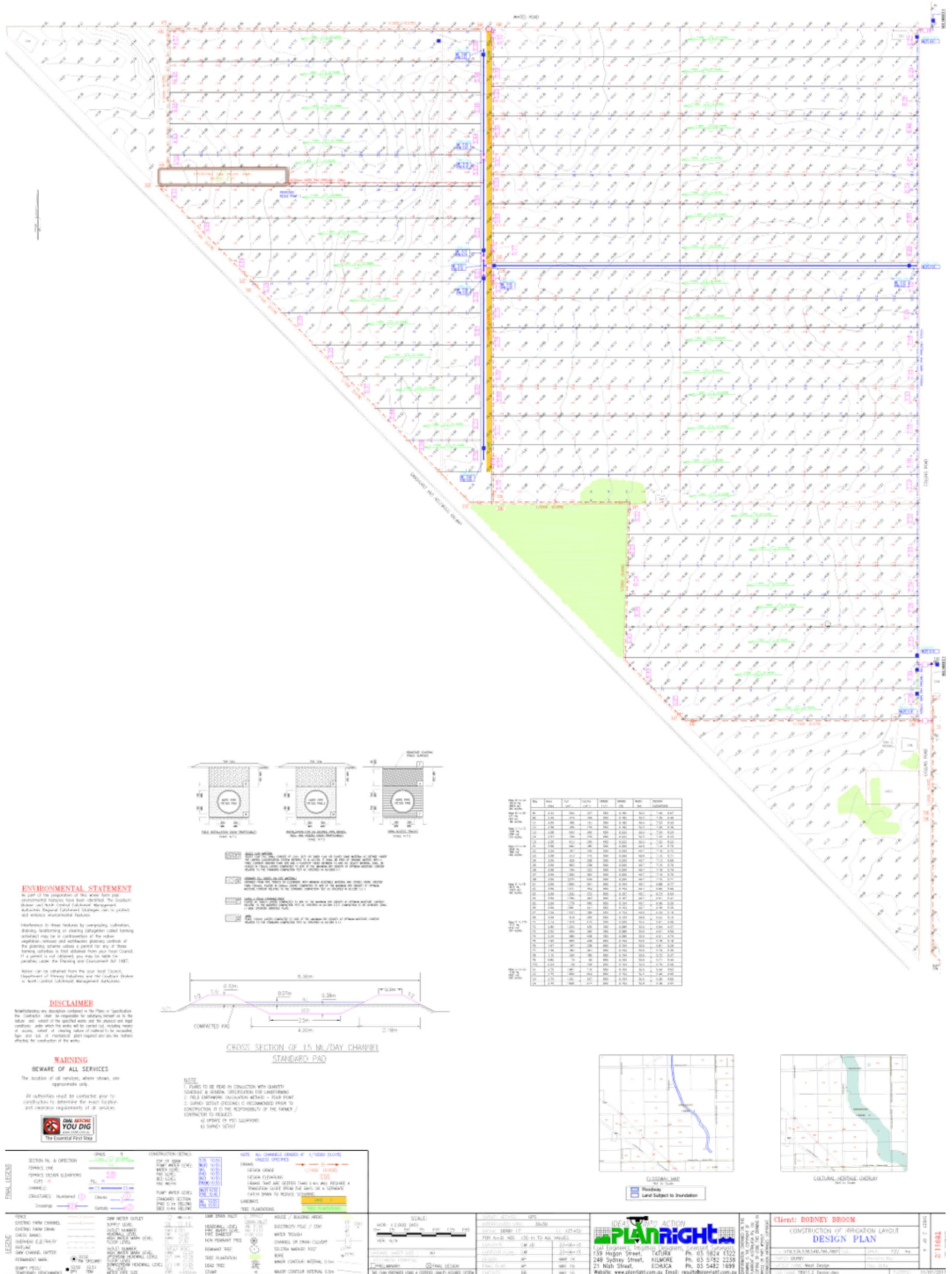


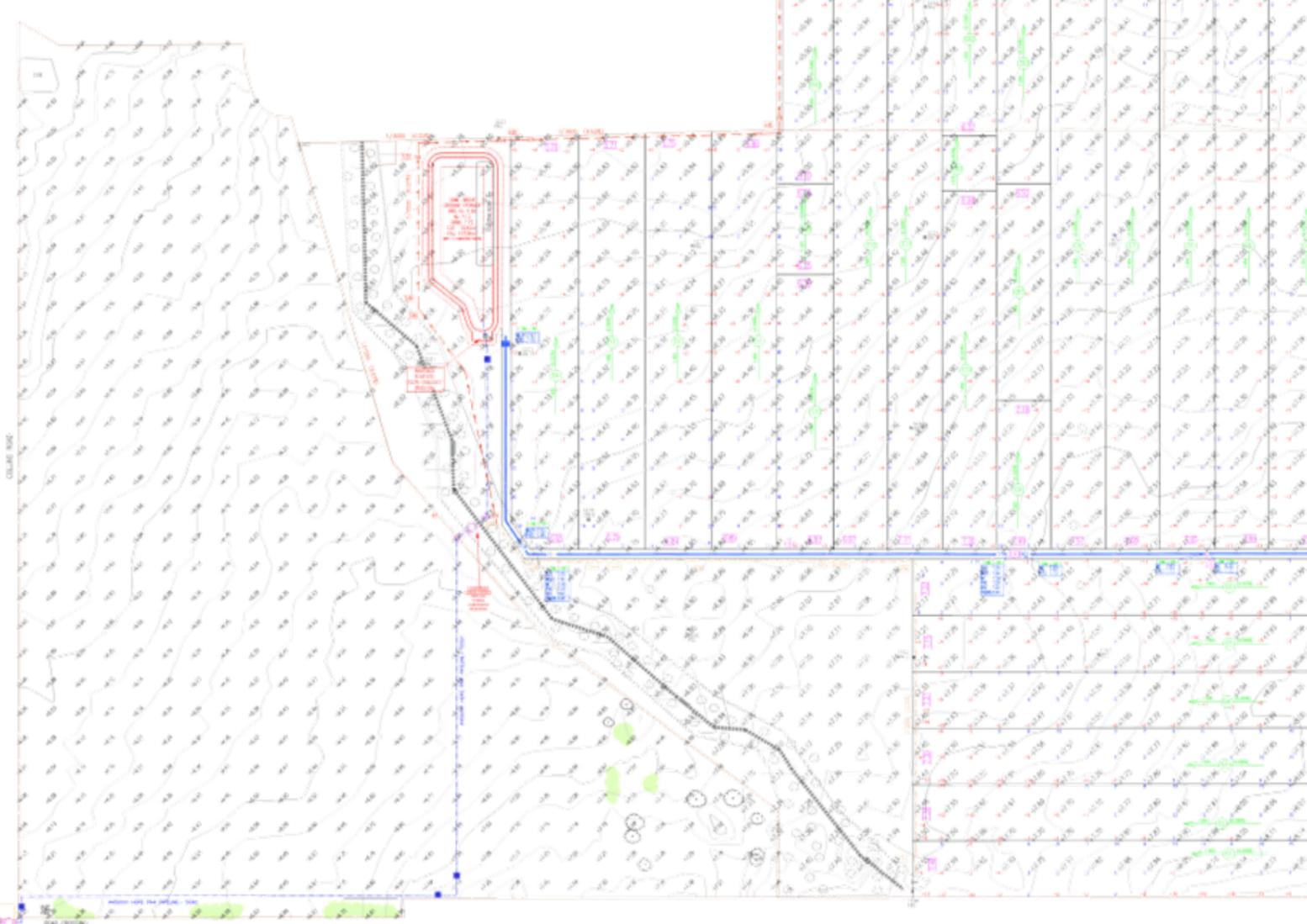
LOOKING SOUTH











ENVIRONMENTAL STATEMENT

As part of the preparation of this plan, the following environmental features have been identified. The Council, through its North Central Catchment Management Authority Regional Catchment Strategy, can to protect and enhance environmental features.

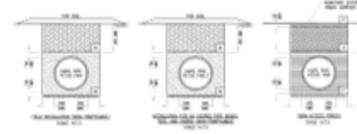
Interference to these features by clearing, cultivation, drainage, fragmentation or clearing (including related banking operations) may be a consideration of the North Central Catchment Management Authority Regional Catchment Strategy, which is a general guide for the planning activities in this catchment area. Council, if a permit is not obtained, you may be liable for penalties under the Planning and Environment Act 1987.

Notes can be obtained from the local Council, Department of Primary Industries and the Catchment Protection or North Central Catchment Management Authority.

DISCLAIMER

Notwithstanding any description contained in the Plans or Specifications, the Contractor shall be responsible for checking, before use, the status and condition of the ground and any other conditions under which the works will be carried out, including means of access, extent of existing services or materials to be removed, type and size of mechanical plant required and any other matters affecting the construction of the works.

NO.	TYPE	CLASS	PIPELINE			VELOCITY (m/s)	NO.	Diameter (mm)	Comments
			LENGTH (m)	START (m)	END (m)				
1	NEW	150	100	100	1.5	1	150	150mm DIA WATER MAIN	
2	NEW	150	100	100	1.5	2	150	150mm DIA WATER MAIN	
3	NEW	150	100	100	1.5	3	150	150mm DIA WATER MAIN	
4	NEW	150	100	100	1.5	4	150	150mm DIA WATER MAIN	
5	NEW	150	100	100	1.5	5	150	150mm DIA WATER MAIN	



WARNING
BEWARE OF ALL SERVICES

The location of all services, where shown, are approximate only.

All contractors must be contacted prior to construction to determine the exact location and distance requirements of all services.



NOTE:

- PLANS TO BE READ IN CONJUNCTION WITH QUANTITY SCHEDULE & GENERAL SPECIFICATIONS FOR WORKING.
- CHECK DIMENSIONS (LAYOUT METHOD) - DIMENSIONS TO SURVEY POINTS (PROVIDED) IS THE RESPONSIBILITY OF THE CONTRACTOR.
- SPREAD OF PEG ELEVATIONS.
- SURVEY POINTS.

GENERAL NOTES

SECTION NO. & DIRECTION: 150/150

CONSTRUCTION LEVEL: 150/150

TOP OF BANK: 150/150

WATER LEVEL: 150/150

PIPE DIA: 150/150

PIPE BENCH: 150/150

PIPE METHOD: 150/150

PIPE WATER LEVEL: 150/150

CONCRETE LEVEL: 150/150

CONCRETE SECTION: 150/150

CONCRETE DIA: 150/150

CONCRETE BENCH: 150/150

CONCRETE METHOD: 150/150

CONCRETE WATER LEVEL: 150/150

CONCRETE SECTION: 150/150

CONCRETE DIA: 150/150

CONCRETE BENCH: 150/150

CONCRETE METHOD: 150/150

CONCRETE WATER LEVEL: 150/150

CONCRETE SECTION: 150/150

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CONCRETE METHOD: 150/150

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CONCRETE METHOD: 150/150

CONCRETE WATER LEVEL: 150/150

CONCRETE SECTION: 150/150

CONCRETE DIA: 150/150

CONCRETE BENCH: 150/150

CONCRETE METHOD: 150/150

PLANRIGHT

159 Hudson Street, TAILORA Ph. 03 5824 1522

248 Sydney Street, KILMORE Ph. 03 5182 2258

31 Niah Street, ECHUCA Ph. 03 5482 1699

Website: www.planright.com.au Email: results@planright.com.au

Client: RODNEY BROOM

CONSTRUCTION OF SEWAGE LAYOUT DESIGN PLAN

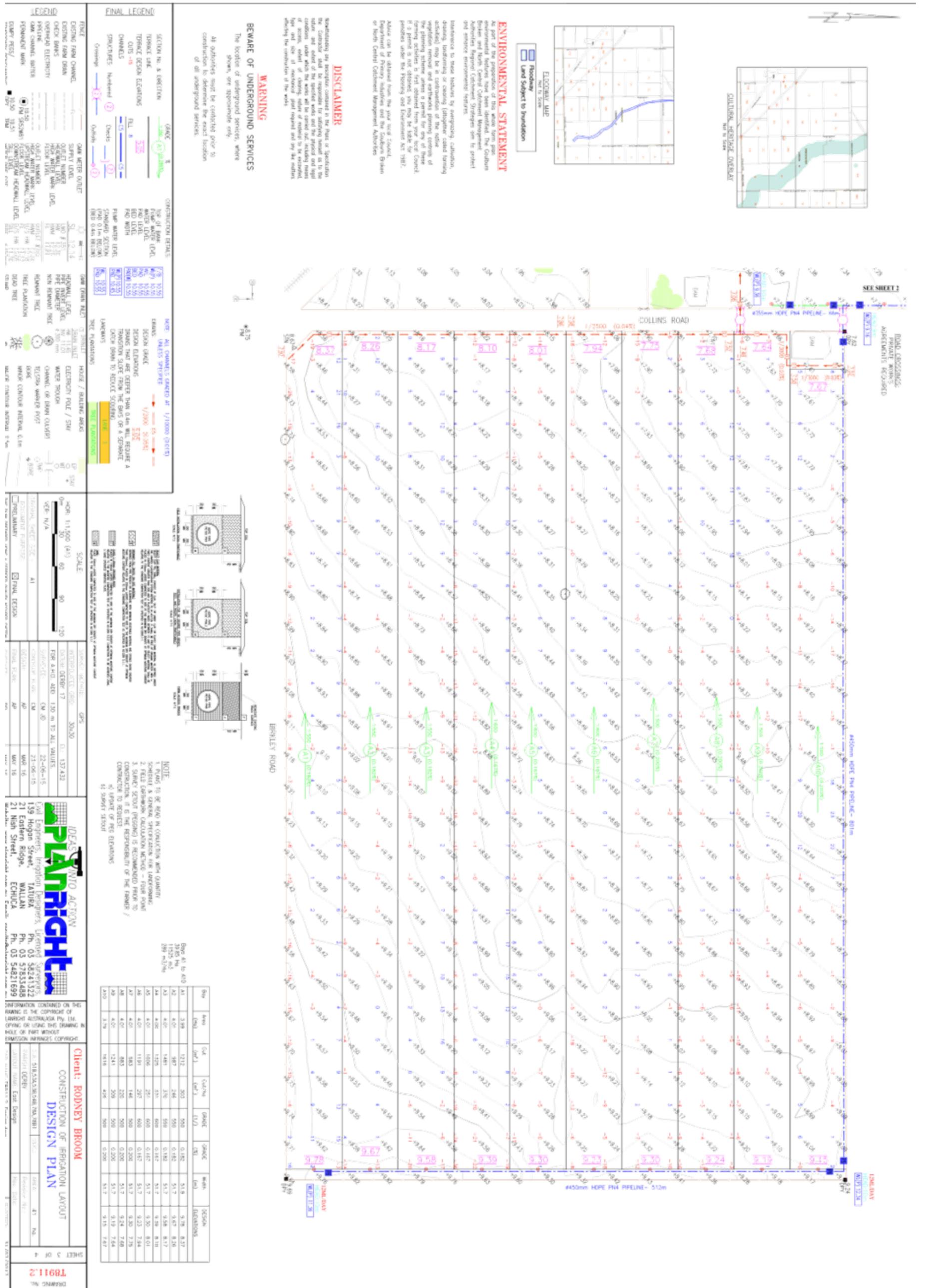
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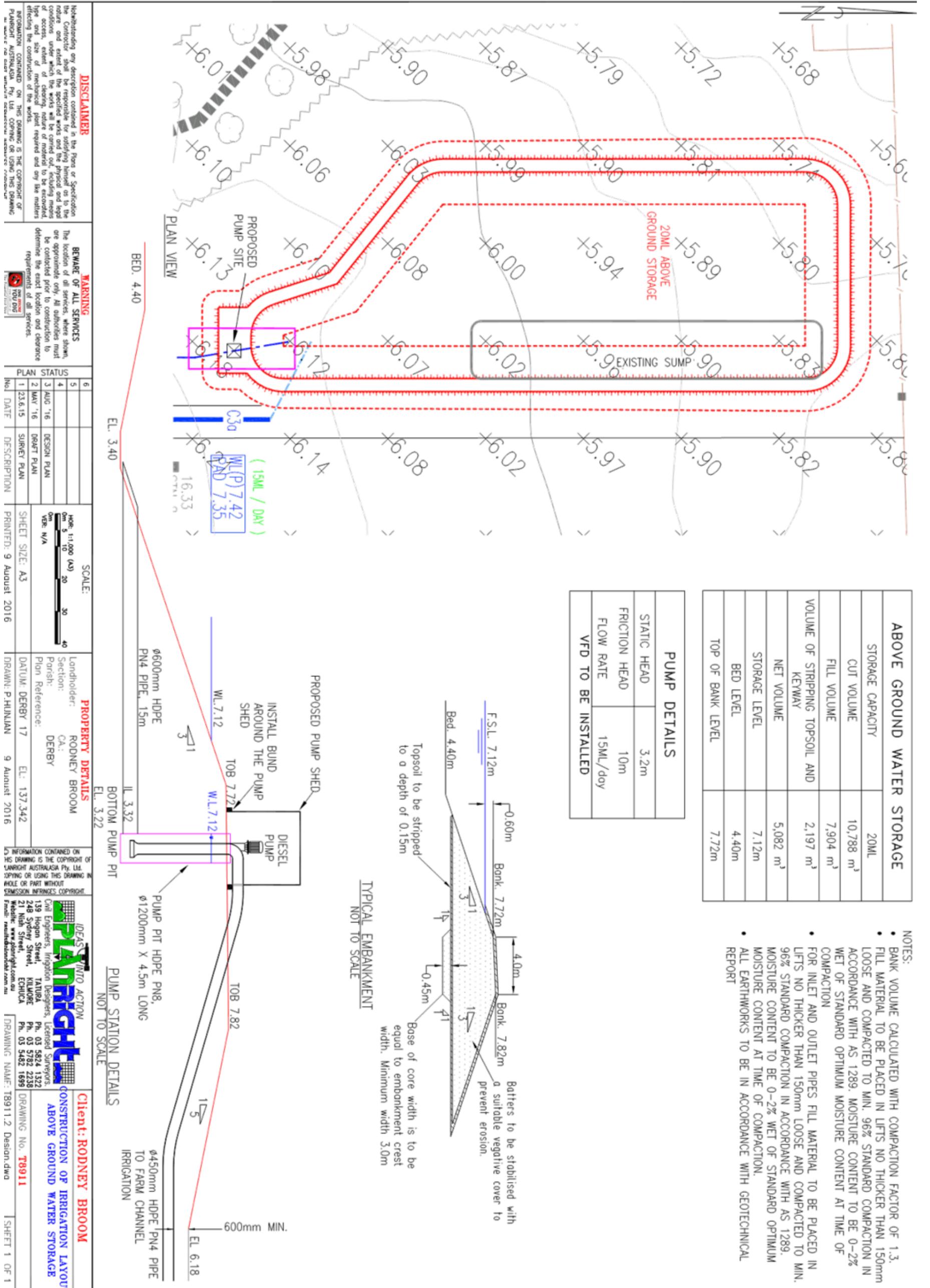
SCALE: 1:2000 (A1)

DATE: 15/09/2017

SCALE: 1:2000 (A1)

DATE: 15/09/2017





Draft conditions for application 5225

Please note the conditions listed below are considered a draft version and are subject to change.

- 1) The layout of the site and the size of the proposed works as shown on the endorsed plans shall not be altered or modified (for any reason) without the written consent of the Responsible Authority.
- 2) During construction of the earthworks, the applicant must employ and provide dust suppression and dust protection methods to reduce dust being emitted or transported from the subject land.
- 3) All works under this permit must be undertaken so as to prevent dust being blown onto nearby land.
- 4) All irrigation and concentrated drainage water is to be retained within the property to the satisfaction of the Responsible Authority.
- 5) Any damage to Council or Roads Corporation assets (i.e. roads, table drains etc) shall be repaired at the cost of the applicant to the satisfaction of the Responsible Authority.
- 6) An amended outfall arrangement and redevelopment of the endorsed plans will need to be approved by the Responsible Authority in the event that any part of the existing tenement is subdivided and/or changes hands.
- 7) No earthworks shall be permitted to restrict the flow of water entering or leaving depressions and low lying land.
- 8) The outflows are to be restricted to natural rainfall run-off only.
- 9) The drainage system must be modified as and when required to accommodate any future drainage scheme implemented for the area.
- 10) No native vegetation shall be removed without prior written approval from the Responsible Authority.
- 11) This permit will expire if the development allowed by this permit is not completed within 2 years from the date hereof. The time within which the development must be completed may, on written request before or within 6 months of the expiry period, be extended by the Responsible Authority.

8.7 DISPOSAL OF WATER SUPPLY PIPELINES FROM SKINNER'S FLAT RESERVOIR, WEDDERBURN CARAVAN PARK RESERVOIR AND INGLEWOOD RESERVOIR

File Number: 15/08/001
Author: Indivar Dhakal, Manager Technical Services
Authoriser: Peter Cownley, A/Director Operations
Attachments: 1. GMW Water Expression of Interest
2. Sporting Clubs Water Usage Requirements

RECOMMENDATION

That Council:-

1. In view of the pending construction of the South West Loddon Pipeline, approve the disconnection and abandonment of the entire existing water supply pipeline network from Skinner's Flat Reservoir and Wedderburn Caravan Park Reservoir and notification of all affected pipeline users.
2. Endorse Council's involvement in stakeholder engagement meeting(s) between affected customers of the existing pipeline and GWM Water.
3. Consent to the handover to Grampians Wimmera Mallee (GWM) Water, of the ownership and management of the existing water supply pipeline from Inglewood Reservoir and that all affected users be notified.

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

Representatives of GWM Water briefed Council at the forum meeting held on 5 September 2017 regarding the installation of the South West Loddon Pipeline and the impact upon Council infrastructure.

BACKGROUND

GWM Water is currently undertaking the delivery of \$80 million pipeline project, namely the South West Loddon Pipeline Project (SWLPP) which will, as part of the development, connect the townships of Wedderburn, Inglewood and Bridgewater to a reliable stock and domestic water supply. The SWLPP project is jointly funded by the Commonwealth Government, State Government, customers and GWM Water.

Council owns and manages the Skinner's Flat Reservoir, Wedderburn Caravan Park Reservoir and Inglewood Reservoir including the pipe network supplying water from these reservoirs to private customers and sporting facilities.

A series of discussions have been held between Council Officers and the representatives of GWM Water regarding the future of these reservoirs, the existing pipeline and the impact upon the pipeline users.

ISSUES/DISCUSSION**1. Skinner's Flat Reservoir**

Skinner's Flat Reservoir is situated north west of the township of Wedderburn and the water in the reservoir is used for recreational purposes as well as to supply stock/irrigation water to rural customers, Wedderburn Caravan Park Reservoir and sporting facilities in Wedderburn. The

reservoir and the pipeline were built in 1929. The outlet pipeline from the reservoir is reinforced concrete (RC) and has never been replaced. The standard life of similar pipelines is normally around 100 years and as such, this pipeline is close to an age where the risk of requiring intervention is high.

During the discussions with GWM Water, it was agreed that the best outcome for Council was that the existing pipeline be abandoned and current customers, including the sporting reserves like Donaldson Park, Bowling Club, Tennis Club and Cricket Club, be advised of the opportunity to connect to the new SWLPP. This would eliminate the need for Council to replace the existing pipeline in the future and would reduce Council's financial liability towards maintaining the water supply infrastructure.

It was agreed that the Skinner's Flat Reservoir and the Wedderburn Reservoir would receive water from the SWLPP at the current rate of \$20 per ML which comes under the category of recreational lake supply. This will allow these facilities to be maintained at a level suitable for community use. The provision of water at the concessional recreational lake supply rate precludes the water being on-sold for other purposes.

The sporting reserves that currently receive water from the Skinners' Flat and Wedderburn Caravan Park pipeline will be required to be connected to the SWLPP with the tariff for such water varying according to the volume of the water used. The sporting facilities will be required to apply to GWM Water in the form of an Expression of Interest (EOI) for water connection and will need to sign a Heads of Agreement.

Similarly, all the rural customers currently connected to the Skinner's Flat Reservoir pipeline will need to apply to GWM Water for a water connection in the form of an EOI (refer Attachment 1) and will need to sign a Heads of Agreement.

The primary water allowance attached to these connections is 730KL with an additional 100KL of standard allowance for a total cost of \$730 per property. Additional standard water allowance can be purchased at \$2,500 per ML. The annual charge per annum rises from \$395.96 for nil usage to \$1,233.60 for 830KL per annum Usage

Connection fees are \$8,000 for "life style" properties and \$12,500 for the two existing farm properties and this is payable over 4-5 years at a variable interest rate (was 6.1% in 2016) reviewed annually.

2. Wedderburn Caravan Park Reservoir

The Wedderburn Caravan Park Reservoir was built in the 1880s and was initially used as the town water supply. With Wedderburn connected to Coliban Water's reticulated network, this reservoir was then used to fill tanks at the sporting facilities for irrigation purposes. The pipeline from this reservoir consists of a cast iron pipe for the first 300m and then asbestos cement pipe for the remaining distance. The pipe has not been renewed or replaced and is at an age where replacement may be required.

During the discussion with GWM Water, it was agreed that the existing pipeline be abandoned and the sporting facilities would be connected to the SWLPP.

The estimated usage figures for the sporting clubs are attached with the charge rate being approx. \$1.0306 per KL with a 40% discount for usage up to 5ML per annum and 25% discount for usage up to 10MLpa. The reservoir will receive water from the SWLPP at the current rate of \$20 per ML which comes under the category of recreational lake supply

3. Inglewood Reservoir

The Inglewood Reservoir was originally built in 1861. The pipeline was installed in 2008 to supply water to sporting facilities. The pipeline from the reservoir complies with current standards. During discussions with GWM Water, an opportunity to handover the management of the pipeline to GWM Water was identified and GWM Water has responded positively.

In addition, further grants from the State Government have been received to construct a new section of pipeline to connect more community facilities. It is proposed to handover all sections of pipeline including the new extension works.

GWM Water is planning to use the existing pipeline as an adjunct to the SWLPP. The reservoir will receive water from the SWLPP at the current rate of \$20 per ML which comes under the category of recreational lake supply. Existing sporting facility customers of the pipeline will be required to apply to GWM Water in the form of an EOI for water connection and will need to sign a Heads of Agreement. The estimated usage figures for the sporting clubs are attached with the charge rate being approx. \$1.0306 per KL with a 40% discount for usage up to 5ML per annum and 25% discount for usage up to 10MLpa.

As the recommended actions will affect the existing customers of the reservoirs including rural landowners, sporting Clubs and recreational facilities, it is essential that all the affected stakeholders be informed and the associated costs and benefits of the recommendation explained. It was also agreed that GWM Water will lead the consultation process and Council will facilitate and actively participate in the engagement.

COST/BENEFITS

There are no additional costs to Council associated with the proposed abandonment and handover of the existing pipelines. However, with the reservoirs currently being filled through natural catchment and reliability being seasonal, the proposed connection to SWLPP will provide a surety of water for recreational uses although it will incur a cost of approximately \$20 per ML. The exact total cost of water required will vary significantly depending on the water received from the reservoirs natural catchments. In addition, there will be standard annual meter fixed charges.

The benefit to the Community and Council is that a standard level of water in the reservoirs can be maintained for recreational purposes during drier seasons.

Of benefit to Council is that the financial liability in the form of renewal and maintenance of the aged existing pipelines will no longer exist. In addition the existing Skinners' Flat reservoir customers and rural landowners will have access to a reliable source of water, which is expected to be of a better quality than that currently received from the Skinners' Flat reservoir.

All the rural customers currently connected to the Skinner's Flat Reservoir pipeline will need to apply to GWM Water for a water connection in the form of an EOI (refer Attachment 1) and will need to sign a Heads of Agreement.

Owners of Rural Lifestyle properties will be required to make a once off capital contribution and "Growth Water Primary" of \$8,730 which can be paid off as a lump sum or over a 5 year period at an interest rate of 6.10% (as at 1 July 2016), which is reviewed annually. (farm enterprises capital contribution is \$12,500 plus Growth Water Charge)

The primary water allowance attached to this connection is 730KL with an additional 100KL of standard water allowance.

The overall annual charges are; Capacity charge, Metre charge, and Usage charge. If the full 0.830ML is used per annum, the cost would total \$1,233 per property. Additional standard water allowance can be purchased at \$2,500 per ML.

RISK ANALYSIS

One of the major risks identified with the recommendation is the impact upon the rural landowners and sporting facilities. However, by engaging the stakeholders the identified risk will be mitigated.

CONSULTATION AND ENGAGEMENT

This report has been prepared after significant discussion between Councillors, Council Officers and the representatives of GWM Water. It is further proposed to undertake stakeholder engagement workshops which will include all the affected customers and the sporting facilities.

expression of interest

connection to the Rural Pipeline Systems



GWMWater

11 McLachlan Street
(PO Box 481)
Horsham Victoria 3402

Tel: 1300 659 961

Fax: 03 5381 9881

Email: info@gwmwater.org.au

Website: www.gwmwater.org.au

*Certified to best practice standards
ISO 9001 / 14001 and AS/NZS 4801*

Property Owner/s or Farming Enterprise

Contact Person

Phone _____

Mobile _____

Rural Address Numbering System

Postal address for dealings on the property

Water Allowance Required

Primary Water Allowance:

A 730 kL primary water allowance (@ \$730 per meter) is required if there is a house on the property. Each primary allowance includes an additional 100 kL of standard allowance. i.e. you get 830 kL for \$730.

Number of houses on the property/s: _____

Number of primary water allowances required: _____ @ \$730 per meter

Standard water allowance: volume required: _____ ML (\$2,500 per ML - fully tradeable)
(Minimum 2.5 kL per hectare)

Property Details - please provide over page

I/We wish to express an interest in connecting to the Rural Pipeline System.

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Details of land on which water is to be used

Title details: Vol _____ Folio _____ No. meters required _____

Lot No. _____ Plan No. _____ C/A No. _____ Section _____ Parish _____

Title details: Vol _____ Folio _____ No. meters required _____

Lot No. _____ Plan No. _____ C/A No. _____ Section _____ Parish _____

Title details: Vol _____ Folio _____ No. meters required _____

Lot No. _____ Plan No. _____ C/A No. _____ Section _____ Parish _____

Title details: Vol _____ Folio _____ No. meters required _____

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Title details: Vol _____ Folio _____ No. meters required _____

Lot No. _____ Plan No. _____ C/A No. _____ Section _____ Parish _____

Title details: Vol _____ Folio _____ No. meters required _____

Lot No. _____ Plan No. _____ C/A No. _____ Section _____ Parish _____

Water Management Plan for Dro			
Reserve Name	Demand period		Estimated m/l required p/a
	March-Sept	Oct - Feb	
Clubs			
Existing users			
Inglewood Bowls Club	10%	90%	2
Inglewood Tennis	10%	90%	2
Inglewood Football	70%	30%	10
Inglewood Swimming Pool	20%	80%	2
Wedderburn Football/hockey	70%	30%	10
Wedderburn Cricket	10%	90%	2
Wedderburn Bowls	10%	90%	3
Wedderburn Tennis	10%	90%	5
Wedderburn Swimming Pool	20%	80%	2
Proposed future users			
Newbridge Football	70%	30%	10
Korong Vale Tennis	10%	90%	2
Korong Vale Bowls	10%	90%	1
Kingower Cricket Ground	10%	90%	2
Arnold Cricket Ground	10%	90%	2
Arnold Hall	80%	20%	0.3
Tarnagulla Recreation Reserve	20%	80%	3
Bridgewater Recreation Reserve	70%	30%	11.3
Bridgewater Bowls Club	10%	90%	2.1
Bridgewater Golf Club	20%	80%	3
Inglewood Golf Club	80%	20%	3

Light Periods: Grass Sport Playing Surfaces	
Comments	
Currently Coliban Water - Proposed connection from Inglewood Reservoir - Project funded and planned 2017	
Currently accessed from Old Inglewood Town Reservoir - Coliban water available as back up	
Currently accessed from Old Inglewood Town Reservoir - Coliban water available as back up	
Grounds only - Currently accessed from Old Inglewood Town Reservoir - Coliban water available as back up	
Currently accessed from Old Wedderburn Town Reservoir - Coliban Water available as backup	
Currently accessed from Old Wedderburn Town Reservoir - Coliban Water available as backup	
Currently accessed from Old Wedderburn Town Reservoir - Coliban Water available as backup	
Currently accessed from Old Wedderburn Town Reservoir - Coliban Water available as backup	
Grounds only - Currently accessed from Old Wedderburn Town Reservoir - Coliban water available as back up	
Currently accessed from Loddon River	
Coliban Water township supply	
Coliban Water township supply	
No access at present potential future use	
No access at present potential future use	
No access at present potential future use	
No access at present potential future use	
Currently accessed from Loddon River - includes football ground	
Currently accessed from Loddon River	
No access at present potential future use	
No access at present potential future use	

8.8 PROVISION OF "FEE" FREE WASTE DISPOSAL DAYS

File Number: 15/05/001
Author: Steven Phillips, Manager Works
Authoriser: Peter Cownley, A/Director Operations
Attachments: Nil

RECOMMENDATION

That Council agree to:

1. The implementation of quarterly "Fee" Free waste disposal days in accordance with the following conditions:
 - (a) a maximum of 4 cubic metres per property and limited to general household waste, greenwaste, and mixed recyclables
 - (b) waste to not include tyres, refrigerators, freezers, air conditioners, mattresses, bricks & concrete and e-waste
 - (c) The service will be provided at the following sites and times unless otherwise advertised:
 - (i) Boort Landfill - Sunday from 1.00pm to 5.00pm
 - (ii) Pyramid Hill Landfill - Sunday from 8.00am to 12.00 Noon
 - (iii) Inglewood Transfer Station - Saturday from 8.00am to 12.00 Noon
 - (iv) Newbridge Landfill - Sunday from 1.00pm to 5.00pm
 - (v) Wedderburn Transfer Station - Sunday from 8.00am to 12.00 noon
 - (vi) Dingee Transfer Station - to be advertised
2. The estimated cost of \$12,000 per annum for the 4 events being charged to the Municipal Waste Charge.
3. The change in service being advertised two weeks prior to the week of "Fee" Free Disposal Days.

