



Date: Tuesday, 27 March 2018
Time: 3pm
Location: Council Chambers, Serpentine

MINUTES

Ordinary Council Meeting

27 March 2018

**MINUTES OF LODDON SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, SERPENTINE
ON TUESDAY, 27 MARCH 2018 AT 3PM**

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

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

1 OPENING PRAYER

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

2 ACKNOWLEDGEMENT OF COUNTRY

“The Loddon Shire Council acknowledges the Traditional Custodians of the land on which we are gathered and pays its respects to their Elders both past and present.”

3 APOLOGIES

APOLOGY

RESOLUTION 2018/4

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That the apology received from Cr Beattie be accepted and leave of absence granted.

CARRIED

4 DECLARATIONS OF CONFLICT OF INTEREST

Nil

5 PREVIOUS MINUTES**5.1 CONFIRMATION OF MINUTES****File Number:** 02/01/001**Author:** Lynne Habner, 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 27 February 2018
2. The minutes of the Ordinary Council Meeting of 27 February 2018
3. The minutes of the Council Forum of 13 March 2018

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

RESOLUTION 2018/5

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council confirm:

1. The minutes of the Council Briefing of 27 February 2018
2. The minutes of the Ordinary Council Meeting of 27 February 2018
3. The minutes of the Council Forum of 13 March 2018

CARRIED

6 REVIEW OF ACTION SHEET

6.1 REVIEW OF ACTIONS

File Number: 02/01/002

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Action sheet

RECOMMENDATION

That Council receive and note the action sheet.

REPORT

Refer attachment.

RESOLUTION 2018/6

Moved: Cr Geoff Curnow

Seconded: Cr Gavan Holt

That Council receive and note the action sheet.

CARRIED

7 MAYORAL REPORT**7.1 MAYORAL REPORT****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Mayoral Report

REPORT

The Mayor will present a report at the meeting.

Cr McKinnon**North Central Goldfields Regional Library**

Section 86 Committees: East Loddon Community Centre Committee of Management, Pyramid Hill Memorial Hall Committee of Management, Pyramid Hill Swimming Pool Committee of Management, Serpentine Bowls and Tennis Pavilion and Reserve Committee of Management

Nature Tourism Advisory Team**Other Council activities**

DATE	Activity
1/3/18	Attended the Murray River Group of Councils dinner at Wedderburn Hotel
2/3/18	MRGC meeting was held at the Shire offices – water issues continue to dominate the agenda.
4/3/18	Attended the Bendigo Embroiderers Guild celebration of Dorothy Addlem's 50 years of service, and presented a certificate on behalf of Loddon Shire.
6/3/18	Dingee Progress Association community planning meeting
7/3/18	Geoff Turner, Adrian Weston and myself, representing MRGC, met with Phil Townsend from the MDBAuthority in Tatura to reinforce our position.
13/3/18	Council Forum in Wedderburn
15/3/18	Met with Sarah de Sandis, Labor candidate for Ripon, in Wedderburn

16/3/18	Presented leadership badges to Pyramid Hill College students at a special assembly.
17/3/18	“Get Your Gear Out” event held at Pyramid Hill by young local farmers celebrating agriculture.
18/3/18	Joined the Stepping Stones young women’s development program participants for dinner in Inglewood.
21/3/18	Launched Wedderburn cycle trails.
	Attended Pyramid Hill Progress Association meeting with Phil Pinyon and Lynne Habner as guests.
22/3/18	CVAF dinner in Moama, with Lynne Habner and Christine Coombes
23/3/18	CVAF Forum, highlighting innovation and opportunity in the agricultural sector
25/3/18	PHFNC held a leadership workshop for young players and community members to facilitate cultural change in our sporting clubs. This was attended by 90 people, and was funded by Mawsons.
27/3/18	This morning I attended the forum in Echuca with MRGC EO to inform the Productivity Commission Inquiry into the Murray Darling Basin Plan as part of the five year review.

RESOLUTION 2018/7

Moved: Cr Geoff Curnow

Seconded: Cr Gavan Holt

That Council receive and note the Mayoral Report

CARRIED

8 COUNCILLORS' REPORT**8.1 COUNCILLORS' REPORTS****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Councillors' reports

REPORT

Each Councillor will present a report at the meeting.

Cr Condliffe

Calder Highway Improvement Committee
Section 86 Committees: Bridgewater on Loddon Development Committee of Management, Campbells Forest Hall Committee of Management, Inglewood Community Sports Centre Committee of Management, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Town Hall Hub Committee of Management, Jones Eucalyptus Distillery Site Committee of Management
7/3/18: Inglewood Town Hall Hub meeting
Australia Day Committee
Central Victorian Greenhouse Alliance
Central Victoria Rural Women's Network
Healthy Minds Network
Loddon Youth Committee
Other Council activities

DATE	Activity
27/2/18	Inglewood and Districts Community Bank Meeting
28/2/18	NCLLN meeting Serpentine
28/2/18	CWA meeting Dingee
1/3/18	Loddon Plains Landcare meeting Serpentine
8/3/18	Celebrate International Women's Day held in Inglewood
9/3/18	I attended the Loddon Murray Community Leadership Program. I was a speaker.
10/3/18	I attended the Bridgewater Market
11/3/18	I attended the Lions Youth of the Year final in Inglewood
13/3/18	Council Forum Wedderburn
13/3/18	Inglewood Community Resource Centre
14/3/18	Water meeting Campbells Forest
15/3/18	Kooyoora Women's Network meeting Inglewood
16/3/18 – 18/3/18	I attended Women on Farms gathering in Rosebud
19/3/18	Eucy Museum meeting, Inglewood
20/3/18	Community meeting Inglewood
21/3/18	BOLD meeting Bridgewater
18/3/18	Stepping Stones Young Women's Day dinner, Inglewood
23/3/18	CVAF Conference, Echuca
24/3/18	Inglewood Lions Club dinner
26/3/18	Women's Health Loddon Mallee meeting Bendigo
27/3/18	Council meeting Serpentine

Cr Curnow

Loddon Mallee Waste Resource Recovery Group
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Section 86 Committees: Kingower Development and Tourism Committee	
Municipal Emergency Management Plan Committee and Municipal Fire Management Plan Committee	
Other Council activities	
DATE	Activity
28/2/18	Southern Loddon Tourism Committee meeting at Tarnagulla
1/3/18	Meeting with Coliban Water EO, Phil Pinyon and Lynne Habner at Newbridge regarding water supply and sewerage
2/3/18	LMWRRG Board meeting in Bendigo
9/3/18	MAV Emergency Management Committee meeting in Melbourne
11/3/18	Attended the Detector Jamboree at Wedderburn
13/3/18	Attended the Loddon Shire Council Forum at Wedderburn
24/3/18	Attended the Car Sprint meeting at Eddington
25/3/18	Chaired Tarnagulla Reserve committee of management triennial meeting.
27/3/18	March Loddon Shire Council meeting at Serpentine.