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

Councillors were presented with a report on the proposal to provide this new service at the Council Forum held on 5 September 2017.

BACKGROUND

Council requested that a report be provided to Council about the proposal to provide "fee" free waste disposal days at Council Landfills and Transfer Stations and that the impact upon the continuation of the annual kerbside hard waste collection be assessed.

Council considered the report at the Council Forum on 5th September 2017 and agreed to consider the recommendation at the following Council meeting.

Annual kerbside hard waste collection

Currently Council undertakes an annual kerbside hard waste collection day in March. This service is offered at the following locations:

Boort	Dingee	Korong Vale	Newbridge	Tarnagulla
Borong	Eddington	Laanecoorie	Pyramid Hill	Wedderburn
Bridgewater	Inglewood	Mitiamo	Serpentine	Wychitella

The hard waste collection service is also offered to residents in the:

- Logan area, where they deposit their hard waste at a collection point located on the Logan-Kingower Road opposite the Avoca Forest Hotel and
- Fenton's Creek residents who leave hard waste at a collection point located adjacent to the Fenton's Creek Hall.

Items are required to be sorted into piles, i.e. metal items, recyclable items and white goods, with the total volume not exceeding 1 cubic metre in size. Excessive or unsorted piles are not collected.

The following items are not accepted as a part of the kerbside hard waste collection:

tyres	oils	batteries
paints and chemicals	car parts	mattresses
TVs, computers and monitors	garbage	

Landfills and Transfer Stations Estimated Waste Volumes and Fees Collected 2017-18.

At the ordinary Council meeting held in April, the fee structure for Waste Facilities was approved as part of the fees and charges for the 2017 - 2018 financial year. The 2017-18 fee structure now includes a charge for green waste and recyclables. The other significant change was that loads exceeding 4 cubic metres would not be accepted at any sites.

Table 1 has been provided for information and contains an estimate of the waste volumes and the fees estimated to be collected at landfills and transfer stations for the 2017 - 2018 financial year.

Table 1 - Estimation of Waste Volumes and Fees Collected for 2017 - 2018

Site	General Waste	Est. Fees	Green Waste	Est. Fees	Total Fees
Boort	263.2 cub.m	\$7,369.63	712.8 cub.m	\$7,127.50	\$14,497.13
Dingee	23.9 cub.m	\$670.17	5.3 cub.m	\$52.50	\$722.67
Inglewood	429.6 cub.m	\$12,029.93	542.4 cub.m	\$5,423.62	\$17,453.55
Newbridge	215.6 cub.m	\$6,036.28	253.5 cub.m	\$2,534.50	\$8,570.78
Pyramid Hill	379.2 cub.m	\$10,618.92	323.0 cub.m	\$3,229.50	\$13,848.42
Wedderburn	190.5 cub.m	\$5,334.52	475.2 cub.m	\$4,751.59	\$10,086.11
Total	1502 cub. m	\$42,059.44	2311.9 cub. m	\$23,119.21	\$65,178.66

ISSUES/DISCUSSION

It is proposed that Waste disposal "fee" free days be held for residents once per quarter at the following sites:

- Boort Landfill, Sunday 1pm to 5pm

- Pyramid Hill Landfill, Sunday 8am to 12pm
- Inglewood Transfer Station, Saturday 8am to 12pm
- Newbridge Landfill, Sunday 1pm to 5pm
- Wedderburn Transfer Station, Sunday 8am to 12pm
- Dingee Transfer Station as advertised

To ensure the service is only used by Residents, customers presenting at the landfill or transfer station will be required to provide proof of address by showing their licence or rate notice. This will also assist in reducing repeat usage as the disposal site can be restricted to the area identified in the document's address.

On these days residents can dispose of up to 4 cubic metres of general domestic waste free of charge, this includes the following:

- green waste
- mixed recyclables
- general household waste

The following items will not be included in a "fee" free disposal day as these items have additional third party costs associated with their disposal and therefore would need to be charged as per normal, these are:

- tyres
- bricks and concrete
- refrigerators, freezers & air conditioners
- mattresses
- E-waste.

It is expected that a "fee" free waste disposal day for every Landfill and Transfer Station site (6 sites) will result in a reduction of income of approximately \$3,000 per "fee" free day, this allows for some additional volumes being disposed of, due to no charge for that day.

It is estimated that there will be a reduction of waste disposal fees income of approximately \$12,000 per year.

The introduction of this new service will be evaluated at the end of the financial year and the results reported to Council for consideration in the preparation of the 2018-19 budget.

The kerbside hard waste collection service will continue and the take up of this service will be monitored. The estimated cost of delivering this existing service for the 2017 – 2018 financial year is \$43,950. An assessment of this new service will be made if a reduction of utilisation of the kerbside hard waste collection service decreases as a result of the "fee" free disposal days at our waste disposal sites.

COST/BENEFITS

The expected cost is a reduction in income of \$12,000 from gate fees at our waste disposal sites. The \$12,000 will be funded from the Municipal Waste Charge.

The benefit of providing fee free days is to assist our communities in disposing of our waste appropriately.

RISK ANALYSIS

The reduction of income will result in an increase in the Municipal Waste Charge. That the fee free days result in a further reduction of gate fees being collected as people take advantage of the fee free days, providing a greater reduction of gate fees collected than anticipated.

The fee free days will be monitored to assess the volumes of waste disposed.

CONSULTATION AND ENGAGEMENT

To make residents aware of the arrangements each quarter, it is proposed to place an advertisement in the local media two weeks prior to the week of "Fee" Free Disposal Days, providing applicable times and conditions.

The Loddon Shire Finance Department and the Loddon Mallee Waste and Resource Recovery Group Executive Officer were consulted with in relation to this matter.

8.9 NEIGHBOURHOOD SAFER PLACES (PLACES OF LAST RESORT)

File Number: 11/05/001
Author: Andrew Hamilton, Emergency Management Coordinator
Authoriser: Allan Stobaus, Manager Community Support
Attachments: 1. Neighbourhood Safer Places Plan September 2017

RECOMMENDATION

That Council adopt the attached Loddon Shire Council Neighbourhood Safer Places Plan - September 2017, which includes and confirms designated Neighbourhood Safer Places within the municipality in the townships of Boort, Bridgewater, Inglewood, Pyramid Hill, Serpentine and Wedderburn.

CONFLICT OF INTEREST

There are no conflicts 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

At its ordinary meeting on 23 August 2010, Council adopted the initial Neighbourhood Safer Places (NSP) Plan which contains the Council NSP Assessment Criteria.

At its ordinary meeting on 11 September 2011, Council endorsed the NSP assessment process and resolved to continue identification and assessment of potential sites for NSPs and once identified report these back to Council for consideration.

At its ordinary meeting on 27 August 2012 Council adopted the Loddon Shire Council Neighbourhood Safer Places Plan August 2012, which included designated NSPs at Boort, Bridgewater, Inglewood, Pyramid Hill, Serpentine and Wedderburn.

At ordinary meetings held in September in the years 2013 to 2016, Council has adopted the Loddon Shire Council Neighbourhood Safer Places Plan, which includes and confirms designated NSPs at Boort, Bridgewater, Inglewood, Pyramid Hill, Serpentine and Wedderburn.

BACKGROUND

NSPs and the NSP Plan are direct consequences of the Black Saturday fires and the interim recommendations from the Bushfires Royal Commission. NSPs are legislated under the Emergency Services Legislation Amendment Act 2009 (Vic) (ESLA Act) which amends the Emergency Management Act 1986 (Vic) and the Country Fire Authority Act 1958 (Vic) (CFA Act).

Councils in Victoria, under the ESLA Act are required to identify, certify, designate, establish and maintain NSPs within their municipal district. The flow chart in section one of the NSP Plan sets out the process followed when establishing a NSP.

In short this process includes:

- identification of potential sites by Council
- assessment by Council against Council's criteria
- assessment by CFA against CFA criteria
- designation by Council of the approved sites
- establishment and signage of site by Council
- annual review of existing and potential new sites by Council and CFA.

Under Section 50J of the CFA Act Council must, by 31 August each year, conduct a review of each designated NSP in its municipal district to determine if it is still suitable to be designated as a NSP and ask the CFA to assess each NSP in its municipal district in accordance with the Country Fire Authority assessment guidelines.

Once the Council and CFA assessments have been completed and the established NSPs have been determined by each organisation as being compliant, the Municipal Fire Prevention Officer (MFPO) under section 50K of the CFA Act must provide an updated list of all designated neighbourhood safer places and community fire refuges in the municipal district to the Authority by 30 September in each year.

ISSUES/DISCUSSION

In compliance with Section 50J of the CFA Act, in June 2017, the CFA was requested to conduct the annual inspection of the current designated NSPs in Boort, Pyramid Hill, Bridgewater, Inglewood, Wedderburn and Serpentine. In August 2017 the CFA identified all current NSPs as compliant under the CFA Act.

In September 2017 Council's Emergency Management Coordinator conducted Council's re-assessment and has confirmed that the six current designated NSP sites are compliant with Council guidelines.

No new or additional NSP sites have been nominated by Council staff, the local community or the Municipal Emergency Management Planning Committee.

Subject to Council endorsement of the attached NSP Plan, an updated list of all designated Loddon Shire NSPs will be provided to the Authority by 30 September 2017.

COST/BENEFITS

Administration of the NSP process requires the allocation of Council and CFA resources to undertake the necessary site assessment, and prepare the associated reports and supporting documentation.

The cost of maintaining the NSPs contained within recreation reserves and at a local hall is borne by the associated committees of management for these facilities. The remaining NSP is located in an area which Council maintains through routine operations.

Provision and maintenance of designated NSPs within the municipality contributes to the overall safety and wellbeing of the local community in the event of a bushfire and forms part of the response provisions within the Municipal Fire Management Plan.

RISK ANALYSIS

Failure to adequately and regularly assess the designated NSP sites for compliance against specified criteria has the potential to place members of the community utilising these sites at risk should site conditions change over time.

Failure to meet the inspection and reporting timelines may result in Loddon Shire failing to meet its legislated obligations under the CFA Act and ESLA Act.

CONSULTATION AND ENGAGEMENT

Determination of the suitability to retain the designated NSP sites has been made in consultation with the CFA.

LODDON SHIRE COUNCIL

**NEIGHBOURHOOD SAFER PLACES PLAN –
SEPTEMBER 2017**

PLACES OF LAST RESORT DURING A BUSHFIRE



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Emergency Management Coordinator
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	5
REVIEW DATE:	31/08/2018
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Municipal Fire Management Plan 2012-2017 Municipal Emergency Management Plan
RELATED LEGISLATION:	Country Fire Authority Act 1958 (Vic) Emergency Services Legislation Amendment Act 2009 (Vic)
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: Document1

Strategic documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire website to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

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1 INTRODUCTION AND BACKGROUND

In its Interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, or 'NSPs', be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire.¹

In response to this recommendation, the Victorian Government has introduced the Emergency Services Legislation Amendment Act 2009 (Vic) ('ESLA Act') which amends the Country Fire Authority Act 1958 (Vic) ('CFA Act') and the Emergency Management Act 1986 (Vic) ('EM Act'). The effect of these amendments will be to require the Country Fire Authority ('CFA') to certify NSPs against the CFA's Fire Rating Criteria, and Victoria's Councils to identify, designate, establish and maintain suitable places as NSPs in their municipal districts.

NSPs are not community fire refuges or emergency relief centres. NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in traveling, and seeking access, to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be a safer place to assemble than other places within the municipal district.

NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers. Where a potential NSP which is used for an operational purpose at many times meets the CFA's criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.

This Plan is a neighbourhood safer places plan for the purposes of the legislation, and contains guidelines which have been developed by the Municipal Association of Victoria ('MAV') to assist the Council in identifying, designating, establishing, maintaining and decommissioning places as NSPs within its municipal district.

This Plan also identifies other matters that should be taken into account in identifying, designating, establishing and maintaining NSPs within the municipality.

This Plan contains a step-by-step methodology for the Council to follow in identifying, designating, establishing, maintaining and decommissioning NSPs. The Council must consider each of the factors set out in this Plan. It should also consider other factors which are specific to the Council's circumstances, including the resources available to the Council. Once this Plan has been adopted, Council must make it, and any documents incorporated into it, available at the Council's municipal offices for public inspection during normal office hours free of charge under section 50F(4)(b) of the CFA Act. It must also be published on Council's website under section 50F(4)(a) of the CFA Act.

¹ Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

1.1 Structure of this plan

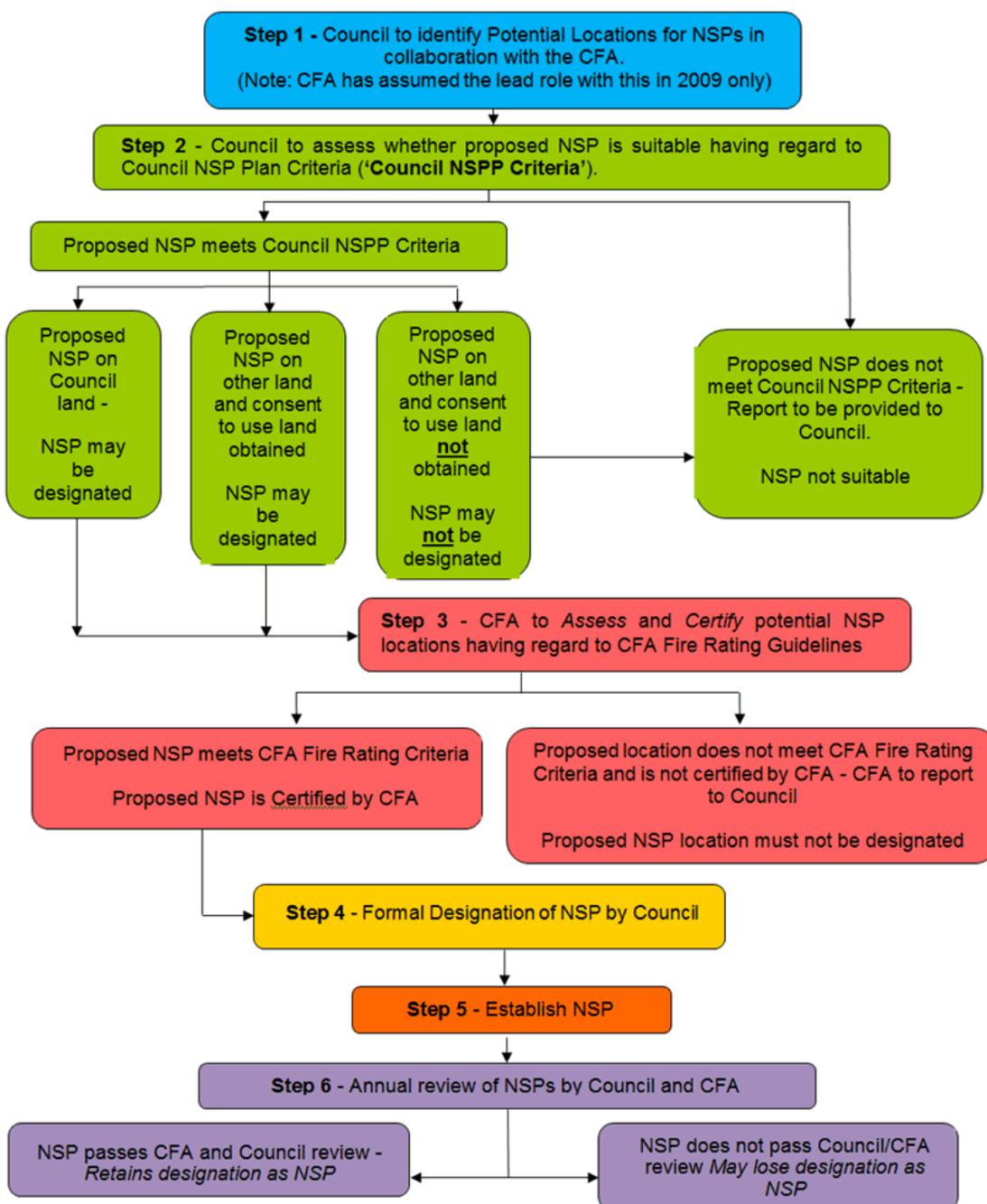
This Plan has been divided up into five distinct sections.

- Section 1:** contains a flow chart which summarises the process for councils to adopt in identifying, designating, establishing and maintaining NSPs within their municipal district.
- Section 2:** contains a more detailed summary of the steps summarised in the flow chart found in Section 1.
- Section 3:** contains a summary of the factors for Council to consider in assessing potential NSP locations, prior to designation.
- Section 4:** contains details of content of signage that Council is required to erect at designated NSP Locations.
- Section 5:** Register of Designated NSP locations including completed Council site assessments.

2 SECTION 1

FLOW CHART SHOWING PROCESS FOR IDENTIFYING, DESIGNATING, ESTABLISHING AND MAINTAINING NSPs

2.1 Overview of the process for establishing and maintaining NSPs after adoption of this plan by Council



3 SECTION 2

DETAILED SUMMARY OF STEPS FOR ESTABLISHING NSPs

3.1 Overview of the steps associated with NSPs

3.1.1 Identification of potential NSP locations

- For the 2009-2010 fire season, the Country Fire Authority ('CFA'), assumed lead responsibility for identifying potential locations for NSPs. This was done in consultation with Councils. The initial focus was upon the identification of proposed NSPs within those municipalities with CFA Township Protection Plan ('TPP') areas in place. However, identification efforts have now expanded beyond these localities.
- From 2010-onwards, Council will be responsible for identifying potential places as NSPs within its municipal district.
- The Loddon Shire Council will undertake identification, management and the decommissioning of NSPs processes through the Municipal Fire Management Planning Committee (MFMP), a subcommittee of the Municipal Emergency Management Planning Committee, (MEMPC).

3.1.2 Identification timing

The Loddon Shire Council should identify and access potential additional places as NSPs by 31 May in each year. This should allow sufficient time for designation of the potential NSP location by the Council, (**Council Designation**) and assessment and certification of the potential NSPs by the CFA, (**CFA Certification**).

Subject to the outcome of the assessment and designation process, establishing the NSPs, including the erection of signage and other steps by Council, (**Establishment**). The process of NSP identification is ongoing with the MEMPC assessing at the end of each fire season the need for any additional NSPs within the municipality.

3.1.3 Criteria used in identifying NSP locations

As part of the initial identification of NSPs the following criteria should be used in accessing its suitability:

- the environment surrounding the potential NSP
- what other uses are made of the potential NSP and whether or not those uses could be inconsistent with its designation as a NSP
- whether the land on which the potential NSP is located is Council owned or non-Council owned land
- an assessment of the fire risk of the neighbourhood should be undertaken to assess the need for a NSP (Risk Matrix Assessment)

For those Councils who's municipal district falls within both a CFA region and the Metropolitan Fire District (MFD) or borders the MFD but is within the CFA region:

- the risks involved in people staying in the area being considered for an NSP, versus leaving the area and travelling to a nearby urban area
- the adequacy of egress routes out of the area being considered for an NSP (including number of egress routes, whether major or minor roadway, type and amount of

vegetation along key egress routes; the capacity of egress routes to accommodate potentially large numbers of vehicles and to accommodate potential vehicle breakdowns)

3.2 Council assessment of NSPs

Council must assess the place in accordance with the factors outlined below to determine whether it is suitable to be designated as a NSP. Unless a potential NSP satisfies each of the criteria outlined below, it should not be designated by Council as a NSP.

The MFPO and MERO will be responsible for the inspection process utilising existing expertise within the MEMPC and MFMPC committees to assist with the audit and assessment of potential NSPs.

The factors to determine the suitability of the place as a NSP are as follows (Council NSP Criteria)

3.2.1 Consent and rights of access

There must be appropriate land access and tenure arrangements so that Council has the right to:

- use the place as a NSP
- access the site and surrounding areas for maintenance
- erect appropriate signage at the NSP, including the OESC signage and additional NSP information signage.

3.2.2 Council land

If the potential NSP is on land owned or controlled by Council, appropriate rights of land access and tenure are unlikely to be an issue. However, Council will need to ensure that where Council land is leased or licensed to a third party; it must be possible to put in place appropriate arrangements on reasonably satisfactory and acceptable terms with the tenant or licensee permitting Council to use the land as a potential NSP. In taking these matters into account, Council should consider what alternative uses may be made, whether temporarily or semi-permanently, of land under Council control or management.

3.2.3 Crown land

If the potential NSP is on Crown land not owned or controlled by Council, then the consent of the Crown land manager is likely to be required. If the land has been leased or licensed to a third party, such as a caravan park operator, then the consent of the tenant or licensee to use the place as a potential NSP will also be required. In obtaining the consent of the relevant Crown land manager, it will be necessary to consider whether or not the Crown Grant or reservation authorises the place to be used as a potential NSP.

3.2.4 Private land

Where, it is proposed that a place on privately-owned land is to be used as a NSP, then, the consent of the relevant landowner (and, where applicable, occupier) for the place to be designated and used as an NSP is required. If the landowner (or occupier) does not consent to the place being designated and used as a NSP on terms which are reasonably satisfactory and acceptable to the Council, it must not be so designated and used.

3.2.5 Deed of Consent

Where a potential NSP is located on non-Council land, with the result that consent and rights of access need to be negotiated with the owner and (where necessary) occupier, Council officers responsible for negotiating such consent and rights of access should provide a draft form of consent to the owner/occupier for their consideration. The form of consent will be required to be

approved either by Council (through a formal resolution), or by the CEO acting under delegation.

Any amendments to the form of consent which may be requested by the landowner or occupier would need to be thoroughly considered before they are agreed to by Council. If it is not possible or appropriate for Council to agree on amendments that may be requested to the consent document, then the proposed NSP should not be designated by Council.

3.2.6 Access and Egress

Council must assess whether there is sufficient access to the potential NSP which will allow:

- anticipated potential numbers of people to move to and from the place
- the CFA and other emergency services to attend the place for asset and personnel protection activities and operations.

Council must assess potential access and egress routes, bearing in mind the fact that NSPs are **places of last resort**.

As people may be seeking access to a NSP in a rushed or panicked state, a number of people could be seeking access in a relatively short time and visibility could be affected by smoke, easily navigable routes to and from a NSP are crucial.

As people may be seeking access to a NSP in a rushed or panicked state, a number of people could be seeking access in a relatively short time and visibility could be affected by smoke, easily navigable routes to and from a NSP are crucial.

In considering whether access and egress routes are adequate, consideration should be given to issues such as:

- the condition of the road surface
- the proximity of the NSP to major roadways and population centres
- the type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP
- the capacity of access routes to accommodate potentially large numbers of vehicles, and to accommodate potential vehicle break-downs
- parking at the place
- any hazards that may exist for persons accessing the place by foot, including in the buffer zone
- any relevant matter contained in Council's Road Management Plan prepared pursuant to the Road Management Act 2004 (Vic); and
- the number of access points to any potential NSP.

If appropriate and satisfactory access and egress routes are not available, then the proposed NSP should not be designated by Council.

3.3 **Opening of a NSP**

3.3.1 Council must consider

- whether it will be possible or practicable to open the potential NSP or otherwise make it available for use on a 24 hour basis during the declared fire danger period

- the potential for damage to the place during times that it is open and available for use, but is not being used as a NSP
- the potential cost to Council associated with the above points
- the possibility that the potential NSP could be used for unintended purposes, such as a refuge and,
- is it appropriate to open or make available NSPs only on Code Red days.

3.3.2 Defendable space

The CFA have advised that there is no guarantee that fire units will attend a NSP, and that individuals that use NSPs are doing so at their own risk. There should be **No expectations** that fire units or other emergency services personnel will attend a NSP during a bushfire.

Despite this, the potential NSP should be surrounded by sufficient open space to enable the CFA and other fire services to conduct asset protection and fire suppression activities around the place.

Any open space should be reasonably free of obstacles that could hinder fire suppression activities. These obstacles may include but are not limited to:

- fences
- buildings and sheds
- steep inclines in close proximity to the potential NSP
- vegetation especially large trees
- other land forms such as rocks, boulders and knolls which could substantially hinder fire suppression activities.

If necessary, advice from CFA should be sought with regard to their defendable space and fire vehicle access requirements.

When assessing the defendable space factor, Council must consider whether or not approval to clear or disturb flora and/or fauna is required, under legislation such as the *Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)*, *Flora and Fauna Guarantee Act 1988 (Vic)* or the *Planning and Environment Act 1987 (Vic)*. If such approval is required, then it must be obtained before the potential NSP location is designated.

If the proposed NSP does not have adequate space around it or if approval to clear or disturb flora and/or fauna is required but cannot be obtained before the NSP is required to be established, or cannot be obtained on reasonably satisfactory conditions, it should not be designated as a NSP by Council.

3.3.3 Dependability of buildings

If the potential NSP is a building, Council must consider whether or not it is likely to be subject to risk from ember attack.

As the CFA is not required to assess the risk of ember attack to a building in undertaking the CFA fire rating assessment when certifying NSPs, the Council should consider this issue. In considering this issue, Council may need to seek expert advice from appropriately qualified CFA personnel.

If there is an appreciable risk of the proposed NSP being compromised by ember attack, which cannot be satisfactorily defended, then the building is unlikely to be suitable as an NSP and should not be designated by Council.

3.3.4 Signage

Council must assess whether it will be possible to have signage at the entry to, and in the vicinity of, the potential NSP. Such signage must generally be in accordance with the Signage Template, which is at **Section 4** of this Plan.

Council must refer to the Signage Template when considering whether or not appropriate signage can be erected.

If signage must be placed on private land, then the consent of the landowner will be required

3.3.5 Maintenance and maintainability

- Council must assess whether ongoing maintenance of the proposed NSP, and the surrounding area, is both possible and practical, having regard to the resources reasonably available to the Council. This factor should be considered by the Council not only in relation to the suitability of a proposed NSP, but also as to the total number of proposed NSPs that can be reasonably maintained within the municipal district. This is needed to ensure that the place remains suitable for use as an NSP during each fire season.
- Specifically, the place must be capable of being maintained so as to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria. It is Council policy that if it is not possible to maintain a potential NSP, then it must not be designated as such.
- When assessing the maintainability of the potential NSP, both the NSP and the Buffer Zone may require various maintenance activities to be undertaken on a periodic basis.
- There may be cases where maintenance activities can only be undertaken by, or with the consent of, an adjoining landowner. This may, in turn, require assurances from such landowners that the place, and areas surrounding it, will be maintained to a satisfactory level.
- If the proposed NSP is not capable of being satisfactorily maintained, then it should not be designated by Council.

3.3.6 Separation and demarcation of area

If the NSP is to be located in an open area, it must be possible to identify the area that is the NSP. This may best be achieved by signage and or some sort of boundary or perimeter marking. In the example of an oval this may be the boundary fence.

Although not always possible, areas that enable separation or enable enough room to move away from other forms of potential hazard such as vehicles, buildings and animals are preferred.

3.3.7 Alternative uses of potential NSP

Council must consider what other uses may be made of the potential NSP which could impact upon its ability to properly function as a NSP.

If the place is used for other uses which could compromise its ability to be used as a NSP, and these activities cannot be managed so that they do not impact on the operation of the NSP then a NSP should not be designated by Council.

3.3.8 Communication with the community

Council must be able to communicate the location of the potential NSP to the community. There should be good community awareness of the location of the place, together with the risks

that relate to the use of the potential NSP, and the risks associated with travelling to the potential NSP in the event of a bushfire.

3.3.9 Public liability insurance

As a matter of prudent risk management, Council should have regard to:

- any additional factors which are relevant to Council's maintenance of insurance coverage for legal claims relating to the identification, designation, establishment, maintenance and decommissioning of a place as a NSP, as well as travel to a NSP
- any indemnity provided by the State of Victoria, and
- any statutory defenses to claims.

3.4 **CFA Assessment and certification of potential Neighbourhood Safer Places of Last Resort locations – December 2010**

3.4.1 CFA Assessment criteria

Under section 50G(5) of the CFA Act, the CFA is responsible for assessing potential NSP locations against the CFA Fire Rating Guidelines. This will be done by appropriate qualified and experienced CFA personnel.

Council is not responsible for the assessment and certification of potential NSPs by the CFA but must request CFA undertake their assessment prior to requesting that Council Designate/Not Designate and establish/not establish a NSP.

If a potential NSP is NOT COMPLIANT under the Council or CFA assessment criteria that NSP MUST NOT be put forward for designation as a NSP by Council.

3.4.2 Introduction

Neighbourhood Safer Place means a place that may, as a last resort, provide shelter for people from the immediate life threatening effects of a bushfire.

They are an area or premises that may provide some sanctuary from direct flame contact and radiant heat. It is envisioned it would be an existing space or structure, such as an oval or a building that may protect a person against fire.

This assessment guideline articulates the process by which qualified/experienced CFA Officers assess the suitability of Neighbourhood Safer Places and is not intended for use by the general public.

3.4.3 Background

Reducing the impact of bushfires is a shared responsibility between government, emergency service organisations and the community. The community has an integral role to take the necessary steps to prepare their property and to implement their bushfire survival plan.

This document sets out criteria for CFA's assessment of Neighbourhood Safer Places. The criteria provide a framework to assist Municipal Councils to identify Neighbourhood Safer Places to provide a place of last resort for people to gather during the passage of a bushfire front. The primary purpose of a Neighbourhood Safer Place is the protection of human life from a bushfire.

The 2009 Victorian Bushfires Royal Commission (VBRC) Final Report stated that the people who left their homes sheltered in a variety of locations for example, other houses or buildings; bunkers, reserves and ovals; pubs; in-ground swimming pools, cars and dams. Some people reported that these were pre-planned alternatives and in some cases, helped people survive.

However, the VBRC also heard examples of people dying in very similar locations, which serve to highlight that, these locations do not guarantee safety (VBRC Final Report Vol 2: pg 19).

The VBRC also stated that “many people did not have a well-thought-out plan and were left to make their own decisions without the benefit of assistance from the authorities [and] for these people, the lack of alternatives, the provision of shelters, refuges or evacuation, became critical as a fall back option (VBRC Final Report Summary: pg 5). They also “considered that a revised bushfire safety policy should provide information about places in which to shelter and support for individuals in identifying such places” (VBRC Final Report Vol 2: pg 21). Neighbourhood Safer Places continue to be a part of the shelter options for community members.

3.4.4 Concept

A Neighbourhood Safer Place is a space that:

- is a place of last resort for individuals to access and shelter in during the passage of fire through their neighbourhood - without the need to take a high risk journey beyond their neighbourhood;
- provides a level of protection from the immediate life threatening effects of a bushfire (direct flame contact and radiant heat); and
- is intended to provide relative safety;
- does not guarantee the survival of those who assemble there; and
- should only be accessed when personal bushfire survival plans cannot be implemented or have failed.

Neighbourhood Safer Places should be recorded in Township Protection Plans. However, not all townships will have Neighbourhood Safer Places identified in these Plans as they may not meet specific criteria identified in this document and within a council's Municipal Neighbourhood Safer Places Plan. Some towns may not have the fire risk profile to indicate a need for a Neighbourhood Safer Place.

Neighbourhood Safer Places are not to be confused with Fire Refuges², Relief Centres, Recovery Centres, Assembly Areas, or Informal Places of Shelter, each of which have a different and specific purpose.