Cr Holt

Municipal Association of Victoria
Section 86 Committees: Donaldson Park Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Engine Park Committee of Management, Wedderburn Mechanics Institute Hall Committee of Management, Wedderburn Tourism Committee of Management
Audit Committee

Other Council activities	
DATE	Activity
26/2/18	Attended meeting with Wedderburn Branch of the Victorian Farmers Federation to discuss the proposed Roadside Management Plan and the posting of the road grading program on the Shire website.
2/3/18	Travelled to Deniliquin to discuss with Brad Chalmers representing the Borella family, the Borella/Jacka statue project in Soldiers' Memorial Park
6/3/18	Met with Gary Evans, President of the Wedderburn/Korong Vale RSL Branch to discuss various issues including arrangements for Anzac Day.
10/3/18	Attended Wedderburn Detector Jamboree site at Hard Hill Tourist Reserve.
13/3/18	Attended Council Forum in Wedderburn.
19/3/18	Chaired meeting of the Donaldson Park Committee of Management.
21/3/18	Chaired the launch of the Wedderburn cycling trails by our Mayor Cr McKinnon.

RESOLUTION 2018/8

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council receive and note the Councillors' reports

CARRIED

9 DECISION REPORTS

9.1 SERPENTINE INDUSTRIAL ESTATE - REZONING

File Number: 13/01/003

Author: Carolyn Stephenson, Statutory / Strategic Planner

Authoriser: Glenn Harvey, Manager Development and Compliance

Attachments: Nil

RECOMMENDATION

That Council

1. Request authorisation from the Minister for Planning to prepare an amendment to the Loddon Planning Scheme to rezone Lots 1, 2, 3, PS 608853 (Treloar St, Serpentine) to Industrial 3 Zone;
2. Should authorisation be provided, prepare the amendment and place the amendment on exhibition.

CONFLICT OF INTEREST

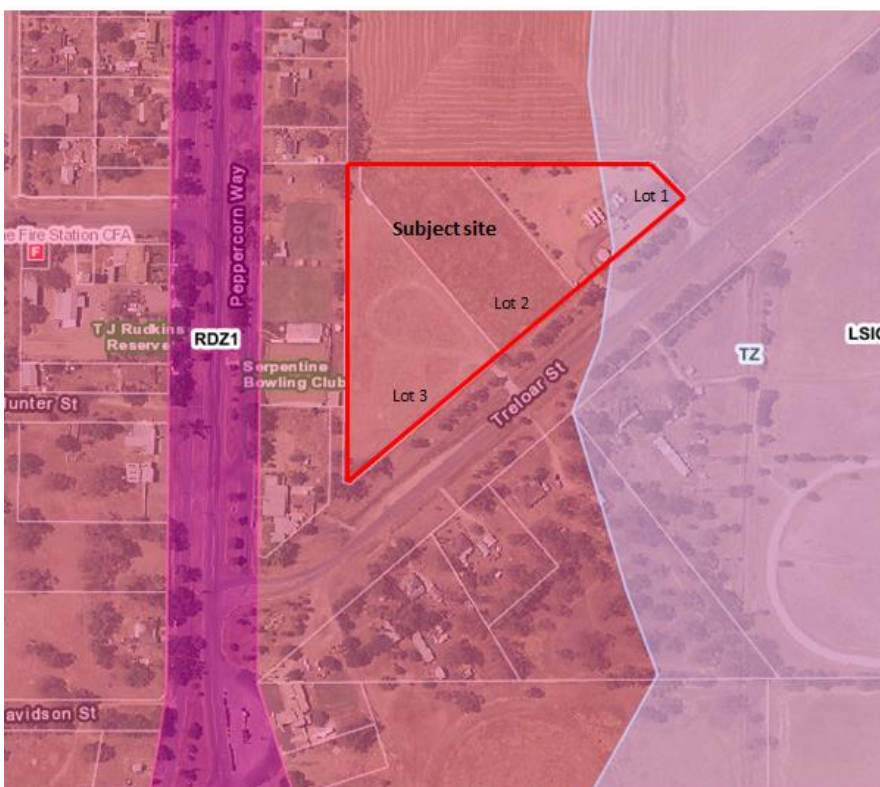
There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

PREVIOUS COUNCIL DISCUSSION

There has been no previous discussion with Council in relation to this matter.

BACKGROUND

The subject land (lots 1, 2, 3, PS 608853) is located on the north side of Treloar St (Echuca Serpentine Road), Serpentine. The site has a total area of approximately 2.7ha.



This land was acquired by the Shire of East Loddon in 1993.

In 2007, Council leased part of the site to Atlas Fuels for use and development as a fuel depot. A planning permit (no. 4213) was granted on 21 October 2007 for this use and development. There was an unsuccessful appeal to VCAT by neighbouring land owners who objected to the proposal.

In 2009, Council granted a planning permit (no. 4441) to subdivide the land into three lots. The subdivision was undertaken to facilitate the use and development of the land for an industrial estate. Council received funding from Regional Development Victoria to support development of this site for an industrial estate and the land was subdivided into three lots

Two of the three lots have since been sold by Council (lots 1 & 2). Lot one remains the only developed site, as a fuel depot.

ISSUES/DISCUSSION

The purpose of this report is to seek Council resolution to request authorisation from the Minister for Planning to commence the process to rezone three lots of land at Serpentine to Industrial 3 Zone.

The planning scheme is a legal document prepared under the Planning and Environment Act (1987). Changes to a planning scheme including rezoning land, need to go through a prescribed amendment process that involves consent from the Minister to prepare the amendment and public exhibition.

Council is required to seek authorisation from the Minister for Planning prior to preparation of the amendment to ensure that the amendment is consistent with State planning policy and makes proper use of the planning provisions. Once authorisation is provided from the Minister, the amendment will be prepared and exhibited. Exhibition will include notice to affected land owners, other agencies and public notices in the local paper and Victorian Government Gazette. Following exhibition, Council will be provided the opportunity to consider all submissions and decide whether to proceed with the amendment, modify the amendment in response to a submission or abandon the amendment. Should Council chose to proceed with the amendment and not modify it in response to a submission, the amendment will proceed to a panel hearing, which will consider the amendment and any submissions and make a recommendation to Council. An amendment to the planning scheme is approved by the Minister for Planning when adopted by Council.