3.4.5 Limitations

Neighbourhood Safer Places have a number of limitations, being:

- limited capacity
- no guarantee of safety
- they do not cater for animals
- emergency services will not necessarily be present
- they do not provide meals or amenities
- they may not cater for particular special needs (e.g. infants, elderly, ill or disabled)
- they may not provide shelter from the elements, particularly flying embers

² Fire refuges have been described in the OESC Fire Refuges in Victoria – Policy and Practice (2005). However, these guidelines are currently undergoing a review with the OESC and because the issues associated with fire refuges are being considered separately, they will not be considered further in this document.

- there are risks to people during access, shelter during passage of the fire front and egress from Neighbourhood Safer Places

3.4.6 CFA Neighbourhood safer places assessment criteria

Neighbourhood Safer Places should provide protection to people from lethal levels of radiant heat through an appropriate separation distance between fire hazards, particularly vegetation, and the site of the Neighbourhood Safer Place. Isolated flammable elements may occur within the separation space so long as such elements do not add to a fire's rate of spread nor significantly contribute to the radiant heat impacting on the Neighbourhood Safer Place.

Fire industry collaboration established criteria to determine the suitability of any site as a Neighbourhood Safer Place. The critical criteria decided upon was radiant heat load with maximum allowable radiant heat loads agreed upon for sites that are open spaces and those that are buildings. It was further agreed that each Neighbourhood Safer Place needs to be assessed on its merits, with radiant heat load calculated using the NSW Rural Fire Service Site Bush Fire Attack Assessment Methodology (Douglas and Tan, 2005) as the assessment tool in these guidelines.

3.4.7 Radiant heat and setback measurements

To provide initial direction to CFA staff and others in assessing the suitability of potential Neighbourhood Safer Places, the following guidance is provided:

Neighbourhood Safer Places must meet the following criteria for radiant heat load:

1. If a Neighbourhood Safer Place is an open space the maximum potential radiant heat impacting on the site must be no more than 2kw/m².
2. If a Neighbourhood Safer Place is a building, the maximum potential radiant heat impacting on the building must be no more than 10kw/m².

By way of example, Neighbourhood Safer Places adjoining extreme fuel hazards, this equates to a separation distance from the fire hazard of:

- greater than **310** metres from the outer edge of the NSP for an open space; and
- greater than **140** metres from the outer edge of a building to the fire hazard.

It is acknowledged that for NSPs abutting less than extreme fuel hazards this separation distance may be reduced so long as the criteria for maximum radiant heat impact are met.

3.4.8 Additional management for Neighbourhood Safer Places in Grassland Areas

Grasslands have a distinct place in the Neighbourhood Safer Places framework, due to:

- the potential for rapid growth in conditions of adequate warmth and moisture; and
- the requirement under section 50J of the CFA Act for councils to review their NSPs by 31 August each year.

Councils may identify a suitable Neighbourhood Safer Place site in a grassland area that can only meet the assessment criteria with active management of the site over the fire danger period, with treatments including slashing, mowing or grazing.

In these circumstances CFA may certify the site as meeting the assessment criteria provided that appropriate, specified and prescribed treatments are in place throughout the fire danger period. This must include prescriptions for management of the grassland secured by agreed terms entered into by the landholder. The landholder may be the council, a public authority, an agency or a private person.

The identified treatment of the grassland must be included within the MFPP or MFMP (whichever is relevant). Council has the role of facilitation and, if required, enforcement of the treatment(s) during the fire danger period. Fire Prevention Notices would not ordinarily be an appropriate method for achievement of management prescriptions in NSPs. Their use would only be an option of last resort that councils may use where a private landholder has reneged on their agreed conditions **and** the grassland condition constitutes or may constitute a danger to life or property from the threat of fire.

3.4.9 Notification to CFA of potential NSPs

Following identification of a place which may be suitable as a NSP, the potential NSP is assessed by the CFA as soon as practicable. This is likely to occur shortly after identification.

3.4.10 Informing council of CFA assessment

Once the assessment of a potential NSP is completed by the CFA, the CFA will certify the potential NSP if the place meets the CFA Fire Rating Criteria. The CFA will provide a copy of the CFA certification in relation to a potential NSP to Council upon completion of certification, and a summary of the criteria and assumptions upon which the assessment is based.

Council should ensure that the boundaries of both the potential NSP as certified by the CFA, and any Buffer Zone surrounding it, are clearly defined in the CFA assessment.

For reasons of community safety, it is a requirement of the CFA Act, and it is also Council policy, that only those places assessed and certified by the CFA may be considered for designation as NSPs by the Council. The Council must not designate a place as an NSP unless it has CFA certification.

3.5 Council designation of NSP

Council must formally determine whether or not to designate a place as a NSP. Council should not designate a place as an NSP unless it is satisfied that the place is suitable, having regard to the Council NSPP Criteria.

A NSP may only be designated by a resolution of the Council.

Following preparation of an assessment of a potential NSP by the MEMPC, Council should determine whether or not to designate a potential NSP location by no later than 31 July. This will enable any necessary establishment works to be undertaken.

Once the Council has designated a place as an NSP, the MFPO must provide an updated list of all designated NSPs within the municipality to the CFA under section 50K of the CFA Act. This updated list must be provided by no later than 30 September in each year.

3.5.1 Establishment and maintenance of NSPs following designation

Following designation, Council will establish all designated NSPs within the municipal district.

3.5.2 Establishing a NSP after its designation

To establish a NSP after its designation, Council mus

- erect appropriate signage at and near the NSP
- undertake any necessary preparatory works, including the construction or establishment of any required infrastructure and the clearance of vegetation, so as to enable the area to be used as a NSP
- publish the location of the NSP on the Council website
- update Council's Municipal Emergency Management Plan and Municipal Fire Prevention/Management Plan to include the location of the NSP.

The MFPO must provide an up-to-date list of NSPs to the CFA no later than 30 September each year under section 50K of the CFA Act.

Council is responsible for maintaining all designated NSPs within its municipal district. This includes vegetation management, maintenance of access and egress points and signage required for the functioning of the site as a NSP.

3.6 Annual inspections and decommissioning of NSPs

3.6.1 Responsible for the annual review of NSPs

Council must undertake an annual review of all designated NSPs within the municipality. Council must also request the CFA to undertake an assessment against the CFA Fire Rating Criteria of each NSP within the municipality on an annual basis.

These reviews are intended to ensure that each NSP remains suitable for use as a NSP during the up-coming fire season.

3.6.2 Considerations when undertaking inspections

NSPs should be assessed annually against the Council NSPP Criteria. The CFA will assess NSPs against the CFA Fire Rating Criteria.

If a NSP no longer meets:

- the CFA Fire Rating Criteria
 - then it must be decommissioned; or
- Council's NSPP Criteria
 - Council must determine if it has the capacity to address the identified non compliances. If it does not, then the NSP must be decommissioned.

3.6.3 Inspection timelines

NSPs must be inspected prior to 31 August each year under section 50J of the CFA Act.

3.6.4 Decommissioning of NSPs

By Council Resolution only.

- Council must decommission a NSP if the CFA assessment determines the site is no longer suitable.
- Council may decommission a NSP even if it has CFA certification, if Council is satisfied on reasonable grounds that it is not appropriate for the site to continue to be designated a NSP.
- Council will decommission a NSP that is not on Council land if the occupier or the person in control of the land has withdrawn consent to the designation of the site as a NSP.

4 SECTION 3

SUMMARY OF FACTORS FOR COUNCIL TO CONSIDER IN
ASSESSING POTENTIAL NSP LOCATIONS PRIOR TO
DESIGNATION



LODDON
SHIRE

NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: _____

DATE: _____

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:		Date:		Time:	
Assessor name:				Sign:	
Agency:					

LOCATION

Place name & specific location:		Map Reference:	
Distance from nearest town centre (km):			
Controlling (owner) authority:			
Owner Details			
Contact:			
Name/Position			
Organisation:			
Postal Address:		Post code:	
Phone:	Mobile:	H:	
Email:			
Tenant Details			
Contact:			
Name/Position			
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			

Tenant 2 Details			
Contact: Name/Position			
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			
Location Description:		(Open area or building)	
Population of Township/ Locality:			
Estimated NSP Site Capacity:			
Reference Material Sited:			
NSP INSPECTION DETAILS			
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.		
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 		
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 		
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.		
Maintenance of NSP in accordance with CFA assessment	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>		

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Opening of the NSP	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.		
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?		
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?		
Defendable space and fire suppression activities	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>		
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?		
Defendability of Buildings	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?		

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?		
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?		
Maintenance and maintainability	<p>Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?</p> <p>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.</p>		
Disabled access	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?		
Alternative uses of potential NSP	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>		
Community Communication	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?		

5 SECTION 4
NSP SIGNAGE TEMPLATE

Making Victoria FireReady:



This is the signage that will identify a Neighbourhood Safer Place – Place of Last Resort.

Neighbourhood Safer Places

Places of Last Resort have been designated at:

- Boort
- Bridgewater
- Inglewood
- Pyramid Hill
- Serpentine and
- Wedderburn

Further details, including a map of the NSP location(s), can be found on the Community Information Maps (Township Protection Plans) published on the CFA website at: www.cfa.vic.gov.au

IMPORTANT INFORMATION

The purpose of a Neighbourhood Safer Place - **Place of Last Resort** is to provide some protection from the effects of radiant heat during a bushfire.

A **Place of Last Resort** is only intended for use when all other plans have failed and should not be considered as a place to relocate to when leaving early as it will not guarantee safety or survival from fire, embers or radiant heat.

Travelling to a **Place of Last Resort** when there is a bushfire may be extremely dangerous due to dense smoke, radiant heat, flying embers, fallen trees and power lines, traffic congestion and accidents.

A Neighbourhood Safer Place - **Place of Last Resort** may not have the capacity to cater for special needs; and there will be no support services (food or drink, material aid) or provision for pets. There is no guarantee that emergency services will be present during a bushfire.

A Neighbourhood Safer Place – **Place of Last Resort** should not replace a personal bushfire survival plan. If your plan is to leave early, the safest option is to leave at the beginning of a day when the Fire Danger Rating is declared Severe or Extreme. On a Code Red (Catastrophic) rated fire danger day, the safest option is to leave the night before, or early in the morning.



1800 240 667
www.cfa.vic.gov.au



LODDON
SHIRE

PREPARE. ACT. SURVIVE.
FireReady 

6 SECTION 5**REGISTER OF DESIGNATED NSP LOCATIONS INCLUDING
COMPLETED COUNCIL SITE ASSESSMENTS**

NSP LOCATION REGISTER		DATE DESIGNATED
BOORT	BOORT PARK RECREATION RESERVE (OVAL ONLY)	27/02/2012
PYRAMID HILL	MITCHELL PARK RECREATION RESERVE (OVAL ONLY)	27/02/2012
SERPENTINE	RECREATION RESERVE (OVAL ONLY)	27/02/2012
BRIDGEWATER	MEMORIAL HALL (GROUNDS ONLY)	27/08/2012
INGLEWOOD	J. SLOAN PARK (PLAYGROUND AREA)	27/12/2015
WEDDERBURN	DONALDSON PARK (CENTRAL OVAL AREA ONLY)	27/08/2012

6.1 Boort Park Recreation Reserve (Oval Only) – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Boort Park Recreation Reserve (Oval Only)

DATE: 12 September 2017

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Tuesday	Date:	12 September 2017	Time:	9.00am
Assessor name:	Andrew Hamilton	Confirm continue designation as a NSP		Sign:	
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	Boort Park Recreation Reserve (Oval Only) Malone Street, Boort	Map Reference:	
Distance from nearest town centre (km):	Within Boort Township		
Controlling (owner) authority:	Loddon Shire Council		
Owner Details			
Contact: Name/Position			
Organisation:	Loddon Shire Council		
Postal Address:	PO Box 21, Wedderburn	Post code:	3518
Phone:	W: 5494 1200	H:	
Email:			
Tenant Details			
Contact: Name/Position	President		
Organisation:	Boort Park Committee Management		
Postal Address:			Post code:
Phone:	W:	H:	
Email:			

Tenant 2 Details			
Contact: Name/Position	NA		
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			
Location Description:	Boort Park Recreation Reserve (Oval Only)	(Open area or building)	Open area (Oval Only)
Population of Township/ Locality:	Approx: 1,220 people		
Estimated NSP Site Capacity:	Approx: 1,000 people		
Reference Material Sited:	NA		
NSP INSPECTION DETAILS			
OFFICERS NAME: Andrew Hamilton	SIGNATURE:-		
DATE OF INSPECTION: 12 September 2017	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is owned by Loddon Shire Council and maintained by the Committee of Management.	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 	Boort Park Committee of Management has granted consent for area to be used and they have agreed to maintain the NSP area as per CFA Dec 2010 Grasslands Guidelines & the Shire has agreed to install & maintain all NSP signage in an acceptable condition at all times.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	There are no restrictions to Access & Egress The area is accessible via wide access road. Pedestrian and vehicle safe access/egress. The CFA and other Emergency services will be able to attend for asset and personal protection activities as required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	There is a wide open road access/egress route with for pedestrian and vehicle safe access/egress. Large open area available for parking of Vehicles as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance of NSP in accordance with CFA assessment	<p>Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?</p> <p><i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i></p>	<p>Boort Park Committee of management has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.</p>	<p>YES</p>
Opening of the NSP	<p>Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.</p> <p>Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.</p>	<p>24/7 Access available.</p>	<p>YES</p>
	<p>What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?</p>	<p>Nil</p>	<p>YES</p>
	<p>Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?</p>	<p>In an emergency situation all other activities will cease and the area will be available as a NSP.</p>	
Defendable space and fire suppression activities	<p>Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?</p> <p><i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i></p>	<p>The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.</p>	<p>YES</p>
	<p>Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i>, <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act</i></p>	<p>NA</p>	<p>YES</p>

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	1987 (Vic)? Can such approval be obtained before the NSP is established?		
Defendability of buildings	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No Buildings contained within the designated NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times.	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	The Boort Park Committee of Management has agreed that the Loddon Shire Council will erect & maintain all required signage to an acceptable standard at all times.	YES
Maintenance and maintainability	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Boort Park Committee of management has agreed to maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
Disabled access	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to Disabled access/egress.	YES
Alternative uses of potential NSP	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?	In an emergency situation all other activities (Football/cricket/Trotting Fixture	YES

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Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	<p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	<p>etc.) will cease and the area will be available as a NSP.</p>	
<p>Community Communication</p>	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?</p>	<p>The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters distributed in the area.</p>	<p>YES</p>

Boort Recreation Reserve (Oval Only) – Shire Assessment



CRM #1000010890 - Boort Football Club and Harness Racing (Oval area only), Malone Street, Boort, as per CFA Reassessment Sept 2017



6.2 Mitchell Park Recreation Reserve (Oval Only) Pyramid Hill – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Mitchell Park Recreation Reserve (Oval Only) Pyramid Hill

DATE: 12 September 2017

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Tuesday	Date:	12 September 2017	Time:	2.00pm
Assessor name:	Andrew Hamilton	Confirm continue designation as a NSP		Sign:	
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	Mitchell Park Recreation Reserve (Oval Only) Gladfield Road, Pyramid Hill	Map Reference:	
Distance from nearest town centre (km):	Within Pyramid Hill Township		
Controlling (owner) authority:	Department of Environment, Land, Water and Planning		
Owner Details			
Contact: Name/Position	Property Officer		
Organisation:	Department of Environment, Land, Water and Planning		
Postal Address:	Public Land Services, PO Box 3100, Bendigo Delivery Centre, Bendigo VIC	Post code:	3554
Phone:	W: 5430 4671	H:	
Email:			
Tenant Details			
Contact: Name/Position	President		
Organisation:	Mitchell Park Recreation Reserve Committee Management		
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			

Tenant 2 Details			
Contact: Name/Position	NA		
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			
Location Description:	Mitchell Park Recreation Reserve (Oval Only)	(Open area or building)	Open area (Oval Only)
Population of Township/ Locality:	Approx: 607 people		
Estimated NSP Site Capacity:	Approx: 750 people		
Reference Material Sited:	NA		
NSP INSPECTION DETAILS			
OFFICERS NAME: Andrew Hamilton	SIGNATURE:-		
DATE OF INSPECTION: 12 September 2017	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is Owned by the Department of Environment, Land, Water and Planning and maintained by the Mitchell Park Reserve Committee of Management.	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 	Mitchell Park Reserve Committee of Management has granted consent for area to be used and they have agreed to maintain the NSP area as per CFA Dec 2010 Grasslands Guidelines & the Shire has agreed to install & maintain all signage in an acceptable condition at all times.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	There are no restrictions to Access & Egress The area is accessible via 2 open gates off a wide access road. Pedestrian and vehicle safe access/egress. The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	There is a wide open road with 2 x open gates off the road as access/egress route for pedestrian and vehicle safe access/egress. Large open area	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
		available for parking of vehicles as required.	
Maintenance of NSP in accordance with CFA assessment	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Mitchell Park Reserve Committee of Management has agreed to maintain area as per the CFA December 2010 Grasslands Guidelines.	YES
Opening of the NSP	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	24/7 Access available.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	Nil	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?	In an emergency situation all other activities will cease and the area will be available as a NSP.	
Defendable space and fire suppression activities	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES
	Will approval be required under legislation such as the <i>Environment</i>	NA	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	<i>Protection and Biodiversity Conservation Act 1999 (Cwlth), Flora and Fauna Guarantee Act 1988 (Vic) and the Planning and Environment Act 1987 (Vic)? Can such approval be obtained before the NSP is established?</i>		
Defendability of buildings	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No Buildings contained within the designated NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times.	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	Mitchell Park Reserve Committee of Management has agreed that the Loddon Shire Council will erect all required signage & maintain to an acceptable standard at all times.	YES
Maintenance and maintainability	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Mitchell Park Reserve Committee of Management has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
Disabled access	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to Disabled access/egress.	YES
Alternative uses	Can Council manage alternative uses which may be made of the	In an emergency situation all	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
of potential NSP	<p>potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	<p>other activities (Football/cricket or hockey etc.) will cease and the area will be available as a NSP.</p>	
Community Communication	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?</p>	<p>The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters (Pyramid Hill Press) distributed in the area.</p>	<p>YES</p>

Mitchell Park Rec Reserve (Oval Only) Pyramid Hill – Shire Assessment



CRM #1000010888 - Mitchell Park (Oval Only), Gladfield Road, Pyramid Hill – As per CFA Reassessment September 2017



6.3 Serpentine Recreation Reserve (Oval Only) – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Serpentine Recreation Reserve (Oval Only)

DATE: 12 September 2017

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Tuesday	Date:	12 September 2017	Time:	1.30pm
Assessor name:	Andrew Hamilton	Confirm continue designation as a NSP		Sign:	
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	Serpentine Recreation Reserve (oval only) Chapel Street, Serpentine	Map Reference:	
Distance from nearest town centre (km):	Within Serpentine township		
Controlling (owner) authority:	Department of Environment, Land, Water and Planning		
Owner Details			
Contact: Name/Position	Property officer		
Organisation:	Department of Environment, Land, Water and Planning		
Postal Address:	Public Land Services, PO Box 3100, Bendigo Delivery Centre, Bendigo VIC	Post code:	3554
Phone:	W: 5430 4671	H:	
Email:			
Tenant Details			
Contact: Name/Position	President		
Organisation:	Serpentine Recreation Reserve Committee of Management		
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			

Tenant 2 Details			
Contact: Name/Position	NA		
Organisation:			
Postal Address:			Post code:
Phone:	W:	H:	
Email:			
NSP Inspection Details			
Location Description:	Serpentine Recreation Reserve (oval only)	(Open area or building)	Open area (oval only)
Population of Township/ Locality:	Approx. 380 people		
Estimated NSP Site Capacity:	Approx. 750 people		
Reference Material Sited:	N/A		
OFFICERS NAME: Andrew Hamilton	SIGNATURE:-		
DATE OF INSPECTION: 12 September 2017	RECOMMENDATION: insert cross into square indicating result	DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: insert cross into square indicating result	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is Owned by the Department of Environment, Land, Water and Planning and maintained by the Serpentine Recreation Reserve Committee of Management.	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 	Serpentine Recreation Reserve Committee of Management has granted consent for area to be used and they have agreed to maintain the area as per CFA Dec 2010 Grasslands Guidelines & the Shire has agreed to install & maintain all signage in an acceptable condition at all times.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	There are no restrictions to Access & Egress The area is accessible via wide access road with side access/egress points if required. Pedestrian and vehicle safe access/egress. The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	<p>Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.</p>	<p>There are no restrictions to Access & Egress The area is accessible via wide access road with side access/egress points if required. Pedestrian and vehicle safe access/egress.</p>	<p>YES</p>
<p>Maintenance of NSP in accordance with CFA assessment</p>	<p>Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i></p>	<p>Serpentine Recreation Reserve Committee of management has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.</p>	<p>YES</p>
<p>Opening of the NSP</p>	<p>Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.</p>	<p>24/7 Access available.</p>	<p>YES</p>
	<p>What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?</p>	<p>Nil</p>	<p>YES</p>
	<p>Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?</p>	<p>In an emergency all other activities will cease and the area will be available as a NSP.</p>	<p>YES</p>

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Defendable space and fire suppression activities	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>	The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required	YES
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)</i> , <i>Flora and Fauna Guarantee Act 1988 (Vic)</i> and the <i>Planning and Environment Act 1987 (Vic)</i> ? Can such approval be obtained before the NSP is established?	NA	YES
Defendability of Buildings	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No Buildings are contained within the NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times.	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	Serpentine Recreation Reserve Committee of Management has agreed that the Loddon Shire Council will erect & maintain all required signage to an acceptable standard at all times.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance and maintainability	<p>Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?</p> <p>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.</p>	<p>Serpentine Recreation Reserve Committee of management has agreed to maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.</p>	<p>YES</p>
Disabled access	<p>Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?</p>	<p>No restrictions to Disabled access/egress.</p>	<p>YES</p>
Alternative uses of potential NSP	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	<p>In an emergency situation all other activities (Football/cricket Trotting Fixture etc.) will cease and the area will be available as a NSP.</p>	<p>YES</p>
Community Communication	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?</p>	<p>The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters distributed in the area.</p>	<p>YES</p>

Serpentine Recreation Reserve (Oval Only) – Shire Assessment



CRM #1000010889 – Serpentine Recreation Reserve (Janiember Park) - (portion oval area only), Corner Chapel Street and Park View Drive, Serpentine – as per CFA Reassessment July 2013



6.4 Bridgewater Memorial Hall (Grounds Only) - Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Bridgewater Memorial Hall (Grounds Only)

DATE: 12 September 2017

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Tuesday	Date:	12 September 2017	Time:	12.00pm
Assessor name:	Andrew Hamilton	Confirm continue designation as a NSP		Sign:	
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	Bridgewater Memorial Hall - Grounds Only Erskine Street, Bridgewater	Map Reference:	
Distance from nearest town centre (km):	Within township		
Controlling (owner) authority:	Department of Environment, Land, Water and Planning		
Owner Details			
Contact Name/Position:	Property officer		
Organisation:	Department of Environment, Land, Water and Planning		
Postal Address:	Public Land Services, PO Box 3100, Bendigo Delivery Centre, Bendigo VIC	Post code:	3554
Phone:	W: 5430 4671	H:	
Email:			
Tenant Details			
Contact Name/Position:	President		
Organisation:	Bridgewater on Loddon Development Committee of Management		
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			

Tenant 2 Details			
Contact: Name/Position	NA		
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			
Location Description:			
	Bridgewater Memorial Hall (Grounds Only)	(Open area or building)	Open Area
Population of Township/ Locality:	Approx. 390 People		
Estimated NSP Site Capacity:	Approx. 250 People		
Reference Material Sited:	N/A		
NSP INSPECTION DETAILS			
OFFICERS NAME: Andrew Hamilton	SIGNATURE:-		
DATE OF INSPECTION: 12 September 2017	RECOMMENDATION: insert cross into square indicating result	DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: insert cross into square indicating result	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is Owned by the Department of Environment, Water, Land Planning and maintained by the Bridgewater on Loddon Development Committee of Management	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 	Bridgewater on Loddon Development Committee of Management have granted consent for area to be used and they have agreed to maintain the NSP area as per CFA Dec 2010 Grasslands Guidelines & the Shire has agreed to install & maintain all signage in an acceptable condition at all times.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	There are no restrictions to Access & Egress The area is accessible via 2 open gates off a wide access road. Pedestrian and vehicle safe access/egress. The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to	There are no fences on 2 road frontages of property with footpaths on Erskine & Eldon St	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	sides so safe pedestrian access/egres. Parking of vehicles as required.in Erskine and Eldon Streets and also in area adjacent to Primary Scholl in front of railway station.	
Maintenance of NSP in accordance with CFA assessment	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Bridgewater on Loddon Development Committee of Management has agreed to maintain area as per the CFA December 2010 Grasslands Guidelines.	YES
Opening of the NSP	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	24/7 Access available.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	Nil	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES
Defendable space and fire suppression activities	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?	The CFA and other Emergency also will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	<i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i>		
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	N/A	YES
Defendability of Buildings	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings included within the NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times.	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	Bridgewater on Loddon Development Committee of Management has agreed that the Loddon Shire Council will erect all required signage & maintain to an acceptable standard at all times.	YES
Maintenance and maintainability	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and	Bridgewater on Loddon Development Committee of Management has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	the Buffer Zone can be maintained to a satisfactory level.	Guidelines.	
Disabled access	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to Disabled access/egress.	YES
Alternative uses of potential NSP	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	In an emergency situation all other activities will cease and the area will be available as a NSP.	YES
Community Communication	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters & Loddon Times distributed in the area.	YES

Bridgewater Memorial Hall (Grounds Only) – Shire Assessment



CRM #1000014876 - Bridgewater Memorial Hall (Grounds Only) Corner Erskine Street and Eldon Street Bridgewater, as per CFA Reassessment Sept 2017



6.5 Sloan Park Playground, Inglewood – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: J.Sloan Park Playground - Inglewood

DATE: 12 September 2017

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Tuesday	Date:	12 September 2017	Time:	11.00am
Assessor name:	Andrew Hamilton	Confirm continue designation as a NSP		Sign:	
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	J. Sloan Park Playground – Between swimming pool and tennis courts.	Map Reference:	
Distance from nearest town centre (km):	Within township		
Controlling (owner) authority:	Loddon Council		
Owner Details			
Contact: Name/Position			
Organisation:	Loddon Shire Council		
Postal Address:	PO Box 21 Wedderburn	Post code: 3518	
Phone:	W: 5491 1200	H:	
Email:			
Tenant Details			
Contact: Name/Position	NA		
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			

Tenant 2 Details			
Contact: Name/Position	NA		
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			
Location Description:	J. Sloan Park Playground, Inglewood	(Open area or building)	Open Area Playground
Population of Township/ Locality:	Approx. 1000 People		
Estimated NSP Site Capacity:	Approx. 400 People		
Reference Material Sited:	N/A		
NSP INSPECTION DETAILS			
OFFICERS NAME: Andrew Hamilton	SIGNATURE:-		
DATE OF INSPECTION: 12 September 2017	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: <i>insert cross into square indicating result</i>	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is Owned by the Loddon Shire Council	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> • access the site and surrounding areas for maintenance • erect appropriate signage at the NSP. 	NA	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> • the anticipated potential number of people to move to and from the place • the CFA and other emergency services to attend the place for asset and personnel protection activities? 	There are no restrictions to Access & Egress The area is accessible via 2 open gates off a wide access road. Pedestrian and vehicle safe access/egress. The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.	There is a wide open road with 2 x open gates off the road as access/egress route for pedestrian and vehicle safe access/egress. Large open area available for parking of vehicles as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Maintenance of NSP in accordance with CFA assessment	<p>Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?</p> <p><i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i></p>	<p>Council has agreed to maintain area as per the CFA December 2010 Grasslands Guidelines.</p>	<p>YES</p>
Opening of the NSP	<p>Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.</p> <p>Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.</p>	<p>24/7 Access available.</p>	<p>YES</p>
	<p>What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?</p>	<p>Nil</p>	<p>YES</p>
	<p>Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?</p>	<p>In an emergency situation all other activities will cease and the area will be available as a NSP.</p>	<p>YES</p>
Defendable space and fire suppression activities	<p>Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?</p> <p><i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i></p>	<p>The CFA and other Emergency also will be able to attend for asset and personal protection activities as required.</p>	<p>YES</p>

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	N/A	YES
Defendability of Buildings	If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings included within the NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times.	YES
	If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?	NA.	YES
Maintenance and maintainability	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.	Council has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES
Disabled access	Are there any means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to Disabled access/egress.	YES
Alternative uses of potential NSP	Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the	In an emergency situation all other activities will cease and the	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	function of the place as a potential NSP? <i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i>	area will be available as a NSP.	
Community Communication	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters and Loddon Times distributed in the area.	YES

J Sloan Playground Inglewood between pool and tennis courts – Shire Assessment



CRM #1000014867 - Inglewood J. Sloan Playground, Inglewood – As per CFA Reassessment Sept 2017



6.6 Donaldson Park (Oval Area Only) - Wedderburn – Shire Assessment



NEIGHBOURHOOD SAFER PLACES PLAN

CRITERIA – AUDITING/ASSESSMENT TOOL

LOCATION: Donaldson Park (Oval Area Only) - Wedderburn

DATE: 12 September 2017

**NEIGHBOURHOOD SAFER PLACES ASSESSEMENT CRITERIA
AUDITING & ASSESSMENT TOOL**

DETAILS

Day:	Tuesday	Date:	12 September 2017	Time:	10.30am
Assessor name:	Andrew Hamilton	Confirm continue designation as a NSP		Sign:	
Agency:	Loddon Shire Council				

LOCATION

Place name & specific location:	Donaldson Park (Oval Area Only) Wedderburn	Map Reference:	
Distance from nearest town centre (km):	Within township		
Controlling (owner) authority:	Loddon Shire Council		
Owner Details			
Contact: Name/Position			
Organisation:	Loddon Shire Council		
Postal Address:	PO Box 21, Wedderburn	Post code:	3518
Phone:	W: 5494 1200	H:	
Email:			
Tenant Details			
Contact: Name/Position	President		
Organisation:	Donaldson Park Committee of Management		
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			

Tenant 2 Details			
Contact: Name/Position	NA		
Organisation:			
Postal Address:		Post code:	
Phone:	W:	H:	
Email:			
Location Description:			
	Donaldson Park (Oval Only) – Wedderburn	(Open area or building)	Open Area (Oval Only)
Population of Township/ Locality:	Approx. 704 People		
Estimated NSP Site Capacity:	Approx. 1000 People		
Reference Material Sited:	N/A		
NSP INSPECTION DETAILS			
OFFICERS NAME: Andrew Hamilton	SIGNATURE:-		
DATE OF INSPECTION: 12 September 2017	RECOMMENDATION: insert cross into square indicating result	DESIGNATE	<input checked="" type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>
OFFICERS NAME:	SIGNATURE:-		
DATE OF INSPECTION:	RECOMMENDATION: insert cross into square indicating result	DESIGNATE	<input type="checkbox"/>
		NOT DESIGNATE	<input type="checkbox"/>

Factors to Consider in Assessing Potential NSPs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access	If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.	Area is owned Loddon Shire Council and maintained by the Donaldson Park Reserve Committee of Management.	YES
	If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance erect appropriate signage at the NSP. 	Donaldson Park Reserve Committee of Management has granted consent for area to be used and they have agreed to maintain the NSP area as per CFA Dec 2010 Grasslands Guidelines & the Shire has agreed to install & maintain all signage in an acceptable condition at all times.	YES
Access and egress	Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place the CFA and other emergency services to attend the place for asset and personnel protection activities? 	There are no restrictions to Access & Egress The area is accessible via 6 open gates off a 3 adjacent roads. Pedestrian and vehicle safe access/egress. The CFA and other Emergency Services will be able to attend for asset and personal protection activities as required.	YES
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centers and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at	There are 6 x open gates off the roads as access egress route for vehicles Hospital Rd Chapel Rd & Godfrey St) and safe pedestrian	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	the place and any other relevant matters.	access/egress from these streets as well as Peters St across the creek.. Large area available for parking of vehicles as required.	
Maintenance of NSP in accordance with CFA assessment	Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>	Donaldson Park Committee of Management has agreed to maintain area as per the CFA December 2010 Grasslands Guidelines.	YES
Opening of the NSP	Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building. Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.	24/7 Access available.	YES
	What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?	Nil	YES
	Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief center)?	In an emergency all other activities will cease and the area will be available as a NSP.	YES
Defendable space and fire suppression activities	Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)? <i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle</i>	The CFA and other Emergency also will be able to attend for asset and personal protection activities as required.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	<i>access requirements.</i>		
	Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?	N/A	YES
Defendability of Buildings	If the potential NSP is a building, has Council has sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?	No buildings included within the NSP area.	YES
Signage	Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?	Loddon Shire Council has agreed to erect & maintain all required signage to an acceptable standard at all times.	YES
	If signage needs to be placed on private land, can Council obtained the consent of the relevant landowner to the erection of the signage?	Donaldson Park Committee of Management has agreed that the Loddon Shire Council will erect all required signage & maintain to an acceptable standard at all times.	YES
Maintenance and maintainability	Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria? Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and	Donaldson Park Committee of Management has agreed to Maintain the NSP area as per the CFA December 2010 Grasslands Guidelines.	YES

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
	the Buffer Zone can be maintained to a satisfactory level.		
Disabled access	Are there are means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?	No restrictions to Disabled access/egress.	YES
Alternative uses of potential NSP	<p>Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?</p> <p><i>The CFA has advised that where a potential NSP which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP.</i></p>	In an emergency situation all other activities (Football, Trotting Meetings or hockey etc.) will cease and the area will be available as a NSP.	YES
Community Communication	Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP?	The Loddon Shire Council and the CFA will conduct a Community Awareness campaign and regularly make reference to the NSP in the Local Newsletters and Loddon Times distributed in the area.	YES

Donaldson Park Wedderburn – Shire Assessment



CRM #1000009350 - Donaldson Park (Oval only), Chapel Street, Wedderburn – As per CFA Reassessment Sept 2017



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9 INFORMATION REPORTS**9.1 INWARDS CORRESPONDENCE**

File Number: various
Author: Christine Coombes, Executive and Commercial Services Officer
Authoriser: Lynne Habner, A/Manager Executive and Commercial Services
Attachments: 1. Australian Local Government Association - NGA Resolution

RECOMMENDATION

That Council receives and notes the Inwards Correspondence.

Date	From	Subject
25 August 2017	Mayor David O'Loughlin President Australian Local Government Association	National General Assembly Resolution



AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

25 August 2017

Mayor Neil Beattie
Loddon Shire Council
PO Box 21
Wedderburn VIC 3518

Lodgment	
No.	273916
Reference	02/04/004
Date	31 AUG 2017
Refer to:	L. Habner
Council	<input type="checkbox"/>
Period	<input type="checkbox"/> Permanent <input type="checkbox"/> Years

Dear Mayor Beattie

RE: NGA Resolution

Thank you for submitting a motion for consideration at the 2017 National General Assembly (NGA). The Australian Local Government Association (ALGA) Board has considered all motions that were passed and I am writing to inform you of the action being taken regarding your resolution.

Your resolution was adopted by the NGA as Resolution Number 53, with final wording below:

That the National General Assembly call on the Australian Government to enter into agreements with relevant state and territory governments whereby funding towards critical flood mitigation infrastructure for communities be funded on a 50% cost share basis between the states and territories and commonwealth, with:

1. *Such funding arrangements being subject to the availability of the Natural Disaster Resilience Grants program funding and the presentation of a favourable business case; and*
2. *Local councils being exempt from having to contribute to the initial capital cost of such works, noting their responsibility for the ongoing maintenance and renewal of this infrastructure once constructed.*

This motion was considered by the ALGA Board at its meeting in July. The matter raised in your resolution is an important one and the Board agreed to refer your resolution to the Hon Michael Keenan MP Minister for Justice for consideration and response. I have written to the Minister referring your resolution and will send you a copy of the Ministers response. All responses from the Government relating to NGA resolutions will be published on the ALGA website.

I would like to personally thank you for your continued support for the NGA. I understand the processes required and time taken by councils to be part of the Debate on Motions sessions at the NGA. It is a valuable contribution to the national debate and important input into ALGA's policy and agenda.

Yours sincerely,

Mayor David O'Loughlin
President

9.2 2016/17 END OF FINANCIAL YEAR VARIATION ANALYSIS

File Number: 08/06/001
Author: Deanne Caserta, Manager Financial Services
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council receives and notes the “2016/17 End of Financial Year Variation Analysis” 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

As part of the 2017/18 budget process, budget projections for the end of 2016/17 financial year were presented to Council in the form of a Revised Budget.

At the September Council Forum a brief snapshot at activity level of the major variations between the 2016/17 Revised Budget and the 2016/17 Actuals was presented. Explanations were given where variances existed outside Council’s threshold of 10% or \$10,000.

BACKGROUND

The annual budget process requires that budget projections of the current financial year be undertaken to calculate the potential carried forward surplus that will form part of the next year’s budget.

As this process is generally finalised in late March or early April, there are a further three months of activity to the end of June which may give rise to variations to the budget projections.

This report outlines the variations which have arisen between the budget projections made and the actual final results achieved at year end 30 June 2017.

ISSUES/DISCUSSION

The revised budget projections called for an end of financial year closing cash surplus position of \$1.8M. The actual cash surplus was \$2.1M, a positive variance of \$344K.

The monthly Finance Report tables are provided as Appendix 1 to this report, and include the budget, actuals, variance in dollars and percentage terms.

Whilst there are a number of variances, this report focuses on those which fall outside a 10% or \$10,000 threshold, whichever is the greater.

SUMMARISED FINANCIAL RESULT

The table below discloses the actual result for the year in comparison to the budget:

Report item	2016/17 Revised Budget \$	2016/17 Actual \$	Variance of Actual to Budget \$	Variance of Actual to Budget %
Revenue	(33,802,598)	(32,699,339)	(1,103,258)	97%
Expenses	29,481,050	28,349,923	1,131,127	96%
Net operating result	(4,321,548)	(4,349,415)	27,869	101%
Funding decisions	(5,234,192)	4,446,921	(9,681,111)	-85%
Capital expenditure	17,692,584	7,783,597	9,908,987	44%
Non cash adjustments	(8,757,468)	(8,846,117)	88,648	101%
Accumulated deficit b/f	(1,181,908)	(1,181,908)	0	100%
Net cash surplus/(deficit)	(1,802,531)	(2,146,923)	344,393	119%

INCOME

Income for the year was \$32.7M representing a variance of 3% or \$1.1M lower than the budget of \$33.8M. Within the income items the following variances occurred:

Capital grants

Capital grants were below the set budget by \$1.4M or 23%.

Instances where Council received income that was less than the budget were:

- Roads to Recovery funding of \$2.45M, where less capital works projects were completed and lower claims able to be made as an offset.

Instances where Council received income that was greater than budget were:

- accrued flood recovery funding of \$1.1M where small claims are being made along the way and more claims still yet to be submitted.

Recurrent contributions

Recurrent contributions were more than the budget by \$65K or 56%.

Instances where Council received income that was greater than budget were:

- corporate training where there is to be a group purchase contribution scheme towards the project for online training of \$47K
- additional funding for the playground at the Serpentine Pavilion from the local playgroup of \$17K.

Interest income

Interest income was higher than the budget by \$46K or 11%. This is due to the availability of extra cash for investments due to delays in some large capital works projects and up front funding.

Reimbursements

Reimbursements were more that the budget by \$42K of 14%.

Instances where Council received income that was greater than budget were:

- within the private works area due to the approval of a large WorkCover reimbursement claim of \$69K.

EXPENDITURE

Expenditure for the year was \$28.35M representing a variance of 4% or \$1.13M below budget. Within the line items the following variances occurred:

Materials and services

Materials and services were \$1.1M or 13% lower than the set budget; the main reasons are outlined below.

Items below budget include:

- lower than expected expenditure on the landfill and tip works due to a decrease in the required rehabilitation provision of \$500K
- Home and Community Care (HACC) packaged care program of \$354K with the program now delivered by an external organisation and with lower income to offset as a result.

Items above budget:

- flood restoration works of \$0.9M, with an increase in expected income to offset works.

Utilities

Utilities were \$87K or 21% higher than budget; the main reasons are outlined below.

Items above budget:

- caravan park water expenditure was higher by \$28K due to the dry summer and the additional watering required to keep the grass alive especially at the Bridgewater Caravan Park
- swimming pool water expenditure was higher by \$21K due to a major leak in one of the pools which has now been rectified.

Loss on sale of assets

There is no budget allocation for the loss or profit on the sale of assets due to its unpredictable nature. There was a \$30K loss for the 2016/17 financial year. This relates to the sale of plant and equipment. In 2015/16 this was a loss of \$105K.

Bad debts expense

There is no budget allocation for bad debts expenses due to its unpredictable nature. There was a \$34K cost to Council for the 2016/17 financial year. In 2015/16 this was a cost to Council of \$22K.

CAPITAL EXPENDITURE

Capital expenditure was \$7.78M representing a variance of 66% or \$9.91M below the set budget of \$17.7M.

Furniture and office equipment

Furniture and office equipment were 45% or \$145K below the set budget of \$263K.

The main variances below budget which are offset by reserve transfers were:

- IT strategy implementation of \$122K, with many projects still in the planning phase.

Land and buildings

Land and buildings were 50% or \$0.9M below the set budget of \$1.86M.

The main variances below budget which are offset by reserve transfers were:

- community planning strategic fund of \$500K
- operations centre expansion of \$42K
- livestock and domestic pound of \$54K.

These projects have all been carried forward into 2017/18 and are expected to be completed by 30 June 2018.

Plant and equipment

Plant and equipment was 81% or \$1.4M below the set budget of \$1.77M.

The main variance was the delay in delivery of new plant and fleet due to policies being updated to guide the purchase of these items.

Roads infrastructure

Roadworks were 38% or \$3.1M below the set budget of \$8.1M.

The main variances below budget which are offset by reserve transfers were:

- \$149K of incomplete local road safety program projects
- \$1.8M of incomplete local road construction projects
- \$73K of local road shoulder sheet projects
- \$133K of incomplete bridge construction projects

Items below budget:

- reseal program of \$185K due to a competitive tendering process, all jobs were completed with savings
- local road gravel resheets of \$228K due to more efficient work practices and a cheaper supply of gravel.

Urban and road drainage

Urban and road drainage were 67% or \$458K below the set budget of \$682K.

This is due to \$458K of uncompleted works that have been carried forward into the 2017/18 financial year for completion.

Recreation, leisure and community facilities

Recreation, leisure and community facilities were 40% or \$167K below the set budget of \$426K.

The main variances below budget which are offset by reserve transfers were:

- \$100K Captain Melville trail project.

Items below budget:

- \$26K for various swimming pool capital projects.

Parks, open space and streetscapes

Parks, open space and streetscapes were 87% or \$3.3M below the set budget of \$3.8M.

The main variances below budget which are offset by reserve transfers were:

- Wedderburn streetscape project of \$1.8M
- Pyramid Hill streetscape project of \$610K
- Inglewood pool upgrade of \$316K
- Bridgewater foreshore project of \$319K.

Footpaths

Footpaths were 49% or \$394K below budget of \$780K.

The main variances below budget which are offset by reserve transfers were:

- \$651K for the various projects within Pyramid Hill
- \$102K for the Serpentine car park projects.

FUNDING DECISIONS

Funding decisions were \$9.7M or 85% higher than expected within the budget.

Transfers to reserves

Transfers to reserves were \$7.6M higher than the set budget.

The main reasons were:

- Unspent Grants Reserve was \$3.6M above budget which represents funds received for a variety of projects that remained unspent at 30 June 2017
- Capital Expenditure Reserve was \$3.14M above budget which represents projects that will now be added to the 2017/18 program

- Community Planning Reserve was \$901K above budget which represents projects that are either incomplete or will not commence until 2017/18.

Transfers from reserves

Transfers from reserves were \$1.8M below budget.

The main reasons were:

- Plant Replacement Reserve was \$539K below budget due to the delay in plant replacement equipment delivery
- Urban Drainage Reserve was \$388K below budget with projects still to be completed from the 2016/17 program.

Proceeds from sale of assets

Proceeds from sale of assets was \$217K below budget.

The main reasons were:

- plant replacement program has been delayed and is expected to recommence during 2017/18
- fleet replacement program has been delayed with a draft policy being reviewed which details the changeover type and periods for all fleet.

SUMMARY

In summary, at the end of the financial year Council earned a surplus of \$344K in excess of expectation.

There are many variances throughout the different elements of the financial statements, however, it can be reported that:

- Council used Capital Expenditure, Community Planning and Unspent Grants Reserves to capture any financial items that were not effected in 2016/17 and will be completed in 2017/18 or subsequent years
- savings in many areas of the accounts were realised due to strong financial management by the officers responsible for delivering projects and programs.

COST/BENEFITS

The benefit of Council receiving a variation report of actual to projected budget is that it gives Council an understanding of the difference in the cash surplus position and keeps Council fully informed.

RISK ANALYSIS

The provision of a variance to budget report to Council minimises the risk of Council not understanding the financial position at year end, and provides reasons for carry over projects.

CONSULTATION AND ENGAGEMENT

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

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

10 COMPLIANCE REPORTS**10.1 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-PYRAMID HILL MEMORIAL HALL**

File Number: 02/01/031
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Pyramid Hill Memorial Hall Section 86 committee of management, effective immediately.

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 Pyramid Hill Memorial Hall Committee of Management on 22 November 2016.

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

Pyramid Hill Memorial Hall is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Allan Mann	President
Andrew Scott	Vice President
Jean Mann	Secretary
Kate Wood	Treasurer
Betty Mann	Committee Member
Bill Quinn	Committee Member
Cheryl Bartels	Committee Member
Jan Vincent	Committee Member
Kellie Stewart	Committee Member
Ron Peacock	Committee Member
Sherrie Gumley	Committee Member

The Council representative for this committee is Cr Cheryl McKinnon

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 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

**10.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-BOORT
BUSINESS AND TOURISM COUNCIL**

File Number: 02/01/012
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Boort Business and Tourism Council Section 86 committee of management, effective immediately.

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 Boort Business and Tourism Council Committee of Management on 22 November 2016.

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

Boort Business and Tourism Council is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Michele Ashton	President
Paul Haw	Vice President
Suzi Kirkham	Secretary
Kerri Bedford	Treasurer
Cindy Brown	Administration Officer
Cleo Lanyon	Committee Member
Kelly Hird	Committee Member
Stacey Streader	Committee Member
Barry Barnes	Committee Member
Kathryn Lanyon	Committee Member
Sharlene Stringer	Committee Member
Craig Scott	Committee Member
Marilyn Lanyon	Committee Member

The Council representative for this committee is Cr Neil Beattie.

Boort Business and Tourism Council has expressed interest in merging with Boort Development Committee. The re-appointment of the section 86 committee will remain in place until the terms of the merger are finalised and a new deed of delegation or management agreement established.

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 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

10.3 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-SERPENTINE BOWLS AND TENNIS PAVILION

File Number: 02/01/034
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Serpentine Bowls and Tennis Pavilion Section 86 committee of management, effective immediately.

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 Serpentine Bowls and Tennis Pavilion 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, 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

Serpentine Bowls and Tennis Pavilion 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	Organisation
Dale Lewis	Community Representative
Brian Gladman (President)	Serpentine Bowls Club
Wendy Gladman (Treasurer)	Serpentine Bowls Club
Gordon Addlem (Secretary)	Serpentine Tennis Club
John Addlem	Serpentine Tennis Club

The Council representative for this committee is Cheryl McKinnon.

Serpentine Bowls Club Incorporated has expressed interest in moving to a management agreement. The re-appointment of the section 86 committee will remain in place until the management agreement is finalised and the deed of delegation rescinded by Council in a future meeting.

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 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.

**10.4 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-
BRIDGEWATER ON LODDON DEVELOPMENT COMMITTEE**

File Number: 02/01/047
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the persons named in this report as members of the Bridgewater on Loddon Development Section 86 committee of management, effective immediately.

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 Bridgewater on Loddon Development Committee of Management on 23 August 2016.

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

Bridgewater on Loddon Development is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Shannon Brown	President
Graham Morse	Vice President
Christine Wattie	Secretary
Kathy Bowen	Treasurer
Fred Shea	Committee Member
Steve Brown	Committee Member
Jenny Hosking	Committee Member
Graham Hosking	Committee Member
David Edwards	Committee Member
Leanne Edwards	Committee Member
David Hanna	Committee Member
Leigh Hanna	Committee Member
Rob Eastley	Committee Member
Amanda Eastley	Committee Member
Tim Ferguson	Committee Member
Mick Balaz	Committee Member

The Council representative for this committee is Colleen Condliffe.

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 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

10.5 REVIEW OF SECTION 86 COMMITTEES

File Number: 02/01/005
Author: Sharon Morrison, Director Corporate Services
Authoriser: Wendy Gladman, A/Chief Executive Officer
Attachments: 1. Draft Instrument of Delegation
2. Draft Management Agreement

RECOMMENDATION

That, subject to finalisation of the documentation following receipt of feedback from the committees, Council endorse the:

1. Review of the delegations to Section 86 committees and recommended responses to identified issues as contained in this report
2. Draft Instrument of Delegation to be offered to unincorporated Section 86 committees managing council assets
3. Draft Management Agreement to be offered to incorporated associations managing council assets

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

A detailed paper on the review of the Section 86 committee delegations was discussed at the September Council Forum on 5 September 2017.

BACKGROUND

Section 86(6) of the Local Government Act (the Act) states that “the Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.”

This report provides a summary of the review of delegations to special committees in force under section 86(6) of the Act.

Legislation Background

Committees can be created under Section 86 of the Act (Section 86 committees), which states:

(1) In addition to any advisory committees that a Council may establish, a Council may establish one or more special committees of the following—

- (a) Councillors;
- (b) Council staff;
- (c) other persons;
- (d) any combination of persons referred to in paragraphs (a), (b) and (c).

(2) A Council may appoint members to a special committee and may at any time remove a member from a special committee.

(3) Except as provided in subsection (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.

(4) A Council cannot delegate to a committee the following powers—

- (a) the power of delegation;
- (b) to declare a rate or charge;
- (c) to borrow money;
- (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
- (e) to incur any expenditure exceeding an amount previously determined by the Council;
- (f) any prescribed power.

(5) A Council may require a special committee to report to the Council at intervals determined by the Council.

(6) The Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.

The Instrument of Delegation (IOD) mentioned in the Act is the document that states the delegated activities the Council authorises the committee to undertake on its behalf. In this paper it is also referred to as a Deed of Delegation.

Sector Background

The Local Government Investigations and Compliance Inspectorate (the LGICI) released a report on 18 August 2017 on a recent investigation at Central Goldfields Shire Council. At page 15 of the report the LGICI made the following observations:

5.3.1 Delegations: Most of the delegations were issued around 1995 and had not been updated in that time

5.3.4 Minutes of meetings: The IOD for each special committee outlines the minimum number of meetings to be held annually; only four committees met these requirements, submitted minutes and held annual general meetings in each of the years reviewed.

5.3.5 Financial reports: Several special committees held active bank accounts without significant balances. While bank accounts are notionally managed by the committees themselves, the funds belong to council and are required to be reported annually at a minimum. This helps to alleviate the potential risks of the misappropriation of funds.

The majority of special committees had not provided financial statements to council on an annual basis.

There is also some suggestion within the sector that the current review of the Local Government Act may result in the Section 86 committees being significantly altered.

Committee Background

Historically Council has put Section 86 committees in place where a voluntary community committee has undertaken a function on behalf of Council.

There are varying uses for Section 86 committees. Currently Council has committees managing recreation reserves/parks, a swimming pool, halls/community centres, elderly persons units, aerodromes, development, and tourism sites and events, etc.

As at 30 June 2017 Council has 29 special committees:

- Boort Aerodrome
- Boort Business and Tourism Council
- Boort Development
- Boort Memorial Hall
- Boort Park
- Bridgewater on Loddon Development (Hall)
- Campbell's Forest Hall
- **Dingee Progress Association
- Donaldson Park Reserve, Wedderburn
- East Loddon Community Centre
- Inglewood Community Sports Centre
- Inglewood Lions Community Elderly Persons Units
- **Inglewood Riding Club Inc
- Inglewood Town Hall
- Jones Eucalyptus Distillery Site
- Kingower Development and Tourism
- Korong Vale Mechanics Hall
- Korong Vale Sports Centre
- Little Lake Boort
- Loddon Southern Tourism and Development
- Mitiamo Municipal Recreation Reserve
- Pyramid Hill Memorial Hall
- Pyramid Hill Swimming Pool
- Serpentine Bowls and Tennis Reserve
- Wedderburn Community Centre
- Wedderburn Engine Park
- Wedderburn Mechanics and Literary Institute Hall
- Wedderburn Tourism
- Yando Public Hall

** currently incorporated

Each special committee has its own Instrument of Delegation (IOD) based on a standard template.

As Section 86 committees are custodians of the community's money, Council's Instrument of Delegation for Section 86 committees includes a requirement for an annual audit of the financial statements, as follows:

1. The committee shall submit to the Annual General Meeting the audited Financial Statements:
 - a. For Section 86 committees of management an external audit of their financial statements by a commercial auditing firm is required when they have:
 - i. a turnover of greater than \$50,000 in the financial year, or
 - ii. cash holdings of greater than \$50,000 at any time during the financial year
 - b. Section 86 committees of management will be required to provide their financial information to Council's Finance Department which will undertake a transactional audit when they have:

- i. a turnover of less than \$50,000 in the financial year, and
- ii. cash holdings of less than \$50,000 during the financial year.

There have been numerous compliance issues with committees not returning information to Council as required under the Act or Instrument of Delegation. These include:

- minutes of meetings
- lists of members annually
- annual financial statements
- “Usage of Public Hall’s/Facilities” form

Policy Background

In 2013 Council undertook an audit of Section 86 committees and identified a number of committees that were also incorporated entities.

This caused some concerns around:

- duplication in reporting requirements to Council and to the Department of Justice
- committees incorrectly believing that Council was covering their Incorporated Associations with public liability insurance cover.

Council discussed the purpose of Section 86 committees, and came up with the two main reasons for their existence:

1. to provide a Council function at a local level from within the community
2. to provide the committee with public liability insurance

To provide certainty around the creation and disbandment of Section 86 committees, Council adopted a Section 86 Committee of Management Policy on 28 January 2014. The policy position of Council covers creation, support and disbandment of Section 86 committees.

Management Agreements

In 2015 work commenced transitioning Section 86 committees to Management Agreements.

Management Agreements require a legal entity such as an incorporated association.

The following table outlines information about Section 86 committees and how they differ from incorporated associations:

Details	Section 86 committee with Instrument of Delegation	Incorporated Association with Management Agreement
Committee name	[committee] Committee of Management	[committee] Incorporated
Guiding Legislation	Section 86 of the Local Government Act 1989	Associations Incorporation Reform Act 2012
Authority to act	Statutory through Instrument of Delegation	Contractual through Management Agreement
Governance document	Instrument of Delegation	Rules of an incorporated association / Model rules
Governance reporting	Loddon Shire Council	Department of Justice (Consumer Affairs)
Reporting of membership	Following the AGM, provide Council with a list of nominated members that must be adopted by Council at an Ordinary Meeting to formalise that membership	Register of members (Section 56 of the Associations Incorporation Reform Act 2012)
Minimum membership	As per Instrument of Delegation	As per Rules of an incorporated association / Model rules

Details	Section 86 committee with Instrument of Delegation	Incorporated Association with Management Agreement
Financial reporting	As per Instrument of Delegation	As per Part 7 of the Associations Incorporation Reform Act 2012
Auditing	As per Instrument of Delegation	As per Part 7 of the Associations Incorporation Reform Act 2012
Inspection of documents	Minutes of meetings must be provided to the public by Council upon request (except for in-camera minutes)	Section 53 of the Associations Incorporation Reform Act 2012 – rules of the association and minutes of general meetings are available to members of the association
Contact with politicians	Not allowed under Instrument of Delegation	Unless prohibited by the Act or the Management Agreement, committee can contact a politician
Public liability insurance	Provided by Loddon Shire Council <u>when committee acts within delegation</u>	Council's public liability insurance will protect members when acting within the functions outlined in the Management Agreement Must have own public liability insurance in incorporated entity's name to protect individual members of the committee when undertaking committee activities outside functions outlined in Management Agreement

Based on the above table, the key differences for an entity are who they report to and whether they can contact a politician.

As a result of the discussion a plan was developed for the transition of Section 86 committees to Management Agreements.

The key obstacle in the implementation of the plan is the frustrations of some committees which recently incorporated and were then told to unincorporate and are now being told to incorporate again in order to enter into a Management Agreement. It is understood that the initial request to incorporate came about when there were changes to insurance coverage. The subsequent request to unincorporate arose when it was realised how expensive the insurance was for an incorporated group and Council wished to provide committees of management with insurance coverage.

Another obstacle is the resourcing required to implement the plan including identifying existing incorporated groups willing to take on delegated functions of Council or supporting existing unincorporated groups to incorporate and enter into Management Agreements.

ISSUES/DISCUSSION

As part of the review of delegations to Section 86 committees the aim was to provide members of Section 86 committees and Council officers with a clear understanding of the objectives of the Section 86 committee and the duties of various officers and Section 86 committee members.

After meetings with council officers and Section 86 committees it became clear that the key issues to be addressed included:

1. better understanding of insurance coverage
2. maintenance obligations/expenses including reference to Building Asset Management Plan
3. equitable allocation of council funds and annual review of amounts

4. improved documentation and advice to support consistent management of facilities including seasonal user agreements, governance manual,
5. resolution of status of development/progress/tourism groups as either Section 86 committees or Incorporated Associations
6. reducing the reporting burden on Section 86 committees and the administration requirements on staff
7. gaining an understanding of how other councils manage similar issues

Responses to some of these issues will help to provide a clearer business case for use of Management Agreements.

Each of these issues is dealt with below.

Issue 1: Insurance

Council has communicated with legal advisors and the insurance company about the potential to put Management Agreements in place for community facilities where an incorporated entity or incorporated entities jointly would be the parties to the Management Agreement, instead of the current option of Section 86 committees. Both the legal advisors and the insurance company have provided advice that this is a valid option.

The Management Agreement, like a Section 86 committee Instrument of Delegation, would outline the responsibilities of the committee and Council in relation to the community facility.

Section 86 committees have been a preferred option in the past due to Council being able to protect committees with public liability insurance. Under the Management Agreement, public liability insurance would still be available to the committee as Council's policy includes:

“Voluntary workers (including incorporated non-remunerated volunteer management committees carrying out delegated functions, powers and duties of the Participant) all whilst acting in that capacity within the scope of their duties for and on behalf of the Participant”.

Note: for this purpose Council is the participant.

If incorporated associations tried to access insurance independently the estimated cost is approximately \$1500.

Recommendation 1: when developing an IOD or Management Agreement note that the insurance applies while the entity is carrying out delegated functions, power and duties of Council therefore ensure that the delegated functions, powers and duties provide adequate insurance coverage.

Recommendation 2: Management Agreements be considered where advantages outweigh the disadvantages.

Issue 2: Maintenance Obligations

After consultation with key staff, a table of maintenance obligations has been developed to provide more transparency for facility managers such as Section 86 committees and officers. The table is consistent with the Building Asset Management Plan and is included in the draft Deed of Delegation and the draft Management Agreement attached to this report.

Recommendation 3: use a standard template for both Deed of Delegation and Management Agreements striking through irrelevant items.

Issue 3: Allocation of Funds

The allocation of funds was not considered an integral part of the review of the Section 86 delegations as the allocation of funds takes place irrespective of the status of the group managing a function on behalf of council. The Community Support Policy provides further detail on this matter.

Issue 4: Improved documentation and advice

A range of material is available to Section 86 committees and is available on the Council's website or is in the process of being developed as set out below.

Section	Topic	Status
Council information	CI01 Council contact details	Published
Good governance	GG01 What is good governance	Not started
Good governance	GG02 Succession planning	Published
Good governance	GG03 Conflicts of interest	Published
Good governance	GG04 Meeting procedures	Published
Forms	F01 Meeting agenda	Not started
Forms	F02 Usage of public halls/facilities	Published
Insurances	I01 Insurance	Work in progress
Insurances	I02 Public liability	Work in progress
Legal and compliance	LC01 Local Government Act 1989	Published
Legal and compliance	LC02 Section 86 committee of management Policy	Published
Legal and compliance	LC03 Legal obligations of Section 86 committees	Published
Legal and compliance	LC04 Compliance with Instrument of Delegation	Work in progress
Legal and compliance	LC05 Exemption from Primary and Ordinary Returns	Published
Reporting	RP01 General reporting and Financial Report Requirements	Published
Regulatory services	RS01 Food and health safety requirements	Published
Regulatory services	RS02 Health requirements	Not started
Regulatory services	RS03 Building requirements/regulations	Work in progress
Regulatory services	RS04 Onsite wastewater operations and maintenance	Published

Recommendation 4: Finalise, publish and promote this work and the use of it by both Section 86 committee members and council staff.

Issue 5: Development/progress/tourism committees

Boort Business and Tourism have approached Boort Development regarding amalgamating the two groups. Dingee Progress Association has indicated that it is happy to enter into a Management Agreement subject to adequate insurance for the purpose of managing the Dingee Progress Park.

Staff have indicated that other development/progress/tourism committees are willing to become incorporated rather than being Section 86 committees subject to adequate insurance to cover their activities.

In order to continue to support these committees with insurance it is necessary to acknowledge that the committees are performing a function, power or duty of Council.

Recommendation 5: Support development/progress/tourism committees to transition to incorporated association status and establish Management Agreements in relation to their delegated function, power or duty.

Issue 6: Reporting and administration burden

Instruments of Delegation currently have the following table setting out reporting obligations of Section 86 committees.

SOURCE	ACTION	DUE DATE
Section 86(5) of the Act	Report to the Council at intervals determined by the Council.	As set out in the Instrument of Delegation
Delegation	Provide copy of all minutes of meetings	Within 14 days following the meeting
Delegation	Arrange for audit of Financial Statements	Must be available for Annual General Meeting
Delegation	Hold Annual General Meeting	Within 90 days of end of financial year
Delegation	Provide copy of minutes of Annual General Meeting	Within 14 days following the meeting
Delegation	Provide certified copy of audited Financial Statements	Within 30 days of receipt
Delegation	Provide an estimate of the number of hiring's and types of each event	1 May each year
Delegation	Submit "Usage of Public Hall's/Facilities" form	Every January, April, July and October
Delegation	Provide a listing of all members of the committee	Within 14 days after the Annual General Meeting

There has been some suggestion that a Management Agreement would reduce the amount of reporting however on closer analysis it appears to reduce the administrative burden on Council but only shift the reporting burden of the committee to the Department of Justice.

Recommendation 6: Consider other ways to reduce the reporting and administration burden on council officers and committees including reducing the frequency of reporting to quarterly at most.

Issue 7: Alternative Approaches

In November 2016 Council undertook a benchmarking exercise across the sector to discover how other councils are responding to similar issues. Responses were received from nine other Councils. Of particular interest were the following:

- Macedon Ranges has established an overarching incorporated body called Macedon Ranges Community Halls Inc (MRCH Inc). It has representation from each of the community halls on its Board of Management and also includes Council representation as a non-voting member. The benefits are one set of annual accounts and a reduction in the compliance workload and cost for each hall committee. Individual leases are being developed between MRCH Inc and the Council which will be administered by the individual hall committees along with their own management and finances.
- Mount Alexander Shire Council are in a similar position to Loddon with 20 active Section 86 committees mostly for recreation and hall facilities. They are looking to reduce the number of Section 86 committees by:
 - moving them to Management Agreements or
 - bringing the management of the facilities in house or
 - 'archiving' the facilities
- Mildura Rural City Council was interested in hearing the results of the benchmarking. It is understood that they have a central booking system with remote key access (coded boxes at facilities).

- At the time of benchmarking, Cardinia Shire Council was considering establishing advisory committees for recreation reserves and taking over the maintenance of the facilities, recognising that there is an ongoing cost associated with this approach but balancing that with the cost of administering section 86 committees. Cardinia Shire Council was also keeping a watching brief on the provisions of the new Local Government Act where 'facility management committees' are being considered. For hall committees, Cardinia was in the process of establishing a central booking system, again recognising that there is a cost involved.
- Benalla Rural City Council has requested that all committees become incorporated and have engaged resources to assist with the paperwork and transition. Each committee paid their own incorporation costs.
- Horsham Rural City Council has approximately 30 committees and has recently explored alternative governance arrangements. Most committees have become Advisory committees with a councillor on the committee and a Council officer allocated to the committee. This removed the administrative burden of being on a committee and created a forum for interested and engaged community members to have input into their facility, park or activity. A simple Terms of Reference was established for each committee covering purpose, membership and meeting frequency. Bank accounts have been closed and money transferred to council into a reserve for the facility. Meetings have been occurring and the groups are now focussing on longer term developments for their project/area. Council Report and Terms of Reference are available from Horsham Rural City Council.

Community halls presented a different challenge with the solution being the creation of a single Section 86 committee (the Community Halls committee of management). Each of the Hall committees is an administrative sub-committee of the larger Special committee.

Three of the previous Section 86 committees became Incorporated Associations and were issued a management/licence agreement.

A project officer was engaged to implement the above changes.

Recommendation 7: Periodically consider whether the above approaches have application at Loddon Shire Council.

Summary

After considering the above issues in the review of delegations to Section 86 committees, it is further recommended that the Section 86 Committee of Management Policy be reviewed to reflect the recommendations listed above.