The subject land is currently zoned Township. The Township Zone provides for residential development and a range of commercial, industrial and other uses in small towns. Although light industry is permissible in the Township Zone, the Township Zone is unsuitable for land that is intended only for industrial development as planning approval is not required for the use and development of land for a dwelling. Council is therefore unable to prevent incompatible land use and protect the land for industrial purposes.

Council has developed this land for the sole purpose of industrial use, and was provided funding from the State Government for this purpose. As such it is appropriate that it be zoned in such a way that non industrial uses do not occupy the land.

This site is considered suitable for industrial land for the following reasons:

- Serpentine is located on a strategic freight route being the Loddon Valley Highway, Bridgewater Serpentine Road and Echuca Serpentine Road intersections.
- Serpentine is central to this part of the municipality, and can service the southern section of the Pyramid Boort Irrigation District and the irrigators of the Loddon and Loddon deep lead.
- There is no other dedicated industrial land in Serpentine, or in the north east of the Shire.
- The land is located on the fringe of the township and is adjoined by farmland to the north and east, rural residential development to the south and the hotel and sporting facilities to the west.
- The site is serviced with water and power.

- Provision of industrial land at Serpentine will support economic development and employment in the Serpentine and surrounding districts.

It is proposed that the land be rezoned Industrial 3 zone.

The Industrial 3 zone is the “lightest” of the three industrial zones.

The purpose of the Industrial 3 zone is:

- To provide for industries and associated uses in specific areas where special consideration of the nature and impacts of industrial uses is required or to avoid inter-industry conflict.
- To provide a buffer between the Industrial 1 zone or Industrial 2 zone and local communities, Industrial 3 zone also allows for industries and associated uses compatible with the nearby community.
- To allow limited retail opportunities including convenience shops, small scale supermarkets and associated shops in appropriate locations.
- To ensure that uses do not affect the safety and amenity of adjacent, more sensitive land uses.

Use of land for industry still requires a planning permit in an Industrial 3 zone, as opposed to Industrial 1 zone, thus enabling Council to provide both for industry and manage its impact on the surrounding area. The use of land for a dwelling is however prohibited in the Industrial 3 zone.

Clause 17.02-1 (Industrial land development) of the State Planning Policy Framework seeks to ensure the availability of land for industry. This policy includes the following strategies:

- Protect and carefully plan existing industrial areas to, where possible, facilitate further industrial development.
- Provide an adequate supply of industrial land in appropriate locations including sufficient stocks of large sites for strategic investment.

It is considered that rezoning this land to Industrial 3 zone is consistent with and supports this State Planning Policy.

The eastern third of lot 1 is also included within the Land Subject to Inundation Overlay. This overlay should not prevent the land being rezoned to Industrial 3 zone.

COST/BENEFITS

The amendment will cost Council in terms of staff time and fee of \$462.20 payable to the Department of Environment, Land, Water and Planning. Additional costs would be incurred if the application was to go before a panel. However, the amendment will facilitate industrial development of this land.

RISK ANALYSIS

The planning scheme should be a robust document that correctly identifies the intended use of land. The amendment process provides for transparency and stakeholder engagement. Retaining this land in the Township zone will undermine the use and development of this land for industry.

CONSULTATION AND ENGAGEMENT

There is no requirement for consultation at this stage as the amendment process provides for consultation with the landholders and the community.

RESOLUTION 2018/9

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That Council

1. Request authorisation from the Minister for Planning to prepare an amendment to the Loddon Planning Scheme to rezone Lots 1, 2, 3, PS 608853 (Treloar St, Serpentine) to Industrial 3 Zone;
2. Should authorisation be provided, prepare the amendment and place the amendment on exhibition.

CARRIED

9.2 PROVISION OF ADDITIONAL WASTE SERVICE COLLECTIONS

File Number: 15/05/002
Author: Daniel Lloyd, Manager Works
Authoriser: Steven Phillips, Director Operations
Attachments: Nil

RECOMMENDATION

That Council:

1. Approve the allocation of additional funds to the value of \$11,025 from the current financial year surplus to allow for additional waste services of public bins during the upcoming Easter period.
2. Allow \$26,775 per annum in the long term financial plan for additional waste services of public bins during the Christmas and Easter periods.

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 subject of additional waste service collections was discussed at the January 2018 Council Forum.

BACKGROUND

Council receives several complaints regarding the overflow of waste during peak period such as the recent Christmas period. Councillors requested that a report be prepared and provided to Council for additional waste services to reduce the overflow of public bins during peak times of the year.

ISSUES/DISCUSSION

The additional collection period will take place over Christmas and Easter with daily bin pickups for public bins in key locations. This will result in an additional 17 days of bin collection services. As the Christmas period for the 2017 – 2018 Financial year has now passed the additional funds required for this year are for Easter only.

It is proposed that the additional waste service collection will be for public bins only. The following towns and locations have been identified as key locations for additional bin pickups:

- Boort
- Boort Caravan Park
- Bridgewater
- Bridgewater Caravan Park
- Laanecoore
- Wedderburn

In addition to the key sites identified above, from time to time it may be necessary to include other towns and locations or modify frequency as required within the allocated budget.

The additional collection services will be for the following dates:

- Easter period starting Thursday before Good Friday and go through to the following Wednesday, 7 days

- Christmas period 26 December through to 4 January, 10 days.

COST/BENEFITS

The estimated cost for the Easter period is \$11,025 and for the Christmas period is \$15,750. The estimated total cost of \$26,775 will result in a reduction of bin overflows and enhance the appearance of public facilities.

The year to date Budget cash surplus as detailed in the Finance report for the period ending 31 January 2018 as provided to Council at the February ordinary meeting was \$1.011M.

In order for the additional bin collections services to take place this Easter, \$11,025 needs to be allocated from the 2017 – 2018 Budget surplus. Future funds can be allocated through the annual budget process to the municipal waste services charge.

The benefit of providing additional bin services in public areas will assist our communities through improved appearance of our public spaces.

RISK ANALYSIS

The additional collection services require an increase in funding above what is currently allowed for in the kerbside waste and recycling contract. Council will need to allocate funds from the current year surplus and allow for the additional cost in future budgets.

CONSULTATION AND ENGAGEMENT

The following Council officers were consulted in the preparation of this report

- Townscape Team Leader
- Manager Finance

Council's kerbside waste and recycling contractor Veolia (formally Ellwaste) was also consulted in preparation of this report.