Recommendation 8: Review the Section 86 Committee of Management Policy

SUMMARY

This report contains an overview of the review of delegations to special committees. In response to this review, a draft instrument of delegation has been prepared and will be forwarded to existing section 86 committees for review. A draft is attached to this report for noting by councillors. A draft Management Agreement has also been prepared to respond to issues identified during the review of delegations. This draft will be provided to incorporated groups interested in managing council facilities/functions. A draft is attached to this report for noting by councillors.

COST/BENEFITS

The cost of reviewing Section 86 committee delegations is contained within the operational budget. The benefit of reviewing Section 86 committee delegations is compliance with legislation and an opportunity to improve the service delivered to the community.

RISK ANALYSIS

The risk of not reviewing the Section 86 committees can be seen in the reputation impact experienced by Central Goldfields Shire Council recently in not providing evidence of reviewing most Instruments of Delegation since 1995. There is also a risk that services for the community may not be suitable.

CONSULTATION AND ENGAGEMENT

This report has been developed with the benefit of significant amounts of consultation and engagement including:

- internal stakeholders
- sector benchmarking
- several section 86 committees
- discussion with councillors.

LODDON SHIRE COUNCIL

INSTRUMENT OF DELEGATION (FACILITIES RUN BY COMMUNITY)



DOCUMENT INFORMATION

DOCUMENT TYPE:	Strategic document
DOCUMENT STATUS:	Choose an item.
POLICY OWNER POSITION:	Click here to enter text.
INTERNAL COMMITTEE ENDORSEMENT:	Choose an item.
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	Choose an item.
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Click here to enter text.
RELATED LEGISLATION:	Click here to enter text.
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: Document2

Strategic documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire website to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

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EXECUTIVE SUMMARY

[Optional: if this is a large or complex document, outline the key points or issues]

DRAFT

1 ADOPTION OF DELEGATION

This instrument of delegation was adopted by Council on [Click here to enter a date.](#)

2 REVIEW OF DELEGATION

The delegation must be reviewed before 21 October 2021.

3 LEGISLATIVE CONTEXT

A section 86 committee is a special committee of Council established under section 86 of the *Local Government Act 1989* (the Act).

The full wording of section 86 is as follows:

- (1) In addition to any advisory committees that a Council may establish, a Council may establish one or more special committees of the following—
 - (a) Councillors;
 - (b) Council staff;
 - (c) other persons;
 - (d) any combination of persons referred to in paragraphs (a), (b) and (c).
- (2) A Council may appoint members to a special committee and may at any time remove a member from a special committee.
- (3) Except as provided in subsection (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.
- (4) A Council cannot delegate to a committee the following powers —
 - (a) this power of delegation;
 - (b) to declare a rate or charge;
 - (c) to borrow money;
 - (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
 - (e) to incur any expenditure exceeding an amount previously determined by the Council;
 - (f) any prescribed power.
- (5) A Council may require a special committee to report to the Council at intervals determined by the Council.
- (6) The Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.

4 THE COMMITTEE

4.1 Establishment of committee

This committee is a special committee of Council established under section 86(1) of the *Local Government Act 1989*.

4.2 Term of the Committee

The term of the Committee commences immediately the common seal of Council is affixed to this Instrument of Delegation, and remains in force until Council resolves to vary or revoke it.

4.3 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 (it is recommended that a Councillor not be a President as any Councillor appointed to the committee does not have deliberative or casting vote rights – refer to Appendix 1, clause 2)
- Vice President (not mandatory, but recommended)
- 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.

The term of office shall be for a period of 12 months.

4.4 Appointment and removal of members

In accordance with section 86(2) Council may appoint or remove a member from a special committee at any time.

4.5 Instrument of delegation

Under section 86 (3) of the Act a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee, with the exception of those matters listed in section 86(4) of the Act.

4.6 Review of delegation

In accordance with section 86 (6) of the Act, Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.

4.7 Changes to the committee

4.7.1 Amalgamation of committees

Should a special committee wish to amalgamate with another special committee, each committee must:

- express this intention in the minutes of their meeting and indicate the proposed new name for the committee and who is proposed as officer bearers for the amalgamated committee. The delegation will need to go through the formal process of being approved, signed and sealed by Council before the new members can act on behalf of Council.
- advise Council by letter of those intentions and proposed membership
- arrange for all assets and funds held by the committee to be transferred back to Council who will then arrange for auditing, archiving and/or transfer to the amalgamated committee

4.7.2 Winding up of committee as a special 86 committee of management

If there is no longer a need for a committee of management, the outgoing committee will need to wind up its affairs before disbanding including:

- Arranging for the transfer of all funds and assets back to Council;
- Resolving to disband at a meeting of the special committee;
- Notifying Council of the intention to disband.

In the event of dissolution the Chairperson shall arrange for:

- a financial statement to be prepared, audited and presented to Council;
- the Committee's bank account to be closed and the balance paid to Council;
- all keys to be handed over to Council.

The members of the special committee remain responsible until the Council resolves to dissolve the special committee.

4.7.3 Dissolution of special committee

Any special committee may be dissolved by Council at any time.

Council may wish to dissolve a Management Committee to carry out the control of the facility itself. Council may also dissolve a special committee if that committee is not complying with the roles and responsibilities of the committee.

The special committee shall be dissolved in the event of membership dropping to less than four (4) persons, unless Council specifically resolves otherwise.

5 DUTIES OF THE COMMITTEE

5.1 Meeting of the Committee

The powers, duties and functions set out in the Instrument are delegated to the Committee. This means that the Committee can only act under delegation when sitting in a formally constituted meeting.

It also means that the meeting must be called and conducted in a manner that complies with the provisions of the Act and with the Council's meeting procedures local law.

5.2 Management of a facility

Where the Committee manages a facility, the Committee shall ensure that:

- Council is advised of any maintenance, whether routine, planned or cyclical, over \$20,000 prior to the works being undertaken to ensure that the required authorisation is provided
- Council is advised of any proposed capital works projects that create a new asset at the facility, or renew, expand or upgrade the current facility. This is to ensure that the required authorisation is provided
- The works fit into Council's Building Asset Management Plan
- Council is advised if anticipated annual expenditure of the Committee is expected to exceed \$50,000 in any committee year.

5.3 Hiring of the facility

Where the special committee is authorised to hire out a facility the special committee shall recommend to Council the charges to be made. Council will then need to approve those charges for inclusion in the Fees and Charges schedule.

5.4 Compliance with Council requirements

Any written communication by a committee to a Member of Parliament must be authorised by the Council prior to being actioned.

The committee will comply with any guidelines or advice provided by Council in relation to legislation or regulations relating to their activities.

5.5 Code of Conduct

Members of a special committee are required to comply with Council's Staff, Contractors and Volunteers Code of Conduct.

6 DUTIES OF SECRETARY AND TREASURER

The Secretary shall:

- Conduct the correspondence of the Committee
- Have the custody of all documents belonging to the Committee
- Keep full and correct minutes of all proceedings and records of the Committee
- Carry out the directions of the meetings
- Forward a copy of all minutes to Loddon Shire Council following each meeting
- Forward a copy of the minutes and Financial Statements to the Loddon Shire Council following the Annual General Meeting.

The Treasurer shall:

- Deposit all income within 7 days of receipt into the Committee's bank account
- Keep correct accounts and books showing the financial affairs of the Committee
- Prepare Annual Financial Statements.

7 COMMITTEE PROCEEDINGS

1. The Committee shall at its Annual General Meeting each year appoint a time and place for regular meetings. The frequency of meetings is identified in Appendix 1.

Should it be necessary to alter the times or place of a regular appointed meeting all members of the Committee shall be given at least forty-eight (48) hours' notice in writing of the new time or place.

2. The quorum of the Committee is listed in Appendix 1 of this document.
3. Each member shall be entitled to one vote and in the event of equality of votes the President shall have a casting vote as well as a deliberative vote.
4. The Committee shall hold an Annual General Meeting within 90 days of the end of the financial year. The Annual General Meeting shall be notified in an appropriate manner advertised in the local newspaper or community newsletter at least fourteen (14) days prior to the meeting date.
5. The Secretary of the Committee shall, forward an agenda of items to be discussed at the meeting on receipt of a requisition signed by the President, or three (3) members, stating the object of such meeting, within fourteen (14) days call a Special Meeting. Written

notice of such meeting shall be given to each member of the Committee specifying the object of the meeting and the time and place where the meeting shall be held.

6. The Committee shall cause minutes to be kept of all meetings and shall forward to the Council a copy of such minutes within fourteen (14) days of the meeting.

8 FINANCIAL REQUIREMENTS

1. The Committee shall open a bank account and advise the Council of the name of the bank.
2. The Committee shall authorise the manager of its bank to supply the Council a copy of the Committee's bank account on the written request of the Chief Executive Officer.
3. The Committee shall keep proper records of all monies received and expended and shall by its Treasurer, within seven days of its receipt, pay all monies received to the credit of the Committee's bank account.
4. All expenditure shall be authorised by the Committee and shall be paid by cheque signed by 2 office bearers.
5. The Committee shall submit to the Annual General Meeting the audited Financial Statements:
 - a. by a commercial auditing firm when they have:
 - i. A turnover of greater than \$50,000 in the financial year, **or**
 - ii. Cash holdings of greater than \$50,000 at any time during the financial year
 - b. by Council's Financial Services Department when they have:
 - i. A turnover of less than \$50,000 in the financial year, **and**
 - ii. Cash holdings of less than \$50,000 during the financial year.
6. All funds obtained by the Committee can only be expended on the facility as outlined in Clause 6 of Appendix 1.
7. In accordance with the Local Government Act 1989 the Committee cannot obtain funds by way of loan or overdraft. Any such arrangement can only be entered into by Council.

9 REPORTING REQUIREMENTS

The following information is required to be forwarded to Council in the appropriate timeframe.

SOURCE	ACTION	DUE DATE
The Act	Provide a copy of all minutes of meetings	Within 14 days of the meeting
Delegation	Arrange for audit of Financial Statements	Must be available for Annual General Meeting
Delegation	Hold Annual General Meeting	Within 90 days of end of financial year
Delegation	Provide copy of minutes of Annual General Meeting	Within 14 days following the meeting
Delegation	Provide certified copy of audited Financial Statements (if completed externally)	Within 30 days of receipt

SOURCE	ACTION	DUE DATE
Delegation	Provide paperwork to enable auditing of financials by council	Within 30 days of end of financial year
Delegation	Provide an estimate of the number of hiring's and types of each event for insurance purposes.	By 1 May each year
Delegation	Recommend proposed hire fees to Council	By end of November annually
Delegation	Submit "Usage of Public Hall's/Facilities" form	Every January, April, July and October
Delegation	Submit casual hirer agreement payments and forms	Every January, April, July and October
The Act	Provide a listing of all members of the Committee to be appointed by Council	Within 14 days after the Annual General Meeting

Please Note: Information forwarded to Council should be addressed to the:

**Administration Officer Corporate Services
PO Box 21, Wedderburn Vic 3518
loddon@loddon.vic.gov.au**

APPENDIX 1: INFORMATION SPECIFIC TO THIS COMMITTEE

1 Name of committee

The special committee of Council shall be entitled "Choose an item." ("the Committee").

2 Membership of the committee

In order to ensure broad representation the preferred composition of the Committee is:

- at least 6 community representatives
- at least one representative nominated by Council.
- Community representatives

Community representatives shall be nominated by the special committee at the Annual General Meeting and will have one vote per resolution.

- At least one representative nominated by Council.

Council's representative can be a Councillor or staff member. Council representatives will not be in attendance at every meeting but can be called upon by the Committee when required. The nominated Council representative will not have voting rights.

3 Quorum of the committee

The quorum of the committee is five (5).

4 Annual cycle of the committee

Choose an item.

5 Meeting frequency of committee

Choose an item.

6 Objectives of the committee

To administer, manage, and control the facility known as the Choose an item.

7 Facility details

a. Location

Insert information, indicated by the red outline on the map

b. Crown allotment details:

Insert information

c. Map

Insert map

8 Powers and duties specific to this committee

The Committee shall be responsible for:

- Managing Council's annual allocation of funds
- Ensuring that all decisions related to improving facilities at the reserve are resolved through the committee
- Ensuring that organisation member bodies when hiring out their facilities understand their responsibilities to ensure that hirers have the appropriate public liability insurance

- Advising Council of an estimate of the number of hiring's and types of each event by 1 May each year for insurance purposes
- Submitting quarterly (3 monthly) usage statistics which is to be recorded on the "Usage of Public Halls/Facilities" form due in January, April, July and October. (Data to be provided includes: date of event, hirer, type of event, type of insurance and number of attendees).

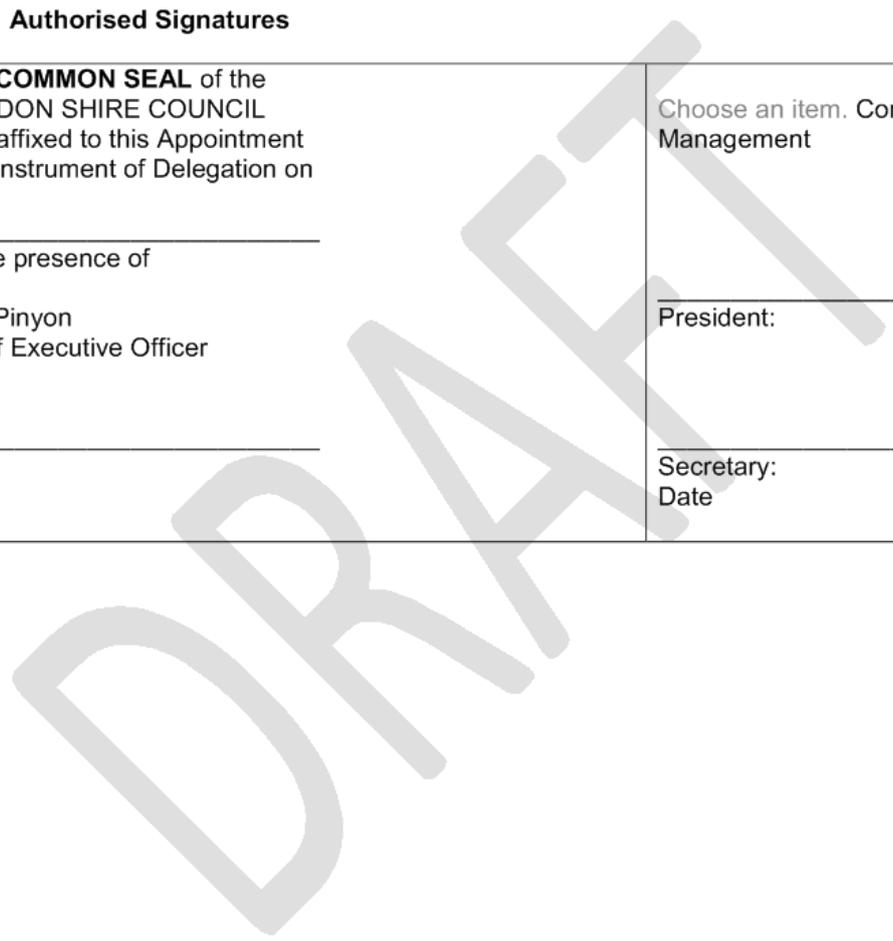
The committee cannot delegate any of its powers or functions.

9 Exemptions specific to this committee

[Nil/insert specific information]

10 Authorised Signatures

<p>The COMMON SEAL of the LODDON SHIRE COUNCIL was affixed to this Appointment and Instrument of Delegation on</p> <p>_____</p> <p>in the presence of</p> <p>Phil Pinyon Chief Executive Officer</p> <p>_____</p>	<p>Choose an item. Committee of Management</p> <p>_____</p> <p>President:</p> <p>_____</p> <p>Secretary: Date</p>
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LODDON SHIRE COUNCIL

MANAGEMENT AGREEMENT BETWEEN LODDON SHIRE COUNCIL AND [INSERT NAME] /INC WITH REGARD TO THE [INSERT FACILITY/FUNCTION]



DOCUMENT INFORMATION

DOCUMENT TYPE:	Management agreement
DOCUMENT STATUS:	Draft
POLICY OWNER POSITION:	Director Corporate Services
INTERNAL COMMITTEE ENDORSEMENT:	Not applicable
APPROVED BY:	Council
DATE ADOPTED:	Click here to enter date of approval
VERSION NUMBER:	Choose an item.
REVIEW DATE:	Click here to enter a date.
DATE RESCINDED:	Click here to enter a date.
RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES:	Click here to enter text.
RELATED LEGISLATION:	Click here to enter text.
EVIDENCE OF APPROVAL:	

Signed by Chief Executive Officer

FILE LOCATION: Document1

Strategic documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire website to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

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AGREEMENT

This **Management Agreement** is made on the date in which the Common Seal of the Loddon Shire Council was affixed to the agreement.

BETWEEN:

Loddon Shire Council ("Council") of 41 High Street, Wedderburn, Vic 3518

and

[insert name] with regard to **[insert facility/function]** ("Committee of Management") of **[insert address]**

THE PARTIES AGREE:

1 Purpose

The purpose of this Agreement is to:

- 1.1 Define the relationship between the Council and the Committee of Management
- 1.2 Identify the respective roles of each Party in relation to the effective management of the Site and
- 1.3 Establish occupancy arrangements to enable the Committee of Management to fulfil its responsibilities under this Agreement.

2 Definitions

In this Agreement:

Activity means the management, control and operation of the Site as specified in Item 2 of the Schedule in accordance with this Agreement

Activity period means the duration of this Agreement

Agreement means this document, including any annexure or schedule, and if there is an inconsistency between any of these parts, a provision in a schedule is intended to prevail to the extent of any inconsistency

Annexure means an annexure to this Agreement

Chief Executive Officer means the Chief Executive Officer of the Loddon Shire Council

Constitution means any instrument, charter, rules or memorandum constituting or defining the activities of the Committee of Management or its members

Financial Year means each period from 1 July to the following 30 June

Party means a party to this Agreement

Records include documents, information and data (e.g. Constitution, notes or minutes of meetings, financial information) stored by any means and all copies and extracts of the same

Schedule means a schedule to this Agreement

Site means the property described in Item 1 of the Schedule, including any building, facility, structure or equipment as specified

3 Revocation of prior agreements

Any existing licence, agreement or memorandum relating to the management and operation of the Site is revoked and replaced by this Agreement.

4 Term of this agreement

This Agreement starts on the date that the Common Seal of Council is affixed to it, and unless terminated earlier, ends on [Click here to enter a date](#).

5 Mutual obligations

- 5.1 The Committee of Management will undertake the activity for the Council including the responsibilities set out in Annexure A and Annexure B.
- 5.2 The Council will fulfil its responsibilities as specified in Annexure A and Annexure B.

6 Permission to occupy and manage a site

- 6.1 The Chief Executive Officer authorises the Committee of Management to occupy the Site as necessary for the purposes of this Agreement.
- 6.2 This permission does not create any interest or estate in the Site and is subject to the terms of this Agreement.
- 6.3 The Chief Executive Officer may designate, manage and operate the Site for any emergency related purpose or as otherwise required under this Agreement.
- 6.4 The Committee of Management will not, without the prior written consent of the Chief Executive Officer, or his/her delegate, assign, mortgage or charge this permission or part with or share possession of the Site or part of it.
- 6.5 The Committee of Management has no authority to mortgage or borrow against the assets of the site.

7 Reporting

- 7.1 The Committee of Management is to provide a list of names of the current Office Bearers, other positions on the Committee and contact details at the commencement of this Agreement and must notify Council in writing of any changes to the Office Bearers or other members of the Committee.
- 7.2 The Committee of Management will provide the Chief Executive Officer, or his/her delegate, with an annual report of the Activity and its obligations under this Agreement.
- 7.3 The Chief Executive Officer, or his/her delegate, may, at his/her discretion, waive the requirement to provide an annual report as required under 7.2.

8 Access to Site and records

- 8.1 With reasonable prior notice (at least seven days), the Committee of Management will give persons authorised by the Chief Executive Officer, or his/her delegate, access to records associated with this Agreement and allow those authorised persons to inspect and copy records in the possession and control of the Committee of Management for purposes associated with this Agreement.
- 8.2 During the Activity Period the Council, its staff, contractors and agents shall have full access to the Site.

9 Incorporation

- 9.1 The Committee of Management warrants that it is a fully operational incorporated body (or joint parties are individually fully operational incorporated bodies) compliant with all applicable legal requirements, and its Constitution is not (or their Constitutions are not) inconsistent with this Agreement.
- 9.2 The Committee of Management will not alter its Constitution (or their Constitutions) in a way that makes it (them) inconsistent with this Agreement without the prior written consent of the Chief Executive Officer or his/her delegate.

10 No partnership or agency

- 10.1 The Committee of Management will not become, or be deemed to be, a partner or agent of the Council by establishment of this Agreement.
- 10.2 The employees, partners and agents of the Committee of Management will not, by virtue of this Agreement, be, or for any other purpose be deemed to be, employees, partners or agents of the Council.

11 Subcontracting and assignment

- 11.1 The Committee of Management will not, without the prior written consent of the Chief Executive Officer, or his/her delegate, subcontract the whole or any part of the Activity.
- 11.2 The Committee of Management agrees not to assign its rights under this Agreement without the prior written consent of the Chief Executive Officer, or his/her delegate.

12 Termination

- 12.1 The Chief Executive Officer, or his/her delegate, may, in writing, terminate or suspend this Agreement where:
- (a) there is a breach of any terms or conditions by the Committee of Management after notice of the breach and a period of one month from receipt of the notice to correct the breach, or
 - (b) the Committee of Management becomes insolvent, does not comply with any applicable legal requirements, or is subject to petition or resolution for winding up, or
 - (c) the Committee of Management is discontinued or its purpose is varied without the consent of the Chief Executive Officer, or his/her delegate, or
 - (d) the Chief Executive Officer, or his/her delegate, determines that an alternative administrative or operational arrangement is more appropriate.

12.2 If this Agreement is terminated:

- (a) the permission granted under clause 6 is also terminated
- (b) the Committee of Management forfeits all rights and entitlements to the management, operation and control of the Site, and
- (c) the Committee of Management must deliver up and vacate the Site in good order as required under this Agreement, including all keys, fixtures and any fittings owned by the Council, within 30 days of the date of termination.

13 Insurance

13.1 The Committee of Management, its members and volunteers, while performing those activities, functions and duties specified or contained within this Agreement, will be provided with cover under the Council public liability and personal accident insurance policy.

13.2 The Council public liability and personal accident insurance policy does not and cannot be extended to cover any activities undertaken by the Committee of Management, its members or volunteers, which are outside the scope of the activities, functions and duties specified or contained within this Agreement.

13.3 The Committee of Management must provide Council with a Certificate of Currency annually upon renewal of its own public liability insurance.

14 Dispute resolution

14.1 The Chief Executive Officer and the Committee of Management agree to make every effort to resolve any dispute arising in relation to this Agreement in good faith.

14.2 If a dispute is not settled a person nominated by the Chairperson of the Victorian Chapter of the Institute of Arbitrators will be appointed to arbitrate the matter.

14.3 If a dispute is arbitrated the Parties will share the costs associated with conducting the arbitration.

15 Compliance with laws, Council policies and operational guidelines

The Committee of Management must comply with all laws and Council policies relating to the management, control and operation of the Site, as well as any activity conducted on the site. Where applicable, relevant standards, codes of practice and operational guidelines must also be adhered to. Examples include relevant sporting requirements, *Liquor Control Reform Act 1998*, *Occupational Health and Safety Act 2004* and *Occupational Health and Safety Regulations 2008*.

16 Fundraising

The Committee of Management is responsible for obtaining all applicable permits and licences for any fundraising activities for or in relation to the Site.

17 Council funding

The Committee of Management may make application to the Council for funding support from any grant scheme or other funding source.

18 Variation

This Agreement may be varied with the written consent of both Parties.

19 Consent and notices

Any consent, approval or notice required by this Agreement must be in writing and may be served either in person or by post at the relevant address set out at the head of this Agreement.

20 Authorised signatures

By signing this agreement all relevant parties understand and agree to the foregoing, and the items identified in the Schedules.

<p>The COMMON SEAL of the LODDON SHIRE COUNCIL was affixed to this Management Agreement on</p> <p>_____</p> <p>in the presence of</p> <p>Phil Pinyon Chief Executive Officer</p> <p>_____</p> <p>Date / /</p>	<p>[insert name] Incorporated</p> <p>_____</p> <p>President: [insert name] Date / /</p> <p>_____</p> <p>Secretary: [insert name] Date / /</p>
<p>_____</p>	<p>[insert name where multiple parties] Incorporated</p> <p>_____</p> <p>President Date / /</p> <p>_____</p> <p>Secretary Date / /</p>

SCHEDULE

ITEM 1: Description (the Site)

1.1 Name of Site

[insert site name]

1.2 Location of Site

[insert site name]

1.3 Crown allotment details of Site

[insert details of Crown Allotment]

1.4 Map of Site

[insert map]

ITEM 2: Activity at the Site

2.1 Activities and shared arrangements

To manage, operate and maintain the Site for the benefit of the local community.

There are [shared/no shared] arrangements for the site.

2.2 Role of the Committee of Management

The Committee of Management will manage, control, operate, promote and maintain the Site for the benefit of the community in a responsible, efficient, effective and practical manner, having regard to the principles of good governance, without the day to day involvement of the Council.

2.3 Functions and duties

To further its objectives in relation to the Site, the Committee of Management is required to:

- 2.3.1 Manage, operate and maintain the Site in accordance with the principles of sound financial management.
- 2.3.2 Determine the terms and conditions under which the Site will be made available for use by the general public or by specific user groups.
- 2.3.3 Develop and adopt policies and procedures for its effective and efficient management (e.g. hiring policies and procedures).
- 2.3.4 Promote the use of the Site with a view to maximising community involvement and participation.

2.4 Financial management and outgoings

- 2.4.1 The Committee of Management must do all things necessary to ensure responsible, prudent, and transparent financial management of the Site.
- 2.4.2 The Committee of Management is responsible for payment of all utility and other like services supplied to the Site including, but not limited to, water, gas, electricity, sewerage and telephone.

2.5 Use of the site and fees

- 2.5.1 The Site is to be used for the following purpose(s): [*additional to those listed in 2.1*]
- 2.5.2 The Committee of Management is responsible for the formulation and administration of the terms and conditions for the use of the Site, including recommending to Council the setting of hire charges and security deposits.
- 2.5.3 All terms and conditions of use and access must be consistent with Council policy and

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relevant local laws.

- 2.5.4 The Committee of Management must use the Standard User Agreement approved by the Chief Executive Officer or his/her delegate that includes an indemnity to be entered into with users of the Site.
- 2.5.5 The Committee of Management must ensure that all users of the Site execute the required user agreement and indemnity before use of the Site.
- 2.5.6 The Committee of Management must ensure that the hirer has appropriate public liability insurance or the hirer takes out public liability insurance with the scheme offered by Council.
- 2.5.7 A temporary liquor license for any function or event must be obtained by the relevant organiser. Any person behind a bar catering for these functions or events must maintain a Responsible Serving of Alcohol certificate.
- 2.5.8 No smoking is permitted within any building located on the Site or within the distance set by regulations of any doorway or window associated with said buildings. Signs indicating this restriction must be installed and maintained by the Committee of Management. Should the Committee of Management wish to impose further smoking restrictions, consultation with Council shall be required to facilitate the necessary designation of smoke free areas.
- 2.5.9 The Committee of Management is responsible for ensuring that the site is maintained in a neat and tidy condition at all times. This includes but is not limited to such actions as maintaining adequate numbers of waste and recycling receptacles, collecting and disposing of general litter, preventing accumulation of debris and where applicable providing receptacles for cigarette butts.
- 2.5.10 No gambling is permitted at the Site without prior written permission from the Chief Executive Officer or his/her delegate. A minor gaming permit issued by The Victorian Commission for Gambling and Liquor Regulation for any function or event must be obtained by the relevant organiser.

2.6 Security

- 2.6.1 The Committee of Management is responsible for the day to day security of the Site, including, but not limited to, storing and issuing keys, changing of locks and other like processes.
- 2.6.2 If the Site is keyed to the Council key system (restricted system):
 - a) Council will provide the Committee of Management with four (4) sets of keys for Committee members; however any additional keys are to be requested in writing, and will be charged directly to the Committee.
 - b) The Committee of Management must not make any copies of keys. Lost or stolen keys shall be reported to the Council within 24 hours. The cost of replacing lost or damaged keys or reconfiguring facility locksets will be charged directly to the Committee of Management.
 - c) No installation of locks, key cylinders or padlocks is permitted without prior written consent from Council. If found to be installed or removed without written consent, the Council will rectify the issue and any expenses incurred from doing so will be charged directly to the Committee of Management.
- 2.6.3 Buildings on individual key systems will be progressively changed to the Council key system as funding allows.

2.7 Maintenance

- 2.7.1 The Committee of Management must keep the Site, including fittings, furniture and equipment in good repair and condition.

- 2.7.2 The Committee of Management is responsible for maintenance and other matters as specified in Annexure A. However, the Committee of Management may impose a maintenance obligation on a user group as a term or condition of a User Agreement.
- 2.7.3 Unless otherwise specified within an Annexure to this agreement or Council's Building Asset Management Plan (BAMP), the Committee of Management shall be responsible for all ongoing building inspection, maintenance and renewal activities including but not limited to essential service maintenance, pest control, utility costs, structural repairs, painting, equipment servicing, and fencing where applicable.
- 2.7.4 Any capital improvements proposed on the Site must be approved by Council e.g. air conditioner installation, building extensions or structural modifications.
- 2.7.5 All works undertaken at the Site must comply with the applicable statutory standards including (but not limited to) Building Act and Regulations, Environment Protection Act, Planning and Environment Act, Disability Discrimination Act, and Public Health and Wellbeing Act.

ANNEXURE A: RESPONSIBILITIES

This document provides guidelines to your Committee of Management for the maintenance of Loddon Shire's (Council) owned / managed facilities.

Item	Responsibility		Comments
	Council	Committee of Management	
UTILITIES			
Power (Electricity) Gas (Bottled & Mains) Water (Building) Telecommunications		✓	Payment for all supply costs, service charges and associated expenses.
BUILDINGS			
Includes: Main Buildings, Grandstands, Scoreboards, Timekeepers Hut, Player and Public Shelters, Ticket Entrances, Shedding, Carports, Verandas, Toilets etc.			
Rates	✓	Contact Revenue Co-ordinator	Council will be responsible for any rates and charges, including land tax if applicable.
Building Insurance	✓	Contact Manager Organisational Development	Council is responsible where building is owned as the Council's asset.
Structure – Foundations, Floors & Walls. Roof and Guttering	✓	Contact Building Maintenance Officer	Council will be responsible for all structural & roof/guttering maintenance & repairs/replacement. This may include ageing materials, rising damp, pest (termite) damage, ground movement, drainage, storm damage etc.
General Building Maintenance.		✓	All general maintenance including electrical, plumbing, fit outs, spouting (cleaning), drainage etc. Cleaning internally and externally and supply of cleaning products and consumables. Repairs due to vandalism including the removal of graffiti. Report any structural damage to Council.
External painting	✓	Contact Building Maintenance Officer	Council may at its discretion cover costs of internal/external painting subject to available funding.
Internal Painting		✓	Council may at its discretion cover costs of internal/external painting subject to available funding.

Item	Responsibility		Comments
	Council	Committee of Management	
Kitchen – Food Safety/Hygiene		✓	Must be kept in clean and hygienic condition. Environmental Health may undertake inspections.
Cleaning of Sports Use Toilets		✓	Day to day cleaning and supply of all consumables such as toilet paper and hand towels (excluding public toilets recognised within Council's Building Asset Management Plan.)
Asbestos Audits and Asbestos Register Asbestos containment and/or removal	✓	Contact Building Maintenance Officer	Council will be responsible for engaging suitably qualified contractors to undertake Asbestos Audits on Council buildings over a 5 year period. Council will maintain the Asbestos Register. Council will manage identified asbestos in buildings through regular inspection checks or removal.
Seasonal inspections		✓	Where facilities involve the running of seasonal sports, the committee is responsible for arranging for Council to inspect all sporting facilities prior to the season
BUILDING CONTENTS			
Contents Insurance		✓	For contents not owned by the Council.
Electrical Testing and Tagging of Appliances		✓	The Committee of Management is responsible for engaging competent person(s) to undertake testing and tagging of electrical equipment every 12 months or to Australian Standards, whichever is the lesser term.
Floor Coverings		✓	The Committee of Management is responsible for general upkeep and cleaning of floor coverings.
Window Furniture		✓	The Committee of Management is responsible for the general upkeep, cleaning and replacement of curtains, blinds and other window furnishings.
ESSENTIAL SAFETY MEASURES			
Records of service must be kept in the installed Essential Safety Measures Cabinet and also be provided to Council on request.			
Fire Extinguishers Fire Blankets Hose Reels Fire Hydrants		✓	The Committee of Management is responsible for engaging competent person(s) to undertake servicing of equipment every 6 months to Australian Standards.