RESOLUTION 2018/10

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council:

1. Approve the allocation of additional funds to the value of \$11,025 from the current financial year surplus to allow for additional waste services of public bins during the upcoming Easter period.
2. Allow \$26,775 per annum in the long term financial plan for additional waste services of public bins during the Christmas and Easter periods.

CARRIED

9.3 REVIEW OF LONG SERVICE LEAVE FINANCING POLICY**File Number:** 18/01/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Long Service Leave Financing Policy v3**RECOMMENDATION**

That Council adopts the Long Service Leave Financing Policy v3.

CONFLICT OF INTEREST

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

PREVIOUS COUNCIL DISCUSSION

The last approved version of the Long Service Leave Financing Policy (v2) (the Policy) was in June 2014.

BACKGROUND

The Policy was developed to ensure that Council has sufficient funds on hand, accumulated over time, to meet its commitments to employees.

ISSUES/DISCUSSION

This Policy is due for renewal. There were no significant changes except to add that the funds are to be held in bank accounts 'or term deposit accounts'. This allows the amounts held aside to attract a higher interest earning rate.

COST/BENEFITS

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

RISK ANALYSIS

This policy is the primary policy for management of Council staff long service leave provisions to ensure that Council builds its reputation as an ethical organisation with employees. Holding funds in term deposit accounts does not present an unacceptable risk and is consistent with Council's existing practice for other investments.

CONSULTATION AND ENGAGEMENT

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

RESOLUTION 2018/11

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council adopts the Long Service Leave Financing Policy v3.

CARRIED

9.4 ROADSIDE MANAGEMENT PLAN 2018**File Number:** 21/02/001**Author:** Indivar Dhakal, Manager Technical Services**Authoriser:** Steven Phillips, Director Operations**Attachments:** 1. Draft Roadside Management Plan 2018**RECOMMENDATION**

That Council resolve to advertise the Roadside Management Plan 2018, seeking public comment.

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 draft Roadside Management Plan 2018 (the Plan) was discussed at the February 2018 Council Forum.

BACKGROUND

The Loddon Shire Council is responsible for the management of roadsides to support the safe and efficient function of roads, whilst also maintaining other values and uses such as:

- providing environmental and cultural values
- supporting adjacent land uses, such as agriculture
- fire prevention and emergency management
- providing for utility construction and maintenance.

The development of the Plan is identified as an action in the Loddon Shire Council Plan 2017-2021 under the following strategic objective:

Provide leadership which contributes to the sustainability of our region.

The Plan will be Council's main guiding document to set the direction for roadside management in the municipality. It identifies goals for roadside management in the context of Council's statutory obligations and outlines strategic actions to help achieve these goals.

Council recognises the importance of working with all community, agency and organisational stakeholders with an interest in roadside management to implement the actions and achieve the goals of this Plan. Monitoring the progress and effectiveness of the Plan over time will also be important.

This plan will replace the Loddon Shire Roadside Management Plan that was prepared in December 2000.

ISSUES/DISCUSSION

The draft Plan has proposed the following 4 roadside management goals:

1. Maintain a safe road network
2. Access for all road users
3. Protect biodiversity and heritage assets

4. Increase awareness of roadside management and values

Focus areas around each goal have been proposed with action plans, costing and proposed funding source. The draft plan recognises Council's constrained resources and lack of current funding to address a number of issues raised during the stakeholder engagement and community feedback sessions. The draft plan proposes to actively seek funding through government agencies to assist Council in achieving several of the actions within the Plan. However, there are a number of areas which Council can and has been working on within existing resources.

A significant discussion point at the February Council Forum was the construction and maintenance of boundary fences. The guideline in the draft plan reiterates the requirement for landholders to consult with their neighbour prior to removing any native vegetation for fence line maintenance or construction. If the fence line is at the road reserve boundary, then the coordinating road authority is the neighbour. The draft plan also highlights the requirement to obtain a Works Within Road Reserve Permit to undertake any work within road reserve, including native vegetation removal.

The following timeline has been proposed for the adoption of the Plan:

- Public Consultation – 31 March 2018 to 27 April 2018
- Council report presented at ordinary meeting to recommend adoption – 22 May 2018

A Community handbook is to be prepared following the finalisation of the Plan.

COST/BENEFITS

Costing and funding of actions forms Part D of the attached draft Plan 2018. Where possible, costs within existing resources have been identified and Council commits to actively seek funding for any unfunded actions through State and/or Federal Government.

One of the key benefits of the proposed plan is that the plan will be able to inform the community and stakeholders about the responsibilities and provisions within the existing legislative framework in relation to roadside management. A community handbook is proposed to be prepared for distribution throughout the Shire to inform responsibilities and guidelines around roadside management.

There is no significant cost identified associated with the recommended public consultation.

The benefit of the recommendation is that the community, ratepayers of Loddon Shire and key stakeholders will get an opportunity to provide a feedback or input into the plan which can be considered before presenting to Council for adoption.

RISK ANALYSIS

One of the key risks identified with the proposed plan is costing of actions not being sufficient to complete the task. The likelihood of the risk is possible and the consequence is insignificant, and as such is considered a low risk as per Council's risk matrix.

The costing of actions identified in the attachment is based on past experience and industry standard guidelines.

On the contrary, not adopting the draft plan could increase the risk in non-compliance with the existing legislative requirements in relation to native vegetation and environmental protection.

CONSULTATION AND ENGAGEMENT

The draft plan has been developed after a series of consultations between multiple stakeholders. An issues and opportunities paper was drafted as a result of a stakeholder engagement session held at Inglewood in May 2017. Subsequently, open house sessions were held at five towns namely Boort, Pyramid Hill, Wedderburn, Inglewood and Newbridge to receive community feedback on the issues and opportunities paper.

This recommendation will allow further consultation with the community and stakeholders, thus enabling Council to consider any feedback.

RESOLUTION 2018/12

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council resolve to advertise the Roadside Management Plan 2018, including the amended clauses and noting the intention to develop supporting guidelines, and seek public comment for further Council consideration.

CARRIED

9.5 CUSTOMER SERVICE STRATEGY 2018-2022

File Number: 02/04/001

Author: Deanne Caserta, Manager Financial Services

Authoriser: Sharon Morrison, Director Corporate Services

Attachments: 1. Customer Service Strategy 2018-2022 including Customer Service Charter

RECOMMENDATION

That the Customer Service Strategy 2018-2022 be adopted.

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 Council Forum in January 2018, Council was presented with the draft Customer Service Strategy 2018-2022 (the Strategy).

At the Council Meeting on 23 January 2018 Council resolved to place the Strategy out for public comment.

BACKGROUND

One of the strategic indicators in the Council Plan 2017-2021 was the development of a Customer Service Strategy and review of the Customer Service Charter (the Charter) to assist with the improvement of communication with community and customers.

ISSUES/DISCUSSION

With the advertisement and period for public comment now complete, a revised Strategy which includes the Charter has been prepared for adoption.

COST/BENEFITS

There are multiple actions highlighted within the Strategy. The main focus will be to undertake as many of these actions as possible within current financial allocations.

RISK ANALYSIS

The current Charter has expired and is inconsistent with customer expectations given advances in technology. There is currently no Customer Service Strategy that provides an overall direction for this important function. Adopting these documents will provide a clear direction and commitments in the delivery of customer services.

CONSULTATION AND ENGAGEMENT

The Strategy and Charter were placed out for public comment from Saturday 27 January 2018 to Sunday 25 February 2018.

This was published via the following media outlets:

- media releases
- public notice advertisements
- email to internal staff users

- Mayoral column
- Facebook
- website
- emails to survey respondents and community group contacts.

From this process, Council received the following responses:

- 2 individual community responses
- 1 community group response
- 5 internal staff user responses.

RESOLUTION 2018/13

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That the Customer Service Strategy 2018-2022 be adopted.

CARRIED

9.6 FINANCE REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2018**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 28 February 2018****RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 28 February 2018'
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 28 February 2018 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. 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 \$1.01M to \$1.37M, this is largely due to reviewing all financials as part of the 2018/19 Budget process with expected savings being recognised.

Income Statement (revenue) - Council's year to date (YTD) operating revenue is at 99% of YTD budget. Revenue brought to account for February was \$2.54M. Capital grants are behind YTD budget as is recurrent contributions. User fees, reimbursements and interest are currently ahead of YTD budget.

Income Statement (expenditure) - Council's operating expenditure is at 99% of YTD budget. Payments for this month totalled just over \$2.18M, compared to \$2.62M last month. Utilities are currently ahead of YTD budget with contract payments being the main item behind YTD budget. Labour is currently at 99%.

Capital Works - The revised budget for capital works is \$16.62M and is 29% complete in financial terms for the current financial year (23% at the end of January) with almost 67% of the year lapsed. Asset types with major variations (10% or \$10K) include furniture and equipment; land and buildings; plant and equipment; roadworks; urban and road drainage; recreation, leisure and community facilities; parks, open space and streetscapes and footpaths with many projects timed for quarter two or three but are yet to be commenced. Further analysis is being undertaken by the management to identify projects where funds should be transferred to reserve for expenditure in future years. This work is due to be completed in March 2018.

Balance Sheet - Council has a cash total of \$22.8M with \$2.8M in general accounts. Debtors are \$3.47M which is a decrease of \$4.9M in the month primarily due to the receipt of outstanding rates. Sundry debtors total \$1.52M with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$130K.

There were 31 supplementary valuations updated in February. The total rateable CIV at the end of February remains at \$1.82B.

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.

RESOLUTION 2018/14

Moved: Cr Gavan Holt

Seconded: Cr Geoff Curnow

That Council:

1. receives and notes the 'Finance report for the period ending 28 February 2018'
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

9.7 FEES AND CHARGES FOR THE YEAR 1 JULY 2018 TO 30 JUNE 2019**File Number:** 07/01/006**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Fees and Charges 1 July 2018 to 30 June 2019**RECOMMENDATION**

That Council:

1. approves the Fees and Charges for the year 1 July 2018 to 30 June 2019
2. implements the Fees and Charges from 1 July for items not subject to a notice period,
3. implements the Fees and Charges from the end of the notice period for those items subject to a notice period
4. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges for the year 1 July 2018 to 30 June 2019.

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 draft schedule was submitted for consideration at the Council Forum held on 13 March 2018.

BACKGROUND

Each year, as a part of the budget process, a Fees and Charges Schedule is prepared and submitted for approval by Council.

ISSUES/DISCUSSION

Generally the new schedule takes effect from the start of the financial year; however included in the schedule are residential accommodation charges which require a minimum notice period of 60 days. Notification will be forwarded to tenants as soon as practicable after approval by Council.

The approach to the 2018/19 schedule was to review fees and charges in line with the Long Term Financial Plan (LTFP), which included an indexation of 2.0% to discretionary charges.

Some cost areas within the Fees and Charges Schedule have had an increase of more than 2.0% due to rounding to nearest dollar (or five dollars). This is particularly in the building, health and local laws areas with costs increasing by 2.5 – 3.0% or \$5.00 with some minor fees in this area remaining the same.

Overnight rates at the caravan parks have had a nil increase in continuation of the decision by Council during 2017/18.

There has been a review of the reduced fee criteria classifications within the domestic animals registration area. This will make the criteria clearer. Adjustments have also been made to the impounding of livestock area with charges increased for sheep or goats where the flock count is 10 or less.

Additional information and costing has been added for Local Law 2 which includes permit costs for advertising signs, trading from road, display of goods and street furniture / outdoor eating.

There has been no increase to swimming pool fees and boat launching fees.

The new schedule takes effect from the start of the financial year; however included in the schedule are residential accommodation charges which require a minimum notice period of 60 days.

COST/BENEFITS

The schedule will raise an equitable contribution of revenue towards the cost of service delivery.

RISK ANALYSIS

There is a minor risk of avoidance of payment by customers.

CONSULTATION AND ENGAGEMENT

The recommendations in the report have been considered in detail by the Management Executive Group and Council.

Cr Gavan Holt declared a conflict of interest and left the meeting at 4:23 pm. The nature of the interest is an indirect interest due to a member of his family operating a café in Wedderburn with street furniture and outdoor eating.

RESOLUTION 2018/15

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council:

1. approves the Fees and Charges for the year 1 July 2018 to 30 June 2019
2. implements the Fees and Charges from 1 July for items not subject to a notice period,
3. implements the Fees and Charges from the end of the notice period for those items subject to a notice period
4. subject to the approval of the Director Corporate Services or Chief Executive Officer, make effective immediately any changes where the fees and charges are altered by legislation, and make amendment to the relevant Fees and Charges for the year 1 July 2018 to 30 June 2019.

CARRIED

Cr Gavan Holt returned to the meeting at 4:24 pm.