Item	Responsibility		Comments
	Council	Committee of Management	
Air-conditioning and Mechanical Ventilation Systems		✓	Servicing of Air Conditioning Systems (Heating and Cooling) and Mechanical Ventilation Systems to Australian Standards. Service requirements and frequencies may vary from site to site
Fire Mains	✓	Contact Building Maintenance Officer	Servicing and testing of Fire Mains (Ring Mains) to Australian Standards. Currently required every 5 years.
Lifts		✓	Serviced to Australian Standards by suitably qualified person(s) Minimum service requirement is annually unless Council deem a more frequent service is required.
Emergency Lighting Exit Lights		✓	Serviced to Australian Standards by suitably qualified person(s) at 6 monthly intervals
Access & Egress Paths of Travel to Exits		✓	Internal audits to be conducted by a suitably responsible person at quarterly intervals.
Emergency Evacuation Policy	✓	✓ Contact Manager Organisational Development	Council may assist the Committee of Management with the development and/or review of Emergency Evacuation policies and procedures. Committee of Management are responsible for implementation and ongoing reviews.
BUILDING SERVICES			
Rubbish and Recycle Kerbside Collection			The Committee of Management is responsible for ensuring bins are placed out for collection.
Septic Tank and Lines	✓	✓	Council will be responsible for repairs, major maintenance or replacement General annual/tri-annual servicing is the Committee of Management's responsibility.
Grease Traps / Triple Interceptor Pits	✓	✓	Council will be responsible for repairs, major maintenance or replacement General annual/tri-annual servicing is the Committee of Management's responsibility.
Thermostatic Mixing Valves / Tempering valves		✓	Serviced to Australian Standards by suitably qualified person(s) at 12 monthly intervals

Item	Responsibility		Comments
	Council	Committee of Management	
Backflow Prevention Devices		✓	Annual servicing and repairs of Backflow Prevention Devices where installed by Coliban Water
Automatic Doors		✓	Serviced to Australian Standards by suitably qualified person(s) at 6 monthly intervals. Committee of management is responsible for all service and maintenance costs.
GROUNDS Including nature strips			
Fencing Maintenance and Renewal		✓	Committee of Management responsible for all maintenance and renewal of boundary and internal fencing
Playground Equipment	✓	Contact Building Maintenance Officer	Annual Safety Check of installations provided by Council
Seat and Bench Maintenance		✓	Where installed by Committee of Management
Ovals and Surrounds Maintenance		✓	Committee of Management responsible for all maintenance and upkeep of ovals and surrounds. Approved Grant Applications may assist with new installations, upgrades or high cost maintenance programs.
Light Tower Maintenance		✓	Committee of Management is responsible for all maintenance and upkeep of light towers. Approved Grant Applications may assist with new installations, upgrades or high cost maintenance programs.
Cleaning and Maintenance of Public Toilets recognised within the Council's Building Asset Management Plan	✓	Contact Building Maintenance Officer	Maintained by Council through existing service contract.
Water (Sporting Grounds)		✓	Irrigation systems are managed and maintained by Committees of Management. Approved Grant Applications may assist with new installations, upgrades or high cost maintenance programs.

Item	Responsibility		Comments
	Council	Committee of Management	
Garden Beds Maintenance and Watering around Halls, Clubrooms or Pavilions		✓	Includes maintenance of all garden beds, ornamental lawns, mowing and their respective watering systems. New garden beds situated in close proximity of buildings must be approved by Council prior to installation.
Netball and Tennis Courts Maintenance		✓	Committee of Management is responsible for all maintenance and upkeep of netball and tennis courts. Approved Grant Applications may assist with new installations, upgrades or high cost maintenance programs.
Pest Plants (weeds) and Animals		✓	Includes insects, rodents, rabbits, feral animals and weeds
Road and Path Maintenance		✓	Committee of Management is responsible for: inspection, maintenance and renewal of all internal driveways, roadways, footpaths and parking areas.
Hard Surfaces - (paving, asphalt, concrete etc.)		✓	Committee of Management is responsible for all maintenance and upkeep of all hard surfaces. Approved Grant Applications may assist with new installations, upgrades or high cost maintenance programs.
Advertising Sign Maintenance		✓	The erection and maintenance of advertising signs is subject to Council approval and must meet all regulations and planning requirements. A Planning Permit may be required.
Barbecue Maintenance		✓	Committee of Management is responsible for all maintenance and works associated with the BBQ facilities at reserves
Rubbish Maintenance		✓	Rubbish generated from activities that use the facility must be disposed of in bins on site kerbside collection service. If no bins available, the Committee must remove rubbish off site. Hard rubbish that is generated from works must be carted away from the property at the completion of the works.

Item	Responsibility		Comments
	Council	Committee of Management	
MISCELLANEOUS			
Smoking		✓	No smoking is permitted in any Council property. Committees are responsible to ensure no cigarette butts litter the ground and surrounding areas.
Special Events	✓	✓	Council is responsible for the day to day wear and tear of the surfaces or infrastructure Any special events costs and damage is the responsibility of the Committee of Management
Alcohol		✓	No alcohol is permitted to be sold unless a liquor licence is held– see Department of Justice for more information (www.justice.vic.gov.au/alcohol)
Gambling	✓	✓	No gambling is permitted in any Council property.
Politicians		✓	Committee of Management must seek authorisation from Council prior to contacting a politician.

Committees may apply for funding assistance for any maintenance requirement via Council's Community Grants Program or Recreation Grants. If successful for grant funding, all works are subject to written approval from the Loddon Shire Technical Services Department.

ANNEXURE B: DOCUMENTS REQUIRED

Documents provided with this Agreement

1. By the Committee of Management:
 - a. evidence of Incorporation of Committee of Management
 - b. committee Office Bearers and members (refer section 7 Reporting)
 - c. copy of Certificate of Currency for public liability insurance (refer section 13(3)).
2. By Council:
 - a. copy of annual report form (refer section 7 Reporting).
 - b. copy of relevant Council policies relating to the management, control and operation of the Site (refer section 15 Compliance with laws, Council policies).
 - c. copy of standard User Agreement approved by the Chief Executive Officer (refer Schedule, 2.5 2.5.4

10.6	ADOPTION OF THE MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2017-2021
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File Number: 12/01/003

Author: Wendy Gladman, Director Community Wellbeing

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments:

1. Municipal Public Health and Wellbeing Plan 2017-2021 Amended
2. DRAFT Municipal Public Health and Wellbeing Plan 2017-2021 - written submissions

RECOMMENDATION

That Council:

1. thank the contributors for their submissions
2. amend the draft Municipal Public Health and Wellbeing Plan 2017-2021 as reflected in the proposals in this report
3. adopt the Municipal Public Health and Wellbeing Plan 2017-2021
4. forward a copy of the approved plan to the Director Health, North Division, Department of Health and Human Services.

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

At its 22 August 2017 meeting Council resolved to advertise the draft Municipal Public Health and Wellbeing Plan 2017-2021.

BACKGROUND

Council is required to prepare a Municipal Public Health and Wellbeing Plan (the Plan) under Section 26 of the Public Health and Wellbeing Act 2008.

The Plan is a key strategic planning tool that aims to maintain and improve public health and wellbeing at a local community level. When developed the plan becomes the pivotal document informing the health and wellbeing priority areas for the next four years.

ISSUES/DISCUSSION

Four written submissions and feedback from the Loddon Health Wellbeing Network were received during the submission period. The content of these submissions has been reviewed and, where relevant, amendments made to the draft Plan. These amendments have been highlighted on the attached amended version of the Plan.

Written submissions:**Jerri Nelson, North Central Local Learning and Employment Network**

Submission:	To remove the Regional Youth Affairs Network from the partners graphic on Page 20 of the Plan as the network is no longer in operation.
Response:	Reference to Regional Youth Affairs Network has been removed

Katie McKee, Women's Health Loddon Mallee

All feedback is related to the Feeling Safe and Secure focus area

Submission: That family violence be recognised and addressed as a gendered issue in the Plan in order to be effective in preventing and reducing its prevalence within the community.

Response: The statistics on page 31 of the Plan have been amended to include gendered data available from the Women's Health Atlas.

Submission: That the Plan ensures that the gendered difference in safety are addressed.

Response: The statistics on page 31 of the Plan have been amended to include gendered data available from the 2015 Vic Health Indicators.

Submission: To remove the data from the community survey relating to witnessing of abuse of violent crime as it may not be an accurate reflection of family violence in the Shire.

Response: Statistics related to the community survey witnessing of violent crime and abuse on page 31 of the Plan have removed.

Submission: To amend the reporting measures including:

- remove teenage pregnancy measure
- add the following three measures:
 - increased access to gender sensitive health services
 - adoption of organisational policies and practices that promote gender equality internally
 - application of a gender lens to Council planning processes and service delivery.

To amend the measures in the Improve gender equity in Loddon Community outcome to link it to leadership representation and participation in sports.

- Increased representation of women in media/promotional material across organisations, sports clubs/sports participation and at all levels of leadership, providing positive role modelling for both boys and girls.

Response: The measures referenced above have been amended.

Wendy Murphy

Submission: A range of comments relating to giving ownership of their health and wellbeing, but providing the opportunities for them to want to do something and be able to be active. Recommended a collaborative approach by Council and other groups to achieve this.

Response: No changes to the Plan were made based on this submission, as the Protect and Promote Health focus area of the Plan identifies an increase in physical activity and the subsequent annual operational plans will identify opportunities for agency collaboration.

Heather Paterson, Centre for Non-Violence

All feedback is related to the Feeling Safe and Secure focus area

Submission: Consider change the measure period for improvement in child protection statistics in the first outcome, Children are safe, from one year to three.

Response: The measure referenced above has been amended.

Submission: Use the measure in the first outcome, of L17 Police reports with an understanding

that as women are feeling more confident to involve police when an incident occurs, the number of reporting incidences may increase.

Response: A rider noting this has been added in the related measure on page 32 of the Plan.

Submission: Noted that there may be some difficulty with data collection for the annual measure in the second outcome, Services are local, related to the number of family violence incidents reported to Police.

Response: Further investigation of this will be undertaken with Victoria Police and this measure may be modified to reflect data that is able to be collected.

Submission: Suggesting an additional measure in the third outcome, Improve gender equity, to report on the number of women in positions of leadership.

Response: This has been captured through a change made based on the Women's Health Loddon Mallee submission which has included a measure of increased representation of women at all levels of leadership.

Submission: Requested some clarification to the measures included in the fourth outcome, Build capacity.

Response: The measures referenced above have been amended to provide clarity.

Loddon Health and Wellbeing Network feedback

Suggested measures to be included in the plan:

Increased healthy start in life:

- Increased early years activities at libraries for families to support improved knowledge of early years development
- Strong Families Strong Children priority area: Identify resources to support/trial new and innovative strategies linked to improved social determinates of health in families

Reduce preventable disease:

- Increased number of health prevention presentations to school population
- Increase media/promotion on the health prevention/promotion resources available. e.g. Libraries and community health services
- Improve GP reporting of cancer screening rates

Increase healthy eating and active living:

- Support the establishment of the Loddon Healthy Eating Active Living (HEAL) network

Reduce tobacco and harmful alcohol and drug use:

- Increase number of people accessing drug and alcohol services
- Increase number of presentations/programs at local sporting clubs, such as 'Keys Please' and 'Look after your mates'

Children are safe, resilient and free from abuse and family violence:

- Monitoring of systemic data from the GP's in schools program
- Include data from the School entrance health questionnaire with the AEDC survey
- Add prioritisation of the Strong Families Strong Children network focus areas
- Increase opportunities for community participation in gender equity/mutual respect activities (to raise gender equity awareness)

Services are local and accessible:

- Reduction in recidivist offending and multiple attendance at specific addresses by Victoria Police

Improve gender equity in Loddon community:

- Add measure to include monitoring gendered participation rates in occupations (where measurable data is available)

Build capacity in workplaces and the community to identify, prevent and address family violence

- Amend Curriculum audits to include – Monitor whole of school gender equity/baseline audit as part of the Respectful Relationship program
- Increase in number of organisations who have undertaken an Organisational Gender Audit
- Support the development of a Loddon Family Violence network

Response: The measures referenced above have been included in the Plan.

COST/BENEFITS

The success of this plan is based on collaboration and strategic partnerships between government, health, education, community service organisations and community interest groups, such as the Loddon Healthy Minds Network.

Individually, agencies are unlikely to have the capacity to address the range of factors that influence health and wellbeing across the municipality and as such, recognise that partnerships with other key agencies and working together is paramount in order to maximise health and wellbeing outcomes.

It is anticipated that actions identified in the annual operational plans will be undertaken within existing budgets.

RISK ANALYSIS

Under the Public Health and Wellbeing Act 2008 Council is required to develop and adopt a Municipal Health and Wellbeing Plan within 12 months of an election being held. The adoption of this plan at Council's September meeting will meet this legislative requirement.

CONSULTATION AND ENGAGEMENT

The draft plan was released for public comment, and at the 10 September closing date, four written submissions had been received.

Partner agencies attending the quarterly Living Well in Loddon network meeting were provided with the opportunity to review the draft plan outcomes and measures and provide feedback.

PLAN



MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2017 - 2021



LODDON
SHIRE

DOCUMENT INFORMATION

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RELATED LEGISLATION:	Public Health and Wellbeing Act 2008 Public Health and Wellbeing Plan 2015-19 Victorian Health and Wellbeing outcomes framework Climate Change Act 2010 Royal Commission into Family Violence

EVIDENCE OF APPROVAL:

Signed by Chief Executive Officer

FILE LOCATION: Document1

Strategic documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Loddon Shire website to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.



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1 MESSAGE FROM THE MAYOR AND CHIEF EXECUTIVE OFFICER

Welcome to Council's Municipal Public Health and Wellbeing Plan 2017-2021. The Plan is developed in the twelve months following a general council election, and provides an opportunity to revisit the health and wellbeing profile of our community to gain an understanding of the strengths and weaknesses we experience.

We know that our health and wellbeing is influenced by a wide range of issues. In addition to our health related behaviours, it is also about the friendships we have, the social networks in our community, whether we have a job and how we access services where we live.

In developing the Plan, we can clearly link Council's vision, to be a prosperous, vibrant and engaged community, and mission, to enhance sustainability and liveability, directly with some of the key factors in the social model of health that underpins an individual's opportunity to experience the best possible health and wellbeing.

As the level of government closest to the people, Councils can play a pivotal role in leading and developing policies, programs and infrastructure with the capacity to advocate for, promote and improve the health of local community members. We will continue to contribute to our community's health and wellbeing by:

- encouraging a collaborative agency approach which supports the health and wellbeing of members of the community and strengthens the capacity of the community and individuals to achieve better health
- providing and maintaining facilities and public spaces which promote and support social connectedness, inclusive activities and physical activity – three key contributors to health and wellbeing
- initiating, supporting and managing public health planning processes at local government level
- enforcing public health legislation and developing, implementing and enforcing public health policies and programs within the municipal district, and intervening if the health of people within the municipality is affected
- coordinating immunisation services to children living or being educated within the municipality
- ensuring that the municipality is maintained in a clean and sanitary condition.

Council is committed to working collaboratively with the community and partner agencies to focus on some of the key factors that impact our community's health and wellbeing outcomes. We can significantly reduce chronic disease by working together to promote and support health and wellbeing where people live, learn, work and play.

On behalf of Loddon Shire Council we would like to thank the many people who have contributed in the development of this plan. We would like to acknowledge Council's contributing departments for their input and our partners for their involvement in the identification of strategic directions and priorities for health and wellbeing in Loddon.

Council is proud of this plan and the opportunity it provides over the next four years to support our residents to 'Live Well in Loddon'.



Neil Beattie
Mayor, Loddon Shire Council



Phil Pinyon
Chief Executive Officer

2 EXECUTIVE SUMMARY

Council's Municipal Public Health and Wellbeing Plan 2017 – 2021 is a key strategic document for Council and other agencies with an aim to improve the health and wellbeing of our community. It sets out the broad mission, goals and priorities identified for the next four years and brings together key stakeholders and partner organisations in collaboration to identify and respond to the main health and wellbeing challenges facing our municipality.

It is intended that the Plan will be a tool for working across a range of local strategies and initiatives, informing other public health planning processes, and avoiding duplication of the planning, implementation, monitoring and review effort at a local level.

It is only by working together that we can have the greatest impact on our community's health and wellbeing. By working together towards shared outcomes we can provide a more coordinated, integrated, efficient and effective approach in achieving our goals. We would like to acknowledge and thank the many partners for their efforts, insight and cooperation, which has been demonstrated during the development of the plan to date, and for their ongoing commitment.

For a healthy and vibrant community, our residents need to enjoy good health and wellbeing. This underpins everyone's ability to live a good life. It averts the distress and discomfort of disease, and the costs of treating illness, as well as enabling people to make the most of their lives and maximise their capability to work, learn, play, socialise, volunteer and care for loved ones. A healthier community is more productive, resilient and cohesive.

The social determinants of health are the conditions in which people are born, grow, live, work and age, which influence their health and wellbeing. In Victoria, the higher someone's income and education level, the better their health tends to be. People on low incomes, people in rural areas and Aboriginal people, on average, have poorer health, die earlier and receive less healthcare than other Australians.¹

The Plan builds on the work being undertaken to support health and wellbeing in our community and takes into account, feedback from our community and partner organisations, changes in State and Federal policy and opportunities to implement a best practice approach. It uses a holistic approach in setting high level strategic focus areas with the agreed outcomes to be achieved and details how progress will be measured.

The Plan builds on Council's existing health and wellbeing related strategies and programs, specifically addressing four priority focus areas:

- Good physical health
- Good mental health
- Protect and promote health
- Feel safe and secure

Annual operational plans will be developed in alignment with the requirements of the Victorian public health and wellbeing planning cycle which will detail the actions that will be undertaken in the ensuing twelve months and will identify the varying levels of responsibility, comprising lead, partner and advocate, for partner agencies in implementing each of the actions.



3 ABOUT LODDON

Loddon Shire Council is located in north central Victoria approximately 200kms north of Melbourne and 40km northwest of Bendigo.

It is a 'community of communities', comprising a number of towns dispersed throughout the shire including the towns of Bridgewater, Inglewood, Wedderburn, Dingee, Mitiamo, Serpentine, Newbridge, Tarnagulla, Boort, Pyramid Hill and other surrounding towns and communities.

The Shire encompasses a total land area of approximately 6,700 square kilometres and is a predominantly rural area.

It has a rich agriculture and goldfields heritage and abounds with natural assets including forests, rolling hills, rocky outcrops, rivers and lakes.

The Shire enjoys a Mediterranean climate with warm summers and fine sunny winter days. The average rainfall in the Shire is approximately 500mm.



Within the Loddon Shire there is a rich and diverse Aboriginal cultural heritage which includes 925 registered Aboriginal cultural heritage sites and 14 registered Aboriginal historic places (data from AAV Aboriginal Heritage Register). These heritage values consist mainly of scarred trees, stone artefact scatters, earthen mounds, stone features, associations with honorary correspondent depots or stations and a small number of burial sites, quarries, collections and an art site. These Aboriginal cultural heritage values are mainly found in association with past and present natural drainage lines and water features such as rivers and lakes, lunettes, high ground, sandy deposits and remnant native vegetation. Documentation of the sites is currently limited, but significant sites are known to be in the vicinity of Lake Boort, Mount Korong, Kooyoora, Pyramid Hill and Kow Swamp. There are also numerous sites along the Loddon River.

Loddon Planning Scheme S21: Municipal Strategic Statement

OUR DATA

The most recent sources have been used to provide a snapshot of Loddon, and in some cases this will be 2011 Census data. The 2016 Census data commenced release on 27 June 2017, and where new data has become available during the development of the plan, it has been included. Other Census data, still to be released, will be included in the first annual review of the plan.

Appendices: Loddon data screens

A copy of the data analysis used during the agency consultation is available on Council's website: [weblink to be inserted](#)

WHO ARE WE

After many years of declining population the 2016 census data showed a slight increase of 57 from the 2011 Census period. With a reduction trend of 341 and 377 in the previous two census periods factored into calculations, we can consider the population increase to include a retention of 350 residents - a turnaround of approximately 400 residents. In 2011 the population in Loddon was projected to decrease by 8% between 2016 and 2031. With the release of the final Census data some months away, it is unknown if the recent change in the population trend will impact on the longer term population projections.

Our proportion of men and women remains almost equal at 51% male and 49% female.

The age structure of Loddon Shire Council compared to Victoria shows Loddon has a smaller proportion of residents aged 0-64, and a higher proportion of residents aged 65 plus. It is predicted that Loddon's 0-64 age group will continue to decline as a proportion of the population as the 65 plus age group continues to increase.

Our average age increased from the last census by one year, from 50 to 51; the same increase experienced across Australia (from 37 to 38). Victoria's average age remained at 37. For Loddon, this is a significant slowing of the average age increase compared to that experienced in 2011 where the average age increased from 46 (in 2006) to 50.

Our number of residents of Aboriginal and Torres Strait Islander origin continues to increase and at 1.6% in 2016 is higher than Victoria at 0.8%.

2016 Census data shows a little over 20% of our residents were born overseas. The percentage of people born overseas has progressively increased from 7% in 2001. Other than Australia the top five countries of birth included England, Philippines, New Zealand, Netherlands and Germany. The Philippines joined the top five most common countries of birth for the first time in 2016.

HOW WE LIVE

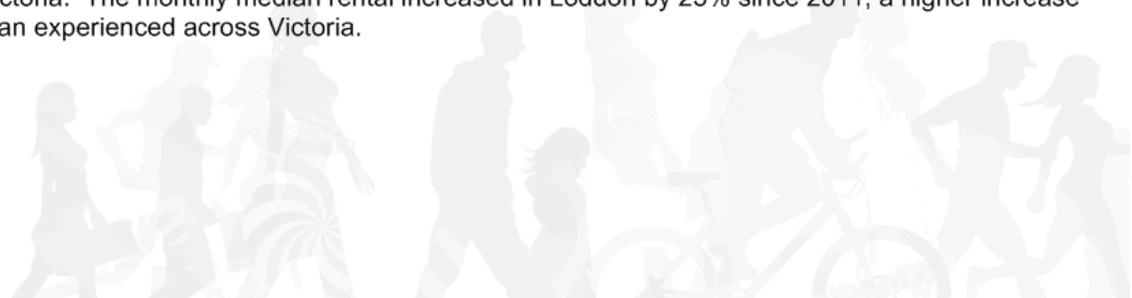
The median weekly household income in Loddon increased from \$686 in 2011 to \$826 in 2016. A higher increase compared to Victoria in the same period.

In 2016, Loddon comprised a smaller proportion of high income households compared to households across Victoria, and with 36.4% of households earning less than \$650 per week, a far higher proportion of low income households than Victoria.

In 2016, 78% of our residents are home owners and a further 16.3% live in rental accommodation. Although half of our residents own their home outright in 2016 compared to a third across Victoria, it is 15% lower than outright owners in Loddon in 2001.

Home owners in Loddon pay less than half on average on loan repayments than home owners across Victoria. An increase of 6.7% in the monthly median loan repayment since 2011 is higher than the Victorian increase of 1.6% in the same period.

Residents in Loddon pay almost a third of the amount in monthly median rental payment than Victoria. The monthly median rental increased in Loddon by 25% since 2011, a higher increase than experienced across Victoria.



WHAT WE DO

In 2011, the most popular occupations for Loddon residents were in the agricultural sector, accounting for nearly 40% of employed residents. A large gap followed with the next four most popular occupations - health, manufacturing, retail and education; collectively accounting for a further 31% of employed residents.

The significance of the agricultural sector as an employer in Loddon is validated when it is compared to 7.8% of employment in regional Victoria and 2.3% across Victoria.

Over half of our employed residents work full time and approximately one third of our employed residents work part time. The number of residents employed full time decreased in the 10 years from 2001, while part time work increased in that time.

Unemployment in Loddon at 6.5% in 2016 was 1.5% lower than 2014, but still remained at a higher level than unemployment across Victoria.

Although the percentage of residents volunteering within Loddon decreased from 2011 to 2016, a higher proportion of Loddon residents nevertheless did voluntary work for an organisation or group compared to volunteering across Victoria. Overall, 31.7% of Loddon residents reported performing voluntary work, compared to 19.2% for Victoria.

OUR FAMILIES

An analysis of family types in Loddon Shire Council compared to Victoria in 2016 shows a similar proportion of lone person households and one parent families.

Across Loddon there was a higher proportion of couples without children, and a lower proportion of family/couple households and couples with children.

Within Loddon the proportion of couples with children has progressively decreased since 2001 and the proportion of couples without children has progressively increased.

The proportion of lone parent fathers has increased slightly since 2011. Just over one quarter of lone parents in 2016 were male.

The average number of children in families in Loddon in 2016 is 1.9. This remains unchanged from 2011 and is higher than the Victorian average in 2016.

Loddon residents experienced a higher rate of separation or divorce in 2016 compared to Victoria, and Loddon experienced an increase in the number of separated or divorced residents since 2011.

HOW WE LEARN

Compared to Victoria, a higher proportion of Loddon residents leave school after the completion of Year 8 to Year 11 with a smaller proportion of residents completing Year 12. In 2011 the proportion of Loddon males completing Year 12 was less than half when compared to Victoria, and the number of Loddon females completing Year 12 was a little over one third less when compared to Victoria.

In 2011, compared to regional Victoria, a smaller proportion of Loddon residents held formal qualifications (Bachelor or higher degree, Advanced Diploma or Diploma or Vocational qualifications).

Within Loddon, more females held a post graduate degree, graduate diploma or certificate, bachelor degree, advanced diploma or diploma, or a certificate level I and II level qualification; more males held a certificate level III and IV level qualification.

Between 2006 and 2011, the proportion of Loddon residents holding a post graduate degree, bachelor degree, advanced diploma or diploma level, or a certificate level III and IV level qualification increased.

The Australian Early Development Census (AEDC) calculated that between 2012 and 2015 there was a significant increase in the proportion of Loddon children classified as vulnerable in the physical health and wellbeing domain.

In 2015 the AEDC profile placed children at school entry level in the 'developmentally at risk' percentile across all five development areas, and in the 'developmentally vulnerable' percentile in three of the five development areas. The three areas where children have been identified as developmentally vulnerable include physical health and wellbeing, emotional security, and communication skills and general knowledge.

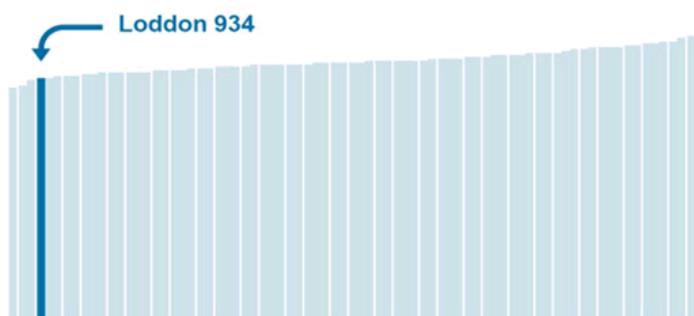
For the first time since 2013, parents of prep entry students reporting one or more concerns with speech or language was proportionately less when compared to Victoria.

OUR SOCIO-ECONOMIC WELLBEING

The Social Economic Indexes for Areas (SEIFA) enables an assessment of the wellbeing of Australian communities by using census data to rank areas according to socio economic advantage and disadvantage. The census variables used cover a number of domains that reflect disadvantage, including income, education, employment, occupation and housing.

A lower score on the index means a higher level of disadvantage. A ranking below 1000 indicates disadvantage.

In 2011 our SEIFA index score of 934 (Loddon North 964.7 and Loddon South 922.2) placed Loddon as the fourth most disadvantaged Local Government Area in Victoria.



The individual town SEIFA rating shows that only one community of those listed had a rating above 1000, indicating that most towns in Loddon Shire would be considered as experiencing disadvantage. The town experiencing the most disadvantage in Loddon is Korong Vale followed by Wedderburn, Inglewood and Bridgewater. Five of the six townships listed experiencing the most disadvantage are located in Loddon South.



4 WHAT IS HEALTH AND WELLBEING

The World Health Organization (WHO) defines health in its broader sense as "a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity."

Wellbeing is a general term for the condition of an individual or group and has several components, including social, economic, mental, spiritual and medical.²

The Victorian public health and wellbeing plan 2015-19 notes that there are many aspects that contribute to an individual's health and wellbeing, including access to quality education, stable employment and good working conditions, secure housing, freedom from violence, safe and sustainable natural and built environments, food affordability, respectful relationships, supportive social networks and services and opportunities to participate in community life.

At a wider community level, health and wellbeing includes:

- a safe and sustainable environment
- an economy that provides resources needed to maintain a healthy lifestyle
- a social environment that supports social interaction and access to services
- a built environment that provides facilities and amenities to support healthy lifestyle practices.

The 2015-2019 Victorian Public Health and Wellbeing Outcomes Framework outlines five overarching domains that provide a transparent approach to monitoring and reporting progress of our collective efforts to achieve better health and wellbeing.

- Victorians are healthy and well
- Victorians are safe and secure
- Victorians have the capabilities to participate
- Victorians are connected to culture and community
- Victoria is liveable

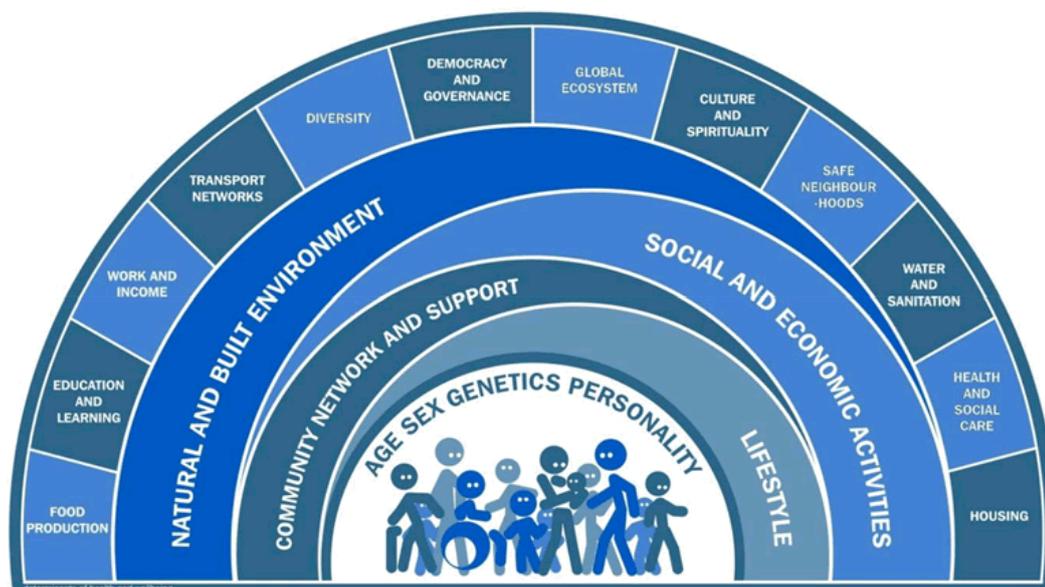
Consistent with this longer term vision, this plan will demonstrate the alignment of the Loddon health and wellbeing priority focus areas within the Victorian Outcomes Framework domains.

THE SOCIAL MODEL OF HEALTH

The social determinants of health are the conditions in which people are born, grow, work, live, and age, and the wider set of forces and systems shaping the conditions of daily life. These forces and systems include economic policies and systems, development agendas, social norms, social policies and political systems. The social determinants of health are mostly responsible for health inequities - the unfair and avoidable differences in health status seen within and between countries.³

In Australia, country people are subject to the same types of social disadvantage as can occur in cities (such as lower educational attainment, job uncertainties and unemployment, poor access to appropriate housing etc). However, in rural and remote communities the health effects of this disadvantage are compounded by poor access to communications (such as high speed broadband, mobile phone coverage, public transport) and environmental challenges (such as drought, floods and bushfire).⁴

The Social Model of Health is based on the concept that the social, cultural and environmental factors or determinants are as important in a person's health and wellbeing as their lifestyle choices, medical history and genetics.



Dahlgren, Goren and Whitehead, Margaret. (1991). Policies and strategies to promote social equity in health. Stockholm Institute for Future Studies.

5 WHAT IS A PUBLIC HEALTH AND WELLBEING PLAN

The Municipal Public Health and Wellbeing Plan (MPHWP) is a key strategic planning tool that aims to maintain and improve public health and wellbeing at a local community level. When developed the plan becomes the pivotal document informing the health and wellbeing priority areas for the next four years.