9.8 SERVICE DELIVERY REVIEW - STRATEGIC PROCUREMENT**File Number:** 02/05**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** 1. Service Delivery Review Strategic Procurement**RECOMMENDATION**

That Council:

1. adopts the recommended actions outlined in this report to the extent that they can be done within existing resources.
2. note that the timing and extent of implementation of the recommended actions will be subject to a business case to employ a dedicated procurement specialist being approved by the CEO.

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 Council Forum on 5 December 2017, Councillors were informed of the objective of the service delivery review, the process for the review, and the opportunities for improvement identified by the review.

The proposed recommendations from the review included:

- the development of an improved Procurement Framework (e.g. strategy, policies, procedures, resources, technology)
- revision of existing procurement policies and financial procedures including clearer policy in relation to local spend
- the adoption of a contemporary chart of accounts to enable better identification of true cost of service and therefore better analyse ways to improve productivity, achieve efficiencies and reduce expenditure
- an accounting system and software package which captures and reports on forward commitments to reduce the risk of over committing or using workarounds to monitor budgets
- finalising the contract management framework and identifying a preferred contract management system (including a contract register) to enable better contract management and delivery of expectations
- training in procurement (including tender/quote evaluation, contract management, using vendor panels, identifying conflicts of interest, appropriate documentation, managing aggregate spend, secondary employment issues) to improve efficiency in procurement activities
- reviewing the code of conduct to reflect changes to conflict of interest and secondary employment

Longer term (beyond 2017/18) opportunities for improvement were also identified which include:

- centre-led procurement activities (including vendor panel support, tender support, spend analysis reporting) with a procurement specialist to support more efficient processes and increased value for money in high spend areas

- a shared service approach with other neighbouring municipalities to help reduce the cost of procurement activities and improve the opportunity for bulk purchases at reduced costs
- installing contract management software to support the contract management framework
- using an online portal for the tendering process to streamline and further automate processes
- developing vendor panels to enable easier and quicker management of seasonal and or emergency type works as well as large contracts.

Councillors discussed the recommendations and highlighted the importance of enhancing Council's approach to procuring from local providers and also using the MAV procurement program.

Staff advised that the review of the procurement policy will provide further guidance on these two issues. It was also noted that dedicated procurement staff would be able to assist project staff with specialist issues such as this.

BACKGROUND

In January 2016, Council endorsed the business case for additional resources to support service delivery reviews and the commencement of an organisation wide identification and prioritisation of all Council services.

By November 2016, two people were appointed to one full time position in a job share arrangement and commenced the development of a service delivery review framework and identification and prioritisation of all Council services.

By February 2017, a list of 107 services had been identified. Through a number of workshops, the Management Executive Group prioritised 18 services for review. It was agreed by the Management Executive Group to conduct a number of pilot reviews against the draft service delivery review framework prior to presenting the framework to Council for adoption.

By June 2017, the 2017-2021 Council Plan included a strategic indicator for the completion of a minimum of three service reviews per year.

Three pilot reviews commenced: Agribusiness, Strategic Procurement and Maternal and Child Health. Each review is at a different stage. Strategic Procurement is now presented to Council.

ISSUES/DISCUSSION

The objective of this service delivery review is to consider how Council's procurement functions can be improved to increase effectiveness and efficiency. Through a combination of desktop reviews of existing written materials (e.g. policies, procedures, audit reports) within the organisation, benchmarking across the sector, stakeholder interviews, and case studies, this service delivery review identified 17 recommendations. Many of the recommendations can be progressed within existing resources but will take a significant amount of time to complete. A number of recommendations relate to capital works already budgeted.

One recommendation (the appointment of a dedicated procurement specialist) is not currently budgeted and will significantly contribute to the delivery of cost savings for Council and faster implementation of many recommendations in the report. A recent report by Deloitte suggests that improvements to procurement activities can result in 5.4% savings (referenced in attached report).

Recommendations and expected implementation timeframes are set out below:

Recommended Actions	Timeframe with existing resources
1. Develop and implement new chart of accounts.	With implementation of new finance software

Recommended Actions	Timeframe with existing resources
2. Upgrade the current finance software (Attache) to enable electronic purchase orders and accounting for forward commitments.	June 2018
3. Purchase and implement new finance software to allow for increased efficiency and transparency.	Purchase – August 2018 Implementation – 2018-2020
4. Development of a Procurement Framework.	June 2018
5. Review and strengthen the Procurement Policy and Procedure.	June 2018
6. Engage a procurement specialist to support people, policies, procedures and systems.	By September 2018
7. Purchase a contract management system.	With new finance software
8. Establish an online tendering process.	By June 2018
9. Develop standard contractual documentation to suit a range of projects.	From December 2018
10. Establish vendor panels to improve organisational efficiency.	From December 2018
11. Finalise the contract management framework.	June 2018
12. Implement outstanding audit recommendations relating to procurement to reduce the risk to the organisation.	Through implementation of new finance software
13. Deliver training on procurement including tender evaluation, conflict of interest, signing documentation, the importance of filing all contract documentation on the organisations EDMS, contract management, signing and sealing of contracts, secondary employment.	From April 2018
14. Implement a centre led approach to managing procurement to minimise the risk to the organisation.	From September 2018
15. Review the Staff, Volunteer and Contractor Code of Conduct in relation to secondary employment/business and conflicts of interest.	By June 2018
16. Review the Corporate Credit Card Policy and Procedure to ensure it meets reasonable and practical standards and ensure staff are aware of the standards.	By June 2018
17. Participate in MAV LEAP program	From April 2018

COST/BENEFITS

The costs and benefits of implementing the recommendations are set out in the attached report and include projected savings of over \$200,000 over two years.

RISK ANALYSIS

The risk of implementing the recommendations is an increase in workload for staff. However, the addition of a procurement specialist to work closely with key stakeholders will help to ensure processes improve outcomes overall and don't unnecessarily increase the workload on staff.

CONSULTATION AND ENGAGEMENT

The service delivery review included consultation and engagement with a range of stakeholders including staff, councillors, contractors, benchmark councils, auditors, sector bodies and oversight agencies.

RESOLUTION 2018/16

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That Council:

1. adopts the recommended actions outlined in this report to the extent that they can be done within existing resources.
2. notes that the 2018/19 draft budget proposes to include a dedicated procurement specialist, which if adopted, will accelerate the implementation of the recommended actions.

CARRIED

9.9 PETITION TO LODDON SHIRE FOR THE APPOINTMENT OF AN OFFICER FOR ENVIRONMENTAL SUSTAINABILITY

File Number: 17/03/007

Author: Steven Phillips, Director Operations

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Petition for the appointment by Loddon Shire Council of an officer for environmental sustainability

RECOMMENDATION

That Council:

1. provide a response to the Wedderburn Conservation Management Network informing them of Council's current efforts to address environmental and sustainability issues within Loddon Shire.
2. noting the information contained in this report, consider allowing an exception to the salary cap to allow for the appointment of a dedicated Environmental Sustainability officer as part of the 2018 – 2019 budget preparations.

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 petition that conforms to the requirements of section 32 of Council's Local Law No.1, Process of Municipal Government was tabled at the February 2017 Ordinary Council meeting. The petition requests that Council appoint a dedicated officer for environmental sustainability.

BACKGROUND

The petition was initiated by the Wedderburn Conservation Management Network and is supported by the following committees:

- Loddon Plains Landcare Network Committee
- Friends of Kooyoora
- Mt Korong Eco-watch Association Inc.

Council's Environmental Sustainability Strategy 2013 – 2018 Action Plan in section 6 waste, under item WA5 identifies as a recommended action as follows: "*Investigate opportunity to employ an environmental sustainability officer within Council to champion waste management, vegetation management and environmental issues as identified within the Environmental Sustainability Strategy.*" This action was given a priority of Medium, with no budget of funding source identified.

ISSUES/DISCUSSION

Council undertook an organisational restructure in 2016 and at that time consideration was given to creating a dedicated environmental sustainability officer position. As part of the restructuring process the required available funds to appoint a dedicated environmental officer were not able to be identified.

The Environmental Sustainability Strategy under the heading "budget Implications" identifies the financial implications associated with relevant actions in the Action Plan. It states:

“The action plan as seen attached within Appendix 1 identifies those projects, programs or initiatives identified for delivery over the life of this strategy. A number of the items contained within the action plan nominate a financial allocation to support the relevant activity which has potential implications for Council’s budget.

The majority of items associated with a financial resource requirement have however been identified on the assumption of securing external funding either through competitive grants or non-competitive state government allocations. A summary of each project nominally requiring a financial contribution/allocation is provided below along with a short statement regarding the potential funding strategy.”

In regard to action W5 of the Action Plan, the following is stated as identified in the petition:

“W5 – Investigate Full Time Sustainability Resource: Consideration will be given to the preparation of a business case to support the engagement of an internal staff resource with Loddon Shire to implement various actions identified within the Environmental Sustainability plan as well as undertake sustainability or environmental operations across the various areas of Council business. It is envisaged that funding for such a position would require either an increase in the operational salaries budget of Council or alternately securing of external funding. At this point in time no external grants have been identified for funding this position.”

Whilst it is understood that a formal business case has not been prepared, consideration was given to creating a dedicated environmental sustainability officer position as part of the organisation restructure as referenced above.

The functions of waste management, vegetation management and environmental issues currently sit with a number of Council employees, not one dedicated officer. An example of this is the Assistant Manager Works. This role has responsibilities for waste management, roadside pest plant & animal management along with other areas of responsibilities such as the Townscape Services team, plant procurement, contract management, waterway management and capital works. Other Council employees also have functions that support environmental sustainability such as the local laws planning compliance officer who is responsible for compliance matters relating to native vegetation removal. Council also takes advantage of available grant funding to support sustainability projects such as reducing energy consumption and these projects are delivered by various officers in Council depending on the nature of the project.

No external funding has been identified to date to fund a dedicated environmental sustainability officer. In the event that such funding was identified, Council would need to consider entering into an employment arrangement in the knowledge that funding from other sources is usually time limited. It is therefore likely that ultimately there will be an expectation that Council funds such a position from its own recurrent financial resources. Council employed a Landcare Coordinator between October 2002 and June 2009 funded through a State Government funded program. This position ended when the funding was discontinued, creating disappointment in the community.

Council has a salary cap in place limiting expenditure on staff positions which limits the opportunities to increase the number of employees. The Management Executive Group is currently considering a number of proposals for new staff positions as part of the preliminary budget deliberations and is cognizant of the constraints imposed by Council’s salary cap.

In the event of Council being supportive of recommendation 2 above, approaches will be made to nearby Councils to ascertain if there is interest in sharing an environmental sustainability officer position.

COST/BENEFITS

The cost of a dedicated environmental sustainability officer is approximately \$80k. Any increase in salary expenditure would impact on Council’s salary cap unless a reduction in service elsewhere is identified, freeing up the required funds.

A dedicated environmental sustainability officer responsible for waste management, vegetation management and environmental issues would provide a single point of contact for the community

and increase Council's focus and provide a greater level of service than is currently provided for in these areas.

RISK ANALYSIS

A risk to Council in appointing a dedicated environmental sustainability officer is breaching the set salary cap. The alternative would require a reduction in service in another area to cover the cost of such an officer. No suitable reduction in service has been identified to date. The risk in relying on external funding is that the position ends when the funding ends leaving a gap in community expectations.

Having a dedicated environmental sustainability officer would assist Council in achieving recommended actions in the Environmental Sustainability Strategy 2013 – 2018 and other Council plans such as the yet to be adopted draft Roadside Management Plan.

By not having a single dedicated officer championing environmental and sustainability issues, Council runs the risk of not meeting community expectations, as well as these matters being given a lesser focus by officers with other competing priorities.

CONSULTATION AND ENGAGEMENT

There has been no direct consultation or engagement with the Wedderburn Conservation Management Network in the preparation of this report.

The Director Community Wellbeing and the Chief Executive officer have been consulted as part of preparing this report.

RESOLUTION 2018/17

Moved: Cr Gavan Holt

Seconded: Cr Colleen Condliffe

That Council:

1. provide a response to the Wedderburn Conservation Management Network informing them of Council's current efforts to address environmental and sustainability issues within Loddon Shire.
2. note the information contained in this report, and provide further consideration to the appointment of a dedicated Environmental Sustainability officer as a joint position with the Environment Officer position as referenced in action 3.1 (page 22) of the Roadside Management Plan in the event of that plan being adopted by Council.

CARRIED

9.10 2018 MAV STATE COUNCIL**File Number:** 02/04/003**Author:** Sharon Morrison, Director Corporate Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council:

1. endorse a Motion to the Municipal Association of Victoria State Council Meeting on 18 May 2018, seeking continuation of the funding assistance by the State Government to Local Government for the collection of the Fire Services Property Levy, and
2. seek support from the Murray River Group of Councils for the Motion.

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 Council Forum on 13 March 2018, Council briefly discussed this matter.