Council is required to prepare a Municipal Public Health and Wellbeing Plan under the Public Health and Wellbeing Act 2008.



Victorian Public Health and Wellbeing Act 2008

Council is one of a number of agencies who will work collaboratively to meet the objectives in the Plan. Council’s role in Municipal Public Health and Wellbeing is to:

- bring together stakeholders around key public health and wellbeing focus areas
- to lead and facilitate discussions to develop local health and wellbeing priorities
- to support initiatives that promote positive health and wellbeing
- to provide a point of coordination and oversight to plan
- to evaluate the strategies used to meet the objectives of the Plan.

6 LEGISLATIVE & POLICY FRAMEWORK

VICTORIAN GOVERNMENT

PUBLIC HEALTH AND WELLBEING ACT 2008ⁱ

The Public Health and Wellbeing Act 2008 defines the function of local government to protect, improve and promote public health and wellbeing within the municipal district.

PUBLIC HEALTH AND WELLBEING PLAN 2015-2019ⁱⁱ

The Victorian Public Health and Wellbeing Plan 2015-2019 outlines the State government's key priorities over the next four years to improve the health and wellbeing of Victorians.

VICTORIAN HEALTH AND WELLBEING OUTCOMES FRAMEWORKⁱⁱⁱ

The outcomes framework informs Victorian public health and wellbeing planning and provides five domains outlining a comprehensive set of indicators to assist in monitoring and evaluating progress over a long period of time.

LOCAL GOVERNMENT ACT 1989^{iv}

The Local Government Act 1989 requires Councils to be accountable to their local communities in the performance of functions, exercise of powers and the use of resources. It is a requirement that the Municipal Public Health and Wellbeing Plan is consistent with the Council Plan.

CLIMATE CHANGE ACT 2010^v

The Climate Change Act 2010 recognises that responding to climate change is a responsibility of all levels of government. A changing climate may directly or indirectly impact health and wellbeing and as such, the Act requires local government to consider climate change when preparing a Municipal Public Health and Wellbeing Plan.

ROYAL COMMISSION INTO FAMILY VIOLENCE^{vi}

The government accepted all 227 recommendations from the Royal Commission.

In response to Recommendation 94, Councils are required to report on the measures proposed to reduce family violence and respond to the needs of victims. This applies to Councils when preparing the Municipal Public Health and Wellbeing Plan for 2017-21.

PLANNING AND ENVIRONMENT ACT 1987^{vii}

The Planning and Environment Act 1987 requires local government to prepare a Municipal Strategic Statment (MSS). The Municipal Public Health and Wellbeing Plan must be consistent with the MSS.

i) <http://www.legislation.vic.gov.au/>

ii) <https://www2.health.vic.gov.au/about/health-strategies/public-health-wellbeing-plan>

iii) <https://www2.health.vic.gov.au/about/publications/policiesandguidelines/victorian-public-health-and-wellbeing-outcomes-framework>

iv) <http://www.legislation.vic.gov.au/>

v) <http://www.legislation.vic.gov.au/>

vi) http://www.vic.gov.au/familyviolence/recommendations/recommendation-details.html?recommendation_id=163

vii) <http://www.legislation.vic.gov.au/>

AUSTRALIAN GOVERNMENT

NATIONAL HEALTH PRIORITY AREAS (NHPA's)

NHPA's are a collaboration between Commonwealth and State and Territory governments, non-government organisations, health experts, clinicians and consumers. It aims to focus public attention and health policy on those areas that are considered to contribute significantly to the burden of disease in Australia.

<http://www.aihw.gov.au/national-health-priority-areas/>

INTERNATIONAL

WORLD HEALTH ORGANISATION (WHO)

The World Health Organisation is the directing and coordinating authority on international health within the United Nation's system.

<http://www.who.int/about/what-we-do/en/>

7 WORKING TO IMPROVE COMMUNITY HEALTH AND WELLBEING

There are many different ways that local government works to improve health and wellbeing. As we undertake our normal operational activities, we perform a range of roles and activities that support community health and wellbeing. Some of these activities fulfil our obligations outlined in the *Local Government Act*. Other activities are directed through other pieces of legislation, or are funded and directed by other levels of government.

The function of a Council under the Public Health and Wellbeing Act 2008 is to seek to protect, improve and promote public health and wellbeing within the municipal district by—

- a) creating an environment which supports the health of members of the local community and strengthens the capacity of the community and individuals to achieve better health;
- b) initiating, supporting and managing public health planning processes at the local government level;
- c) developing and implementing public health policies and programs within the municipal district;
- d) developing and enforcing up-to-date public health standards and intervening if the health of people within the municipal district is affected;
- e) facilitating and supporting local agencies whose work has an impact on public health and wellbeing to improve public health and wellbeing in the local community;
- f) coordinating and providing immunisation services to children living or being educated;
- g) ensuring that the municipal district is maintained in a clean and sanitary condition.

HEALTHY ENVIRONMENT, PEOPLE AND COMMUNITY

- ensuring that the municipal district is maintained in a clean and sanitary condition
- monitoring and approving individual domestic septic systems in areas without sewerage
- rubbish collection and management
- developing and maintaining roads, footpaths, physical structures and facilities
- maintain and manage natural environments – bushland, waterways and open parklands
- land use planning
- emergency planning and response (e.g. fire, flood, extreme heat)
- waste management
- monitoring environmental hazards
- enforcing up-to-date public health standards and intervening if the health of people within the municipal district is affected
- investigating public health complaints
- registering premises
- inspecting businesses to ensure compliance food, hygiene and safety requirements
- provide advice and training for food vendors
- community grants program
- partner with health, community health, education and other organisations and community groups
- facilitate the Loddon Healthy Minds Network
- examining nuisance complaints for noise, smells and smoke
- giving pest control advice, including pests with a potential health impact
- management and control of infectious diseases, micro-organisms and medical conditions
- regulation of public aquatic facilities
- coordinating and providing immunisation services to children living or being educated within the municipal district
- providing areas for formal and informal sport and recreation opportunities including walking tracks, reserves, open spaces, playgrounds and swimming pools
- recreation reserve allocation program
- supporting community and sporting groups to apply for funding to upgrade facilities
- access and inclusion program
- creating infrastructure for social environments – community gathering spaces
- provision of aged, children, youth and family services
- freeza and kool skools programs
- partner with North Central Local Learning & Employment Network on a range of programs and activities

OUR POLICIES, PLANS AND STRATEGIES

The Municipal Public Health and Wellbeing Plan is a strategic document that sits alongside and integrates with the Council Plan and the Municipal Strategic Statement.



Council plan

<http://www.loddon.vic.gov.au/Our-documents/Plans-and-strategies>

Municipal Strategic Statement

http://planning-schemes.delwp.vic.gov.au/schemes/combined-ordinances/Loddon_PS_Ordinance.pdf

Other plans and strategies

<http://www.loddon.vic.gov.au/Our-documents/Plans-and-strategies>

The health and wellbeing of our community is also supported through other Council policies, plans and strategies.



8 OUR HEALTH AND WELLBEING

Our Community

90.1% of Loddon Shire residents believe people in their neighbourhood are willing to help each other out, compared to 74.1% of Victorians.

Four in every five, or 80.5% of residents, felt that they live in a close-knit neighbourhood, compared to the Victorian average estimate of 61%.

Almost 8 out of 10 or 77.8% of Loddon residents feel safe walking alone in their locality after dark, which is significantly more than 55.1% of Victorians.

Loddon is characterised by a much older population than the Victorian average, with a higher level of relative socio-economic disadvantage, more limited access to health and community services and facilities, higher rates of most chronic disease, higher rates of chronic disease risk factors – most notably tobacco smoking and obesity, and higher rates of deaths and hospitalisations from injuries (intentional and unintentional).

Overall, Loddon has poorer health status than regional Victoria and Victoria averages. This is reflected in the relatively high rates of avoidable and premature deaths, lower median age at death, higher proportion of population with two or more chronic diseases, higher admission rates for chronic ambulatory sensitive conditions and a much higher proportion of residents that rate their health as fair or poor.

Bendigo Loddon PCP
Community Profile
2017

The World Health Organisation reports that chronic diseases, such as heart disease, stroke, cancer, chronic respiratory diseases and diabetes, are by far the leading cause of mortality in the world, representing 60% of all deaths. Other chronic diseases include arthritis, asthma and mental health conditions.

Loddon’s chronic illness



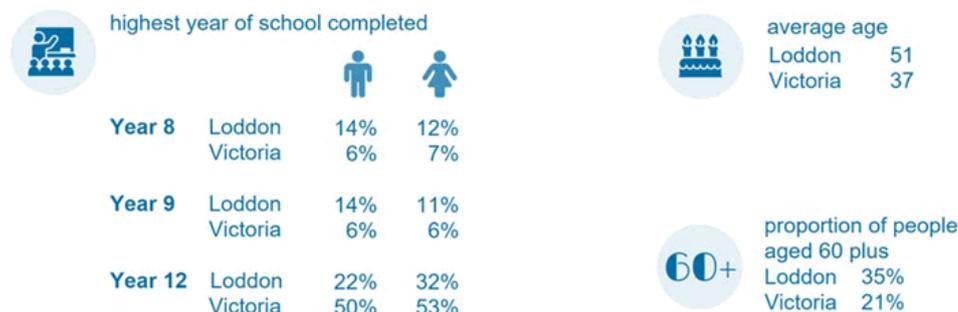
The most common behavioural risk factors for many chronic conditions include smoking, poor diet and nutrition, harmful consumption of alcohol, physical inactivity and cognitive activity. Behavioural risk factors have the opportunity to be a focus for prevention strategies and interventions.

Loddon’s behavioural risk factors



Also contributing are background risk factors including age, sex, level of education and genetic composition.

Loddon’s background risk factors



Health and wellbeing of our children and families

The number of families on low incomes

In 2011 9.1% of one parent families in Loddon earned less than \$299 per week, a higher proportion than both regional Victoria (6.4%) and Victoria (7%). 3.6% of families with children in Loddon earned less than \$399 per week compared to 1.7% in regional Victoria and 1.9% in Victoria.

2016 Census data for family household income levels was not available at the time this report was prepared. We do know that in 2016, 31.9% of Loddon households were considered low income (earning less than \$650 per week) compared to 22.9% in regional Victoria and 18.3% in Victoria. Loddon also had a higher proportion of households (12.3%) earning under \$399 per week compared to regional Victoria (8.4%) and Victoria (7.6%).

Participation in 4, 8, 12 or 18 month Maternal and Child Health key age and stage visits

Participation rates in the Maternal and Child Health key age and stage visits by Loddon children in 2014/15 varied from high participation in six of the key visits, but with rates for the 4 month, 8 month, 12 month and 18 month key age and stage visits being notably lower than the state average.

	4mth	8mth	12mth	18mth
 Loddon	82.5%	79.3%	62.1%	61.4%
Victoria	94.4%	86.4%	83.4%	75.0%

The number of women who smoked during pregnancy

In 2009-11 28.1% of women in Loddon reported smoking during pregnancy. This is higher than regional Victoria at 17.7% and more than double for Victoria at 11.4%.

Protecting our children

In 2010/11 Loddon had higher rates of child abuse substantiations, children who were the subject of care and protection orders and children who were in out of home care compared to Victorian children.

	Child abuse substantiations	Child with care and protection orders	children in out of home care
 Loddon	9.8	7.4	8.9
Victoria	6.7	5.4	4.6

per 1000 children aged 0-17

Children classified as vulnerable in the AEDC physical health and wellbeing domain

The Australian Early Development Census (AEDC) provides a snapshot of early childhood development. The AEDC is completed by teachers as children enter their first year of school. The AEDC measures five areas of early childhood development:

- **Physical health and wellbeing**
Physical readiness for the school day, physical independence, gross and fine motor skills.
- **Social competence**
Overall social competence, responsibility and respect, approaches to learning, readiness to explore new things.
- **Emotional maturity**
Pro-social and helping behaviour, anxious, fearful and aggressive behaviour, hyperactivity and inattention.
- **Language and cognitive skills (school based)**
Basic literacy, interest in literacy/numeracy and memory, advanced literacy, basic numeracy.
- **Communication skills and general knowledge**
Storytelling ability, communication with adults and children.

In 2015 Loddon had higher proportions of children classified as developmentally vulnerable in three of the five domains, and developmentally at risk in all five domains compared to Victorian averages. Between the 2012 and 2015 AEDC there was a significant increase in the proportion of children classified as vulnerable in the physical health and wellbeing domain.

School absence days, years prep 1 3 4 6

In 2014 students in Loddon had higher average numbers of annual absent days in all primary school years except Year 5 when compared to Victorian averages.

	Prep	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
 Loddon	17.2	20.1	15.0	17.2	18.6	13.5	19.1
Victoria	14.7	14.5	14.0	13.9	13.8	14.2	14.7

per full time equivalent student (govt schools)

Bullying years 5/6

In 2015, double the students in years 5 and 6 in Loddon reported being bullied compared to students in regional Victoria and Victoria.

Loddon	30%
Regional Victoria	16%
Victoria	15%

Accidental injury hospitalisations

In the period 2011-2014 Loddon had a slightly higher rate of unintentional hospital admissions for children aged 0-14 compared to regional Victoria and Victoria.

Loddon	1349
Regional Victoria	1312
Victoria	1202

Average annual rate per 100,000 2012 ERP

Dental health

The proportion of Loddon residents who visit dental health professionals is much lower than Victorian averages. In 2014-16 Children aged 6-12 years and adults accessing public dental health services had a much higher average of missing, decayed or filled teeth.

In 2011-12 Loddon residents were almost twice as likely to rate their dental health as poor compared to Victoria. Loddon residents were less likely to have visited a dental professional in the previous year and 10% of the residents had not visited a dental health professional in the last 10 years.

Last visit to a dental health professional (2011-12)

	Less than 12 months	1 to 2 years	2 to 5 years	5 to 10 years	More than 10 years
 Loddon	45.7%	12.7%	25.4%	5.8%	10.1%
Victoria	57.1%	18.1%	14.0%	5.1%	4.9%

Hospital admission rates for dental conditions in 2014-15 at 3.7 per 1000 of population in Loddon were higher than regional Victoria at 3.1 per 1000 and Victoria at 2.7 per 1000.

Affected family members in reportable family incidents (Family Violence)

In 2016 the rate of family incidents in Loddon was higher than Victoria and in the year preceding the rate of family incidents in Loddon increased by 31%, compared to an increase of 7% across Victoria.

	2016	Change from 2015-2016
Loddon	1406	31%
Victoria	1302	7%

Rate per 100,000 2014 ERP

Of the reported family violence incidents in Loddon, children were present at more than a third of all incidents reported.

9 BRINGING THE PLAN TO LIFE

International, national, state and local policy was reviewed, including the Victorian Public Health and Wellbeing Plan 2015-2019 and the Victorian Health and Wellbeing Outcomes Framework, to gain an understanding of the current policy and political context.

Local health and wellbeing data was then collated and analysed to develop our local health profile and build a picture of the prominent health and wellbeing issues impacting the community.

The development of the Loddon Public Health and Wellbeing Plan was informed by:

- a review of Council's 2013 – 2017 Municipal Public Health and Wellbeing Plan
- a review of the broader policy context
- an examination of data relating to the demographic profile, health status and health determinants in the municipality
- consultation with agencies and council officers delivering services relevant to community health and wellbeing
- consultation with the community
 - 140 surveys mailed at random throughout the municipality
 - 100 surveys provided to senior citizen clubs and planned activity groups throughout the municipality
 - provision of online survey – advertised through mayoral column, website, facebook, kindergarten newsletters and on hard copy surveys
 - 'Our say' online forum - advertised through mayoral column, website, facebook, kindergarten newsletters and on hard copy surveys
- a review of relevant consultations previously undertaken by Council
- a review of other relevant strategic documents.

10 OUR PARTNERSHIPS

One of the fundamental principles of health promotion is the importance of partnerships and the role they play in creating environments that allow for healthy communities.

Key agencies working together in partnership is paramount in maximising the health and wellbeing outcomes identified in this plan.

Loddon Shire Council has a strong history of working in partnership and utilising strong networking principles to achieve outcomes both in terms of delivering community projects and those pertaining to health and wellbeing.

This Plan has been developed in consultation with key stakeholders, using data and local knowledge to develop a shared vision for our community, including agreed outcomes and measures.

The success of this plan is based on collaboration and strategic partnerships between government, health, education, community service organisations and community interest groups, such as the Loddon Healthy Minds Network.

Individually, agencies are unlikely to have the capacity to address the range of factors that influence health and wellbeing across the municipality and as such, recognise that partnerships with other key agencies and working together is paramount to maximising health and wellbeing outcomes.

This plan not only fulfils Council’s requirements to build strong partnerships but also satisfies the minimum requirements for prevention and health promotion funded organisations as outlined in *The Victorian Government’s Advice for Public Health and Wellbeing Planning in Victoria*, which strongly emphasises the need for a collective effort by multiple stakeholders to have an impact on the health and wellbeing of communities.

Council facilitates or participates in a number of partnerships, networks and committees that contribute to our community’s health and wellbeing:

- gmw connections project agency liaison group
- north central local learning and employment network
- inglewood lions community elderly persons units committee
- mitiamo municipal recreation reserve committee
- northern victorian cluster emergency management planning committee
- loddon community planning committees serpentine bowls and tennis pavilion and reserve committee
- loddon strong families strong children state emergency management legislative change committee
- loddon gannawarra health services executive network boort park committee
- inglewood town hall hub committee central victorian tracks and trails working group
- nature tourism advisory team korong vale mechanics institute committee pyramid hill swimming pool committee
- municipal and regional fire management planning committee little lake boort committee
- korong vale sports centre committee east loddon community centre committee loddon mallee waste and recovery group
- calder highway improvement committee kingower development and tourism committee murray river group of councils
- central victorian agribusiness forum bendigo loddon primary care partnership loddon mallee community planners network
- wedderburn tourism committee diabetes in loddon action group
- wedderburn engine park committee loddon healthy minds network central victorian greenhouse alliance
- bridgewater on loddon development committee boort aerodrome committee
- municipal association victoria boort business and tourism council campbells forest hall committee
- children and youth area partnership loddon disability access and inclusion steering group dingee progress association
- loddon aged and disability services network pyramid hill memorial hall committee
- central victoria rural womens network rail freight alliance north central school cluster regional immunisation network
- loddon buloke I2p steering committee jones eucalyptus distillery site committee rural councils victoria loddon campaspe councils
- yando pubic hall committee
- inglewood community sports centre committee boort development committee northern poultry cluster
- wedderburn community centre committee wedderburn mechanics and literary hall committee
- donaldson park committee victorian local government disability planners network
- southern loddon mallee regional communication service advisory committee
- north central goldfields library corporation loddon southern tourism and development committee
- loddon mallee local government aged and disability consortium loddon campaspe regional partnership
- early childhood agreement for children in out of home care
- maternal and child health regional coordinators network
- northern rural water monitoring partnership
- municipal and regional emergency management committee
- loddon mallee rural access and deaf access network



Working together

Council acknowledges the participation of a number of agencies and organisations in the development of shared outcomes and measures to support improvements to our community's health and wellbeing and encourages the continuation of this collaborative commitment as the Plan is implemented. The list below includes agencies who have been involved initially. It is expected that this list will continue to develop as the annual operational plans are developed and implemented.

Anglicare	Inglewood & District Health Service
Bendigo Community Health Service	Loddon Healthy Minds Network
Bendigo Health	Loddon Neighbourhood Houses
Bendigo Loddon Primary Care Partnership	Murray Primary Health Network
Boort District Health	North Central Goldfields Regional Library
Centre for Non-Violence	North Central LLEN*
Department Education and Training	Northern District Community Health Service
Department Health and Human Services	Sportsfocus
Dingee Bush Nursing Centre	Women's Health Loddon Mallee

*Local Learning and Employment Network

11 CLIMATE CHANGE

The Victorian Climate Change Act 2010 requires Council to consider and address the impacts of climate change on the determinants of health (natural, built, social and economic).

Local communities can be affected by future climate change in many ways. In particular through decreased rainfall, heatwaves in summer and increased severity and frequency of floods, storms and bushfires. The impacts of climate change on a community's health and wellbeing can be immediate, short term and long-term. They can be direct and indirect.

Direct impacts are those that occur immediately and suddenly either during or after a significant event and typically affect physical and mental health. Examples might include injury, illness or death caused by events like bushfires, floods, heatwaves or other extreme weather. Trauma may also be considered a direct effect. Generally direct health impacts of a climate change event will be addressed in emergency management response plans such as the Municipal Heatwave Plan and the Municipal Emergency Management Plan.

Indirect impacts occur over time, like the long term social, economic and emotional effects of a drought. Examples might include spread of disease, reduced air quality, or anxiety and other mental illnesses caused by impacts on livelihood during drought. Indirect impacts may cause changes to the determinants of health, the conditions of daily living or may exacerbate existing health vulnerabilities and inequities.

Over extended periods, climate change can change the face of communities with people having to leave their land or change the way they farm. Financial pressure can impact on mental health and wellbeing, and we know that incidences of mental health issues, alcohol misuse, domestic violence, chronic disease and short-term unemployment increase after natural disasters.^{5 6}



Outcome	Measures of success
<p>Increase the capacity of the community to respond to and recover from emergencies.</p>	Support vulnerable people in the community, particularly during extreme weather conditions and during emergencies.
	Establish relief and recovery centres/services during and after emergencies (when required).
	Review the Loddon Heatwave plan.
	Finalise the Loddon Pandemic Plan.
	Maintain the Vulnerable Persons Register.
	Participate in opportunities related to supporting communities through long term seasonal conditions or development of self-sustaining community resilience.

12 CONNECTIVITY

Throughout the consultations and discussions the importance of connectivity as vital infrastructure to support all aspects of health and wellbeing of the Loddon community was identified.

Reliable and affordable internet and mobile phone coverage is essential:

- for access to aged and disability services
- to enable telehealth
- for access to education and employment opportunities
- for safety in emergency situations
- to reduce isolation and support mental health
- for participation at all levels in today's society.

Connectivity access raises the issue of equity of opportunity and is required to ensure that a digital divide does not entrench disadvantage in the Loddon Shire. As such connectivity and digital access is a stand-alone priority area.

Analysis of the number of households in Loddon Shire with internet connection compared to Regional Victoria and Victoria shows that there is a lower proportion of households with an internet connection.

In 2016, 62% of households in Loddon had an internet connection, compared with 73.5% in Regional Victoria and 79.6% in Victoria.

Compared to 2011 Census data, Loddon households with internet connection increased by 4% compared to increases of 5.1% in Regional Victoria and 5.3% in Victoria.

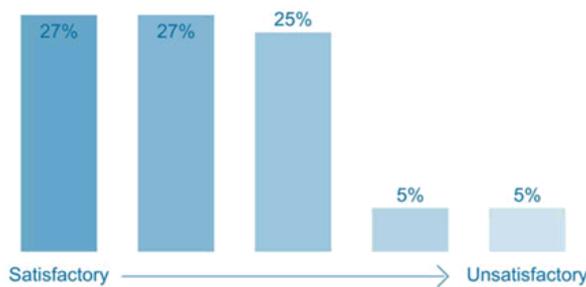


* 12.6% of our residents did not indicate an internet connection status.

<i>What the service providers said....</i>	
▶	access requires internet
▶	literacy needs the internet
▶	connectivity – digital access
▶	information and assistance could be delivered through a variety of platforms
▶	Telehealth
▶	internet availability, reliability and quality
▶	mobile phones/internet – mapping for availability
▶	IT investment needed

<i>What the community said when asked what would improve access to the internet....</i>	
▶	NBN coverage
▶	more reliable and faster connection
▶	more affordable access
▶	internet access available in my area

Community survey respondents rated their ability to access the internet from one to five, with five being very satisfactory and one being very unsatisfactory.



<i>Outcome</i>
Increased internet and mobile connectivity for Loddon communities

<i>Measures of success</i>
use all available opportunities to advocate for improved internet and mobile technology
investigate opportunities to create wi-fi hubs in local communities
reduction in mobile blackspots



13 OUR HEALTH AND WELLBEING PRIORITIES

Based on the available health and wellbeing evidence and supported with agency and community consultation, four key strategic priority focus areas have been identified. Within these strategic focus areas, agreed outcomes and measures will inform the operational plans that will be developed annually to guide the work undertaken collaboratively by the partner agencies.



Good Physical Health



Good Mental Health



Protect and Promote Health



Feel Safe and Secure

The following pages present the evidence and information used to identify the focus areas, the links to our Council Plan 2017-2021 and provides the outcomes and measures of success that will be used to monitor the implementation of this plan.



Good Physical Health

<i>What the statistics tell us....</i>	
▶	the highest rate of heart attack of all 79 LGA's in Victoria
▶	the second highest rate of cardiac arrest of the 79 LGA's in Victoria
▶	in 2014-15, the rate of potentially preventable hospitalisations for dental conditions (3.7) was higher than the Victorian average (2.7)
▶	recorded rates of avoidable deaths from diabetes for persons aged 0-74 years are more than double the state average
▶	the number of residents with diabetes more than doubled between 2001 and 2011
▶	the rates of avoidable deaths from Chronic Obstructive Pulmonary Disease (COPD) was more than double the Victorian average
▶	the highest rates of deaths were seen for lung cancer the rate of lung cancer deaths was almost four times the state average
▶	rates of avoidable deaths from cancer for persons aged 0-74 at almost double the state average
▶	after lung cancer, the next highest rate of deaths was seen for bowel cancer, then prostate cancer
▶	General Practitioner rates per 1,000 population significantly below the state average
▶	participation rates for breast cancer screening were lower than the Victorian average
▶	participation rates for bowel cancer screening at 32.1% were below the Victorian average of 36.5%
▶	the lowest cervical cancer screening participation rate in 2013-2014 in the Murray Primary Health Network area

<i>What the service providers said....</i>	
▶	increase GP access
▶	increase dental health services
▶	encourage ante natal program participation
▶	align services for best possible start for children
▶	Telehealth
▶	internet availability, reliability and quality
▶	mobile phones/internet – mapping for availability
▶	IT investment needed

<i>What the community (survey) said....</i>	
▶	77% told us that improving oral health was very important or important
▶	availability of health, medical services and aged care facilities were valued by residents
▶	85% told us that improving early years literacy levels was very important or important
▶	34.5% told us that better access to health and support services would improve their health and wellbeing
▶	21.1% told us that better access to health and support services was important to them
▶	31.5% told us that they or someone close to them had experienced a significant illness in the last 12 months

Links to the Council Plan	
▶	Social sustainability actively promote policies and activities which facilitate community health, harmony and engagement

Outcome	Measures of success
Increase healthy start in life (including increase in oral health)	<p>Measured every year</p> <p>increase attendance at Kindergarten -using actual attendance data, not just enrolment data</p> <p>decrease rate of potentially preventable dental hospitalisation for children 0-9 years</p> <p>increase proportion of ages and stages checks for Maternal and Child Health, especially at 2 and 3.5 years</p> <p>Measured every three years</p> <p>data from AEDI – physical health and wellbeing</p> <p>Local measurement to be developed</p> <p>increase in early years activities at libraries for families to support increased knowledge of early years development</p> <p>increase attendance at other groups e.g. story time</p> <p>monitor systemic data available from the GP's in schools program (across all focus areas)</p> <p>identify resources to support/trial new and innovative strategies linked to improved social determinates of health in families (Strong Families Strong Children priority area)</p> <p>strengthen partnerships between organisations involved in early years (Vic Health tool)</p>

Outcome	Measures of success
Reduce preventable disease	<p>Measured every year</p> <p>decrease prevalence rate of type 2 diabetes in adults</p> <p>increase number of health prevention presentations at schools</p> <p>Increase media/promotion of the health prevention/promotion resources available e.g. libraries and community health services</p>

<p>Reduce preventable disease (continued)</p>	<p><i>Measured every three years</i></p>
	<p>increase cancer screening rates – bowel, breast, cervical</p>
	<p><i>Measurement period to be confirmed</i></p>
	<p>increase GP health plans</p>
	<p>increase number of GP's in Loddon</p>
	<p>improve GP reporting of cancer screening rates</p>

Good Mental Health

<i>What the statistics tell us....</i>	
▶	the number of residents indicating social connectedness by speaking to one to four people the previous day was 21.2% which is almost as high as the Victorian average
▶	the suicide rate (2003-2007) was 16.8 in comparison to a Victorian average rate of 11.0. (average annual rate per 100,000 people)
▶	in 2009-10, the rate of access per population for Mental Health Care plans in Loddon North was approximately 3,500 and in Loddon South approximately 6,500. This compares with a Victorian rate of approximately 9,000
▶	percentage rate of the adult population with a lifetime risk of alcohol related harm in 2014 of 60.6% compared to the 59.2% percentage rate in Victoria
▶	the number of drug and alcohol clients per 1,000 population in 2014-15 was 7.5, compared to Victorian figure of 5.0

<i>What the service providers said....</i>	
▶	engagement, inclusion and socialisation
▶	focus on young people, new parents, gender equity
▶	links to physical activity and diet
▶	reducing culture of being tough, not expressing emotion or accessing services

<i>What the community (survey) said....</i>	
▶	85% told us that they had attended an event that brought people together, such as a fete, show, festival or other community event
▶	lack of time, no activities of interest and difficulty finding information about activities were the top three things that stopped people from participating in community activities
▶	things that would make it easier to participate in community activities included, having activities not involving sport, having more information about what was available, groups and clubs being more inclusive, lower participation costs
▶	some issues impacting on communities included, tolerance and inclusion, drugs and alcohol, isolation, mental health, mental health services and stigma related to mental health illness
▶	76% told us that improving mental health was very important or important to them
▶	75% told us that reducing harmful alcohol use was very important or important to them
▶	87% told us that reducing the impact of illegal drug use on the community was very important or important to them
▶	33% valued having a safe community and 20% valued being close to family and friends
▶	4.6% thought that reducing alcohol intake would improve their health and wellbeing
▶	28.7% thought that more opportunities for inclusive social activities would improve their health and wellbeing
▶	4.5% indicated that they or someone close to them had experience alcohol or drug related problems
▶	62% told us that they had good or excellent opportunities to connect with other people
▶	ideas from the community to improve opportunities to connect with others included: encourage inclusion, arts and cultural activities, events after work hours, improve information about available activities
▶	some benefits of living in Loddon included: welcoming and connected communities, feeling safe, friendly people and willingness of people to help

Links to the Council Plan	
▶	Social sustainability actively promote policies and activities which facilitate community health, harmony and engagement
▶	Community engagement build relationships and foster community engagement, pride and resilience

Outcome
Increase mental wellbeing

Measures of success
Measured every three years
reduction in proportion of adults who report high or very high psychological distress
reduction in proportion of adolescents 10-17 years who experience psychological distress
reduction in percentage of population with lifetime risk of alcohol related harm
improved results in health outcome surveys
Local measures to be developed
libraries - education for youth data - data on user memberships
reduction in percentage of population with lifetime risk of alcohol related harm
Measure period to be confirmed
number of GP's mental health plans
increased opportunities for community to receive information about activities
increase in drug harm minimisation activities
reduce mental health stigma
continue to facilitate the Loddon Healthy Minds Network

Outcome
Prevent/decrease suicide

Measures of success
Measured every year
decrease suicide rate
decrease hospitalisations related to self-harm



Protect and Promote Health

<i>What the statistics tell us....</i>	
▶	greater proportion of population that were obese and a much higher proportion classified as pre-obese compared to regional Victorian and Victorian averages
▶	23% of the population were current smokers, compared to 15.5% in regional Victoria and 13.1% in Victoria
▶	30.1% of residents do no physical activity compared to 19.6% of regional Victorians and 18.9% of Victorians
▶	21.9% of residents consumed sugar sweetened drinks daily compared to 11.2% of Victorians
▶	lower proportion consumed the recommended minimum serves of fruit and vegetables compared to the state average

<i>What the service providers said....</i>	
▶	increase healthy eating and active living
▶	influence community groups around their cultures in relation to alcohol, smoking and healthy eating
▶	all community events model healthy eating
▶	greater education on the health/economic impacts of smoking

<i>What the community (survey) said....</i>	
▶	more than 60% of residents had used a local park or playground, recreation facility or open space or nature space in the last 12 months
▶	some benefits of living in Loddon included: access to nature, open air/good climate, access to sporting groups and sports facilities, access to a range of activities
▶	88% told us that increasing healthier eating (including food safety and access to health food options) was very important and important to them
▶	75% told us that tobacco free living (including reducing environmental tobacco smoke in outdoor public places) was very important or important to them
▶	75% told us that reducing harmful alcohol use was very important or important to them
▶	75% told us that more opportunities for physical activity were very important or important to them
▶	87% told us that reducing the impact of illegal drug use on the community was very important or important to them
▶	9.4% rated parks and green spaces and 5.2% rated good cycling and footpath networks in the top three things they value in the community
▶	59.8% told us that they would like to increase physical activity to improve their health and wellbeing
▶	42.5% told us they wanted to improve their health and wellbeing by losing weight
▶	36.8% told us that they would like increased healthy food choices to improve their health and wellbeing
▶	5.7% told us they wanted to improve their health and wellbeing by stopping smoking
▶	4.6% told us that they wanted to improve their health and wellbeing by reducing their alcohol intake
▶	when asked what the top three most important things to improve the community's health and wellbeing: 30% better roads and road maintenance, 20% more footpaths, 12.2% better cycling and footpath networks, 8.9% better recreation facilities

<i>Links to the Council Plan</i>	
▶	Social sustainability actively promote policies and activities which facilitate community health, harmony and engagement
▶	Lifestyle infrastructure provide quality infrastructure which supports the desired lifestyles of our residents
▶	Infrastructure, amenities and services support community needs with high standard infrastructure, facilities, services and programs
▶	Water security secure adequate water access which supports lifestyle needs and recreational choices

<i>Outcome</i>
Increase healthy eating and active living

<i>Measures of success</i>
support the establishment of the Loddon Healthy Eating Active Living (HEAL) network
Measured every three years
increased proportion of adults/ adolescents 10-17 years/ children 5-12 years, who are sufficiently physically active
increased proportion of people participating in organised sport
decreased proportion of people who use electronic media for recreation for more than two hours per day
increased consumption of fruit and vegetables
decrease proportion of adults/adolescents/children who consume sugar sweetened beverages daily

<i>Outcome</i>
Reduce tobacco use and harmful alcohol and drug use

<i>Measures of success</i>
Measured every three years
decrease proportion of adults who consume alcohol at lifetime risk of harm
decrease proportion of adolescents 12-17 years who currently smoke
Local measurement to be developed
increase number of smoke free events
increase access to nicotine replacement
increase compliance with legislated smoking distances from sports grounds
increase local role modelling and champions re smoking and harmful alcohol use
increase GP management plans re smoking

Reduce tobacco use and harmful alcohol and drug use
(continued)

increase number of people accessing drug and alcohol services

increase number of presentations/programs at local sporting clubs, such as 'Keys Please' and 'Look after your mates'.