BACKGROUND

The Municipal Association of Victoria is holding a State Council Meeting on Friday 18 May 2018. By email dated 9 March the MAV Chief Executive Officer sought motions from councils no later than 20 April 2018. As this is the last Council meeting before 20 April 2018, this is the last and only opportunity to seek Council's endorsement of any proposed motion.

Council is also a member of the Murray River Group of Councils (MRGC). At a recent meeting of the MRGC, members agreed to work towards State Council resolutions on common issues (either from the Group or from a lead council supported by other members).

ISSUES/DISCUSSION

Since 2013/14, Council has been collecting the Fire Services Property Levy on behalf of the State Government. Council has received some funding assistance each financial year to assist with offsetting the administrative costs associated with this task as set out below:

Year	Amount
2013/14	\$51,558
2014/15	\$38,134
2015/16	\$39,261
2016/17	\$40,421
2017/18	\$41,615

The State Government has made no commitment to extend the funding assistance beyond this financial year but expects Council to continue to collect the Fire Services Property Levy on behalf of the State Government, effectively shifting the cost to Council.

Without an extension of the funding assistance, Council will be providing an administrative service for the State Government without payment. Other councils will be in a similar position.

By raising this potential Motion with the Murray River Group of Councils, Council is likely to gain additional support for the Motion, increasing the likelihood that the Motion would be adopted at the MAV State Council Meeting. MAV would then be able to advocate to the State Government for the extension of funding assistance for the administration of the Fire Services Property Levy.

At this stage, no representatives of Council will be attending the MAV State Council Meeting due to attendance at the Rural Councils Victoria meeting scheduled the same day. Members of the Murray River Group of Councils will be approached to see if they support the motion and establish whether they would be willing to speak to the motion at the MAV State Council Meeting.

COST/BENEFITS

There is no direct cost involved in preparing the Motion and consulting with the Murray River Group of Councils, other than staff time.

RISK ANALYSIS

There is little risk associated with the preparation and lodging of the Motion and consulting with the Murray River Group of Councils.

CONSULTATION AND ENGAGEMENT

Councillors and some staff have been engaged in the development of the Notice of Motion. It is also proposed to consult with the members councils of the Murray River Group of Councils.

RESOLUTION 2018/18

Moved: Cr Geoff Curnow

Seconded: Cr Gavan Holt

That Council:

1. endorse a Motion to the Municipal Association of Victoria State Council Meeting on 18 May 2018, seeking continuation of the funding assistance by the State Government to Local Government for the collection of the Fire Services Property Levy, and
2. seek support from the Murray River Group of Councils for the Motion.

CARRIED

10 INFORMATION REPORTS

Nil

11 COMPLIANCE REPORTS**11.1 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS- BOORT TOURISM DEVELOPMENT**

File Number: 02/01/008

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 Tourism 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 Boort Tourism Development Committee of Management on 28 March 2017 and for the Boort Development Committee of Management on 26 September 2017.

Boort Business and Tourism Council Committee of Management and Boort Development Committee of Management recently merged to create Boort Tourism Development Committee of Management.

Council also revoked an instrument of delegation to the Boort Business and Tourism Council at the Council meeting on 24 October 2017. Council approved a change of name of Boort Development Section 86 Committee of Management to Boort Tourism Development at the Council meeting on 12 December 2017. Boort Tourism is currently operating under the instrument of delegation previously held by Boort Development Committee of Management while a new delegation or management agreement is being prepared.

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 Tourism 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
Barry Barnes	President
Kerri Bedford	Secretary
Alister McDougal	Treasurer
Barry Kennedy	Committee Member
Cindy Brown	Committee Member
Dot Beattie	Committee Member
Jida Gulpilil	Committee Member
John Nelson	Committee Member
Kelly Hird	Committee Member
Margaret Nelson	Committee Member
Marilyn Lanyon	Committee Member
Michelle Ashton	Committee Member
Paul Haw	Committee Member
Rob Ashton	Committee Member
Sharlene Stringer	Committee Member
Steve Lanyon	Committee Member
Suzi Kirkham	Committee Member

The Council representative for this committee is Cr Neil Beattie

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

RESOLUTION 2018/19

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council appoints the persons named in this report as members of the Boort Tourism Development Section 86 committee of management, effective immediately.

CARRIED

11.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-INGLEWOOD TOWN HALL HUB

File Number: 02/01/023
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 Inglewood Town Hall Hub 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 Inglewood Town Hall Hub Committee of Management on 23 May 2017. The position of president has been filled by committee member Enzo Scafati.

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

Inglewood Town Hall Hub 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:

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

A vacancy exists for a representative of the Inglewood Community Neighbourhood House (ICNH).

The committee is currently going through a review of its governance arrangements with the assistance of Director Wendy Gladman and is seeking endorsement of the above committee while the governance arrangements are finalised and a representative of the ICNH is nominated.

The Council representative for this committee is Cr 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

RESOLUTION 2018/20

Moved: Cr Colleen Condliffe

Seconded: Cr Gavan Holt

That Council appoints the persons named in this report as members of the Inglewood Town Hall Hub Section 86 committee of management, effective immediately.

CARRIED

12 GENERAL BUSINESS**12.1 CONSULTATION WITH EXISTING CUSTOMERS ON SKINNERS FLAT PIPELINE**

Cr Holt sought an update about the planned consultation with existing customers of the Skinners Flat Pipeline. He was advised that GWM Water had undertaken to prepare a fact sheet in consultation with Loddon Shire and the Department of Environment, Land, Water and Planning prior to consulting with the customers.

Council staff will follow up with GWM Water on this matter.

12.2 SOUTH WEST LODDON PIPELINE UPDATE TO CUSTOMER CONSULTATIVE COMMITTEE

Council noted that Council staff are checking with GWM Water to confirm that it would be appropriate to send the Customer Consultative Committee a copy of the most recent minutes of the South West Loddon Pipeline Steering Committee. As the Consultative Committee has not met for some time, it is intended to provide the minutes as an update on progress with the pipeline project.

13 CONFIDENTIAL ITEMS**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:

13.1 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.

Closing of Meeting to the Public

RESOLUTION 2018/21

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That the meeting be closed to the public at 4.41pm.

CARRIED

MOTION

Moved: Cr Geoff Curnow

Seconded: Cr Gavan Holt

That the meeting be re-opened to the public at 4.46pm.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 24 April 2018 at Serpentine commencing at 3pm.

There being no further business the meeting was closed at 4.52pm.

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

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CHAIRPERSON