Feel Safe and Secure

<i>What the statistics tell us....</i>	
▶	the same proportion of males and females report a low level of support for gender equality in relationships
▶	a notably lower proportion of males who report a low level of support for gender equality in relationships compared to the Victorian average
▶	a higher proportion of females who report a low level of support for gender equality in relationships compared to the Victorian average
▶	a higher proportion of population (96.4%) who feel safe walking alone during the day. of the women who responded, 94.1% reported feeling safe walking alone during the day, compared to 98.4% of men who responded
▶	77.8% of residents feel safe walking alone in their community at night compared to the Victorian average of 55.1%. of the women who responded, 63.9% reported feeling safe walking alone at night, compared to 91.6% of the men who responded
▶	males are more likely to report they feel safe walking alone in the day time and much more likely to report they feel safe walking alone at night time
▶	there has been a 50% increase over four years in family violence police reports
▶	there has been a 33% increase in family violence police reports in the period October 2015-September 2016
▶	of the 104 reported incidents of family violence in 2016, 67% of the victims were female
▶	of the reported family violence incidents, children were present at more than a third of all incidents reported

<i>What the service providers said....</i>	
▶	all of community engagement
▶	voice of women and children
▶	ability to grow equality
▶	include bullying, exclusion, stigma, mental health

<i>What the community (survey) said....</i>	
▶	some benefits of living in Loddon included: feeling safe, community connectedness, people looking out for each other
▶	at 87%, more people rated prevention of violence and injury, particularly family violence as being very important or important than any other health and wellbeing activity
▶	33% told us that a safe community was one of the top three things they valued in a community
▶	1.1% told us that they or someone close to them had experience trouble with police in the last 12 months

<i>Links to the Council Plan</i>	
▶	Social sustainability actively promote policies and activities which facilitate community health, harmony and engagement
▶	Quality childcare services optimise the potential for all residents to pursue employment opportunities and lifestyle choices

<p>Outcome</p> <p>Children are safe, resilient and free from abuse and family violence</p>	<p>Measures of success</p> <p>Measured every year</p> <p>improvements in focus areas in mental health questionnaire – schools (young children)</p> <p>improvements in focus areas in annual survey - schools</p> <p>MDI (middle years index) being used by all Loddon schools</p> <p>increase training opportunities for agency staff relating to children experiencing trauma</p> <p>Measured every three years</p> <p>improvements in Australian Early Development Census (AEDC) and School Entrance Health Questionnaire (SEHQ) survey results</p> <p>improvement in child protection statistics</p> <p>Measures to be confirmed</p> <p>L17 police reports – number of children present at reported family violence incidents</p> <p>*this may show an increase in reports as awareness increases</p> <p>prioritisation of Strong Families Strong Children priority areas (across all focus areas)</p> <p>increase opportunities for community participation in gender equity/mutual respect activities (to raise gender equity awareness)</p>
<p>Outcome</p> <p>Services are local and accessible</p> <p>Police</p> <p>Schools</p> <p>Community Houses</p> <p>Library points</p> <p>Increased community knowledge</p> <p>Child protection services</p> <p>Child and family support</p>	<p>Measures of success</p> <p>Measured every year</p> <p>rates of family violence recorded by police</p> <p>rates of attendance at family violence incidents by police</p> <p>Local measurement to be developed</p> <p>increased education leading to increased reporting rates to police</p> <p>increased access to knowledge and information in community</p> <p>clear pathways established to allow access to family violence support services</p> <p>reduction in Family Violence re- offending</p> <p>support the development of a Loddon Family Violence Network</p>

<p>Outcome</p> <p>Improve gender equity in Loddon community</p> <p>Leadership</p> <p>Work opportunity/participation</p> <p>Community organisations including sporting clubs</p>	<p>Measures of success</p> <p>Measured period to be determined</p> <p>education levels across gender</p> <p>increased access to gender sensitive health services</p> <p>adoption of organisational policies and practices that promote gender equality internally</p> <p>application of a gender lens to Council planning processes and service delivery</p> <p>Local measurement to be developed</p> <p>increased representation of women in media/promotional material across organisations, sports clubs/sports participation and at all levels of leadership, providing positive role modelling for both boys and girls.</p> <p>monitor gendered participation rates in occupations (where measurable data is available)</p>
<p>Outcome</p> <p>Build capacity in workplaces and the community to identify, prevent and address family violence</p> <p>Knowledge</p> <p>Congruency</p> <p>Capacity</p> <p>Preventing and addressing</p>	<p>Measures of success</p> <p>Measured every year</p> <p>curriculum audits – including monitoring of whole of school gender equity/baseline audit as part of the Respectful Relationship program</p> <p>MDI – student attitudes</p> <p>Local measurement to be developed</p> <p>number of training programs conducted</p> <p>number of organisations participating in violence prevention training</p> <p>increased number of people in organisations participating in violence prevention training</p> <p>increase in number of students who participate in respectful relationships program</p> <p>increase in number of organisations who have undertaken an Organisational Gender Audit</p> <p>development and distribution of supporting information</p> <p>facilitation of the Strong Families Strong Children network and development of the Municipal Early Years Plan</p>

14 IMPLEMENTATION

This Plan is based on priorities identified in the Victorian Public Health and Wellbeing Plan 2015-2019 with a place based approach which responds to the local context. In doing so it focuses on local needs, local priorities and local solutions which maximise results through enabling and leveraging local networks and partnerships.

The Plan will form a framework which articulates the identified shared priorities and measures for health and wellbeing in the Loddon Shire. An annual operational plan will be developed in partnership with key agencies, partners and stakeholders which identifies the activities and initiatives for the following year.

Health and wellbeing is constantly evolving so having an annual operational plan provides the flexibility to adapt to the changing environment and to work collaboratively, using current available evidence to guide action planning.

Implementation framework:



15 MONITORING, REVIEW AND REPORTING

Section 26 (4) of the Public Health and Wellbeing Act 2008 states that: ‘A Council must review its municipal public health and wellbeing plan annually and if appropriate amend the plan.’ This provides a platform for learning what has been successful, what can be done better, or highlight gaps in resources and services.

To support partner agencies that are funded for prevention and health promotion activities, monitoring, review and reporting will be aligned with the requirements detailed in the ‘Advice for public health and wellbeing planning in Victoria: planning cycle 2017-21’⁷.

An evaluation strategy will be developed to guide the process, using a combination of qualitative and quantitative mechanisms (identified as measures in the plan) to assess the impact of the Plan on the health and wellbeing of the community.

The Plan will be monitored throughout the four years by Council staff and the Loddon Community Wellbeing network. The purpose will be to ensure that the plan is implemented, monitored, evaluated and reported on. Meetings will be held quarterly and progress on the implementation will be provided to Council on an annual basis, in accordance with the statutory requirement of Council under the *Public Health and Wellbeing Act 2008*.

The annual review will provide an important chance to reflect and celebrate the achievements of the plan, inform other related plans and policies, strengthen networks and partnerships and inform resource allocation⁸

16 APPENDICES

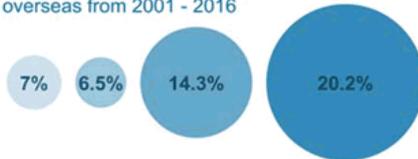


our population

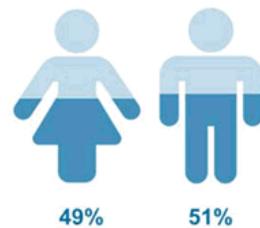


our heritage

the percentage of our people who were born overseas from 2001 - 2016



the proportion of men and women in our population has remained the same in the last three census with only a small change from 2001 with the number of females increasing and males decreasing by 1% each



Top 5 other countries of birth



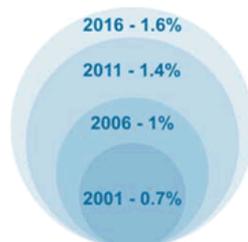
in 2016 the Philippines entered the top five most common countries of birth

our age

our average age increased disproportionately compared to Victoria and Australia in 2011



the average age increase between the 2011 and 2016 Census was in line with the increase in average age across Australia



the number of our residents of aboriginal and torres strait islander origin continues to increase and at 1.6% in 2016 is higher than the Victorian average of 0.8%

in 2011 the population in Loddon was projected to decrease by 8% between 2016 and 2031

this equates to 558 people

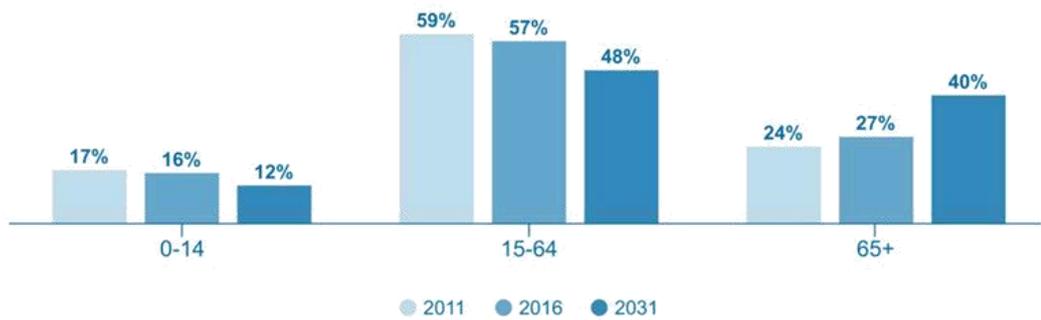
will this change when the 2016 census population trend data is released

our future

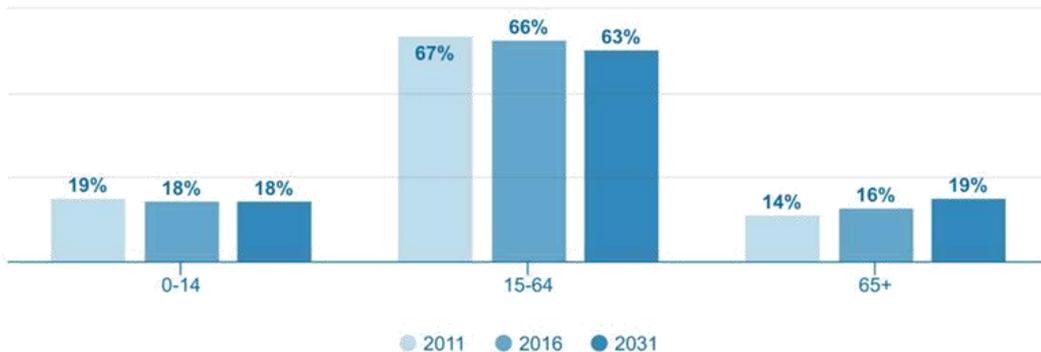
the population in Victoria is expected to increase by 28% in the same period

age range by percentage of population

Loddon



Victoria





how we live

our median weekly household income increased by 20% from 2011 to 2016 compared to a 17% increase across Victoria in the same period



our household income



our housing



78.2% of our residents are home owners



16.3% of our residents live in rental accommodation



the percentage of Loddon residents who own their homes outright down by 15.4% since 2001

52.3%

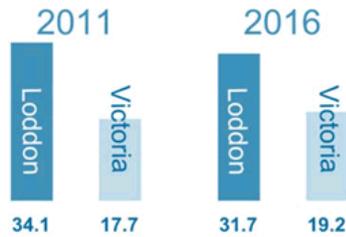


32.3% the percentage of Victorian residents who own their homes outright down by 10.6% since 2001

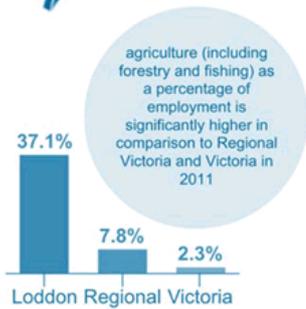


volunteers

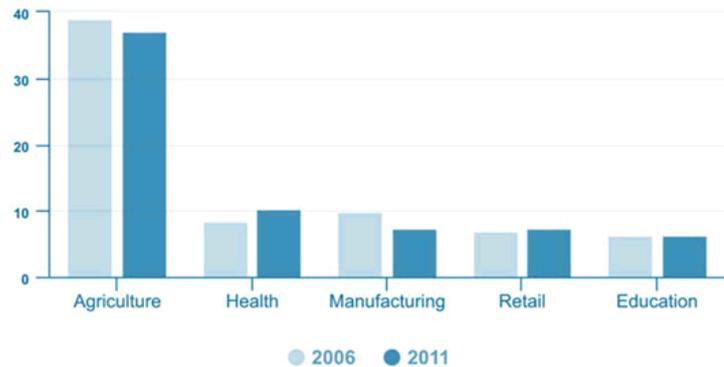
the percentage of our residents who did voluntary work for an organisation of group



employment by industry



agriculture (including forestry and fishing) as a percentage of employment is significantly higher in comparison to Regional Victoria and Victoria in 2011



employment

2011



since 2001 the number of people in full time employment has progressively decreased while part time employment has progressively increased

unemployment

unemployment in Loddon in 2016 - down from 8% in 2014
Victoria (2016) - 5.8%

6.5%



Average number of children per family
- no change since 2011

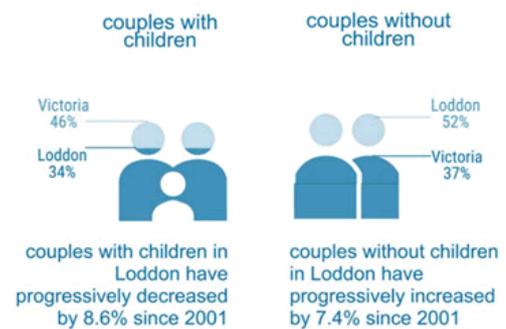


In Victoria the average number of children per family reduced from 1.9 in 2011 to 1.8 in 2016

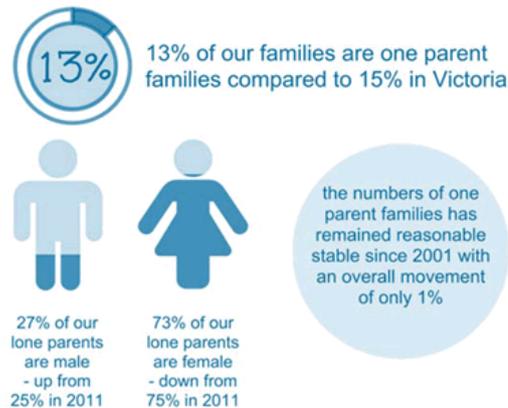
households 2016



couples 2016



one parent households 2016



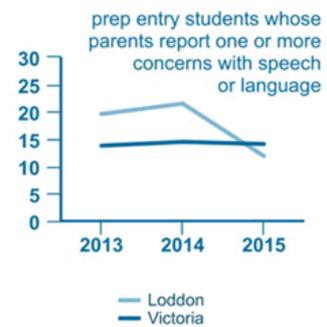
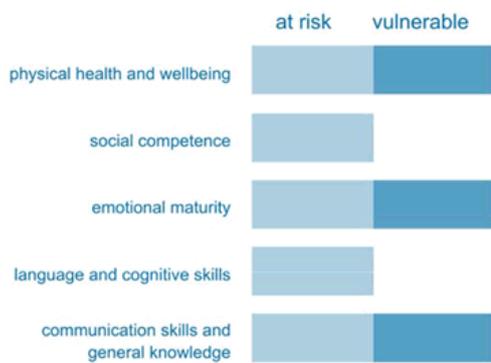
marital status 2016

	Loddon	Victoria
married	51%	48.4%
separated or divorced	14.6%	10.9%
widowed	8.2%	5.2%
never married	26.3%	35.5%

since 2001 the number of our residents who are widowed remained stable, registered marriages decreased by 6% while separations and those not marrying both increased by 3%



AEDC **australian early development census**



in 2015 the AEDC profile placed children at school entry level in the 'developmentally at risk' percentile in all five development areas, and in the 'developmentally vulnerable' percentile in three of the five development areas

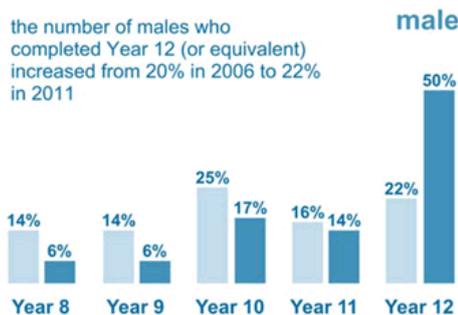
between 2012 and 2015, the AEDC calculated that there was a significant increase in the proportion of Loddon children classified as vulnerable in the physical health and wellbeing domain



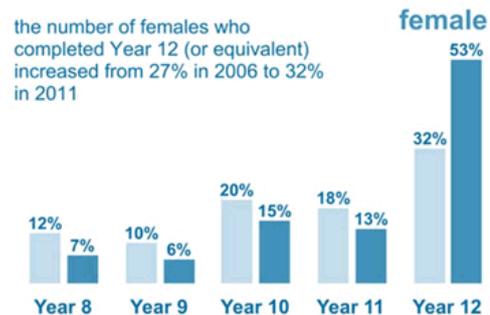
highest year of school completed

2011

the number of males who completed Year 12 (or equivalent) increased from 20% in 2006 to 22% in 2011



the number of females who completed Year 12 (or equivalent) increased from 27% in 2006 to 32% in 2011



● Loddon ● Victoria

17 REFERENCES

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- 1 Putting People Back in the Picture, Victorian Council of Social Services
<http://vcoss.org.au/state-budget-submission-2016-17/improve-community-health-and-wellbeing/>
 - 2 <https://en.wikipedia.org/wiki/Well-being>
 - 3 The World Health Organization (WHO)
http://www.who.int/social_determinants/sdh_definition/en/
Chronic diseases: <http://www.who.int/chp/en/>
 - 4 National rural health alliance: <http://ruralhealth.org.au/advocacy/current-focus-areas/social-determinants-health>
 - 5 http://www.who.int/violence_injury_prevention/publications/violence/violence_disasters.pdf
 - 6 <http://vcoss.org.au/blog/the-social-impact-of-natural-disasters-at-what-cost/>
 - 7 <https://www2.health.vic.gov.au/about/publications/policiesandguidelines/public-health-wellbeing-planning-advice-2017-2021>
 - 8 Department of Health, 2012a, A practical guide to conducting annual reviews of Municipal Public Health and Wellbeing Plans, State Government of Victoria
<https://www2.health.vic.gov.au/about/health-strategies/public-health-wellbeing-plan>
 - Victorian Public Health and Wellbeing Plan 2015-2019
 - Victorian health and wellbeing outcomes framework
 - Victorian health and wellbeing data dictionary
- 2011 and 2016 Census of Population and Housing, Basic Community Profiles, ABS 2012
<http://www.abs.gov.au/websitedbs/D3310114.nsf/Home/2016%20QuickStats>
<http://profile.id.com.au/loddon>
- Australian Early Development Census Community Profile for Greater Bendigo and Loddon 2015, AEDC 2016
<https://www.data.vic.gov.au/data/group/education>
- Socio-economic Index for Areas (SEIFA) 2011, ABS 2013
- Bendigo Loddon PCP community profile: <http://www.blpcp.com.au/our-publications>
<http://knowyourcouncil.vic.gov.au/councils/loddon>
- Loddon schools Middle Development Index (MDI) data
- Victorian Population Health survey 2014
<https://www2.health.vic.gov.au/public-health/population-health-systems/health-status-of-victorians/survey-data-and-reports/victorian-population-health-survey/victorian-population-health-survey-2014>
- VicHealth data
http://www.exploreyourdata.com.au/?utm_source=MAV+bulletins&utm_campaign=5ebbcbf1ce-EMAIL_CAMPAIGN_2016_11_17&utm_medium=email&utm_term=0_a2ddb8ef89-5ebbcbf1ce-82456501

Congratulation Loddon Shire all on an easy to read and very clearly articulated Plan !
I have read and reviewed the *Plan* and fully endorse its contents .

There is one very small correction that could be made on page 20 in relation to the names of committees and organisations that the Shire facilities , supports and partners with : the Regional Youth Affairs Network (RYAN) was formally a peak body for collective input into government by rural and regional LGA's and funded agencies working with young people – it is now a term (not a network in essence) used by the Office of Youth to encourage the youth voice into policy if and when other bodies such as the Youth Affairs Council of Victoria coordinate this on behalf of a minister / department . The *formal* RYAN was defunded around 2013 /14 and while it limped on for a while independently , it has since ceased to exist and there is no membership body remaining.

Cheers

Jerri Nelson
Executive Officer
North Central Local Learning and Employment Network





Social Justice for Women

FREECALL: 1800 350 233

47 Myers Street, Bendigo 3550
Tel: (03) 5443 0233 Fax: (03) 5441 4074
Email: whlm@whlm.org.au
Website: www.whlm.org.au

8/9/2017

RE: Living Well in Loddon: Municipal Public Health and Wellbeing Plan 2017-2021

Women's Health Loddon Mallee (WHLM) would like to thank you for the opportunity to provide feedback on the Living Well in Loddon: Municipal Public Health and Wellbeing Plan 2017-2021. WHLM would like to acknowledge and congratulate the Loddon Shire Council for the establishment of such a comprehensive and inclusive plan.

As a part of our work at WHLM we have applied a gender lens to your plan to ensure women and men, boys and girls have equal access to the same opportunities to experience good health and wellbeing. Gender is a key factor, amongst many others including age, ability, income and education, which influence how we access and experience good health and wellbeing. It is important to recognise that women, men and gender diverse people have different health risks, needs and barriers and therefore do not always benefit from a one-size fits all approach.

Following our analysis of the draft plan, WHLM would like to make the following suggestions for your consideration.

Focus area: Feel Safe and Secure

WHLM would like to commend your plan for the layout of the focus areas, which provide data and statistics from a wide range of sources including local service providers and community voices.

Section: What the statistics tell us...

Suggestion 1:

WHLM commends the inclusion of family violence within the feeling safe and secure focus area of the plan.

Family violence is a gendered issue whereby women are disproportionately affected by its impacts. As Our Watch highlights all violence is wrong, regardless of the sex of the victims or the perpetrator, but there are distinct gendered patterns in the perpetration and impact of violence. Recognising the gendered patterns of violence doesn't negate the experiences of male victims, but does point to the need for an approach that looks objectively at what the

research is telling us; that there is a need to address the gendered dynamics of violence.

The gendered pattern of the perpetration and impact of family violence is highlighted in the latest statistics available on the Women's Health Atlas:

http://victorianwomenshealthatlas.net.au/#!/atlas/Violence%20against%20Women/V/Family%20Violence/V_04/2016%20Reported%20Incidents/101/F/state/all/false

The family violence statistics for Loddon, from the above link, highlight that of the 104 family violence incidents reported to police in 2016- 67% of the victims were female.

WHLM recommends that Family Violence be recognised and addressed as a gendered issue in your plan in order to be effective in preventing and reducing its prevalence within the community.

Suggestion 2:

Having a safe community was one of the top three things that the community valued as highlighted in the community survey (p.31). Within the plan, it is noted that males are more likely to report they feel safe walking alone in the day time and much more likely to report they feel safe walking alone at night time. It may be useful to include the actual statistics in this indicator that highlight that 91.6% of men feel safe or very safe walking alone at night compared to only 63.9% of women.

(Source: 2015 VicHealth Indicators- <http://exploreyourdata.com.au>)

A gender analysis of this data by the Women's Health Atlas (<http://bit.ly/2rwaH3v>) highlights that fear of male violence significantly limits the participation of women and girls in community life. In many local government areas, we know that public parks and recreation areas are used significantly more by men than by women. This contributes to disparity in health outcomes, feelings of social exclusions and poor perceptions of safety for women.

Men and women experience and perceive safety differently and recognising this gendered difference is important when aligning strategies to respond to this. WHLM recommends that this gendered difference in safety be addressed in the plan and that subsequent strategies recognise this to respond effectively to improve the perception of safety for all Loddon residents.

Suggestion 3:

Section: What the community (survey) said...

WHLM acknowledges the positive community response to addressing family violence with 87% of survey respondents identifying the prevention of violence and injury, particularly family violence, as being very important or important than any other health and wellbeing activity (p.31).

However, the inclusion of data that highlights that only 1.1% of respondents reported witnessing abuse or a violent crime and 2.2% of respondents had experienced family violence in the last 12 months may not be an accurate reflection of family violence in the Shire.

This data may not indicate the actual prevalence of family violence within the community as it does not align with family violence statistics recorded by police within the Loddon Shire and can also be confounded by respondents lack of awareness of what constitutes family violence, issues related to anonymity and a lack of support services available, which increase the barriers to reporting.

Suggestion 4:

Section: Outcome- Improve Gender Equity in Loddon Community

WHLM commends the inclusion of improving gender equity in the Loddon community as an outcome for the feeling safe and secure focus area.

However, the measurement of teenage births as an indicator of success is not strongly correlated with improved gender equity. This is due to many confounding factors such as access to sexual and reproductive health information and education and services across the Shire. WHLM recommends that these measures could be changed, so that better reflect gender equality. New measures, which would be more accurate³ indicators of gender equality at a local level (as measures of success), could be:

- increased access to gender sensitive health services
- adopt internal policies and practices that promote gender equality internally
- apply a gender lens to Council planning processes and service delivery.

Additionally, the final measure of success listed in the Outcome: Improve Gender Equity in Loddon Community, could also be linked to leadership representation and participation in sports. The measure could potentially be:

- increased representation of women in media/promotional material across organisations, sports clubs/sports participation and at all levels of leadership; providing positive role modeling for both boys and girls.

WHLM offers their support to further discuss how these suggestions can be further included within the plan. Thank you very for the opportunity to provide feedback on the Loddon Municipal Public Health and Wellbeing Plan 2017-2021.

Kind regards,

Katie McKee

Women's Health Loddon Mallee

To Whom It May Concern,

Please find comments relating to the Draft Municipal Public Health and Wellbeing Plan 2017 / 2021.

The Victorian Government recently released the Protecting Victoria's Environment - Biodiversity 2037 with one of the goals being that Victorians Value Nature. Targets were By 2037:

- All Victorians connecting with nature.
- Five million Victorians acting to protect the natural environment.
- All Victorian Government organisations that manage environmental assets contribute to environmental-economic accounting.

This plan includes the following chapters which can relate back to the Draft Municipal Public Health and Wellbeing Plan 2017 / 2021.

Chapter 4: A healthy environment for healthy Victorians Chapter 5: Linking our society and economy to the environment Chapter 8: Working with Traditional Owners and Aboriginal Victorians Chapter 10: Government leadership in delivering the Plan

We need to give people ownership of their health and wellbeing but also provide the opportunities for them to want to do something and be able to be active.

Loddon Shire provides ample opportunities for people to be involved in activities both physical and mentally stimulating with a variety of sporting groups, walking groups, arts and crafts groups and environmental groups. It is a matter of these groups and the Loddon Shire to be working in collaboration and not in isolation to provide that wide range of opportunities. It is also about getting the messages out that there are things available. Unfortunately not everything can be made to order for people and that is where some flexibility needs to come in.

Living in Loddon, but working in Bendigo, I find I struggle to do the things I would like to do, especially in the winter months with shorter amounts of daylight, but I have put my focus on the things my children want to be doing as I believe it is important to keep them active and engaged. There are many parents who don't show that same support for their kids participating in something they are interested in. An example is with the Kingower Cricket Club. There have been kids who have played cricket for 8 or 10 years, but their parents have not been to one game and rely on someone else to get their kids to training and games.

Schools and kindergartens try to incorporate as much diversity in to their curriculum while still trying to maintain the teaching of the set curriculum. For instance the Inglewood Kinder has their Bush Kinder each Friday morning which gets the kids out in to the environment and walking and running around. But again, we can't rely on kinders and schools to be keeping our kids active.

There are opportunities for Loddon Shire and community groups to conduct after school activities where older residents and younger residents can come together, interact and learn from each other, whether it is a craft group or a dance group. The Upper Loddon Cricket Association conducted a T20 Blast cricket program last year and got good support from Inglewood and East Loddon children, but little support from Bridgewater and Wedderburn children. This year it is hoped that with more Loddon Shire involvement (which was one of the negative points of last years program due to lack of communication to the Shire by the organisers more kids will be reached).

Overall, I think it is giving people the feeling of inclusion and empowering them to be able to participate that is the key driver. It is working together and being able to connect people in the community that will improve the Health and Wellbeing of residents. I believe Loddon Shire has all the tools at it's finger tips, it is just bringing them all together and using the right ones in the right situations that is the next step.

Thank you for taking the time to read through my comments. I am happy to discuss any comment further.

Regards

Wendy Murphy

To the CEO, Loddon Shire Council

Thank you for the opportunity to provide some feedback on the draft Loddon Municipal Public Health and Wellbeing Plan 2017-2021.

The presentation and layout of the plan I have found to be very attractive and engaging and the way that data has been used throughout has enabled clear connections to be made between the data, strategies and priorities of the plan. The plan overall is very 'readable', when often such plans are not, so congratulations to those who have put the plan together.

The specific area I would like to comment on is **Feel safe and secure**. On behalf of the Centre for Non Violence, we have welcomed the opportunity to be involved in planning meetings and consultations and look forward to continuing to work with our colleagues in Loddon Shire to further develop prevention and response initiatives to those affected by family violence. The following are suggestions only and will hopefully be helpful:

The first Outcome – Children are safe... has as an annual measure, "improvement in child protection statistics". This is something that may be difficult to measure over a short period of time, and in fact if the community and service providers are more informed and aware of risks to children, child protection statistics may increase in the short term. It may be worth considering whether this is something to measure every three years.

In relation to the L17 Police reports – again, the number of incidents reported may well increase, if women (or others) are feeling more confident to call the police when an incident of FV occurs. This may in turn result in an increased number of incidents where children are present, so this is something that perhaps needs a 'rider' associated with the measure?

The second Outcome – Services are local ... My understanding of the annual measures identified is that it would be potentially difficult to be able to measure, but I'm sure the Police will be able to advise on this.

The third Outcome – Improve gender equity ... Suggest an additional measure (every three to five years perhaps) is "The number of women in positions of leadership" – on Boards, CEO positions, Principal positions, and the like.

The fourth Outcome –Build capacity ... It is not clear what 'increased participation rates of people within organisations' means, i.e. what is it they are participating in?

Thanks and regards,

Heather Paterson

Heather Paterson
Project Coordinator: Service Expansion



11 GENERAL BUSINESS

12 CONFIDENTIAL ITEMS

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

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 379 Pyramid Hill footpath replacement

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.

12.3 Contract 381 Serpentine underground drainage and other associated work

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.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 24 October 2017 at Serpentine.

There being no further business the meeting was closed at [enter time](#).

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

.....